



**Tranquility Bay RV Park
Cooperative**

PO Box 123
Brosseau, AB
T0B 0P0

**EMERGENCY
RESPONSE PLAN
FOR
TRANQUILITY BAY RV PARK
COOPERATIVE**

This plan is available on our website (www.tranquilitybayrvpark.com) and posted in the Owls Nest.

Last updated: May 2024

The purpose of this plan is to provide the necessary information for dealing with common individual or localized emergencies and for dealing with emergencies that affect the entire Park.

TRANQUILITY BAY RV PARK FACILITY INFORMATION

Address: PO Box 123 Brosseau, AB T0B 0P0

Municipal Address: 562003 Range Road 114

Physical Location: SE 17-56-11 W4

Park Manager: Garry Kondra

Park Manager Phone: 780-700-8572

Board of Directors Email: tranquilitybaytrailer@gmail.com

EMERGENCY, HEALTH, AND SAFETY SERVICES

Ambulance/Fire/RCMP: 911

Local RCMP detachment:

Two Hills

5209 - 50 Street (8:00 AM - 4:30 PM Monday - Friday)

780-657-2760 Non-emergency

780-657-2820 Administration

Healthlink (non-emergency health advice): 811

Two Hills Health Centre - 4401 - 53 Avenue/780-657-3344 (call to check hours)

St. Paul Healthcare Centre - 4713 - 48 Avenue/780-645-3331

Report a Wildfire: 310-3473 (FIRE)

Poison Control Centre: 1-800-332-1414 (Alberta)/1-844-764-7669 (Canada)

Alberta One Call line locating: 1-800-242-3447 <http://www.clickbeforeyoudig.com/>

Alberta Energy and Environmental 24-hour response line: 1-800-222-6514

EMERGENCY MEASURES PLANNING

When assessing and responding to an emergency, priority is established in the following order:

1. Protection of human life and protection from injury.
2. Protection of property. No effort to protect property will be made until all human lives are safe.

There is a first aid medical kit and an Automated External Defibrillator (AED) located in the entrance of the Owls Nest. Please make note of their location at your earliest convenience. Ask a Board Member or the Park Manager for assistance if you are unable to locate them.

The park also maintains a support list of all potential people in the Park who are trained in first aid and are willing to provide medical assistance in an emergency. It is attached to this Emergency Response Plan as Appendix A.

Please ensure any guests you have, including those in the campground, are also aware of these resources.

This information will be maintained at all times and stored in a folder that is attached to the bulletin board in the Owls Nest, so that it is easily accessible and transportable in the event of an emergency.

MEDICAL EMERGENCY

1. Call 911
2. Provide: your exact location, your name, and your phone #.
3. Explain type of emergency.
4. Follow the instructions of the operator.
5. DO NOT MOVE VICTIM.
6. Stay calm.
7. Keep the victim warm.
8. Do not give the victim anything to eat or drink.

9. Stay with the victim. If possible have someone else notify the Park Manager at 780-700-8572 and retrieve the Emergency Response Plan, first aid kit, and AED (if needed) from the Owls Nest. There may be a trained first aid person available to assist (see Appendix A in Emergency Response Plan).

SEVERE LIGHTNING

1. Stay indoors and away from windows, doors, stoves, sinks, bathtubs, appliances, metal pipes, telephones and other materials, which conduct electricity. (Cell phones are OK)
2. Unplug radios & TVs.
3. Stay in your automobile if it is more accessible than your trailer.
4. You can also shelter in the Owls Nest if it is safer or closer than your trailer.

If you are outside:

1. Take shelter in a building or depressed area such as a ditch – never under a tree.
2. Do not ride bicycles, ATVs, golf carts etc. or use metal tools.
3. If on the lake, get back to shore immediately at any distant sign of lightning.
4. If caught in the open, do not lie flat, but crouch in the leapfrog position and lower your head.
5. Stay in an automobile if possible.

CIVIL DISTURBANCE

In any situation where a person or group of people threaten the safety of others, remain calm and do not provoke aggression.

1. Attempt to diffuse the situation. When you are able, notify the Park Manager at 780-700-8572 and email the Board at tranquilitybaytrailer@gmail.com.
2. If immediate emergency assistance is needed call 911. Follow the instructions of the operator.

FIRE/EXPLOSION

1. Act quickly and decisively. One person needs to take control of the situation.
2. Have a working fire extinguisher inside the entrance to your trailer and/or Arizona room. Use a fire extinguisher if the fire is small.
3. For an out of control fire, immediately call 911.
4. If an evacuation is activated, an evacuation plan is in place - see Appendix B of this document.

Inside a trailer/structure:

1. If the trailer or room is smoke filled, evacuate and DO NOT RE-ENTER. If smoke filled, crawl along the floor to the exit.
2. Close the door when you leave to contain the fire.
3. Call 911. Follow the instructions of the operator.
4. When safe to do so, notify the Park Manager at 780-700-8572 and email the Board at tranquilitybaytrailer@gmail.com

Campfires:

1. Do not burn a campfire if it is windy.
2. Do not burn a large campfire that puts off sparks.
3. Keep a 10 foot area around a campfire free of trash and combustible material.
4. While burning a campfire, keep a water hose connected or a couple of pails of water ready to use.
5. NEVER leave a campfire unattended and ensure that all coals are extinguished before leaving.
6. ALWAYS have a fire extinguisher readily available.
 - As per rule 3.d.iii - Members shall have a 10 lb or larger ABC type fire extinguisher readily available when fire pit is in use.

