



Shark's Tooth-Emergency Preparedness Plan 2021



Purpose:

To establish the policies and procedures regarding management's and employee's responses to various emergency situations.

Overview:

The procedures cover the following topics:

- A. General Evacuation Plan
- B. Tornado Preparation and Emergency
- C. Bomb Threat
- D. First Aid
- E. Hazardous Material Spill
- F. Earthquake
- G. Robbery
- H. Hurricane Preparedness Plan
- I. Fire Evacuation Plan
- J. Active Shooter Plan
- K. Gas Spill Procedures
- L. Damage Reporting Example

Club Operations has developed plans that address emergency situations that may arise which may threaten human health and safety, as well as damage to Club property and assets. Management is responsible for implementing the Emergency Action Plans. These Emergency Action Plans will meet the following objectives.

1. Provide a means of notifying employees, customers, and local authorities of an emergency situation.
2. Provide for a safe and orderly method of evacuation of employees and guests from club premises.
3. Account for all employees who occupied club premises at the time of the evacuation, if one should occur.

4. Provide emergency first aid treatment or summon emergency medical assistance for injured individuals.
5. Provide Training and needed information to those employees responsible for taking action in the event of an emergency.
6. Report any and all Incidents following the Incident Reporting SOP from St. Joe Hospitality & Resort Human Resources. Copies of the incident reports should be submitted to the Director of Clubs, & The Human Resource Director in accordance with the SOP.
7. For situations involving Insurance Claims, as directed by the Director of Clubs, a copy of the incident report should be sent to The Director of Finance and Vice President of Clubs & Resorts- St. Joe Company.

Signs as required by ordinance, regulation, or law will identify emergency exits.

Employees are required to be familiar with the location(s) of alarm pull stations and emergency exits.

If hazardous materials are involved, disposal must be done in compliance with federal, state, and local environmental laws.

Procedure:

A. General Evacuation Plan (All Emergencies Other Than Hurricanes)

Management

1. Telephones the local emergency agency (for example: fire, police, hazardous materials team, etc.).
2. Makes announcement or public address to the guests regarding the evacuation.
3. Checks all areas of their respective departments, restrooms, and public areas to verify that employees and guests have evacuated.
4. Secures all cash, checks, and charge documents in the safe if time permits.
5. Designates a safe area outside each Club as a gathering point for all employees. Takes a head count of employees to insure all were safely evacuated.

- a. Hotel Managers/ Club Managers/ Department Heads to secure a schedule of staff on site and perform a roll call at the evacuation site. Note: Employees are not to re-enter the building. Management will notify the ranking fire or other emergency response personnel on the scene of a potentially trapped employee or guest and their approximate whereabouts.

6. Dismisses all non-essential employees.

B. Tornado Preparation and Emergency

Prior to a tornado emergency, Management will designate safe shelter areas within the building for employees and guests. There are some general guidelines that may be used to aid in the selection of such spaces. When selecting a safe shelter, consider:

- The lowest floor, preferably a basement
- Interior spaces-rooms with no walls on the exterior
- Areas supported by secure, rigid structural frames, like doorways
- Short roof spans

The Club's safe shelter area will be in an interior room within the main clubhouse or main office areas at each location. It will be stocked with a first aid kit or medical supplies and several flashlights.

Tornado Watch Procedures

Management

1. A Tornado Watch means that conditions are right for severe thunderstorms and possible tornadoes to develop. When notified of a tornado watch in the area, Management will tune the radio to the National Weather Service channel to stay current on the storm progress.
2. Checks to ensure that all safe shelter areas are unlocked and accessible.
3. Checks to be sure that medical supplies and flashlights are stored in the safe shelter area.
4. If time permits, "X" the windows with tape or secure plywood to the outside of windows.

Tornado Warning Procedures

Management

1. A Tornado Warning means a tornado has been seen or detected by radar. Management will inform all employees and individuals to take cover in shelter areas immediately.
2. Makes announcement about weather and warns guests to not leave the building and take shelter.
3. Assigns someone to shut off the main gas and electrical system.
4. Afterwards, coordinates first aid assistance to individuals.

C. Bomb Threat

When someone calls and says there is a bomb in the building, the following steps will be performed:

Employee

1. Keeps the caller on the line as long as possible. Asks them to repeat the message. Tries to write down every word spoken by the caller.
2. Asks the caller where the bomb is located and when it will go off.
3. Tells the caller that the building is occupied and detonation of a bomb could result in the death and injury to innocent people.
4. Pays particular attention to background noises, such as music playing, engine noises, etc.
5. Listens to the voice of the caller (male/female, voice quality, accent, possible speech impediments)
6. When the caller hangs up, **do not hang up the phone!** Sometimes, phones can be traced back to the source. Immediately notify management and describe the threat.

Management

1. Calls the local Police or Fire Department to report the incident. Follows all recommendations and instruction provided by either department.
2. If the Police or Fire Department declines to give instructions to evacuate the building, search the premise (if time permits) for any suspicious looking device or package. If one is found, follow the Evacuation Plan (detailed earlier).
Do not touch any suspicious device or package.

D. First Aid

If an employee or guest is injured, the initial responsibility of management or employees is to provide the needed first aid or arrange for emergency medical response or professional medical care.

Each Club facility provides a First Aid Kit on the premises. It is there for the management and employees use in the treatment of minor scratches, burns, headaches, nausea, etc. Employees must let their supervisor know if they need to use the First Aid Kit.

If there is work related injury or illness that requires professional medical assistance, employees must notify their supervisor and let him/her know before they receive this assistance. If the employee fails to notify his/her supervisor, the employee may be ineligible for Worker's Compensation, benefits to pay for doctor's bills, and/or lost wages.

In the event that an employee is seriously injured and requires professional medical care, management or another employee who is available can drive the employee to a medical provider. If any individual is not mobile or has a life-threatening injury or illness, arrange for emergency care and transportation (call 911).

First Aid Procedure

Wounds

Minor: Cuts, lacerations, abrasions, or punctures

- Wash wound using soap and water; rinse it well
- Cover the wound using clean dressing

Major: Large, deep and bleeding

- Stop the bleeding by pressing directly on the wound, using a bandage/cloth
- Keep pressure on the wound until medical help arrives

Broken Bones

- Do not move the victim unless it is absolutely necessary
- If the victim must be moved, "splint" the injured area. Use a board, cardboard, or rolled newspaper as a splint

Burns

Thermal (Heat)

- Rinse the burned area, without scrubbing it, and immerse it in cold water; do not use ice or iced water
- Blot dry the area and cover it using sterile gauze or a clean cloth

Chemical

- Flush the exposed area with cool water immediately for 15 to 20 minutes.

Eye Injury

Small Particles

- Do not rub your eyes
- Use the corner of a soft clean cloth to draw particles out, or hold the eyelids open and flush the eyes continuously with water

Large or Stuck Particles

- If a particle is stuck in the eye, do not attempt to remove it
- Cover both eyes with a bandage and consult with emergency health services

Chemical

Immediately irrigate the eyes and under the eyelids with water for 30 minutes

Neck and Spine Injury

- DO NOT attempt to move the victim, especially if they appear unable to move their arms or legs
- Only move the victim if it is ABSOLUTELY necessary and call emergency health services

Heat Exhaustion

- Loosen the victim's clothing if tight
- Give the victim sips of cool water
- Make the victim lie down in a cooler place with the feet raised

E. Hazardous Material Spill

Management will respond to incidental releases of hazardous substances when the substances can be absorbed, neutralized, or otherwise controlled at the time of release by employees in the immediate area or by maintenance personnel. If a large spill or fire occurs that is not controllable, Management will contact the appropriate authorities, such as the Fire Department. Further action will be taken as needed, for example the implementation of the Evacuation Plan.

The on-site manager (spill coordinator, Facilities Manager, Tim Davis) will investigate any spill before evacuating the building or contacting any of the emergency contacts listed previously. The following criteria shall be used to determine the severity of the incident and if the spill or leak should warrant evacuation of the building.

A minor spill is one that usually presents little or no hazard to person or property and is small enough to be safely cleaned up using the emergency spill kit.

Minor leaks or spills are normally reported by individuals detecting:

- An alarming or offensive odor
- A small pool of liquid on the ground

If the minor leak or spill is in an open area and the vapors are being dispersed it will not be considered a significant hazard.

If the vapors from the minor leak or spill can collect in a confined space sufficiently to form an explosive mixture it will be considered a significant hazard and an evacuation must take place immediately.

A major spill is one that cannot be contained safely with the materials on the site and/or threatens to enter the sewer system or travel beyond the boundaries of building/property to endanger the environment.

