

HARRISON HOLIDAY PARK
BOARD OF DIRECTORS MEETING
Sunday Nov 20th, 2022
ZOOM
Time: 9:00 am
Meeting Minutes

In Attendance

President	Patty Warkentin
Vice President (Chair)	Sharon Cross
Secretary	Kari-Lynn Bruce
Treasurer	Kelly Stanoffsky
Special Projects	Dana Vandecasteyen
Park Liaison	Larry Sargeant (<i>excused at 12:12 pm</i>)
Park Safety and Enhancement	Paul Leblevec (<i>excused at 12:12 pm</i>)

Guests

Caretaker	Frank Fong
Assistant Caretaker	Roland Lecompte – On Vacation / regrets
Office Administrator	Lynn Gordon

1) Meeting called to order at: 9:18 am

2) Additions to Agenda: none

3) Approval of Agenda: unanimously approved

4) Approval of Minutes of meetings: October 8th, 2022 – Treasurer will send financials to Secretary prior to posting

5) Caretaker Report November 2022:

1. ¾ of the sewer pump chains are replaced.
2. The trench was dug and prepped for the gas line (generator).
3. Winterized both satellite washrooms.
4. Cleanup of the leaves is ongoing.
5. Removing speed bumps for snow plowing.
6. Painted plywood on the office.
7. Roland is on holiday Nov 17 – 25, 2022.
8. Prepped clubhouse men's washroom for new tile.

This report does not include regular duties

Discussions following report:

- **Discussion re** winter stay, power to sites procedures, projects over the winter & vacation implications.
Action: Treasurer & Vice President to work with the staff, discuss and report back
- Emergency Evacuation Plan discussed.
Action: Posts still need to be put outside the front of each lot that has an emergency exit gate.
Action: Treasurer will investigate possible signage for red posts from her work once posts are identified
Discussion: Potentially painting wing post on each lot to indicate exit (reflective paint) and/or metal post for those sites that do not have wing post.
Action: Treasurer will work with Frank/Roland for winter project.
- **Discussion re** emails from the BOD to staff that require a response.
Action: Moving forward, the BOD requests that each staff member should reply individually from their own email.
- **Discussion re** Generator Maintenance.
Action: Treasurer needed to review budget, and then Special Projects is to talk to Patrick from Absolute Power re service follow-up/maintenance.
Update: Special Projects is reading the manual and will re-evaluate using the current company due to compliance issues. Training manual has been given to Roland. Vice President will also send a copy to Frank to ensure, working with Roland, that maintenance is and can be completed by the park staff. For the warranty to be valid, certified Generac Tech is required.
Action: Special Projects will work with the Vice President, review, and report back.
- Gravel and Dirt Storage - Project is approved. In future, dirt will be stored behind the house. Frank submitted a quote for paving the area - discussion on paving pricing vs concrete blocks.
Update: Frank received a quote of approximately \$2400 for paving. Frank advised that concrete is not required and dirt can be used quickly as top up for gardens so this is probably an unnecessary expense.
- Discussion re reducing the size of the Island at the end of Maple.
Proposal: add to budget for next year (approx. \$7 per sq ft)
Action: Treasurer – will add to 2023/24 budget for review
- Bathroom fans: Quotes for material and labor received and submitted - waiting for approval to proceed with new install. Plug and play fans vs newer models discussed. It was decided to go with plug and play.
Update: Treasurer will be discussing with Vice President and staff to confirm if available in the budget.
- Lighting upgrade to exterior: Quote(s) for material and labor submitted - awaiting approval on all, or partial install.

Update: Treasurer advised Beautify Park \$4500 available and this item fits into this line item. Will work with staff to allocate lighting. Lighting updates have come in at \$11,000 however broken down into sections. (Office, Clubhouse, Streets, House etc.) Will need to have a budget meeting.

- Power distribution boxes: Arctic Arrow quote was estimated at \$8,015.00 plus GST for additional work recommended following the July 11, 2022, cleaning of the power distribution boxes. The BOD is in agreement that doing this work while the park is closed would be optimal. Caretaker has advised that there are 9 boxes, however, only a few require work.

Action: Frank will find out which ones are priority and report back to Vice President & Treasurer. The others will be worked into budget for next year fall/winter 2023.

Action: Treasurer will need to review budget to see if we are able to find the money as this was not budgeted for.

6) Office Administrator Report: Liability insurance, Winter Stay/Winter Security and Pending Sales updates given verbally.

Discussion:

- Outstanding Liability Insurance: Board reviewed sites that have outstanding Liability Insurance with Lynn. Three sites require registered letters to be sent.

Issue: Recent Bylaw updates are not yet in force

Action: President will send Bylaw changes to Lynn. Lynn will then submit to Society and report back to the BOD once the Bylaws are approved and registered. Once we have the required approval, Lynn will send out registered letters advising "not a member in good standing" and gate cards will be disabled.

- Pending sales: There are no current pending sales. BOD has requested that Lynn prepare a monthly report to the board to include total lots for sale, lots pending sale with details & sales pending member interview with the board.

7) Ongoing, Outstanding and Tabled Items from previous board meetings below:

a) Posting the Minutes - June 12, 2022, SGM and the September 24, 2022, AGM as a draft copy on the Website. These minutes will be presented for approval at the Spring 2023 GM.

Action: Kelly to edit the PDF September 24, 2022, prior to posting.

