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# EMERGENCY ACTION PLAN



## **ELIZABETHTOWN SPORT PARK EMERGENCY OPERATIONS PLAN**

### **Appendix A- Elizabethtown Sports Park**

#### **ACTIVATION OF PLAN**

The Elizabethtown Sports Park (ESP) emergency operations plan shall temporarily guide operations in the event of an emergency, until such a time that the City of Elizabethtown emergency operations plan can be activated, and emergency personnel can assume incident command. The ESP emergency operations plan can be activated whenever one or more of the following circumstances occur as a result of a disaster, whether it is man-made or natural:

- A. Large loss of life or threat thereof
- B. Mass casualty
- C. Severe weather damage (tornado, flood, etc)
- D. Hazardous materials release or threat thereof
- E. Large scale property loss due to fire or other cause
- F. At any time the General Manager deems it necessary to properly provide emergency services to the visitors and/or staff of the ESP as a result of any of the previously listed items.
- G. Whenever a condition exists, or may exists, that may impede the ability of the ESP to provide a safe and secure environment for standard park operations.

## **NOTIFICATION OF ACTIVATION**

At the discretion of the General Manager or, in his/her absence, the Director of Operations may activate the ESP emergency operations plan (EOP). This may be accomplished by notifying the on-duty dispatcher at the Elizabethtown Police Department (EPD), so as to begin the process of emergency response to the ESP, and activation of the city-wide EOP if necessary.

UPON ACTIVATION, THE FOLLOWING SHALL BE NOTIFIED:

1. EPD dispatch
2. Fire Chief/ City Emergency Manager
3. Police Chief/ Assistant City Emergency Manager
4. Hardin County EMS
5. City Hall
6. ESP Management

It is understood that EPD dispatch may notify parties (2) through (4), in the event of an emergency, and may not be necessary for the ESP to do so.

Upon notification of these parties, the following information shall be forwarded to them:

1. Reason for activation and time activated
2. Location of on-site Emergency Operation Center (EOC)
3. Communication channels (radio, telephone, etc.)
4. Number of people affected
5. Special hazards
6. Reporting instructions

## **REPORTING INSTRUCTIONS**

1. **General Manager**: Report to on-site EOC as soon as possible after notification. An estimated time of arrival should be given. Cellular phones should be brought.
2. **Director of Operations**: Report to on-site EOC as soon as possible after notification. An estimated time of arrival should be given. Cellular phones should be brought, as well as a list of personnel currently on-shift.
3. **Food & Beverage Manager**: Report to on-site EOC as soon as possible after notification. An estimated time of arrival should be given. Cellular phones should be brought, as well as a list of personnel currently on-site.
4. **Facility Manager**: Report to on-site EOC as soon as possible after notification. An estimated time of arrival should be given. Cellular phones should be brought, as well as a list of personnel currently on-site.
5. **Programs & Marketing Coordinator**: Report to on-site EOC as soon as possible after notification. An estimated time of arrival should be given. Cellular phones should be brought, as well as a list of personnel currently on-site.

## **DIRECTION & CONTROL**

1. For purposes of emergency operations, the ESP office building shall serve as the on-site EOC.
2. During a partial or full activation of the ESP Emergency Operations Plan, all managers shall report to the ESP office building to fulfill potential coordination duties with emergency responders and city administration.
3. During activation, all other ESP personnel shall seek shelter in the nearest, secure building, and await further instruction from the ESP EOC or emergency responders.
  - a. All reasonable efforts to safety secure buildings should be made, including locking and barricading doors and windows, if necessary (Ex: active shooter, tornado).
4. Priorities of the ESP EOC are:
  - a. Preservation of life
  - b. Preservation of property
  - c. Preservation of records
  - d. Documenting incident
  - e. Communicating with necessary agencies
5. The ESP EOC shall transfer incident command to the city EOP and EOC immediately upon activation thereof, or at the request of emergency services.

## **EMERGENCY PERSONNEL NAMES AND PHONE NUMBERS**

### **DESIGNATED RESPONSIBLE OFFICIAL:**

General Manager: Andrew Kurtz

Phone: 303-902-1185

### **EMERGENCY COORDINATOR:**

Director of Operations: Will Young

Phone: 205-353-5469

### **CITY SAFETY MANAGER:**

Deputy Chief: Major Matt Coogle

Phone: 270-765-2122

## **EMERGENCY PHONE NUMBERS**

FIRE DEPARTMENT:	<u>(270) 737-5999</u>
PARAMEDICS/AMBULANCE:	<u>(270) 769-3014</u>
POLICE:	<u>(270) 765-4125</u>
FEDERAL PROTECTIVE SERVICE:	<u>(202) 282-8000</u>
PARK MANAGEMENT:	
Andrew Kurtz	<u>(303) 902-1185</u>

## UTILITY COMPANY EMERGENCY CONTACTS

**ELECTRIC:**

Nolin Rural Electric Co-Op

(270) 765-6153

**WATER:**

Hardin County Water District No. 2

(270) 737-1056

**GAS:**

Elizabethtown Water & Gas

(270) 765-6121

**TELEPHONE COMPANY:**

Brandenburg Telecom

(270) 982-4466

## EMERGENCY REPORTING AND EVACUATION PROCEDURES

Types of emergencies to be reported by site personnel are:

- MEDICAL
- FIRE
- SEVERE WEATHER
- BOMB THREAT
- CHEMICAL SPILL
- EXTENDED POWER LOSS
- OTHER (specify)  
(eg. terrorist attack/hostage taking)

## EMERGENCY COLOR CODES

In the event of an emergency, these color codes are to be used over the walkies.

Remember to always keep radio traffic to a minimum in case an emergency arises.

