



**Advent Health**  
***SPORTS PARK***  
at BLUHAWK

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# EMERGENCY ACTION PLAN



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## **PURPOSE OF THE EMERGENCY ACTION PLAN**

This Emergency Action Plan (EAP) is a way for AdventHealth Sports Park at Bluhawk to prepare and plan for a variety of emergency situations.

The purpose of the emergency plan is to provide guidance for addressing emergencies which may occur at the facility.

## **FACILITY DESCRIPTION**

Facility Name: AdventHealth Sports Park at Bluhawk  
Facility Address: 16201 Shawnee Dr., Overland Park, KS | Phone Number: 913-713-4295

## **EMERGENCY PHONE NUMBERS**

Overland Park Fire Station 45 Phone: 913-888-6066 Overland  
Park Police Department: 913-895-6300

## **UTILITY PHONE NUMBERS**

Evergry Account Number: 0603015345 Phone Number: 888-544-4852 Kansas

Gas Company

Account Number: 512379553 2054882 82 / 512286898 2062866 36  
Phone Number: 1888-482-4950

## **TRAINING**

It is the supervisor's responsibility to familiarize their team members with this EAP.

The AdventHealth Sports Park at Bluhawk should advise each team member of his/her responsibilities and conduct training in accordance with the requirements for their level of involvement.

## **EAP Location and Access**

A copy of this EAP shall be available to all team members through their supervisor.  
A printed - hard copy of the building's EAP shall be kept at the Bluhawk Welcome Desk.

## **ROLES RESPONSIBILITIES**

The General Manager (GM) is the initial person in charge of the site until relieved by first responders. The Facilities Manager is second in command and responsible for:  
Planning and executing evacuation drills and shelter-in-place training events  
Conducting monthly reviews of the EAP plan and providing updates if necessary

Ensure all contact information, emergency evacuation maps, team member rosters, and building inspections are up to date

## **RESCUE MEDICAL ASSISTANCE**

Team members may provide medical assistance to others in accordance with their training until first responders arrive.

### **DRILLS**

The facility performs at least one emergency exercise (drill) each calendar year that meets the following requirements:

The evacuation drill will include all team members, contractors, and visitors an assessment of the emergency plan

The General Manager and/or Facilities Manager is responsible for ensuring that emergency exercises or drills are carried out as recommended, and that performance or effectiveness is documented.

## **EVACUATION ROUTES**

Evacuation route maps have been posted in each work area. The following information is marked on evacuation maps:

- Fire
- Extinguishers
- Hot Water
- Control First
- Aids
- AEDs
- Fire Alarm Pull Stations
- Gas Control
- Tornado
- Shelter
- Electric
- Control
- Emergency
- Exits
- Primary and Secondary Evacuation Routes
- Designated Assembly Area

## EVACUATION FLOOR MAPS

Use the emergency exits and proceed to the designated evacuation assembly area. The area is the Emergency Parking Lot Area at AdventHealth Hospital, This location is directly south of AdventHealth Sports Park at Bluhawk.

