

# **Emergency Action Plan**

# EMERGENCY RESPONSE PLAN

for

Facility Name: Beaver Dam Village

Facility Address: Panguitch Lake, Utah

DATE PREPARED: 11/01/2011

PREPARED BY: Jim Moore

UPDATED: 06/25/2023

## EMERGENCY PERSONNEL NAMES AND PHONE NUMBERS

DESIGNATED RESPONSIBLE OFFICIALS at Beaver Dam Village

Name: Jim Moore Phone: (435-676-2535)

Name: Austin Armstrong Phone: (435-676-3107) or 435-676-2444

EMERGENCY COORDINATOR:

Name: Austin Armstrong Phone: (435-676-3107) or 435-676-2444

ASSISTANTS TO PHYSICALLY CHALLENGED (If applicable):

Name: Austin Armstrong, Fire Chief Phone: (435-676-3107)

Name: Panguitch Lake Fire Department Phone: (435-676-2444)

Date 11/01/2010

## **EVACUATION ROUTES**

- Evacuation route map (Subdivision Map is on the website <http://www.beaverdamvillage.com>)
- Site personnel should know at least two evacuation routes.

## **EMERGENCY PHONE NUMBERS**

**FIRE DEPARTMENT: 911 or 435-676-2444**

**PARAMEDICS: Dial 911**

**AMBULANCE: Dial 911**

**POLICE: Dial 911**

**JIM MOORE** Phone: (435-676-2535)

**AUSTIN ARMSTRONG** Phone: (435-676-3107)

## **UTILITY COMPANY EMERGENCY CONTACTS**

**ELECTRIC: Rocky Mountain Power 1-888-221-7070**

**WATER: Jim Moore, Water Master 435-676-2535**

**(Propane): Amerigas 435-676-8180**

**(Propane): Garkane 888-735-4288**

**Telephone: South Central Communications 435-867-8616**

## **EMERGENCY REPORTING AND EVACUATION PROCEDURES**

Types of emergencies to be reported to or by site personnel are:

- MEDICAL
- FIRE
- SEVERE WEATHER
- BOMB THREAT
- CHEMICAL SPILL
- STRUCTURE CLIMBING/DESCENDING
- EXTENDED POWER LOSS
- WATER OR RESIDENCE FLOOD

## MEDICAL EMERGENCY

- Call medical emergency phone number
  - Paramedics
  - Ambulance
  - Fire Department
  - Water Break or Residence Flood

Provide the following information:

- a. Nature of emergency,
  - b. Location of the emergency (Physical address or area)
  - c. Your name and phone number from which you are calling.
- Do not move victim unless absolutely necessary.
  - Call the following personnel trained in CPR and First Aid to provide the required assistance prior to the arrival of the professional medical help:

Name: Fire Department Phone 911

Name: Police Phone: 911

- If personnel trained in First Aid are not available, as a minimum, attempt to provide the following assistance:
  1. Stop the bleeding with firm pressure on the wounds (note: avoid contact with blood or other bodily fluids).
  2. Clear the air passages using the Heimlich maneuver in case of choking.
- In case of rendering assistance to personnel exposed to hazardous materials, consult the Material Safety Data Sheet (MSDS) and wear the appropriate personal protective equipment. Attempt first aid ONLY if trained and qualified.

Date: 06/25/2023

## FIRE EMERGENCY

*When fire is discovered:*

- Notify the local Fire Department by calling 911 First - Then 435-676-2444 or 435-676-3107



*Fight the fire ONLY if:*

- The Fire Department has been notified.
- The fire is small and is not spreading to other areas.
- Escaping the area is possible by backing up to the nearest exit or leaving the immediate area.
- The fire extinguisher is in working condition and personnel are trained to use it.

*Upon being notified about the fire emergency, occupants must:*

- Leave the building using the designated escape routes.
- Assemble in the designated area (Panguitch Lake Fire Department):
- Remain outside until the competent authority (Designated Official or designee) announces that it is safe to reenter.

*Designated Official, Emergency Coordinator or supervisors must (underline one):*

- Disconnect utilities and equipment unless doing so jeopardizes his/her safety.
- Coordinate an orderly evacuation of personnel.
- Perform an accurate head count of personnel reported to the designated area.
- Determine a rescue method to locate missing personnel.
- Provide the Fire Department personnel with the necessary information about the facility.
- Perform assessment and coordinate weather forecast office emergency closing procedures

*Area Monitors must:*

- Report any problems to the Emergency Coordinator at the assembly area.

*Assistants to Physically Challenged should:*

- Assist all physically challenged employees in emergency evacuation.

Date: 06/25/2023

## **EXTENDED POWER LOSS**

In the event of extended power loss to a facility certain precautionary measures should be taken depending on the geographical location and environment of the facility:

- Unnecessary electrical equipment and appliances should be turned off in the event that power restoration would surge causing damage to electronics and affecting sensitive equipment.