<b><u>ESP Emergency Color Codes</u></b>	
<b>Code Announced</b>	<b>Code Meaning</b>
<b>Code Black:</b>	<b>Bomb Threat/Suspicious Package</b>
<b>Code Blue:</b>	<b>Medical Emergency</b>
<b>Code Pink:</b>	<b>Missing/Abducted Child</b>
<b>Code White:</b>	<b>Violent/Aggressive Behavior</b>
<b>Code Orange:</b>	<b>Severe Weather</b>
<b>Code Silver</b>	<b>Firearm Discovered/Reported</b>
<b>Code Purple:</b>	<b>Suspicious Person</b>
<b>Code Red:</b>	<b>Fire/Smoke/Fumes</b>
<b>Code Yellow:</b>	<b>Illegal Substance</b>
<b>Code Brown:</b>	<b>Hazardous Spill</b>
<b>Code Green:</b>	<b>Theft</b>
<b>Code Grey:</b>	<b>911 Dispatched to Campus</b>

## **CODE PINK: MISSING CHILD**

### Elizabethtown Sports Park Missing Child Plan of Action (Code **PINK**)

#### Purpose of Plan

If a child has been reported missing on ESP's campus, the following actions need to be taken to ensure time is not wasted and every attempt has been made to locate the child. The purpose of this plan is to prepare and educate ESP staff on how to respond when a missing child is reported.

#### Notification of Activation

Once the staff at ESP have been notified of a missing child in the park, a notification (code **PINK**) is to be sent out park-wide to staff via radio. If unsure on how to deliver the message, follow the script below:

*"Attention all Sports Park staff we have a code **PINK** reported at (BLANK LOCATION) again we have a code **PINK** at (BLANK LOCATION)."*

When notifying staff over the radios, make sure to talk calmly and keep your message simple and concise.

#### Documentation

Proper documentation and procedures must be completed promptly and given to the General Manager, who will then submit to SFC's legal department for further review or necessary follow up.

- After the incident has been resolved, all actions that were taken to locate the child should be documented and turned into the MOD ASAP in the form of an incident report.
- NO STAFF MEMBER is to discuss insurance, discuss liability or responsibility. Do NOT talk to any media- including park patrons- regarding the incident or any topics listed prior. All this information is to go through the General Manager.

## Direction & Control

Within the first **FIVE MINUTES** the following actions need to be taken:

- A description of the child's appearance and their name needs to be sent out over the radio to park staff (use the description reference sheet located on the following page).
- All exits and entrances to the park should be shut down and monitored by event staff (West Park Rd, St. John Rd, and King Arthur Ct.)
- The tournament director should be notified of the missing child with a description, and an alert should be sent out through their messaging service if available.
- The Manager on duty (MOD) is to be notified and is to report to ESP EOC and assume the roll of Emergency Coordinator.

After **10 MINUTES**:

- A park-wide search for the missing child should begin. This includes walking trails, quads, restrooms, fields, parking lots, nature trails, and pavilions.
- All available staff should assist with the search.

After **20 MINUTES**:

- 911 needs to be notified of the missing child, and the name and description of the child needs to be given.
- The parents of the missing child need to be contacted if not already
- Activation of campus security cameras to spot last location of child.

After **30 MINUTES**:

- An announcement for the child should be made on ESP's emergency address system located in the ESP Server Room

After **40 MINUTES**:

- If the child is still missing, emergency services should assume incident command and direct the actions of park employees, if they have not already. Emergency services may assume incident command at any time.

## Job Classifications\*\*

**MOD:** the MOD should head to ESP EOC to assume the role of Emergency Coordinator

**Event Staff:** are responsible for locking down the park and monitoring entrances/exits (if extra event staff is available, they should be assisting in the search)

**Food & Beverage Staff:** Check places in their designated shift areas. If a gator is available, assist in checking the walking areas and parking lots.

**Facilities Crew:** Should check areas such as nature paths, walking trails, and parking lots. If facilities crew is not on-site, any extra event and F&B staff will assume this role. If needed, tournament staff on-site can assist as well.

**Tournament Staff:** Should assist ESP staff in the search where needed.

\*\* Job classifications may change based on MOD's discretion. This is to ensure that there are enough resources readily available at any given time.

## Missing Child Profile Sheet

(Use this sheet to obtain a description of the missing child)

Child's Legal Name: \_\_\_\_\_

Nickname: \_\_\_\_\_

Age: \_\_\_\_\_

Height: \_\_\_\_\_

Weight: \_\_\_\_\_

Sex: **(MALE / FEMALE)**

Race: \_\_\_\_\_

Hair Color: \_\_\_\_\_

Eye Color: \_\_\_\_\_

Where are they from: \_\_\_\_\_

Team Associated with Child: \_\_\_\_\_

Parents Contact Information: \_\_\_\_\_

Additional Information: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Employee Completing Profile: \_\_\_\_\_

Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

## CHILD ABUSE

- Elizabethtown Sports Park staff is instructed on the right and wrong ways to deal with children and understand that abuse of any ESP guests will not be tolerated.
- If a case of child abuse arises, the ESP General Manager will report the event to the Elizabethtown Police Department, and the child’s parents/guardian.
- In Kentucky law, “abused or neglected child” means a child whose health or welfare is harmed—or threatened with harm—when his or her parent, guardian, or other person exercising custodial control or supervision:
  - Inflicts or allows to be inflicted upon the child physical or emotional injury by other than accidental means.
  - Creates or allows to be created a risk of physical or emotional injury to the child by other than accidental means.
  - Engages in a pattern of conduct that renders the parent incapable of caring for the immediate and ongoing needs of the child, including, but not limited to, parental incapacity due to alcohol and other drug abuse.
  - Continuously or repeatedly fails or refuses to provide essential parental care and protection for the child, considering the age of the child.
  - Does not provide the child with adequate care, supervision, food, clothing, shelter, education, or medical care necessary for the child’s well-being.
  - **Anyone viewing such an occurrence must report the incident to the ESP General Manager immediately.**
- Anyone viewing such an occurrence must report the incident to the ESP General Manager immediately and may, additionally, notify on site security personnel or 911.

