

**29 CFR 1910.39**

# **Mayacama Golf Club**

## **Fire Prevention Plan**

**07/17/2025**

### **Fire Prevention Plan**

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**FIRE PREVENTION PLAN  
MAYACAMA GOLF CLUB**

**Last Revised: 07/17/2025**

The purpose of this Fire Prevention Plan is to eliminate the causes of fire, prevent loss of life and property by fire, and comply with the Occupational Safety and Health Administration's (OSHA) standard on fire prevention, 29 CFR 1910.39. The plan helps employees recognize, report, and control fire hazards.

The primary goal of this fire protection program is to reduce or eliminate fire in the workplace by heightening the fire safety awareness of all employees. Another goal in this plan is to provide all employees with the information necessary to recognize hazardous conditions and take appropriate action before such conditions result in a fire emergency. This plan details the basic steps necessary to minimize the potential for fire occurring in the workplace. Prevention of fires in the workplace is the responsibility of everyone employed but must be monitored by each supervisor overseeing any work activity that involves a major fire hazard.

Every effort will be made by Mayacama Golf Club to identify those hazards that might cause fires and establish a means for controlling them.

This plan is a guide for employees to familiarize themselves with basic fire emergency planning, response, and evacuation. Planning before an emergency happens allows those involved to respond effectively and in ways that should minimize injuries and property damage.

This fire prevention plan will be reviewed annually and updated as needed to maintain compliance with applicable regulations and standards and remain up to date with the state of the art in fire protection. Workplace inspection reports and fire incident reports will be maintained and used to provide corrections and improvements to the plan. This plan will be available for employee review at any time during all normal working hours.

## **1. BACKGROUND**

Mayacama Golf Club is committed to minimizing the threat of fire to employees, members, and guests on property. Mayacama Golf Club complies with all applicable laws, regulations, codes, and good practices pertaining to fire prevention. Mayacama Golf Club's separate Emergency Action Plan outlines procedures for responding to fires. This Fire Prevention Plan reduces the risk of fires at Mayacama Golf Club in the following ways:

- A.** Identifies materials that are potential fire hazards and their proper handling and storage procedures.
- B.** Provides employees with training about fire hazards they may encounter.
- C.** Distinguishes potential ignition sources and the proper procedures for control of those materials.
- D.** Describes fire protection equipment or systems.
- E.** Identifies people responsible for maintaining the equipment and systems installed to prevent or control ignition of fires.
- F.** Describes good housekeeping procedures for ensuring control of accumulated flammable and combustible waste material and residues.
- G.** Includes Appendix A checklists for the property.

## **2. ASSIGNMENT OF RESPONSIBILITY**

Fire safety is everyone's responsibility. All employees should know how to prevent and respond to fires and should understand that they are responsible for adhering to company fire prevention plans and emergencies.

### **A. Human Resources & Management**

HR and Management will determine Mayacama Golf Club's fire prevention and protection policies. HR and Management will provide adequate controls to provide a safe workplace and will provide adequate resources and training to its employees to encourage fire prevention and the safest possible response in a fire emergency.

### **B. Plan Administrators**

The Human Resources department will manage and distribute the Fire Prevention Plan for Mayacama Golf Club and will maintain all records original pertaining to the plan. The Plan Administrators will also:

- Coordinate fire prevention training programs through safety meetings and scheduled fire drills.

- Work with Facilities Maintenance to ensure that fire control equipment and systems are properly maintained.
- Conduct fire risk surveys (see Appendix A) with the local fire department and other emergency responders and update fire prevention procedures as needed.

### **C. Management & Supervisors**

Management & Supervisors are responsible for ensuring that each employee/department receive appropriate fire safety training and for notifying the plan administrators when changes in operation increase the risk of fire. Management & Supervisors are also responsible for enforcing Mayacama Golf Club's fire prevention and protection policies.

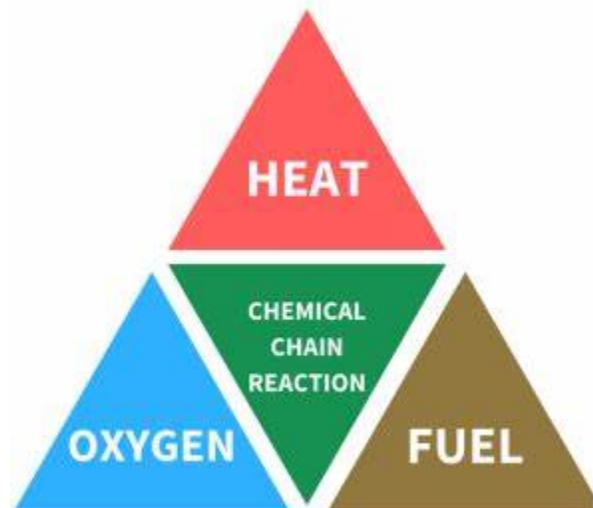
### **D. Employees**

All employees will:

- Complete all required safety trainings/training required by direct manager/supervisor before working without supervision.
- Conduct operations safely to limit fire risk.
- Report potential fire hazards to managers/supervisors.
- Follow fire emergency procedures.