Action: Patty will ensure that the meeting DRAFTs are forwarded to Support to be added to website and that both these minutes are added to the Spring Meeting Agenda for member approval.

b) Winter Cleanup Member Sites - Kelly, Larry & Frank– to meet to discuss process of the "Winter Cleanup of Member sites". Some lots with wood and debris should be asked to clean up.

Action: Frank/Roland to make note of any sites of concern and pass list on to Larry to communicate with the members.

c) New Member Orientation Package Update (Vice President) – Vice President and Treasurer tweaked a few things and used it to interview three new members, still some improving, but much better!

Action: Vice President working on more improvements we found were needed, will send to Secretary to incorporate.

d) Tree Form Procedure/Process - Frank has been asked to forward all tree form requests to the Liaison. Liaison is requested to send a confirmation to the member of receipt and to notify progress and completion.

A snapshot of Frank's current process.

1. Frank does the walkabout and goes through the applications with Arborist.
2. Arborist puts his comments on the applications.
3. Then we (Lynn) usually send them to the village.
4. The village lets us know which trees we are allowed to take down.

Discussion: TBC: The liaison to sign off on them. If denied, the liaison will advise member. If approved, no further actions are required.

NOTE: When it comes to taking all the dead out of the trees, we don't need a permit from the village for that, just for tree removal. Also, if members want their canopy of their tree raised above their trailer, the member usually pays for that.

Discussion: Permit is flat rate \$40 per permit. Could take up to a month (for tree removal only). Copy of tree concerns will go into a Tree File and site file.

Action: Lynn – will file copy in the site file going forward.

e) Update on tree situation: (Vice President) - Paul has been shown trees in park with "widow makers" that need to be removed.

Actions: Paul to transfer this information over to Larry as Liaison. Frank and Lynn have been advised to start sending ALL copies of all "tree form" requests to the Liaison Officer to sign off as we move back to a process that was previously being used in the park. Copies are to be kept in member files and tree file as well, for reference later. Liaison will ensure that all emails sent to members get printed and filed in their file.

f) Contractor Liability and Waivers for volunteer workers: Treasurer will continue to investigate what may be already available for us to use. Treasurer is waiting to hear back from the lawyer.

Update: Treasurer sent email to lawyer. Reply from secretary of lawyer that we will not hear back until December 2022 or January 2023.

Note: Green cards should not be issued to those lots that have not provided updated liability insurance.

Action: Vice President will review this with staff.

g) Clubhouse – Safety/Security

1. Access to the Clubhouse (concerns re younger children using unsupervised and leaving a mess behind).

Discussion - See Schedule A, Quote Rose Security

Action: Treasurer will add to budget for discussion

2. Installation of Industrial Motion Sensors for Clubhouse Lights.

Discussion - See Schedule B, Quote Vagabond Electric. \$4500 in the Clubhouse budget.

Update: Approved to go forward immediately.

h). Plan for a separate Member's Personal File:

A limited # of keys will be in the custody of the BOD. How many and which BOD members still to be determined.

Action: Treasurer & Vice President will prepare a file cabinet for use including having the lock changed.

Update: Lock to be ordered from USA. Need to check the pin/locking system. Will be looking at in new year.

Action: Treasurer & Vice President Ensure we have sufficient files and labels.

Update: completed

8) Email Votes: Vote to send BOD letter to Lot XXX passed

9) Reports:

a) President's Report: *see Schedule C*

b) Vice President's Report: *see Schedule C*

c) Projects Report: *see Schedule C*

10) Treasurer's Report:

Financial Snapshot on October 31, 2022

1020	Petty Cash	500.00
1030	Chequing Account	19,022.64
1035	Prospera Credit Union Equity Share	5.00
1060	Prospera Savings	196,389.54
1061	Prospera Savings - Contingency	489,801.00

- Winter Security is up and running and reports are being turned in by the Security team to the office as required. The staff have been in contact with members as issues arise in the park for the winter
- Proof of Liability Insurance is an ongoing monthly challenge tracking down members that still are non-compliant with regards to Liability Insurance on their sites. This is a work in process that myself, Lynn, and Sharon have been working on since July. It is getting better, but many are still outstanding. Registered letters will be drafted to members that we have not responded to email and telephone contact that 2 months past due.
- Still pending is the law firm drafting a volunteer waiver harmless agreement & review of contractors' liability requirements for the park, they have advised it would be January before they can deal with our request.
- I would like to schedule a separate finance meeting with the BOD to review YTD expenditures and forecast projects & expenditures to April 30th, 2023.
- Board has appointed Hedden Chong Accountants to do next year April 2023 year end
- Discussed email recommendations from Hedden Chong accounting firm with regards to filing of T2 Corporate tax returns.
- Approved motion light sensors to be installed in clubhouse as part of current year budget

12) New Business

a) **Fire & Emergency Evacuation Plan: See attached Schedule D**

Steps required to finalize this plan?