## MEDICAL EMERGENCY

- Call medical emergency phone number (check if applicable):
  - Paramedics
  - Ambulance
  - Fire Department
  - Other

Provide the following information:

- a. Nature of medical emergency
- b. Location of the emergency (address, building, room number), and
- c. Your name and phone number from which you are calling.

- Do not move victim unless absolutely necessary.
- Call the following personnel trained in CPR and First Aid to provide the required assistance prior to the arrival of the professional medical help:

Name: Medical Trainer                      TBD by Tournament  
Name: Hardin County EMS                  Phone: 911

- If personnel trained in First Aid is not available, at a minimum, attempt to provide the following assistance while wearing proper PPE:
  1. Stop the bleeding with firm pressure on the wounds (note: avoid contact with blood and other bodily fluids)

2. Clear the air passages using the Heimlich Maneuver in case of choking.
3. Only use CPR if you are certified to do so.
  - In case of rendering assistance to personnel exposed to hazardous materials, consult the Material Safety Data Sheet (MSDS) and wear the appropriate personal protective equipment. Attempt First Aid ONLY if trained and qualified.

## **MEDICAL TRAINER RESPONSIBILITIES**

### Overview

Even though the on-site event trainer is provided through the tournament rental group, while on duty the trainer still represents the Elizabethtown Sports Park. With this in mind, we ask that the trainer acts courteously and responsibly in all situations during their time at the Elizabethtown Sports Park. The purpose of this guide is to inform the trainer on the Elizabethtown Sports Park Emergency Procedures as well as how to communicate with the park staff if an emergency should arise.

### Responsibilities

- If park staff is needing to get in contact with the on-site medical trainer, they are to go through the tournament director via phone or radio and from there the director will pass along the information to the on-site medical trainer.
- If emergency personnel have been dispatched to the park by the tournament rental group the trainer is to immediately notify the staff of the Elizabethtown Sports Park either by notifying the tournament director or calling one of the numbers below.
- If an accident occurs and results in an injury the Elizabethtown Sports Park staff must be notified to fill out an incident report regarding the injury (injury reports are for internal use only).
- We ask that the trainer does not discuss insurance, liability, responsibly, provide a copy of the incident report to the injured party, or talk with any media on the behalf of the Elizabethtown Sports Park.

### Contact Numbers

ESP Manager on Duty: (270) 982-1375

Elizabethtown Police Department Dispatch: (270) 756-4125

Sports Park Office (Mon-Fri 8am-5pm): (270) 765-6132

General Manager: Todd Yancey (630) 630-1099

Director of Operations: TBH

**In the event of an emergency call 911**

# EMERGENCY VEHICLE DISPATCH PLAN AND ROUTES

## Purpose of Plan

In the event of a medical emergency where it has been deemed necessary for an emergency vehicle to be dispatched to the Elizabethtown Sports Park (ETSP) the following actions need to be taken to ensure emergency personnel can get in and out of the facility as quickly as possible while keeping in the best interest of the injured person(s). The purpose of this plan is to educate and prepare the park staff on how to respond in the event of a medical emergency.

## Notification of Dispatch

Once the staff at ETSP has been notified that emergency personnel has been dispatched to the park the following people need to be notified if they have not already.

1. On-site Athletic Trainer
2. ESP Manager on Duty
3. ESP Staff (by radio **CODE GREY**)
4. General Manager
5. Director of Events

Follow this script when sending out the activation notice over the radios: "Attention all park staff we have a code **GREY** at (**BLANK LOCATION**) again we have a code **GREY** at (**BLANK LOCATION**)

## Documentation

To ensure that the Elizabethtown Sports Park and SFM meet all legal requirements and to prevent any future lawsuits proper documentation and procedures must be completed in a timely manner and given to the General Manager.

- Immediately following the incident, a Facility Incident Report must be completed and turned in to the manager on duty ASAP.

**NO STAFF MEMBER** is to discuss insurance, discuss liability or responsibility, provide a copy of the Incident Report to the injured party, or talk to any media- including park patrons- regarding the injury or any topics listed prior. All this information is to go through the General Manager.

## Direction & Control

If emergency personnel are dispatched to the park, the following roles will be assumed once the dispatch notification has been announced over the radios:

- The Manager on Duty (MOD) will report to the incident scene and assume the role of Emergency Coordinator.
  - The Primary escort is to report to the main gate and await arrival of emergency services
  - The Secondary escort is to report to the park office and pick up the Silverado work truck and proceed to meet the primary escort at the main gate
    - The truck keys can be found on hanging on the door of the General Manager's office
- A. **Primary Escort:** (Preferably use a gator equipped w/ a strobe light)
- a. Must decide the best route to take and if to go on back path or to pavilion (Drivers of larger ambulances might think they will not fit)
  - b. Meets the emergency personnel at the **MAIN GATE** (West Park Rd)
  - c. Communicate with secondary escort the route to be taken and destination
  - d. Once destination is reached block off area with gator to control traffic
  - e. Escorts emergency personnel out of the facility (if coming from **SOCCER/FOOTBALL FIELDS** you can exit at the St. John Rd gate)

B. **Secondary Escort:**

- a. Picks up the Silverado work truck from office and heads to main gate
- b. Meets the primary at the **MAIN GATE** (West Park Rd)
- c. Assist the primary escort by driving ahead and clearing/stopping traffic

