



Ashley Drive Office Buildings Emergency Preparedness Plan 2021

(Updated 9.8.21)

Purpose:

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

Communications:

- Emergency updates will be communicated via:
 - email
 - Disaster Relief Hotline – **850-231-7184** (For all employees. Updated by the Director of Leadership and Org. Development.)
 - SJ Team HUB site
- Executives will provide guidance on communications for hurricanes.

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. Damage Reporting Example

The St. Joe Hospitality buildings on Ashley Drive have developed plans that address emergency situations that may arise which may threaten human health and safety, as well as damage 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, partners, and local authorities of an emergency.
2. Provide for a safe and orderly method of evacuation from SJH building premises.
3. Account for all employees who occupied SJH building 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 all Incidents following the Incident Reporting SOP from St. Joe Hospitality Talent and Leadership Development. Copies of the incident reports should be submitted to Shannon Alderson with the Talent and Leadership Development team.
7. For situations involving Insurance Claims, please contact the Director of Finance for further instructions.

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.

A. Evacuation (all emergencies other than Hurricanes)

Management

1. Telephones the local emergency agency (for example: fire, police, hazardous materials team, etc.).
2. Checks all areas of their respective departments, restrooms, and public areas to verify that employees have evacuated.
3. Secures all cash, checks, and charge documents in the safe if time permits.
4. Designates a safe area outside the building as a gathering point for all employees. Takes a head count of employees to ensure all were safely evacuated.
 - a. Department Heads, or a designated team member, 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 and their approximate whereabouts.
5. 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. 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

SJH office building's safe shelter areas will be in a 1st floor interior location, where there are no windows. A Safety Committee Member will ensure that a first aid kit or medical supplies and several flashlights are available.

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. Contact Maintenance immediately, assigned associate 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 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 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.

SJH office buildings are to include 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.

1. If an employee is seriously injured and requires professional medical care, management 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 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. 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.
 - a. If indoors:
 - Take cover beneath a desk, table, bench, or in doorways, halls, or against an interior wall.
 - Stray away from glass windows and glass doors, and away from containers having hazardous materials stored.
 - b. 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 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 to enter the building again until cleared by authorities.
8. Assigns duties to clean up damage and resume business as soon as possible.

F. Robbery

In the event a robbery occurs, the main objective is to reduce the risk of injury to employees 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. Do not 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

1. Call the police.
2. Have all witnesses write down everything they can recall,

G. 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 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. Windspeeds range from 40mph to 318mph.

EMERGENCY PHONE NUMBERS

Bay County Emergency Operations Center	850-784-4000
Bay County Sheriff	850-747-4700
Bay County Fire Department – West End	850-708-1046

Walton County Emergency Management	850-892-8065
Walton County Sheriff	850-267-2000
Walton County Fire Department	850-267-1298

HURRICANE COMMITTEE – CONTACT PHONE NUMBERS First Reports Back to Work Location

Ashley Place – Talent & Leadership Development Building

Name	Title	Cell Ph.
Terri Hoskins	VP of Leadership	850-231-7174
Mary Levesque	Director of Leadership & OD	407-902-1566
Rebecca Pazik	Director of Talent Acquisition	850-231-7112
Andrea Smith	Dir. Revenue Management	850-685-3032

Ashley Place – IT Building

Name	Title	Cell Ph.	Alternate Ph.
ROBERT MELENDEZ	Director of I.T.	850-213.5290	813-503-7037

EXTERNAL EMERGENCY TEAM – CONTACT PHONE NUMBERS

Name	Title	Office Ph.	Cell Ph.
PATRICK MURPHY	SVP Resort Operations	850-231-6408	850-200-3522

AlertBay EMERGENCY NOTIFICATIONS for BAY COUNTY

- Get alerted about emergencies and other important community news by joining the AlertBay notification system.
- This system enables users to receive critical information in situations such as severe weather, unexpected road closures, missing persons, and evacuations of buildings or neighborhoods.
- Residents will receive time-sensitive notifications wherever specified, such as home or mobile phones, email address, text messages, and more.
- AlertBay allows users to receive notifications for specific cities to ensure they obtain updates for only the areas that could be impacted near them.
- This emergency program is powered by Alert Florida and serves as a community notification system for unincorporated Bay County as well as the following cities and organizations: › Callaway › Lynn Haven › Mexico Beach › Panama City › Panama City Beach › Parker › Springfield › Bay District Schools
- TO SIGN UP FOR ALERTBAY, VISIT ALERTBAY.ORG .
- For any additional questions about AlertBay, please contact bcem@baycountyfl.gov or 850-248-6040.

