



EMERGENCY ACTION PLAN



Emergency Action Plan for Burlington Pickleball Complex

1. Emergency Contacts

- a. **Primary Contact Person:** Rachel Vinson, General Manager (757) 714-9401
- b. **Secondary Contact Person:** Alex Dunzweiler, Team Lead (704) 215-3846
- c. **Local Emergency Services:** 911
- d. **Non-Emergency Police Line:** (336) 229-3500
- e. **Nearest Hospital:** Cone Health Alamance Regional Medical Center, 1240 Huffman Mill Rd., Burlington, NC 27215

2. Emergency Procedures

- a. **Evacuation Procedures:** Clear, step-by-step instructions for evacuating the facility in case of fire, natural disaster, or other emergencies.
 - i. Designating Meeting Point:
 - ii. Routes and Exits:
 - iii. Assistance for Users with Disabilities: The team member is responsible for helping users with disabilities.
- b. **Lockdown Procedures:** Steps to follow in the event of an active shooter or other immediate threats.
 - i. Secure all gates.
 - ii. Stay silent and out of sight.
 - iii. Communicate with emergency services if safe to do so.
- c. **Medical Emergencies:** Procedures for handling injuries or medical emergencies
 - i. AED is located on one of the main posts for the Championship Court covering.
 - ii. Basic first aid is located in a box in the welcome desk. Refills are located in the storage shed.
 - iii. Inform team member trained in first aid and CPR when a user is down.
 - iv. Have information on staff members training in CPR and first aid.

3. Emergency Supplies

- a. **First Aid Kits:** Team Leads on duty check to ensure they are fully stocked and easily accessible.
- b. **Emergency Equipment:** Team Leads on duty check AED, batteries, etc.
- c. **Emergency Communication Devices:** Team Leads on duty check walkie-talkies and other communication tools.

4. Training and Drills

- a. **Regular Training Sessions:** The General Manager will schedule quarterly training sessions.
- b. **Emergency Drills:** The General Manager will conduct regular drills to practice evacuation, lockdown, and other emergency procedures.
- c. **Feedback and Improvement:** After each drill, the General Manager will gather feedback and make improvements.

5. Communication Plan

- a. Internal Communication: Radio call-out codes are as follows:
 - i. Code Blue: Assistance needed/security situation.
 - ii. Code Rainbow: Bodily fluids and/or solids outside of the body.
 - iii. Code Amber: Lost person, no facility entry or exit until found.
 - iv. Code Red: Emergency vehicle arriving on property
 - v. Radio channel 1
- b. External Communication: How we communicate with emergency services, media, and families of those involved.
 - i. The General Manager will handle all communications with emergency services, media, and families involved. Team members are not to speak with the media.
 - ii. The General Manager will contact the Client, SFC, and VP of Operations in the event an emergency situation has occurred.

6. Review and Update

- a. Regular Review: The General Manager will schedule regular reviews of the emergency action plan to ensure it is up-to-date and comprehensive.
- b. Updates: Make updates as necessary based on feedback, new regulations, or changes to the facility.

**Burlington Pickleball Complex
EAP Map**

