



***Emergency Preparedness Plan  
for  
RV Park & Campground  
Guests & Lot Holders***

***LEGAL LAND DESCRIPTION:***            ***SW 11-12-8 W4***  
***CIVIC ADDRESS:***                    ***121035 Range Road 82***  
***GPS COORDINATES:***                ***49°58'49"N, -111°0'13"W or 49.9816N, -111.0051W***



Approved on August 21, 2019

## **Components of the Plan**

*The following items are included in a park's emergency preparedness:*

- **Evacuation Route Map** - Maps showing evacuation routes out of the park including all exits.
- **Description of Evacuation Procedures** - A description of how the park will be evacuated and how each resident will be notified of an evacuation.
- **Common Disasters & Procedures for Responding to Each** - Type of disasters common to the area; Procedures for multiple types of disasters such as floods, earthquakes, fires, tornadoes and high winds.
- **Individual Emergency Plan for Residents & Guests of RV Parks & Campgrounds** - Information on how residents may obtain additional materials for establishing an individual household emergency plan, individual household emergency supply kits, and individual safety recommendations.
- **Local Emergency & Contact Information** - Public warning signals used in the community, the local emergency broadcast station frequency location and Contact information for emergency government agencies including the Alberta Emergency Management Agency (AEMA), local fire and police department and community assistance organizations including but not limited to the Canadian Red Cross, Salvation Army or other emergency agencies' contact information.

# Emergency Preparedness Plan

## Golden Sheaf Park

### OVERVIEW

The information contained in this customer Emergency Preparedness and Response Plan has been provided as a general guide to logical and safe steps to take in the event of an emergency at Golden Sheaf Park. This plan is intended to assist our customers in possible emergency situations that may arise while residing at or visiting our beach and campground.

This plan will be posted on the notice board near the entrance gate and will also be provided to all customers who may lease a campground, either short or long term, in addition to visitors, upon request.

Safety is our number one priority. Please remember to act wisely and in all cases maintain your personal safety and the personal safety of your family and guests while on site.

For all emergencies, you may contact the onsite Campground Manager at Park Office (403-832-2189) or cell (403-502-4663) or dial 911. If you dial 911, be sure to remain calm and provide the dispatcher with all pertinent information. Be sure to include your name, location, site number, the nature of the emergency, type of injury, number of injured, and any other information which you may be requested to provide. Do not hang up until instructed to do so by the Dispatcher.

Please note, Campground Management Staff, are neither responsible for physically evacuating residents or guests from their on site locations nor are they responsible for providing any materials or services during an emergency.

## **Golden Sheaf Park Exit Plan:**

- 1. All campers, lot holders and visitors will exit the area via the Main Entrance, (West end). Gate will remain open until all are evacuated.**
- 2. If the emergency warrants it, a megaphone or intercom system will be utilized to communicate instructions, inform / update nature of the emergency, and the appropriate response to make.**
- 3. The Campground Manager and support staff is not responsible for removing either persons or personal property out of the emergency area. The cooperation of everyone involved is greatly appreciated.**

**All Emergencies:** Dial 911

Campground Manager Cell (403) 502-4663

Gatehouse (403) 832-2189

If Emergency includes injury to an individual or multiple individuals or the possibility of injury, please contact 911 IMMEDIATELY and then notify Campground Manager.