1. Set up a safety committee - what is required? Post on website? training?
2. Implement safety training for BOD, Staff, and Members.
3. Timelines

Action: Paul will follow up with Sharon for discussions.

b) **BOD representation on Committees.** (Some items were tabled from last meeting)

- Social Committee: Kari-Lynn
- Website/Tech committee: Dana
- GM Registration/Tellers committee – Kelly & Patty
- Voting committee: Moving this committee to GM Registration – no longer required.
- Fire Evacuation Planning Committee – Paul
- Clubhouse Committee - Sharon
- Bylaws Committee: Patty & Paul
- Depreciation Report Committee: Tabled
- Strategic Planning Committee: Tabled
- What to do with Rules and Regulations Committee moving forward: Tabled

c) **Moth balls containing Camphor or Naphthalene**

Discussion: Provincial/Federal – used as package description instructions and INDOORS only. Information to be discussed with members. (Add to new member orientation.) As per our Bylaws, members are not to use hazardous/biohazard materials on sites.

Update: Tabled

d) **Updating our Bylaws with recent changes**

Update: Lynn will have sent out to membership once the Bylaws have been approved by the Society Registrar.

e) **Next steps re Bylaw meeting.**

Action: Patty (President) and Kelly (Treasurer) will meet with Cindy (chair of the Bylaws committee) to come to a consensus as to how best to move forward. The plan will then be presented to the board for approval.

Update: Tabled

f) **Job Descriptions (Roles & Responsibilities)**

Discussion held regarding role and responsibilities.

Update: Tabled - to be followed up in January 2023.

g) **Plan re Winter Security for 2023-24**

Update: Tabled

h) Next BOD Meeting dates December & January

Special Board Meeting for Financials - December 11 2022 @ 9:00 am

BOD January 22 2023 @ 9:00 am

i) Spring GM tentatively April 8th, 2023 (package to be sent March 24, 2023)

Note: We need to further discuss timelines for mail-outs to go out in the new year reminding members of requirements for ongoing weeding, tarp removal and liability insurance etc. **Tabled**

j) Power and Payment Procedures

Discussion: regarding handwritten receipts/ticker tapes. Etransfers are preferred.

Update: More discussion needed. Tabled until January 2023

13) Ongoing, Incoming and Outgoing Correspondence

From:

Oct 28th off season extension (XXX)

Nov 19 - notification of payment made for winter security stay (XXX)

To:

Oct 20 response re Volunteering (XXX)

Oct 20 response re Bird seed (XXX)

Oct21 response re Property line and River restoration (XXX)

Oct 21 response re site survey and property boundary (XXX)

Oct 27 concern re staff incident Aug 13 (XXX)

Oct 25 response re HHPA Boundary North Side (XXX)

Oct 21 response re Two items 1. Maintenance staff 2. A member not in good standing (XXX)

Oct 23 response re Hot tub rule (XXX)

Oct 25 response re men's washroom door (XXX)

Nov 06 response re off season extension (XXX)

Nov 17th - letter out re Winter security late payment/ power shut off (XXX)

Meeting adjourned at: 1:15 pm

Next meeting to be held on:

Special Board Meeting for December Financials - December 11 2022 @ 9:00 am.

BOD January 22 2023 @ 9:00 am

Prepared by: Kari-Lynn Bruce



ROSE SECURITY SERVICES INC.
 1110 – 853 Seaborne Ave
 Port Coquitlam, BC V3B 0N9

TEL: 604.540.7673
 FAX: 604.549.8808
 www.rosesecurity.com

SCHEDULE "A"

QUOTE

Harrison Holiday Park Association
 973 Hot Springs Rd

DATE	QUOTE #	CUST #	BILL TO:
------	---------	--------	----------

Harrison Hot Springs BC V0M 1K0

10/28/2022 0000108184 0002148

SHIP TO:

Harrison Holiday Park Association
 973 Hot Springs Rd
 Harrison Hot Springs BC V0M 1K0

P.O. NUMBER		TERMS	QUOTE VALID FOR	SALES PERSON	
		NET 30	30 Days	Lucas Wilson	
QTY	PART #	DESCRIPTION		UNIT PRICE	AMOUNT
1.00	NOTE	*** This quote is to install an access control system for the front gate and door to ammenities room. ***			
1.00	KW-EK400	Kantech EK-400 Access Control Expansion Kit		3,053.73	3,053.73
2.00	P225XSF	Kantech P225XSF ioProx Reader, XSF, Mullion		237.98	475.96
50.00	P40KEY	Ioprox Key Fob		10.03	501.50
1.00	KW-ESPEV8LI	Kantech Special Edition License		424.25	424.25
1.00		Labour		3,600.00	3,600.00
1.00	CABLING	All necessary cable, connectors and mounting equipment		600.00	600.00
1.00	LOCKSMITH	Parts and Labour		2,800.00	2,800.00
		SUBTOTAL			\$11,455.44
		TAX			\$572.77
		TOTAL			\$12,028.21

TERMS AND CONDITIONS

SCHEDULE "B"



ESTIMATE

Occupancy sensors.

Vagabond Electric
7550 Melville Street
Chilliwack, British Columbia V2R 1L7
Canada

Mobile: 6043024664

1. Customer will be billed upon completion of work.
2. Payment terms will be adhered to by customer upon acceptance of this quote.
3. The cost of any required permits will be added to the final invoice, unless otherwise stated.
4. Please email/fax/mail the signed price quote to the address above.

Customer Acceptance (sign below):

X _____ **Print Name:**

Work Description	Quantity	Price	Amount
If you have any questions about this price quote, please contact me at 604-540-7673.			
BILL TO		Estimate Number:	107
Harrison Holiday Park		Estimate Date:	October 26, 2022
Sharon Cross		Expires On:	November 30, 2022
vice-president@harrisonholidaypark.com		Grand Total (CAD):	\$887.48
.	1	\$749.98	\$749.98

- Add 3 occupancy sensors in the club house to control existing lighting circuits.

