



EMERGENCY ACTION PLAN



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Portland Sports Complexes Emergency Action Plan

PURPOSE OF THE EMERGENCY ACTION PLAN

This Emergency Action Plan (EAP) is a way for Portland Sports Complexes Texas 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: Portland Municipal Park
Facility Address: 1815 Memorial Parkway

Facility Name: Portland Sports Complex
Facility Address: 721 Buddy Ganem Dr.

Facility Name: Portland Soccer Complex
Facility Address: 2010 Billy G Webb Dr.

EMERGENCY PHONE NUMBERS

Emergency Phone Number: 9-1-1
Non-Emergency Phone Number: (361) 777-4444

Noe Lopez	Event Coordinator	(361) 510-3039
Cricket Savoie	Food and Beverage Coordinator	(361) 205-4840
Lucretia Janek	Office Administrator	(361) 876-4480
Emily Crabtree	Assistant General Manager	(936) 672-7460
Jonathan Besinaiz	General Manager	(361) 815-3549

TRAINING

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

Portland Sports Complexes Texas should advise each team member of his/her responsibilities and conduct training in accordance with the requirements of 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 City Annex Building and all working locations.
A digital copy will be available through the Company Links feature of the Paylocity Mobile App.

ROLES AND RESPONSIBILITIES

The General Manager (GM) is the initial person in charge of the site until relieved by first responders.

The Assistant General Manager is the 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 provide updates if necessary

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

RESCUE AND 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 Assistant General Manager is responsible for ensuring that emergency exercises or drills are carried out as recommended, and that performance or effectiveness is documented.

LOCATIONS OF FIRE ALARMS AND EXTINGUISHERS

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

Municipal Park

Locations of Smoke Alarms

- a. Men's Restroom (2)
- b. Women's Restroom (2)
- c. Concession Building (1)

Locations of Fire Extinguishers

- a. Concession Building (1)

Locations of Automated External Defibrillators

- a. Concession Building (1)

Sports Complex

Locations of Fire Alarms

- a. Men's Restroom (2)
- b. Women's Restroom (2)
- c. Concession Building (1)

Locations of Fire Extinguishers

- a. Concession Building (1)

Locations of Automated External Defibrillators

- a. None

Soccer Complex

Locations of Fire Alarms

- a. None

Locations of Fire Extinguishers

- a. Concession (1)

Locations of Automated External Defibrillators

- a. None

REPORTING EMERGENCIES

If an emergency occurs at the facility, the General manager should be notified immediately. If the General Manager cannot be reached, the Assistant General Manager should be contacted.

Portland Sports Complexes Texas reports emergencies as follows: Dial 9-1-1 from your office phone or any cell phone

When reporting any emergency, calmly state:

Your Name

Provide the address of the emergency

Telephone number to reach you if needed

Nature and size of the emergency

Portland Sports Complexes Texas Business Line: (361) 777-4683

Portland Sports Complexes Business Address: 601 Moore Avenue, Portland, Tx 78374

EVACUATION PROCEDURES

Evacuate to the venue parking lot during an emergency. Be aware of all the exits in the building, keep calm and 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

On site managers are 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

There are different types of evacuations utilized depending upon 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

EMERGENCY TYPES

Medical Emergency

Fire Procedures

Active Shooter

Severe Weather

Extended Power Loss

Shelter-In-Place and Lock Down

MEDICAL EMERGENCY

Call Medical Emergency number 9-1-1 and provide the following information:

Nature of medical emergency

Location of the emergency

State your name and the phone number from which you are calling

Do not move the victim unless absolutely necessary.

If the 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 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 any 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 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 head count form and the daily guest check-in list.

Everyone must go to the designated evacuation assembly area and wait to be cleared by First Responders before leaving the site.

ACTIVE SHOOTER

RUN: Run, where there is an active threat

HIDE: Hide, if escape is not possible

FIGHT: Fight, only as the last resort 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/Assistant General Manager or designated onsite supervisor. Follow the recommended primary and secondary evacuation routes

If Outdoors:

Climb to high ground and stay there

Avoid walking or driving through flood water – “turn around, don’t drown”

HURRICANE

The nature of a hurricane provides for more warning than other natural and weather disasters. A hurricane watch is issued when a hurricane becomes a threat to a coastal area.

Once a hurricane watch has been issued:

Stay calm and await instructions from the designated official

Continue to monitor local TV and radio stations for instructions

Move out of low-lying areas or from the coast, at the request of officials

If you are on high ground, stay away from the coast, secure the building, move all loose items indoors

Collect drinking water

Once a hurricane warning has been issued:

Be ready to evacuate

Leave areas that might be affected by storm tide or stream flooding

During a hurricane remain indoors and consider the following:

Small interior rooms on the lowest floor without windows

Hallways on the lowest floor away from doors and windows

Rooms constructed with reinforced concrete, brick, or block with no windows

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

Standpipes

Toilets

*Equipment that contain fluids that may freeze should be moved to heated areas, drained of liquids, or provided with a heat source

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.

Portland Sports Complexes 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 cell phones
- Move away from doors and windows
- Don 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 given direction by first responders 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. This document should include:

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

- The person is present for the head count
- 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 head count
- The whereabouts of the person is unknown
- The person is/was known to be in the affected building prior to the evacuation

Team Members Head Count Form [example]

Team Member Name	Presented/Accounted For	Missing	Notes
Lilly Smith	X		
Brian Dean	X		Approved Time Off
Alex Meyer		X	Taking out trash prior to emergency

