



BarW Resort
EMERGENCY RESPONSE PLAN

- All pages of this plan are living documents, to be updated, and signed off as circumstances change and/or reviewed monthly.
- All pages are to be printed off and placed at every building exit and/or designated location(s) on site.

This plan is effective as of

May 18, 2024

and supersedes all other plans in circulation.

Any questions related to this Emergency Response Plan should be directed to the BarW Resort Manager, at (403) 800-8111

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Preface

This document shall constitute the BarW Resort Emergency Response Plan. This plan shall ensure a healthy and safe work environment from BarW Resort personnel. The contents of this plan shall apply to all BarW Resort employees, subcontractors, and the clients and visitors.

BarW Resort will ensure that all reasonable protection is afforded to their employees, clients, and all visitors, as well as to the environment in which its activities are carried out.

The development of this Emergency Response Plan, as part of the overall BarW Resort Safety Management System, is intended to present a systematic, organized approach to emergency situations that may arise during the projects day-to-day operations. Adherence to this plan will assist in ensuring that any task or emergency can be dealt with safely and successfully.

The management of BarW Resort wishes to emphasize that this is a "living" document and part of an ongoing site Environment, Health, and Safety ("EHS") Program. Employees are encouraged to address any concerns or recommendations that they may have such that this Emergency Response Plan will function, grow, and continually improve throughout the duration of all activities performed at the facility.

Copies of the BarW Resort EHS Program and Emergency Response Plan can be viewed at the BarW Resort Office and on our website at www.barwresort.com on the "support" page.

An emergency and/or evacuation at this facility can be initiated for several reasons. Some reasons are explosive gas release, explosion, fire, lightning and/or imminent storm or man down situation.

BarW Resort has the overall responsibility for Emergency Response. All personnel have a responsibility to understand and comply with the requirements and expectations identified in the ERP.

The Emergency Meeting/Muster Points are:

(A) Primary Muster Point	At the front door (South side) parking lot of the BarW Resort Store by the Main Entrance.
(B) Secondary Muster Point	At the front door (East side) of the Red Barn Centre, across from Site J5 located on J Street just north of the Pool Complex

See figure 1 – Muster Points.



Figure 1 – Muster Points

Purpose

The purpose of this plan is to establish and develop procedures that will address potential issues that may arise from emergencies or disasters encountered at the Resort. This document describes the minimum requirements for emergency preparedness for BarW Resort staff, clients and visitors. The goal of this ERP is to provide the earliest possible coordinated and managed response to any emergencies and/or disasters to assure the following:

- Minimize the effects of the emergency or disaster to BarW Resort facilities, personnel, client, and visitors.
- The protection and preservation of health, safety, property and the environment.
- The speedy return to normal services and activities.

Scope

All BarW Resort employees, clients and visitors, shall adhere to the emergency response plan and its applicable procedures.

This plan outlines and provides guidance to prepare for Resort emergencies. Being prepared for emergencies by continually assessing and controlling risks, developing resources, and communicating the processes to all involved parties is essential.

Definitions

Incident: An uncontrolled or unplanned event that results in injury / illness to persons, or damage to property or the environment.

Emergency Response Plan: A written plan of emergency measures to be taken by BarW Resort to mitigate the effects of an emergency or local disaster.

Dangerous Substance: Substance when released in such a quantity may result in harm to life, property, or the environment. These substances are defined in the transportation of Dangerous Goods Act.

Emergency: Any event that arises suddenly and requires immediate coordination of actions or special direction of persons or assets to protect the health, safety or welfare of people, limit damage to property and the environment.

Hazard: A condition with a possibility for human injury, damage to property, damage to the environment, or combination of.

Emergency Meeting Point: A designated location where employees will meet EMERGENCY personnel in the event of an emergency.

Emergency Responders: Persons or organizations (internal or external) named in the plan responsible for actions intended to reduce the risk, loss and/or damage resulting from an emergency.