### Facility Map: Attached

 Fire Extinguisher

 Hot Water Control

 First Aid

 AED

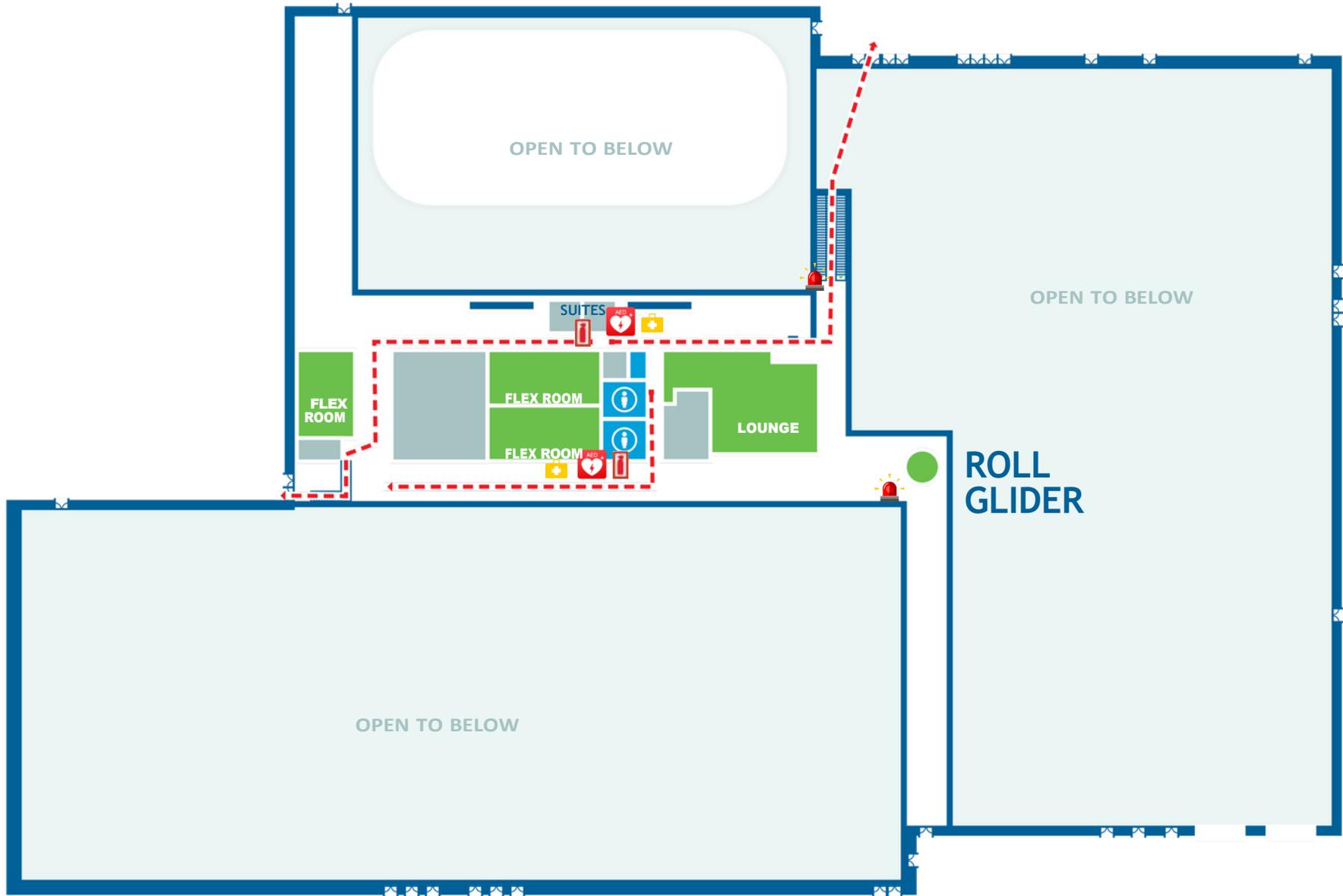
 Fire Alarm

 Gas Control

 Tornado Shelter

 Electric Control





## Evacuation Assembly Area

AdventHealth South Overland Park Hospital

7820 W.165th St.

Overland Park, Ks. 66223

Picture Attached:



## LOCATIONS OF FIRE ALARMS s FIRE EXTINGUISHERS

Fire alarms and extinguishers are located throughout the building and clearly marked with signs.

### Locations of **Fire Alarms**

- Adjacent to every exterior door in the complex
- Next To Roll Glide
- Lower-Level South Stairs
- Upper Leve; Top of North Stairs
- Flex Room 2A.05
- Hockey; Upper level on East Wall / on Mezzanine
- C.26 Room

### Locations of **Fire Extinguishers**

- Front Walkway under North Stairs
- Lower Level; West side Ice Entrance
- Hockey Upper Level Mezzanine North
- West Hallway
- Flex 2A.05
- Black Hallway to Receiving Dock
- Lower Level Liquor Room
- Storage Room 2a.29
- Zamboni Room X2
- Receiving Area X5
- C.26 Front Entrance

### Location of **Automated External Defibrillator**

- GNG Colum, North Wall
- Hockey Hall Upper-Level Mezzanine
- Storage Room 21.34
- C.26 Next to Welcome desk
- Field House
- 

## REPORTING EMERGENCIES

If an emergency develops at the facility, the General Manager should be notified immediately. If the General Manager cannot be reached, the Facilities Manager should be contacted.

The AdventHealth Sports Park at Bluhawk means of reporting emergencies are Dial 9-1-1 from the receptionist desk or from any cell phone

When reporting an emergency, calmly state:

Your name

Provide the address of the emergency

Telephone Number to reach you if needed

Nature and size of the emergency

Business Line: 913-713-4295

Address: 16201 Shawnee Drive, Overland Park KS., 66223

## EVACUATION PROCEDURES

Evacuate to a safe location (Designated Assembly Area) 16201 Shawnee Drive, Overland Park KS., 66223 during an emergency. Be aware of all exits in the building, keep calm, walk quickly to the nearest marked exit.

Call the police for help:

- If it is safe, take cell phones, keys, wallets/purses If it is safe, close office doors
- If it is safe, assist others out of the building
- Direct building occupants to evacuate immediately and meet at the designated evacuation assembly area
- All team members shall also proceed to the Designated Evacuation Area
- **DO NOT Re-ENTER** the building until cleared by first responders
- The facility manager is responsible for ensuring that team members know the evacuation routes from their work site location. After the building is evacuated and team members have gathered at the Emergency Assembly Area roll should be taken.

## EVACUATION

Different types of evacuations are utilized depending on the circumstances of the incident. This EAP provides direction to team members on how to respond and where to evacuate during emergencies.

