

EMERGENCY EVAUCATIONS/DRILLS:

In all emergency evacuations or emergency drills, when the alarm sounds, all staff should immediately stop whatever they are doing and safely exit the building using the nearest exit route. It is important all Mayacama staff are familiar with the locations of building exit routes, gathering locations, fire alarms, fire extinguishers and AED device locations in their respective work area.

THE FOLLOWING ARE ESSENTIAL FOR EACH DEPARTMENT DURING AN EVACUATION:

RADIOS:

If you have a radio in your department, take it with you during an evacuation. **Channel 6** will be used for emergency communications/directions between departments.

STAIRS:

When evacuating the building, leave by the nearest staircase. DO NOT use the elevators unless under police or fire department supervision.

AED LOCATIONS:

There are 4 AED device locations on the property. During an evacuation, assign one individual to bring the AED Device to the evacuation gathering location if you have one in your department. The AED devices are located in the areas listed below:

- 1. CONCIERGE/FRONT DESK:** AED device is located in the hallway near the Residencies Management office.
- 2. CART BARN:** AED device is located to the right of the OS Supervisor's desk above the eyewash station.
- 3. MAINTENANCE FACILITY:** AED device is located to the left of the main entrance doorway.
- 4. SWIM FACILITY:** AED device is in Kids Room near Pool Office/Desk area.

ROLL CALL:

Once a building evacuation is complete, Human Resources and Management will conduct a roll call to account for each employee at the designated gathering locations. Each employee is responsible for reporting to their appropriate Manager on Duty to make an accurate headcount.



EVACUATION GATHERING AREA - CLUB HOUSE PARKING LOT



EVACUATION GATHERING AREA - MAINTENANCE BUILDING

DEPARTMENT GUIDELINES

Each department will have a role during a building evacuation to ensure all staff, members and/or guests on property safely arrive to the designated meeting locations. Following is a list of departments and their responsibilities before evacuating their area:

GOLF SHOP

Gathering Location: Clubhouse Parking Lot

Radio Channel: 6

Safely proceed to the evacuation gathering area. Assist any member, guest and/or employee needing assistance with directions to the clubhouse parking lot. Once you reach the gathering location, report to your manager(s) on duty for roll call.

CADDIE SERVICE

Gathering Location: Clubhouse Parking Lot

Radio Channel: 6

***AED located in the Cart Barn**

Safely proceed to the evacuation gathering area. Assist any member, guest and/or employee needing assistance with directions to the clubhouse parking lot. If safe to do so, assign one individual to station him or herself on the road outside the cart barn to assist evacuees with directions to the parking lot. Once you reach the gathering location, report to the Caddie Master on duty for roll call.

OUTSIDE SERVICES

Gathering Location: Clubhouse Parking Lot

Radio Channel: 6

***AED located in the Cart Barn**

Safely proceed to the evacuation gathering area. Assist any member, guest and/or employee needing assistance with directions to the clubhouse parking lot. Assign one individual to bring the Cart Barn's AED device with them to the evacuation area. If safe to do so, assign another individual to check the Fitness Center and the Kid's Room and then station him or herself on the road outside the cart barn to assist evacuees with directions to the parking lot. Once you reach the gathering location, report to your manager(s) on duty for roll call.

LOCKER ROOM

Gathering Location: Clubhouse Parking Lot

Radio Channel: 6

Safely proceed to the evacuation gathering area. Assist any member, guest and/or employee needing assistance with directions to the clubhouse parking lot. Assign one individual to go to the main doors and direct guests to the evacuation area. Once you reach the gathering location, report to your manager(s) on duty for roll call.

SPA

Gathering Location: Clubhouse Parking Lot

Radio Channel: 6

Safely proceed to the evacuation gathering area. Assist any member, guest and/or employee needing assistance with directions to the clubhouse parking lot. Once you reach the gathering location, report to your manager(s) on duty for roll call.

KIDS ACTIVITIES

Gathering Location: Clubhouse Parking Lot or Pool Facility Parking Lot

Radio Channel: 6

Gather children and safely proceed to the closest evacuation gathering area. Assist any member, guest and/or employee needing assistance with directions to the clubhouse or pool parking lot. If safe to do so, gather all sign-in sheets for the day and Parents Release of Liability Forms. Once you reach the gathering location, report to your manager(s) on duty for roll call and ensure all children are present.

GUEST SERVICE

Gathering Location: Clubhouse Parking Lot

Radio Channel: 6

Gather all the radios in the bell closet. With the direction of management and **if safe to do so**, make sure all members and guests are evacuated out of the Villas and Casitas. If it is unsafe in your respective area, evacuate to the gathering location. Assist any member, guest and/or employee needing assistance with directions to the clubhouse parking lot. Once you reach the gathering location, report to your manager(s) on duty for roll call.

