

# HARRISON HOLIDAY PARK

## EMERGENCY RESPONSE PLAN



**Version: 2.1**

**Date of Revision: 05/2024**

**Document Type: Guidance and Procedure**

**Scope: All Employees, Members, Guests and Contractors.**

## Contents

Introduction.....	3
Checklist of Emergency Procedures .....	3
Suggested Evacuation Routes from the Park (map).....	4
Escape Gate Lock Combination .....	5
Fire Drill .....	5
Fire Hoses .....	5
Fire Hose Locations within the Park (map).....	6
Muster Stations (map).....	7
Common Disasters & Procedures for Responding to Each .....	9
Earthquake .....	9
Fire .....	9
In Case of Fire in your RV:.....	10
Provisions for members who may need assistance .....	11
If Disaster Strikes: .....	12
Remember to:.....	12
First Aid Procedures .....	12
AED Locations and Use (map) .....	13
Family Disaster Supplies Kit.....	14
FEMA Suggested Family Emergency Kit Contents link: .....	14
Local Emergency Phone Numbers.....	14
Additional Contacts or references:.....	15
Definitions: .....	15
• <b>An Evacuation Alert</b> .....	15
• <b>An Evacuation Order</b> .....	15

## Introduction

In the unlikely event of a natural or man-made disaster, we want our members, employees, guests and contractors to have these 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.

Learn how to protect yourself and your family by planning ahead. Prepare now for a sudden emergency. Knowing what to do in an emergency is your best protection and your responsibility.

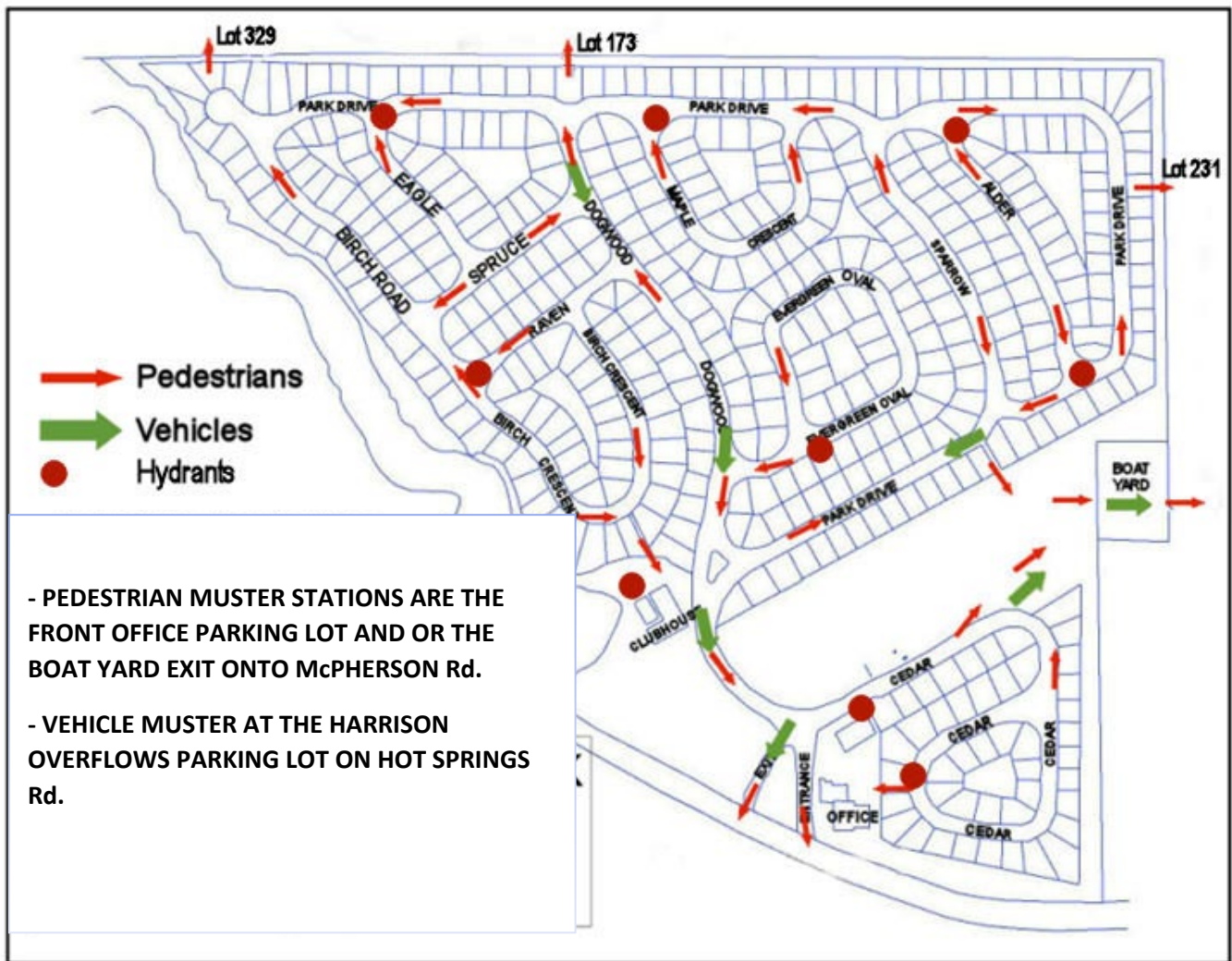
Please familiarize yourself with the contents of this plan.