HURRICANE SUPPLY LIST

Item	#s	Location
Flashlights	2	In drawer labeled "Hurricane Supplies" near welcome area desk
Lanterns (battery powered)	2	
Batteries	Back up for flashlights.	
Garbage Bags (to cover computers)	1 box	
Battery Operated Radios	1	
First Aid Supplies	1	Top of refrigerator
Drinking Water	cases	Near Front Desk
Damage Assessment Forms		

HURRICANE SEASON PREPARATION

At the beginning of hurricane season leadership, or a team member, to 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

CODE BLUE (Tropical Storm Watch)

When a hurricane is expected to enter the Gulf of Mexico the senior leader will schedule a meeting to review the hurricane preparedness plan and arrange for its implementation.

The senior leader will ensure each department is aware of the implementation of each Code.

CODE YELLOW (Hurricane Caution)

EVERYONE TO MONITOR LOCAL TV/RADIO FOR COUNTY ISSUED STATEMENTS. EMPLOYEES ARE NOT TO DISCUSS ANY ISSUES WITH THE MEDIA AT ANY TIME.

Administration	<ul style="list-style-type: none">• Information Technology to back up Terminal Server.
Team	<ul style="list-style-type: none">• Prepare computers with accordance to IT guidelines.• Gas up all vehicles.• Sandbag door entrances if water may enter the building.• Secure the office building.• Essential staff only, remaining staff can operate remotely from home.
Talent & Leadership Development	<ul style="list-style-type: none">• Begin employee communications on stjoeclub.com website and disaster relief hotline - 850-231-7184• Hurricane updates drafted and released upon receipt via email, Disaster Relief Hotline, and SJ Team HUB site.

CODE ORANGE (Hurricane Watch)

VOLUNTARY EVACUATION OF PERSONNEL ON AT A SJH WORK LOCATION WILL BE ENCOURAGED.

ALL LEADERS	<ul style="list-style-type: none">• Ensure you have an updated list of all Associates on your team(s).• 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 no 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.
--------------------	---

Senior Leader	<ul style="list-style-type: none"> • Identify number of necessary employees needed to staff essential functions. 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"> • Ensure <u>vital</u> documents will be removed out of hurricane area. Coordinate with St. Joe Company. • Ensure that a bank account has been established with a bank outside the hurricane area to which funds can be transferred for emergency use. • Send email to department managers to ensure employee time in timeclock system is up to date.
Talent & Leadership Development	<ul style="list-style-type: none"> • Provide hurricane updates via email, Disaster Relief Hotline, and SJ Team HUB site.
Housing Manager	<ul style="list-style-type: none"> • Identify hurricane shelters out of storm area, and arrange transportation for international students and interns (if we undergo a resident mandatory evacuation)
Info.Technology	<ul style="list-style-type: none"> • Shut computers off not in use.
All	<ul style="list-style-type: none"> • Assist other departments if needed.
Reservations	<ul style="list-style-type: none"> • Call guests which were not reached in Code Yellow. Box vital documents. • Call center should remain open unless under a mandatory evacuation. • Store computers and electronics safely.
Marketing	<ul style="list-style-type: none"> • Update website and social media to inform guests of our status.

CODE RED (Hurricane Warning)

ALL EVACUATIONS WILL BE MANDATORY

Talent & Leadership Development Team	<ul style="list-style-type: none">• Pull a list of all associates with name, 2 phone contact numbers (2 alternate numbers) and location during evacuation• Notify leaders of re-opening schedule (assuming no damage to homes, roads, or resort) and to keep in contact with leadership.
Managers	<ul style="list-style-type: none">• Secure all doors.• Prepare last minute items as indicated on a priority preparation list provided by the Hurricane Committee.• Evacuate as items on the priority list are completed.
Talent & Leadership Development	<ul style="list-style-type: none">• Provide hurricane updates via email, Disaster Relief Hotline and SJ Team HUB site.
Housing Manager	<ul style="list-style-type: none">• Arranges transportation to get all international students and interns who do not have transportation to a hurricane shelter in a location where the storm is not expected to hit.• Company shuttles can be used for this transport, if needed.• If international students or interns do not wish to go to the shelter, and have arranged to go to other locations, they are fine to do so, so long as we know their location and contact details.
Marketing	<ul style="list-style-type: none">• Update Website and social media to inform guests of our status. Maintain in close contact with Resort General Manager promptly after storm for communication plan and resort reopening.
<p style="text-align: center;">NOTE: 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

ALL	<ul style="list-style-type: none">• In the event the condition lasts for more than 24 hours, team members should contact their supervisors for instructions, whether 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.
------------	--