Hazmat: Short term for hazardous materials as it relates to dangerous goods.

Emergency Muster Point: A safe location where personnel gather for the headcount after evacuation from the work area.

Risk: A measure of the probability and severity of and adverse effect to health, property, or the environment.

Risk Mitigation: Reducing risks by lessening the chance and/or consequences of a hazardous event, through controls such as Engineering, Administrative, PPE, etc.

Spill: Unintentional release of a liquid or solid material from its proper containment due to container failure or upset.

Site Emergencies

The following potential emergencies have been identified:

- a. First Aid Incidents
- b. Medical Emergencies
- c. Fire
- d. Environmental Incidents
- e. Motor Vehicle Incidents
- f. Line Strike (buried or overhead)
- g. Severe Weather (Tornadoes, Floods, etc.)
- h. Offsite Emergencies

- i. Sabotage
- j. Wildlife

Responsibilities and Duties

Resort Manager/Safety Adviser (Mr. Kelly Hollingshead)

- Ensure that personnel, equipment, and resources are adequate and available for correctly performing intended actions or processes.
- Regularly review and evaluate Emergency Response Plans to confirm that ERP is adequate for the work being performed and clients/visitors actions.
- Ensure this plan is implemented and that adequate resources are available to support emergency management activities.
- Ensure the roles and responsibilities of the ERP are effectively communicated to all employees.
- Respond to site emergencies, assess the situation, assist with initial first aid response, and provide an overview of incidents to Emergency Responders and assist as needed. Assist with the emergency response by obtaining personnel and material support as required.
- Assist and/or ensure injured employee(s), clients/customers are transported to a First Aid Facility or Healthcare Facility regardless of the severity.
- Complete preliminary investigations for emergency incidents.
- Formulate, review, and ensure implementation of the Emergency Response Plan and evacuation procedures.
- Ensure emergency response review and sign off as reviewed by all employees.
- Coordinate emergency planning and response activities with clients/visitors.
- Participate in post-incident review meetings to assess emergency response effectiveness.
- Assists with coordinating regular Emergency Response drills to test and evaluate emergency preparedness.
- Review emergency response plan and telephone lists when required or as people and/or location changes.
- Coordinate all parties to ensure the evacuation/rescue in progress is running smoothly.
- Ensure incident scene is secured and nothing is disturbed at the scene.
- Ensure all pertinent contacts have been made at all levels and jurisdictions.

Resort Staff

- If trained in First Aid, perform duties as a "First Responder" to an emergency in their area, provide first aid if medical assistance will be delayed and/or assist injured personnel if safe to do so (and the employee is comfortable with performing these duties) until medical attendants arrive on scene.
- Meet the Emergency Responders **at main gate (or either secondary gate)** and direct them to the incident scene and provide a quick overview of the incident.
- Respond to an emergency alarm by assembling at a designated muster area.
- Respond to "All Clear" signal and re-assess the Field Level Hazard Assessments after an emergency work stoppage if applicable.
- Participate in an emergency response review when requested.

Clients/Visitors

- If encountering a dangerous situation, call 911 and alert staff immediately if possible.
- Aid staff or first responders if requested.
- Ensure to follow all instructions and provide space for staff and responders to operate.
- Always act in an appropriate and calm manner.

Activation of the Emergency Response Plan

In the event of an emergency, the following guidelines must be followed:

- a. The first person on the emergency scene, "the first responder" will take control of the scene, stay calm and get help from a "by-stander" to report the emergency to the appropriate authority based on the nature (i.e. Fire, serious injury, etc.) and provide the following details:
 - Nature and exact location of emergency.
 - Number of people who are injured (but do not specify names of the injured).
 - Responder's location with respect to the nearest Emergency Muster Point (Refer to Figure 1).
 - Responder's name.
 - Describe identifiable location landmark.