Grass/brush/tree fires:

Upon fire being detected within the Park, which is not in control, the Fire Department and RCMP should be contacted immediately by calling 911.

Safer areas are open areas with fewer combustible materials such as the beach and gravel parking lot at the Owls Nest. Move to these areas on foot, if safe to do so. Do not create traffic or obstacles on the road access to the Park; this may prevent emergency vehicles from reaching the fire area.

In the event of an approaching forest or grass fire, an evacuation plan is in place to ensure orderly evacuation from the Park and accountability for evacuated people. Please see the evacuation plan in Appendix B of this document.

Extreme wind/tornado:

Normally you are advised to take shelter, preferably in the lower level of a sturdy building. The only building that offers sturdy shelter is the Owls Nest, however do not attempt to move to the Owls Nest unless you are very close by and are able to judge that you have time to reach it without risking the danger of flying debris, which causes most fatalities and injuries in wind storms.

1. Outdoors, with no shelter available, lie flat on your stomach in a ditch or other low lying area, and shield your head with your hands. Flying debris is likely the greatest danger in a moderately severe wind storm.

2. Trailers and vehicles are not safe in windstorms. The Government of Alberta recommends (www.alberta.ca/tornadoes-and-extreme-winds.aspx) :

- If you know severe weather is approaching and do not have safe shelter, leave the area well in advance and seek shelter in a building (preferably with a solid foundation). If it is too late to leave the area by vehicle, seek shelter in a nearby solid building immediately.

In the event of an approaching severe storm or tornado for which there is adequate advance notice to evacuate, an evacuation plan is in place to ensure orderly evacuation from the Park and accountability for evacuated people. Please see the evacuation plan in Appendix B of this document.

Appendix A

VOLUNTEER MEMBERS

TRAINED IN FIRST AID

Name	Phone Number	Lot Number	First Aid Certificate Expiry
Jackie Regehr	780-660-5334	Jackfish 6	January, 2025
Donna Zons	780-940-8514	Perch 9	October 27, 2025
Meghan Eykelbosh	780-679-8923	Perch 11	May 9, 2024
Donna Broschak	780-221-9738	Whitefish 8	November 9, 2024
Kristie Jones	780-660-1772	Trout 6	February 2025
Martin Gillett	780-718-3437	Pickerel 7	March 17, 2027

Appendix B

EVACUATION PLAN

The objective of these procedures is to ensure that people are moved to a safe, secure area and allow authorities to deal with the emergency that has developed.

The Park Manager or an executive Board Member (or their designate) will determine if evacuation of the Park is required and have the authority to issue a Declaration of Evacuation of the Park.

Declaration of Evacuation:

Declaration of Evacuation will only apply to emergencies of major significance and will occur prior to major emergencies if time permits. In an approaching fire situation this will be dependent upon fire behaviour (e.g. direction of wind, rate of spread, natural barriers). In a severe weather situation this will depend on the amount of warning time and the projected severity of the event.

Declaration of Evacuation may also occur after the emergency event to allow emergency personnel to deal with the after effects of the emergency.

Evacuation Procedure:

Designated backup support external to the Park (e.g. emergency services) will be called and alerted of the imminent evacuation. If telephone communication is not viable someone must be dispatched to inform backup support.

The Park Manager, Board of Directors or their designates will seek Park volunteers to be deputized for authority to act on behalf of the Park, and given a role in the evacuation (see Evacuation Control Checklist).

One individual will be assigned to provide central communications and to obtain the TBC Emergency Member Contact List, located in the Park office. The list will be shared (in hard copy or electronically, or both if possible) with the external evacuation shelter location (designated at the time of the emergency) and emergency personnel.

All access to the Park will be closed except for emergency vehicles. The gate will be open but an individual will be assigned and stationed at the gates to provide security and prevent access, if needed.

One or more individuals will be assigned to search the Park and determine if all non-essential people are evacuated.

Member evacuation process:

After declaration of an evacuation, all members (who have not volunteered for and been deputized with an official role in the evacuation procedure) and their guests/campers must immediately leave through the main gate. It is imperative that everyone evacuate immediately in an orderly manner to prevent obstructing access to the Park by emergency services.

Evacuees may not remove any towed camping units or boats from the Park after declaration of evacuation. Campers and boat trailers on the roads provide too much risk of road blockage.

All members must report to the external evacuation shelter location designated at the time of the emergency. The purpose of evacuation is to get people into a shelter that is much safer than the Park.

Attendance will be taken at the shelter location in case follow up is required to account for people who are potentially at the Park during the emergency. If the emergency is resolved safely, people will be allowed to re-enter the Park.

Evacuation Control Checklist:

1. Act quickly to deputize available people who are willing to act on behalf of the Park with key emergency roles for the following:

- Contacting and liaising with external support authorities/emergency services
- Alerting members of evacuation, including campground and checking Owls Nest
- Securing and opening gate
- Providing centralized communications and securing the TBC Emergency Member Contact List from the Park office

2. Confirm the following:

- Members in the Park have been informed of evacuation by means of email contact to the email address on record and post to the TBC Facebook page.
- The gate is open for access by emergency services.
- Someone is providing security at the gate.
- Physical and/or digital copy (preferably both) of TBC Emergency Member Contact List is secured and being transported to the evacuation shelter location as declared at the time of the emergency.
- Owls Nest and washrooms to be checked, cleared of people and locked.
- Check each member lot for occupants to ensure all persons are aware of the evacuation. Direct any remaining persons to leave immediately and proceed to the evacuation shelter location as declared at the time of the emergency.