



# Employee Safety Manual

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# COMPANY SAFETY POLICY LETTER

## SAFETY AND HEALTH POLICY FOR HART RANCH CAMPING RESORT CLUB (HRCR)

The purpose of this policy is to develop a high standard of safety throughout all operations of Hart Ranch Camping Resort Club. We believe that each employee has the right to derive personal satisfaction from his/her job and the prevention of occupational injury or illness is of such consequence to this belief that it will be given top priority at all times.

It is our intention here at Hart Ranch Camping Resort Club to initiate and maintain complete accident prevention and safety training programs. Each individual from top management to the working person is responsible for the safety and health of those persons in their charge and coworkers around them. By accepting mutual responsibility to operate safely, we will all contribute to the well-being of personnel. The Employee Safety Manual cannot and does not address every safety issue that will occur. Please use common sense in addressing the everyday issues that will transpire.

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Chairperson, Board of Directors  
Hart Ranch Camping Resort Club

# Safety Program Outline

**HRCR 1 - Safety Orientation:** Each employee will be given a safety orientation by their supervisor when first hired. The orientation will cover the following listed categories.

We have a formal written accident prevention program that consists of this safety orientation, safety meetings as described in HRCR 2, and self-inspections as outlined in HRCR 3.

## HRCR 1-Orientation

### Basic Safety Rules

Before you are first assigned a task, your immediate supervisor will show you what to do along with safety instructions and required personal protection equipment (PPE).

Do not use equipment or attempt to do any of these tasks until you have received the required training and PPE. Never do anything that is unsafe in order to get the job done. If a job is unsafe, report it to your supervisor or foreman. We will find a safer way to do that job.

Do not remove or disable any safety device! Keep guards in place at all times on operating machinery. Never operate a piece of equipment unless you have been trained and are authorized. Use your personal protective equipment whenever it is required.

Obey all safety warning signs. Working under the influence of alcohol or illegal drugs or using them at work is prohibited. Do not bring firearms or explosives into the work environment. Horseplay, running and fighting are prohibited

Professional Radio Etiquette is required with calling in Alert Codes & Location:

Code Blue – Medical Emergency      Code Red – Non-Medical Emergency

Code Green – Snake in Resort

Amber Alert – Lost/Missing Child      Silver Alert – Lost/Missing Adult

Bomb Threat – “Bomb Threat”      Active Shooter – “Active Shooter”

Briefly indicate situation with Codes Blue & Red. Clean up spills immediately. Replace all tools and supplies after use. Do not allow scraps to accumulate where they will become a hazard. Good housekeeping helps prevent accidents.

### Reporting of Injuries

If you are injured or become ill on the job, report this to your immediate supervisor, the head of security, as well as to Business Office personnel within a 12-hour period of onset of illness or injury. Please report regardless of severity of injury or illness.

We require all supervisors and/or foremen to have first-aid/CPR training. We have first aid qualified workers here but we do not have “designated” first-aiders. First aid at the job site is done on a Good Samaritan basis.

If first aid trained personnel are involved in a situation involving blood, they should:

- Avoid skin contact with blood/other potentially infectious materials by letting the victim help as much as possible, and by using gloves provided in the first aid kit.
- Remove clothing, etc. with blood on it after rendering help.
- Wash thoroughly with soap and water to remove blood. A 10% chlorine bleach solution is good for disinfecting areas contaminated with blood (spills, etc.).
- Report such first aid incidents within the shift to supervisors (time, date, blood presence, exposure, names of others helping).

## **First Aid Kit Locations**

First aid kit locations include:

- Lodge - Reservations
- Pool – Office
- Security Vehicles
- Welcome Center
- Housekeeping/Laundry - Office
- Maintenance – Shop Office and Break Room
- Maintenance – Pickups

AED’s are located at the pool, Activities Rec Center, and in the security vehicles.

## **Medical Emergency (Code Blue)**

### **Member Calls 911**

911 will dispatch emergency personnel to the HRCCR location. 911 *WILL NOT* call HRCCR each time they receive a 911 call *UNLESS* the emergency responders request guidance or Security escort to the scene. The Resort Manager and the 24 hour Security patrol carry digital pagers programmed for the Rockerville Volunteer Fire (RVFD) Department. Therefore each time RVFD is dispatched for an emergency, those two pagers will sound, and we will know if an emergency is taking place at HRCCR.

If the pager tones, Security (primary) or the Resort Manager (secondary) will alert all radio holders that an emergency is in progress by saying “Attention please, we have a medical emergency in the Park. Please clear all radio traffic.” The location of the

emergency will also be relayed. Radio traffic not pertaining to the incident will cease until the emergency has been cleared by Security.

In case we are not notified in advance of the arrival of the emergency vehicle, when the Welcome Center sees the vehicle approaching, the on duty employee will notify Security and the Resort Manager (or designee), and proceed from, there. Security and the Resort Manager (or designee) shall report to the location immediately.

Once at the scene, the Resort Manager (or designee) will appoint a HRCR representative (or more as needed) to be dispatched to the Welcome Center (not Spring Creek Road) to escort the EMS vehicles to the location. Usually this will be a member of Security after the scene has been secured. In all cases, flashing lights will be used. Other employees who assist in crowd control must provide working space for EMS.

If the call was a false alarm, Resort Management (or designee) will advise EMS. EMS will use their discretion whether or not they will continue to respond. Once the emergency has been cleared, Security will alert all radio users that the emergency is cleared and regular Radio transmission can be resumed.

### **Employee Calls 911**

The employee that first comes in contact with the event will call 911. If asked to do so by a member or if in doubt...call 911! Identify yourself as a Hart Ranch Camping Resort employee. You may or may not be requested by the 911 operator to remain on the line once the pertinent information is relayed to 911.

After 911 has been called (or when appropriate id requested to remain on the line with the 911 operator), the employee should announce on the radio, "Attention please, we have a medical emergency in the Park. Please clear all radio traffic." Then proceed to give pertinent information to Security and the Resort Manager (or designee) so they may reach the scene. At that time the Resort Manager (or designee) will take over radio communication.

Security and the Resort Manager (or designee) shall report to the location immediately. If 911 has been called, Resort Manager will appoint a HRCR representative (or more as needed) to be dispatched to the Welcome Center (not Spring Creek Road) to escort the EMS vehicles to the location. Usually this will be a member of Security after the scene has been secured. In all cases, flashing lights will be used. Other employees who assist in crowd control must provide working space for EMS.

Once the emergency has been cleared, Security will alert all radio users that the emergency is cleared and regular radio transmission can be resumed. Except for medical specifics given to EMS, no employee will discuss the incident with anyone other than Resort Management. At the conclusion of the incident, a full report will be completed by security.

## Temperature Extremes

In all cases when weather conditions are expected to be extreme, dress appropriately, hydrate accordingly, and stay out of direct weather conditions.

### Heat Wave Emergency (Heat Stress)

In the event of severe hot weather, all employees will pay special attention to themselves, fellow employees, and guests using resort facilities. Look for signs of illness due to extreme heat, such as muscle cramps, nausea complaints, dizziness, weakness and exhaustion while having cool, moist, pale or flushed skin. These can be signs of heat exhaustion. First aid should be provided immediately and persons should be moved to a cooler place, given small amounts of cool water and applications of cool, wet towels after loosening clothing.

Signs of heat stroke include hot, red skin which may be dry or moist; changes in consciousness, vomiting and high body temperature. Heat stroke is life threatening. Call 911 immediately. Then move persons to a cooler place. Cool person as with heat exhaustion, applying ice or cold packs to wrists, ankles, groin, neck and armpits.

Security will complete welfare checks on camping units that do not appear to be air conditioned. People without air conditioners will be advised to move to an air conditioned building during the hottest periods of the day.

Pets left outside without shade or water can suffer or die. Security will advise owners of pets to afford their pets a cool place to stay with sufficient water while in the resort.

### Cold Wave Emergency (Cold Stress)

Hypothermia/frostbite is a well-known, recognized workplace hazard. Normal body temperature averages 98.6 degrees. With hypothermia, core temperature drops below 95 degrees. In severe hypothermia, core body temperature drops to 86 degrees or lower. Employees should be aware of the following signs of hypothermia for themselves, fellow employees, and for guests: Constant shivering, clumsiness or lack of coordination, slurred speech or mumbling, stumbling, confusion or difficulty thinking, poor decision making, such as trying to remove warm clothes, drowsiness or very low energy, apathy or lack of concern about one's condition, progressive loss of consciousness, weak pulse, and slow, shallow breathing.

A person with hypothermia usually isn't aware of his or her condition, because the symptoms often begin gradually and because the confused thinking associated with hypothermia prevents self-awareness.

Call 911 or your local emergency number if you see someone with signs of hypothermia or if you suspect a person has had unprotected or prolonged exposure to cold weather or water. If medical care isn't immediately available: Remove any wet clothes, hats,

gloves, shoes, and socks. Protect the person against wind, drafts, and further heat loss with warm, dry clothes and blankets. Move gently to a warm, dry shelter as soon as possible. Begin rewarming the person with extra clothing. Use warm blankets. Other helpful items for warming include an electric blanket to the torso area and hot packs and heating pad on the torso, armpits, neck, and groin. However, these can cause burns to the skin. Use your own body heat if nothing else is available. Offer warm liquids, but avoid alcohol and caffeine, which speed up heat loss. Don't try to give fluids to an unconscious person.

If the hypothermic person is unconscious, or has no pulse or signs of breathing, call for emergency help right away. CPR (cardiopulmonary resuscitation) should be given immediately. Because hypothermia causes the body to shut down in ways that mimic death, CPR should be continued, even in the absence of signs of breathing or a pulse, until paramedics arrive or the person is taken to a hospital.