Life Threatening Emergencies Call 911

RCMP - 911

Ambulance - 911

Fire - 911

County of 40 Mile Fire Chief - (403) 867-3530

Medicine Hat Canadian Red Cross - (403) 526-3048

Red Cross Emergency and Disaster Services - 1-888-800-6493

## **Evacuation Route – Written Description**

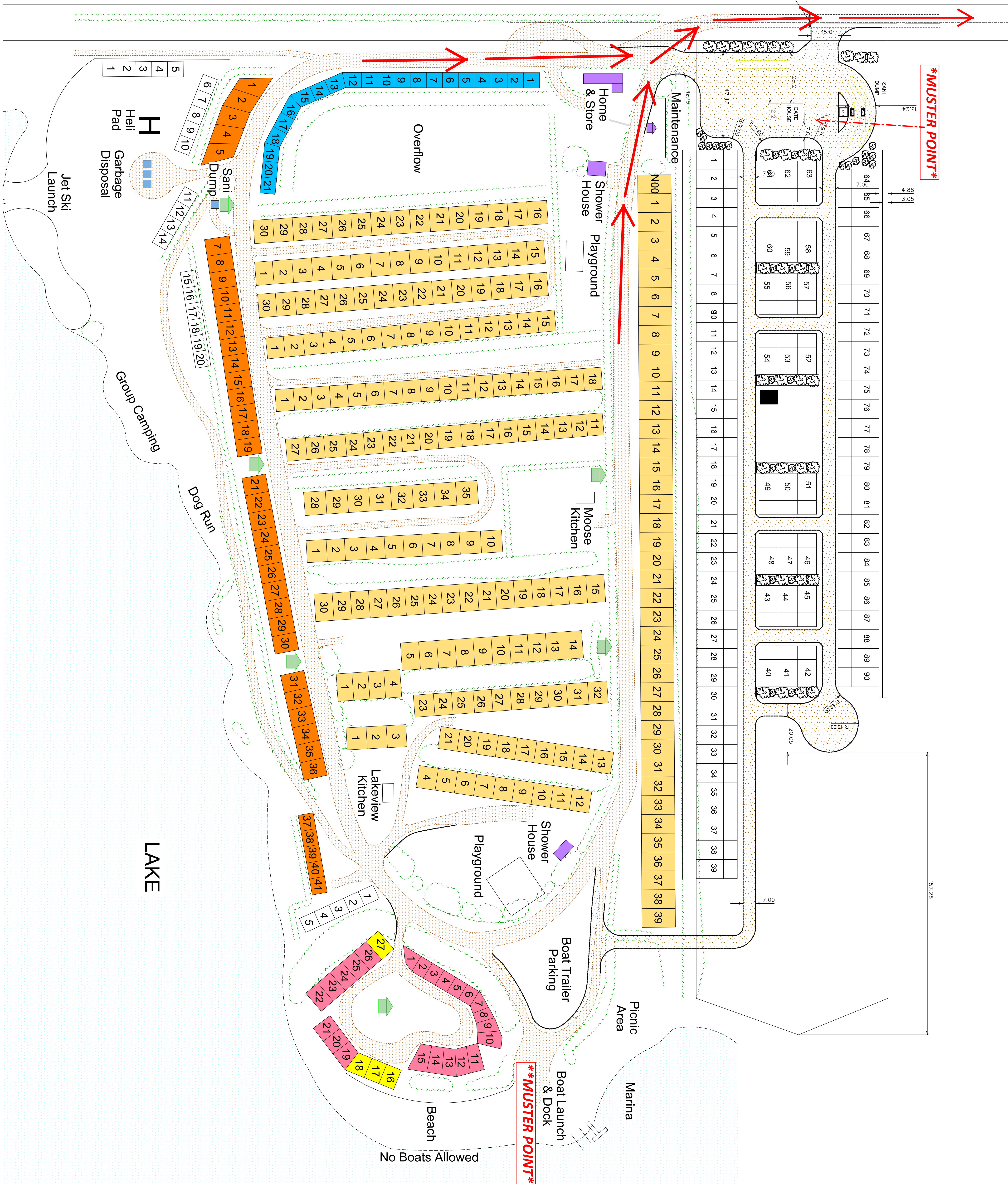
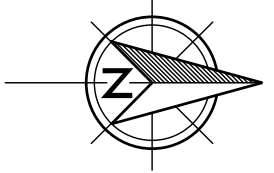
The Golden Sheaf Park Campground (also known as Rattlesnake Dam) is situated on the Sauder Reservoir operated by SMRID. Access to the beach and campground areas is through a two lane roadway known as Range Road 82. There is one (1) main entrance to the facility which is secured by a tubular steel, manual gate. The main entrance is on the West end of the facility. All traveled entry and exit routes are via this entrance.

