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Emergency Site Evacuation Procedures

APR 16 2015

Rapid City Community Planning
& Development Services

Purpose: To provide for prompt notification, accountability and orderly evacuation of the Canyon lake Resort guests and employees.

The front desk or on-site manager will be designated as the primary responsible party. The manager and staff will be properly trained in the implementation of the evacuation procedures.

Written procedures and contact information will be readily available at the front desk, for immediate staff reference.

The notice to evacuate the site will be initiated by the front desk or on-site manager based upon:

1. Managers discession.
2. Weather emergency notification via a NOAA radio located at the front desk.
3. As directed by the Emergency Management office, Fire Department, Law Enforcement agency or other designated emergency response provider.

Evacuation plans for the site will be placed in each guest room and handed out at check in.

In case of an emergency, guests and employees will be notified by telephone and by going room to room, accountability for the guests will be conducted at this time as well.

Guests evacuating the site will be directed to depart the parking lot by turning right onto Chapel Lane, then right onto Jackson Blvd. unless otherwise directed.

Canyon Lake Resort Evacuation Plan

Dear Guest,

Your health and safety is our number one concern in regards to you having an enjoyable stay at the Canyon Lake Resort. With that in mind, we have created and have in place Emergency Site Evacuation Procedures for your protection.

Please read the following rules in case of an emergency:

1. When notified please obey the direct orders of the front desk, on-site manager or emergency response providers.
2. Account for and notify all persons in your group.
3. If time is of the essence, please leave all your belongings to be picked up at a later date.
4. You will be directed to depart the parking lot by turning right onto Chapel Lane, then right onto Jackson Blvd. unless otherwise directed.

Thank you and have a pleasant stay,



Michael Derby

Owner, Canyon Lake Resort

605-381-0992

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