Electrical Permit	1	\$100.00	\$100.00
		Subtotal:	\$849.98
		GST 5% (742992076RT0001):	\$37.50
		Total:	\$887.48

Grand Total (CAD):

\$887.48

SCHEDULE "C"

Reports

November 18, 2022

President Report – Patty Warkentin

Due to a family emergency, I have needed to temporarily step down from my duties as President. In my absence the Vice-President is covering my role, including preparing for and chairing this meeting. I know others have stepped up as well to assist Sharon, including Kelly who helped with the meeting agenda. Then others who have been dealing with issues of their own, stepped in to ensure those who now had extra work on their plate were fully supported. THANK YOU ALL! Your response to my situation has been above and beyond on both a personal and professional level.

The future is very much unknown at this time. This past month I was almost totally invisible but, more recently, have been able to start managing some limited involvement. I will be taking it a day at a time for now and then reassess matters in January.

Patty

Vice-President Report: Sharon Cross

- A walk through was completed with Frank, Paul and myself to address any safety issues and concerns, Paul to report and work with myself & Frank to schedule any findings of concern.
- Lighting upgrades and improvements - further meeting(s) with lighting expert and walk through to determine where we can add/ improve out lighting around the common areas of the park. Quote has been provided; we have the ability to break it down as it will fit into the budget. Built a sample of lighting suggestion, gave to Frank for review.
- We have discovered further concerns re wiring issues, Frank & Roland (if able) will make the corrections as discovered or will advise if we need to hire a contractor.
- Clubhouse improvement committee - A TV has been donated by a member and is set to be installed this off season. The Committee has opened an account for the funds they have raised (to date 2,764.15) This money is to be used for "extra" improvements/ frills not covered in our budget. A Statement is to be sent to me each month.

Wishing you all a safe and happy Holiday Season!!! See you in the New Year!!!

Sharon

Special Projects Report: Dana Vandecasteyen

- Generator gas line is in progress. Anticipate completion by month's end. Currently awaiting contact from Fortis BC. Meter upgrade under review. Related paving repairs to occur in the Spring.
- There are now two sets of stairs that have been repaired that don't meet Building Code and are somewhat dangerous. The Exit landing at the Clubhouse which Frank and I will address. Also, the new stairs leading to the laundry room. Frank and I will address. I recommend that all stairs be reviewed to determine if safe or not and be replaced to meet Code.
- Info from BC Hydro indicates that boats with built-in gas tanks can be stored in the approved area. Portable gas tanks must be removed when the boat is parked and no filling of tanks to occur on the Right of Way.
- A copy of the map showing the BC Hydro approved boat storage area has been received allowing us to add more spots in the designated area. The expansion area is subject to water accumulation so amount of fill and gravel costs will need to be determined. Hopefully if expansion occurs the new \$200 fee will offset costs which are still to be determined with review of the next budget.
- The possible settling of the office foundation continues to be monitored. Repair specifications and estimates to be procured in the Spring.

Dana V

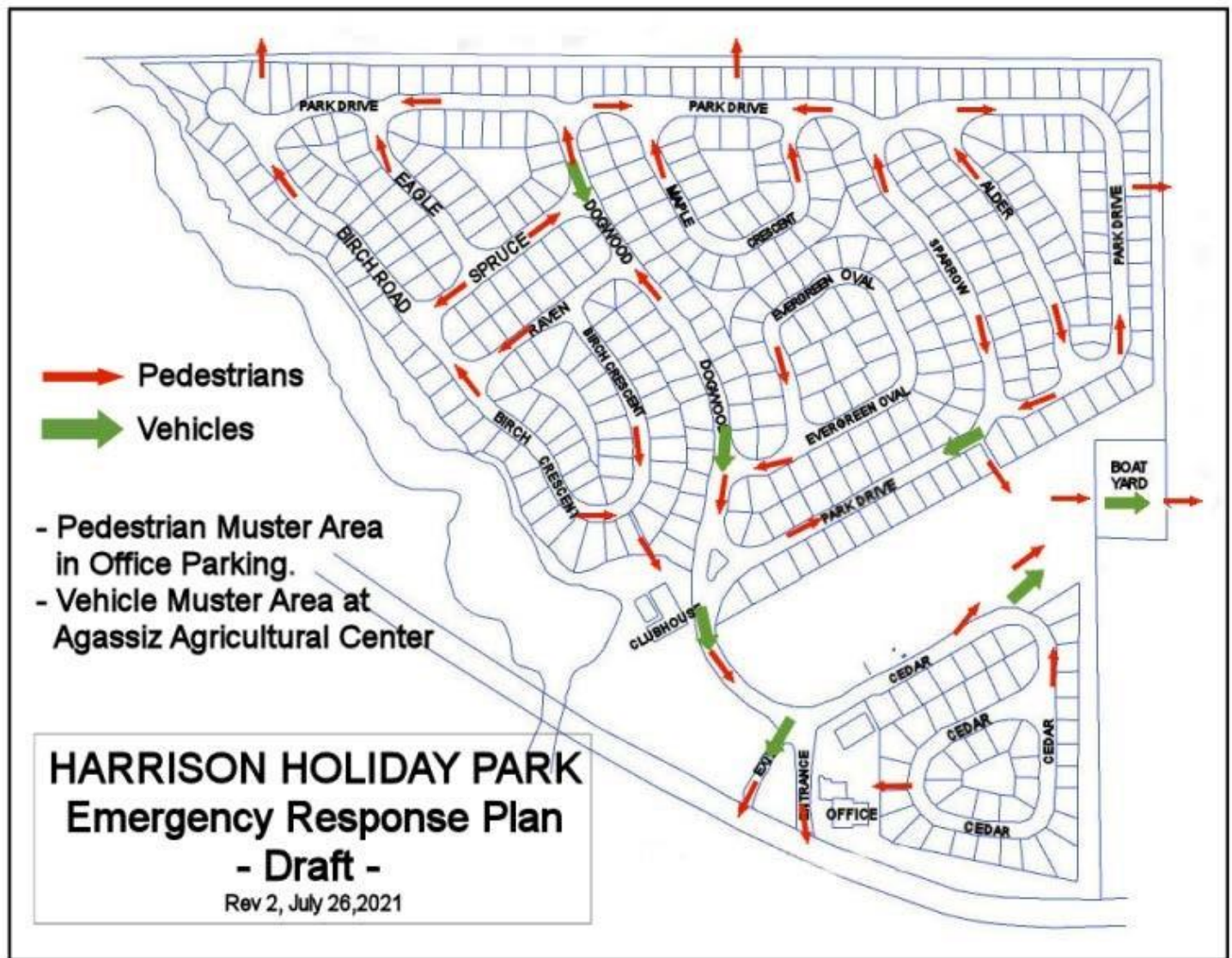
SCHEDULE "D"