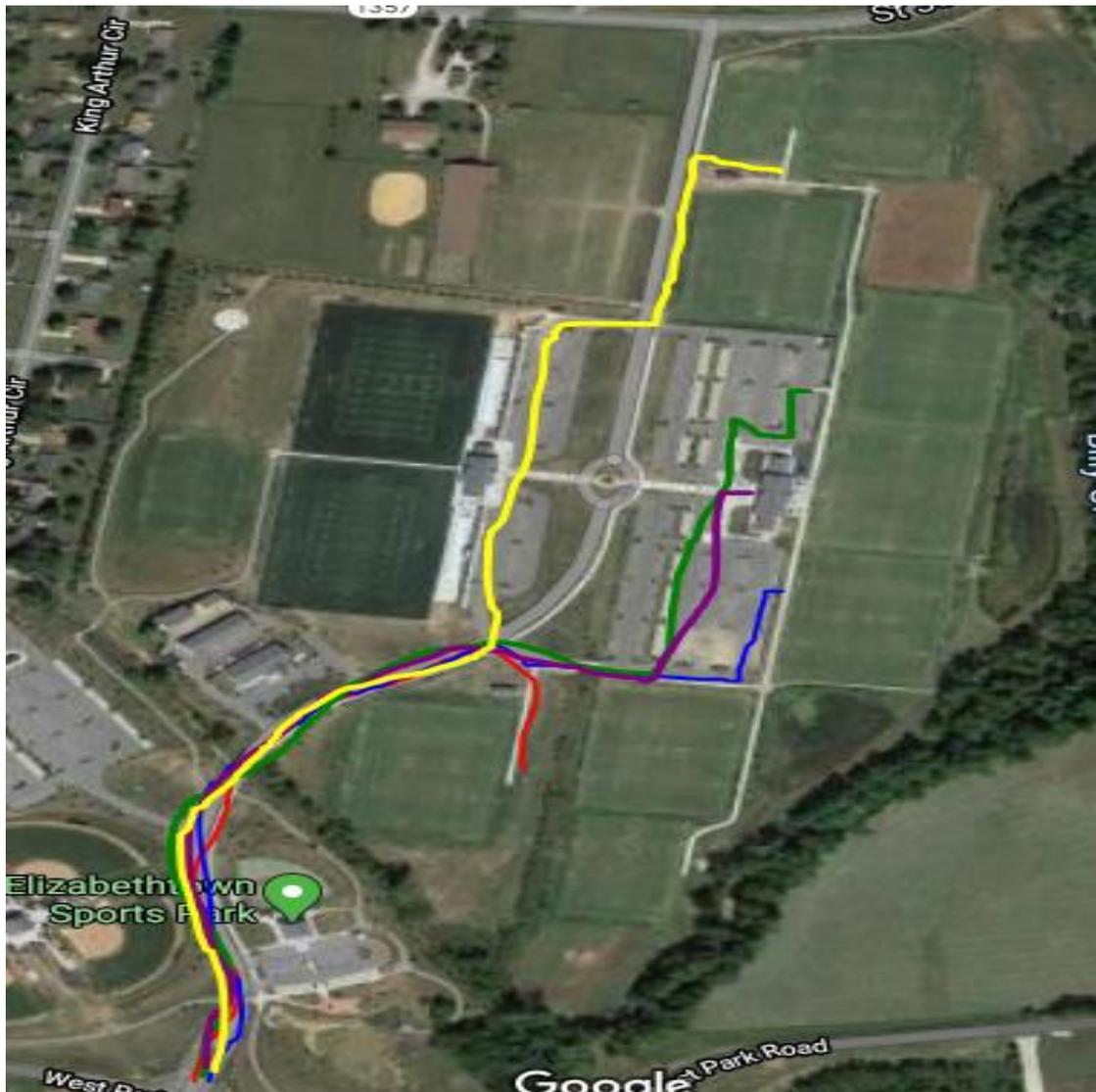
- d. Check to see the route to be taken and where the destination is
  - e. Communicate any large obstructions ahead to the primary escort
  - f. Once destination is reached either assist the primary escort with traffic control or go to injury site to help w/ crowd control
  - g. Assist the Primary escort in getting emergency personnel out of the facility
- C. **Crowd Control:**
- a. Use any available staff around to help clear the field
  - b. Clear any obstacles out of the way before emergency personnel arrives
  - c. Ensure gates needed are unlocked and open
  - d. Secure the area, the only people who should be w/ the injured person(s) is the on-site Athletic Trainer, parents, and coaches

## Baseball Emergency Route Map



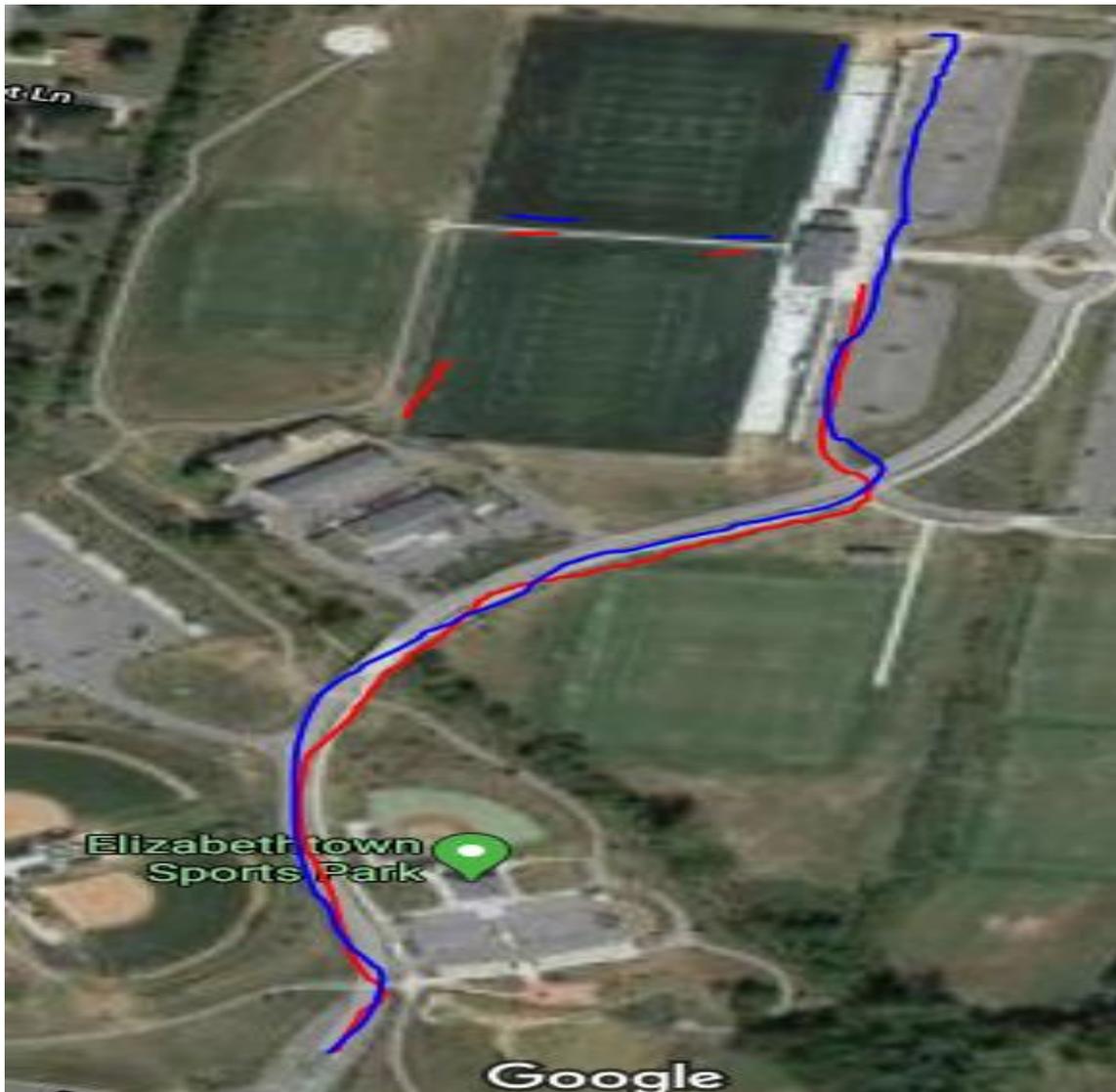
- Green: Green quad entrances
- Red: Red quad entrances
- Blue: Blue quad entrances
- Note: Unless told otherwise, always take the ambulance to Baseball Parking Lot and have them take the gurney to the quad.

