



# Emergency Procedures

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## Emergency Procedures

These procedures are performed or directed by the Manager, Instructor, or other Person in Charge.

These procedures summarized on the one-page **Accident Procedure with Contact List** and **Evacuation Plan** posted in the shop.

Refer to the Accident Investigation Kit located in the Manager's podium for addition instructions.

Important: Notify a Guild Board member at the earliest opportunity if any of the following procedures are initiated. Call until you speak with one of them.

### 1. SERIOUS INJURY AND HEALTH PROCEDURE

The shop manager or Red Apron (Person in Charge) or their designee is responsible for ensuring the following takes place when an accident occurs inside the shop:

- a. Call 911 for serious injuries or health issues

Shop address is 841 Red Dam Road in Sun City

**Mandatory call to 911 if the member loses consciousness.**

- b. Provide emergency first aid.
- c. If EMS is called for any incident, the shop manager must order the shut down all machines. Use the PA to make the Medical Emergency Announcement. In the event of an extreme accident, the shop manager will close the entire shop
- d. Shop manager, assistant shop manager or designated person shall:
  - i. Ensure first aid continues until EMS arrives and takes over.
  - ii. Station someone in the parking lot and rear door to direct emergency personnel.
  - iii. Secure the accident scene, including locations where thrown items/materials have bounced or landed during the accident. Use yellow tape from accident kit.
  - iv. Keep everyone out of the area where the incident occurred. Do not clean up until instructed by an RSC member.
  - v. Notify a Guild Board member at the earliest opportunity.
  - vi. Complete an Accident form. Refer to accident investigation kit and investigation manual for further procedural instructions.
  - vii. Identify any witnesses who may have seen the accident happen and document their statements.



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#### 2. LESSOR INJURIES OR ACCIDENTS.

- a. If medical treatment may be required, such as stitches, severe contusion, or fractured, the Shop Manager's may call 911 if they believe they may be needed.
- b. Shut down equipment involved in the accident and secure the area.
  - i. If EMS is called shut down all machines.

#### 3. WHAT TO DO IF A SICK OR INJURED MEMBER WANTS TO DRIVE THEMSELVES HOME

- a. Recommend that the member call someone to get them.
- b. If the member still refuses, and you believe a ride for the member may be helpful, other Guild members may provide transportation.

The Guild does not encourage Guild members driving other sick or injured Guild members to their home or to a medical facility. A Guild member who does provide such transport shall notify the shop manager.

#### 4. INCIDENT WHERE MEMBER IS ASKED TO LEAVE THE BUILDING

- a. Shop Manager (Person in Charge) may instruct a member to leave the shop if the member has behaved in an unsafe or appropriate manner.
- b. If member refuses, immediately call Securitas 843-705-4240 or 843-705-4083.
- c. Do not engage but stay with member until Securitas arrives. Provide any information required.
- d. After the member has left the building call and speak to one of the BOD Committee members.
- e. Write up an incident report. This report should be comprehensive enough to fully describe on its own, all relevant details of the incident. Page 1 only.

#### 5. IDENTIFICATION OF THE PERSON WHO MUST ASSUME THE RESPONSIBILITY OF THE SHOP MANAGER DURING OPERATION OUTSIDE OPEN SHOP TIMES

- a. Cluster days with Advanced Classes - Advanced instructor during the day then whoever closes the shop.
- b. Cluster days without Advanced Classes - Cluster instructor during the day then cluster instructor who closes the shop.
- c. Non-Cluster days with Advanced Training and Red Apron - Red Apron during the day, then whoever closes the shop.
- d. Non-Cluster days with Advanced Training Classes and no Red Apron - Advanced instructor during the day, then Advanced Instructor who closes the shop.



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- e. Non-Cluster days with no Advanced Training Classes and a Red Apron - Red Apron during the day, then Red Apron who closes the shop.

#### 6. MISCELLANEOUS

- a. Call EMS if a member requests the Shop manager to do so. Have the member sit in a chair in the front office or Resource Room while waiting for EMS.

#### 7. EVACUATION PLAN

Shop manager (or person in charge) will initiate the following actions when the fire alarm sounds or any event where evacuation of the building is warranted.

- Person in charge will announce the evacuation using the loudspeaker system.
- Members must leave the building when instructed, using the nearest exit.
- After exiting the building, please congregate along the dog park fence.
- Person in charge will instruct someone to call 911 and report the incident.
- No Guild member will re-enter the building until Sun City Security, or the Fire Department gives permission to re-enter.

Shop personnel will verify the building has been evacuated and report to the Person in Charge of the shop.

- Assistant Manager: Front restroom, Machine area, Quiet room, maintenance, and lumber room areas.
- Mentor: Lathe and assembly areas.
- Tool Room Monitor- Back restroom, Resource Room, and glue areas.
- Front desk clerk – Railroad and office areas.
- No re-entry until cleared by the Shop Manager or Safety Administrator.