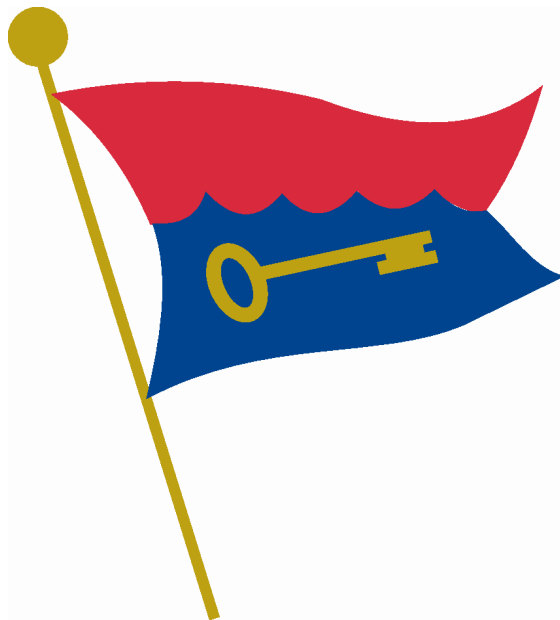


# **KEY LARGO ANGLERS CLUB**



## **Security Department Emergency Procedures Manual**

Version 1.0 July 2011



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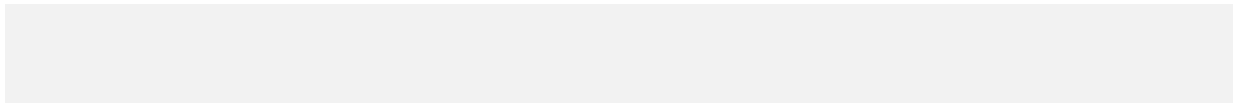


## Introduction

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Whenever dealing with emergencies, there are some key things to remember. First and foremost **remain calm**. Secondly, be familiar with the **emergency procedures** outlined in this book so you know what to do when there is no time to refer to a manual or ask for advice. Thirdly, memorize important telephone numbers, such as **911 or 367-4357, Ocean Reef Public Safety**. Finally, do not transport ill or injured people to the hospital/Medical Center.

The following are some general guidelines to help you know what to do in case of an emergency. While every situation is different and you may have to make decisions under pressure, these guidelines are intended to help you make decisions that maximize the safety of others as well as yourself. IF you have any questions about these procedures as you read them, please ask your supervisor so you will feel confident in the emergency situation should it arise.





## **Key Largo Anglers Club Emergency Procedure**

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1) Dial/Call **911** – FROM A LAND LINE (9-911 from an in house phone)

If you are on a cell phone call **(305) 367- 4357**, this will connect you to Ocean Reef Public Safety and state your emergency.

2) Call the Key Largo Angler's Club Security Department at **(305) 367-4105** (Emergency number for the KLAC gate) and inform them of the emergency. (This is an emergency phone number and is not to be used for any other business). This line will go directly to the KLAC Security cell phone if the guard is on patrol. If you reach a recording please direct dial The KLAC Security Cell Phone **305-522-3664**.

3) Call the front desk **(305) 367-2382** or extension 0 and inform them of the emergency.

4) Take all steps and necessary precautions to insure the safety and welfare for yourself and those persons you are in charge of.



# Telephone Contacts

- **Emergency Numbers/ Vendors**
- **Homeowners**
- **Extensions**
- **Year Round Staff**