20210730 Draft Emergency Response Plan – Harrison Holiday Park. Rev03

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Emergency Evacuation Routes in Park



The above Emergency Evacuation Plan will allow for the rapid evacuation of members and guests should a fire develop within the Park. This draft plan requires emergency escape gates to be incorporated in the back and side fences of our Park. These security gates will be installed at the Park's expense but will **require +/- 3 Lot owners on Park Drive, alongside these fences, to come forward and agree to having these gates installed.** Please contact the Office should you be willing to participate in this plan.

Members first criteria should be to evacuate their families from the Park as rapidly as possible even if this means leaving your vehicle and RV behind. Having pedestrians evacuate in multiple exits, should allow for a limited number of vehicles to leave the Park via the front exit and the boat area gate.

Prominent signage will be placed indicating the emergency exits from the Park.

An annual emergency evacuation drill will be held to familiarize everyone of the procedures to be followed in the case of an emergency

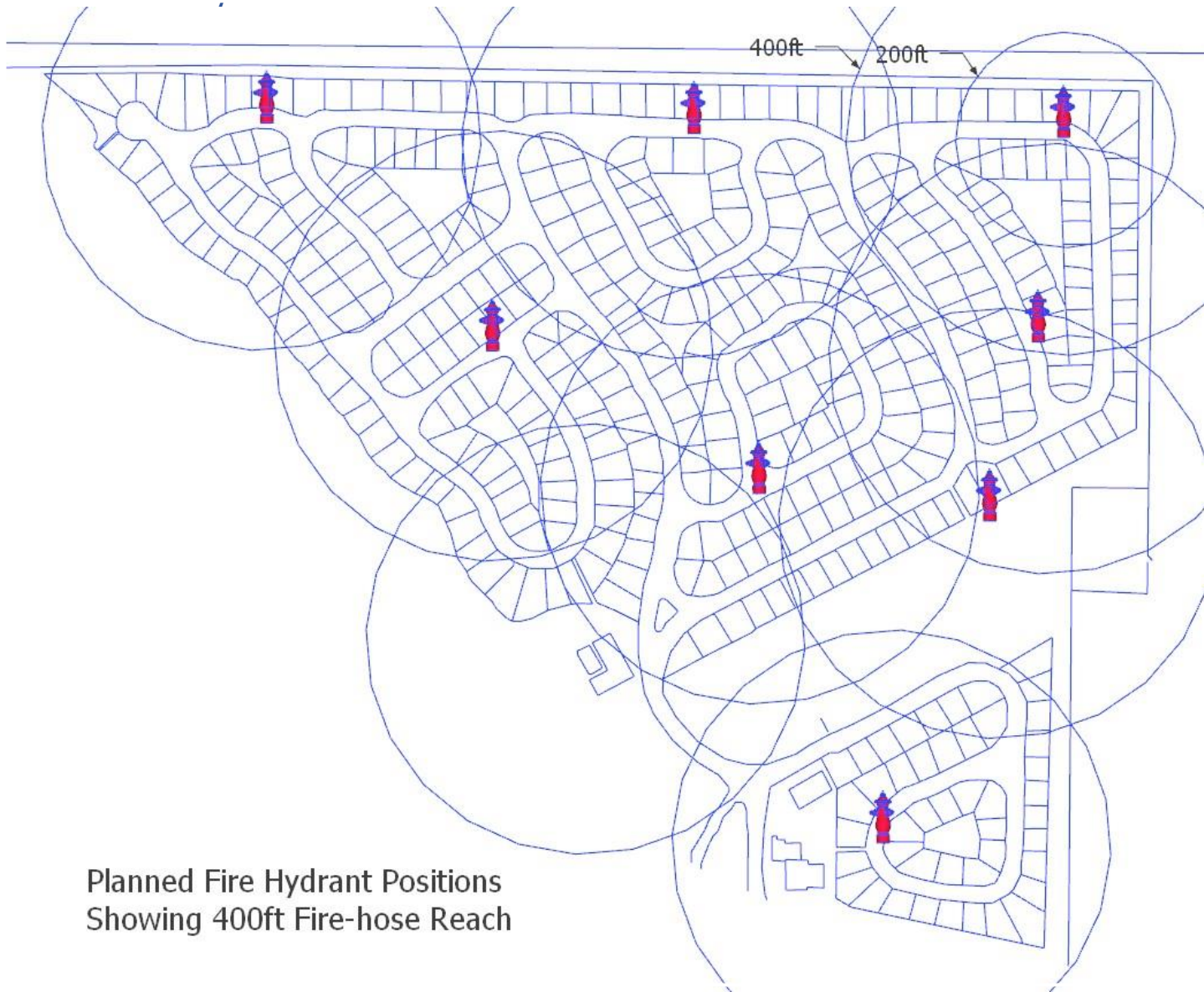
Note: **This is a Draft Work-in-Progress plan** and requires further details to be worked out and the Board is requesting input from members experienced in these matters such as First Responders (fire fighters, medical personnel, etc).