- b. The first person on the emergency scene will then notify Resort Manager Kelly Hollingshead (contact numbers are on the ERP phone list).
- c. If possible, the Resort Manager will stay on the telephone to maintain contact and to provide clarification until the Emergency Response Team arrives at the emergency site.
- d. Do not move injured personnel unless the injured person(s) is in imminent danger.
- e. Other trained personnel at the site will provide initial first aid until the Emergency Responders provide medical assistance, secures the area and mitigate and controls emergency conditions.

Resort Evacuation

In the event of a full or partial evacuation (e.g. shop emergency, fire, or severe weather), BarW Resort management and personnel will evacuate buildings and assemble at the emergency muster point for the site.

BarW Resort management and personnel will take the following actions for site-wide evacuation:

- a. Assemble all site personnel at the Emergency Muster Point area to await further evacuation instructions.
- b. BarW Resort supervision will conduct personnel head counts.
- c. If required, Emergency Responders will search for and locate any unaccounted personnel.
- d. All site personnel will follow instructions from the Site Supervisor or Emergency Responders when present.
- e. The Site Supervisor/Manager will arrange transport for site personnel to an alternate location.
 - Designated Alternate location will be the designated camp/accommodations that all employees are staying in, all employees will remain in their rooms and wait for further instructions.
 - If the camp/accommodations are deemed unsafe for the alternate location, then a secondary location will be determined by BarW Resort Management.
- f. Transportation routes will be directed by BarW Resort management.
 - BarW Resort will be in communication on the safest route of evacuation.
 - BarW Resort will follow the BarW Resort Evacuation Procedure to ensure the safety of its employees.
- g. Exit Strategy. If it is necessary to evacuate the Resort, the first task is to designate Staffers to immediately open all three vehicle exits. Follow

Emergency Services requirements to ensure they are able to enter the property amongst the campers exits.

The Store Manager will run an Allegion keycard audit on the store computer and print this list off. This list contains the names of the campers who actuated (entered) the resort on the day of the emergency. Have this list ready if emergency responders require it.

Signal Policy

Resort Management may deem an air horn blast as an appropriate signal to gain area attention of an emergency situation. A single long solitary blast of no less than 5 seconds is the emergency warning signal. Sometimes there may be additional information to be received via mobile devices as provided by the Emergency Broadcast System. The Signal for all clear, and the end of the emergency is three successive blasts. This series of three blasts may be enacted several times, and if so there will be a minimum of 30 seconds between the set of three blasts.

Remobilization after a Resort Evacuation

Upon confirmation that the emergency situation has been resolved, BarW Resort management will develop a remobilization plan prior to re-entry to the Resort.

Remobilization plan to include:

- Identification of items to repair any physical items damaged within the Resort, if any. Examples would be roads, amenities, RV's, Support and Service buildings, utility services, public-owned vehicles.
- Identification of specific area(s) required to be fixed within the Resort.
- Creation and implementation of zone to cordon off the damaged area, if possible, to determine if all of the Resort can be reopened, portions of the Resort, or none of the Resort.
- Identification of timing to rebuild and reset the Resort.

Staff Instructions

All BarW Resort employees will receive the necessary instruction to ensure a high level of emergency preparedness while on site. Emergency response plan instruction will be provided to all employees during orientation, and will include the following topics:

- a. Objectives of Emergency Response Plan
- b. Activation of Emergency Response Plan
- c. Response Plan for Various Emergencies
- d. Employee Responsibilities
- e. Emergency Evacuation Procedures

Fire Extinguisher Use – to be used by fully trained staff

REMEMBER "PASS"

- P — pull the pin
- A — aim the hose at the base of the fire
- S — squeeze the handle
- S — spray from side to side until the fire is out or the extinguisher is empty

Regular Drills

To maintain a high preparedness level, all BarW Resort staff will conduct one of the following drills on a quarterly basis:

- a. Fire Drill
- b. "Man Down" Drill
- c. Emergency Response Exercise (in-field scenarios)

Every condition or item identified during these drills will be built into the Emergency Response Plan for improved response protocol.