Major leaks or spill may be detected by:

- The existence of large vapor cloud
- A large pool or liquid on the ground

If a major spill is detected, an evacuation must take place immediately along with notifying the Walton County Fire Department and Emergency Services at 911.

Disposal & Clean Up

The disposal of waste material resulting from a spill or leak of flammable and combustible liquid is of extreme importance. All disposal actions must be in accordance with Part X of the Environmental Protection Act. The following steps should be followed in an attempt to clean up a spill or leak in a safe and secure manner.

The following will be done once the spill has been contained:

- 1) Obtain the Emergency Spill Kit from Tim Davis, Facilities Manager
- 2) Apply absorbent material found within the spill kit to the entire spilled area
- 3) Using a large hand tool (i.e., non-sparking shovel) ensuring all the liquid has been exposed and mixed with the absorbent material
- 4) Place the used absorbent into a disposal bag and then a non-combustible container. Dispose of material in conformance with the MSDS sheet.
- 5) If the spill is major, Call the Environment Cleaning Company (*See Below*) to clean the exposed area and for disposal of the waste material.

SERVPRO of N. Okaloosa, Walton, Holmes & Washington

P: [\(850\) 267-0746](tel:8502670746)

161 Goldsby Road, Suite M29

Santa Rosa Beach, FL 32459

<http://www.servpronokaloosawaltonholmeswashington.com/>

Staff Training

Training of staff is an important part of this plan to ensure the proper containment and disposal of any leaked/spilled liquid. Training to staff on these spill procedures will happen as follows:

- All new Managers will receive a copy of the emergency plan procedures
- Within 3 months of being hired, all new maintenance employees will receive a spill procedure orientation. This will include, but not be limited to, a review of the emergency plans and explanations and locations of relevant Personal Protective Equipment (PPE), as well as, shown the spill kit locations, First Aide boxes, AED locations, regarding explanation of contents and use.
- All existing maintenance employees will be re-oriented every year on the spill procedures and emergency plans as mentioned above.

F. Earthquake

All employees must be aware of the potential for earthquakes and the resulting damage to buildings and facilities.

During the Earthquake:

Employee

1. If indoors, stay indoors; if outdoors, stay outdoors. In earthquakes, most injuries occur as people are entering or leaving buildings.
If indoors:

- Take cover beneath a desk, table, bench, or in doorways, halls, or against an interior wall
- Stay away from glass windows and glass doors, and away from containers having hazardous materials stored.

If outdoors:

- Move away from buildings and all structures, and all overhead electrical wires.
- If operating a vehicle, stop as soon as possible, but stay inside the vehicle.

After the Earthquake:

Management

1. Coordinates first aid efforts.
2. Turns on the radio to get emergency information from local authorities.

3. Checks natural gas lines for leaks. If a leak is detected, shuts down system and notifies local gas service company.
4. Shuts off the electrical current at the main breaker box if power has been interrupted.
5. Directs employees and guests to a safe assembly area outside of the building.
6. Takes head count to ensure all employees were safely evacuated.
7. Does not permit employees or guests to enter the building again until cleared by authorities.
8. Assigns duties to clean up damage and resume business as soon as possible.

G. Robbery

In the event a robbery occurs, the main objective is to reduce the risk of injury to employees and guests and to get the robber out of the building as soon as possible.

Employee

1. Be attentive and calm. Listen to the robber and do exactly what he/she asks you to do.
2. Do give up money as demanded.
3. Remain alert. Try to remember details of the robber's appearance, clothing, speech etc.
4. If possible, watch the robber's method and direction of escape.
5. Expect foul/strong language. Expect to lie on the floor.
6. Do not make any sudden movements.
7. Don't overreact. Do not grab for the weapon if one is present and do not call for help.
8. Do not argue; be compliant.
9. After the robbery, write everything down.

Management or Employee

10. Call the police.
11. Have all witnesses write down everything they can recall.

H. Hurricane Preparedness Plan

CAUTION CODES:

CODE	LEVEL	SPECIFICS
BLUE	Tropical Storm Watch	Threat of a tropical storm south of Cuba threatening to cross Florida or enter the Gulf of Mexico within 36 hours.
YELLOW	Hurricane Caution	Strong potential for strengthening into a hurricane, passes into or develops within the Gulf of Mexico.
ORANGE	Hurricane Watch	Threat of hurricane conditions within 48 hours. Hurricane Watch has been issued.
RED	Hurricane Warning	Threat of hurricane conditions within 24 hours or less. Hurricane Warning has been issued.

Hurricane Terms

Tropical Wave: A cluster of clouds and/or thunderstorm without a significant circulation and generally moving from east to west through the Tropics.

Tropical Depression: A cluster of clouds and/or thunderstorm without a significant circulation and sustained wind speeds of less than 39mph.

Tropical Storm: An organized system of strong thunderstorms with top sustained winds of 39mph to 73mph. Tropical storms can quickly develop into hurricanes. Storms are named when they reach tropical storm strength.

Tropical Storm Watch: Tropical storm conditions are expected in the specified area of warning, within 36hours.

Tropical Storm Warning: Tropical storm conditions are expected in the specified area of warning, within 24 hours.

Hurricane: An intense tropical weather system with a sustained wind speed of 74mph or higher.

Storm Surge: A dome of sea water up to about 20 feet high that arrives with a hurricane and can affect more than 100 miles of coastline. Evacuation zones are identified by their likelihood of being flooded by this rising water, which is responsible for most hurricane deaths.

Hurricane Watch: Hurricane Conditions are expected in the specified area of the warning within 36 hours. During a hurricane watch, prepare to take immediate action to protect your family and property in case a hurricane warning is issued.

Hurricane Warning: Hurricane Conditions are expected in the specified area of the warning within 24 hours. Complete all storm preparations and immediately follow local emergency management officials' advice about evacuation.

Tornado: Tornadoes usually occur in severe thunderstorms when wind changes direction and height, causing rotation. Wind speeds range from 40mph to 318mph.

EMERGENCY PHONE NUMBERS

Bay County Emergency Management 850-784-4000

Bay County Sheriff 850-747-4700

Panama City Beach Fire Department 850-233-5120

HURRICANE- PROPERTY CONTACTS – CONTACT PHONE NUMBERS

Name	Title	Cell Phone	Alternate Phone
Tim Davis	Facilities Manager	850-896-1731	Home: 850-234-0565
Mike Jansen	VP of Club Operations	609-846-5228	
Josh Parker	GCM Superintendent	850-625-5489	
Manny Belete	General Manager, Camp Creek	912-217-1175	
Patrick Richardson	Director of Golf	912-507-3252	
Diego Caiza	F&B Manager	334-648-4858	
Chris Waycuilis	Executive Chef	207-475-6739	
Kyle Brown	Director of Finance	205-520-6797	

EXTERNAL EMERGENCY TEAM – CONTACT PHONE NUMBERS

Name	Title	Office Phone	Cell Phone	Alternate Phone
Patrick Murphy	SVP Resort Operations	850-231-6408	850-200-3522	
Robert Melendez	Director of I.T.	850-213-5290	813-503-7037	

HURRICANE SUPPLY LIST

ITEM	PERSON RESPONSIBLE	PAR ON HAND
Insurance Information and Contact Information	Kyle Brown	***
Basic (no contract) Cell Phone on alternate network (than your regular cell network)	Patrick Richardson/Josh Parker	3
Batteries	Tim Davis	2 cases assorted
Sandbags for facility buildings	Tim Davis	150 Sandbags per location minimally
Two-Way Radios / Walkie-Talkies	Tim Davis	15
First Aid Supplies	Patrick Richardson	All kits to be fully stocked
Basic Tool Kit	Tim Davis	Fully stocked
Drinking Water	Chris Waycuilis	25 cases
Gasoline	Tim Davis	30 gallons
Bleach	Tim Davis	1 extra case
Padlocks	Tim Davis	10
Master Keys	Tim Davis	All EC to have
Insect Repellant	Patrick Richardson	1 case
Garbage Bags	Chris Waycuilis	6-8 cases
Battery Operated Radios / TVs	Tim Davis	1 of each
Disposable Cameras	Tim Davis	1 case
Generator	Josh Parker	1
Damage Assessment Forms & Clipboards	Patrick Richardson	6 clipboards/50 forms each

HURRICANE SEASON PREPARATION

At the beginning of hurricane season, General Manager & Golf Course Superintendent, in conjunction with his/her leadership team, should compile an Emergency Associate Contact List should we experience a storm and closure.

Departmental Meetings should include a Hurricane Preparedness plan review so all associates can prepare and be ready for.

Hurricane Supply List Should be reviewed and stocked

Generators should be topped up with fuel and inspected for optimal operating condition.

