

EMERGENCY MANAGEMENT PLAN
ROTARY CLUB of HOT SPRINGS NATIONAL PARK – ARLINGTON HOTEL

Fire

When a fire alarm sounds or when otherwise notified of a fire, members should take the following steps:

- 1 Notify 9-1-1
- 2 Do not attempt to enter a smoke filled area
- 3 Direct members to leave the area immediately
- 4 Evacuate to your primary evacuation area
- 5 Determine all members are accounted for
- 6 When exiting make sure all doors are unlocked
- 7 If know, inform arriving firefighters of the fire's location

Wait for an all-clear signal before returning to building

Evacuation routes:

- 1 The front two rows of tables exit to the left of the stage. The first person to each door will hold the door open.
- 2 All others exit the main entry doors. The first person to each door will hold the door open for all others to exit.
- 3 The assembly area is across the street at the pavilion in the Arlington Park.
- 4 Check in and give your name to Gail, Steve, or the roll taker before you leave the area.
- 5 Do not return inside until an all-clear notice is given.
- 6 For those needing assistance with the stairs, the two closest men will make the Boy Scout carry seat to assist them.

Sheltering in Place

Natural Disasters such as tornadoes, flooding, and earthquakes as well as many chemical events don't allow time for evacuation, in these instances we must shelter in place.

- 1 Shelter in pre-determined area,
- 2 Leave doors unlocked but closed
- 3 Listen for further instructions
- 4 For tornadoes the shelter area is the mall corridor in the basement of this building.
- 5 For floods the evacuation area is the main floor lobby or veranda.
- 6 For earth quakes, move to the sides of the room and under a table.
- 7 For a chemical incident you will be required to evacuate when it is safe to do so.

Bomb Threats

If the Hot Springs National Park Rotary Club receives a threat of a bomb by Arlington staff or by telephone it is suggested that you keep the caller on the line, obtain as much information as possible, have a fellow Rotarian call 911 from another phone and notify the President of the Club immediately. If the threat is received by Arlington staff they are to notify the President of the Club immediately. The President will notify the Club immediately and most importantly members are to not touch any suspicious objects. The President will notify the proper law enforcement agency of the threat. If evacuation is required, members will go to the primary evacuation area and determine that all members are accounted for. The primary evacuation area is the pavilion in Arlington Park. While evacuating leave lights on, doors unlocked, and assist each other to the evacuation area. Everyone is to remain at the primary evacuation area until an all clear sign is given. The member who is taking the call should follow the procedure:

- 1 Ask the following questions if possible:
 - o When will the bomb explode?
 - o Where is the bomb?
 - o What does it look like?
 - o What kind of bomb is it?
 - o What is your name?
 - o What is your address?
 - o Where are you calling from?
- 2 Make a note of following:
 - o Telephone number that the threat was received on
 - o Exact time of call
 - o Exact words of caller
 - o Caller's voice (calm, excited, disguised, accent)
 - o Caller's sex
 - o Caller's age
 - o Was the voice familiar to you?
 - o Was there any background noise?

Hostage Situations/Active Shooter

If you are notified of a hostage situation/active shooter within the Arlington Hotel you should:

- 1 Immediately close and lock the entrance to the meeting room and ask members/guest to remain in the common area
- 2 Contact 9-1-1 and notify them of the situation
- 3 Determine all members are accounted for
- 4 Keep any and all phones open for emergency contact only
- 5 Instruct members/guests to remain calm and await further instruction from a law enforcement official.