

## EMERGENCY MANAGEMENT PLAN

### Continuity Plan

Little risk from natural disasters except fire. Risk of burglary and theft. An alarm system deters burglars; the clubhouse doors are always locked when the clubhouse is unoccupied. Gutters are checked for flammable materials.

### Emergency Action Plan

Emergency names and numbers are displayed in the clubhouse. Evacuation of the clubhouse would be through the 2 doors. A key for the eastern door is available close to that door. An emergency kit is available and the emergency planning officer would take the book containing the list of those present that day to the evacuation area. If the officer is not present, the same procedures will be followed by the committee member on duty. The evacuation area is near the shelter shed on Lawn 3.

### Recovery Plan

Our insurance certificate is attached.

Temporary office space would be available at the Westport Club or at a residence of a member of the committee.

The greenkeeper is the only full-time employee of the club. All other tasks are completed by volunteer labour.