



Always Safe, Always Prepared

Emergency Response Drill Scenario

Fire Safety Review

The purpose of an ASAP Drill is to assess Associate and facility preparedness in the event of an emergency, clarify the roles & responsibilities of those expected to respond to an emergency, improve coordination among those responding and increase Associate & member confidence during emergency situations.

Today's objectives are to incorporate active participation, and identify successes and learning opportunities afterwards.

Drill Scenario: Fire Safety Review

Location: All Club

FIRE SAFETY CHECK-LIST

- Alarms
 - Identify all fire alarms/smoke detectors in the club
 - Confirm that they are in working order
 - Note the date last checked
 - Are alarms connected directly to emergency services?
- Isolation of fire
 - Identify what areas of the club are equipped with sprinkler systems
 - Identify fire doors around club – confirm that nothing is blocking their automatic closure
- Fire Extinguishers
 - Identify fire extinguishers on property
 - Ensure unit is properly pressurized and in good working order

FIRE SAFETY DRILL

- If Fire Alarm goes off all Club Leaders are to meet at the Front Desk, where the MOD will indicate next steps:
 - Contact the Facilities Director right away
 - Send someone to check on the area where the alarm is sounding
 - If a real fire, assigning Associates areas of the club to evacuate
 - Ensuring all groups evacuate to the proper meeting spot outside
 - MOD to do a final walk-thru of Club to ensure it is completely evacuated
- If alarm is going off, go to the fire control panel, determine area where alarm is sounding (indicated on the fire panel—varies by location), have someone run to that area to ensure there is no fire

In the event of a false alarm:

- Fire Panel (and in some cases the manual pull) needs to be reset immediately
- Call the alarm company and inform them that it is a false alarm

In the event of an actual fire:

- **CALL 911**— provide the following information: Club Address and nearest cross-street, location & extent of the fire
- Pull alarm
- Use fire extinguisher if appropriate (see below)
- Evacuate the area—follow evacuation procedures in each department
- Initiate a group communication through walkie-talkies. Give a brief description of the situation, and next steps.



Always Safe, Always Prepared

Emergency Response Drill Scenario

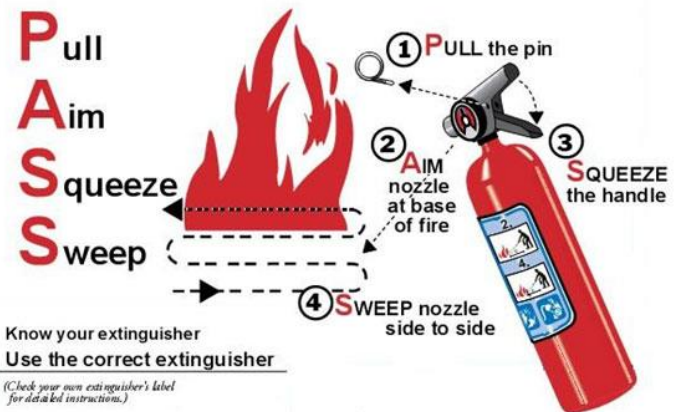
December 14, 2019

Fire Safety Review

If a fire starts, stay calm and think first about the safety of yourself and others around you. Never attempt to put out a fire larger than an available fire extinguisher is meant to handle. Use the "PASS" method when using a fire extinguisher. If the fire cannot be contained or is too large to try, evacuate and call the fire department immediately. A fire extinguisher only provides 8-10 seconds of spray.

1. Pull the pin out and stand back 8-10 feet.
2. Aim at the base of the fire, not the flames.
3. Squeeze the handle
4. Sweep at the base of the fire in a side to side motion.

To operate an extinguisher:



In the event of an emergency, all department managers / supervisors will be responsible for taking a head count of their department at the designated assembly area(s). If a manager is not available, another Associate pre-designated by the manager, will conduct the head count. Upon arrival at designated assembly areas, all managers, supervisors and/or designated Associates must begin a head count of their department. If any Associate is determined to be missing this must be reported to emergency personnel immediately. It is imperative that Associates wait at the assembly area until they are released by the Associate in charge of the head count. (See site maps and assembly area sheet).

DEBRIEF

- Identify where the team excelled as well as where they need improvement and complete report
- Manager completes the Debriefing & Evaluation Log as a part of the group discussion
- Each participant signs and dates the Participation Log
- Participation Log is emailed to hr@bayclubs.com immediately following the drill