CONCIERGE

Gathering Location: Clubhouse Parking Lot

Radio Channel: 6

***AED located in hallway outside of Residence Management Offices**

Initiate all emergency calls to 911. **If safe to do so**, stay at the front desk until instructed to leave, fielding all incoming calls. Give the most current ADS list to the lodging Directors and help make evacuation calls to all Residence Club and homeowners. If it is unsafe in your respective area, evacuate the building and take cell phone, radio, AED, and employee emergency contact sheets with you. **Management to retrieve backup drives from the computer room.** Once you reach the gathering location, report to report to your manager(s) on duty for roll call.

NIGHT AUDIT

Gathering Location: Clubhouse Parking Lot

Radio Channel: 6

AED located in hallway outside of Residence Management Offices

Initiate all emergency calls to 911. If safe to do so, stay at the front desk to field all incoming calls and contact management listed on the emergency contact list. Keep a current arrival/stayover/departure list to share with first responders. Make sure all guests are notified of emergency procedures and proceed to the evacuation area. Contact all homeowners if there is no immediate danger to yourself. If it is unsafe in your respective area, evacuate the building and take a cell phone, radio, AED, emergency management contact list **and backup drives** with you.

GATEHOUSE

Radio Channel: 6

If safe to do so, remain at the Gatehouse to direct incoming emergency personnel arriving at the property. If it is unsafe in your respective area, safely evacuate to a clear area away from the building. Report to your manager(s) on duty for roll call via Radio Channel 6.

HOUSEKEEPING

Gathering Location: Clubhouse Parking Lot or Soils Yard (whichever is closest)

Radio Channel: 6

Safely vacate the Villas and Casitas and proceed to the closest designated evacuation area to you. Assist any member, guest and/or employee needing assistance with directions to the nearest evacuation gathering area. Once you reach the gathering location, report to your manager(s) on duty for roll call.

KITCHEN

Gathering Location: Clubhouse Parking Lot

Radio Channel: 6

If safe to do so, turn off stoves, ovens, and equipment in use. Designate one employee to inspect walk-in refrigerators and storage areas to ensure that no employees are inside. Assist any member, guest and/or employee needing assistance with directions to the clubhouse parking lot. Once you reach the gathering location, report to your manager(s) on duty for roll call.

F&B FRONT OF HOUSE STAFF

Gathering Location: Clubhouse Parking Lot

Radio Channel: 6

Safely proceed to the evacuation gathering area. Assist any member, guest and/or employee needing assistance with directions to the club house parking lot. If safe to do so, assign one individual to station him or herself in front of the main doors to assist evacuees with directions to the parking lot. Once you reach the gathering location, report to your manager(s) on duty for roll call.

SNACK BAR

Gathering Location: Clubhouse Parking Lot

Radio Channel: 6

If safe to do so, turn off the grill and equipment in use. Safely proceed to the evacuation gathering area. Assist any member, guest and/or employee needing assistance with directions to the clubhouse parking lot. Once you reach the gathering location, report to your manager(s) on duty for roll call.

SWIM & TENNIS CENTER

Gathering Location: Pool Parking Lot

Radio Channel: 6

AED Location: Kids/Pool Room

Safely proceed to the evacuation area. Assist any member, guest and/or employee needing assistance with directions to the pool parking lot. Assign one individual to bring AED device with them. Once you reach the gathering location, report to your manager(s) on duty for roll call.

MAINTENANCE BUILDING: GOLF COURSE MAINTANANCE / FACILITIES

Gathering Location: Soils Yard or Knoll past the HK side of the building

Radio Channel: 6

AED Location: Maintenance Building's main entrance doorway to the left

If safe to do so, turn off all equipment in use. Safely proceed to the evacuation gathering area assisting any employee in the area needing direction. If you are on the South Side of the Clubhouse, meet at the Soils Yard. If you are on the North Side of the Clubhouse, meet at the knoll past the housekeeping side of the Maintenance Facility. Assign one individual to bring the Maintenance Building's AED device with them to the evacuation area. Once you reach the gathering location, report to your manager(s) on duty for roll call.

ADMIN TRAILERS: SALES /MEMBERSHIP/ACCOUNTING

Gathering Location: Clubhouse Parking Lot

Safely proceed to the nearest evacuation gathering area. Assist any member, guest and/or employee needing assistance with directions to the club house parking lot. Once you reach the gathering location, report to HR for roll call.

HUMAN RESOURCES

Gathering Location: Clubhouse Parking Lot

Run report of today's clock ins and manager's schedule to account for staff clocked in on property. Safely proceed to the evacuation gathering area. Assist any member, guest and/or employee needing assistance with directions to the club house parking lot.

RE-ENTRY ON PROPERTY

Once the building has been evacuated, no one may re-enter the building for any reason, except for designated and properly trained rescue personnel (such as fire department or emergency medical professionals). Untrained people might endanger themselves or those they are trying to rescue.

All employees must remain at the designated assembly area until the fire department or other emergency response agency determines the building is safe for re-entry, in which case personnel will return to their workstations.



EMERGENCY EXIT MAP