## Emergency Numbers

<b>Alarms</b>	Global Security	800-762-4444	Central Station	
<b>Animal Control</b>	Keys Humane Society	305-451-3848		
	ORCAT	305-367-4701		
	Wild Bird Center	305-852-4486	Injured Birds	
	Florida Wildlife	888-404-3992	Turtles, Panthers, Etc.	
<b>Border Patrol</b>	Tony Giammillono	786-229-0013	Supervisory Marine Interdiction Agent	
	Alejandro Rodriguez	305-258-5550	Marine Interdiction Agent	
	Jovien Troche	305-481-2660	U.S. Border Patrol	
<b>Cable TV</b>	Comcast	800-391-3000	Gate Account #	8495600880014520
<b>Coast Guard</b>	Boating Incidents	305-295-9700		
<b>Electric</b>	Florida Keys Electric	305-852-2431	To Report Outage	
<b>Elevators</b>	Islamorada Elevator	305-644-2716		
<b>Internet</b>	Comcast	800-391-3000	Gate Account #	8495600880014520
<b>Fuel Spills</b>	Sea Spill	305-451-3330		
<b>Phone</b>	AT & T	800-645-6500		
<b>Propane</b>	Amerigas	<b>305-852-2283</b>		
<b>Fuel Spills</b>	Sea Spill	800-732-7745		
<b>Trees</b>	Island Tree Service	305-546-7123	305-367-2458	
<b>Water</b>	NKLUC	305-367-0011		
<b>Water</b>	FKAA	786-349-6500		



## **Non Emergency Repair Vendor Numbers**

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<b>Air Conditioning</b>	Houston Air	305-852-2960
<b>Electric</b>	Lomar	786-229-0704
<b>Cameras – Security</b>	Vicon Industries	561-790-5950
<b>Computer</b>	St. Aubin Technologies	305-247-2227
<b>Gate Repairs</b>	Automated Home Services	305-594-0009
<b>Generators</b>	Kelly Tractor	305-594-0009
<b>Irrigation</b>	Georges on the Reef	786-586-8934
<b>Phones (In House)</b>	David Blaine	305-522-2267
<b>Plumber</b>	Three Amigos	305-367-3902
<b>Propane</b>	Amerigas	305-852-2283



## Homeowners

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Name	Unit #	In Residence Phone #	Other Phone#
Abanto, Nelson & Cynthia	23	305-942-3001	305-942-5470
Alandt, Paul & Lynn	47	367-5007	313-884-6434
Alandt, Paul	89	367-2488	313-884-6434
Allen, Asa	59	367-3737	
Arms, Charles	34	367-2129	508-748-1228
Babcock, Mary	38	367-0026	305-668-9864
Baker, William	9	367-8882	269-857-8911
Baker, Patty	68	617-417-4418	Bruce Miller – Renter 305-747-8707
Berwind, David	28	367-8810	978-456-8785
Brooks, Carroll	3	367-2283	952-955-3855
Callsen,Christian	41	367-4711	330-656-2505
Campbell,Scott	95	367-3987	202-337-2911
Chevins, FAMILY	52	367-2079	
Curry, Charlotte	6	367-3544	
Denison, Ken	1	367-4127	954-781-9520
Dennis, Bob	13	367-8944	404-229-8822
Dennis, Bob	21	367-0073	404-229-8822
Flippin, Fred	20	367-2966	
Deolazarra, Allen	92	367-3830	305-662-8862
Dewey, Chris	11	367-4566	908-439-3013
Dicke, James II	67	367-3188	419-629-2713
Dickerson, Lyman	25	367-4666	305-666-1910
Ellison, Marianne	61	367-4936	781-934-5581
Finley, Larry	27	367-8939	270-993-9000
Fisher, Robert	30	367-2454	
Fisher, Russ	63	367-4181	847-234-2301





Fisher, Russell	51	367-4853	847-234-2301
Gumaer – Whitbeck	62	367-3348	585-381-5186
Gordy, Ralph	5	367-4556	
Gumaer, Elliott	43	367-3315	508-228-2916
Hudson, Arless	12	OR-367-3594	847-487-7153
Hudson, Arless	31	OR-367-3594	847-487-7153
Kazmaier, Richard	93	367-2528	978-371-1732
Kelly, Nick	36	367-9938	305-669-0619
Kelly, Pat	37	367-3983	305-443-8253
Kendall, Donald	29	203-661-7040	914-253-3000 (office)
Kendall, Linda	58	367-5086	415-929-1283
Kissel, Frank	57	367-5055	908-439-3076
Klinedinst, Betty	32	367-2216 ORC	513-559-1029
Klopman, William	22	367-8015	336-282-1303
Krebs, Robert	96	367-9646	561-271-5119 (cell)
Labadie, William	60	367-2639	231-529-5012
Lanni, Nick	2	367-2758	513-868-2228
Lewis, Miriam	54	367-2912	847-347-8164 (cell)
Mann, Alan	14	367-3903	01144-1794-388-605
McNamara, Amy <sub>(Kendall)</sub>	39	367-2327	415-505-3997 (cell)
Miller, Phil	49	713-666-5732	713-303-7285(cell)
Mims, Ruth	50	367-9107	305-666-4169
Morby, Jeffrey	18	367-9487	412-983-2971 (cell)
Myers, Albert	45	367-3036	704-865-4906
Neely, Joe	8	367-2807	336-724-0448
Olsen, Betty	53	367-9257	404-266-1214
Paige, Frank	15	367-4233	781-631-3670
Patton, Rod	10	367-4630	845-424-3637
Peddle, Helene	72	367-4425	305-451-8225 (cell)
Pendergast, Paula	44	367-9750	305-393-5016 (cell)
Post, Charles	7	781-690-2407	
Pratt, Gray	40	367-4991	860-767-9706