CODE BLUE (Tropical Storm Watch)

When a hurricane is expected to enter the Gulf of Mexico the Director of Clubs will schedule a meeting for the following Hurricane Committee to review the hurricane preparedness plan and arrange for its implementation.

The Director of Clubs will ensure each department/ property is aware of the implementation of each Code.

HURRICANE COMMITTEE

MIKE JANSEN	VP OF CLUB OPERATIONS
TIM DAVIS	FACILITIES MANAGER-CLUBS
KYLE DAVIS	WATERSOUND GENERAL MANAGER
PREETAM PARDESHI	EXECUTIVE CHEF-WS BEACH CLUB
CHRIS WAYCUILIS	EXECUTIVE CHEF - SHARKSTOOTH
	F&B MANAGER- WS BEACH CLUB
MANNY BELETE	CAMP CREEK GENERAL MANAGER
DIEGO CAIZA	F&B MANAGER-SHARKSTOOTH
RYAN DYKES	GCM-CAMP CREEK/ORIGINS
JOSH PARKER	GCM-SHARKSTOOTH
LYNN WILSON-PARDESHI	DIRECTOR OF MEMBER EVENTS
VICKI BURRIS	DIRECTOR OF MEMBERSHIP

CODE YELLOW (Hurricane Caution)

EMPLOYEES ARE NOT TO ADVISE GUESTS ON WHETHER OR NOT TO EVACUATE. GUESTS ARE TO BE ASKED TO MONITOR LOCAL TV/RADIO FOR COUNTY ISSUED STATEMENTS. EMPLOYEES ARE NOT TO DISCUSS ANY ISSUES WITH THE MEDIA AT ANY TIME.

Executive Team	<ul style="list-style-type: none">• Conference Call meeting every 12 hours to monitor storm status & initiation of Code Yellow
Administration	<ul style="list-style-type: none">• Contact IT to back up terminal server. Await instructions for additional IT direction.
Accounting	<ul style="list-style-type: none">• Refer to St. Joe Company for instructions
Engineering/ Facilities	<ul style="list-style-type: none">• Secure all items which do not affect the operations of the Club Operation.• Arrange for all dumpsters to be emptied and picked up.• Gas up all vehicles.• Remove all canopies, and hardware: secure in the basement or outbuilding in GCM.
Food & Beverage	<ul style="list-style-type: none">• Check for refrigeration truck (pair up with Clubs as a whole).• Secure outlets.• Remove outdoor furniture if necessary• Check F&B inventory levels and refrigeration.
Golf Course Maintenance	<ul style="list-style-type: none">• Gas up all vehicles & equipment
Guest Services/Tee Times	<ul style="list-style-type: none">• Prepare copies of the tee time sheets for the next 3 months for each location• Run all back-up reports.• Allow guests expected to arrive within 48 hours to change their dates or cancel without penalty (Hurricane Committee will decide when to stop accepting arrivals).• Inventory all Pro Shop or Retail Merchandise.
Membership	<ul style="list-style-type: none">• Broadcast email to all members asking them to tune to the Weather Channel to monitor updates.
Human Resources	<ul style="list-style-type: none">• Get an updated list of all employees, ensure information is backed up with I.T.• Begin employee communications on SJH HR website and disaster relief hotline.• Hurricane updates drafted and released upon receipt via email, Disaster Relief Hotline and www.stjoeclubtraining.com.
Marketing	<ul style="list-style-type: none">• Update Website to inform guests of our status.
Sales/Catering	<ul style="list-style-type: none">• Notify groups expected to arrive and advise them to change their plans, based on the recommendations of the Hurricane Committee.• Begin securing office.• If tents erected on property make arrangements for possible break-down and storage.• Director of Clubs to make arrangements for accommodations for hurricane committee members.

CODE ORANGE (Hurricane Watch)

VOLUNTARY EVACUATION OF OWNERS AND PERSONNEL ON PROPERTY WILL BE ENCOURAGED. GUESTS WILL NOT BE ALLOWED TO CHECK IN. THIS IS A MANDATORY EVACUATION FOR ALL GUESTS.

ALL STAFF REPORT TO SHARKS TOOTH CLUBHOUSE FOR ASSIGNMENTS.

Executive Team	<ul style="list-style-type: none">• Conference Call meeting every 12 hours to monitor storm status & initiation of Code Orange
ALL LEADERS	<ul style="list-style-type: none">• Start communication with your teams regarding if the local county goes to a mandatory resident evacuation, that your associates have a plan on where to go and get the information on where each associate will be going. Ensure each associate knows to ensure their personal vehicles are fueled as there can/will be a gas shortage during a severe storm.• Communicate to all associates if there is not significant damage to homes/ roads and bridges are open/ no damage to our place of work, associates are expected to report back to work within 24 hours of the storm passing through.
General Manager/Golf Course Superintendent	<ul style="list-style-type: none">• Identify number of necessary employees needed to staff Camp Creek during the upcoming days for essential departments IF safety allows and we are not under a mandatory resident evacuation. (Services will be very limited).• Identify critical employees who may not be able to come to work due to weather conditions/bridge closures.
Accounting	<ul style="list-style-type: none">• Refer to St. Joe Company emergency plan
Engineering	<ul style="list-style-type: none">• The normal maintenance function will discontinue. Only essential requests will be available for follow-up when maintenance returns to normal operations.• Continuation of furniture removal.
Food & Beverage	<ul style="list-style-type: none">• Secure all walk-in refrigeration units (pair up with all Clubs for refrigeration truck use).• Close kitchens and secure exterior outlet entryways.• Remove any tables, chairs, & umbrellas outside and secure inside building
Guest Services, Tee Times, Membership, & Administration	<ul style="list-style-type: none">• Re-book & notify any arriving guests within the next 48 hours.• Box vital documents.• Inventory all pro shop items• Continue preparing properties as described in Code Yellow.
Human Resources	<ul style="list-style-type: none">• Vital documents to be boxed and given to Accounting.

	<ul style="list-style-type: none"> • Identify hurricane shelters out of storm area, and start to shuttle international students and interns (if we undergo a resident mandatory evacuation) • Get an updated list of all employees, ensure information is backed up with I.T. • Continue employee communications on SJH HR website and disaster relief hotline. • Hurricane updates drafted and released upon receipt via email, Disaster Relief Hotline and www.stjoecolubtraining.com
Info Technology	<ul style="list-style-type: none"> • Shut computers off not in use. • Remove POS Terminals from outdoor locations
Outside Services	<ul style="list-style-type: none"> • Remove host stands and place in storage • All golf carts must be placed in storage and secured together • Assist other departments if needed.
Marketing	<ul style="list-style-type: none"> • Update Website to inform members of our status. • Update website and social media to inform guests of our status.

CODE RED (Hurricane Warning)

ALL EVACUATIONS WILL BE MANDATORY

Executive Team	<ul style="list-style-type: none"> • Conference Call meeting every 12 hours to monitor storm status & initiation of Code Red
ALL LEADERS	<ul style="list-style-type: none"> • Forward all department phones to 249.3015, which will in turn be forwarded to a message for guests. • Obtain associate list from each department with name, 2 phone contact numbers (2 alternate numbers) and location during evacuation. Send list to Director of Training & Org Development for compilation of a master list. • Notify staff of re-opening schedule (assuming no damage to homes, roads, or resort) and to keep in contact with leadership.
Engineering/ Facilities/Golf Course Maintenance	<ul style="list-style-type: none"> • Secure all doors • Cut electric and gas for all buildings. • Prepare last minute items as indicated on a priority preparation list provided by the Hurricane Committee. • Ensure that all Motorola radios are charged and ready to be transported with management off property. • Ensure all golf carts are secure. • Evacuate as items on the priority list are completed.
Food & Beverage	<ul style="list-style-type: none"> • Finalize any remaining food storage details • Secure all alcohol in storage • Assist Maintenance as requested.