- Please do not block the roadway when entering or exiting the facility. If Emergency Vehicles are incoming, please pull to the side of the roadway and allow the vehicle(s) to pass.
- It is assumed that RVs and tent camping vehicles located in sites of the North end of the campground would evacuate first as these sites are closest to the main gate. The remaining sites would soon follow exiting in orderly fashion. However, in isolated emergency situations, such as a single RV or boat fire, only the persons and RVs or boats closest to the isolated emergency should evacuate to an alternate location within the park as designated by Campground Management or the Fire Chief or Assistant Fire Chief on scene.
- Please ONLY use the designated roadway to evacuate the beach and campground areas.
- Campground Management is usually notified at least 24-hours in advance of potential storms. All campers and guests on-site will be notified if there is a possibility of severe weather conditions as soon as possible.
- In the event the main evacuation route is blocked, a secondary exit located at the North end will provide an alternate evacuation route on authorization of the Park Manager.
- Depending upon the nature of the emergency, campground occupants and guests may be directed to gather at the beach area.
- All RVs must maintain their mobility functions for quick evacuation in case of an emergency. In the event of an emergency requiring evacuation, leave all equipment, including unattached RV's and exit the park in an orderly manner.
- Maintain personal safety at all times!

## **Description of Evacuation Procedures Extended Stay Guests & Lot Holders**

Campground Management is a part of the Disaster Preparedness Emergency Plan Team. This Team, under the leadership of the Campground Manager, is responsible for the following functions:

- Inform each guest of the impending disaster, if any is known. Notice shall be verbal if possible or else by public address using park megaphone.
- If Campground Management is aware of any special needs for fragile, handicapped, elderly or disabled individuals within the facility, staff will try to assist these individuals to the best of their abilities in the particular situation. However, it is each person's responsibility to care for him / herself in all cases. We do not advise waiting for staff to arrive to assist in an emergency of a disabled person especially if the disabled person has the assistance of family, friends, or onsite care / assistance personal to assist the disabled, elderly or handicapped individual. Furthermore, it is expected that family, friends, or on site care personnel will respond appropriately to any emergency.
- Prior to any evacuation it is advised that all propane devices be isolated and shut-off, all electrical and water hookups be disconnected, all doors, windows and all property located outside your unit be secured, and leave immediately to the predetermined location.
- Transportation of campground guests and RVs is NOT the responsibility of Campground Management. The most current contact information for local taxi and towing services will be posted at the office for guests to make contact and arrange transport as needed. In the event of possible harm to persons in an emergency, Campground Management will use best judgment to assist in the transport of persons only, (no personal property), off site to a safer location if available.
- Lot holders or others on site who may need special assistance, such as the disabled or immobile elderly persons should advise Campground Management that he / she is on site whenever in the campground so the staff will make special efforts to contact and assist him / her in the event of an emergency. Remember that Campground Management or Staff is not responsible for physically evacuating residents from their RVs or providing any materials or services during an emergency. However, Campground Management will do all that they can to help in the emergency, particularly with transportation of disabled or immobile persons to a location away from the emergency or disaster area, if at all possible. All lot holders, families and guests should have their own personal emergency evacuation plans known to each member of the family and any guest(s) on site visiting lot holders.



PROJECT  
**GOLDEN SHEAF  
 PARK EXPANSION  
 2018**

CLIENT  
**GOLDEN SHEAF PARK**

MUNICIPALITY  
**COUNTY OF FORTY  
 MILE NO. 8**

**Schaefer Andrew Ltd**  
*Planners & Engineers*

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STAMPS

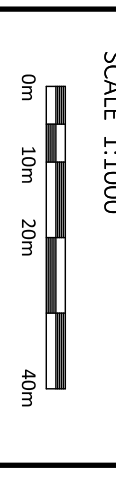
DESIGN TEAM:  
 DRAWN BY:

REVISION	No.	Date	Description
	1		

ISSUE

No.	Date	Description
1		

SCALE 1:1000



DRAWING TITLE  
**SITE PLAN**

DRAWING NO.  
**1446-01-P01**

ISSUE  
**0**

## Common Disasters & Procedures for Responding to Each:

**Earthquake** - Prior to any earthquake, each guest / lot holder should pre-plan and practice steps they will take in the event of an earthquake.



If you are indoors:

- Take cover under any sturdy piece of furniture.
- Stay away from windows or ceiling objects such as lighting fixtures.
- **Do not light matches** or candles.
- **Do not turn on electrical** equipment of any kind.
- Use only **battery operated** flashlights and radios.

If you are outdoors:

- Find an open area and remain there until the earthquake stops.
- Stay away from power poles and electrical lines, tall buildings, bridges, brick or block walls, underpasses, trees and irrigation dam.
- Listen to a self contained (battery operated) radio for emergency instructions.
- Confine and secure all pets so they will not hamper emergency service employees in the performance of their duties.
- Aftershocks may occur, so be prepared.