Reeve, Claire	35	367-2139	860-767-2828
Rohrbach, Richard	4	367-3735	
Ruffing, Art	48	367-3514	912-598-3962
Sinclair, Selby	64	367-4322	416-486-4834
Swindell, Leroy	75	367-2011	845-677-5991
Tatlock, Ian	42	367-9188	615-686-3695
Vartanian, Nishan	33	367-9544	212-245-6633
Vartanian, Paul	24	367-4367	212-245-6633
Vasiliou, Basil	46	367-0050	305-608-0807
Whitbeck, Terry	56	367-3342	585-381-5186
Whitbeck, Terry	55	367-9580	585-381-5186
White, Ken	82	367-3937	305-394-1051 (cell)
Whitman, John	26	367-4539	908-234-0255
Williams, George	16	367-2983	406-859-3046
Williams, George	19	367-2983	406-859-3046
Witzel, Mary	66	367-4618	519-745-9554



## Club Extensions

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Aftdeck	2026	Hurricane- South	1100
Attic	2026	Hurricane- North	1101
Betty Debish	2001	Library	2037
Beauty Salon	367-2258	Main Bar	2017
Boutique	2007	Michael (Maint)	2010
Cassy Home	367-3001	Front Desk (2)	2012
Cassy's Cell	522-2332	NP Dining/Bar	2025
Chef's Office	2039	NP Kitchen	2020
Chris's Cell	522-3175	Pam Bigwood	2002
Chris's Home	2004	Paul Headley	2029
Chris's Office	2003	Paul Snow	2005
Club Room	2011	Penny Schroeder	2000
Dave (Maint)	2008	Pool House	2038
Dining Room	2018	Security	2009
Dock Ofc Lounge	1130	Security Emergency	367-4105
Dock Master	2006	Security Cell #	522-3664
Dock Master	367-4261	Tennis	367-9868
Front Gate-In	2036	KLAC	367-2382
House Phone	2023	KLAC- Fax	367-3854
Housekeeping	2033	Staff Dining	2027



## Year – Round Staff

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NAME	RM	DEPT	EXT	HOME	CELLULAR
Annear, Jim	1	Security			828-467-1273
Annear, Susan	1	Front Desk			305-807-5205
Bigwood, Chef Ed	30	Culinary	2039	305-367-4419	305-395-8716
Bigwood, Pam	30	Administration	2002	305-367-4419	305-395-8716
Cardona, Elias	11	Culinary		561-628-7107	
Cardona, Hugo	11	Culinary		561-628-7107	
Clairemont, Jocelyn	25	Culinary		239-324-2800	
Debish, Betty		Administration	2001		305-342-9883
Everhart, Cassy			2004	2004	305-522-2332
Everhart, Chris		General Manager	2003	2004	305-522-3175
Godfrey, James	12	Security	2009		386-344-7202
Gonia, Henryk	13	Maintenance	2010		305-312-4128
Guterrez, Jose		Maintenance			786-564-4875
Headley, Paul	26	Dining	2029	3009	786-205-4008
Isidro, Manolo		Maintenance			305-951-5910
Isidro, Rosa		Housekeeping	2033		786-543-6966
Kupselaitis, Robert		Security	2009		732-995-7919
Laban, Aaron	2	Dining		3012	305-407-4375
Lory, Jim		Security	2009		305-968-4414
Medek, Wes		Marina	2006	305-852-2366	305-849-0457
Moses, Althea		Housekeeping	2033		786-283-2940
Schroeder, Penny		Administration	2000		305-812-8308
Snow, Paul		Controller	2005		561-676-9534
Steigerwalt, Dave		Maintenance	2008		786-514-3721
Toth, Steve	17	Tennis			305-394-3608
Toussaint, Bee		Grounds		305-246-8495	