## **Emergency and Workplace Evacuation**

### **Building Evacuation**

When you begin work in any of the buildings at Hart Ranch Resort Club, familiarize yourself with all EXIT doors on all levels of the building. Know where your closest exit might be. In the event of a building evacuation, move away from the area of incident and move towards an exterior EXIT door. These doors will have an EXIT sign above them. Exit the building in an orderly fashion and move towards one of the following designated areas:

- Lodge – Employee Parking Lot
- Hart Mart – Employee Parking Lot
- Pool – Picnic Shelter A
- Restaurant – Picnic Shelter A
- Maintenance Shop and Office – Picnic Shelter A
- Housekeeping – Meadowlands Picnic Shelter
- Security & Welcome Center – Employee Parking Lot
- Activities (Lodge) – Employee Parking Lot
- Activities (Pool) – Picnic Shelter A

In the event that you are not in the building that is your main place of employment, or the emergency is close to your designated evacuation point – please go to the closest designated area listed above.

### **Fire Extinguishers**



When you begin work in any of the building at Hart Ranch Resort Club, familiarize yourself with the location of the fire extinguishers. Know where the closest fire extinguisher is located:

- Lodge Main Level – Across from Copy Room, At Mail Room Door, In Sales Room, In Conference Room
- Lodge Lower Level – At East Door, At Kitchen Door, At South Door
- Hart Mart Main Level – North Side of Main Door
- Hart Mart Lower Level – Ten Feet From Bottom Of Stairs on Right Side
- Pool – Pump/Boiler Room and Office
- Restaurant – Back Door and Snack Bar
- Maintenance Shop - East, West, and South Doors
- Maintenance Office – Hallway, Break Room Door, Store Door
- Housekeeping – By Front and Back Door
- Security – Security Vehicles
- Welcome Center – Front Door
- Comfort Stations – Wall Mounted in Laundry Rooms
- Cabins/Anderson Lodge – By Front Door, Kitchen, or Centrally Located
- Propane Fill Station – At site.

Fire extinguishers are clearly marked and readily accessible. No material will be stored with 36 inches of the extinguishers. As part of safety training, employees will be trained on fire extinguisher use.

## **Fire Emergency (Code Red)**

### **Resort Buildings**

If the fire is small (such as a wastebasket fire) and there is minimal smoke, you may try to put it out with a fire extinguisher. If the fire grows or there is thick smoke, do not continue to fight the fire. Instead:

1. Call 911 immediately.
2. Evacuate the building immediately.
3. Move all people to the designated location, which should be a safe distance from the fire.
4. Notify the Resort Manager (or designee) and Security via radio. Both the Resort Manager and Security will report to the scene immediately.
5. If the fire is close to Hart Mart, the gas pumps must be shut off immediately. The emergency shut off should be engaged by a Hart Mart employee. The emergency shut-off is located on the gas console, next to the cash register, in Hart Mart. The button says ALL STOP.
6. The Resort Manager will send an employee to the Welcome Center to direct emergency vehicles to the location of the fire.
7. If safe to do so, secure all monies in an appropriate safe. At no time should this jeopardize your safety. The first priority is to member and employee safety. Report to your supervisor at the designated location.

8. Employees may be asked to assist in crowd and traffic control to give emergency personnel the room to work.

### **Recreational Vehicle (RV)/Vehicle**

1. Notify the Resort Manager (or designee) and Security immediately. Both the Resort Manager and Security will report to the scene immediately.
2. The Resort Manager will send an employee to the Welcome Center to direct emergency vehicles to the location of the fire.
3. Employees may be asked to assist in crowd and traffic control to give emergency personnel the room to work.
4. All available employees should assist in evacuating members from RVs in the two blocks closest to the fire and other areas as directed by the Resort Manager. After members have been notified of the evacuation, a red ribbon will be tied to the handle of the RVs door. Security will have the red ribbons.
5. Evacuation should be at least two blocks from the fire. Remember, the first priority is your safety.
6. If the fire is close to a building, that building should also be evacuated. Please follow all procedures listed under Resort Building.

### **Wildfire Emergency**

In the event of a wildfire approaching Hart Ranch Resort, the Resort Manager or Security Officer on duty may order the evacuation of the resort. The location and speed of the fire line will dictate whether or not guests are allowed to pack up belongings and move camping units. In an extreme emergency, guests will be directed to either seek shelter in a concrete building, or, evacuate the campground immediately. In any fire emergency, 911 will be called.

Evacuation routes are:

1. Arena road to Spring Creek Road.
2. Dirt road heading south past the Christian School out to Hart Ranch pastures

In the event that evacuation routes are blocked by fire, the resort manager or security officer on duty will determine the safest places for guests to stay until the fire danger is over. First responders will assist in any evacuation procedures and may be asked to help fight fires if deemed necessary.

### **Personal Protective Equipment (PPE)**

Personal protective clothing and equipment (PPE) shield or isolate individuals from the chemical, physical, radiological, and biological hazards that may be present in the workplace. The objectives of our PPE program are to protect employee's safety and health hazards and to prevent injury through proper use of PPE.

Department Supervisors shall assess and determine if hazards are present, or likely to be present, which necessitate the use of personal protective equipment. Conducting formal hazard assessments for each department accomplishes this requirement. PPE will be provided by the employee's department wherever it is necessary by reason of hazards of operations or environment, chemical or mechanical irritants potentially causing injury or impairment in the function of any part of the body through absorption, inhalation, or physical contact.

Protective equipment as necessary, including PPE for eyes, face, head, and extremities, protective clothing, shields and barriers must be provided, used and maintained in a sanitary and reliable condition. Each employee is responsible for the care and condition of equipment that is issued to them. Supervisors must perform regular checks to ensure that equipment is maintained as required and ensure that equipment that is damaged is promptly replaced. Supervisors shall not allow employees to conduct tasks without the proper PPE.

Examples of hazards may include, but are not limited to: thermal stresses, harmful dusts/mists/fumes/vapors, noise, vibration, radiation, electrical hazards, and physical hazards.

Examples of PPE use include:

- Suitable clothing will be worn; long pants in circumstances necessary for leg protection, short or long-sleeved shirts in all circumstances, and adequate foot wear. Long pants or jeans will be worn by anyone operating power equipment such as mowers, chain saws, weed trimmers, etc.
- Hard hats, safety glasses or goggles must be used when a potential hazard exists. Safety glasses are required for activities using power equipment such as mowing, cutting, chopping, grinding, weed trimming, etc.
- Hearing protection (earplugs or earmuffs) must be used in high noise areas.
- Gloves (as needed).
- Face masks will be utilized under the following circumstances:
  - Employees may wear disposable face masks when working in animal areas.
  - All workers must wear disposable face masks for dusty operations.
  - Chemical Hazards – Air purifying respirator (APR).
  - Biohazards - N95 and N99 disposable  
Powered Air-purifying Respirator (PAPR) with hood
  - Asbestos Management - Full face Air-purifying Respirator (APR) or Powered Air-purifying Respirator (PAPR)
  - Pesticide Application - Powered Air-purifying Respirator (PAPR) or half face Air-purifying Respirator (APR)

The Fall Protection section also includes care and use of PPE.

## Other General Safe Work Practices

- Always store materials and chemicals in a safe manner. Tie down or support materials if necessary to prevent falling, rolling, or shifting.
- Shavings, dust scraps, oil or grease should not be allowed to accumulate. Good housekeeping is a part of the job.
- Trash piles must be removed as soon as possible. Trash is a safety and fire hazard.
- Immediately remove all loose materials from stairs, walkways, ramps, platforms, etc.
- Do not block aisles, traffic lanes, fire exits, gangways, or stairs.
- Avoid shortcuts – use ramps, stairs, walkways, ladders, etc.
- Do not remove, deface or destroy any warning, danger sign, or barricade, or interfere with any form of accident prevention device or practice provided for your use or that is being used by other workers.
- Get help with heavy or bulky materials to avoid injury to yourself or damage to material.
- Do not use tools with split, broken, or loose handles, or burred or mushroomed heads. Keep cutting tools sharp and carry all tools in a container.
- Know the correct use of hand and power tools. Use the right tool for the job.

## Fall Protection

Whenever possible, attempts should be made to change the nature of the task so that it is not necessary to use fall protection. Some examples include moving the task to ground level, using a telescoping arm to reach an area (e.g., to change a light bulb), or use remote-sensing equipment rather than having to send a person into harm's way to make a measurement.

### Fall Protection Locations

Fall protection is required wherever the potential to fall 4 feet or more exists. Following are examples of places that require fall protection:

- All flat and low sloped roof locations when working within 6 feet of the roof's edge or during roof repair/maintenance (4:12 pitch or less).
- All exterior and interior equipment platforms, catwalks, and antennas/towers.
- All exterior and interior fixed ladders above 20 feet.
- All mezzanine and balcony edges.
- All open excavations or pits.
- All tasks requiring use of the articulating man lifts.
- All tasks requiring employees to lean outside the vertical rails of ladders (e.g., painting, stairwell, light bulb replacement, etc.).
- Scaffolding erection 10 feet or greater in height.
- Cableways, bridge measurements.

- Communications towers.

