**SOP 30 – Emergency Evacuation of the Park** *Douglas Forest RV Resort LLC – 106 Douglas Road, Webster, MA*

1. If a full or partial evacuation is ordered due to fire, gas leak, chemical spill, severe weather, or law enforcement directive, notify all guests and staff immediately using every available method:  
   * Door-to-door notification
   * Loudspeakers or horns
   * Posted signage at exits and entrances
2. Call 911 to confirm the threat and coordinate with local emergency services.
3. Notify the General Manager or park owner immediately.
4. Direct guests to exit the park in an orderly fashion:  
   * Assist those with mobility limitations or large rigs
   * Provide clear exit routes and avoid blocked or unsafe areas
   * Do not allow guests to re-enter evacuated zones
5. Volunteers and staff must:  
   * Check all bathhouses, laundry rooms, pavilions, and common areas
   * Confirm all known guests are informed
   * Avoid entering any RVs or trailers
6. Once the evacuation is underway:  
   * Record a list of all evacuated guests (by site number)
   * Note any individuals who refused to leave or could not be located
7. Do not attempt to enforce evacuation by force. Report non-compliant individuals to emergency personnel.
8. After evacuation, report to the designated rally point or off-site command location as directed by management or emergency responders.
9. Complete a detailed Incident Report including:  
   * Reason for evacuation
   * Time of notification and exit
   * Staff actions taken
   * Guest response or issues encountered
10. Return to the park only when it has been cleared and reopened by emergency services or park management.