Should you have expertise to offer in this regard and to assist with further details in this plan, then please give your name to Lynn in the office.

In addition to this evacuation plan, the Board is planning to install a number of Fire Hydrants which will be positioned within approximately 400ft from any Lot in the Park. See the attached sketch below.

Note: Should the fire come from the forested area behind us, then egress onto Hot Springs and McPherson Roads are the only viable exit points

Planned Fire Hydrant Positions



Planned Fire Hydrant Positions
Showing 400ft Fire-hose Reach

In the event of an emergency dial 911

Other contact information

HHP Office:

604-796-2545

Common Disasters & Procedures for Responding to Each

a) Earthquake

Prior to any earthquake, each member/guest should preplan and practice steps they will take in the event of an earthquake. If you are indoors:

- Take cover under any sturdy piece of furniture.
- Stay away from windows or ceiling objects such as lighting fixtures.
- Do not light matches or candles as there might be a gas leak.
- Do not turn on electrical equipment of any kind.
- If emergency assistance is needed call 911.

If you are outdoors:

- Find an open area and remain there until the earthquake stops.
- Stay away from power poles and electrical lines, tall buildings, bridges, brick or block walls, underpasses and trees.
- Locate an App on your mobile phone and listen for emergency instructions.
- Confine and secure all pets so they will not hamper emergency service employees in the performance of their duties.
- After shocks may occur, so be prepared.
- If emergency assistance is needed call 911.

The Park Caretaker and his Assistant will be available on their mobile phones with any information that is available, to answer any questions or to provide assistance as needed.

Frank: 604-845-2545

Roland: 604-997-0546

b) Fire

There are steps you can take to minimize the dangers associated with fires and improve your chances of survival should a fire erupt in or around your RV or the Park.

Prevention and Safety Tips:

- Be sure you have properly operating smoke detectors and fire extinguishers in your RV. If one or more of your smoke detectors are battery operated, replace the batteries annually or more often if necessary. An easy to remember schedule is to change your batteries to coincide with daylight savings time.
- It is recommended that you should have two fire extinguishers in your RV – one positioned just inside your door where it can be easily reached and a second unit in your sleeping area. Extinguishers should be checked on a regular basis to ensure the pressure shown on the gauge is still in the green zone. A third extinguishers should be mounted on the outside of your shed. All these units should be replaced every 3 years

- Make sure everyone knows how to use the emergency exits in your RV. Practice using them with the whole family.
- Be sure your heating and electrical systems are properly maintained and in good working order. Carefully follow the instructions on all appliances and heating units, taking special care not to overload your electrical system.
- Installing an electrical surge protector on your connection to the power pole is a safety feature and will prevent a number of electrical problems associated with your RV
- Only use CSA approved propane firepit equipment on your lot
- Operate BBQs and firepit equipment a safe distance (+/-1meter) from hedges, sheds, RVs and other structures
- Keep matches, lighters, and candles away from small children. Children tend to be curious about fire and tend to hide when frightened.
- Keep your vehicle/s fueled
- Follow instructions if you need to evacuate and take our emergency kit with you
- Only re-enter your lot/RV when instructed by officials and community leaders

The [Canadian Wildland Fire Information System \(nrcan.gc.ca\)](http://nrcan.gc.ca) is a fire management information system that monitors fire danger conditions across Canada 24/7, it includes an interactive fire map and up to date information on the fire situations.