## Soccer Emergency Routes



- Red: Field one access
- Blue: Fields two, three, and four access
- Purple: Fields five access
- Green: Field six access
- Yellow: Fields seven, eight, and nine access
- Note: When exiting from soccer fields, the ambulance can exit onto St. John Rd.

## Football Emergency Routes/Entrances



- Blue: Field 11 access gates
- Red: Fields 10 access gates
- Note: If medical personnel are needed on field 12, park them at the pavilion and walk them down the sidewalk. If the EMTs request field access by ambulance, they must enter through King Arthur Court Subdivision



## FIRE EMERGENCY

*When fire is discovered:*

- Activate the nearest fire alarm (if installed)
- Notify the local Fire Department by calling **911**.
- If the fire alarm is not available, notify the site personnel about the fire emergency by the following means (check applicable):
  - i. By radio using “CODE RED” with location
  - ii. If radio does not work, use phone to call MOD at (270) 982-1375

*Fight the fire ONLY if:*

- The Fire Department has been notified.
- The fire is small and is not spreading to other areas.
- Escaping the area is possible by backing up to the nearest exit
- The fire extinguisher is in working condition and personnel are trained to use it.

*Upon being notified about the fire emergency, occupants must:*

- Leave the building using the designated escape routes.
- Assemble in the designated area (specify location).
- Remain outside until the competent authority (Designated Official or designee) announces that it is safe to reenter.

*Designated Official, Emergency Coordinator or supervisors must (underline one):*

- Disconnect utilities and equipment unless doing so jeopardizes his/her safety.
- Coordinate an orderly evacuation of personnel.
- Perform an accurate head count of personnel reported to the designated area.
- Determine a rescue method to locate missing personnel.
- Provide the Fire Department personnel with the necessary information about the facility.
- Perform assessment and coordinate weather forecast office emergency closing procedures.

*Area/Floor Monitors must:*

- Ensure that all employees have evacuated the area/floor
- Report any problems to the Emergency Coordinator at the assembly area.

*Assistants to Physically Challenged should:*

- Assist all physically challenged employees in emergency evacuation.

## EXTENDED POWER LOSS

In the event of extended power loss to a facility, certain precautionary measures should be taken depending on the geographical location and environment of the facility:

- Unnecessary electrical equipment and appliances should be turned off in the event that power restoration would surge causing damage to electronics and effecting sensitive equipment.
- Facilities with freezing temperatures should turn off and drain the following lines in the event of a long-term power loss:
  - Fire sprinkler system
  - Standpipes
  - Potable water lines

- Toilets

- Add propylene-glycol to drains to prevent traps from freezing.
- Equipment that contains fluids that may freeze due to long term exposure to freezing temperatures should be moved to heated areas, drained of liquids, or provided with auxiliary heat sources.

Upon Restoration of Heat and Power:

- Electronic equipment should be brought up to ambient temperatures before energizing to prevent condensation from forming on circuitry.
- Fire and potable water piping should be checked for leaked from freeze damage after the heat has been restored to the facility and water turned back on.

Refrigeration/ Freezer Malfunction

- In the event of refrigeration/ freezer malfunction due to power loss or other factors, the Food & Beverage manager will arrive on-site to save whatever possible. The Food & Beverage manager may ask other departments for help transporting and relocating product.
- If only one refrigerator/freezer is affected, product may be moved to another building or to the warehouse.
- If all buildings are affected, the General Manager will be contacted for further guidance.
- Food quality must be checked to ensure safety.

## **CHEMICAL SPILL**

The following are the locations of: Warehouse, Chemical Building, and Maintenance Shop

Personal Protective Equipment (PPE):

Gloves, Masks, Goggles, Brooms, Mops, Absorbent Pads, ETC.

*When a Large Chemical Spill has occurred:*

- Immediately notify the designated official and Emergency Coordinator.
- Contain the spill with available equipment (eg. pads, brooms, absorbent powder, etc.).
- Secure the area and alert other personnel.
- Do not attempt to clean the spill unless trained to do so.
- Attend to injured personnel and call the medical emergency number, if required.
- Call a local spill cleanup company or the Fire Department (if arrangement has been made) to perform a large chemical (eg. Mercury) spill cleanup.
- Evacuate building as necessary.

