

Commellini Estate
Emergency Action Plan

for

Commellini Estate
14715 N. Dartford Dr.
Spokane Wa 99208
509-466-0667

DATE PREPARED: 5/3/2018
Person Responsible for Updating Plan Annual: VP Operations

Updated 5/3/18

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EMERGENCY PERSONNEL NAMES AND PHONE NUMBERS

Management Contact Information

President:	Robert Seghetti	509-999-2528	robert@acmeconcretepavinginc.com
Vice-President:	Lauri Seghetti	509-939-3060	lauri@commelinestate.com
Operations Mng:	Desiree Seghetti	509-993-9927	desiree@commelinestate.com
Landlord:	Mauro Seghetti	509-466-0667	

All management can be reached at 509-466-0667.

EMERGENCY PHONE NUMBERS

FIRE DEPARTMENT: (509) 467-4500
_Spokane Fire District #4

PARAMEDICS: _911

AMBULANCE: _911

POLICE: 509-625-4100

BUILDING MANAGER (If applicable): 509-999-2528

UTILITY COMPANY EMERGENCY CONTACTS

(Specify name of the company, phone number and point of contact)

ELECTRIC: Avista Utilities 509-495-8067

WATER: Onsite Well

GAS: Arrow Propane (509) 919-4178

Telephone & Internet Co: Comcast 1-800-934-6489

Kitchen Utilities (fridge, dishwasher, etc): Swanson Refrigeration (509) 624-8346 or Spokane Restaurant Equipment (509) 534-5500

Septic/Sewer: Action Septic 509-467-1717

Back Flow: McKinstry 509-482-2775

**Issues with water in the basement*

Ipad POS: Revel 415-744-1433

Vantiv (Revel's Payment Processor): 866-622-2390

**This is who to call if a payment needs editing after processing*

Food Service of American (Food Vendor): 509) 483-4747

EMERGENCY REPORTING AND EVACUATION PROCEDURES

Types of emergencies to be reported by site personnel are:

- MEDICAL
 - FIRE
 - SEVERE WEATHER
 - BOMB THREAT
 - CHEMICAL SPILL
 - STRUCTURE CLIMBING/DESCENDING
 - EXTENDED POWER LOSS
 - OTHER (specify)_____
- (e.g., terrorist attack/hostage taking)

MEDICAL EMERGENCY

- Call medical emergency phone number (check applicable):

- Paramedics
- Ambulance
- Fire Department
- Other

Provide the following information:

- a. Nature of medical emergency,
 - b. Location of the emergency (address & building),
and
 - c. Your name and phone number from which you are calling.
- Do not move victim unless absolutely necessary.
 - Call the following personnel trained in CPR and First Aid to provide the required assistance prior to the arrival of the professional medical help:

Name: _____ Phone: _____

Name: _____ Phone: _____

- If personnel trained in First Aid are not available, as a minimum, attempt to provide the following assistance:
 1. Stop the bleeding with firm pressure on the wounds (note: avoid contact with blood or other bodily fluids).
 2. Clear the air passages using the Heimlich Maneuver in case of choking.
- In case of rendering assistance to personnel exposed to hazardous materials, consult the Material Safety Data Sheet (MSDS) and wear the appropriate personal protective equipment. Attempt first aid ONLY if trained and qualified.

Address of Nearest Emergency Medical Services:

10 min Drive:

Providence Urgent Care
551 E Hawthorne Rd, Spokane, WA 99218
Open 8AM-8PM Daily

Updated 5/3/18

18 min Drive:

Providence Holy Family Hospital
5633 N Lidgerwood St, Spokane, WA 99208
Open 24 hours

First Aid Kit

All business are required to have a first aid kit easily located by all employees and portable to an injury site within the building.

Location of business first aid kit: The Commellini Estate first aid kit is located in the North Side of the kitchen above the sink near the employee binders.

Is the first aid kit accessible to all employees at all times? Yes

Does your first aid kit contain, at a minimum, the recommended following items?