Emergency Equipment

First Aid Supplies Onsite

Any staff vehicles shall be equipped with a # 2 Alberta First Aid Kit.

Fire Extinguishers

20 lb. ABC extinguishers will be located in the Maintenance Shop, the BarW Store, and the Red Storage Shed. ABC extinguishers contain dry chemical agents and an all-weather propellant.

Extinguishers must be mounted on hangers or brackets and located where they can be readily accessed in case of fire.

General Requirements during Emergencies

BarW Resort Staff

1. Upon occurrence of an emergency situation, Staff will be directed to muster at Muster Point "A" or Muster Point "B". Smoking, and/or personal cell phone use, is not permitted during any emergency situation.
2. All staff will have a quick roll call conducted by the Resort Manager at the Muster Point.
3. The Resort Manager will note any unaccounted personnel, and will make the determination as to whether to conduct a search during the emergency situation.

4. All staff must remain at the designated Muster Point until an "All Clear" to return to their Resort is given, or until a staff member is requested to leave the Muster Point to support the emergency.

Emergency within a Building

1. Upon occurrence of a fire or other emergency, call 911 and sound the alarm and/or sound the air horn with one blast to warn others of the danger.
2. If safe do to so, a trained individual may attempt to extinguish the fire by using a Fire Extinguisher. If safe to do so, a competent individual must shut down equipment such as generators, propane tanks, other gas and electrical supplies to the worksite. Close all windows and doors.
3. Immediately notify Resort Manager
4. Evacuate the premises via the nearest exit and assemble at the closest Muster Point.

Injury to a Resort Staffer that Requires Medical Attention

1. Depending on the seriousness of the injury, as dictated by the Emergency Responders, one of the following methods of treatment will be used:
 - a. Treated at the Resort and return to work.
 - b. Treated at the Resort and transported to nearest hospital.
 - c. Treated at the Resort and transported by Emergency Vehicle to nearest hospital.
 - d. Airlifted to hospital.
2. If offsite and unable to transport injured employee by normal methods or injury possess an immediate threat to life/health: Initiate an emergency call, dial 911.
3. If onsite: Dial SITE EMERGENCY NUMBER or use radio and state "EMERGENCY, EMERGENCY, EMERGENCY" on RADIO CHANNEL O.
4. State the location, nature and number of workers involved. Do not state the name(s) of the worker(s) involved.
5. Emergency Responders will confirm receiving this information. They will also inform you of the expected time of arrival at the scene. Stay on the phone as long as possible.

Specific Emergency Situations

No two emergencies are the same. While the various steps and suggestions outlined in these procedures represent BarW RV Resort's guidelines for interacting and supporting the campers during an emergency situation, the Staffers own good judgement should be the final authority until they are able to contact local and professional assistance. The safety and well-being of the campers and staff ALWAYS comes first.

A. Major Injuries and Accidents

If you are the primary staff member at the scene:

1. Remain calm and evaluate the overall situation. Do not rush or panic.

2. Take charge. Be firm and clear with your instructions to campers and staff. Use a calm tone of voice.
3. The staff member with the highest level of appropriate certification is delegated the responsibility to aid the injured party if there is one. Give priority attention to caring for the needs of the victim. The person rendering first aid is responsible to enter the information in the Resort health log within 12 hours of the incident.
4. If additional staff members are available, delegate to an additional staffer the task of ensuring the safety of other campers by taking them away from the immediate danger in an orderly fashion. As soon as safely away from the emergency aid campers in connecting and accounting for other family members. Always retain one staff member at the scene of the accident.
5. Contact the health-care supervisor as soon as possible. Provide a clear description of the emergency and your location.
6. Call 911 if warranted, begin collecting the facts. What happened?
7. Notify the BarW Manager on Duty – namely Kelly Hollingshead at (403) 800-8111. If the BarW Manager doesn't answer, immediately call the Resort Office at (403) 800-8153.
8. Once the health-care supervisor/Resort Manager arrives at the scene, summarize the situation and answer questions. The health-care supervisor or Manager will take charge.
9. Prepare accident reports within 24 hours.
10. In the case of a critical accident, serious injury, harm or fatality: Keep a responsible adult at the scene of the accident or emergency situation to see that nothing is disturbed until medical aid or the law-enforcement authorities arrive.