Guest Services, Tee Times	<ul style="list-style-type: none"> • Report to the Dir. Of Club Operations for additional assignments. • Box all Pro Shop Merchandise and secure in a predetermined location as set by the Hurricane Committee.
Outside Services	<ul style="list-style-type: none"> • Assist other departments as necessary
Marketing	<ul style="list-style-type: none"> • Update Website to inform guests & members of our status. Maintain in close contact with Club Manager promptly after storm for communication plan and resort reopening.
<p style="text-align: center;">NOTE:</p> <p style="text-align: center;">331 Bridge closes when the wind speed reaches 45 mph sustained. Mid-Bay Bridge closes when the wind speed reaches 50 mph sustained. Hathaway Bridge closes when the wind speed reaches 55 mph sustained.</p>	

AFTER THE HURRICANE

Executive Team	<ul style="list-style-type: none"> • Conference Call meeting every 12 hours to monitor storm status & initiation of Recovery & Reopening Efforts • Initiate central operating office to implement Recovery & Reopening efforts action plan. • Visit resort & club location to determine and assess damage and possible reopening schedule.
ALL LEADERS	<ul style="list-style-type: none"> • As soon as safe to do so, General Manager, Golf Course Superintendent, & Director of Club Operations return to site to determine any damage, and potential for re-opening as soon as possible. Information is reported to Director of Training & Org. Development and Sr. VP of Operations. • Contact General Manager, Golf Course Superintendent/Director of Training & Organizational Development upon storm pass through (within 24 hours) to determine any storm damage (if known) and impacts on business. • Contact each associate within your department (anyone underneath you who reports to you) and ensure your team and their family are OK and safe. • Report your team's status/safety to General Manager/Golf Course Superintendent & Director of Training & Org. Development who compile master list. • Determine if any associates sustained any damages to their homes (this may result in a later return to work date).

	<ul style="list-style-type: none"> When calling your team, utilize the following general script: <p>“How are you? I wanted to touch base to see if you and your family are safe and sound. Did your home sustain any damage? Do you have water and power?”</p> <ul style="list-style-type: none"> If there is no damage, resort has water and power, resort will reopen as soon as possible. Decision to re-open will be based on having enough staff to operate the resort. Director of Training and Org. Development will update communications and send out emails ASAP to all staff to communicate expected return to work / re-opening date. If associates did not sustain any damage and are able to return home (roads are reopened), associates are expected to return to work promptly to assist with resort re-opening.
Golf Course Maintenance	<ul style="list-style-type: none"> Assist with any debris removal. Determine if external contractor will be needed for tree & debris removal (time is of the essence due to area need) Return golf course to regular operating condition (flags, tee box equipment, etc.).
Hurricane Committee	<ul style="list-style-type: none"> Set-up a (pre-determined) command station for first responders to designate where they will work and decisions will be made. (Shark's Tooth Golf Shop or Maintenance Building) Assemble local Emergency Management Team. Review (pre-determined) post disaster responsibilities with responsible parties and make sure they are able to perform their duties. <ul style="list-style-type: none"> Jansen-Davis-Parker-Richardson-Caiza-Waycullis-Belete Assess post disaster status of employees and report injuries immediately. Connect with managers at the top of the calling tree (if applicable). Inspect and document damage by taking photos (video). <ul style="list-style-type: none"> When assessing physical damage, make sure to sniff for gas leaks, starting at water heaters. If you smell gas or suspect a leak, turn off the main gas valve, open windows and get everyone outside quickly. Consider broken gas lines and downed power lines. Consider receiving input from local fire department or utility company in terms of protocol for turning

	<p>power sources back on. Ensure that turning on power and gas will not cause additional damage. Shut off any damaged utilities.</p> <ul style="list-style-type: none"> ○ Beware of “hot” wires that may be submerged. Consider that generators may be powering equipment even when power is off. Also, equipment that has been subjected to water should be checked before restarting. ○ Close main water valves, open spigots and supply lines and drain them. ○ Consult with a licensed contractor for all electrical connections to ensure they meet codes. ○ Assess air quality and HVAC. ○ Keep generators outside of buildings in a well-ventilated area. ○ Connect appliances to generators and do not plug into breaker. ○ Identify any toxic or hazardous substances that need to be secured. Develop a post disaster plan for evaluating the security of the materials. For example, upon return have masks or hazmat materials available prior to entering a site that may contain toxic material that could be spilled. ○ Watch out for other hazards including snakes, sewage, and toxic substances that may have been stored in the building. <ul style="list-style-type: none"> ● If you are not contacted by Patrick Murphy, contact him by phone or text at 850-200-3522. He can arrange a conference bridge (Dial-In: 1-888-450-5996 Code: (790052) to let you inform the EMT of damage and needed assistance. ● Christine McClure will engage the restoration contractor if appropriate to begin the remediation. If you are able to begin restoration prior to their arrival, please do so. This includes, <ul style="list-style-type: none"> ○ Remove standing water. ○ Remove flood-soaked insulation, wallboard, carpet. ○ Determine what can be saved and segregate. ○ Segregate and retain damaged material so that adjuster can determine damages. ● Contact any key vendors who need to assist in repairs. (i.e. timber removal firms).
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	<ul style="list-style-type: none"> • Update communication with guests, homeowners and employees on opening / closing of property. • Keep track of costs (both internal and external) and communicate to Emergency Management Team and Finance. • Track progress and effectiveness of tasks and assigned team members. • Document areas for improvement and best practices.
Accounting	<ul style="list-style-type: none"> • Refer to St. Joe Company Emergency Plan
Engineering & Club Managers	<ul style="list-style-type: none"> • Take pictures and make incident reports after the hurricane for any damages (before and after) • In the event of a blackout or power failure, the Facilities Manager should be notified immediately; they will then assume the command of the situation and will report such information to the General Manager/Golf Course Superintendent and Director of Operations for further action
Food & Beverage	<ul style="list-style-type: none"> • Organize clean-up crew and immediately begin clean-up of all areas • Record all food spoilage • Advise General Manager of re-opening dates and times • If power is out, organize grill for possible meals
Guest Services, Tee Times	<ul style="list-style-type: none"> • Assist other departments with clean up • Re-stock pro-shop, noting any damaged items. • Return outside attendant huts and golf carts when applicable
Human Resources	<ul style="list-style-type: none"> • Return international students and interns in shelters with company shuttles to their homes and to work. • Coordinate any staff housing needed due to personal home damage. • Account for all staff on master list • Continue employee communications on SJH HR website and disaster relief hotline. • Hurricane updates drafted and released upon receipt via email, Disaster Relief Hotline, and www.stjoecclubtraining.com. • In the event the condition lasts for more than 24 hours, team members should contact their supervisors for instructions and determine whether or not to report for duty • Supervisors should contact their department heads to determine if personnel not able to function in their normal activities could be utilized for any emergency duties
Info. Technology	<ul style="list-style-type: none"> • Replace Jonas terminals in outdoor locations. • Re-install computers and restore any backup necessary
Membership/Marketing	<ul style="list-style-type: none"> • Report to work the day after the storm to assist with any damage/clean-up

	<ul style="list-style-type: none"> • Assist other departments with clean-up • Contact clients to reschedule events/groups • Contact clients with events in the next couple of months informing them of any damage and answer some of their questions • Update Website and social media to indicate re-opening date. Identify via Club Manager any limited resort services so these are communicated to guests.
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Damage Reporting

It is imperative we document any and all damage on Damage Assessment Forms (copy at end of this Emergency Plan, and on www.stjoecлубtraining.com website). Please include detailed photos of any damage immediately following the storm/fire. All reports, including photos, are to be sent to the below St. Joe Corporate contact, in order to create the damage claim for St. Joe Hospitality as a whole.

Jack Huddleston, Senior Financial Analyst
St. Joe Company
130 Richard Jackson Boulevard, Suite 200
Panama City Beach, FL 32407
Phone: 850.231.6599 Cell: 615.525.7592
jackhuddleston@joe.com

Hurricane Notifications

To be posted on Websites

& recorded messages left on the Disaster Relief lines for Operation Updates.

www.watercolorresort.com

www.Thepearlrb.com

www.campcreekgolfclub.com

www.originsgolfclub.com

www.watersoundbeachclub.com

www.sharkstoothgolfclub.com

www.stjoecлуб.com

www.clubsbyjoe.com

Below is a guide to use for communication for emergency updates and may be tailored by event:

1. The first notification will be issued when a hurricane enters the Gulf of Mexico.

Hurricane (name) has entered the Gulf of Mexico. While it is unlikely that this storm will influence the weather conditions of the northwest Florida

coastal areas, it is recommended that you observe the progress of the storm prior to departing for reserved lodging accommodations in the area. Please call (Property Name's) main reservation number if you have any questions.

2. A second notification will be issued upon an announced hurricane watch.

A hurricane watch has been declared for the Gulf Coastal area of Walton & Bay County, which includes (Property Name). While no official evacuation order has been ordered, caution is recommended and you may wish to delay your visit until weather conditions have improved. Please call (Property Name's) main reservation number if you have any questions.