- **An Evacuation Order** means you are at risk and should evacuate the area immediately. Follow the routes specified by officials and others away from the fire
- **An Evacuation Alert** means that you should be ready to leave on short notice
- Visit [FireSmart Canada | wildfire preparedness assessments, training and resources](#) for information and to complete an assessment on how to protect your home/RV and property
- Have practice drills with your family so that they know what to do and are prepared
- Have your emergency 'go-bag' ready in extreme weather conditions

In Case of Fire in your RV:

- Immediately assess the problem to assist you in exiting away from the fire source
- Know how to use fire extinguishers
- Get everyone out of the RV immediately
- Without risk to any person, get pets out of the RV.
- Call 9-1-1 or the Fire Department, then call the Park office 604-796-2545 (from a neighbor's phone if available.) and:
 - Give: your name, telephone number you are calling from, Park address (973 Hot Springs Rd, Harrison Hot Springs), lot number where the fire is and any helpful directions.
 - Describe the type/nature of the fire (gas, wood, chemical, electrical).
 - State that the fire is in an RV and report any known injuries. Stay on the line and allow the person you contacted to end the call.
 - If and only if safe, turn off the propane and disconnect the electricity.
 - Tell all residents or guests near the fire source to stand ready with water hoses to wet down their structures or adjacent building(s) in case of traveling sparks.

- Make sure all members and guests have left the affected structure and **immediately** let the fire department personnel know if any disabled person(s) or anyone is not accounted for and may still be in the structure.
- **Never go back into a burning structure.**
- If smoky conditions are present, remember that smoke rises and stay as close to the floor as possible. Before exiting a door, feel the bottom of the door with the palm of your hand. If it is **hot**, find another way out. **Never open a door that is hot to the touch.**
- Should your clothing catch fire: **first drop...then roll. Never run.** If a rug, large towel, or blanket is handy, roll yourself up in it until the fire is out

c) Flood

Items you should know in the event of a flood. This is unlikely to affect our Park but this information could be valuable should you travel to other areas.

- Know the elevation of your location in relation to nearby stream (???) and lake (???)
- Check the local Weather Forecast Service
- Wear life preservers if possible. Wear appropriate clothing and sturdy shoes.
- Avoid any contact with flood water. Flood water may be contaminated and pose health problems. If cuts or wounds come in contact with flood waters, clean the wound as thoroughly as possible.
- Take your Emergency Disaster Supplies Kit with you.
- When you reach a safe place, call your predetermined family contact person.

After a flood:

- Return back to your RV site only after authorities say the danger of more flooding is over.
- If fresh food has come in contact with flood waters, throw it out.
- Do not reconnect to water, sewer or electric until Park management has authorized you to do so.

Provisions for members who may need assistance

If a guest/member expects to need assistance during an emergency, please inform the office.

If a guest/member of the Park needs assistance during an emergency call the office at 604-796-2545.

Park staff will provide assistance as they are able but it should be understood that Park management is not responsible for physically evacuating members from their RVs or providing any materials or services during an emergency.

1. Introduction

In the unlikely event of a natural or man-made disaster, we want our members to have the utmost safety procedures in place. Make sure you are familiar with our Park's evacuation routes (attached) and procedures and discuss them with your family or others in your party.

The next time disaster strikes, you may not have much time to act. Prepare now for a sudden emergency. Knowing what to do in an emergency is your best protection and your responsibility. Learn how to protect yourself and your family by planning ahead.

To obtain more information, you may want to contact your local emergency management agency or ??? and the local Red Cross chapter be prepared to take notes.

A checklist follows to develop your own personal emergency plan.

- Find out which disasters are most likely to occur in the areas you are visiting.
- Know how to prepare for each disaster and how you would be warned of an emergency.
- Learn about the community's warning signals - what they sound like and what you should do when you hear them.
- Learn the Park's main evacuation routes.
- If needed, ask about special assistance for elderly or disabled persons.
- Ask about animal care during and after an emergency. Animals may not be allowed inside emergency shelters due to health regulations

2. Checklist of Emergency Procedures

Meet with your family and discuss why you need to prepare for disasters. Explain the dangers of fire, severe weather and earthquakes to children, elderly individuals, and persons needing special assistance. Plan to share responsibilities and work together as a team. The following may be used in creating your own emergency plan:

- Discuss what to do in an evacuation.
- Pick an alternative location to meet, in the event a family member cannot return to the campsite.
- Pick one out-of-province and one local friend or relative for family members to call if separated by disaster (it is often easier to call out-of-province than within the affected area).
- Instruct family members to turn on a battery powered radio for emergency information.
- Teach children how and when to call 9-1-1 and a long-distance contact person.
- Keep family records in a water and fire-proof container.
- If your RV cannot be evacuated, make sure to turn the propane tanks off. Disconnect the RV from power, water and cable/electric.
- Take a basic first aid and CPR class.
- Prepare a disaster supply kit

3. If Disaster Strikes:

- Remain calm and patient. Put your plan into action.
- Check for injuries; give first aid and get help for seriously injured.
- Listen to your battery powered radio for news and instructions.
- Evacuate if advised to do so. Wear appropriate clothing and sturdy shoes.
- Check for damage to your RV - use a flashlight only. Do not light matches or turn on electrical switches, if you suspect damage.
- Check for fires, fire hazards and other household hazards.
- If you are remaining in your RV, sniff for gas leaks, starting at the hot water heater. If you smell gas or suspect a leak, turn off the propane tanks, open windows, and get everyone outside quickly.

- Shut off any other damaged utilities.
- Clean up spilled medicines, bleaches, and any other flammable liquids immediately.

4. Remember to:

- Confine or secure your pets.
- Call your family contact - do not use the telephone again unless it is a life-threatening emergency.
- Check on your neighbors, especially elderly or disabled members/guests.
- Make sure you have an adequate water supply in case service is shut off.
- Stay away from downed power lines.