**IMPORTANT NOTE:** *Guests should meet at the Moose Kitchen Site after the earthquake where information as to safety and possible evacuations will be disseminated by the Park Manager or Staff.*



**Fire** - There are steps you can take to minimize the dangers associated with fires and improve your chances of survival should a fire erupt in or around your RV, campsite or park.

Prevention and Safety Tips:

- Be sure you have properly operating smoke detectors and fire extinguishers. If one or more of your smoke detectors are battery operated, replace the batteries annually or more often if necessary. An easy to remember schedule is to change your batteries to coincide with daylight savings time.
- Make sure everyone knows how to use the emergency exits in your RV. Practice using them with the whole family.
- Be sure your heating and electrical systems are properly maintained and in good working order. Carefully follow the instructions on all appliances and heating units, taking special care not to overload your electrical system.
- Keep matches, lighters, and candles away from small children. Children tend to be curious about fire and tend to hide when frightened.
- Make an itemized list of your personal property, including furniture, clothing, appliances, and other valuables. If available, make a video tape of your possessions. Keep the list and/or tape up-to-date and store them along with the other important documents.



### ***In Case of Fire in your RV:***

- Immediately assess the problem to assist you in exiting away from the fire source Know how to use a fire extinguisher
- Get everyone out of the RV **immediately**
- **Without risk to any person**, get pets out of the RV
- Call 9-1-1 or the Fire Department, then call the park office (from a neighbor's phone or a cell phone)

### ***and:***

1. Give: your name, telephone number you are calling from, park address, space number where the fire is and any helpful directions.
2. Describe the type / nature of the fire (gas, wood, chemical, electrical).
3. State that the fire is in an RV and report any known injuries.
4. If and only if safe, turn off the propane and disconnect the electricity.
5. Tell all residents or guests near the fire source to stand ready with water hoses to wet down their structures or adjacent building(s) in case of traveling sparks, if safe to do so.
6. Make sure all guests have left the affected structure and **immediately** let the fire department personnel know if any disabled person(s) or anyone not accounted for and may still be in the structure.
7. **Never go back into a burning structure.**
8. If smoky conditions are present, remember that smoke rises and stay as close to the floor as possible. Before exiting a door, feel the bottom of the door with the palm of your hand. If it is **hot**, find another way out. **Never open a door that is hot to the touch.**
9. Should your clothing catch fire: **first drop...then roll -- never run!** If a rug or blanket is handy, roll yourself up in it until the fire is out.

## **Flood** – Items you should know in the event of a flood.

- Know the elevation of your location in relation to nearby streams, rivers, and lakes.
- Have several escape routes planned.
- The Weather Service continuously broadcasts updated weather conditions, warnings and forecasts. Local broadcast stations transmit Emergency Alert System messages which may be heard on standard radios.
- When rising water threatens, move your RV to higher ground.
- If one escape route is not passable do not waste any time - try another route or back track to higher ground. Use travel routes specified by local officials. **Never** drive through flooded roadways. **Do not** bypass or go around barricades.
- Wear life preservers if possible. Wear appropriate clothing and **sturdy shoes**.
- Avoid any contact with flood water. Flood water may be contaminated and pose health problems. If cuts or wounds come in contact with flood waters, clean the wound as thoroughly as possible.
- Take your Emergency Disaster Supplies Kit with you.
- When you reach a safe place, call your pre- determined family contact person.

### After a flood:

- Return back to your RV site **only** after authorities say the danger of more flooding is over.
- If fresh food has come in contact with flood waters, **throw it out**.
- Do not reconnect to water, sewer or electric until park management has authorized you to do so.



## Right Before a **Tornado**:

Don't wait until you see the tornado to act! If you do nothing else:

1. Listen to local area radio, or TV stations for the latest information and updates.
2. Move to an underground shelter, basement or safe room. If none is available, a small, windowless interior room or hallway on the lowest level of a sturdy building is the safest alternative. **Remember: no area of a mobile home or RV is safe during a tornado!** If you have access to a sturdy shelter or a vehicle, go there immediately and fasten your seat belt. Proceed to the nearest safe exit and move away from the tornado.
3. Find a local emergency shelter and know the best routes to get there if you need to.