## **3. FIRE CLASSIFICATION**

Fire is a chemical reaction involving the rapid oxidation or burning of a fuel. It needs four elements to occur as illustrated below. This is described by the following illustration:



- The first component is fuel. Fuel can be any combustible material such as: solid (such as wood, paper, or cloth), liquid (such as gasoline) or gas (such as acetylene or propane). Solids and liquids generally convert to gases or vapors before they will burn.
- Another component is oxygen. Fire only needs an atmosphere with at least 16% oxygen.
- Heat is also a component. Heat is the energy necessary to increase the temperature of the fuel source to a point in which sufficient vapors are emitted for ignition to occur.
- The final side component is chemical chain/reaction. When these components are brought together in the proper conditions and preparations, fire will develop.

Take away any one of these elements, and the fire cannot exist or will be extinguished if it was already burning. Fires are classified into four groups according to sources of fuel: Class A, B, C, and D based on the type of fuel source. Below describes the classifications of fire which can be used in making hazard assessment.

Class A	Ordinary combustible materials such as paper, wood, cloth and some rubber and plastic materials.
Class B	Flammable or combustible liquids, flammable gases, greases and similar materials, and some rubber and plastic materials
Class C	Energized electrical equipment and power supply circuits and related materials.
Class D	Combustible metals such as magnesium, titanium, zirconium, sodium, lithium and potassium.

#### 4. DETERMINING FIRE HAZARDS AND IMPLEMENTING FIRE PREVENTION

**This section consists of two steps:**

First, identifying the existing fire hazards in the workplace and, second, taking action to resolve them. The inspection checklist, in Appendix A, provides a guide for precise fire-safe practices that must be followed. The location of these major fire hazards are denoted in Appendix C. Also included in Appendix C is a listing of the personnel responsible for the maintenance of the equipment and systems installed to prevent or control fires.

##### A. Wildfire Season

Wildfire season and wildfire smoke are now an annual event in Sonoma County and Northern California. Advanced preparation is especially important. In preparation for wildfire season:

- Be aware of evacuation routes in buildings and on property, location of exits and company evacuation procedures.

- Stay up to date with evacuation orders and wildfire red flag warnings via SoCo Alert, Nixle or local news stations.
- Ensure adequate removal of dead vegetation, debris, or flammable materials from the golf course during wildfire season.
- Have AQI readers readily available and in working condition to monitor air quality if air quality is compromised due to outside wildfires.
- Have N95 masks in stock on property in all departments.
- Have Air Purifiers available for indoor spaces.
- Prepare and distribute Disaster Kits to each department.

## **B. Kitchen Fire Hazards**

Electricity and gas are the forms of energy used to power a commercial kitchen. Everywhere that energy is found there is a potential fire hazard. The following list highlights the most common causes of restaurant fires:

- Loose clothing and hair can catch fire if they come into contact with open flame. Proper uniform and grooming are always required.
- Full grease traps. Full grease traps have pieces of food and maybe even stray paper products inside them and can catch fire when more hot grease is added.
- Poor housekeeping. Fire can quickly spread in dirty and cluttered walkways and storage areas.
- Faulty or frayed electrical cords. Frayed electrical cords or faulty equipment are more likely to spark and cause an electrical fire.
- Improper storage of flammable materials.
- Flammable materials must be stored away from open flames or heat sources, so they do not combust.

## **C. Electrical Fire Hazards**

Electrical system failures and the misuse of electrical equipment are leading causes of workplace fires. Fires can result from loose ground connections; wiring with frayed insulation; or overloaded fuses, circuits, motors, or outlets.

To prevent electrical fires, employees will:

- Make sure worn wires are replaced or communicate to management replacement needed.
- Use only appropriately rated fuses.
- Never use extension cords as substitutes for permanent wiring.
- Use only approved extension cords [those with the Underwriters Laboratory (UL) or Factory Mutual (FM) label].
- Check wiring in hazardous locations where the risk of fire is especially high.

- Check electrical equipment to ensure it is properly grounded or double insulated.

#### **D. Office Fire Hazards**

Office fires have become more likely due to increased use of electrical equipment, such as computers and copiers. To prevent office fires, employees must:

- Avoid overloading circuits with office equipment.
- Turn off and unplug nonessential electrical equipment, such as space heaters.
- Keep storage areas clear of rubbish.
- Ensure that extension cords are not placed under carpets.