- Facilities with freezing temperatures should turn off and drain the following lines in the event of a long-term power loss.
  - Fire sprinkler system
  - Standpipes
  - Potable water lines
  - Toilets
- Add propylene-glycol to drains to prevent traps from freezing
- Equipment that contains fluids that may freeze due to long-term exposure to freezing temperatures should be moved to heated areas, drained of liquids, or provided with auxiliary heat sources.

Upon Restoration of heat and power:

- Electronic equipment should be brought up to ambient temperatures before energizing to prevent condensate from forming on circuitry.
- Fire and potable water piping should be checked for leaks from freeze damage after the heat has been restored to the facility and the water turned back on.

## CHEMICAL SPILL

The following are the locations of:

Spill Containment and Security Equipment: ***Panguitch Lake Fire Department***

Personal Protective Equipment (PPE): ***Panguitch Lake Fire Department***

MSDS: ***Panguitch Lake Fire Department***

*When a Large Chemical Spill has occurred:*

- Immediately notify the designated official and Emergency Coordinator.
- Contain the spill with available equipment (e.g., pads, booms, absorbent powder, etc.).
- Secure the area and alert other site personnel.
- Do not attempt to clean the spill unless trained to do so.
- Attend to injured personnel and call the medical emergency number.
- Call a local spill cleanup company or the Fire Department (if arrangement has been made) to perform a large chemical (e.g., mercury) spill cleanup.

Name of Spill Cleanup Company: Panguitch Lake Fire Department

Phone Number: 435-676-2444

- Evacuate the building as necessary

*When a Small Chemical Spill has occurred:*

- Notify the Emergency Coordinator
- If toxic fumes are present, secure the area (with caution tapes or cones) to prevent other personnel from entering.
- Deal with the spill in accordance with the instructions described in the Material Safety Data Sheet, if available.
- Small spills must be handled in a safe manner while wearing the Proper Protective Equipment.
- Review the general spill cleanup procedures.

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## STRUCTURE CLIMBING/DESCENDING EMERGENCIES

List structures maintained by site personnel

No.	Structure Type	Location (address, if applicable)	Emergency Response Organization* (if available within 30-minute response time)
1	Residence's	None in Beaver Dam Village	Fire Department Phone: 911
2	Metal Frame	Tank House's A & B	911 & Jim Moore 435-676-2535
3	Wood	Computer House	911 & Jim Moore 435-676-2535

Emergency Response Organization(s):

Name: Fire Department Phone Number 911

Name: Austin Armstrong, Fire Chief Phone Number: / 435-676-2444 or 435-676-3107

### TELEPHONE BOMB THREAT CHECKLIST

INSTRUCTIONS: BE CALM, BE COURTEOUS. LISTEN. DO NOT INTERRUPT THE CALLER.

YOUR NAME: \_\_\_\_\_ TIME: \_\_\_\_\_ DATE: \_\_\_\_\_  
CALLER'S IDENTITY SEX: Male \_\_\_\_\_ Female \_\_\_\_\_ Adult \_\_\_\_\_ Juvenile \_\_\_\_\_ APPROXIMATE AGE: \_\_\_\_\_  
ORIGIN OF CALL: Local \_\_\_\_\_ Long Distance \_\_\_\_\_ Telephone Booth \_\_\_\_\_

VOICE CHARACTERISTICS	SPEECH	LANGUAGE
<input type="checkbox"/> Loud	<input type="checkbox"/> Fast	<input type="checkbox"/> Excellent
<input type="checkbox"/> High Pitch	<input type="checkbox"/> Distinct	<input type="checkbox"/> Fair
<input type="checkbox"/> Raspy	<input type="checkbox"/> Stutter	<input type="checkbox"/> Foul
<input type="checkbox"/> Intoxicated	<input type="checkbox"/> Slurred	<input type="checkbox"/> Good
<input type="checkbox"/> Soft	<input type="checkbox"/> Slow	<input type="checkbox"/> Poor
<input type="checkbox"/> Deep	<input type="checkbox"/> Distorted	<input type="checkbox"/> Other
<input type="checkbox"/> Pleasant	<input type="checkbox"/> Nasal	
<input type="checkbox"/> Other	<input type="checkbox"/> Other	

  

ACCENT	MANNER	BACKGROUND NOISES
<input type="checkbox"/> Local	<input type="checkbox"/> Calm	<input type="checkbox"/> Factory
<input type="checkbox"/> Foreign	<input type="checkbox"/> Rational	<input type="checkbox"/> Machines
<input type="checkbox"/> Race	<input type="checkbox"/> Coherent	<input type="checkbox"/> Music
<input type="checkbox"/> Not Local	<input type="checkbox"/> Deliberate	<input type="checkbox"/> Office
<input type="checkbox"/> Region	<input type="checkbox"/> Righteous	<input type="checkbox"/> Machines
	<input type="checkbox"/> Angry	<input type="checkbox"/> Street
	<input type="checkbox"/> Irrational	<input type="checkbox"/> Traffic
	<input type="checkbox"/> Incoherent	<input type="checkbox"/> Trains
	<input type="checkbox"/> Emotional	<input type="checkbox"/> Animals
	<input type="checkbox"/> Laughing	<input type="checkbox"/> Quiet
		<input type="checkbox"/> Voices
		<input type="checkbox"/> Airplanes
		<input type="checkbox"/> Party
		<input type="checkbox"/> Atmosphere