## **Types of Fall Protection Systems**

Appropriate fall protection will be determined by the task to be performed. Examples include:

- An articulating man lift provided with a restraint system and full body harness attached to an anchor point below the waist (preferably at the floor level).
- Guardrail with a toe board, mid rail, and top rail.
- Personal fall arrest systems.
  1. Anchor points (rated at 5,000 pounds per person).
  2. Full body harness.
    - a. Restraint line or lanyard.
    - b. Retractable lanyard.
    - c. Rope grabs.
    - d. Connectors (self-locking snap hooks).
  3. Engineered lifelines.
  4. Warning lines and safety monitors are allowed for roofing work only.
  5. Safety nets.
  6. Safety monitoring systems.

Fall protection is not needed if an employee or employees are on a low sloped roof for inspection/observation, provided that they do not approach within 8 feet of the roof's edge.

## **Personal Fall Protection Systems**

All employees, on any project that requires them to wear a personal fall arrest or restraint system, will follow these guidelines:

- A full body harness will be used whenever there is the potential for a fall from a height of 6 feet or more.
- Body belts may only be used to prevent a fall (for work positioning), not as part of a fall arrest system.
- Only shock-absorbing lanyards or retractable lanyards are to be used to keep impact forces at a minimum on the body.
- Only nylon rope or nylon straps with locking snap hooks are to be used for restraint.
- All lanyards will have self-locking snap hooks.
- The employee will inspect all personal fall arrest equipment before each use. Any equipment that has deteriorated or is bent, damaged, or otherwise impacted will be removed from service and disposed of so that it cannot be used again.
- The maximum free-fall distance is not to exceed 6 feet. Consideration must be given to the total fall distance. The following factors can affect total fall distance:
  - Length of connecting means (e.g., lanyard length, use of shock absorbers, carabineers, snap hooks, etc.).
  - Position and height of anchor points relative to work platform/area (always keep above the head whenever possible).
  - Position of attachment and D ring slide on the full body harness.

- Deployment of shock absorber (maximum 42 inches).
- Movement in the lifeline.
- Initial position of worker before free fall occurs (e.g., sitting, standing, etc.)

### **Upkeep of Personal Fall Protection Equipment**

- Closely examine all of the nylon webbing to ensure that there are no burn marks which could weaken the material.
- Verify that there are no torn, frayed, or broken fibers; pulled stitches; or frayed edges anywhere on the harness.
- Examine the D ring for excessive wear, discoloration, pits, deterioration, or cracks.
- Verify that buckles are not deformed or cracked and operate correctly.
- Check to see that each grommet (if present) is secure and not deformed from abuse or a fall.
- The harness should never have additional punched holes.
- All rivets should be tight and not deformed.
- Check tongue/straps for excessive wear from repeated buckling.
- All harnesses that are involved in a fall will be destroyed.
- Check lanyard material for cuts, burns, abrasions, kinks, knots, broken stitches, and excessive wear.
- Inspect the snap hooks for distortions in the hook, locks, and eye.
- Check carabineer for excessive wear, distortion, and lock operation.
- Ensure that all locking mechanisms seal and lock properly.
- Once locked, locking mechanism should prevent hook from opening.
- Visually inspect shock absorber (if present) for any signs of damage, paying close attention to where the shock absorber attaches to the lanyard.
- Verify that points where the lanyard attaches to the snap hooks are free of defects.
- A competent person will complete an annual inspection of all lanyards and documentation will be maintained (see *Appendix 2*). Lanyards will be hung and stored in an enclosed cabinet to protect from damage.
- All lanyards that are involved in a fall will be destroyed.

### **Warning Line System (For Roofing Repair and Construction)**

Warning lines may be appropriate for low sloped roofs where individuals do not need to go all the way to the edge to perform their tasks. All construction work on a flat roof greater than 50 feet wide, which is performed 6 feet or further back from the roof's edge, can be completed by installing a warning line and using a safety monitor. If the roof is flat and less than 50 feet wide, a competent person safety monitor may be used. Warning lines will:

- Guard the entire perimeter of the roof where work is being performed.
- Be erected 6 feet from the roof's edge
- Consist of wire or nylon rope.
- Caution tape will be strung from post to post and must be able to withstand 16 pounds of force.

- Be strung between stationary posts made of wood or metal.

If an employee must access an area within 6 feet of the roof's edge, for reasons other than exiting the roof via a ladder or fixed industrial ladder, another employee must monitor that individual and warn him/her of any dangers. If another employee is not available to act as a safety monitor, then the employee must wear a full body harness, attached by a fall restraint lanyard to an anchor point, to prevent reaching the roof's edge.

## **Electrical**

### **General Safety Rules**

- Assume that all overhead wires are energized at lethal voltages. Never assume that a wire is safe to touch even if it is down or appears to be insulated.
- Never touch a fallen overhead power line. Call the electric utility company to report fallen electrical lines.
- Stay at least 10 feet (3 meters) away from overhead wires during cleanup and other activities. If working at heights or handling long objects, survey the area before starting work for the presence of overhead wires.
- If an overhead wire falls across your vehicle while you are driving, stay inside the vehicle and continue to drive away from the line. If the engine stalls, do not leave your vehicle. Warn people not to touch the vehicle or the wire. Call or ask someone to call the local electric utility company and emergency services.
- Never operate electrical equipment while you are standing in water.
- Never repair electrical cords or equipment unless qualified and authorized.
- Have a qualified electrician inspect electrical equipment that has gotten wet before energizing it. If working in damp locations, inspect electric cords and equipment to ensure that they are in good condition and free of defects, and use a ground-fault circuit interrupter (GFCI). GFCI MUST be used on all hand tools connected by extension cords, used outdoors, wet locations, and at any time not directly connected to the permanent wiring.
- Always use caution when working near electricity.
- Electric cords will be inspected before use and repaired or replaced as necessary.
- Do not operate any power tool or equipment unless you are trained in its operation.
- Use tools only for their designed purpose.

### **Employee Safety**

- Avoid running extension cords across doorways or under carpets.
- Follow the manufacturer's instructions for plugging in equipment and appliance into a receptacle outlet.
- Avoid overloading outlets. Plug only one high-wattage appliance into each receptacle outlet at a time.

- If outlets or switches feel warm, frequent problems with blowing fuses or tripping circuits, or flickering or dimming lights, call a qualified electrician.
- Place lamps on level surfaces, away from things that can burn and use bulbs that match the lamp's recommended wattage.
- Check the cords and plug in on all equipment before use.

## **Ladder Safety**

### **General Rules**

- When ladders are utilized at the job site, two employees are required to be present.
- Inspect before use for physical defects.
- Ladders are not to be painted except for numbering purposes.
- Do not use ladders for skids, braces, workbenches, or any purpose other than climbing.
- When you are ascending or descending a ladder, do not carry objects that will prevent you from grasping the ladder with both hands.
- Always face the ladder when ascending and descending.
- If you must place a ladder over a doorway, barricade the door to prevent its use and post a warning sign.
- Only one person is allowed on a ladder at a time.
- Do not jump from a ladder when descending.
- All joints between steps, rungs, and side rails must be tight.
- Safety feet must be in good working order and in place.
- Rungs must be free of grease and/or oil.

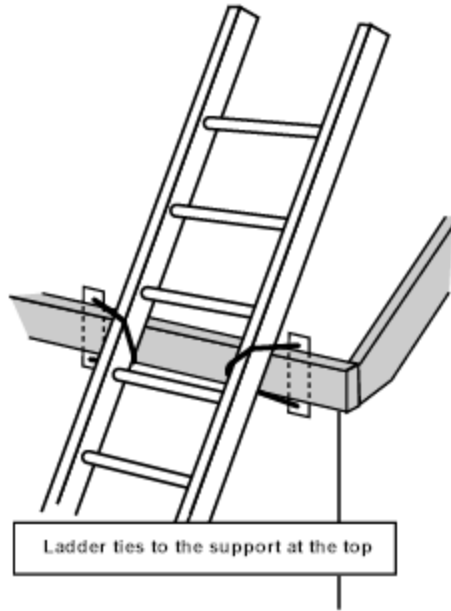
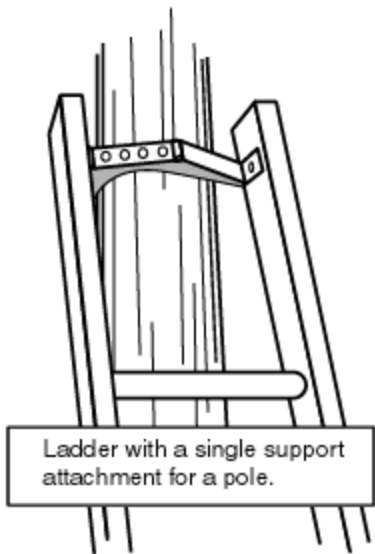
### **Stepladders**

- Do not place tools or materials on the steps or platform of a stepladder.
- Do not use the top two steps of a stepladder as a step or stand.
- Always level all four feet and lock spreaders in place.
- Do not use a stepladder as a straight ladder.