## Checklist of Emergency Procedures

Meet with your family and discuss the 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.
- 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

## Suggested Evacuation Routes from the Park (map)



The Evacuation Plan suggests the best directions for the rapid evacuation of members and guests for given lot locations should a fire develop within the Park. This Plan uses the emergency escape gates incorporated at the back and side fences of our Park through lots # 173, 231, and 329.

These emergency escape gates are locked and can be opened using the [four number combination "9-1-1-1"](#).

See photo below for the alignment of the numbers beside the black line on the lock.

## Escape Gate Lock Combination



Note the location of the black combo line

Member's 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 is placed indicating the emergency exits at the East and South sides of the Park.



## Fire Drill

An annual fire drill will be held to familiarize everyone with the sound of the Park's fire alarm siren and to make sure that the alarm system is functional and accessible.

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 development of this plan, please provide your name to the main office or email any one of the Park Board members.

## Fire Hoses

There are eight (8) Fire Hoses positioned within 400ft of any Lot in the Park. Please familiarize yourself with their locations, (see map insert below). The fire hoses and hydrants are located closest to the following sites: 38, 104, 207, 220, 271, 349, 395 and the tool shed/maintenance building. The fire hose box and contents are shown below. (Municipal hydrants close to the Park are shown in yellow).

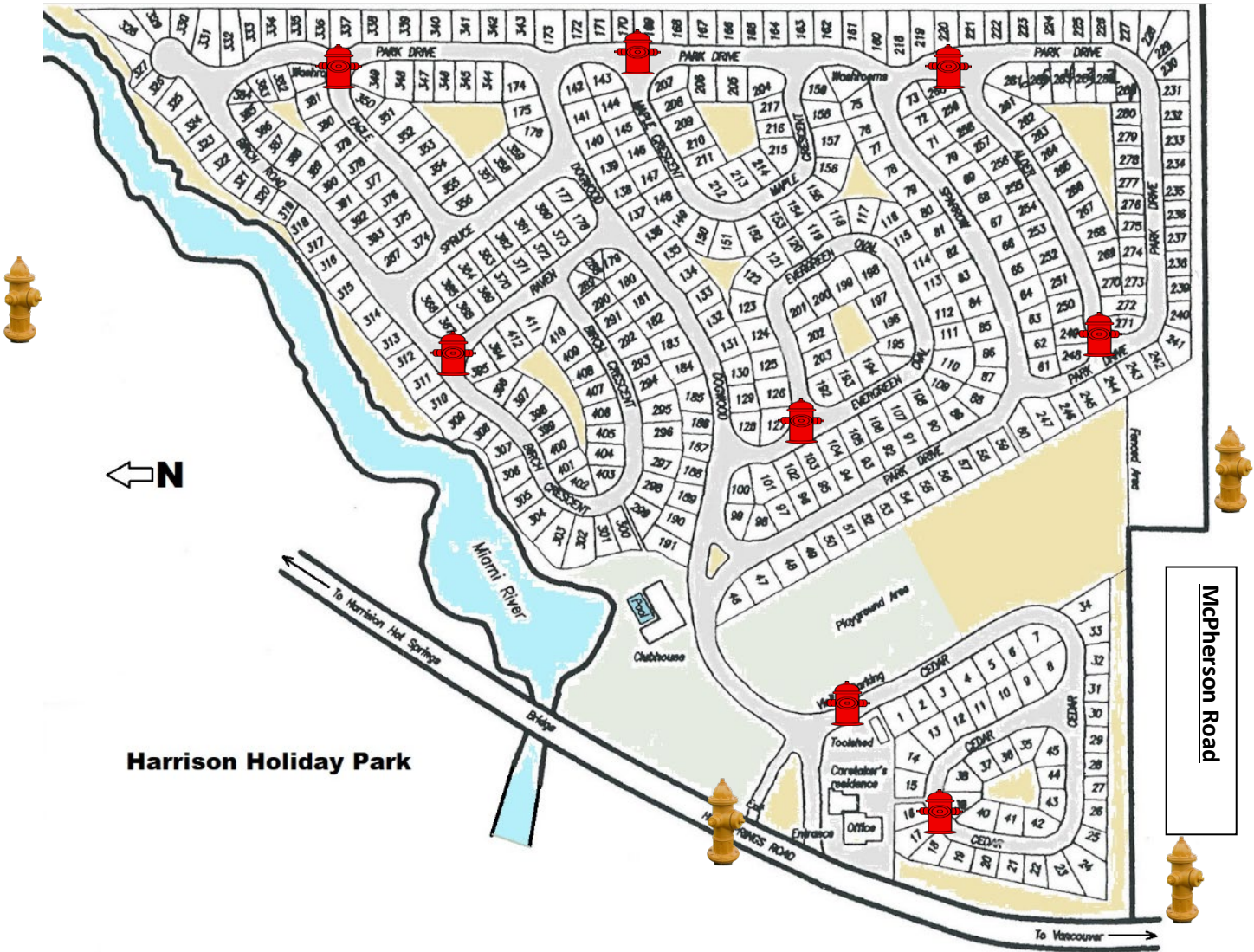
Note: Should the fire come from the forested area behind us, then egress onto Hot Springs and McPherson Roads are the most viable exit points.



