

Comprehensive Safety Policy and Emergency Procedures

REO Rafting & Yoga Resort

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Introduction

This company is committed to strong safety policies that protect its staff, guests, and property from accidents. Employees at every level, including management, are responsible and accountable for the company's overall safety initiatives.

Employees are responsible for following all procedures, working safely, and, wherever possible, improving safety measures. An injury and accident-free workplace is our goal. We can achieve this with active demonstrations of the safety policies by everyone, every day, in every job.

Goals

1. To minimize risks and prevent accidents.
 2. To ensure all participants are informed, prepared, and equipped.
 3. To respond effectively in the event of an emergency.
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Personnel & Emergency Contacts

Non-Emergent Situation / After Hours

Resort Manager Sierra Fogelman +1 778-874-7873	Resort Manager Matthew Walls +1 604-512-5232
Resort Owner Karen Fogelman +1 604-551-5165	Resort Owner Bryan Fogelman +1 604-307-3122

First Aid Situation

First Aid Manager #1 Matthew Walls +1 604-512-5232	First Aid Manager #1 Sierra Fogelman +1 778-874-7873
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Evacuation Situation

Evacuation Coordinator #1 Sierra Fogelman +1 778-874-7873	Evacuation Coordinator #2 Matthew Walls +1 604-512-5232
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Emergency Situation

Emergency Services 911	Boston Bar Ambulance +1 604-869-5112	Fraser Canyon Hospital +1 604-869-5656
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Employee Certifications

- All full-time employees must hold the following certifications:
 - First Aid
 - Current CPR Certification
 - Key employees must have the following training:
 - AED training
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Safety Equipment

The following safety equipment can be found at the designated locations.

Equipment	QTY	Locations	Contents
First Aid Kits	2	Kitchen Guest Services	Gauze, tape, bandages, Band-Aids, scissors, cold packs, gloves, tweezers, antiseptic wipes, antibiotic ointment, acetaminophen, aspirin, antihistamine, after bite, and eye wash.
Travel First Aid	3	Guest Services x2 Guide Shack	Small first aid kit, acetaminophen, gauze.
Fire Extinguishers	8	Kitchen x4 Staff Kitchen Guest Services x2 Workshop	ABC Powder fire extinguishers for use on class A, B, C, and Electrical fires.
Fire Blanket	1	Kitchen	A fire retardant blanket to cut off oxygen.
Emergency Blankets	2	Guest Services	Thermal blanket used to reduce heat loss.
Satellite Phones	2	Guide Shack	Standard satellite phone with carabiner, taken on any activity out of cell service.
Construction PPE	-	Workshop	Eye goggles, masks, respirators, gloves, hearing protection, harnesses, and rope.
AED	1	Rafting Transport Vehicle/Guide Shack	Carrying case, adult electrode pads, and AED battery.

Emergency & First-Aid Incidents

If you find yourself, guests, or your coworkers in an emergency requiring an ambulance, police, or firefighters, **call 911**. If you are on an activity out of cell service, please use the SOS function on the satellite phones.

After you have contacted emergency services, please inform a manager and the First-Aid Manager. Once you and the people involved are safe and/or in the care of professionals, fill out an incident report.

If you find yourself, guests, or your coworkers in a first-aid incident where you do not require emergency services, please inform a manager and the First-Aid Manager. If you are qualified to treat the injury, you may proceed in doing so. Otherwise, wait for a qualified person to administer first-aid.

If non-emergent professional care is needed, REO will pay an employee to drive the injured person to and from the ambulance station in Boston Bar within work hours 9am-5pm. If a ride to the Hope Hospital is needed by the ambulance, the ambulance fee will be paid by the injured individual. All injuries outside of scheduled work are not workplace injuries. After the incident has been resolved, fill out an incident report.

Evacuation Procedures

In the event of an emergency requiring occupants to evacuate the premises, please follow the below protocols.

Muster Location: Guest Services Parking Lot

Safe Locations:

- a) REO Resort (1st location) – If the threat is contained and it is deemed safe to stay.
- b) Boston Bar (2nd location) – Meet at the ESSO Gas Station
- c) Hope (3rd location) – Meet at Hope Memorial Park (park your vehicle on 3rd Ave)
- d) Lillooet (4th location) – Meet at the Buy-Low Foods Parking Lot

*The Evacuation Coordinator will confirm the safe location.

Wait at the safe location until the Evacuation Coordinator arrives, then check in with them once again. Lodging and other necessary information will be provided to you at this location as soon as available.

If you do not have your own vehicle to evacuate, REO arrange a shuttle for you to a safe location. Let the Evacuation Coordinator know this information when you check in.

FIRE

- If you notice any smoke or signs of fire, **call 911** and notify a manager.
- Then **proceed to the muster location**, informing all staff/guests to do the same.
- Once you hear about the possible fire at or near the resort, you must stay with a partner from that point onwards.
- Staff who have received fire hose training and who are safely able to, will begin to dispense water on the property.
- Check-in with the Evacuation Coordinator.
- Do not wander off, wait for further instructions.

FLOOD

- If you notice the Nahatlatch River water levels rising above the bank, **call 911** and notify a manager.
- Then **proceed to the muster location** but do not walk through moving water. Inform all staff/guests to do the same.
- Once you hear about the possible flood at or near the resort, you must stay with a partner from that point onwards.
- Check-in with the Evacuation Coordinator.
- Do not wander off, wait for further instructions.

EARTHQUAKE

The following actions are recommended based on your location:

- If you are driving, set your parking brake and stay in the car until the earthquake stops.
- If you are in bed, turn face down and cover your head and neck with a pillow.
- If you are outdoors, stay outdoors in an open area away from buildings and trees.
- If you are inside, stay and do not run outside. Move away from doorways, windows, tall/heavy furniture, and large loose items. Stand against a wall near the center of the building or take cover under a table if that is near you.

Once the shaking has finished, the following actions are necessary:

1. First **check yourself and others for injuries**.
2. Stay out of damaged buildings and be careful of debris.
3. Then **report to the muster location** and check-in with the Evacuation Coordinator.
4. Do not wander off, wait for further instructions.
5. Expect aftershocks.

SEVERE STORMS

The following actions are recommended based on your location:

- Seek shelter immediately either in an enclosed building or a hard-topped vehicle. There is no safe place outside in a thunderstorm. Stay inside until weather forecasts indicate it is safe to leave. The Guest Services Centre will be available for those in need of shelter.
- If you are caught outside far from a safe location, stay away from tall objects, such as trees, poles, wires, and fences. Take shelter in a low-lying area.

Once the storm has passed, the following actions are necessary:

1. First **check yourself and others for injuries**.
2. Stay out of damaged buildings and be careful of debris.
3. Then **report to the muster location** and check-in with the Evacuation Coordinator.
4. Do not wander off, wait for further instructions.

This plan will be reviewed annually and updated based on new safety standards, guest and employee feedback, and environmental conditions.

Prepared by: Sierra Fogelman

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