



# EMERGENCY ACTION AND FIRE PREVENTION PLAN

Adopted by  
FRRPD Board of Directors  
January 2<sup>nd</sup>, 2024  
Resolution No. 2025-24  
Updated: 12/23/2024



Wherever in this Emergency Action and Fire Prevention Plan the term “District Manager” is used, it shall mean \_\_\_\_\_, General Manager of the Feather River Recreation and Park District.

Wherever the term “Safety Coordinator” is used, it shall mean Joe Velasquez, Park Supervisor of the Feather River Recreation and Park District.


The current list of supervisors for Feather River Recreation and Park District is as follows:

Parks Division	Joe Velasquez
Recreation Division	Brian Wilson
Youth Activities Division	Estela Valencia
Finance Division	Ayla Singleterry
Executive Administrator	Kendyle Lowe

The Feather River Recreation and Park District Safety Committee is currently comprised of the following members.

District Safety Coordinator	Joe Velasquez
Committee Chair	Brian Wilson
Parks Division	Eric Danner

This Revision to the Emergency Action and Fire Prevention Plan and the designated responsible persons was approved by the Feather River Recreation and Park District Board of Directors on January 2<sup>nd</sup>, 2024 as an inclusion in the Employee Handbook.

**X**   
 District Board Member



## **EMERGENCY ACTION AND FIRE PREVENTION PLAN**

The District has established the following procedures in the event an emergency occurs such as a fire, toxic spill, or other situation that causes a threat to employees:

1. **Evacuation:** Employees who work in, or who frequently visit District buildings or facilities where the exits are not always clearly visible from inside the facility will be trained in the District's evacuation procedures. Each building or facility will have a map showing the escape routes. The map(s) will be posted just inside each entrance of each building or facility together with the District's evacuation procedure. Employees should periodically review the evacuation procedures and escape routes for the buildings or facilities they work in.
2. **Critical Operations:** When an emergency occurs, employees who must remain to operate critical operations will be given a written procedure to follow. Copies of these procedures are available at the District office.
3. **Rescue and Medical Duties:** Selected personnel will be trained in the District's rescue and medical procedures. A written copy of these procedures is available at the District office.
4. **Verifying Employee Safety:** Each evacuation plan will specify a meeting area where employees will congregate following an evacuation. The highest-ranking employee present at an evacuation or an emergency site will take an attendance check of all employees at the effected facility.
5. **Alarms:** Some buildings or facilities may have heat and/or smoke sensing alarms. Where such alarms are not present, employees will use voice communications in case of an emergency.
6. **Emergency personnel:** The following individuals are responsible for such emergencies as fire, pesticide exposure, and toxic spills in the following order of availability:
  - a. District Manager
  - b. District Safety Coordinator
  - c. Department Supervisor

### **GENERAL EMERGENCY PLAN**

The District will hold emergency drills periodically to ensure that all employees are familiar with their part in the emergency plan. In case of a drill or an actual emergency, all employees will meet at a predetermined location. The District Manager or Department Supervisor at each location will be in charge of all evacuation procedures. In the event of a major emergency, the District relies on the equipment and expertise of the local fire department and rescue personnel. **CALL 911 FOR EMERGENCY SERVICE PERSONNEL.** All employees should proceed at once to the designated meeting place and remain there until further notice by the District Manager or Department Supervisor. In the event of a minor fire where employees may be able to safely contain and extinguish it, the following procedure will be followed:



1. Alert others in the area to the emergency.
2. Use the fire extinguisher provided in each building or facility. They are located near exit doors. (Fire Extinguisher Locations are noted on the Emergency Evacuation Maps)
3. Never enter a building without proper respiratory safety equipment.
4. Never enter a building without somebody else aware of your actions.
5. Aim the extinguisher at the base of the fire.
6. If the fire cannot be brought under control quickly, call for help immediately, and leave the area of danger.

The District Manager or Department Supervisor at the time of the drill or emergency shall designate another individual to shut off gas and electricity to the building or facility. Within 15 minutes of evacuation, the Department Supervisor shall take attendance at the designated meeting area. Names of individuals not in attendance shall be given to emergency/rescue personnel.

The following is a list of designated meeting locations at various District buildings or facilities:

FRRPD Activity Center	In center parking lot
Mitchell Shop	Lawn in front of Main Building
Nelson Pool	Damon Field parking lot (north of pool entrance)
Palermo Pool	Covered picnic area (in the park)
Nelson Garage/Snack Bar	Main parking lot (by garbage bin)
Nolan Snack Bar/Storage	Main parking lot (North of Building)

## FIRE PREVENTION PLAN

Fire Prevention: The District has developed a specific fire prevention plan for each of the District's facilities and the proper procedures to handle, store and control potential ignition sources. The plans will also identify the types of fire protection equipment or systems that must be available at each of the facilities and the housekeeping rules for employees to follow in order to prevent fires.

The District Manager is responsible for the maintenance and installation of all fire equipment or fire prevention systems in the District. The District Manager and Safety Coordinator are also responsible for inspecting each facility to ensure that all equipment and systems are present and are in good working order. During the inspections, the District Manager will inspect the facilities for good housekeeping.

At the time of initial assignment or once annually, the District will train employees in the following subjects:

1. Recognition of fire hazards
2. Good housekeeping
3. Use of fire prevention equipment
4. Evacuation procedures

**FOR ALL FIRE EMERGENCIES CALL 911 AND FOLLOW THE PROCEDURES IDENTIFIED IN THE EMERGENCY ACTION PLAN**



## **FIRE PREVENTION STANDARDS**

1. Observe “No Smoking” regulations where posted.
2. Flame welding operations such as blow torches, welders, cutting equipment, or any other source of ignition shall not be used within 25 feet of vapors, gasses, or liquids that may ignite.
3. Fire extinguishers are posted conspicuously in building areas. Always be aware of the types of firefighting equipment around you and learn to use it.
4. Fire exits shall be kept clear and ready for immediate use.
5. Use First Aid equipment. Quick first aid, properly applied, reduces suffering, and may save a life.

## **SELF INSPECTION CHECKLISTS**

### **FIRE PROTECTION**

1. Is your local fire department well acquainted with your facilities, its location, and specific hazards?
2. If you have a fire alarm system, is it certified as required?
3. If you have a fire alarm system, is it tested annually?
4. If you have interior standing pipes and valves, are they inspected regularly?
5. If you have outside private fire hydrants, are they flushed at least once a year and on a routine preventative maintenance schedule?