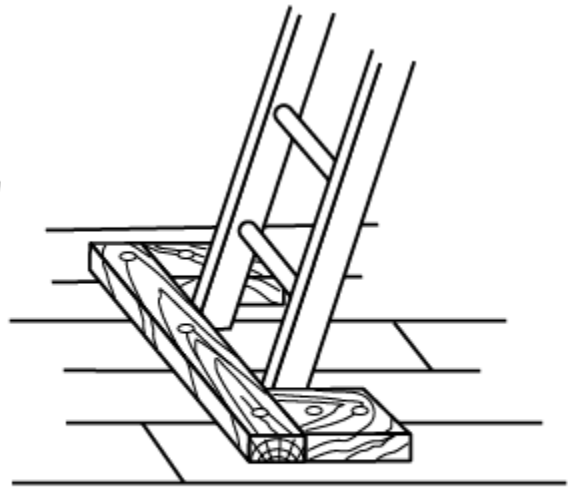
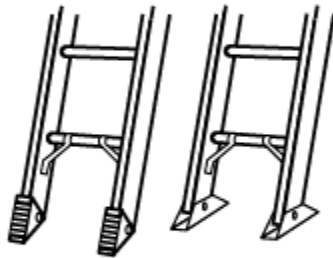
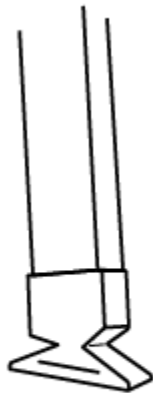
### **Straight Type or Extension Ladders**

- All straight or extension ladders must extend at least three feet beyond the supporting object when used as an access to an elevated work area.
- After raising the extension portion of a two or more stage ladder to the desired height, check to ensure that the safety dogs or latches are engaged.
- All extension or straight ladders must be secured or tied off at the top.



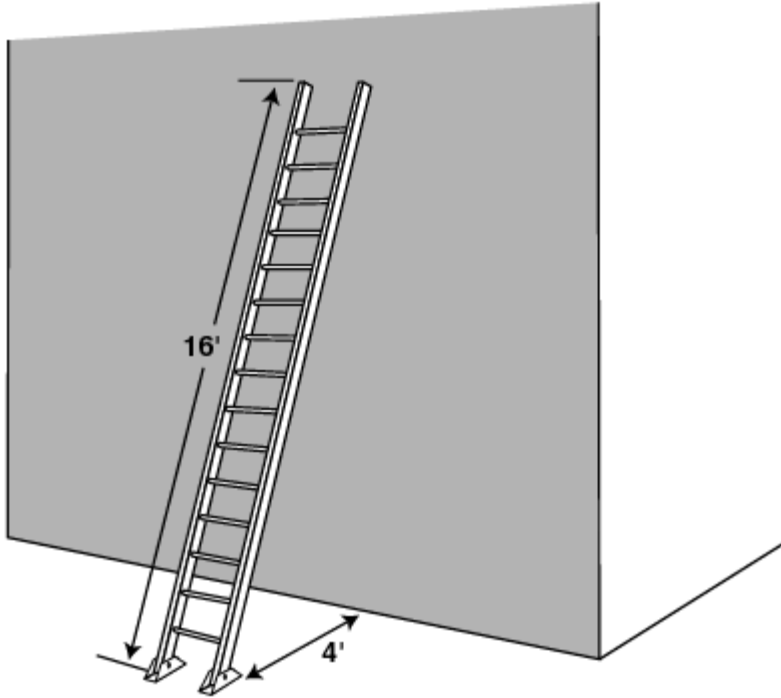


- All ladders must be equipped with safety (non-skid) feet.



Rubber Safety Feet      Spikes      Cleats Nailed to the Floor  
Ladders with supports on the bottom.

- Portable ladders must be used at such a pitch that the horizontal distance from the top support to the foot of the ladder is about one-quarter of the working length of the ladder.



## Trenching and Excavating

1. The determination of the angle of repose and design of the supporting system shall be based on careful evaluation of pertinent factors, such as:
  - a. Depth and/or cut/soils classification
  - b. Possible variation in water content of the material while excavation is open
  - c. Anticipated changes in materials from exposure to air, sun, water, or freezing
  - d. Loading imposed by structures, equipment, or overlaying or stored material
  - e. Vibration from equipment, blasting, traffic, or other sources

### Approximate Angle of Repose For sloping of sides of excavations

Note:  
Clays, silts, loams or  
non-homogenous soils  
require shoring and bracing

Solid  
rock and  
compact  
shale  
(90°)

Compacted  
angular  
gravels,  
glacial  
till  
½:1  
(63°26')

Recommended  
slope  
For  
Average  
soils  
1:1  
(45°)

Compacted  
sharp  
sand  
1 ½:1  
(33°41')

Well  
rounded  
loose  
sand  
2:1  
(26°34')

The presence of ground water  
requires special treatment

2. Walkways or bridges with standard railings **must be provided** when employees or equipment are required to cross over excavations.

3. The walls and faces of all excavations in which employees are exposed to danger from moving ground **must be guarded** by a shoring system, sloping of the ground, or some other equivalent means.
4. **No person must be permitted** under loads handled by power shovels, derricks, or hoists.
5. **All employees must be protected** with personal protective equipment for the protection of the head, eyes, respiratory system, hands, feet, and other parts of the body.
6. **A trained and designated “competent person” must be on site to supervise all trenching and excavation activity.**

## Scaffold Safety Rules

1. Before starting work on a scaffold, inspect it for the following:
  - Are guardrails, toe boards, and planking in place and secure?
  - Are locking pins at each joint in place?
  - Are all wheels on moveable scaffolds locked?
2. Do not attempt to gain access to a scaffold by climbing on it (unless it is specifically designed for climbing – always use a ladder).
3. Scaffolds and their components must be capable of supporting four times the maximum intended load.
4. Any scaffold, including accessories such as braces, brackets, trusses, screw legs, ladders, etc., damaged or weakened in any way, must be immediately repaired or replaced.
5. Scaffold planks must extend over their end supports not less than 6 inches or more than 12 inches, unless otherwise specifically required.
6. Scaffold platforms must be at least 18 inches wide unless otherwise specifically required or exempted.
7. Where persons are required to work or pass under the scaffold, scaffolds shall be provided with a screen between the toeboard and guardrail, extending along the entire opening. The screen must be made of No. 18 gauge U.S. Standard wire, ½ inch mesh or equivalent protection.
8. All scaffolds must be erected level and plumb, and on a solid footing.
9. Do not change or remove scaffold members unless authorized.
10. Do not allow workers to ride on a rolling scaffold when it is being moved. Remove or secure all materials and tools on deck before moving.
11. Do not alter any scaffold member by welding, burning, and cutting, drilling, or bending.
12. All Scaffolds **MUST** be inspected daily prior to being occupied by a trained competent person.

# Motorized Vehicles and Equipment

## General Safety

1. Do not operate the machine until you have read and understand the Operation, Safety, Service and Maintenance Manual.
2. Do not ride on motorized vehicles or equipment unless a proper seat is provided for each rider.
3. Always be seated when riding authorized vehicles (unless they are designed for standing).
4. Do not operate any motorized vehicle or equipment unless you are specifically authorized to do so by your supervisor.
5. On public roads, always use your seat belts in the correct manner. Seat belts are REQUIRED at all times if provided on vehicle or equipment.
6. Obey all speed limits and other traffic regulations.
7. Always be aware of pedestrians and give them the right-of-way.
8. Always inspect your vehicle or equipment before and after daily use.
9. Never mount or dismount any vehicles or equipment while they are still in motion.
10. Do not dismount any vehicle without first shutting down the engine, setting the parking brake and securing the load.
11. Do not allow other persons to ride the hook or block, dump box, forks, bucket or shovel of any equipment.
12. Each operator must be knowledgeable of all hand signals and obey them.
13. Each operator is responsible for the stability and security of his/her load.

## Forklift Safety

Prior to performing work on or around Powered Industrial Trucks (forklifts) all employees will receive training. The Occupational Safety and Health Administration (OSHA) in cooperation with The Fair Labor Standards Act has prohibited the operation of fork lifts by employees who are under 18 years old in non-farm employment and has prohibited the operation of forklifts for employees under 16 years old in agricultural employment.

Liquor, drugs, and prescribed medications that may modify your vision or response time, are not to be utilized while operating a forklift. A seatbelt is to be worn constantly while operating a forklift. Abstain from making any sharp turns that may create the forklift to tip over, and never pass a different forklift that is driving in the same bearing. Assuming that you are conveying a load that obstructs your perspective through the front of the forklift, it is acceptable to drive in reverse with the assumption that you don't climb any slants while the forklift is moving in reverse.

Remember that it takes a forklift 22 feet to reach a complete stop while moving at a speed of just 10 mph, and this is in perfect conditions. A wet or slippery surface indicates you'll require considerably more space in which to reach a complete stop. Search around you for colleagues or any viable walkers, and always give them the right of way. Determine that people on foot are clear of the way you are moving and never

allow them to move between the middle of the forklift and a divider or other structure. Beyond any doubt, never let walkers stand on, underneath or close to the forks, in particular when the forklift is in operation.

### **JLG (Man) Lifts**

Only trained and authorized operators shall be permitted to operate the aerial lift. The JLG (Man) lift requires two employees present for operations that may result in full extension of the lift and/or if weather conditions are such that a second person would add an enhanced level of safety. Otherwise, only one trained employee is required to operate the JLG. A malfunctioning lift shall be shut down until repaired. The controls shall be plainly marked as to their function. The controls shall be tested each day prior to use to determine that they are in safe operating condition. All personnel in the platform shall, at all times, wear approved fall protection devices and other safety gear as required. Load limits specified by the manufacturer shall not be exceeded. Instruction and warning placards must be legible.