Note: Supplies should be appropriate for your occupational setting.

- | | |
|--|---|
| <input type="checkbox"/> 1 absorbent compress (4x8 inches) | <input type="checkbox"/> 1 eye covering (for two eyes) |
| <input type="checkbox"/> 16 adhesive bandages (1x3 inches) | <input type="checkbox"/> 1 eye wash (1 ounce) |
| <input type="checkbox"/> 1 adhesive tape (5 yards long) | <input type="checkbox"/> 4 sterile pads (3x3 inches) |
| <input type="checkbox"/> 10 antiseptic single-use packages (.5 gram application) | <input type="checkbox"/> pair of medical exam gloves |
| <input type="checkbox"/> 6 burn treatment single-use pkgs. | <input type="checkbox"/> 1 triangular bandage (39x39x55 inches) |

Person or job title responsible for ensuring the first aid kit has adequate supplies are available:
Chef Jeannie Lincoln

Date last inspected: _____

How often is the first aid kit inspected? Quarterly

FIRE EMERGENCY

When fire is discovered:

- Notify the local Fire Department by calling 509) 467-4500.
- Notify the site personnel about the fire emergency by the following means (check applicable):

- Voice Communication
- Phone Paging

Fiight the fire ONLY if:

- The Fire Department has been notified.
- The fire is small and is not spreading to other areas.
- Escaping the area is possible by backing up to the nearest exit.
- The fire extinguisher is in working condition and personnel are trained to use it.

Upon being notified about the fire emergency, occupants must:

- Leave the building using the designated escape routes.
- Assemble in the designated area (specify location):
- Remain outside until the competent authority (Designated Official or designee) announces that it is safe to reenter.

Designated Official, Emergency Coordinator or supervisors must (underline one):

- Disconnect utilities and equipment unless doing so jeopardizes his/her safety.
- Coordinate an orderly evacuation of personnel.
- Perform an accurate head count of personnel reported to the designated area.
- Determine a rescue method to locate missing personnel.
- Provide the Fire Department personnel with the necessary information about the facility.
- Perform assessment and coordinate weather forecast office emergency closing procedures

Area/Floor Monitors must:

- Ensure that all employees have evacuated the area/floor.
- Report any problems to the Emergency Coordinator at the assembly area.

Assistants to Physically Challenged should:

- Assist all physically challenged employees in emergency evacuation.

EXTENDED POWER LOSS

In the event of extended power loss to a facility certain precautionary measures should be taken depending on the geographical location and environment of the facility:

- Unnecessary electrical equipment and appliances should be turned off in the event that power restoration would surge causing damage to electronics and effecting sensitive equipment.

Updated 5/3/18

- Facilities with freezing temperatures should turn off and drain the following lines in the event of a long term power loss.
 - Fire sprinkler system
 - Standpipes
 - Potable water lines
 - Toilets
- Add propylene-glycol to drains to prevent traps from freezing
- Equipment that contain fluids that may freeze due to long term exposure to freezing temperatures should be moved to heated areas, drained of liquids, or provided with auxiliary heat sources.
- Monitor refrigeration temperatures. Attempt to save food with dry ice (purchase at Fred Meyer) using proper safety equipment (gloves required). Monitor temperatures closely and notify all personnel of dry ice in enclosed area. Only managers may enter walk in fridge when dry ice is being used. Use precautions and make sure another person/spotter is available to assist when fridge entry is required.