Additional actions to consider:

1. If the injury is not a life/death situation or is an illness, always contact Resort Management first. Again, If the emergency appears to be life/death related, call 911 first then notify the Resort.
2. As a Resort Staffer, be prepared to deal with the public and possibly the media. Do not issue any statements. Do not make any comments "off the record." Do not speculate.
3. Indicate as pleasantly as possible that you are not authorized to speak for the Resort and refer them to the Resort Manager.
4. Make NO statement orally, or in writing, which could be interpreted as assuming or rejecting responsibility for the accident or emergency. Under NO circumstances reveal the name of the victim or other persons involved.
5. Cooperate with the public emergency personnel at the scene. Get the name, badge number, and jurisdiction of the officer taking the report. If possible, get the report number, too.
6. If the accident involves a minor, contact the child's parents or guardians as soon as possible.

If you are a secondary staff member at the scene: Campers' safety is first!

1. Quickly and quietly follow the directions of the person in charge of the situation.
2. Do not panic . . . remember, you must set an example for the campers at the scene.
3. Offer advice only if you are more knowledgeable about the incident or you are asked.
4. Do not discuss or allow campers to discuss the situation with anyone other than Resort personnel or law-enforcement officials.
5. Assist in preparing reports as needed.

B. Water Emergencies

General Guidelines:

1. The buddy system is used at all aquatic activities. The buddy board is also used at the pool area.
2. "Buddy checks" need to occur at least once during each aquatic activity period.
3. Waterfront staff and watchers should have periodic rehearsals of aquatic rescue procedures.
4. In the event of an aquatic emergency, the waterfront staff member with highest qualification/position shall be in charge.

At the Pool Complex

Near-Drowning or incident involving water:

1. As there is no lifeguard on duty at the Pool Complex, the Resort requires the parents and guardians to follow posted safety signs and at all times monitor their children's activities. Resort Staff should be aware and attentive to any potential emergency situations.
2. The first Staffer onsite shall follow processes as outlined previously in this Emergency Procedures document. Additional Staffers should offer assistance as quickly as possible. Staffers can show the requirement for additional help by extending a clenched fist into the air.
3. Immediately request all campers and non-required staff to leave the water complex area immediately.
4. One Staffer will be asked to report immediately to the office and explain the nature of the incident. The health-care supervisor and Resort Manager will be contacted immediately. If the emergency is a drowning or major injury, 911 will be contacted. (Follow procedures for Major Incidents and Accidents.)

Missing Swimmer, or swimmer in distress:

If a camper is missing the Staffer should immediately notify family, and call 911 if appropriate, then:

1. For a missing swimmer, everyone is immediately to be instructed to get out of the water complex and congregate immediately north of the water complex.
2. For a missing swimmer, Staffers will immediately scan the pool, then check the changing room and restrooms.
3. Staffers will designate a staff member to inform the Resort office of emergency details. If the camper is not found, Missing Person Procedures will be followed from the Emergency Procedures.

At the Lake

Capsized Watercraft:

1. Campers are responsible for following safe procedures involving all motorized and non motorized water craft. Everyone in or on a watercraft should be encouraged to wear a size-appropriate Personal Floatation Device (PFD).
2. If a Staffer spots a capsized water craft, or camper in distress on the water, the Staffer should immediately call 911.

Lost Swimmer:

In the event that a camper has capsized his/her canoe or fallen into the lake, follow appropriate rescue techniques. If a camper is missing:

1. Remove everyone immediately from the lake and onto the shore while a recount is quickly taken.
2. Staffers to take campers away from the lake and inform the office of emergency details.
3. Staffers to scan the lake until other help arrives.
4. A rescue squad (911) should be contacted, and the emergency procedures followed.
5. The search continues until rescue authorities arrive and take over and direct the staff on their duties.