Aerial lifts may be field modified for uses other than those intended by the manufacturer only if certified in writing by the manufacturer to be in conformity to JLG requirements and to be at least as safe as it was prior to modification. Aerial lifts shall not be used near electric power lines unless the lines have been de energized or adequate clearance is maintained. Employees using aerial lifts shall be instructed on how to recognize and avoid unsafe conditions and hazards. Ground controls shall not be operated unless permission has been obtained from personnel in the platform, except in case of an emergency. Regular inspection of the job site and aerial lift shall be performed by competent persons. Personnel shall always stand on the floor of the platform, not on boxes, planks, railing or other devices, for a work position

### **Emergency Response and Cleanup for Small Fuel Spills**

Overall, this section applies to spills of less than 25 gallons of gasoline, diesel fuel, waste oil, or other engine fluids. This guidance does not apply to spills of chemicals, leaks of polychlorinated biphenyl (PCB) oil, or PCB contaminated oil from electrical equipment, such as transformers. Petroleum is a mixture of many chemicals, many of which evaporate quickly. This is especially true of gasoline. That's why it's so flammable and why it evaporates quickly from warm pavement. Many of the compounds in petroleum are toxic - especially if they are in high concentrations. The chemicals in petroleum that do not evaporate quickly are "biodegradable," which means they can be degraded or "eaten up" by bacteria and other microbes in the soil. Optimum degradation occurs if the petroleum is diluted and there is enough air, water and nutrients for the microbes.

The Owners/Operators Guide to Storage Tanks and The Petroleum Assessment and Cleanup Handbook can be found in the Resort Managers office. Every thirty days, HRCCR's automatic tank gauging system will measure the product levels in the

underground tanks at Hart Mart and will produce a report. That report is retained in the office at Hart Mart and checked for viability.

## **Spills Greater Than 25 Gallons**

Spills greater than 25 gallons have a different set of rules for containment and disposal. The Resort Manager is obligated to immediately report any spill or overflow of a regulated substance and any spill or overflow of petroleum that exceeds 25 gallons to the Department of Environment and Natural Resources within 72 hours. Additional information on spills can be found at:

[http://denr.sd.gov/des/gw/Spills/Handbook/Hand\\_Book.aspx](http://denr.sd.gov/des/gw/Spills/Handbook/Hand_Book.aspx).

In the event of a sudden/catastrophic release, HRCR must take immediate actions. Actions may include putting up dikes, utilizing some type of absorbent material, such as soil, kitty litter, or floor dry, or covering the area with a tarp. These actions may prevent runoff to any surface water body, and may minimize migration of the contaminant over or into the ground surface. Attention should be paid to the presence of petroleum vapors and the risk that these vapors present. HRCR may also be required to take action to prevent access to the spill area by the public (putting up fences, etc.). After public access has been restricted, and the imminent threat of runoff to surface water has been alleviated, HRCR must proceed with assessment and remediation of the site using the tiered approach described in Chapter 4 of The Petroleum Assessment and Cleanup Handbook.

In situations where the release quantity does not exceed 200 gallons, HRCR has several cleanup options. The Resort Manager must propose the preferred remedial option to the Department of Environment and Natural Resources, and must gain department approval before proceeding with the corrective action. These options may include:

- Assess the site and determine the cleanup level using the Risk Based Corrective Action approach described in The Petroleum Assessment and Cleanup Handbook;
- Remove a minimum of the top 12 inches of visibly contaminated soil, and replace it with clean fill (no cleanup confirmation sampling will be necessary); or
- Conduct a survey to identify possible receptors. The department will review this information to determine if cleanup is necessary.

Once the corrective action is completed, a report must be submitted to the department for review.

## **Basic Steps in Responding to a Small Petroleum Spill (Less Than 25 Gallons)**

### **Step 1: Stop the spill.**

Depending on the severity of the spill, the area may need to be evacuated. All ignition sources must be shut off. The leak or spill should be stopped by properly qualified and equipped personnel — if this can be done safely. Turn off nozzles or valves from the

leaking container. Use a wooden plug, bolt, band or putty on a puncture-type hole. Turn off the power to the dispenser and bag the nozzle.

### **Step 2: Contain and recover the spill.**

If the spill or leak cannot be stopped, catch the flowing liquid using a pan, pail, hubcap, shovel or whatever is available. For release on pavement or other hard surfaces, spreading sorbent material, such as kitty litter, sand, straw, sawdust, wood chips, peat, synthetic sorbent pads, or dirt from the roadside can stop the flow and soak up the petroleum. HRCR is obligated to contain and clean up any spill or overfill of petroleum of 25 gallons or less immediately.

In situations where the release is on a grounded surface, HRCR has several cleanup options. These options may include:

- Assess the site and determine the cleanup level using the Risk Based Corrective Action approach described in the Petroleum Assessment and Cleanup Handbook;
- Remove a minimum of the top 12 inches of visibly contaminated soil, and replace it with clean fill (no cleanup confirmation sampling will be necessary); or
- Conduct a survey to identify possible receptors. The Department of Environment and Natural Resources will review this information to determine if cleanup is necessary.

### **Step 3: Collect the contaminated sorbent.**

Brooms can be used to sweep up the sorbent material and put it into buckets, garbage cans or barrels or on top of plastic sheeting. Remember to control ignition sources. Fresh granular sorbent such as sand can then be re-spread on a roadway to control the residual slipperiness.

### **Step 4: Secure the waste.**

The disposal of the contaminated sorbent is HRCR's responsibility. This material must be picked up and disposed of at a permitted facility. Please contact the department's Waste Management Program at 605-773-3153 for instruction.

If the spill is a very small spill from a car or a "mystery spill," sweeping used sorbent onto a road's shoulder is better than leaving it on the roadway or not using sorbent at all. Alternatively, a fire department may elect to take care of the contaminated sorbent. If so, collect and store the sorbent for later treatment or disposal.

## **Lifting Safety**

1. Test every load before you lift by pushing the object lightly with your hands or feet to see how easily it moves. This tells you about how heavy it is. Remember, a small size does not always mean a light load.
2. Make sure the weight is balanced and packed so it won't move around. Loose pieces inside a box can cause accidents if the box becomes unbalanced.

3. Make sure you have a tight grip on the object before you lift it. Handles applied to the object may help you lift it safely.

4. To avoid hurting your back, use a ladder when you're lifting something over your head. Get as close as you can to the load. Slide the load towards you if you can. Don't arch your back--avoid reaching out for an object. Do the work with your legs and your arms--not your back.

5. To pick up an object, use slow and smooth movements. Hurried, jerky movements can strain the muscles in your back. Keep your body facing the object while you lift it. Twisting while lifting can hurt your back. Keep the load close to your body. Having to reach out to lift and carry an object may hurt your back. "Lifting with your legs" should be done only when you can straddle the load. To lift with your legs, bend your knees, not your back, to pick up the load. Keep your back straight. Try to carry the load in the space between your shoulder and your waist. This puts less strain on your back muscles.

6. To avoid back injury, warm up. Stretch your legs and your back before lifting anything. Pace yourself. Take many small breaks between lifts if you are lifting a number of things. Don't overdo it--don't try to lift something too heavy for you. If you have to strain to carry the load, it's too heavy. Make sure you have enough room to lift safely. Clear a space around the object before lifting it. Look around before you lift, and look around as you carry. Make sure you can see where you are walking. Know where you are going to put down the load. Avoid walking on slippery, uneven surfaces while carrying something. Don't rely on a back belt to protect you. It hasn't been proven that back belts can protect you from back injury. Get help before you try to lift a heavy load. Use a dolly or a forklift if you can.

## **Propane Safety**

**All employees dispensing propane are required to take propane training. Please continue to familiarize yourself with the CBH Cooperative pamphlet, *Propane Dispensing Station Training Manual*. Points to remember:**

1. Always wear protective eye wear with side shields and propane resistant (rubberized with no seams) gloves when inspecting and filling containers.
2. Always perform a routine inspection on the dispenser before using.
3. Prior to filling, always check the weight of the cylinder or the fixed level gauge to make sure the cylinder is not already full and the fixed level gauge is working.
4. Propane containers are only filled to 80 percent capacity. Only cylinders stamped with DOT/ICC specifications 3B-240, 4B-420, 4BA-240, 4BW-240, 4E-240, and 26-240 may be filled. Cylinders must requalify within 12 years and the date of qualification must be stamped on the cylinder.
5. Never release an overfilled or leaky cylinder to a customer.



6. Do not stand in front of a safety relief valve.
7. No smoking or open flames within 25 feet of tank or vehicle containing Propane.
8. Weeds, long dry grass, wooden materials (e.g., limbs, planks, pallets) and paper products are all examples of combustible materials (i.e., “fuel”) that need to be controlled and kept at a sufficient distance from LP-Gas storage containers in order to reduce the potential for a fire that could occur adjacent to the equipment. All these and similar combustible materials must be maintained or stored such that they are no closer than 10 feet to the container.
9. Bulk storage tank should be shut off and locked when not in use.
10. Inspect station frequently for unsafe conditions such as worn or damaged hoses, leaks, broken valve handles, and loose or broken emergency cables.

## **Leaks**

1. Evacuate employees and customer as necessary.
2. Call CBH Cooperative @ **(605) 890-1401**
3. If possible, without endangering yourself, close a valve upstream of the leak to stop the flow of gas.
4. Eliminate any ignition points.
5. Evacuate upwind from the leak.
6. If the gas leak ignites, do not attempt to put out the gas fire until the leaks has been stopped. Keep the top of the propane storage container cool with water spray.

If a petroleum substance (such as propane, butane, methane, liquefied petroleum gas, etc.) is released to the air, the Resort Manager must notify persons potentially impacted by the release, the State Department of Environment and Natural Resources, and local authorities. The Resort Manager must also take immediate steps to ensure evacuation of the area if the release poses any possible threat to human health. If the release is ongoing, the Resort Manager must take action to stop the release if this can be done safely. The department will evaluate the situation when it is reported and work with the responsible person and local agencies to determine if any additional response actions are necessary.