*When a Small Chemical Spill has occurred:*

- Notify the Emergency Coordinator and/or supervisor (select one).
- If toxic fumes are present, secure the area (with caution tapes or cones) to prevent other personnel from entering.
- Deal with the spill in accordance with the instructions described in the MSDS.
- Small spills must be handled in a safe manner, while wearing the proper PPE.
- Review the general spill cleanup procedures.

## BODILY SPILLS

### Vomit Cleanup Procedure

1. Locate the vomit.
2. **PUT CLEANING GLOVES ON.**
3. Sprinkle the SuperSorb powder on the vomit. Let the powder set for at least 30 seconds or until the powder solidifies.
4. Sweep up the powder into a dustpan and dump it into the nearest trashcan.
5. Change the trash bag. Tie the bag before throwing it away. Make sure to replace the bag. Properly take off your gloves and throw them away.
6. Make a bucket of mop water, using the CINTAS disinfectant, in the outdoor mop bucket. Depending on the location of the vomit, use either the outdoor mop or scrub brush.
7. **PUT NEW CLEANING GLOVES ON.**
8. Put up a "WET FLOOR" sign.
9. Clean the area thoroughly with the soapy water in mop bucket.
10. Take all cleaning supplies back to their proper locations.
11. Dump the mop water into the mop sink. Thoroughly rinse the mop bucket.
12. After rinsing the mop bucket, fill the bucket with warm water and refill using the CINTAS disinfectant.
13. If using the mop, take off the mop head and throw it away. Make sure to put a new mop head on the handle.
14. If using the scrub brush, make sure to thoroughly sanitize it. Start by rinsing it thoroughly under warm, running water in the mop sink. Then place the brush in the mop bucket with CINTAS disinfectant. Let the brush set for at least 5 minutes before taking it out to air dry.
15. Dump the water out of the outdoor mop bucket and into the mop sink. Rinse the mop sink thoroughly.
16. Take off your cleaning gloves properly, throw them away, and **WASH YOUR HANDS.**

### Vomit on Turf

1. Locate the vomit.
2. **PUT CLEANING GLOVES ON.**
3. Fill up the outdoor mop bucket with COLD water and rinse the turf thoroughly.
4. Fill up the outdoor mop bucket with hot water and CINTAS disinfectant. Rinse the turf thoroughly.
5. Take all cleaning supplies back to their proper locations.
6. Take off your cleaning gloves properly, throw them away, and **WASH YOUR HANDS.**

### Blood Cleanup Procedure

1. Locate the blood.
2. **PUT CLEANING GLOVES ON.**
3. Sprinkle the SuperSorb powder on the blood. Let the powder set for at least 30 seconds.
4. Sweep up the powder into a dustpan and dump it into the nearest trashcan.
5. Change the trash bag. Tie the bag before throwing it away. Make sure to replace the bag. Properly take off your gloves and throw them away.
6. Make a bucket of mop water, using CINTAS disinfectant, in the outdoor mop bucket. Depending on the location of the blood, use either the outdoor mop or scrub brush.
7. **PUT NEW CLEANING GLOVES ON.**
8. Put up a "WET FLOOR" sign.
9. Clean the area thoroughly with the soapy water in mop bucket.
10. Take all cleaning supplies back to their proper locations.
11. Dump the mop water into the mop sink. Thoroughly rinse the mop bucket.
12. After rinsing the mop bucket, fill the bucket with warm water and refill using the CINTAS disinfectant.
13. If using the mop, take off the mop head and throw it away. Make sure to put a new mop head on the handle.

14. If using the scrub brush, make sure to thoroughly sanitize it. Start by rinsing it thoroughly under warm, running water in the mop sink. Then place the brush in the mop bucket with CINTAS disinfectant. Let the brush set for at least 5 minutes before taking it out to air dry.
15. Dump the bleach water out of the outdoor mop bucket and into the mop sink. Rinse the mop sink thoroughly.
16. Take off your cleaning gloves properly, throw them away, and **WASH YOUR HANDS**.

## Diarrhea Cleanup Procedure

If located on the **Floor**:

1. Locate the diarrhea spill.
2. **PUT CLEANING GLOVES ON.**
3. Sprinkle the SuperSorb powder on the diarrhea if needed. Let the powder set for at least 30 seconds.
4. Sweep up the powder into a dustpan and dump it into the nearest trashcan.
5. Change the trash bag. Tie the bag before throwing it away. Make sure to replace the bag. Properly take off your gloves and throw them away.
6. Make a bucket of mop water, using CINTAS disinfectant, in the outdoor mop bucket. Depending on the location of the spill, use either the outdoor mop or scrub brush.
7. **PUT NEW CLEANING GLOVES ON.**
8. Put up a "WET FLOOR" sign.
9. Clean the area thoroughly with the soapy water in mop bucket.
10. Wipe all doorknobs and handles with down with CINTAS disinfectant and a cleaning towel.
11. Take all cleaning supplies back to their proper locations.
12. Dump the mop water into the mop sink. Thoroughly rinse the mop bucket.
13. After rinsing the mop bucket, fill the bucket with warm water and add CINTAS disinfectant.
14. If using the mop, take off the mop head and throw it away. Make sure to put a new mop head on the handle.
15. If using the scrub brush, make sure to thoroughly sanitize it. Start by rinsing it thoroughly under warm, running water in the mop sink. Then place the brush in the mop bucket with CINTAS disinfectant. Let the brush set for at least 5 minutes before taking it out to air dry.
16. Dump the water out of the outdoor mop bucket and into the mop sink. Rinse the mop sink thoroughly with hot water.
17. Take off your cleaning gloves properly, throw them away, and **WASH YOUR HANDS**.