#### **E. Flammable and Combustible Materials**

Facilities Maintenance will regularly evaluate the presence of combustible materials at Mayacama Golf Club (see Appendix D). Certain types of substances can ignite at relatively low temperatures or pose a risk of catastrophic explosion if ignited. Such substances obviously require special care and handling.

##### **1. Class A combustibles.**

These include common combustible materials (wood, paper, cloth, rubber, and plastics) that can act as fuel and are found in non-specialized areas, such as offices.

Water, multi-purpose dry chemical (ABC), and halon 1211 are approved fire-extinguishing agents for Class A combustibles.

##### **2. Class B combustibles.**

These include flammable and combustible liquids (oils, greases, tars, oil-based paints, and lacquers), flammable gases, and flammable aerosols.

Do not use water to extinguish Class B fires caused by flammable liquids. Water can cause burning liquid to spread, making the fire worse. To extinguish a fire caused by flammable liquids, exclude the air around the burning liquid. The following fire-extinguishing agents are approved for Class B combustibles: carbon dioxide, multi-purpose dry chemical (ABC).

#### **F. Flammable Storage and Handling**

- Bulk quantities of flammable liquids shall be stored outdoors and away from buildings.

- Smaller quantities are subsequently brought into a mixing room where they are prepared for use.
- Small quantities (limited to amount necessary to perform an operation for one working shift) of flammable liquids shall be stored in, and also dispensed from, approved safety containers equipped with vapor-tight, self-closing caps, screens or covers.
- Flammable liquids shall be stored away from sources that can produce sparks.
- Flammable liquids shall only be used in areas having adequate and, if feasible, positive ventilation. If the liquid is highly hazardous, the liquid shall only be used in areas with a local exhaust ventilation.
- Flammable liquids shall never be transferred from one container to another by applying air pressure to the original container. Pressurizing such containers may cause them to rupture, creating a serious flammable liquid spill.
- Gas cylinders shall be secured in place and stored away from any heat or ignition source. Pressurized gas cylinders shall never be used without pressure regulators.
- All storage containers or areas shall prominently display signs to identify the material stored within.

### **G. Smoking**

Smoking is prohibited in all Mayacama Golf Club buildings. Outdoor areas may also be designated as no smoking areas.

### **H. Additional Precautions**

To limit the risk of fires, employees will also take the following precautions:

- Make sure doors, hallways, stairs, and other exit routes are free of obstructions.
- Perform “hot work” (welding or working with an open flame or other ignition source) in controlled and well-ventilated areas.
- Keep equipment in good working order; inspect electrical wiring and appliances regularly and keep motors and machine tools free of dust and grease.
- Ensure that heating units are safeguarded.
- Repair and clean up flammable liquid leaks immediately.
- Keep work areas free of dust, lint, sawdust, scraps, and similar material.
- Do not rely on extension cords if wiring improvements are needed and take care not to overload circuits with multiple pieces of equipment.
- Turn off electrical equipment when not in use.

- Keep access to fire protection equipment (pull stations, fire alarm boxes, fire hoses, fire standpipes, fire sprinkler heads, fire/smoke detectors, or any other fire protection equipment) unobstructed.
- Maintain all exit signs to ensure clearly marked exits.
- Report any hazardous condition, such as old wiring, worn insulation and broken electrical equipment, to the supervisor.

## **5. FIRE PROTECTION EQUIPMENT**

Every building is equipped with an electrically managed or manually operated fire alarm system. When activated, the system will sound alarms that can be heard above the ambient noise levels throughout the workplace. The fire alarm will also be automatically transmitted to the fire department. Any fire suppression or fire detection system will automatically actuate the building alarm system.

Portable fire extinguishers are placed in a building. Fire extinguishers must routinely inspected and in their designated places. The extinguishers will not be obstructed or obscured from view. Attached inspection tags shall be initialed/dated each month.

The Facilities Maintenance Director will ensure that equipment is maintained according to manufacturers' specifications. Mayacama Golf Club must also comply with requirements of OSHA and National Fire Protection Association (NFPA) codes for specific equipment. Only properly trained people may perform maintenance work on equipment.

The following equipment is subject to maintenance, inspection, and testing procedures on a routine basis:

- Equipment installed to detect fuel leaks, control heating, and control pressurized systems.
- Portable fire extinguishers, automatic sprinkler systems, and fixed extinguishing systems.
- Detection systems for smoke, heat, or flame, fire alarm systems, and Emergency backup systems and the equipment they support.