## **Hazardous Materials**

Hazardous materials are chemicals or substances that are physically hazardous or present other health hazards, whether the materials are in a usable or waste condition

### **Identification of Hazardous Chemicals**

We use a limited number of chemicals. The following departments (in the office areas) possess the MSDS information on chemicals they utilize: Maintenance, Housekeeping, and Pool. Employees should access the information pertaining to the chemicals they are using in their workplace.

### **Hazardous Materials**

- Toxic Chemicals - Can be a gaseous, liquid, or solid and can cause illness or death if not handled properly.
- Dangerous Liquids - Give off vapors that can form an explosive mixture when mixed with air.
- Dangerous Gases - Can be corrosive, combustible, flammable, explosive, poisonous, or all of these.
- Explosives - Mixtures or compounds that can cause an explosion.
- Corrosives - Can destroy living issue and other substances.

## **Hazard Indicators**

Any abnormal, obvious conditions should be reported to security, the maintenance supervisor or resort manager immediately.

"Obvious conditions" apply to a smell or scent, sound, or visual observation, generally by some or all occupants in an area, rather than sensitivity by one person to a specific thing.

Abnormal obvious conditions would be:

- Eye irritation.
- Persistent symptoms or illnesses.
- An odor of gas, sewer, electrical, or other.
- A haze in the air.
- Visible dust clouds or fumes.
- A vibration.
- A crack developing in a structural wall, floor, or ceiling.
- An unusually hot spot in a wall, floor, or ceiling.
- Hissing or grating sounds that cannot be explained.
- A sudden pop or bang sound that cannot be explained.
- Any suspected water leak.
- Anything dripping from the ceiling.
- Dirt or grit continually or regularly falling from the ceiling.

## **Handling Hazardous Materials**

1. Before handling, obtain proper training, read the labels and warnings, and follow all recommended precautions.
2. Know what to do if the substance or spills. This information is available on the Material Safety Data Sheet (MSDS). DO NOT attempt to handle leaks or spills without proper training.
3. Unknown substances should be considered hazardous until they can be identified as to their contents.
4. Handled carelessly, hazardous substances can cause injury, illness or even death.
5. Hazardous substance emergencies can affect large areas and many people.

## **Spill or Leak**

1. Immediately evacuate the area
2. Call security and/or the resort manager and give them the following information:
  - Building Name.
  - Street Address (cabin or site #)
  - Floor Level.
  - Room Number or Area.
  - Other pertinent information about the hazardous emergency.
  - Follow their instructions.
  - If injuries have occurred, call 911 immediately and provide the same information.

### **Hazardous Material Special Instructions**

In a hazardous material incident in the building,

1. If the agent is migratory, the entire building must be cleared and secured.
2. If the agent is radiant, move occupants out of range and prohibit proximity.
3. If the agent is stationary, prohibit contact.

### **Indications of Hazardous Material Spills**

1. A liquid giving off an odor when exposed to air.
2. A liquid foaming when spilled.
3. A liquid staining floor or carpeting when spilled.
4. A haze in the air or visible fumes or odors from a spill.
5. Sudden headaches or fainting of several or many occupants.
6. Itchiness, rashes, choking, eye tearing, or runny noses of several or many occupants.

These symptoms may not appear suddenly. They may occur gradually over hours or days or weeks, depending on the size and type of material. A few, several, all, or none of the occupants may acquire symptoms.

If there is any question as to the status of any material, call security or the maintenance supervisor or resort manager. If there is any suspicion about any material that has spilled, clear the immediate area and call security, or the resort manager or maintenance supervisor.

Try to use good judgment about any spill, but above all, play it safe. Keep in mind that hazardous materials are not used or stored at this facility in significant amounts to constitute a hazardous area. What few materials are used, are in containment areas, and in small amounts. All flammable materials are stored in flame-resistant storage cupboards.

Eye Wash Stations are available for use in the maintenance building, where most chemical usage is occurring. Material Safety Data Sheets (MSDS) of all chemicals used by the COMPANY are in the maintenance building and are on file and available for review.

NEVER ATTEMPT TO CLEAN UP A HAZARDOUS SPILL UNLESS YOU HAVE THE PROPER TRAINING AND PROTECTIVE CLOTHING.

## **Missing Child or Mentally Incompetent Adult (Amber/Silver Alert)**

Immediately upon receiving a report that a child or mentally incompetent adult is missing in the resort, any Hart Ranch employee shall report an emergency situation by radio to all radio holders. It should be made clear to every radio holder that a person is missing. All radio traffic will be halted except for communications regarding the emergency. The employee receiving the missing person report should obtain detailed information about the missing person, including age, sex, height, weight, hair length and color, a complete description of clothing and the last place the missing person was seen, and what sort of activity they were engaged in, including all companions associated with the missing person.

While the employee who received the report is taking down all pertinent information, the security officer on duty will immediately order the front gate to be shut down. All outgoing and incoming traffic will be halted until sufficient Hart Ranch personnel arrive at the front gate to search any vehicles that they allow to exit the resort.

All Hart Ranch radio holders will begin a systematic search of the resort grounds as directed by the security officer on duty. The search will only cease when the missing person is found, and then only after the security officer on duty has verified that the person has been found.

After a thorough search of the resort is made and the missing person is not found, the security officer on duty will notify the Pennington County Sheriff to report the situation. The search will continue and expand to the areas adjacent to the resort, especially in the area of Spring Creek. Employees and volunteers will continue the search until notified by the sheriff, security or the resort manager to discontinue.

## **Pool Emergency Procedures**

**Weather:** In the event of severe weather, thunder or lightening, the swimming pool will be closed and everyone evacuated from the pool area. Any Hart Ranch employee, upon seeing lightening, or hearing thunder, will immediately call the swimming pool by radio and inform them of lightening or thunder in the area. The pool supervisor will determine when to reopen the pool after the weather has cleared.

**Medical:** In the event of a medical emergency at the pool, pool personnel shall immediately respond, assess the situation and begin providing care to the person. Pool employees shall direct that 911 be called if needed. The employee in charge shall direct that security be called either by the emergency red phone on the pool deck, or by radio.

All non-emergency radio traffic will cease until the emergency is over and radio traffic is cleared by the security officer on duty.

## **Cabin and Lodge Bed Bug Policy**

Bed bugs are great “hitchhikers” and can find their way into luggage, clothing, blankets, pillows, pet beddings and even souvenirs, which makes it easy for them to be spread from one location, such as a motel room, to another. Bed bugs have been found in homes, apartments, hotels, motels, health care facilities, dormitories, shelters, schools and all types of transportation. Because of their “hitchhiking” abilities, once they are in a room it is impossible to tell who brought them in. It is very important to take steps to prevent them from spreading and to get rid of them.

If any member, guest or employee of Hart Ranch Camping Resort believes that any cabin or room has bed bugs, they should notify the front desk as soon as possible. Once the front desk has been notified, the person on duty will :

- Offer the guest staying in a cabin or Anderson Lodge a new room and trash bags. The guest should place all belongings into the trash bags to prevent spreading bed bugs to the next room.
- Provide a fact sheet about bed bugs.
- Have the room inspected thoroughly for bed bugs as soon as possible
- The room will not be rented until it has been inspected and found clear of bed bugs. If bed bugs are found, a licensed pest removal company will be hired to exterminate the bugs and to inspect adjoining rooms for bed bugs.
- Provide the guests with the results of the inspection so that if bed bugs are found, the guest can take the appropriate actions to prevent taking them home or to another place of lodging.

## **Flooding**

In the event of a flood threat to Hart Ranch Resort, the following procedures are in place:

- Security personnel will keep abreast of flood threats through use of weather radios and by communicating with the Pennington County Sheriff's department
- All Hart Ranch Resort personnel working outside will closely monitor Spring Creek and all water runoff due to heavy precipitation.
- Should it appear that flooding is possible, the resort manager or security officer on duty will notify all first responders by radio to assist in evacuating low lying areas of the resort.

- Determination will be made on whether or not to allow guests to move campers to higher ground, depending upon how high and how fast flood waters are approaching. I
- If there is imminent danger of flash floods, guests will be directed to move to higher ground without taking time to hook up and pull campers with them.

## **Severe Weather Emergency**

The resort manager or security officer on duty, upon reasonable belief that severe weather, including but not limited to, tornadoes, high winds, damaging hail or life threatening thunderstorms, is headed directly towards Hart Ranch Resort, shall implement the following procedures:

1. Notify all designated first responders by radio of the weather danger. All first responders shall report to their designated storm shelter where they will provide direction, assistance and communications to guests seeking shelter during the storm.\*
2. Activate the storm warning siren. The siren shall be left on while the security patrol van drives through every section of the resort at 10 mph with emergency lights and siren activated. The security officer may announce periodically over the public address system that all guests should proceed immediately to the nearest storm shelter (comfort stations and lodge basement).
3. The storm warning siren will be turned off after all areas of the resort have been properly warned.
4. If the severe weather does impact the resort, all first responders shall assess the situation in their designated area for injuries, property damage, gas leaks, flooding and fire. The resort manager or security officer on duty will compile assessment reports and decide if medical or fire assistance is required. If assistance is needed, the resort manager or security officer will direct personnel to dial 911 if phone communications have not been interrupted by the severe weather. All first responders will provide first aid as needed to injured persons.
5. When the severe weather threat is over, the resort manager or security officer on duty will notify all designated first responders by radio that all is clear. First responders will then notify all guests in shelters that the weather threat is over.

\*First responders are radio holders assigned by the resort manager to respond to emergencies. Each responder will be assigned to a specific storm shelter or other area and will provide assistance, direction and communications to all persons in that area during an emergency.