The designated evacuation assembly area for CORE4 is: 16201 Shawnee Drive, Overland Park KS., 66223

## EMERGENCY TYPES

- Medical Emergency
- Fire Procedures
- Active Shooter
- Severe Weather Extended
- Power Loss
- Shelter-In-Place C Lock Down

## **MEDICAL EMERGENCY**

Call the medical emergency number 9-1-1 Provide the following information: Nature of medical emergency

Location of the emergency: 16201 Shawnee Drive, Overland Park Ks.,66223 State your name and the phone number from which you are calling

Do not move the victim unless absolutely necessary.

If trained CPR and First Aid personnel are nearby call them to provide required assistance prior to the arrival of medical help.

If personnel trained in First Aid are not available, attempt to provide the following assistance:

Stop the bleeding with firm pressure on the wounds. (Remember to avoid contact with blood or other bodily fluids)

Clear the air passages using the Heimlich Maneuver in case of choking.

## **FIRE RESPONSE PROCEDURES**

In case of a small fire:

Pull the fire alarm and call 9-1-1 from the front desk phone or from a cell phone Alert people to begin evacuation

Keep an exit available behind you and bring the extinguisher within ten feet of the fire

**To use a fire extinguisher, use the acronym PASS:**

**P** Pull the pin

**A** Aim at the base of the fire

**S** Squeeze the Handle

**S** Sweep side to side, at the base of the fire until the fire is out or the extinguisher is empty

**In case of a large fire:**

- Pull the fire alarm and call 9-1-1 from the front desk phone or from a cell phone Alert people to begin evacuation
- If it is safe to do so, close doors to confine the fire
- Evacuate the building and move to the Designated Evacuation Assembly Area
- Ensure all occupants are accounted for using the team member headcount form and the daily guest check-in list.

Everyone must go to the designated evacuation assembly area and wait for First Responders to clear them before leaving the site.

## **ACTIVE SHOOTER**

**RUN:** Run, when there is an active threat

**HIDE:** Hide, If escape is not possible

**FIGHT:** Fight, only as a last resort, and if your life is in danger

## **SEVERE WEATHER**

### **TORNADO**

When a warning is issued by sirens or other means, seek shelter. Consider the following:

- Small interior rooms on the lowest floor and without windows
- Hallways on the lowest floor away from doors and windows
- Rooms constructed with reinforced concrete, brick, or block with no windows Stay away from outside walls and windows
- Remain sheltered until the tornado threat is over

### **FLOOD**

#### **If Indoors:**

Be ready to evacuate as directed by the General Manager / Facilities Manager or designated official. Follow the recommended primary and secondary evacuation routes.

#### **If Outdoors:**

Climb to high ground and stay there  
Avoid walking or driving through floodwater

### **EARTHQUAKE**

In the event of an earthquake:

- Drop, Cover, and Hold on
- Get under a desk or table. If none are available, move against an interior wall and cover your head with your arms. Remain under cover until the movement subsides.
- Stay away from large windows and shelving
- If it is safe to do so, evacuate the building and proceed to the Designated Evacuation Assembly Area

### **EXTENDED POWER LOSS**

In the event of extended power loss to the facility, certain precautionary measures should be taken:

Turn off unnecessary electrical equipment and appliances

In freezing temperatures drain the following lines in the event of a long-term power loss:

Fire sprinkler system, Stand pipes, Toilets, etc.

### **SHELTER-IN-PLACE LOCK DOWN PROCEDURES**

A Shelter In Place notification may be issued when the police or another designated official determines that there is a potential threat in the area. When notified to Secure-In-Place, initiate action immediately.

AdventHealth Sports Park at Bluhawk Team members and guests should secure in place and take the

following actions:

- Remain calm
- Find an interior room and lock or barricade the doors
- Minimize vulnerability, turn off lights, and silence phones
- Move away from doors and windows
- Do not leave until an all-clear message is received Call 9-1-1 immediately

A team member's first priority is to find a safer space to go. Going to a workspace to retrieve personal items is highly discouraged.

Team members should stay inside and behind a locked door until first responders give them directions to do otherwise.

Should the location no longer be safe, team members should try to relocate to a safer location. Once evacuated from the building, account for all staff and guests.

## **ACCOUNTING FOR BUILDING OCCUPANTS**

Supervisors need to maintain an accurate and current list of team members within their department. A list should be created of all team members to assist during evacuations and other emergencies. A guest list should also be created from Sports Key based on the daily check-in report. This document should include:

Present/Accounted for box, which shall be marked when:

- The person is present for the headcount
- The person is definitely known as not being in the affected building

The missing/unaccounted-for box shall be marked when:

- The person is not present for the headcount
- The whereabouts of the person is unknown
- The person is/was known to be in the affected building prior to the evacuation.