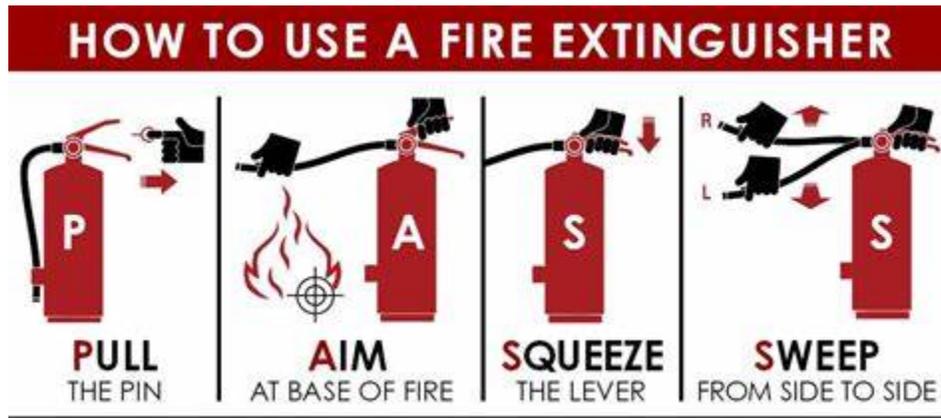
## **6. FIRE EXTINGUISHERS**

Fire extinguishers have been strategically placed based on potential hazard and fire code requirements. In most cases, fire extinguishers should be located next to the main door of a room, near an exit door (i.e. a stairwell) or approximately every 50' to 75' in the corridor of a building. For health and safety reasons as required by OSHA, only persons who have been trained in the handling, selection, and use of a fire extinguisher shall operate them. The use of the wrong type of extinguisher could cause the fire to spread or the user to become seriously injured.

## A. FIRE EXTINGUISHER USE

To operate a Fire Extinguisher, remember the acronym: PASS

- **Pull** - Pull the pin to allow the handle to operate.
- **Aim** - Aim the nozzle at the base of the fire.
- **Squeeze** - Squeeze the handle downward.
- **Sweep** - Sweep the nozzle side to side at the base of the fire.



Never turn your back to the fire, even if you believe the fire is extinguished! If you can't put it out with 1 extinguisher, then stop and immediately evacuate the area.

Under no circumstances will an employee attempt to fight a fire after it can no longer be put out with a fire extinguisher, nor will any employee attempt to enter a burning building to conduct search and rescue. These actions must be left to emergency services professionals (such as the fire department or emergency medical professionals) who have the necessary training, equipment, and experience to do so. Untrained people might endanger themselves or those they are trying to rescue.

### If a fire should occur:

- **ACTIVATE** the fire alarm system if not yet activated; Alert others to the fire, but avoid putting yourself in further danger.
- **GET OUT** of the building and stay outside until help arrives.
- **CLOSE** all doors as you leave to help prevent the fire from spreading. **Do not** lock doors, this will impede the fire departments response.
- **PROCEED** to the Evacuation Gathering Location. Please review the designated areas for your department in advance of any incident.
- **NOTIFY** first responders/911 to provide the fire dispatcher with additional information. You or someone you designate should make the telephone call from a safe location as

quickly as possible. Once you have given the dispatcher the information related to the emergency, wait until the dispatcher tells you to hang up – they may want you to stay on the line.

- **DO NOT GO BACK** into the building or try to save your possessions.

#### **Fire Evacuation Procedures - When You Can't Get Out**

- Call 911. Advise the dispatcher of your location and that you are unable to evacuate; do not hang up until the dispatcher tells you to.
- Close the door to your room; the door can help hold back dangerous heat and smoke.
- If the smoke is heavy, take a wet towel and place it over your nose and mouth.
- Stay low where the air may be cooler.
- Using wet towels, sheets, or clothes, seal openings around doors and air ducts where smoke may enter.
- Do not stay in internal rooms such as bathrooms or closets.

## **7. FIRE ALARM PULL STATION LOCATIONS**

Fire alarm pull stations can be located in the following places:

#### **Clubhouse Main Level:**

- Locker Room foyer inside to the left of the entrance
- Men's Locker Room inside to the left of the far back door
- Bar and Grill restroom foyer to the left of the men's room
- Left side of the Bar and Grill's main entrance
- Wine Cave stairs inside to the left of the patio door
- Back exit next to Danny Hildebrand's office
- Kitchen back door to loading dock inside to the left
- Kitchen "ANSUL" pull stations near cook line (x2)

#### **Clubhouse Lower Level:**

- Caddie Office inside the entrance door to the right
- Cart Barn inside next to the large doors
- Kids Room inside next to the back door
- Fitness Center inside next to the back door
- Wine Cave inside at the far end next to the storage closet

#### **Clubhouse Upper Level (Spa):**

- Next to the rear exit door leading to outside stairs

#### **Golf Shop:**

- Inside to the right of the front doors

**Maintenance Building:**

- Inside the main entrance to the left of the door
- Mechanics Shop next to the electrical room

**Pool:**

- Inside Kids Room to the left of the front door
- Pool Kitchen “ANSUL” pull station inside to the right of the entry door

## **8. FIRE & EMERGENCY EVACUATION DRILLS**

In an effort to practice fire safety awareness and preparedness Mayacama Golf Club will coordinate and conduct on property fire drills with local police and fire departments. Additional drills will be conducted if physical properties of the business change, processes change, or if it is otherwise deemed necessary.