## **Workplace Violence**

Though your first thought about a workplace shooting may be, "That would never happen here," the reality of the matter is that a shooting can happen anywhere at any

time. And if you are unfortunate enough to find yourself in the same place as a shooter, it's best to be prepared.

Report any suspicious activity. Keep alert and always report suspicious incidents to the authorities. If a co-worker talks about killing people or threatens to bring a knife or a gun to work, report this to the Resort Manager and Security. You may prevent a disaster by doing so. Many shooters often announce their plans ahead of schedule as a way of showing off; do not take their behavior lightly or as a joke and report it immediately

Decide if you should run, hide, or fight. If you are able to run away from the shooter in a reasonable amount of time, then it's time to start running as fast as you can. Though you may freeze and be too scared to do anything, remind yourself that runners have the highest survival rate in a shooting. If you can't run away because the shooter is too close or because you're responsible for a group of small children, for example, then you should decide whether you have enough time to barricade yourself in a room before you hide. If you don't have time to barricade yourself, then worry about hiding. If the shooter attacks you, you'll have to fight him -- this will be your only chance at survival.

## 1. RUN

**Run away if you can.** If you hear shots in the distance but feel that you can run or escape *reasonably* safely, then it should be time to plan your escape path. Though you may freeze when you hear the sound of bullets, you need to be able to *react immediately* and see if running is your best option. Runners have a higher success rate in shootings than people who hide, so if you feel that the shooter is far enough away for you to make a run for it, then now is your chance.

- If the shooter is in close proximity to you, whether he's running up the hall or outside your door, then skip to the next section to look out for tactics for hiding.
- Reacting immediately is crucial to this situation, whether you're running or hiding. Don't freeze up and delay your reaction. This may not give you enough time to run away even though that may be your best option. Freezing can force you to end up hiding, which may not be your best move.
- Run in a zig-zag pattern or crouch down as you run. Though your first instinct will be to run straight ahead, since you'll be running for your life, you should run in a zig-zag pattern to minimize your chances of being shot. If the shooter approaches at a distance and aims his gun at you, you'll be harder to shoot if you're not running in a straight path that gives him enough time to aim his gun. You can also crouch down as you run so it's more difficult to shoot you.
- Run as fast as you can and try to run in a zig-zag pattern or crouch at the same time. But if this is slowing you down or disorienting you, just run forward.
- Forget your belongings. If you've determined that it's best to run, then forget your wallet, your purse, or your cell phone. Though your first instinct may be to take your possessions with you, none of them are as important as your life.
- Bring people with you. As you're running, encourage others to run. If someone looks disoriented or too scared to move, grab that person and drag him with you. Tell the people that running is crucial to your survival. If you're running in a bigger

group, it'll be harder to target you individually, and you'll have strength in numbers if you do run up against the shooter.

## **2. HIDE**

**Determine if you should hide and barricade yourself.** It should only take a few seconds to determine if your best course of action should be to run or to hide. If the shooter is rapidly approaching the room you're in, then you should prepare to hide as soon as possible. If you have more time, but not enough time to run, then you should barricade yourself and call the authorities before you hide. If you need to hide and have time to barricade yourself and there are multiple people in the room, you should delegate tasks:

- One person or group of people should lock and barricade the door.
- One person or group of people should call 9-1-1.
- One person or group of people should grab all the weapons he can find.
- Turn off the lights. Immediately turn off the lights in the room where you are. This will disorient the shooter and make it look less likely that there are people in the room where you are.
- Lock and barricade the door. Lock the door immediately and do anything you can to make it more difficult for the shooter to enter. Remember that most shooters only have a few minutes before the police show up, and they're not interested in taking the path of most resistance. Lock the door, place a doorstop on it, and place all heavy furniture like desks and chairs in front of the door immediately to deter the shooter. If the shooter is approaching, get away from the door as soon as you can to keep yourself from being shot through the door.
- If you're in a bathroom that doesn't lock, use a belt or t-shirt to tie the metal latches on top of the door that allow it to open and close.
- Once you've locked and barricaded the door, stay away from the door and all windows immediately.
- Call 9-1-1. If there's a landline in the room, pick it up and call 9-1-1 immediately. Using a landline instead of your cell phone is the best move because the police will automatically be able to trace the call, which they would not be able to do if you called from your cell phone.
- Grab any weapons you can find. Look around the room where you're hiding and find anything that you can use as a weapon. It can be a stapler or sharp scissors you find in the teacher's desk, the hot coffee in the kitchen of your office, beakers in a science room, or anything that is sharp, heavy, made of glass, or which can be used as a weapon. Hold on to these weapons in the event that the shooter enters the room where you are
- Hide. Once you've grabbed your weapons, it's time to hide under desks, chairs, in closets, or in any hiding places that are convenient. No matter where you hide, you should stay low to the ground to make yourself less of a target. If you have time, turn off your cell phone so the sound won't encourage the shooter to approach you.



- Try to stay calm. Though this may seem nearly impossible, it's crucial that you stay absolutely silent. Tell people that whimpering or crying will only make the shooter more likely to find you. Be mentally prepared for the event that the shooter comes into the room and finds you. In that case, you'll have no choice but to fight.
- Consider playing dead if you can't hide yourself. This only works if shots have been fired and you're already in a room or place when people have been shot and have no place to hide. Then, if the shooter approaches your location, you can take a risk and play dead, hoping that he'll think that you're among the dead and will pass you by. However, this is a risky move because he may not believe you're dead, and you may be too nervous to stay completely still.
- Wait. Once you've hid and barricaded yourself, all you can do is wait for the police to arrive and save you, or wait for the shooter to approach, in which case you'll have to hide. When the police arrive do not run to them or request help, as this may cause them to think you are a threat. Do exactly what the officers tell you to do, do it quickly, and do it without argument or protest. Be as helpful as possible to the authorities. Tell them everything you know.

### 3. FIGHT

**Remember that attacking the shooter is your final option.** You shouldn't jump out of your hiding place and attack the shooter if he's approaching. You should only fight him if you're sure that you'll be shot if you do nothing. Do not try to reason with the shooter or plead for your life. Trying to engage with the shooter, ask him what he's doing, or to plead for your life by talking about your family has not been proven effective in dealing with shooters. The shooter will be on a rampage and will be beyond hearing the voice of reason, so don't waste your time by trying to talk to him -- you're much better off fighting.

- If there are multiple people in the room, ambush the shooter. If there are multiple people in the room and he can see all of them, then you should all try to attack him at once, hurting him, throwing objects, and doing everything you can to render him powerless. You may not want to fight the shooter if you see that someone else is doing it, but strength in numbers will make it more likely that you'll survive.
- Attack the shooter with any weapon you can. Use your sharp scissors, glass, or any other sharp or heavy objects to attack the shooter immediately. Even a sharp ballpoint pen or pencil could be the perfect weapon for gouging out the shooter's eyes. You're fighting for your life and every second counts. Don't hesitate just because he has a gun and you don't.
- Aim high. Try to hurt the shooter in the face, eyes, shoulders, or neck, or arms, so that he's more likely to let go of his weapon. You should stab him in the neck, gouge out his eyes, or stab him in the arm -- doing anything you can to make him get rid of that weapon or to hurt him so the weapon is within your reach.
- Kick him in the crotch. If you can't go for his face or weapon, kick him in the crotch. This will be an effective way to disarm him and to cause him a large amount of pain.

- Don't think about being shot. Focus on fighting for your life, knowing that most people who are shot by a gun actually survive. Stay strong and fight for your life with everything you've got instead of worrying about the worst-case scenario. This may sound nearly impossible, but this is the best thing you can do if you want to survive the shooting.

## **BOMB THREAT PROCEDURES**

In the event of any terroristic threat, immediately contact law enforcement and the (FACILITY MANAGER). The (FACILITY MANAGER) will notify any additional authorities and, if safe to do so, will initiate evacuation of other nearby employees or the public. Under no circumstances should an employee risk their life to protect property.

All company personnel should know the procedures for handling a bomb threat emergency. The procedures should be readily available and in the hands of all facility employees who by reason of their assignment might be expected to receive either a phone call, verbal or physical threat, suspicious mail or packages. This category includes all telephone operators, mail handling personnel, receptionists and secretaries to company officers.

### **Bomb Threat**

**If a bomb threat is received:**

**Call 911 Do not Panic**

No Bomb Threat Can Be Discredited without an Investigation.

Threat on the Phone Although threats can come in almost any form (letters, memos, writing on a wall, e-mail, etc.), most threats come over the telephone. A strict and consistent procedure should be followed. The person who receives the threat must record as much information as possible. Contingency arrangements may allow a call to be traced.

### **RECEIVING A THREAT**

NOTE THE BOMB THREAT CHECKLIST FOR PHONED-IN THREATS. GIVE THIS CHECKLIST TO ALL EMPLOYEES WHO RECEIVE OUTSIDE CALLS. (NOTE THAT THE CHECKLIST IS USED BY THE U.S. POSTAL SERVICE, AND IS ALSO USED BY OVERSEAS U.S. EMBASSIES.)

- If you receive a call, follow and document the call as outlined in the Bomb Threat Checklist for Phoned Threats later in this procedure.
- Record the time and the exact words of the message with particular emphasis on the description and the possible location of the device.
- Be familiar with Letter and Parcel Recognition Points, given later in this procedure.

## **REPORTING A THREAT**

- Immediately call your Location Manager or General Manager. He or she will contact the General Manager and/or law enforcement agency.