Tornadoes are some of the most feared summer storms and can uproot entire towns in minutes. No matter what type of RV you have, it will most likely not survive a direct hit from a tornado. Therefore, if you happen to be in the path of one of these storms, abandon your RV and get to an approved tornado shelter.

In addition, if you're camping in a wind prone area, never leave your campsite without pulling in your awning, dropping down any popup shelters, and removing items, (like camp chairs), that can go flying into your neighbor's campsite.

One of the most common sights during a summer afternoon is the gathering of dark storm clouds. As one of the more unpredictable storms, thunderstorms should not be taken lightly. Normally you will be safe from lightning while you are inside your vehicle or RV, but keep the safety-rule in mind. If you see a lightning flash and hear thunder in less than 30 seconds, a strike in your area is very likely.

Be sure to become familiar with your RV's electrical system and your campground's hookups. Both your RV and the campground should have a ground that carries any voltage from lightning strikes into the ground. In addition, you'll want to purchase a good RV surge protector or guard.

One of the most damaging parts of thunderstorms is hail. Those notorious popcorn or golf ball-sized chunks can smash windows and roof vents and dent your toughest RV exterior. While there is not much you can do about that, be sure to pull over and wait for a hail storm to stop if you are driving through one.

## **Individual Emergency Plan for Lot Holders & Guests of RV Parks & Campgrounds:**

*The following is a guideline for guests to develop their own unique personal emergency plan.*

### **Introduction**

In the unlikely event of a natural or man-made disaster, we want our guests to have the utmost safety procedures in place. If you are a transient guest in our park, more than likely you have all the recommended items for a personal emergency plan. Make sure you are familiar with our park's evacuation routes and procedures and discuss them with your family or others in your party.

The next time disaster strikes, you may not have much time to act. Prepare now for a sudden emergency. Knowing what to do in an emergency is your best protection and your responsibility. Learn how to protect yourself and your family by planning ahead.

To obtain more information, you may want to contact your local emergency management agency or Canadian Red Cross chapter - be prepared to take notes.

#### ***A checklist follows to develop your own personal emergency plan:***

- Find out which disasters are most likely to occur in the areas you are visiting.
- Know how to prepare for each disaster and how you would be warned of an emergency.
- Learn about the community's warning signals: what they sound like and what you should do when you hear them.
- Learn the park's main evacuation routes.
- If needed, ask about special assistance for elderly or disabled persons.
- Ask about animal care during and after an emergency. Animals may not be allowed inside emergency shelters due to health regulations.

## **Checklist of Emergency Procedures**

Meet with your family and discuss why you need to prepare for disasters. Explain the dangers of fire, severe weather and earthquakes to children, elderly individuals, and persons needing special assistance. Plan to share responsibilities and work together as a team. The following may be used in creating your own emergency plan:

- Discuss what to do in an evacuation.
- Pick an alternative location to meet, in the event a family member cannot return to the campsite.
- Pick one out-of-Province and one local friend or relative for family members to call if separated by disaster (it is often easier to call out-of-province than within the affected area).
- Instruct family members to turn on a battery powered radio for emergency information.
- Teach children how and when to call 9-1-1 and a long distance contact person. Keep family records in a water and fire-proof container.
- If your RV can not be evacuated, make sure to turn the propane tanks off.
- Disconnect the RV from power, water and cable/electric. If you are staying in a Recreation Park Trailer, locate the main electric fuse box, water service main, and natural gas main shut off valve. Learn how and when to turn these utilities off.
- Take a basic first aid and CPR class.
- Prepare a disaster supply kit.



## If Disaster Strikes:

- Remain calm and patient. Put your plan into action; call 911.
- Check for injuries; give first aid and get help for seriously injured.
- Listen to your battery powered radio for news and instructions.
- Evacuate if advised to do so. Wear appropriate clothing and sturdy shoes.
- Check for damage to your RV - use a flashlight only.
- **Do not light matches or turn on electrical switches** if you suspect damage. Check for fires, fire hazards and other household hazards.
- If you are remaining in your RV, sniff for gas leaks, starting at the hot water heater. If you smell gas or suspect a leak, turn off the propane tanks, open windows, and get everyone outside quickly.
- Shut off any other damaged utilities.
- Clean up spilled medicines, bleaches, and any other flammable liquids immediately.