## **9. TRAINING**

Management and supervisors will train employees about fire hazards associated with the specific materials and processes relevant to the Fire Prevention Plan and will maintain documentation of the training.

All employees will receive instruction on this Fire Prevention Plan as part safety training. Employees will also be updated on the following:

- When there are any changes to the plan or facility.
- Annually, as refresher training.

Items for review during the training include:

- Fire-prevention practices
- Fire extinguisher locations, usage, and limitations
- Means of reporting fires and other emergencies
- Individual responsibilities
- Alarm systems
- Escape routes and procedures
- Emergency evacuation procedures
- Procedures for accounting for employees, members and guests
- Closing doors
- Sheltering in place
- Severe weather procedures; and
- Emergency Action Plan

## **10. PLAN EVALUATION AND REVISIONS**

Human Resources and management will review the Fire Prevention Plan annually for necessary changes. Additional updates will to the plan will be made if physical properties of the business change, processes change, or if it is otherwise deemed necessary.

## **11. APPENDEX CHECKLIST**

- A. Appendix A - Fire Risk Survey
- B. Appendix B -General Fire Prevention Checklist
- C. Appendix C - Exits Checklist
- D. Appendix D – Flammable and Combustible Material Checklist, DWC Resources

**Appendix A**

**Fire Risk Survey  
Mayacama Golf Club  
Date: \_\_\_\_\_**

Perform a walkthrough of the facility with the local fire department and other emergency responders to assess the layout of the structures, types and volume of hazardous chemical storage, and other hazards they may encounter when responding to an emergency. Provide a copy of this survey to local authorities for their records.

<b>Type of Fire Hazard</b>	<b>Location</b>	<b>Emergency Actions</b>	<b>Required PPE</b>

Completed by: \_\_\_\_\_ Date: \_\_\_\_\_

## Appendix B

### Mayacama Golf Club General Fire Prevention Checklist

Use this checklist to ensure that fire prevention measures conform with the general fire prevention requirements found in OSHA standards.

- Yes  No Is the local fire department acquainted with your facility, its location, and its specific hazards?
- Yes  No If you have a fire alarm system, is it tested at least annually?
- Yes  No If you have interior stand pipes and valves, are they inspected regularly?
- Yes  No Are fire doors and shutters in good operating condition?
- Yes  No Are fire doors and shutters unobstructed and protected against obstructions, including their counterweights?
- Yes  No Are automatic sprinkler system water-control valves, air pressure, and water pressure checked weekly or at other intervals?
- Yes  No Has responsibility for the maintenance of automatic sprinkler systems been assigned to an employee or contractor?
- Yes  No Are sprinkler heads protected by metal guards?
- Yes  No Is proper clearance maintained below sprinkler heads?
- Yes  No Are portable fire extinguishers provided in adequate number and type?\*
- Yes  No Are fire extinguishers mounted in readily accessible locations?\*
- Yes  No Are fire extinguishers recharged regularly with the recharge date noted on an inspection tag?\*
- Yes  No Are employees periodically instructed in the use of extinguishers and fire protection procedures?\*

\*(NOTE: Use of fire extinguishers is based on company policy regarding employee firefighting in your Emergency Action Plan and local fire code.)

Completed by: \_\_\_\_\_ Date: \_\_\_\_\_

## Appendix C

### Mayacama Golf Club Exits Checklist

Use this checklist to evaluate Mayacama Golf Club's compliance with OSHA's standard on emergency exit routes.

- Yes  No Is each exit marked with an exit sign and illuminated by a reliable light source?
- Yes  No Are the directions to exits, when not immediately apparent, marked with visible signs?
- Yes  No Are doors, passageways, or stairways that are neither exits nor access to exits, and which could be mistaken for exits, marked "NOT AN EXIT" or with another appropriate marking?
- Yes  No Are exit signs provided with the word "EXIT" in letters at least 5 inches high with lettering at least 1 inch wide?
- Yes  No Are exit doors side-hinged?
- Yes  No Are all exits kept free of obstructions?
- Yes  No Is the number of exits from each floor of a building and from the building itself appropriate for the building occupancy? (NOTE: Do not count revolving, sliding, or overhead doors when evaluating whether there is a sufficient number of exits.)
- Yes  No Are the slopes of ramps used as part of emergency building exits limited to dimensions of 1 foot vertical and 12 feet horizontal?
- Yes  No Are glass doors or storm doors fully tempered, and do they meet the safety requirements for human impact?
- Yes  No Can exit doors be opened from the direction of exit travel without a key or any special knowledge or effort?
- Yes  No Are doors on cold storage rooms provided with an inside release mechanism that will release the latch and open the door even if it's padlocked or otherwise locked on the outside?
- Yes  No Where exit doors open directly onto any street, alley, or other area where vehicles may be operated, are adequate barriers and warnings provided to prevent employees from stepping into the path of traffic?