### BOMB FACTS

PRETEND DIFFICULTY HEARING - KEEP CALLER TALKING - IF CALLER SEEMS AGREEABLE TO FURTHER CONVERSATION, ASK QUESTIONS LIKE:

When will it go off? Certain Hour \_\_\_\_\_ Time Remaining \_\_\_\_\_

Where is it located? Building \_\_\_\_\_ Area \_\_\_\_\_

What kind of bomb? \_\_\_\_\_

What kind of package? \_\_\_\_\_

How do you know so much about the bomb? \_\_\_\_\_

What is your name and address? \_\_\_\_\_

If the building is occupied, inform the caller that detonation could cause injury or death.

Activate malicious call trace: Hang up the phone and do not answer another line. Choose the same line and dial \*57 (if your phone system has this capability). Listen for the confirmation announcement and hang up.

Call the Police at 911 and relay information about the call.

Did the caller appear familiar with the area (by his/her description of the bomb location)? Write out the message in its entirety and any other comments on a separate sheet of paper and attach to this checklist.

Notify the Police immediately.

## SEVERE WEATHER AND NATURAL DISASTERS

### ***Tornado:***

- When a warning is issued by sirens or other means, seek inside shelter. Consider the following:
  - Small interior rooms on the lowest floor and without windows,
  - Hallways on the lowest floor away from doors and windows, and
  - Rooms constructed with reinforced concrete, brick, or block with no windows.
- Stay away from outside walls and windows.
- Use arms to protect the head and neck.
- Remain sheltered until the tornado threat is announced to be over.

### ***Earthquake:***

- Stay calm and await instructions from the Emergency Coordinator or the designated official.
- Keep away from overhead fixtures, windows, filing cabinets, and electrical power.
- Assist people with disabilities in finding a safe place.
- Evacuate as instructed by the Emergency Coordinator and/or the designated official.

### ***Flood:***

#### *If indoors:*

- Be ready to evacuate as directed by the Emergency Coordinator and/or the designated official.
- Follow the recommended primary or secondary evacuation routes.

#### *If outdoors:*

- Climb to high ground and stay there.
- Avoid walking or driving through flood water.
- If car stalls, abandon it immediately and climb to a higher ground. Move all loose items indoors and board up windows and openings.
- Collect drinking water in appropriate containers.

### ***Blizzard:***

#### *If indoors:*

- Stay calm and await instructions from the Emergency Coordinator or the designated official.
- Stay indoors!
- If there is no heat:
  - Close off unneeded rooms or areas.
  - Stuff towels or rags in cracks under doors.
  - Cover windows at night.
- Eat and drink. Food provides the body with energy and heat. Fluids prevent dehydration.
- Wear layers of loose-fitting, light-weight, warm clothing, if available.

*If outdoors:*

- Find a dry shelter. Cover all exposed parts of the body.
- If shelter is not available:
  - Prepare a lean-to, wind break, or snow cave for protection from the wind.
  - Build a fire for heat and to attract attention. Place rocks around the fire to absorb and reflect heat.
  - Do not eat snow. It will lower your body temperature. Melt it first.

*If stranded in a car or truck:*

- Stay in the vehicle!
- Run the motor for about ten minutes each hour. Open the windows a little for fresh air to avoid carbon monoxide poisoning. Make sure the exhaust pipe is not blocked.
- Make yourself visible to rescuers.
  - Turn on the dome light at night when running the engine.
  - Tie a colored cloth to your antenna or door.
  - Raise the hood after the snow stops falling.
- Exercise to keep blood circulating and to keep warm.

## **CRITICAL OPERATIONS**

During some emergency situations, it will be necessary for some specially assigned personnel to remain in the area to perform critical operations.

Assignments: The Fire Chief will be responsible for personnel assignments.

Work Area	Name	Job Title	Description of Assignment
BDV Subdivision	Jim Moore	Water Master	
BDV Subdivision	Jim Moore	HOA Board Member	

- Personnel involved in critical operations may remain on the site upon the permission of the site-designated official or Emergency Coordinator.
- In case emergency situation will not permit any of the personnel to remain at the facility, the designated official or other assigned personnel shall notify the appropriate Fire Department offices to initiate backups. This information can be obtained from the Emergency Evacuation Procedures included in the Fire Department Manual.

The following offices should be contacted:

Name/Location: Panguitch Lake Fire Department  
Telephone Number: 435-676-2444

Name/Location: Jim Moore - Water Master

Telephone Number: 435-676-2535 / 435-705-3961

Name/Location: \_\_\_\_\_

Telephone Number: \_\_\_\_\_



## TRAINING

The following personnel have been trained to ensure a safe and orderly emergency evacuation of residents:

Facility:

Name	Title	Responsibility	Date
Austin Armstrong	Fire Chief	Training	06/25/2023
Jim Moore	SSD Board Member	Water Master	06/25/2023

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