If located on the **Toilet or Wall**:

1. Locate the diarrhea spill.
2. **PUT CLEANING GLOVES ON.**
3. Hang up a "BATHROOM CLOSED FOR CLEANING" sign on the outside of the bathroom door.
4. Put up a "WET FLOOR" sign.
5. Grab the bathroom cleaning bucket from the mechanical room.
6. Grab the toilet brush from the mechanical room.
7. If on the outside of the toilet, spray CINTAS disinfectant over the affected area and wipe it off with cleaning towel. Make sure to check the back of the toilet and near the base.
8. If on the inside of the toilet, use the toilet brush and CINTAS disinfectant to scrub away the spill. Flush the toilet as needed. If the toilet is clogged, use the plunger.
9. Throw all spoiled cleaning towel away in the bathroom trash can. **DO NOT FLUSH CLEANING TOWELS!!!!**
10. Throw away the scrub brush part of the toilet brush in the bathroom trash can.
11. Wipe all doorknobs and handles with down with CINTAS disinfectant and a cleaning towel.

12. Change the trash bag. Tie the bag before throwing it away. Make sure to replace the bag. Properly take off your gloves and throw them away.
13. Take down the “BATHROOM CLOSED FOR CLEANING” sign.
14. Take all cleaning supplies back to their proper locations. Make sure to put a new scrub brush on the toilet brush.
15. **WASH YOUR HANDS.**

## **DRUG LITTER/ SHARPS CLEAN UP PROCEDURE**

Team members that encounter improperly disposed needles will dispose of them in labelled sharps containers. Sharp containers can be found at any concession building, Baseball Pavilion, and in the Event Team closet.

### **Cautions**

- Needles should never be recapped!
- Needles may be moved or picked up only by using a mechanical device or tool (forceps, pliers, broom, and dustpan)
- Known or suspected contaminated sharps shall be discarded immediately or as soon as feasible in container that is closable, puncture-resistant, leak-proof on sides and bottom, and marked with an appropriate biohazard label.
- When containers of contaminated sharps are being moved from the area of use or discovery, the containers shall be closed immediately before removal or replacement to prevent spillage or protrusion of contents during handling, storage, transport, or shipping.
- Reusable containers shall not be opened, emptied, or cleaned manually or in any other manner that would expose employees to the risk of percutaneous injury.

Instructions for drug litter/ sharps clean up procedures are on the following page.

There is a copy of the procedures, as well as the Drug Litter Form, in each drug litter/ sharp disposal kit.

## **DRUG LITTER KIT INSTRUCTIONS**

This kit contains the following items:

- |  |   |
|--|---|
| - Safety Glasses                           | - 1 hand sanitizer                      |
| - 32oz rectangle plastic container and lid | - 1 set of tongs                        |
| - 1 storage bag                            | - 1 pair of gloves                      |
| - 1 roll of tape                           | - Drug Litter Form (Back of this Sheet) |

### **Directions for “KIT” Use:**

1. Secure area where suspected Drug Litter is found. Take a photo of the item(s) before collecting if possible.
2. Open the Kit and empty contents.
3. Put on the medical gloves.
4. Put on eye protection.
5. **DO NOT TOUCH** the Sharps/Drug Litter directly!! Using the tongs, grab the sharps/litter and place in the Rectangle Plastic Container.

6. Place access drug litter (non-sharps) in the storage bag.
7. Put tongs inside the Rectangle Plastic Container.
8. Put the lid on the Rectangle Plastic Container (make sure it seals).
9. Use the roll of tape and wrap the Rectangle Plastic Container several times in both length and width directions. Place "kit" into storage bag.
10. Place the remaining tape into the plastic storage bag.
11. Carefully remove the medical gloves using the "safe de-gloving" procedure and place the gloves into the plastic storage bag and seal.
12. Use the hand sanitizer to thoroughly clean your hands.
13. Dispose of the Kit and Storage bag in a trash container not easily accessible to the general public.
14. Thoroughly wash hands with soap and water as soon as practical.
15. Complete the Drug Litter Form (on the back of these instructions) and give the form and any photos to your supervisor or Director of Operations. The General Manager will report information to the City Safety Officer via email as soon as practical.

### TELEPHONE BOMB THREAT CHECKLIST

INSTRUCTIONS: BE CALM, BE COURTEOUS. LISTEN. DO NOT INTERRUPT THE CALLER.

YOUR NAME: \_\_\_\_\_ TIME: \_\_\_\_\_ DATE: \_\_\_\_\_  
 CALLER'S IDENTITY SEX: Male \_\_\_\_\_ Female \_\_\_\_\_ Adult \_\_\_\_\_ Juvenile \_\_\_\_\_ APPROXIMATE AGE: \_\_\_\_\_  
 ORIGIN OF CALL: Local \_\_\_\_\_ Long Distance \_\_\_\_\_ Telephone Booth \_\_\_\_\_

<p><b>VOICE CHARACTERISTICS</b></p> <p>___ Loud            ___ Soft          ___ High Pitch    ___ Deep          ___ Raspy          ___ Pleasant          ___ Intoxicated    ___ Other</p> <p><b>ACCENT</b></p> <p>___ Local            ___ Not Local          ___ Foreign        ___ Region          ___ Race</p>	<p><b>SPEECH</b></p> <p>___ Fast            ___ Slow          ___ Distinct      ___ Distorted ___ Stutter          ___ Nasal          ___ Slurred        ___ Other</p> <p><b>MANNER</b></p> <p>___ Calm            ___ Angry          ___ Rational      ___ Irrational          ___ Coherent      ___ Incoherent ___          ___ Deliberate    ___ Emotional ___          ___ Righteous     ___ Laughing</p>	<p><b>USAGE</b></p> <p>___ Excellent          ___ Fair            ___ Good          ___ Foul            ___ Poor          ___ Other</p> <p><b>BACKGROUND NOISES</b></p> <p>___ Factory        ___ Trains          ___ Machines     ___ Animals          ___ Music          ___ Quiet          ___ Office         ___ Voices          ___ Machines     ___ Airplanes          ___ Street        ___ Party          ___ Traffic        ___ Atmosphere</p>
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#### BOMB FACTS

PRETEND DIFFICULTY HEARING - KEEP CALLER TALKING - IF CALLER SEEMS AGREEABLE TO FURTHER CONVERSATION, ASK QUESTIONS LIKE:

When will it go off? Certain Hour \_\_\_\_\_ Time Remaining \_\_\_\_\_  
 Where is it located? Building \_\_\_\_\_ Area \_\_\_\_\_  
 What kind of bomb? \_\_\_\_\_  
 What kind of package? \_\_\_\_\_  
 How do you know so much about the bomb? \_\_\_\_\_  
 What is your name and address? \_\_\_\_\_

If building is occupied, inform caller that detonation could cause injury or death.