3. A third notification will occur with the announcement of a hurricane warning.

A hurricane warning has been declared for the Gulf Coastal areas of Walton & Bay County, which includes (Property Name). It is highly recommended that you do not depart for the area until the warning has been lifted and weather conditions improve. If you are currently in the area, please familiarize yourself with evacuation routes and consider relocating to a nearby shelter. Call the (Property) hotline if you have any questions. (The underlined words will be hyperlinked to appropriate documents/links)

4. A fourth notification will occur when an official mandatory evacuation notice has been received.

A mandatory evacuation has been ordered for the Gulf Coastal areas of Walton & Bay County, which includes (Property Name) due to Hurricane (name). If you are currently in the area, you must evacuate immediately. See evacuation routes and shelter locations. Call The (Property Name) hotline if you have any questions.

5. A fifth notification and final "all clear" notification will be issued when the threat of the hurricane has passed.

As of (date, time), the danger of Hurricane (name) for northwest Florida, including Walton & Bay County has passed and is no longer a threat. You are encouraged to continue with your planned visit to the area. We look forward to seeing you at (Property Name)

6. A notification of damage to the Property, and operation status is "we are closed".

As of (date, time), (Property Name) has been impacted by Hurricane (name) and is currently closed. Status updates will continue to be posted on this website.

Property Hotlines:

866.785.6318 231-7181 Disaster Relief Hotline- WaterColor Inn, WaterSound Inn(MEMBERS & GUESTS)- Updated by the Director of Marketing- Resorts

866.563.0077 231-7182 Disaster Relief Hotline- All Clubs (MEMBERS & GUESTS)- Updated by the Marketing Coordinator Clubs

844.563.5627 231-7183 Disaster Relief Hotline- Pearl (MEMBERS & GUESTS). Updated by the Director of Marketing- Resorts

Employee Hotline for Disaster Relief Updates:

850. 231.7184- Disaster Relief Hotline- All Employees.
Updates also available at www.stjoeclubtraining.com

Updated by the Director of Training & Quality Assurance- HR- ALL PROPERTY INFO

I: Fire Evacuation Plan

PURPOSE

The purpose of this plan is to establish procedures for the systematic, safe, and orderly evacuation of the building by its occupants in case of fire or other emergency.

OBJECTIVES

- a. The primary objective of this plan is to minimize and/or prevent injury and property damage to the hotel.
- b. The secondary objective is to provide proper education as part of the continuing training program for all occupants, to assure the prompt reporting of a fire and the proper response to fire alarms, and the immediate initiation of fire safety procedures to safeguard life and contain fire until the arrival of the fire department. This Fire Safety plan will be placed into effect by designated emergency evacuation personnel upon activation of fire alarms or notification of any emergency condition.

EQUIPMENT INFORMATION

The design of our building incorporates the following features to insure maximum fire and life safety.

- Automatic smoke detection system: All locations have smoke detectors. The corridors have smoke detectors. There is smoke detector in each of the emergency exit stairwells, in the kitchens and pro-shops, golf course

maintenance buildings, and retail spaces, the main Fire Alarm Control Panel is located in the main office/ clubhouse areas.

- Manual Pull Fire Alarm Stations are located on each floor, in the restaurant, basements, and retail spaces.
- An emergency generator or battery pack powered lighting system will provide electrical power sufficient for evacuation purposes.
- Fire extinguishers are located in the main clubhouse, golf course maintenance, and in restaurants & kitchens.
- All emergency exits are marked with illuminated EXIT signs.
- Automatic sprinkler system located throughout the buildings.
- Fixed hood extinguishers are located in the kitchens.

FIRE SAFETY ORGANIZATION

To effectively implement the provisions of this Fire Safety and Emergency Evacuation Plan, a Fire Safety Organization for each Club facility will be established and staffed as follows:

**FIRE SAFETY DIRECTOR: Mike Jansen, Director of Club Operations;
Tim Davis, Facilities Manager
DIRECTOR OF STAFF MEMBERS: Club Managers/General Manager/ Golf Course
Maintenance Superintendents
911 CALLER: Staff**

FIRE SAFETY DIRECTOR

The Fire Safety Director shall be an individual who spends the majority of the workweek in the building and is knowledgeable of its operation. The Director's duties will include, but not be limited to the following:

- a. Be thoroughly versed with this Fire Safety and Emergency Evacuation Plan.
Periodically review the plan to ensure that it is current, and incorporates all administrative, technical and operational changes.
- b. Ensure that staff is assigned duties for help during evacuation.
- c. Conduct fire drills.
- d. Conduct training for staff on evacuation procedures

DIRECTOR OF STAFF MEMBERS

Director of Staff Members will be an individual who will keep the Department Supervisors & Staff informed of fire procedures and ensure all staff members are accounted through their department heads in case of an emergency evacuation occurs. The individual will also be in charge of assigning duties to staff members during a fire alarm as directed by the MOD/Fire Safety Director and ensure that they have safely evacuated the building once their duties have been performed. Director of Staff Members will also be in charge of directing employees to the assembly point of the farthest point from the clubhouse in the parking area of all club locations.

PERSON TO CALL 911

Someone will be assigned to call 911 immediately upon an emergency situation, or Fire Alarm Activation.

FIRE PROCEDURE

- If a fire alarm is sounded, the Manager, Manager on Duty, the Fire and Safety Director, and other staff members will immediately assemble at front of the clubhouse buildings. The only exception will be persons assigned to specific evacuation duties. They will help assist the **Director of Staff Members** to coordinate locating the fire. **DO NOT SILENCE OR RESET THE FIRE ALARM** until you are instructed to do so by the fire department.
- GCM Department report to the designated parking lot location.

MAIN OFFICE CLERKS OR TEE TIMES (all shifts)

A. Call 911. Give the fire department the following information:

1. Name of Club
2. Address of Club
3. Location of Alarm within the Club
4. Type of Alarm (Smoke, Pull Station)
5. As much other information as requested by fire department
6. **NEVER HANG UP FIRST.** Always wait for the fire department to hang up before doing so yourself. They may need additional information and hanging up too soon will only delay their operation.

B. **Director of Staff Members/MOD** will meet the fire department at front of club. Provide keys and advise of situation, rooms occupied, and persons needing special assistance.

EMERGENCY KEYS FOR FIRE DEPARTMENT

A. Master key for all Club locations should be located on the key ring in the main office of each location.

DUTIES BY DEPARTMENT

- A. Manager on duty will assign duties to staff members based upon emergency situation.
- B. All staff report to the designated spot in the parking lot to be accounted for and to get instruction from the Director of Staff or the manager on duty.

RESPONSIBILITY

It is the responsibility of every employee to report any smoke or fire or evidence of a fire to the hotel operator to sound a fire alarm. If at all possible, the employee should:

1. Rescue - This rescue should be limited to anyone in immediate danger from the fire itself, i.e. anyone in a room where a fire is located should be removed. Use of best judgment must be exercised.
2. Alarm - Pull the fire alarm and call the SJH operator – dial 0. Give the operator your name, the exact location of the fire and, if possible, what is burning and how extensive the fire has become. Operator will call 911.

3. Contain - Close the door to the fire area to keep the fire contained as much as possible. Clear hallways of obstruction.
4. Evacuate- **EVACUATION SHOULD BEGIN IMMEDIATELY** with sounding of fire alarm or discovery of a fire.
5. **NEVER USE ELEVATORS IN THE EVENT OF FIRE.** Always use the stairs to get to or from a location.
6. **NEVER OPEN ANY DOOR INTO A FIRE AREA** before checking to see if it is smoking or if smoke is visible. Feel the door to see if it is hot, using the back of your hand only. Do not open the door if it is hot.
7. **NEVER RE-ENTER OR ALLOW ANYONE TO RE-ENTER THE BUILDING WITHOUT PERMISSION FROM THE FIRE DEPARTMENT.**
8. **NEVER SILENCE OR RESET THE FIRE ALARM SYSTEM WITHOUT PERMISSION FROM THE FIRE DEPARTMENT.**

FIRE EVACUATION PROCEDURES MEETING/BANQUET ROOMS

1. Check and evacuate all meeting/banquet rooms immediately upon the sounding of the Fire Alarm.
2. Evacuate all guests through nearest exit and direct them to furthest point of the clubhouse parking lots.
3. Staff should close all banquet/meeting room doors after all guests have been evacuated.
4. All personnel evacuate via the nearest exit and assemble in the designated furthest point of the clubhouse parking lots. All evacuees must be at least 100 ft away from the building.
5. Await further instructions from the fire department.
6. Do not allow re-entry into the building or meeting/banquet rooms until permission is given by the fire department.

If You Discover a Fire, or See or Smell Smoke - RACE

R- Rescue persons in immediate danger if you can safely do so.

A- Activate fire alarms by pulling the nearest fire alarm pull station and call the fire department at 9-1-1.

C- Contain fire and smoke by closing as many doors to the fire area as possible.