C. Fire Emergencies

Fire regulations, policies and bylaws as prescribed by the Stettler Regional Fire Department and the County of Stettler are to be observed at all times by Staffers and Campers. Additionally, Staffers are to communicate to campers any time fire regulations are not being followed. Staffers are to immediately contact Resort Management and report any campers not following the fire regulations or restrictions. This is an offense that can get a camper banned from the Resort, so it is a very serious situation. The safety of campers and staff depends on everyone performing their job efficiently, and everyone following fire regulations – both inside the RV's, on their campsites and in the public areas of the Resort.

Campers are encouraged to know and understand the safe exit of their RV during a fire emergency. Review with campers an emergency exit from their sleeping area and where to assemble when they hear the alarm.

A designated Staffer is responsible to ensure all roadways within the park are clear so Emergency Services can have direct access to the emergency without delay.

In a fire emergency, staff should perform the following steps:

- call 911 and report the situation and location
- begin evacuation of the immediate area.
- deploy a fire extinguisher if available and you are trained in using it
- notify park management
- ensure that roadways remain clear and emergency vehicle access is not blocked

D. Tornado Emergencies

Effective safety from Tornado situations lie mainly in early warnings from Emergency Broadcast Systems. Once a warning is issued for the immediate surrounding county, have the office blow the air horn followed immediately by having Staffers go row by row to ensure campers are aware of the situation. From there, follow the instructions as provided by the EBS to best determine a "shelter in place" or an "immediate evacuation" strategy.

Turn off all utility services.

After a tornado passes through, do not enter and do not allow campers to enter the Resort until emergency services provide the all clear instruction.

Turn on electrical and water systems only when deemed safe to do so.

Stay in your area if it seems safe. Calm the campers and provide program activities (singing, stories, etc.) until help arrives.

E. Electrical Storm Emergencies

Lightning will seek tall objects, so request Staffers and campers stay away from lone trees, drinking fountains, and hilltops. Seek shelter under a low clump of trees, in a building, or automobile. All swimmers and canoers must go to the edge and get out of the water upon the signal from the staff.

F. Missing Person Procedure

Upon determination that a camper is missing:

1. Determine when and where the camper was last seen. Stay calm so you don't frighten the other campers.
2. Discover (if possible) the state of mind of the camper. Were they depressed or angry, threatening to run away? A camper who does not wish to be found will require a wider and more careful search.
3. Do a search of the immediate area with available staff. Ask nearby campers and staff if they have seen or know where the camper is.
4. Check any known accomplices (friends in other RV's, etc).
5. Check bathrooms, laundry, hiking trails, store, etc.
6. Contact the Resort Manager or other administrative personnel about the situation. Include the name of the missing camper, when and where last seen, description of the person: hair, eyes, weight, height, and, as close as possible, clothing. The Resort Manager will organize an extended search. If the camper is not found in 20 minutes, the camper will be presumed lost. The Resort Manager will institute a public search that will include contacting the police department.
7. Complete an incident report and any other reports requested.

G. Intruder Emergency

Unfamiliar persons on the Resort property may range from someone lost and looking for directions to a person with intent to do harm to persons or property. Some judgement must be made on the part of staff. Be observant as to the make, model, and license number of the car. Persons should be questioned to ascertain who they are and why they are here. Do not antagonize the intruder. Be polite, give assistance if possible, refer the person to the Resort office, or ask them to leave. BarW is private property and not open to the public (with the exception of the Resort Store). Once leaving, continue to observe to ascertain and ensure that the person leaves the site.

If the appearance of the unfamiliar person makes you uncomfortable, approach with another staff member. If the person seems threatening in any way, do not approach or take any chances. Remove yourselves and the campers from the area, notify the Resort office, and observe the whereabouts of the person. Contact the authorities immediately.