Upon Restoration of heat and power:

- Electronic equipment should be brought up to ambient temperatures before energizing to prevent condensate from forming on circuitry.
- Fire and potable water piping should be checked for leaks from freeze damage after the heat has been restored to the facility and water turned back on.
-

Power Outage During Event Plan of Action

1. Remain calm
2. Asses situation and manage client expectations (do not over promise but explain we will do our best).
 - i. If weather is dangerous keep everyone indoors
 - ii. If dangerous but it is safe to travel send guests home
3. Notify Avista of power outage and obtain estimated power return time
4. Notify Robert, Desiree, or Lauri of power outage
5. Obtain flash lights and candles for both kitchen and main venue
6. If possible move event outdoors.
7. Bar: Move bar outdoors continue service on POS in offline mode (it will batch process and authorize when power returns)
8. Bathrooms will no longer have running water. Place a sign on exterior bathroom doors with Note: “Due to power outage use water Sparingly.” (See sign below) Obtain water from creek and continue to fill back basin (not bowl) of toilet bowl throughout the remaining event and/or power outage. Use grey buckets
9. Kitchen:
 - i. Food service prep complete: If food service is out continue to serve to the best of our ability.

- ii. Middle of Food Service:
 - 1. If weather is poor bring food service indoors (i.e. buffet turns to family style meal)
 - 2. Give chefs head lamps
 - 3. If food cannot be prepared to health code standards stop service.
 - a. Get creative with utilities that use gas:
 - i. Grill
 - ii. Oven under stove top
 - iii. Stove top
 - b. Maintain safe environment- if too much smoke or other dangerous situations stop service
 - c. If safe open scullery door for air circulation
- 10. Event Coordinator: Remain calm and do best to move event forward. If food service can not happen or not at that time continue into dancing or other part of event.
- 11. Look into if a generator can be obtained:
 - i. Sun Rental: (509) 487-2788 10717 N Division St Spokane, WA 99218
 - ii. AtoZ rental: 509) 489-8393; 1413 E Francis Ave. Spokane, WA 99208

Note from Commellini Estate Manager:

**Due to power outage
use water Sparingly**

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use water Sparingly**

Intoxication

If person is overly intoxicated or vomiting guest is required to be sent home. However may not leave the premises alone. Friend should take them home, taxi should be called, if guest leaves operating a vehicle notify police immediately with license plate number and make and model of vehicle.

Report intoxication in bar record.

Tips for Refusing Service to Visibly Intoxicated Persons

- You can (and need to) refuse to serve someone who you believe is visibly intoxicated. Staff should be continuously evaluating the sobriety of each customer they serve alcohol to.
- Speak to them, encourage a response, make personal contact. Look for (or create) opportunities to assess the person's coordination and motor skills such as when they get up to walk or try to pick up a dropped item.
- When refusing service to a visibly intoxicated person, have your staff double team the situation (or more if you are dealing with a group). It is preferable to have a member of management and/or security present to support the server(s).
- Team members' statements should be brief and very clear that you can not lawfully serve the person. If you refuse service, advise the patron of your concern that they may drive under the influence; attempt to get an alternative ride or call police.
- Staff should act as a team and should watch out for one-another and the business. If an employee observes something which indicates any patron is visibly intoxicated (or nearing that state), they should alert the appropriate server, bartender, and/or manager.
- Every team member plays a part in protecting the establishment's liquor license, bottom-line, reputation and safety of your customers.
- Record refusals and other critical incidents in the **Alcohol Incident Log**. A visibly intoxicated person leaving your premise is the biggest threat for tragedy, violations, and civil suit.

CHEMICAL SPILL

The following are the locations of:

Spill Containment and Security Equipment: _____

Personal Protective Equipment (PPE):

MSDS: _____

When a Large Chemical Spill has occurred:

- Immediately notify the designated official and Emergency Coordinator.
- Contain the spill with available equipment (e.g., pads, booms, absorbent powder, etc.).

- Secure the area and alert other site personnel.
- Do not attempt to clean the spill unless trained to do so.
- Attend to injured personnel and call the medical emergency number, if required.
- Call a local spill cleanup company or the Fire Department (if arrangement has been made) to perform a large chemical (e.g., mercury) spill cleanup.

Name of Spill Cleanup Company: _____

Phone Number: _____

- Evacuate building as necessary

When a Small Chemical Spill has occurred:

- Notify the Emergency Coordinator and/or supervisor (select one).
- If toxic fumes are present, secure the area (with caution tapes or cones) to prevent other personnel from entering.
- Deal with the spill in accordance with the instructions described in the MSDS.
- Small spills must be handled in a safe manner, while wearing the proper PPE.
- Review the general spill cleanup procedures.