E- Evacuate immediately all persons to the assembly area, **Extinguish** with portable fire extinguisher only if the evacuation has already begun, the fire department has already been called, you do not put yourself or anyone else in danger, the fire is very small and contained, and you have been trained on how to operate a fire extinguisher.

FIRE EVACUATION DRILLS AND TRAINING

Fire evacuation drills will be done as needed and required by code (**1 per quarter**) as a continuing part of the fire safety education program for the building. All personnel occupying the building will participate in the drills.

- Details of drills and evaluation of their effectiveness will be maintained on record by the Fire Safety Director. This information will be available for examination by Walton & Bay County Fire Department personnel as requested.

- All drills begin with the sounding of the “fire alarm” horns on the floor having the drill.
- Please notify Bay Security Company at (850) 722-7979 before and after each drill.
- All staff members will be trained on the evacuation plan as needed.
- The Furthest point of the clubhouse parking lots are the assembly locations for guests and staff.

J: Active Shooter Plan

PURPOSE

The purpose of this plan is to establish procedures for the systematic, safe, and orderly evacuation of the building by its occupants in case of active shooter incidents or other emergency.

OBJECTIVES

- a. The primary objective of this plan is to minimize and/or prevent injury and property damage to the hotel.
- b. The secondary objective is to provide proper education as part of the continuing training program for all occupants, to assure the prompt reporting of a fire and the proper response to fire alarms, and the immediate initiation of fire safety procedures to safeguard life and minimize injuries until the arrival of the local authorities. This Active Shooter Safety plan will be placed into effect by designated emergency evacuation personnel upon activation of fire alarms or notification of any emergency condition.

SAFETY ORGANIZATION

To effectively implement the provisions of this Active Shooter Safety and Emergency Evacuation Plan, a Safety Organization for hotel will be established and staffed as follows:

FACILITIES MANAGER & “SAFETY DIRECTOR”: Tim Davis, Facilities Manager
DIRECTOR OF STAFF MEMBERS: Club Managers, General Manager, Golf Course
Maintenance Superintendents
911 CALLER: Tee Times or SJH operator

SAFETY DIRECTOR

The Safety Director shall be an individual who spends the majority of the workweek in the building and is knowledgeable of its operation. The Director's duties will include, but not be limited to the following:

- a. Be thoroughly versed with this Active Shooter Safety and Emergency Evacuation Plan. Periodically review the plan to insure that it is current, and incorporates all administrative, technical and operational changes.
- b. Ensure that club staff is assigned duties for help during evacuation.
- c. Conduct yearly drills.
- d. Conduct training for staff on evacuation procedures

DIRECTOR OF STAFF MEMBERS

Director of Staff Members will be an individual who will keep the Department Heads informed of active shooter procedures and ensure all staff members are accounted through their department heads in case of an emergency evacuation occurs. The individual will also be in charge of assigning duties to staff members during an occurrence as directed by the MOD/ Safety Director and ensure that they have safely evacuated the building once their duties have been performed. Director of Staff Members will also be in charge of directing employees to the assembly point, where a head count can be made and staff members accounted for.

PERSON TO CALL 911

Someone will be assigned to call 911 immediately upon an emergency situation.

ACTIVE SHOOTER PROCEDURE

An Active Shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area; in most cases, active shooters use firearms(s) and there is no pattern or method to their selection of victims.

Active shooter situations are unpredictable and evolve quickly. Typically, the immediate deployment of law enforcement is required to stop the shooting and mitigate harm to victims.

Because active shooter situations are often over within 10 to 15 minutes, before law enforcement arrives on the scene, individuals must be prepared both mentally and physically to deal with an active shooter situation.

Good practices for coping with an active shooter situation:

- ❑ Be aware of your environment and any possible dangers
- ❑ Take note of the two nearest exits in any facility you visit
- ❑ If you are in an office, stay there and secure the door
- ❑ If you are in a hallway, get into a room and secure the door
- ❑ As a last resort, attempt to take the active shooter down. When the shooter is at close range and you cannot flee, your chance of survival is much greater if you try to incapacitate him/her.
- ❑ **CALL 911 WHEN IT IS SAFE TO DO SO!**

HOW TO RESPOND WHEN AN ACTIVE SHOOTER IS IN YOUR VICINITY

Quickly determine the most reasonable way to protect your own life. Remember that guests and visitors are likely to follow the lead of employees and managers during an active shooter situation.

1. Evacuate. If there is an accessible escape path, attempt to evacuate the premises.

Be sure to:

- ☐ Have an escape route and plan in mind
- ☐ Evacuate regardless of whether others agree to follow
- ☐ Leave your belongings behind
- ☐ Help others escape, if possible
- ☐ Prevent individuals from entering an area where the active shooter may be
- ☐ Keep your hands visible
- ☐ Follow the instructions of any police officers
- ☐ Do not attempt to move wounded people
- ☐ Call 911 when you are safe

2. Hide out. If evacuation is not possible, find a place to hide where the active shooter is less likely to find you. Your hiding place should:

- ☐ Be out of the active shooter's view
- ☐ Provide protection if shots are fired in your direction (i.e., an office with a closed and locked door)
- ☐ Do not trap yourself or restrict your options for movement
- ☐ To prevent an active shooter from entering your hiding place:
 - ☐ Lock the door
 - ☐ Blockade the door with heavy furniture

If the active shooter is nearby:

- ☐ Lock the door
- ☐ Silence your cell phone and/or pager
- ☐ Turn off any source of noise (i.e., radios, televisions)
- ☐ Hide behind large items (i.e., cabinets, desks)
- ☐ Remain quiet

If evacuation and hiding out are not possible:

- ☐ Remain calm
- ☐ Dial 911, if possible, to alert police to the active shooter's location
- ☐ If you cannot speak, leave the line open and allow the dispatcher to listen

3. Take action against the active shooter. As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:

- ☐ Acting as aggressively as possible against him/her
- ☐ Throwing items and improvising weapons
- ☐ Yelling
- ☐ Committing to your actions

HOW TO RESPOND WHEN LAW ENFORCEMENT ARRIVES

Law enforcement's purpose is to stop the active shooter as soon as possible. Officers will proceed directly to the area in which the last shots were heard.

- ❑ Officers usually arrive in teams of four (4)
- ❑ Officers may wear regular patrol uniforms or external bulletproof vests, Kevlar helmets, and other tactical equipment
- ❑ Officers may be armed with rifles, shotguns, handguns
- ❑ Officers may use pepper spray or tear gas to control the situation
- ❑ Officers may shout commands, and may push individuals to the ground for their safety

How to react when law enforcement arrives:

- ❑ Remain calm and follow officers' instructions
- ❑ Put down any items in your hands (i.e., bags, jackets)
- ❑ Immediately raise hands and spread fingers
- ❑ Keep hands visible at all times
- ❑ Avoid making quick movements toward officers such as holding on to them for safety
- ❑ Avoid pointing, screaming and/or yelling
- ❑ Do not stop to ask officers for help or direction when evacuating, just proceed in the direction from which officers are entering the premises

Information to provide to law enforcement or 911 operator:

- ❑ Location of the active shooter
- ❑ Number of shooters, if more than one
- ❑ Physical description of shooter/s
- ❑ Number and type of weapons held by the shooter/s
- ❑ Number of potential victims at the location

Notes: The first officers to arrive to the scene will not stop to help injured persons. Expect rescue teams comprised of additional officers and emergency medical personnel to follow the initial officers. These rescue teams will treat and remove any injured persons. They may also call upon able-bodied individuals to assist in removing the wounded from the premises.

Once you have reached a safe location or an assembly point, you will likely be held in that area by law enforcement until the situation is under control, and all witnesses have been identified and questioned. Do not leave until law enforcement authorities have instructed you to do so.

ACTIVE SHOOTER DRILLS AND TRAINING

Fire & Emergency evacuation drills will be done as needed and required by code **(1 per year)** as a continuing part of the safety education program for the building. All personnel occupying the building will participate in the drills.

Details of drills and evaluation of their effectiveness will be maintained on record by the Safety Director. This information will be available for examination by county & state authority as requested.