Yes  No Are doors that swing in both directions and are located between rooms where there is frequent traffic equipped with glass viewing panels?

Yes  No

Completed by: \_\_\_\_\_ Date: \_\_\_\_\_

## Appendix D

### Mayacama Golf Club Flammable and Combustible Material Checklist

Use this checklist to evaluate Mayacama Golf Club's compliance with OSHA's standards on flammable and combustible materials:

- Yes  No      Are combustible scrap, debris, and waste materials, such as oily rags, stored in covered metal receptacles and removed from the worksite promptly?
- Yes  No      Are approved containers and tanks used to store and handle flammable and combustible liquids?
- Yes  No      Are all connections tight on drums and combustible liquid piping, vapor, and liquid?
- Yes  No      Are all flammable liquids kept in closed containers when not in use?
- Yes  No      Are metal drums of flammable liquids electrically grounded during dispensing?
- Yes  No      Do storage rooms for flammable and combustible liquids have appropriate ventilation systems?
- Yes  No      Are NO SMOKING signs posted on liquefied petroleum gas tanks?
- Yes  No      Are all solvent wastes and flammable liquids kept in fire-resistant, covered containers until they are removed from the worksite?
- Yes  No      Is combustible dust vacuumed rather than blown or swept whenever possible?
- Yes  No      Are fuel gas cylinders and oxygen cylinders separated by distances or fire-resistant barriers while in storage?
- Yes  No      Are fire extinguishers appropriate for the materials in the areas they are mounted?\*
- Yes  No      Are appropriate fire extinguishers mounted within 75 feet of outside areas containing flammable liquids and within 10 feet of any inside storage area for such materials?\*
- Yes  No      Are extinguishers free from obstruction or blockage?\*

- Yes No Are all extinguishers serviced, maintained, and tagged at least once a year?\*
- Yes No Are all extinguishers fully charged and in their designated places?\*
- Yes No Where sprinkler systems are permanently installed, are the nozzle heads directed or arranged so that water will not be sprayed into operating electrical switchboards and equipment?
- Yes No Are NO SMOKING signs posted in areas where flammable or combustible materials are used or stored?
- Yes No Are safety cans utilized for dispensing flammable or combustible liquids available at the point they would be used?
- Yes No Are all spills of flammable or combustible liquids cleaned up promptly?

\*(NOTE: Use of fire extinguishers is based on company policy regarding employee firefighting in your Emergency Action Plan and local fire code.)

Completed by: \_\_\_\_\_ Date: \_\_\_\_\_



## EVACUATION PROCEDURES MAYACAMA GOLF CLUB

Last Revised: 07/17/2025

### 1. EVACUATING THE CLUBHOUSE

In the event that a fire or emergency alarm is sounded or instructions for evacuation are given by Emergency Action Plan coordinators all employees must immediately exit the building(s) at the nearest exits and must meet as soon as possible at their designated evacuation gathering areas. All staff personnel should be familiar with exit routes, fire alarms, fire extinguishers, first aid kits in their immediate work areas.

- When evacuation signal sounds, leave your area via the closest evacuation exit.
- Upon leaving the building, assemble at your designated emergency gathering area and report to your direct manager or supervisor on duty.
- Keep a safe distance from the building and emergency operations. Do not block any fire lines.
- Keep voices down to a minimum so that everyone can hear instructions.
- Return to your work area only after instructed to do so.