Fire Hose Locations within the Park (map)

**McCombs Drive**

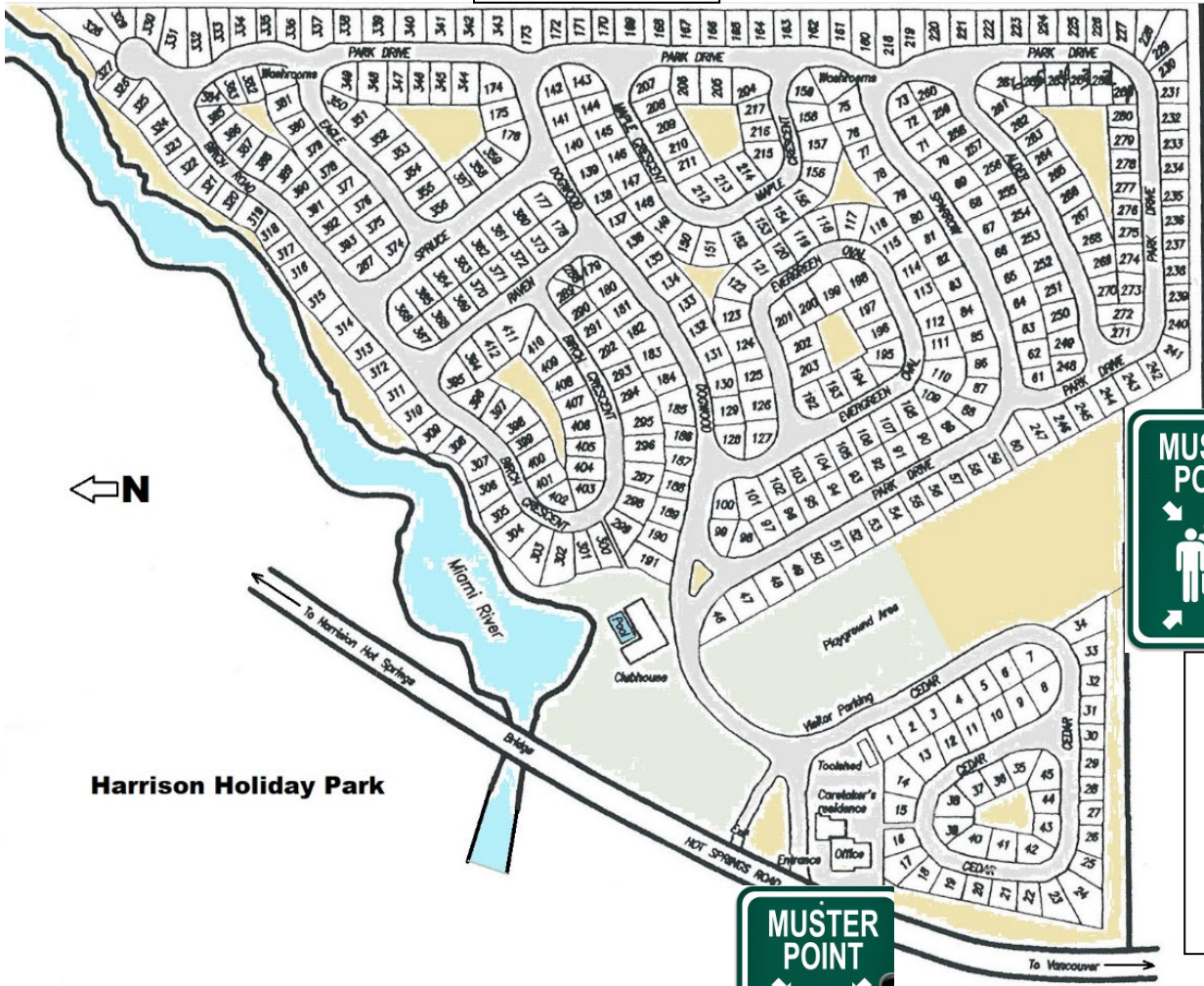




Muster Stations (map)

There are two Muster Stations located around the Park. One at the front parking lot by the office and the second will be outside the boat storage exit on McPherson Rd.

McCombs Drive



Harrison Holiday Park



McPherson Road





## Common Disasters & Procedures for Responding to Each

### 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, brick or block walls, 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.

### 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 at the beginning of each season or more often if necessary.
- 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 extinguisher 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 fire pit equipment on your lot
- Operate BBQs and fire pit 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
- Only re-enter your lot/RV when instructed by officials and community leaders

#### 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

### 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 911.

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.

## If Disaster Strikes:

- Remain calm and patient.
- 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.

## 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.

## First Aid Procedures



Persons who are medically trained (such as Doctors, Nurses, or people medically trained in CPR and first aid) should 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. See map insert for location of the First Aid kits, one at the clubhouse kitchen and one in the Main Office.



## AED Locations and Use (map)



There are two AEDs (Automated External Defibrillator) in the Park, one is just inside the main doors of the clubhouse and one in the Main Office. These AEDs should be used by a person who is familiar with the use. Refer to the educational video on YouTube; ***“How to Use a Defibrillator (AED) - First Aid Training - St John Ambulance”***.

The actual video link is noted below, copy and paste into Google :

[https://youtu.be/UFvL7wTFzI0?si=VG1PiH9\\_jYTqFwwQ](https://youtu.be/UFvL7wTFzI0?si=VG1PiH9_jYTqFwwQ)



## 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.

FEMA Suggested Family Emergency Kit Contents link:


**[https://www.ready.gov/sites/default/files/2021-02/ready\\_checklist.pdf](https://www.ready.gov/sites/default/files/2021-02/ready_checklist.pdf)**

## 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
Harrison Fire Department	604-796-9966

***Note:** This Emergency Response Plan is in its first version release. Although it may not be perfect, we can all agree that it is a good start and in time further details will be worked out.*

## Additional Contacts or references:



The banner features the Alertable logo on the left, a central graphic with the text "ALERTABLE COMMUNITY NOTIFICATIONS Stay Aware & Plan Ahead" and a row of icons representing various emergency services (heart, tornado, fire, school, ambulance, car, truck, lightbulb), and a "SIGN UP" section on the right with buttons for App Store, Google Play, Amazon Appstore, Facebook, Messenger, Slack, and Alertable.ca.

**Stay informed with Alertable notifications**

Use Alertable to stay aware and plan ahead. Check in advance for events, closures, restrictions, hazards and more. Know before you go. Keep yourself and others informed and up to date with Alertable.

Download the **FREE** Alertable app for iOS and Android smartphones and tablets. Install the **FREE** Alertable skill and action for Amazon Alexa devices. Follow Alertable on Facebook and X / Twitter. Connect with Alertable directly on Facebook Messenger. Get desktop and browser notifications from [Alertable.ca](http://Alertable.ca). Install the **FREE** Alertable add-on for Microsoft Teams and Slack to use at work. Choose any combination that's right for you.

Notifications are fast, reliable and easy to see and hear. Personalize notifications by type and severity. Choose notifications for many locations including home, work, school, cottage, family and friends locations and more. Change your locations and other personalized options in Settings, after the fact. Please **SHARE!**

### Harrison Hot Springs Interface Fire Prevention Group link:

<https://www.facebook.com/groups/1699295993643626/user/61554952563761/>

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.

### Definitions:

- **An Evacuation Alert** means that you should be ready to leave on short notice
- **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