1. Evacuate ***if there is an accessible escape path, attempt to evacuate the premises.***

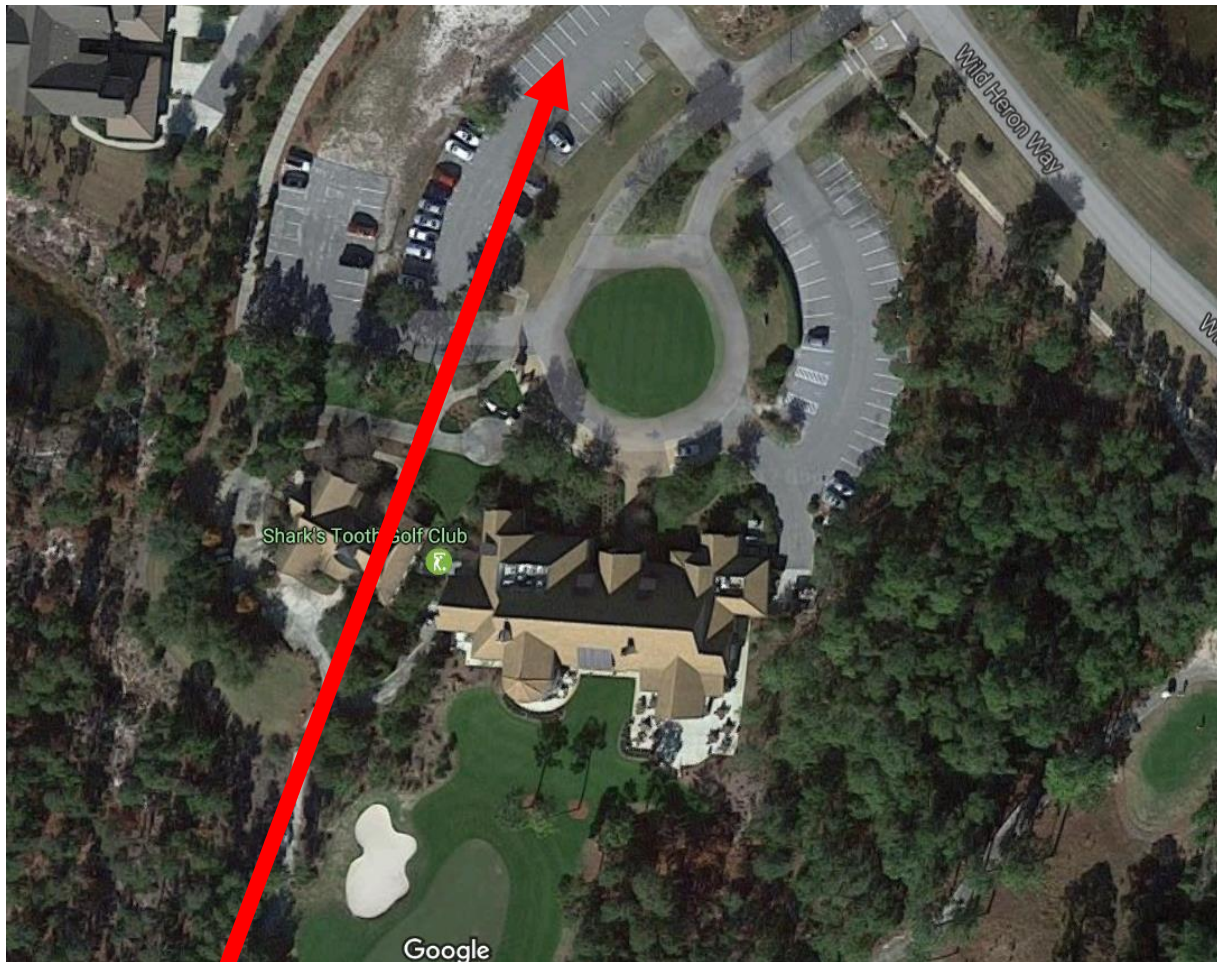
- **Escape Assembly Area:** if possible to exit the building, do so quickly and quietly and assembly at your designated club location for a head count and to await local authorities. (Evacuation Assembly Area below)
- Evacuate regardless of whether others agree to follow.
- Leave your belongings behind
- Help others escape, if possible
- Prevent individuals from entering an area where the active shooter may be
- Keep your hands visible
- Follow the instructions of any police officers
- Do not attempt to move wounded people
- Call 911 when you are safe

2. ***Hide out if evacuation is not possible,*** find a place to hide where the active shooter is less likely to find you. Your hiding place should:

- Be out of the active shooter's view
- Provide protection if shots are fired in your direction (i.e., an office with a closed and locked door)
- Not trap you or restrict your options for movement.

To prevent an active shooter from entering your hiding place:

- Lock the door
- Blockade the door with heavy furniture



Evacuation Assembly Area

K: Gas Spill Clean Up Procedures

Emergency Response and Cleanup for Small Fuel Spills

- 1st response: shut off fuel values or pumps as soon as notified.
- Evacuate the area of any pedestrians.
- Assess the area for potential threats.
- Call the fire department.
- Notify Patrick Murphy, St. Joe Company, 850-200-3522 (cell) promptly.
- For spills 25 gallons and larger call the SWS Environmental Services Clean up to respond ASAP.

For Small Spills- after Shut Off and area assessment/evacuation-this is under 25 gallons:

Fire departments get many calls to vehicle accidents, spills at gas stations, and other small petroleum spills. These incidents, which can create fire, traffic and pollution threats, can be handled simply.

This fact sheet applies to spills of less than 25 gallons of gasoline, diesel fuel, waste oil, or other engine fluids in non-pervious surfaces.

This guidance does not apply to spills of chemicals, leaks of polychlorinated biphenyl (PCB) oil, or PCB contaminated oil from electrical equipment, such as transformers.

What damage can small spills create?

1. All types of petroleum can create traffic hazards by making roads slippery.
2. All types of petroleum are mixtures of toxic chemicals that, if not recovered, pose health threats in drinking water wells if they percolate into the ground water.
3. Petroleum can kill aquatic life and wildlife if it reaches surface water through a storm sewer.
4. Gasoline can create severe fire hazards near traffic, in buildings, or in sewers.
5. Gasoline in a sanitary sewer can present explosion threats and disable a wastewater treatment plant's ability to treat sewage.

What are the properties of petroleum?

1. Petroleum is a mixture of many chemicals, many of which evaporate quickly. This is especially true of gasoline. That's why it's so flammable and why it evaporates quickly from warm pavement.
2. Many of the compounds in petroleum are toxic - especially if they are in high concentrations. The chemicals in petroleum that do not evaporate quickly are "biodegradable," which means they can be degraded or "eaten up" by bacteria and other microbes in the soil.
3. Optimum degradation occurs if the petroleum is diluted and there is enough air, water and nutrients for the microbes. Firefighters can use these properties of petroleum to their advantage in cleaning up and disposing of waste from small spills.

What are the basic steps in responding to a petroleum spill?

Step 1: Stop the spill.

The leak or spill should be stopped by properly qualified and equipped personnel — if

this can be done safely. Turn off nozzles or valves from the leaking container, if it can be done safely. Use a wooden plug, bolt, band or putty on a puncture-type hole.

Step 2: Contain and recover the spill.

If the spill or leak cannot be stopped, catch the flowing liquid using a pan, pail, hubcap, shovel or whatever is available. Spreading sorbent material, such as kitty litter, sand, [ground corncobs](#), straw, sawdust, wood chips, peat, synthetic [sorbent pads](#), or dirt from the roadside can stop the flow and soak up the petroleum on pavement. Sorbents do not make petroleum nonflammable.

[“Solidifiers”](#) are powders or liquids that react with petroleum to turn it into a rubbery substance, immobilizing and lowering the vapor levels. [Solidifying Absorbents](#) are safe for use on spills, however, their effectiveness depends on how the material is applied and used.

Step 3: Collect the contaminated sorbent.

Brooms can be used to sweep up the sorbent material and put it into buckets, garbage cans or barrels or on top of plastic sheeting. Remember to control ignition sources. Fresh granular sorbent such as sand can then be re-spread on a roadway to control the residual slipperiness.

Step 4: Secure the waste.

If the spill is at a business or if the vehicle in an accident is a commercial vehicle, disposal of the contaminated sorbent is the business' responsibility. The company is required to report spills of petroleum greater than five gallons. The state/local Pollution Control Agency will direct the business on disposal of the wastes.

With the exception of used oil, waste generated from petroleum spills that have been reported and cleaned up immediately are exempt from Hazardous Waste Rules. A fire department can leave the sorbent in the hands of the business that had the spill or leave it at the scene.

If the spill is a very small spill from a car or a “mystery spill,” sweeping used sorbent onto a road's shoulder is better than leaving it on the roadway or not using sorbent at all. Alternatively, a fire department may elect to take care of the contaminated sorbent. If so, collect and store the sorbent for later treatment or disposal.

How can fire departments properly dispose of or treat waste?