## **DECIDING TO EVACUATE**

- Immediately after evaluating the threat, law enforcement agencies will decide whether there might be validity to the threat.
- If they determine it is a valid threat, activate your facility Evacuation Procedure.

(To the Emergency Planner: Familiarize staff members who receive incoming calls with this sequence of steps to take if a threat is received. Drilling them on these calls is suggested.)

## **EVALUATING AND DOCUMENTING THE THREAT**

- The majority of the bomb threats received are crank calls.
- There is frequently a clue to the validity of the threat in the message itself or in the attitude and manner of the caller.
- That is why it is important to record the caller's message exactly as it was given.
- If you receive a threatening call, be sure to complete the Bomb Threat Checklist immediately after contacting your Emergency Coordinator to report the call.

## **DECIDING IF THE THREAT IS REAL**

- The bomber, in placing the call, tends to prolong the call and be willing to furnish some detail as to the location of the device, reasons for planting it, etc.
- The call is frequently repeated.

## **HANDLING A CRANK CALLER**

- The message tends to be abrupt and hurried. Seldom are details forbidden regarding the type of device, the location, reasons, etc.
- The call is frequently repeated.

## **WHAT TO DO WHILE SPEAKING TO CALLER**

- Basic instructions are to be calm, be courteous. Listen...do not interrupt the caller.
- Pretend difficulty with hearing the caller's conversation. Keep the caller talking.
- If the caller seems agreeable to further conversation, ask questions like these and jot down his or her responses.

*What kind of bomb or device is it?  
How many did you place?*

*When will it/they go off? At a certain hour?  
How much time remains until it/they go off?  
Where is it or they located? Building? Area?*

- If the building is occupied, inform the caller that if the device detonates (goes off) it could cause injury or death.
- Did the caller appear familiar with the facility or building when he or she described the location of the bomb(s) or device(s)?

### **LETTER AND PARCEL BOMB RECOGNITION POINTS**

If the letter or parcel you are handling or receive has any of these characteristics:

- Foreign mail, air mail and/or special delivery
- Restrictive marking, such as “confidential”, “personal,” etc.
- Excessive postage
- Hand-written or poorly typed addresses
- Incorrect titles
- Titles but no names
- Misspellings of common words
- Oily stains or discolorations
- No return address
- Excessive weight
- Rigid envelope
- Lopsided or uneven envelope
- Protruding wires or tinfoil
- Excessive securing material, such as masking tape, string, etc.
- Visual Distractions

### **ACTION TO TAKE AFTER RECEIVING SUSPICIOUS**

#### **PACKAGE**

- Do not handle package.
- Evacuate area package is in.
- Notify main office – General Manager.
- Notify local law enforcement agencies.

## BOMB THREAT CHECKLIST FOR PHONED THREATS

EXACT MESSAGE RECEIVED:

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TO BE COMPLETED AFTER CONTACTING YOUR EMERGENCY COORDINATOR.

Name of person receiving call: \_\_\_\_\_

Time: \_\_\_\_\_ Date: \_\_\_\_\_

CALLER'S IDENTITY:

Male \_\_\_ Female \_\_\_ Adult \_\_\_ Juvenile \_\_\_

Approximate Age: \_\_\_

ORIGIN OF CALL (IF YOU CAN TELL OR ASK)

Local \_\_\_ Long Distance \_\_\_ Booth \_\_\_ Internal \_\_\_

VOCAL CHARACTERISTICS

SPEECH

<input type="checkbox"/>	Loud	<input type="checkbox"/>	Soft	<input type="checkbox"/>	Fast	<input type="checkbox"/>	Distorted
<input type="checkbox"/>	High Pitch	<input type="checkbox"/>	Deep	<input type="checkbox"/>	Distinct	<input type="checkbox"/>	Nasal
<input type="checkbox"/>	Raspy	<input type="checkbox"/>	Pleasant	<input type="checkbox"/>	Stutter	<input type="checkbox"/>	Lisp
<input type="checkbox"/>	Intoxicated	<input type="checkbox"/>	Other	<input type="checkbox"/>	Slurred	<input type="checkbox"/>	Other
<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	Slow	<input type="checkbox"/>	

LANGUAGE

ACCENT

<input type="checkbox"/>	Excellent	<input type="checkbox"/>	Good	<input type="checkbox"/>	Local	<input type="checkbox"/>	Regional
<input type="checkbox"/>	Fair	<input type="checkbox"/>	Poor	<input type="checkbox"/>	Foreign	<input type="checkbox"/>	Other
<input type="checkbox"/>	Foul	<input type="checkbox"/>	Other	<input type="checkbox"/>	Not Local	<input type="checkbox"/>	

MANNER

BACKGROUND

<input type="checkbox"/>	Calm	<input type="checkbox"/>	Angry	<input type="checkbox"/>	Machinery	<input type="checkbox"/>	Trains
<input type="checkbox"/>	Rational	<input type="checkbox"/>	Irrational	<input type="checkbox"/>	Bedlam/uproar	<input type="checkbox"/>	Animals
<input type="checkbox"/>	Coherent	<input type="checkbox"/>	Incoherent	<input type="checkbox"/>	Music	<input type="checkbox"/>	Quiet
<input type="checkbox"/>	Emotional	<input type="checkbox"/>	Office Machine	<input type="checkbox"/>	Voices	<input type="checkbox"/>	Street
<input type="checkbox"/>	Righteous	<input type="checkbox"/>	Laughing	<input type="checkbox"/>	Party Atmosph.	<input type="checkbox"/>	Other

## **Safety Disciplinary Policy**

Hart Ranch Camping Resort Club believes that a safety and health Accident Prevention Program is unenforceable without some type of disciplinary policy. Our company believes that in order to maintain a safe and healthful workplace, the employees must be cognizant and aware of all company, State, and Federal safety and health regulations as they apply to the specific job duties required. The following disciplinary policy is in effect and will be applied to all safety and health violations.

The following steps will be followed unless the seriousness of the violation would dictate going directly to Step 2 or Step 3.

1. A first time violation will be discussed orally between company supervision and the employee. This will be done as soon as possible.
2. A second time offense will be followed up in written form and a copy of this written documentation will be entered into the employee's personnel folder. Time off without pay (3 day minimum).
3. A third time violation will result in termination.

If an employee of this company knowingly and willingly violates any of the safety rules or procedures, or puts his/her self in an imminent danger situation, the employee will be immediately discharged.

## **HRCR 2 - Employee Safety Meetings**

### **Employees**

Employee safety meetings are to be held once a month in each department to provide continuous retraining, cover incidents that have occurred, and discuss possible issues.

### **Committee**

The HRCR Safety Committee shall also meet on a monthly basis:

- A Report on the review of any walk-around safety inspections conducted since the last safety meeting will be given. .
- Review of any citation to assist in correction of hazards.
- Evaluation of any accident investigations conducted since the last meetings to determine if the cause of the unsafe acts or unsafe conditions involved were properly identified and corrected.
- Document attendance and other subjects discussed.
- Maintain records for one year.

## **HRCR 3 – Self-inspections**

- Work areas shall be inspected on a bi-weekly basis by member of the HRCR Safety Team and the Resort Manager.
- The Safety Inspectors shall document the walk-around safety inspection (see Walk-Around Safety Inspection Form).
- Maintain records for two years.

# Walk-around Safety Inspection

- Power lines:** Minimum 10' clearance / insulate – de-energize, under 50 kw; over 50 kw – refer to Chapter 155
- Trench/excavation:** Any trench four feet or more must be sloped, shored or braced
- Guardrails:** Any opening four feet or more above ground level must be guarded
- Standard guardrail:** Top rail = 39" to 45" above working surface. Midrail = halfway between top rail and floor. Toeboard = 4".
- Scaffold:** Fully planked
- Scaffold:** Fall protection provided if fall hazards over 10 feet exist
- Stairs:** Four or more risers must have handrails
- Fall protection:** Any exposure to fall hazards of 10' or greater must be eliminated by the use of safety harness/belt, lanyard or lifeline, horizontal lines, or cantenary lines. Positive fall restraint/protection must be utilized at all times. Two lanyards may be necessary at the beam/upright traverse points. No exposure at any time is allowed.
- Fall protection work plan:** Job specific, in writing; available on-site for all fall hazards above 10'.
- Open belts and pulleys, chains and sprockets, points of operation** must be guarded to prevent accidental contact. Air compressors and electric motor pulleys are the most common hazards.
- Radial saws:** Cutting head must return easily to start position when released; blade must not extend past the edge of the worktable; off/on switch should be at front of operator's position.
- Table saws:** Upper hood guard; anti-kickback, push stick, belt and pulley guarded
- Circular saws:** Blade guard instantly returns to covering position
- Never wedge or pin a guard.**
- Ladders:** Extended 36" above landing and secured to prevent displacement
- Floor holes/openings:** Covered and secured; be sure no tripping hazards in the area.
- Extension cords/electric power tools:** GFCI's required.
- Clothing:** Minimum of short sleeve shirts, long pants, and substantial footwear for those working in areas of an abrasive nature. No recreational shoes to be worn by Maintenance Dept. employees.
- Hard hats:** readily accessible at all times; worn when overhead hazard exists
- Oxygen/acetylene storage areas:** Cylinders chained and separated
- Personal protective equipment:** Head, eye, ear, respiratory, and leg protection – high visibility vests when required
- Housekeeping:** Workers are responsible for their own area of exposure
- First aid/fire extinguishers:** Available and readily accessible
- Lifting Examinations:** Per observation.

**Other hazards observed:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Supervisor's signature

\_\_\_\_\_  
Employee's signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date