5. First Aid Procedures

Information on first aid can be found on Google or the Mayo Clinic app. Utilize known persons who are medically trained (such as Doctors, Nurses, or people medically trained in CPR and first aid) to assist in administering first aid to those injured. If the injured individual(s) are in imminent danger, they should carefully be moved to a safe location to administer first aid. In the case where injuries are severe and movement could cause further injuries, do not move the injured. Make the injured person(s) as comfortable as possible and wait for emergency personnel. Before emergencies, prepare a first aid kit. Have the kit in an easy to locate place. Make sure all family members know the location of the kit.

6. Be Prepared!

Government and Relief Agencies estimate that after a major disaster, it could take a few days for relief workers to reach some areas. In such cases, a 48-to-72-hour disaster supply kit could mean the difference between life and death. In other emergencies, a 48-to-72-hour disaster supply kit means the difference between having a miserable experience or one that's like a pleasant family camp out.

In the event of an evacuation, you will need to have items in an easy-to-carry container like a backpack or duffle bag (your go-bag) – don't forget to include important paperwork, passports, medication, etc.

7. Family Disaster Supplies Kit

You should inspect your supplies at least twice a year or before each trip. Rotate food and water every six months. Check children's clothing for proper fit. Adjust clothing for winter or summer needs. Check expiration dates on batteries, light sticks, warm packs, food and water.

Keep a light source stored in the top of your kit for easy access in the dark. More than likely most of the recommended supplies are already included in your RV or camp supplies. If not, you might want to consider adding these items to your packing list.

8. Local Emergency Phone Numbers

Agency:	Phone Number:
Emergency	911
Park Office	604-796-2545
Frank	604-845-2545
Roland	604-997-0546
Agassiz RCMP (non-emergency)	604-796-2211
Other ????	

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<https://www.healthlinkbc.ca/health-feature/flooding-and-your-health?fbclid=IwAR2AjCsfza955rrkSmQLBLRrwCnUFqRkvxfaEb59NoM1INXZbOSiOI7>

8ms Food Safety

For information about safe handling of food during an emergency, click on the links below.

- [HealthLinkBC Food Safety](#)
- [Government of Canada: Food Safety in an Emergency](#)

Infants and young children are especially vulnerable in an emergency.

Breastfeeding is the safest way to feed your baby. Offer the breast often, for nutrition and comfort.

- [Breastfeeding](#) (HealthLinkBC File #70)
- You can find more information on how to safely breastfeed your baby and/or young child during COVID-19 [here](#)

Babies who are formula-fed are at highest risk during an emergency. It can be difficult to safely prepare infant formula if you do not have clean water or electricity. Check local water quality advisories before using water to mix with formula or to clean and disinfect feeding equipment. Follow any guidance provided by local public health officials. If you don't know if your water is safe, use ready-to-feed infant formula.

- [Feeding Your Baby Formula: Before You Start](#) (HealthLinkBC File 69a)
- [Feeding Your Baby Formula: Safely Making and Storing Formula](#) (HealthLinkBC File 69b)
- [Government of British Columbia: Water Quality Notifications](#)

You can find more information on how to safely feed your baby during COVID-19 if you are using or thinking about using infant formula [here](#)

If you have any concerns around infant formula or need advice on acceptable short-term alternatives, contact your local public health office or call **8-1-1** to speak with a nurse or dietitian at [HealthLink BC](#).

Emergency Preparedness

During flooding roads may be closed, you may be cut off from certain supplies and services, or your community may be evacuated. Learn what you can do to prepare for an emergency and stay safe in advance of a potential evacuation alert or order.

- [Government of British Columbia: Be prepared for floods](#)
- [Government of British Columbia: Make your emergency plan](#)
- [Government of British Columbia: Protect your home and property](#)
- [Government of British Columbia: Build an Emergency Kit](#)
- [Government of Canada – Get Prepared](#)
- [Government of Canada: Make your community Flood Ready](#)
- [Preparing for an Emergency: A Focus on Water and Food](#)
- [Seniors as Emergency Response Volunteers | HealthLinkBC File 103b](#)

Flooding and Water Quality

For the most recent information on flooding, please see the [EmergencyInfoBC's Current Flooding Information](#).

For information about flooding and water quality from your health authority, where available, click on the links below.

- [First Nations Health Authority: Environmental Health](#)
- [Fraser Health – Flooding](#)
- [Interior Health – Flooding](#) ○ [Interior Health – Water Quality](#)
- [Island Health – Drinking Water](#)
- [Northern Health – Flooding](#)
- [Vancouver Coastal Health – Water Quality](#)

Evacuation Information

If there is flooding in or near your community, you may be evacuated to a safer area. There are a number of resources and supports available to evacuees. Learn what to do if you are evacuated from your home and how to find support in your area.

- [British Columbia River Forecast Centre: Flood Warning and Advisories](#)
- [DriveBC:Driving Conditions](#)
- [EmergencyInfoBC: Current Flooding Information](#)
- [Government of British Columbia: What to do if evacuated from your home](#)

Seniors may need special support in the event of an evacuation. Learn what you can do to be prepared.

- [Caring for Seniors in Residential Care in an Emergency \(HealthLinkBC File #103c\)](#)

- [Community Evacuation Information for Seniors \(HealthLinkBC File #103a\)](#)