Activate malicious call trace: Hang up phone and do not answer another line. Choose same line and dial \*57 (if your phone system has this capability). Listen for the confirmation announcement and hang up.

Call Security at \_\_\_\_\_ and relay information about call.

Did the caller appear familiar with plant or building (by his/her description of the bomb location)? Write out the message in its entirety and any other comments on a separate sheet of paper and attach to this checklist.

Notify your supervisor immediately.

## SEVERE WEATHER AND NATURAL DISASTERS

### **TORNADO:**

- When a warning is issued by sirens or other means, seek inside shelter. Consider the following:
  - Small interior rooms on the lowest floor and without windows,
  - Hallways on the lowest floor away from doors and windows, and
  - Rooms constructed with reinforced concrete, brick, or block with no windows.
- Stay away from outside walls and windows.
- Use arms to protect head and neck.
- Remain sheltered until the tornado threat is announced to be over.

### **If Outdoors:**

- Lie flat in a ditch or depression and cover your head with your hands.
- Be aware of the potential for flooding.
- Do **NOT** take cover under an overpass or bridge.
- **NEVER** try to outrun a tornado. Take cover immediately!
- Be ware of flying debris. Flying debris from tornados causes most fatalities and injuries.

If it is determined that it is necessary to take shelter, the on-site ESP Emergency Coordinator should:

1. Make the announcement shown below (Tornado PA Script) either at the field or the Central PA system. The Central PA system for the Park is located in the Server Room of the Park Office building and clear instructions are posted on how to operate the system.
2. Evacuate participants, personnel, and spectators to the designated shelter areas.
3. Assist with the evacuation if possible and make certain no one remains.
4. Contact the Tournament Director and Head Official as soon as possible.
5. Communicate with the Tournament Director about cancellation and rescheduling information.

## TORNADO PA SCRIPT

“ Ladies and gentlemen—Due to the severity of the current weather conditions, please take shelter immediately. For your safety, and the safety of others, we ask you to remain calm. Additional information will follow. Thank you.”

### **THUNDERSTORMS & LIGHTNING**

#### **The on-site ESP Emergency Coordinator should:**

1. Talk with the Tournament Director and head official(s) about the procedures to follow if severe weather occurs (evacuation, documentation of contest information- score, time left in contest, possession, etc.)
2. Communicate with both the ESP Food & Beverage Manager and Facility Manager on duties about the procedures to follow if severe weather occurs.
3. Make certain the shelter areas are unlocked and available.
4. If applicable, activate the weather horn located in the Park Office Server Room.
5. Use Weather Bug to monitor weather conditions.

The following links are provided by the National Weather Service.

- <https://www.spc.noaa.gov/faq/tornado/safety.html>
- <https://www.spc.noaa.gov/faq/tornado/school.html>

**SHELTER AREAS FOR PARK STAFF**—The shelter areas are the ESP office building, Concessions Buildings, Pavilions, or nearest Restroom for park staff. Please find the nearest available facility. The safest location inside each concession stand is the mechanical room located in the center of the Concession stand.

**SHELTER AREAS OR PARK VISITORS**—Evacuate participants and other visitors PREFERABLY to their personal vehicles. If visitors are unable to occupy a vehicle, they should find the nearest Restroom facility.

**EARTHQUAKE:**

- Stay calm and await instructions from the Emergency Coordinator or the designated official.
- Keep away from overhead fixtures, windows, filing cabinets, and electrical power.
- Assist people with disabilities in finding a safe place.
- Evacuate as instructed by the Emergency Coordinator and/or the designated official.

**FLOOD:**

*If indoors:*

- Be ready to evacuate as directed by the Emergency Coordinator and/or the designated official.
- Follow the recommended primary or secondary evacuation routes.

*If outdoors:*

- Climb to high ground and stay there.
- Avoid walking or driving through flood water.
- If car stalls, abandon it immediately and climb to a higher ground.

**BLIZZARD:**

*If indoors:*

- Stay calm and await instructions from the Emergency Coordinator or the designated official.
- Stay indoors!
- If there is no heat:
  - Close off unneeded rooms or areas.
  - Stuff towels or rags in cracks under doors.
  - Cover windows at night.
- Eat and drink. Food provides the body with energy and heat. Fluids prevent dehydration.
- Wear layers of loose-fitting, lightweight, warm clothing, if available.

*If outdoors:*

- Find a dry shelter. Cover all exposed parts of the body.
- If shelter is not available:
  - Prepare a lean-to, wind break, or snow cave for protection from the wind.
  - Build a fire for heat and to attract attention. Place rocks around the fire to absorb and reflect heat.
  - Do not eat snow. It will lower your body temperature. Melt it first.

*If stranded in a car or truck:*

- Stay in the vehicle!
- Run the motor about ten minutes each hour. Open the windows a little for fresh air to avoid carbon monoxide poisoning. Make sure the exhaust pipe is not blocked.
- Make yourself visible to rescuers.
  - Turn on the dome light at night when running the engine.
  - Tie a colored cloth to your antenna or door.
  - Raise the hood after snow stops falling.
- Exercise to keep blood circulating and to keep warm.

# TRAINING

The following personnel have been trained to ensure a safe and orderly emergency evacuation or other employees:

Facility: Elizabethtown Sports Park

Name	Title	Responsibility	Date