TELEPHONE BOMB THREAT CHECKLIST

INSTRUCTIONS: BE CALM, BE COURTEOUS. LISTEN. DO NOT INTERRUPT THE CALLER.

YOUR NAME: _____ TIME: _____ DATE: _____
 CALLER'S IDENTITY SEX: Male _____ Female _____ Adult _____ Juvenile _____ APPROXIMATE AGE: _____
 ORIGIN OF CALL: Local _____ Long Distance _____ Telephone Booth _____

VOICE CHARACTERISTICS	SPEECH	LANGUAGE
<input type="checkbox"/> Loud <input type="checkbox"/> High Pitch <input type="checkbox"/> Raspy <input type="checkbox"/> Intoxicated <input type="checkbox"/> Soft <input type="checkbox"/> Deep <input type="checkbox"/> Pleasant <input type="checkbox"/> Other _____	<input type="checkbox"/> Fast <input type="checkbox"/> Distinct <input type="checkbox"/> Stutter <input type="checkbox"/> Slurred <input type="checkbox"/> Slow <input type="checkbox"/> Distorted <input type="checkbox"/> Nasal <input type="checkbox"/> Other _____	<input type="checkbox"/> Excellent <input type="checkbox"/> Fair <input type="checkbox"/> Foul <input type="checkbox"/> Good <input type="checkbox"/> Poor <input type="checkbox"/> Other _____
ACCENT	MANNER	BACKGROUND NOISES
<input type="checkbox"/> Local <input type="checkbox"/> Foreign <input type="checkbox"/> Race _____ <input type="checkbox"/> Not Local <input type="checkbox"/> Region _____	<input type="checkbox"/> Calm <input type="checkbox"/> Rational <input type="checkbox"/> Coherent <input type="checkbox"/> Deliberate <input type="checkbox"/> Righteous <input type="checkbox"/> Angry <input type="checkbox"/> Irrational <input type="checkbox"/> Incoherent <input type="checkbox"/> Emotional <input type="checkbox"/> Laughing	<input type="checkbox"/> Factory <input type="checkbox"/> Machines <input type="checkbox"/> Music <input type="checkbox"/> Office <input type="checkbox"/> Machines <input type="checkbox"/> Street <input type="checkbox"/> Traffic <input type="checkbox"/> Trains <input type="checkbox"/> Animals <input type="checkbox"/> Quiet <input type="checkbox"/> Voices <input type="checkbox"/> Airplanes <input type="checkbox"/> Party <input type="checkbox"/> Atmosphere

BOMB FACTS

PRETEND DIFFICULTY HEARING - KEEP CALLER TALKING - IF CALLER SEEMS AGREEABLE TO FURTHER CONVERSATION, ASK QUESTIONS LIKE:

When will it go off? Certain Hour _____ Time Remaining _____

Where is it located? Building _____ Area _____

What kind of bomb? _____

What kind of package? _____

How do you know so much about the bomb? _____

What is your name and address? _____

If building is occupied, inform caller that detonation could cause injury or death.

Activate malicious call trace: Hang up phone and do not answer another line. Choose same line and dial *57 (if your phone system has this capability). Listen for the confirmation announcement and hang up.

Call Security at _____ and relay information about call.

Did the caller appear familiar with plant or building (by his/her description of the bomb location)? Write out the message in its entirety and any other comments on a separate sheet of paper and attach to this checklist. Notify your supervisor immediately.

SEVERE WEATHER AND NATURAL DISASTERS

Tornado:

- When a warning is issued by sirens or other means, seek inside shelter. Consider the following:
 - Small interior rooms on the lowest floor and without windows,
 - Hallways on the lowest floor away from doors and windows, and
 - Rooms constructed with reinforced concrete, brick, or block with no windows.
- Stay away from outside walls and windows.
- Use arms to protect head and neck.
- Remain sheltered until the tornado threat is announced to be over.