If you see or suspect an intruder in the Resort at night, immediately and quietly notify the other staff members and the Resort office. In order to prevent false alarms and unnecessary fright, all Resort personnel will carry flashlights and identify themselves when walking in the Resort at night as required.

Notify the Resort Manager immediately of any intruders. Complete an incident report and any other reports requested.

H. Kidnapping Emergency

DO NOT ALLOW ANYONE (stranger or known) TO REMOVE ANYONE PHYSICALLY FROM THE RESORT!

Strangers may come to the Resort in search of potential victims. Custody disputes between parents can result in an attempt to remove a camper from the Resort. Should a camper be taken from the Resort without the expressed and direct approval of the presiding parents/guardians, get descriptions of all persons involved if possible (hair, clothes, height, license number of car, etc.). Notify the Resort Manager IMMEDIATELY and the manager will contact local authorities.

I. Utility Failure Emergency

Water: Our precious resource! BarW Resort receives its potable water from the county water line. If it fails, we have serious problems. Always encourage campers to practice conservation and teach the campers to restrict the amount of water they use, too.

1. Should a major leak/break in the line occur that disrupts the Resorts water supply – either on the property or off - shut off the water main immediately. Notify the county water office and then the campers.
2. The Resort will then offer water service via truck until the line can be repaired.

Electrical: A power loss may occur from sources inside or outside the Resort. An electrical fire must be dealt with immediately. Be sure everyone knows that the wires and electrical equipment substations and large green transformer boxes are dangerous and off limits. Notify the Resort Manager if any of the transformer boxes are left opened. Potential Electrical issues may include:

1. **No Power:** Should a camper have no power specifically to only their site, suggest they check their site breaker which may have tripped from the over-requirement of power, such as running the A/C and the microwave at the same time.
2. **Electrical Fire:** Dial 911 first and secure area. Sound air horn and divide duties. Assemble and evacuate all proximal campers, notify the Resort office while staff address the fire. Never use water on an electrical fire. Use a fire extinguisher or baking soda. Try to turn off the circuit breaker.
3. **Downed power lines** are extremely dangerous. Dial 911 first and secure area. Stay clear and don't touch them. You risk death if you contact energized lines or appliances or if you touch a victim who is in contact with them.

Emergency Assistance/STARS:

STARS air ambulance has helicopters based in Edmonton ready for dispatch.

Timeframes:

Time frames and locations for dispatch of STARS and travel time to site are based on the severity of the emergency and the weather conditions. However, STARS will dispatch and get to site as soon as possible to assist with the emergency. Timelines will only be given during the time of the emergency.

Vehicle Use — On Site Emergency

1. In the event of a site emergency always give right away to Emergency Vehicles by pulling over to the right shoulder of the road.
2. In the event of a site evacuation, drivers must proceed to the Emergency Muster Point 'A'.

Vehicle Incident

1. In the event of a vehicle incident, pull over to the right shoulder of the road (if safe to do so), stop and shut off the engine.
2. Care for injured staffer(s) or the public and provide necessary first aid, if trained.
3. Protect the scene from further mishap by placing reflective triangles or reflectors 30 metres in front and rear of the collision. If the collision occurs at night, the reflectors must be placed 75 metres from the collision.
4. Ensure witness name, vehicle and insurance information and third-party information is collected.
5. Contact BarW Resort Manager as soon as possible (see attached Contact List).
6. Do not admit liability or provide opinion.
7. Ensure all information reported to the BarW Resort Manager, and local authorities, is factual.
8. While travelling to and from the Resort, travel in convoy. If you have to drive alone, follow a prescribed journey management plan.