# **AED Locations (Automatic External Defibrillator)**

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- 1. Clubhouse – Portable**
- 2. Security – Portable**
- 3. Marina – Portable**
- 4. Tennis Courts – Portable**

**All AEDS should be checked on a monthly basis for battery life.**

**All AEDS should be checked on a yearly basis for electrode replacement.**

**All AEDS should be equipped with supplies to clean and shave electrode sites on patient.**

**List of Employees who are Certified in AED and CPR**

## **KLAC FIRST RESPONDERS**

### **Administration**

Pam Bigwood

### **Dining**

Paul Headley

Aaron Laban

### **Kitchen**

Ed Bigwood

Damon Waltz

### **Maintenance/Grounds**

Olga Grant

### **Marina**

Wes Medek

Clark Hastings

### **Security**

Jim Annear

Jim Godfrey

Robert Kupselaitis

Jim Lory



## **First Aid Station Locations**

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- 1. Kitchen – Chef's Office**
- 2. Dock Office**
- 3. Administration Office**
- 4. Maintenance Office**
- 5. Marina Office**

**All First Aid Stations inventories should be checked on a monthly basis.**



## Medical Emergencies

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### **Call 911 from a Land Line (9-911 from a KLAC in-house phone) 367-4357 from a cell phone**

A medical emergency is an injury or illness that is acute and poses an immediate threat to a person's life or long-term health.

If an ambulance is needed:

- Call (911 or 9-911 if from an in house phone)
- Provide dispatcher with:
  - Location of emergency
  - Type of injury, if known
  - Brief description of injured person (gender, age, etc.)
- Render first aid, as trained
- Make injured as comfortable as possible
- If injured person is an employee and accident happened while at work, please report to your immediate supervisor and then if necessary please fill out an injury/incident report.

If an ambulance is not needed:

- Render first aid, as trained
- Assist with transportation of to their personal physician or Ocean Reef Medical center.
- If injured person is an employee and accident happened while at work, please report to your immediate supervisor and then if necessary please fill out an injury/incident report.



## Fire Emergencies

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### **If you smell smoke, or see fire Dial 911.**

#### **Clubhouse – Sprinkler System Throughout**

- If the fire appears controllable, try to extinguish it by using an available fire extinguisher. See Fire extinguisher locations **Exhibit 1**. Attempt this **NO LONGER THAN 30 seconds**.
- If fire is in the Clubhouse the fire pull station is located in the Front Office on the wall immediately to the right inside front door to office area.
- If there is a false alarm reset the alarm on the enunciator box in the office above the pull station by pushing “Silence/Step” button and 1234 on number pad.
- If the fire appears difficult to control – evacuate the building.  
Knock on doors, yell, “FIRE” and assist persons with disabilities
- Survey people outside for injuries and information about people who might still be in the building.
- Do not re-enter the building until the all-clear signal is given by emergency personnel
- Proceed with clean up and recovery if it is safe to do so and allowed by authorities.

#### **Villa Units A B C – Sprinkler System on Third Floor Only**

- If the fire appears controllable, try to extinguish it by using an available fire extinguisher. See Fire extinguisher locations Exhibit 1. Attempt this **NO LONGER THAN 30 seconds**.
- Alarm Box is located in the Elevator/Mechanical Room on the 1<sup>st</sup> floor of each building.
- To silence the alarm push reset button on red alarm panel
- If the fire appears difficult to control – evacuate the building.  
Knock on doors, yell, “FIRE” and assist persons with disabilities





- Do not use elevators
- Survey people outside for injuries and information about people who might still be in the building.
- Do not re-enter the building until the all-clear signal is given by emergency personnel
- Proceed with clean up and recovery if it is safe to do so and allowed by authorities.