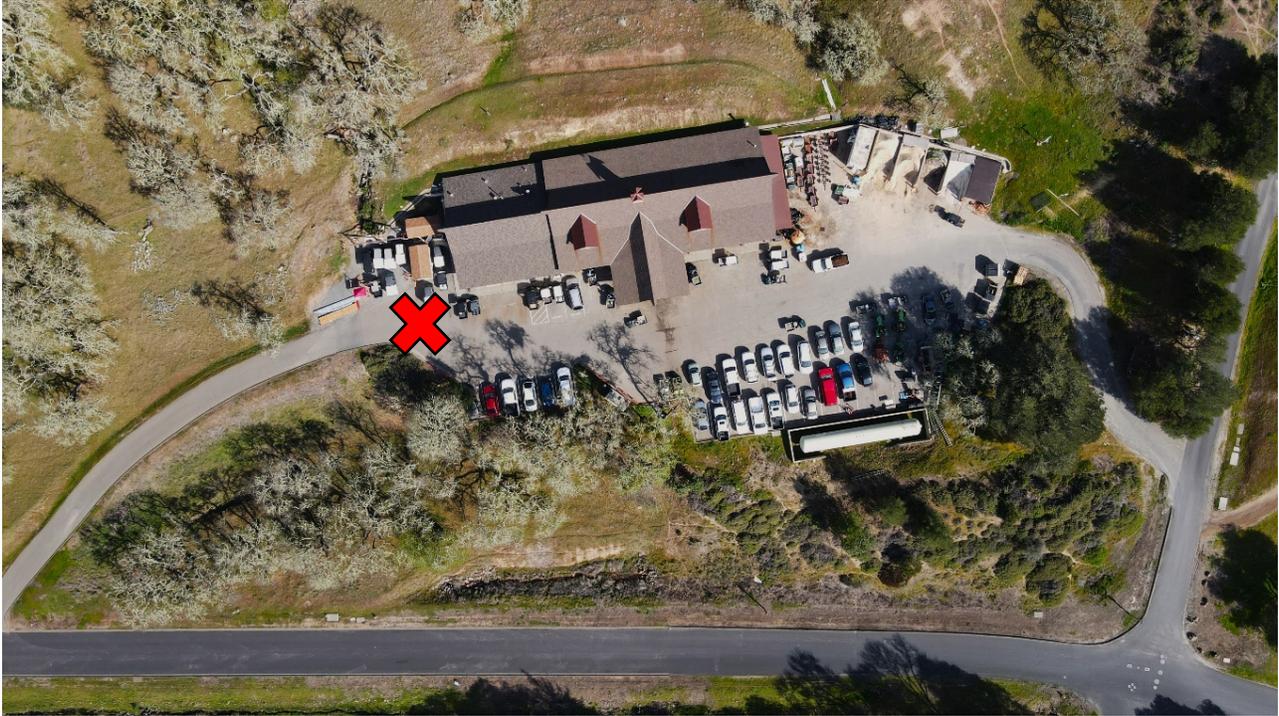
Once the announcement has been made to evacuate, all departments will have a role ensuring that members and staff arrive at the designated gathering areas. **Remember, the number one rule – STAY CALM!**

### 2. EVACUATION GATHERING AREAS

- Clubhouse – Members Parking Log (across from the Golf Shop)
- Maintenance Facility – Knoll in front of Housekeeping (stay away from propane tank)
- Swim Facility – Parking Lot
- Gatehouse – across from the gatehouse (stay out of the roadway)



**EVACUATION GATHERING AREA  
CLUB HOUSE PARKING LOT**



**EVACUATION GATHERING AREA  
MAINTENANCE BUILDING**

### 3. EVACUATION GUIDELINES

#### A. 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.

#### B. STAIRS:

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

#### C. 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 left 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.

#### D. 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.

#### E. EVACUATION GUIDELINES BY DEPARTMENT

In the instance of an alarm activation and emergency evacuation, it is extremely important that each employee takes responsibility of the wellbeing of their department without jeopardizing their own safety. 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 (Radio shared with Kids Activities)

\*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 (Radio shared with Spa)

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 (radio shared with Locker Room)

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 (radio shared with OSSV)

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 (Radio shared with Front of House & Kitchen)

\*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. 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 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 Knoll past the HK side of the building (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** (radio shared with Concierge)

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** (Radio shared with Concierge)

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:** Knoll past the Housekeeping 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. 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. Management or assigned staff to retrieve Back Up Drive located in Dale's office. The back up drive is located under the extra desk in Dale's office.

## **ADMIN TRAILERS: SALES /MEMBERSHIP/ACCOUNTING**

**Gathering Location:** Clubhouse Parking Lot

**Radio Channel:** 6

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**

**Radio Channel:** 6

**Gathering Location:** Clubhouse Parking Lot

Run report of today's clock ins and manager's schedule to account for staff clocked in on property. Communicate and alert all departments of an active evacuation via radio and instruct departments to switch to channel 6 on radios. Safely proceed to the evacuation gathering area. Assist any member, guest and/or employee needing assistance with directions to the club house parking lot.

#### 4. EVACUATING THE PROPERTY

If Mayacama Golf Club must be evacuated, due to fire, explosion, hazardous material spill, earthquake, etc., employees will be directed to evacuate via Mayacama's **main entrance** (Mayacama Club Drive). In the event of blockage of the main entrance there are 3 additional roads out of the area. If employees are unable to evacuate via the main entrance the Golf Course Superintendent, COO or Facilities Maintenance Director will coordinate with Emergency Services the alternate exit employees will be directed to take.