Property Signage

BarW incorporates numerous signs to aid the general public and our clients in providing pertinent information. Chief among these include:

1. **Property Identification Signage.** This signage is intended to verify identification of business. BarW has a branded overhead sign at the entrance gates of the property. Also viewable from the road is a large 10' x 8' BarW RV Resort sign posted on the South wall of the BarW Store. This large sign is located at the top of the wall with the lower edge of the sign being 12' above the ground.
2. **Property Map.** Also at ground level on the South wall of the BarW Store is a large (4' x 8') map of the entire property (see Appendix A). Beside this map is located a list of pertinent phone numbers – Property Manager, emergency response, etc.
3. **Public/Private Notification.** As BarW is partially public, there will be a “Private Members Only Beyond This Point” sign posted at the barrier gate to the camp site portion of the Resort, located immediately on the West side of the Store. The public will still have access to enter the property through the main gate and park at the store.
4. **Traffic Signage.** BarW incorporates numerous traffic control signage installations.
 - a. Directional traffic is shown in two areas. Traffic directions are highlighted for all roadways within the Resort on the large 4' x 8' Resort Property map. Additionally directional traffic and “wrong way” signs will be posted at the entrance to each one way street. Streets B, N and Ridge will be 2-way traffic while A, B, D, F, H, J and L will be signed one way Northbound, and C, E, G, I, K and M will be signed one way Southbound.

- b. Maximum speed signage. 10km per hour is the posted speed limit. Speed limit sign will be posted on the west side of the Resort Camper's access gate.
- c. Emergency Evacuation signage. The 8' x 4' map at the store will highlight the three gates for evacuation – the Main gate, the East gate and the West gate. Signage will also show this. Within the Resort camping grounds, emergency evacuation signage will point towards the West secondary gate and the main entrance gate.
- d. Safety/Nuisance Signs. Various safety signs will be installed throughout the Resort – “Slow – Children Playing”, “Dogs Must Be On Leash”, “Pick Up After Your Dog”

Communication with External Agencies and Media

The Corporate Media Spokesperson (Mr. Doug Wilson, Partner) takes the lead role in dealing with government and municipal agencies, the media and the public on any issues relating to an emergency.

Directions to Stettler Hospital and Care Centre in Stettler:

From BarW Resort RV Park - 28 km. About 22 minutes.

1.	Head East on Bay View St toward RR204	0.5 km
2.	Turn left onto RR204	1.0 km
3.	Turn right onto TR404	9.3 km
4.	Turn right onto AB56 South	17.2 km
5.	Turn right onto 47 Ave	240 m
6.	Arrive Stettler Hospital 5912 47 Ave, Stettler AB	

Appendix A

BarW Resort Map



BARW EMERGENCY RESPONSE PLAN PHONE LIST

DOCUMENT ID: ERP	REVISION: 4.3	ISSUE DATE:
OWNER: Resort Manager	REVISION DATE: 05/01/24	REVIEW DATE:

BarW Resort Manager Kelly Hollingshead 1-403-800-8111

ADDITIONAL CONTACTS

Site Emergency	911
Emergency Ground Service (Ambulance)	911
Fire Department	911
RCMP	911
RCMP Administration	1-403-934-3968
Hospital (Stettler)	1-403-742-7400
Stettler County Office	1-403-742-4441
Alberta Environment	1-800-222-6514
Dangerous Goods/Disaster Services	1-800-272-9600
Electrical Power (ATCO Electric)	1-800-668-5506
Telephone Communications (Telus)	1-780-310-3100
Natural Gas (ATCO Gas)	1-800-511-3447
Buried Utility Locations — AB One-Call - Or Equivalent	1-800-242-3447
OH&S (Workplace Health & Safety)	1-866-415-8690
Poison Control Centre	1-800-332-1414
Doctor (4829 50 th st, Stettler)	1-403-742-4011
Optometrist (5016 50 th St, Stettler)	1-403-742-4504
Dentist (5002 5 1 st St, Stettler)	1-403-742-5044
Employee Assistance Program	1-866-714-3129
STARS	888-888-4567 or 1-780-830-7000

NOTE: copy of this form to be posted at the BarW Store common bulletin board.