

Tallahassee Garden Club Emergency Plan at Tallahassee Garden Center

Purpose: The members and guests of the Tallahassee Garden Club (TGC) are of the utmost importance. The development of this Emergency Plan (EM) is an effort to protect their wellbeing in any emergency situation that may arise. This Plan includes a planned response to fire, emergency medical needs, security concerns, severe weather or natural disasters and terrorist activities. The EM is a resource tool that may help to determine what actions are to be taken in an emergency.

Emergency Medical Situation: The Venue Director or highest ranking officer, trustee, chairperson or member present at a club event shall determine if 911 shall be called and make or order the call be made for emergency medical assistance for a member or guest. Error on the side of caution, even if the person suffering the emergency medical situation protests and indicates that help is not needed. An Accident Report, initiated by the Board of Trustees Chairperson must be filled out for the person suffering the medical emergency, as soon as possible.

A first aid kit with band aids and help for minor cuts and scrapes is located in the Kitchen. An Automated External Defibrillator (AED) which is a device used in an emergency situation when a person's heart is in fibrillation is also located in the Kitchen. This equipment is to be used by trained personnel, if possible, but not necessary.

Fire: Because of the nature of the 175+ year old, wooden garden center structure, the threat of fire is always present. Special emphasis is placed on good housekeeping procedures and fire prevention.

- Smoking of cigarettes and cigars and vaping is prohibited inside the structure or on wooden decking or gazebo.
- Receptacles are provided on brick paver areas to dispose of cigarettes and cigars.
- Fireplaces are not to be used to burn wood or paper products.
- Open flame candles are not allowed to be used in the garden center, inside or outside. Battery powered electric candles are allowed.
- Flammables and combustibles shall not be stored inside the garden center. Ordinary household cleaning supplies are allowed.

Fire protection equipment such as alarms, fire extinguishers, fire suppressant devices and emergency lighting shall be inspected as specified in vendor contract. It is the responsibility of the House Trustee to ensure that fire protection equipment vendor requirements are followed.

The kitchen of the garden center may only be used to warm previously prepared, baked or cooked foods or beverages.

- All items warmed in microwave must be covered.
- Previously prepared soups, sauces and dishes may be warmed on stove top.
- Previously, baked, roasted or broiled meats, desserts, cakes, entrees, sides or casseroles may be re-heated or warmed in the oven.

- Extra independent stove burner appliances may not be used. Chafing dishes that are warmed with candles are not allowed. Fuel cells and sterno is allowed under constant supervision.
- In no case shall food being warmed, be left unsupervised. Extreme care must be used when warming items with fat content.

If smoke or fire flames are smelled or noticed, the Venue Director or highest ranking officer, trustee, the chairperson or member present at a club event shall pull the fire alarm immediately or ensure that the fire alarm system has activated. All members and guests must evacuate immediately to the back parking lot so that all people may be accounted for.

Fire extinguishers are located:

- Under the sink in the Kitchen
- On the Stage
- On the upstairs landing
- In the Parlor
- At the backdoor by Trophy Room.
- In the Venue Director's apartment.

Anyone who notices an unsafe practice shall immediately report the problem to the Chairperson of the Board of Trustees of TGC or to the Venue Director.

Severe Weather: As soon as the Chairperson of the Board of Trustees or President of Tallahassee Garden Club learns that a hurricane, tropical storm, flood, tornado, extreme cold or other severe weather pattern may impact Tallahassee and the surrounding area, said Chairperson/President shall notify all trustees, officers, circle chairpersons and Venue Director of the potential threat. As these trustees and officers study the severe weather patterns and follow updates from government officials, the Chairperson of the Board of Trustees may call a meeting of all trustees and officers when:

- The risk to this area seems likely.
- There is a urgent need to prepare and preparation needs to be a group effort
- There is at least 24 hours before the severe weather is scheduled for this area, unless threat is unknown.

This meeting shall occur at the Tallahassee Garden Center so that the Center can be prepared for the severe weather event. Trustees and officers shall make every effort to maintain communication with each other.

Action to prepare the Center for the severe weather may include:

- Notifying scheduled renters of potential weather threats, if rental dates are involved.
- Hiring help to move furniture and other items of potential threat.
- Turning patio furniture upside down and moving pieces closer to foundation near the corner outside the kitchen and parlor.

- Placing pots of flowers and other loose items outside under the deck.
- Taking down signage and storing it inside the Center.
- Turning off water supply to irrigation systems.
- Placing valuable items that can be moved to inside of cabinets or on the floor unless flooding is likely.
- Moving as much furniture and supplies to upper levels if flooding is likely.
- Having hurricane shutters or plywood placed over windows and doors.
- Asking the Venue Director to shelter elsewhere at TGC's expense if necessary, and to take TGC laptop and projectors with the Venue Director as well as any other portable, valuable items.
- Closing all doors, curtains, and shutters.
- Turning off main water line, gas line, HAVC unit and other electrical items, as necessary
- Ensuring all doors are locked.

Immediately after the threat or actual severe weather event has passed, and it is safe to travel on the streets, the Chairperson of the Board of Trustees shall call a meeting of trustees, officers and Venue Director to:

- Assess damage.
- Clean up grounds, including tree, tree limb and stick removal.
- Arrange for repairs.
- Arrange for alternate possibilities of where displaced renters may hold events.
- Ensure all systems are in working order.
- Return outside and inside items to their proper places.

Help may be hired to complete clean-up. As soon as possible, Club President shall notify members of status of Center.

Security Concerns: Civil Disturbances, domestic violence, bomb threats, terrorist activities and other domestic potentially severe situations shall be taken seriously. As soon as Chairperson of the Board of Trustees, the Venue Director and/or President is made aware of the security concern, contact shall be made with governmental authorities to develop a plan of action. Venue Director may also be required to leave the Center and go to a safe area at the expense of the Club.

If a phone threat is received by the Venue Director or another whether recorded or not, the Director or person(s) taking or listening to the call shall note and document observations made during the call such as caller's identity, vocal characteristics, background noises, accents, etc.

Venue Director shall immediately report threat to Board of Trustees Chairperson, Club President and Tallahassee Police Department. The Chairperson and President will assess the situation and develop a plan of action.

Security Breach: Unlocked or broken doors and windows at an unsupervised Center shall be taken very seriously. The safety of the Venue Director, members and guests is of the utmost concern.

No one shall proceed into the Center unaccompanied under these circumstances without notifying the police or another person who can assist. Forced break-ins shall be immediately reported to the Chairperson of the Board of Trustees and Club President and Tallahassee Police Department by the Venue Director or by whoever discovers the break-in. A thorough inventory shall be completed by the Chairperson and House Trustee and Grounds Trustee if the grounds and contents are affected, to assess damage and loss. Repairs to secure the building will be obtained as soon as possible.

If personal vehicles of garden club members and guests are broken into or vandalized and items are taken, this shall be reported to the police. **Members and guests are strongly urged to lock personal vehicles and not leave items of value in plain view.** If a member's or guest's personal item or purse is stolen or snatched at the Center, a police report shall be completed. Overnight parking by members at the Center is not recommended.

Date approved: July, 2019