The four exit routes are as follows:

1. Mayacama Club Drive, towards the Main Entrance/Exit and Gatehouse. All employees will be instructed to evacuate via this route unless directed otherwise.
2. Cottage Ridge Road, to the eastern property border, and then through a breakaway fence. Only to be used if directed by emergency services. This exit route is vehicle accessible.
3. Acorn Hill Lane, to the western property border, and then through a breakaway fence. Only to be used if directed by emergency services. **This exit route is not vehicle accessible.**
4. South, to the southern property border, and then through a breakaway fence. Only to be used if directed by emergency services. **This exit route is not vehicle accessible.**

Once an evacuation has occurred, Human Resources and Management will account for each employee on property at the designated evacuation locations. Each employee is responsible for reporting to the appropriate Manager/Supervisor on Duty so an accurate head count can be made.

See attached map on page 30 for the Exit Routes listed above.

#### Power Outages:

- If people would like to leave and an evacuation has been ordered, or if the outage occurs at night, call 911 to request evacuation assistance from the Fire Department.
- Some multi-line telephones may not operate in a power outage, but single-line telephones, and cell telephones are likely to be operating. As soon as information is available, management will communicate when power is likely to be restored.

#### Note:

A power outage does not necessarily call for evacuation of a building or property. The overall safety of the building must first be evaluated: lighting, hazardous materials, ventilation systems, and other hazardous operations.

If the building can be safely occupied, evacuation is not necessary.



## 5. EVACUATION FOR PEOPLE WITH DISABILITIES

In all emergencies, after an evacuation has been ordered,

- Evacuate people with disabilities.
- DO NOT use the elevator, unless authorized to do so by police or fire personnel. Elevators could fail during a fire or major earthquake.
- If the situation is life threatening, call **911**.
- Check on people with special needs during an evacuation. A “buddy system”, where people with disabilities arrange for volunteers (co-workers, members, etc.) alert them and assist them in an emergency, is a good method.
- Attempt a rescue evacuation ONLY if you have had rescue training or the person is in immediate danger and cannot wait for professional assistance.
- Always ASK someone with a disability how you can help BEFORE attempting any rescue technique or giving assistance. Ask how he/she can best be assisted or moved, and whether there are any special considerations or items that need to come with the person.

### A. Blindness or Visual Impairment:

Give verbal instructions to advise about safest route or direction using compass directions, estimated distances, and directional terms.

- DO NOT grasp a visually impaired person’s arm. Ask if he/she would like to hold onto your arm as you exit, especially if there is debris or a crowd.
- Give other verbal instructions or information (i.e., elevators cannot be used).

### B. Deafness or Hearing Loss:

Get the attention of a person with a hearing disability by touch and eye contact. Clearly state the problem. Gestures and pointing are helpful but be prepared to write a brief statement if the person does not seem to understand.

- Offer visual instructions to advise of safest route or direction by pointing toward exits or evacuation maps.

### C. Mobility Impairment:

- It may be necessary to help clear the exit route of debris (if possible) so that the person with a disability can move out or to a safer area.
- If people with mobility impairments cannot exit, they should move to a safer area, (e.g., most enclosed stairwells).
- An office with the door shut which is a good distance from the hazard (and away from falling debris in the case of earthquakes).
- If you do not know the safer areas in your building, contact your supervisor for a building survey.
- Notify police or fire personnel immediately about any people remaining in the building and their locations.

- Police or fire personnel will decide whether people are safe where they are and will evacuate them as necessary. The Fire Department may determine that it is safe to override the rule against using elevators.
- If people are in immediate danger and cannot be moved to a safer area to wait for assistance, it may be necessary to evacuate them using an evacuation chair or a carry technique.

## **6. SECURING PROPERTY AND EQUIPMENT**

If evacuation of the premises is necessary, some items may need to be secured to prevent further danger to the facility and personnel on hand (such as securing confidential or irreplaceable records or shutting down equipment to prevent release of hazardous materials).

All people remaining behind to shut down critical systems or utilities must be capable of recognizing when to abandon the operation or task. Once the property or equipment has been secured, or the situation becomes too dangerous to remain, those who remained behind must exit the building by the nearest escape route as soon as possible to the designated meeting location.

## **7. 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 notifies the EAP coordinators that either:

- the building is safe for re-entry, in which case personnel will return to their workstations;  
or
- the building or assembly area is not safe, in which case the EAP coordinators will instruct personnel how or when to vacate the premises and/or property.

## **8. POST INCIDENT, CORPORATE NOTIFICATION & ANNOUNCEMENTS**

If a fire or other emergency occurs closing the club and banning entrance to the property Human Resources and Management will contact staff to provide future work status, depending on the nature of the situation. Upper management will provide updates to the membership depending on the nature of the situation.