## Remember to:

- Confine or secure your pets.
- Call your family contact - **do not use the telephone again unless it is a life- threatening emergency.**
- Check on your neighbors, especially elderly or disabled persons.
- Make sure you have an adequate water supply in case service is shut off.
- Stay away from downed power lines.

## First Aid Procedures

Information on first aid can be found in your local phone book or by contacting the Canadian Red Cross or St Johns Ambulance. Utilize known persons who are medically trained, (such as Doctors, Nurses, or people medically trained in CPR and first aid), to assist in administering first aid to those injured.

If the injured individual(s) are in imminent danger they should carefully be moved to a safe location to administer first aid. In the case where injuries are severe and movement could cause further injury, **do not move** the injured. Make the injured person(s) as comfortable as possible and wait for emergency personnel.

Before emergencies, prepare a first aid kit. Have the kit in an easy to locate place. Make sure all family members know the location of the kit.

## ***Be Prepared!***

Government and Relief Agencies estimate that after a major disaster, it could take up to three (3) days for relief workers to reach some areas. In such cases, a 72-hour disaster supply kit could mean the difference between life and death.

In other emergencies, a 72-hour disaster supply kit means the difference between having a miserable experience or one that's like a pleasant family camp out.

In the event of an evacuation, you will need to have items in an easy-to-carry container like a backpack or duffle bag.

## **NOTES:**

### Sample First Aid Kit

- Sterile adhesive bandages in assorted sizes
- 2" & 4" sterile gauze pads (4-6 of each size)
- Hypoallergenic adhesive tape
- Triangle bandages (3)
- 2" & 3" sterile roller bandages (3 rolls of each size)
- Scissors
- Tweezers
- Needle
- Moistened towelettes
- Antiseptic
- Thermometer
- Tongue blades (2)
- Tube of petroleum jelly or other lubricant
- Assorted sizes of safety pins
- Cleansing agent / soap
- Burn gel & dressings
- Latex gloves (2 pairs)
- Sunscreen
- Aspirin
- Syrup of Ipecac
- Activated charcoal (use only if advised by the Poison Control Center)



## **Family Disaster Supplies Kit**

You should inspect your supplies at least twice a year or before each trip. Rotate food and water every six months.

Check children's clothing for proper fit. Adjust clothing for winter or summer needs. Check expiration dates on batteries, light sticks, warm packs, food and water. Keep a light source stored in the top of your kit for easy access in the dark.

More than likely most of the recommended supplies are already included in your RV or camp supplies. If not, you might want to consider adding these items to your packing list:

### **Family Disaster Supplies Kit Checklist:**

- 3-5 gallons of water (one gallon/person/day) & method of water purification
- Food: ready-to-eat canned meats, fruits, and vegetables; canned juices, milk, soup; high energy foods - peanut butter, jelly, crackers, granola bars, trail mix; specialty foods for infants, elderly persons or persons on special diets; comfort/stress foods - cookies, hard candy, sweetened cereals, lollipops, instant coffee, tea bags; vitamins
- Matches in a waterproof container and second method of starting a fire
- Tent / shelter
- Wool-blend blankets or sleeping bags (1 per person)
- Emergency reflective blanket
- Lightweight stove and fuel
- Hand and body warm packs
- Rain poncho
- Flashlight, batteries, and extra batteries
- Candles and / or Light sticks
- Pocket / utility knife and Tools (pliers, hammer, screw drivers, shovel, hatchet or axe)
- Sewing kit
- 50-foot nylon rope
- First aid kit and supplies, insect repellent and sun block / sunglasses
- Radio, batteries, and extra batteries
- Whistle with neck cord
- Personal sanitation equipment
- Personal comfort kit (include soap, toothbrush, toothpaste, comb, tissue, razor, deodorant), and any other needed items
- Extra Clothing (include at least one complete change of clothing and footwear per person per day) extra socks, underwear, hat, gloves, and sturdy shoes
- Mess kits, paper cups, plates and plastic utensils, non-electric can opener, foil
- Cash (at least \$20) or traveler's checks, change for phone calls
- Fire extinguisher: small canister, ABC type
- Portable toilet
- Tape
- Compass
- Signal flare
- Household chlorine bleach
- Special or prescription medication, contact lenses, a spare set of glasses
- Baby items - formula, diapers, bottles, powdered milk, medications, & favorite security items