### **South Marina Drive**

### **Island Drive**

### **East Lake Road**

### **West Lake Road**

### **Employee Housing**

**Main Fire Pump Location:** Back of Fire Cistern Building in Maintenance Area

If main fire pump comes on due to excessive water flow (sprinkler system activation) a loud bell will sound outside of building. The only way to silence the alarm is to stop water flow.

### **Water Flow to Marina Locations:**

Club Marina – Shut off Valve Left Side at Head of Main Dock.

Hurricane Hole – Shut off Valve Right Side of Island Drive before crossing bridge.



## **Villa Condo Units Buildings A B C**

### **Fire Alarm Procedures**

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**IF AN ALARM IS REPORTED TO YOU IMMEDIATELY CONTACT THE GENERAL MANAGER/MANAGER ON DUTY AND THE MAINTENANCE DEPARTMENT AND INFORM THEM OF THE LOCATION.**

**IT IS IMPORTANT TO VERIFY IF THERE IS A FIRE OR FALSE ALARM.**

**GLOBAL SECURITY – Global Security will call when an alarm is sounded – they will send emergency vehicles. If there is a false alarm we need to call and report to them.**

CENTRAL STATION  
OFFICE / SERVICE

1-800-762-4444  
1-800-274-7080

<u>BUILDING</u>	<u>ACCOUNT NUMBER</u>	<u>PASSWORD</u>
CLUBHOUSE	C600-7026	KLAC
ANGLERS	C600-8432	KLAC
BONEFISH	C600-8433	KLAC
CARYSFORT	C600-8431	KLAC

**TO SILENCE IF FIRE BELLS GO OFF:**

On the first floor of each condo building is an electrical room in which there is a fire panel. When the fire panel door is open there is a touch pad in the upper right corner. Press the silence button to turn off the bells. The display above the key pad will flash letters or numbers that correspond to the chart on the front of the panel door which tells what zone caused the alarm.

**TO RESET ALARM:**

After all clear, press the alarm reset button then the enter button on the key pad.



## **Propane Emergencies**

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Any suspected gas leaks – if gas cannot be turned off at appliance – turn off at main tank.

**Call AMERIGAS service 305-852-2283**

There are 3 Propane tanks on property:

- Pool Area – Behind north porch kitchen. 1,000 gallon tank
- Laundry Area - Along south side of fence by the laundry area in enclosure, access from staff parking lot south of laundry building. 1,000 gallon tank
- Maintenance Area - Southeast corner of Fire Cistern across from the front entrance to laundry in maintenance area. 100 gallon tank.

All tanks have shut off valves on top of tank underneath the lid.



## Chemical Emergencies

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For major chemical spills call the Fire Department 911 (9-911 from an in house phone)

Or 367-4357 from a land line.

Minor Spills – if possible handle with on-site personnel.

**MSDS information sheets are located in the maintenance office, laundry and kitchen.**



## **Emergency Pool Shut Off**

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Turn off all electrical circuit breakers in the electrical box, located in the pool  
Mechanical area.

**Water – need this information**

**Chemicals – need this information**



## **Oil Spill Emergencies (Docks – Fuel Pumps)**

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Use the 3M oil absorbent pads when fueling boats. This will catch the spillage from the nozzle and the boat owner may use the same pad to wipe around the fuel opening of the boat when they are finished fueling. We are not allowed to actually fuel the boats.

**In the event of a very minor spill that involves one of our boats /or at our fuel pumps:**

1. Immediately notify Dock Master. The Dock Master will then promptly make an assessment of the situation. The person on duty will instantly enter the incident in the daily log and take action to correct the problem on site. There are oil spill absorbent pads always available on the fuel dock in the triangular dock box. Additional (larger) pads are also available in the Captains Lounge under the bookcase. Always use the small absorbent pads when fueling boats (hand one to the Captain who is doing the fueling). This will catch spillage from the nozzle and the boat owner may use this same pad to wipe around his fuel opening when he is finished fueling. We are not allowed to actually fuel boats. Always ask the boat owner whether he wants gas or diesel. Do not assume anything.

