**SOP 6 – Fire, Smoke, or Explosion** *Douglas Forest RV Resort LLC – 106 Douglas Road, Webster, MA*

1. Call 911 immediately for any visible fire, smoke, or explosion—no matter the size.
2. Pull the nearest fire alarm if available and safe to do so.
3. Evacuate all guests and staff from the affected area:  
   * Knock on doors and loudly announce evacuation if needed
   * Direct everyone away from RVs, propane tanks, wooded areas, or structures at risk
4. Do not attempt to fight any fire unless:  
   * It is very small
   * You are trained to use a fire extinguisher
   * You have a clear exit path
5. Shut off utilities (electric, gas, water) if it can be done safely and you have been trained.
6. Notify the General Manager or on-site lead immediately.
7. Keep guests away from emergency responders and the affected area.
8. Once the scene is secure, complete a full Incident Report:  
   * Time of fire
   * Location
   * Suspected cause (if known)
   * Actions taken
   * List of affected RVs, structures, or individuals
9. Do not allow guests to re-enter the area until cleared by fire department or management.