1. Methods of waste disposal include land treatment, thermal treatment, and incineration.
2. For land treatment, thinly spread the sorbent in an area where it can evaporate and where the bacteria can get plenty of air, water and nutrients for biodegradation, while not causing fire or pollution problems.
3. Select a flat area, preferably with some vegetation and fertile soil, where the property owner does not object. A gravel parking lot can work if a vegetated area is

not available. Spread the sorbent across the area and rake, blade or mix it in with the soil. The bacteria will quickly begin to work without creating vapor or pollution hazards. This method of land treatment, called "thin-spreading," is for treating contaminated sand, kitty litter, corncobs and wood chips.

4. Fire departments do not need the local PCA's approval to thin-spread small amounts of spilled fuel where the property owner does not object.
5. Many asphalt facilities in the state are permitted to thermally treat contaminated soils. Contaminated sand or clay kitty litter could be treated in the same manner. Check with State/local PCA for a list of permitted plants that can accept and treat these wastes.
5. A fire department can collect used sorbent in a drum and store and label it like other flammable materials. When the drum is full, arrangements can be made for treatment or disposal. State/local PCA Emergency Response Team will help with these arrangements.
5. [Incineration](#) is the only method available for disposing of spent, synthetic sorbent, such as booms and pads. This method is total destruction of the waste. Check with State/local PCA for a list of the permitted facilities in the state and, the Emergency Response Team can assist with these arrangements.

What about washing down spills?

1. The fire department is in charge when a scene presents public safety hazards. Washing down a spill can quickly move petroleum from a roadway. Flushing a diesel or fuel oil spill usually leaves the pavement even more slippery, so sand has to be spread anyway. Washing down a gasoline spill may move the vapor hazard to a storm or sanitary sewer and an underground explosion may result.
2. Petroleum flushed to ditches or storm sewers may travel to streams or lakes, creating fish kills or damage to wildlife. State/local Emergency Response Teams do not recommend washing spills down.

What about using chemicals, such as a detergent or a dispersant, on a spill?

Detergents or dispersants break up petroleum into very small droplets in water. Pollution Control Agencies discourage the use of these products because their use can create additional problems. The petroleum remains dissolved for only a while and then it will reform and float on the water surface. Vapors can then be regenerated in the sewer or the ditch. Sometimes dispersants actually increase the vapor level. The dissolved petroleum is much more toxic to animal life and can travel more easily into the ground.

What if a spill has already reached water in a ditch or pond?

Again, most of the petroleum can usually be recovered by using a [sorbent](#). Use dry straw, grass, corncobs or other natural material that will float. Remove contaminated

sorbent straw or grass with a rake and thin-spread it so biodegradation can take place. Synthetic [sorbent pads](#) or [booms](#) are more efficient and effective. "[Oil only](#)" [sorbent pads](#) or [booms](#) will absorb oil and repel water, float on top of the water and are easily retrievable. With the State/local Emergency response approval, small amounts of contaminated sorbents can be burned in training fires. (Use [Oil Absorbent Sweep](#) to absorb broad sheens or surface oil spills off water.)

What if there's a big spill or a chemical spill? Over 25 gallons for all areas

(Including Marina)

Oil & Hazardous Spill Reporting

U.S Coast Guard National Response Center-1-800-424-8802
State Warning Point- 1-800-320-0519

The following information must be provided:

- Name, Address, Telephone Number of Person Reporting
- Name, Address, Telephone Number of Person Responsible
- Date & Time of discharge or release
- Type or name of substance discharged or released
- Estimated amount of the discharge or substance (think in gallons)
- Location or address of discharge or release.
- Size and characteristics of area affected by discharge or release
- Containment & Clean Up actions taken to date
- Other persons or agencies contacted (Bay or Walton County Fire Department)

Petroleum Clean up Services for all properties:

SWS Environmental Services

Panama City Beach, FL 32407

Tel +1 (850) 234-8428

Tel +1 (850) 563-0822

Tel +1 (877) 742-4215

Summary of Petroleum Cleanup Requirements

Florida DEP petroleum cleanup guidelines and requirements in Florida Statute 375 & Fla. Admin. Code 62-770 require approved emergency response clean up contractors in cases of large spills or if the property is unequipped to handle spills or any kind. Hiring of the contractor is required to meet all of the regulatory and technical requirements.

Failure to properly meet requirements may result in civil and/or criminal enforcement action, and recovery of investigative or cleanup costs. Quicker the cleanup= lesser the cost and extent of clean up needed. (note clean up may not be delayed while waiting for insurance or fault determinations.

For Spills 25 gallons or more of petroleum products to a pervious surface:

- Discharges must be reported ASAP.
- Notify State Warning Point

- If discharge threatens or enters waters of the state, the State Warning Point and the Coast Guard must be notified.
- Within 7 days we must submit the required Discharge Report Form (DRF) to the Bureau of Emergency Response.
- OSHA trained on site personnel can clean spills 25 gallons or smaller, if proper spills kits are available in accordance with state requirements
- For larger spills in pervious surfaces soil testing and soil removal may be needed in accordance with state requirements- the emergency services contractor will perform this testing.

A written, detailed Source Removal Report is required for submittal to the Department of Environmental Protection within 60 days of the cleanup (contractor for clean-up normal provides this)

In cases of a Small Marine Spill

If you have spilled or discharged a petroleum product:

For under 25 gallons:

- Identify and stop the source of the leak.
 - Notify the marina for assistance.
 - Call the **U.S. Coast Guard National Response Center** at **1-800-424-8802**.
 - You must report the spill, while there can be fine for spills, the fines are even greater for failure to report or efforts to hide a spill.
 - Contain spill with oil absorbent pads or booms.
 - Properly dispose of used or saturated absorbents.
 - **Do not** use soaps or detergents on a spill. Not only is it illegal, it makes the situation worse. While the oil seems to disappear the soap allows it disperse throughout the entire water column, making it harder to remove, contaminating sediment and impacting more organisms.
-

What to report to the U.S. Coast Guard:

- Location of the incident
- Cause or source of spill
- The type of fuel spilled
- The amount of fuel spilled
- Level of danger or threat
- Weather conditions at location

**When to call the State Watch Office at
1-800-320-0519.**

Hazmat

Petroleum Based Spills

- Spills into or involving state waterways (any amount)
- Spills greater than 25 gallons (or potential > 25 gallons)
- Spills requiring any state/federal notifications or assistance

Chemical Spills

- All SARA/EHS/CERCLA Releases
- All spills threatening population or the environment
- All spills requiring evacuation

Fire

Major forest fires

Fires involving chemicals or significant amounts of petroleum products

General

Sinkholes

Public water source contamination

National security

Medical waste

Potential/actual dam failures

Incidents with potential effects to adjacent countries/states

Incidents requiring assistance from state/federal agencies

Incidents with a prolonged effect on public utilities

Incidents involving potential or actual evacuations

L: Damage Reports



SJCR-Disaster Inspection- Damage Assessment Form

Date: _____ Room # _____ / Area Location _____

Team Leader: _____ Inspected by _____

Initial Unit Damage Code



NO VISIBLE DAMAGE AT THIS TIME	
MINOR DAMAGE	
MODERATE DAMAGE	
SEVERE DAMAGE	



Location Damage- Check Which Apply

Location and Objects	No Visible Damage	Water Intrusion	Ceiling Wet	Carpet Wet	Broken, Shattered, or Cracked
Doors (entrance to room and to balcony)					
Bathroom					
Main Bedroom Area					
Balcony					
TV and Other Electronics					
Lounge Room (for suites)					
OTHER					

Notes/Comments/Other Areas of Concern

EMPLOYEE EMERGENCY CONTACT FORM

EMPLOYEE INFORMATION			
EMPLOYEE FIRST NAME		EMPLOYEE LAST NAME	
DEPARTMENT		POSITION	
ADDRESS		PHONE 1	
		PHONE 2	
		EMAIL	
		DATE COMPLETED	
NUMBER OF PEOPLE IN HOUSEHOLD		EMPLOYEE ID #	
COUNTY OF RESIDENCE		INTERN OR INTERNATIONAL STUDENT	
EMERGENCY CONTACTS			
CONTACT 1 NAME		RELATIONSHIP	
PHONE 1		PHONE 2	
ADDRESS			
CONTACT 2 NAME		RELATIONSHIP	
PHONE 1		PHONE 2	
ADDRESS			
IN THE EVENT OF A POTENTIAL HURRICANE: EVACUATION PLANS AND CONTACTS			
HURRICANE EVACUATION PLANS			
CONTACT FOR EVACUATION			
ZELLO CONTACT INFO			
<input type="checkbox"/> The above information has been provided voluntarily, and I authorize contact on my behalf in the event of an emergency.			
EMPLOYEE SIGNATURE		DATE	
SUBMIT COMPLETED FORM TO		REC'D BY	DATE REC'D