### **EMERGENCY Action and Notification Procedures :**

1. In the event that the spill cannot be contained or eliminated with the 3M pads there are additional procedures to follow. Any large sheen on the water is an emergency. There is an oil spill boom located behind the Dock building inside the storage area adjacent to the fuel dock. The boom is easily accessible day or night. All marina personnel are familiar with this additional safety equipment and are instructed and proficient in its use; should it ever be needed.
2. Any and all fuel spills must be reported to the Dock Master and General Manager; morning, noon or night. The Dock Master is can be reached at one of the following numbers:

KLAC Radio VHF channel 16 VHF channel 74  
Captain Wes 305-849-0457  
Captain Clark 305-393-5555



3. If for some reason the Dock master or General Manager cannot be located please call **SEA SPILL 305-451-3330**.

### **IF THERE IS A MAJOR MECHANICAL FAILURE, PIPE AND/OR HOSE BREAKAGE:**

1. Push **red** emergency fuel supply panic button. (Located on fuel dock.)
2. All engines at the fuel dock should be already shut down. Re-check. All motors must be off. Human safety is our first concern. Make sure no one is smoking near the problem area. There is NEVER any smoking allowed on the fuel dock.
3. Additionally, there is a second emergency shutdown switch located on the West Side of the Boardroom building. (Near the storage tanks.)
4. The PNEUMERCATOR in the dock house is a valuable tool in our safety and containment response game plan. Familiarize yourself with this equipment and know the whereabouts of its various back-up systems. (All new staff is instructed on this mechanism when first employed.)

### **THEN:**

1. Follow above procedures (**DO NOT HESITATE**) for notifying persons responsible.
2. The senior staff member on duty is responsible for contacting SEA SPILL, our contracted, 24 hour emergency licensed containment team.
3. The General Manager will be the only person responsible for contacting the law enforcement agencies (USCG and FMP).
4. All electric and motorized equipment near the spill must be shutdown.
5. All valves on fuel pipeline must be shut down and our clean up contractor must be notified
6. If the General Manager and the dock master are not on the grounds the senior employee on the grounds must apprise the Oil Spill Response Team at once.

**Sea Spill  
Chris Smith  
305-451-3330  
24/7**



## **Emergency Generator Start Up and Transfer Power Procedures**

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**These steps must be done in order.**

1. Electrical Room behind the kitchen,  
in Panels MB1 and MB2 – **Turn all breakers off.**
2. Breaker panels on the outside of Electrical Room, (right side).  
In Panels P1 and P2 - **Turn all breakers off.**
3. The Generator is located on the south side of the building, -  
outside of the bakery. **OPEN ALL DOORS ON GENERATOR**  
Be sure the breaker is in the **on position (pushed up).**
4. Turn the **RUN OFF AUTO** switch into the **RUN** position. At this  
time the Generator should start running.
4. Transfer Switch (Outside kitchen by ice machines).  
**In Panels TS1 and TS2 – pull down the Tie Bar in each panel.**
5. Electrical room behind the kitchen,  
**In panels MB1 and MB2 turn on all breakers with RED Dots.**  
**(P1, P2, P3, L1, L6A, L6B, L7, L5)**
6. Breaker panels on the outside of Electrical Room, (right side).  
**In panel P1 turn on breakers, 8,9,12**  
**In panel P2 turn on breaker 6**





## **Emergency Generator - Restoring Power**

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**These steps must be done in order.**

1. The Generator is located on the south side of the building, - outside of the bakery. Open the doors on the right side of the generator. Turn the RUN OFF AUTO switch to the OFF position.
2. Transfer Switch (Outside kitchen by ice machines).  
**In Panels TS1 and TS2 – push up the Tie Bar in each panel.**
3. Electrical Room behind the kitchen,  
in Panels MB1 and MB2 – **Turn all breakers ON**
4. Breaker panels on the outside of Electrical Room, (right side).  
In Panels P1 and P2 - **Turn all breakers ON**



# Appendix & Forms

- **Fire Extinguisher Locations**
- **Water Valve Shutoff Location Map**
- **Property Map**
- **Ocean Reef Map**
- **Accident/Incident Report**
- **Global Security Account Numbers**
- **Clubhouse/Villa Unit Fire Communicator Functions**