Earthquake:

- Stay calm and await instructions from the Emergency Coordinator or the designated official.
- Keep away from overhead fixtures, windows, filing cabinets, and electrical power.
- Assist people with disabilities in finding a safe place.
- Evacuate as instructed by the Emergency Coordinator and/or the designated official.

Flood:

If indoors:

- Be ready to evacuate as directed by the Emergency Coordinator and/or the designated official.
- Follow the recommended primary or secondary evacuation routes.

If outdoors:

- Climb to high ground and stay there.
- Avoid walking or driving through flood water.
- If car stalls, abandon it immediately and climb to a higher ground.

Hurricane:

- The nature of a hurricane provides for more warning than other natural and weather disasters. A hurricane watch is issued when a hurricane becomes a threat to a coastal area. A hurricane warning is issued when hurricane winds of 74 mph or higher, or a combination of dangerously high water and rough seas, are expected in the area within 24 hours.

Once a hurricane watch has been issued:

- Stay calm and await instructions from the Emergency Coordinator or the designated official.
- Moor any boats securely, or move to a safe place if time allows.
- Continue to monitor local TV and radio stations for instructions.
- Move early out of low-lying areas or from the coast, at the request of

officials.

- If you are on high ground, away from the coast and plan to stay, secure the building, moving all loose items indoors and boarding up windows and openings.
- Collect drinking water in appropriate containers.

Once a hurricane warning has been issued:

- Be ready to evacuate as directed by the Emergency Coordinator and/or the designated official.
- Leave areas that might be affected by storm tide or stream flooding.

During a hurricane:

- Remain indoors and consider the following:
 - Small interior rooms on the lowest floor and without windows,
 - Hallways on the lowest floor away from doors and windows, and
 - Rooms constructed with reinforced concrete, brick, or block with no windows.

Blizzard:

If indoors:

- Stay calm and await instructions from the Emergency Coordinator or the designated official.
- Stay indoors!
- If there is no heat:
 - Close off unneeded rooms or areas.
 - Stuff towels or rags in cracks under doors.
 - Cover windows at night.
- Eat and drink. Food provides the body with energy and heat. Fluids prevent dehydration.
- Wear layers of loose-fitting, light-weight, warm clothing, if available.

If outdoors:

- Find a dry shelter. Cover all exposed parts of the body.
- If shelter is not available:
 - Prepare a lean-to, wind break, or snow cave for protection from the wind.
 - Build a fire for heat and to attract attention. Place rocks around the fire to absorb and reflect heat.
 - Do not eat snow. It will lower your body temperature. Melt it first.

If stranded in a car or truck:

- Stay in the vehicle!
- Run the motor about ten minutes each hour. Open the windows a little for fresh air to avoid carbon monoxide poisoning. Make sure the exhaust pipe is not blocked.
- Make yourself visible to rescuers.
 - Turn on the dome light at night when running the engine.
 - Tie a colored cloth to your antenna or door.

- Raise the hood after the snow stops falling.
- Exercise to keep blood circulating and to keep warm.

CRITICAL OPERATIONS

During some emergency situations, it will be necessary for some specially assigned personnel to remain at the work areas to perform critical operations.

Assignments:

Work Area	Name	Job Title	Description of Assignment

- Personnel involved in critical operations may remain on the site upon the permission of the site designated official or Emergency Coordinator.
- In case emergency situation will not permit any of the personnel to remain at the facility, the designated official or other assigned personnel shall notify the appropriate _____ offices to initiate backups. This information can be obtained from the Emergency Evacuation Procedures included in the _____ Manual.

The following offices should be contacted:

Name/Location: _____
 Telephone Number: _____

Name/Location: _____
 Telephone Number: _____

Name/Location: _____
 Telephone Number: _____

TRAINING

The following personnel have been trained to ensure a safe and orderly emergency evacuation of other employees:

Facility:

Name	Title	Responsibility	Date