SENIOR LEADERS	<ul style="list-style-type: none"> • As soon as safe to do so, senior leaders return to site to determine any damage. Information is reported to Director of Leadership & Org. Development and SVP of Operations. • 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 Director of Leadership & Org. Development who compiles a master list. • Determine if any associates sustained any damages to their homes (this may result in a later return to work date). • When calling your team, utilize the following general script: <i>"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?"</i> • If there is no damage to the SJH office buildings, the team can report back to the office location. • Director of Leadership and Org. Development will update website 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 any re-opening needs. • Take pictures and make incident reports after the hurricane for any damages. Before and after. • Assist other departments, as needed.
Accounting	<ul style="list-style-type: none"> • Assist other departments in clean up. • Confirm power is routed to power systems so daily reports can be turned over. • Assess damage and document. • Assure all departments have paperwork to document damage and losses. • Assure all departments track associate hurricane hours to be added to hurricane losses.
Talent & Leadership Development	<ul style="list-style-type: none"> • Continue employee communications via email, Disaster Relief Hotline, and SJ Team HUB. • Account for all staff on master list.
Housing Manager	<ul style="list-style-type: none"> • Arranges transportation to get all international students and interns who do not have transportation to a hurricane shelter in a location where the storm is not expected to hit. • Coordinate any staff housing needed due to personal home damage. • Account for all international students and interns.

Info. Technology	<ul style="list-style-type: none"> • Re-install computers and restore any backup necessary. • Verify local network providers have service restored to our resorts, if applicable.
Reservations	<ul style="list-style-type: none"> • Re-open call center and begin taking reservations/fielding phone calls. If needed, re-open call centers remotely to ensure guest communication. • Contact General Manager to determine if any resort services will be limited upon reopening so this information can be communicated to guests.
Marketing	<ul style="list-style-type: none"> • Update Website and social media to indicate re-opening date. Identify via Hotel Manager any limited resort services so these are communicated to guests.

Damage Reporting

It is imperative we document any and all damage on Damage Assessment Forms (copy at end of this Emergency Plan, and on SJ Team HUB). 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.watersoundinn.com

www.theclubsbyjoe.com

www.stjoeclub.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:

- 866.417.7132 - Disaster Relief Hotline- WaterColor Inn (MEMBERS & GUESTS) - Updated by the Director of Marketing- Resorts
- 866.563.0077 or 231-7182 - Disaster Relief Hotline- All Clubs (MEMBERS & GUESTS) - Updated by the Marketing Coordinator Clubs
- 844.563.5627 or 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. Updated by the Director of Leadership & Organizational Development - Talent & Leadership Development - ALL PROPERTY INFO

MARINAS WILL LEAVE A RECORDING ON THEIR MAIN LINES FOR UPDATES.

H: 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 another 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.

- Fire extinguishers.
- All emergency exits are marked with illuminated EXIT signs.

If a Fire occurs:

- A. Everyone: Evacuate the building immediately and move to a designated safe spot.
Assist persons needing special assistance.
- Ensure a person calls 911. Give the fire department the following information:
 - Name of Hotel
 - Address of office building
 - Location of Alarm within the building
 - Type of Alarm (Smoke, Pull Station)
 - As much other information as requested by fire department
 - **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. Ensure a person meets the fire department once they arrive and advise of the situation.

NOTE: Room smoke detectors are not considered as a fire alarm requiring evacuation. When a room smoke detector activates, immediately check the room to investigate if there is a fire in the room. If a fire is discovered pull the nearest fire alarm pull station activating the fire alarm, then **EVACUATION IS TO BEGIN IMMEDIATELY.**

RESPONSIBILITY

1. It is the responsibility of every employee to report any smoke or fire or evidence of a fire to senior leadership and to sound a fire alarm.
2. If at all possible, the employee should:
 - Rescue - This rescue should be limited to anyone in immediate danger from the fire itself, i.e. anyone in the building where a fire is located should be removed. Use of best judgment must be exercised.
 - Alarm - Pull the fire alarm and call 911.
 - Evacuate- **EVACUATION SHOULD BEGIN IMMEDIATELY** with sounding of fire alarm or discovery of a fire.
 - **NEVER USE ELEVATORS IN THE EVENT OF FIRE.** Always use the stairs to get to or from a location.
 - **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.
 - **NEVER RE-ENTER OR ALLOW ANYONE TO RE-ENTER THE BUILDING WITHOUT PERMISSION FROM THE FIRE DEPARTMENT.**
 - **NEVER SILENCE OR RESET THE FIRE ALARM SYSTEM WITHOUT PERMISSION FROM 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 year)** 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. This information will be available for examination by 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 the Bay County Fire Department Communication Center, before and after any drill.
- All staff members will be trained on the evacuation plan as needed.

I: 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 another emergency.

OBJECTIVES

- A. The primary objective of this plan is to minimize and/or prevent injury to people and property.
- B. The secondary objective is to provide proper education around this Active Shooter Safety and Emergency Evacuation plan.

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 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.

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					



SJCR-Disaster Inspection- Damage Assessment Form

Notes/Comments/Other Areas of Concern

Emergency Contact Form

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