



EMERGENCY ACTION PLAN



CHISENHALL FIELDS SPORTS COMPLEX

EMERGENCY OPERATIONS PLAN (EOP)

Appendix A – Chisenhall Fields Sports Complex

ACTIVATION OF PLAN

The Chisenhall Fields Sports Complex (CFSC) Emergency Operations Plan provides temporary operational guidance during an emergency until the City of Burleson's Emergency Operations Plan is activated and emergency personnel assume incident command. This guide is designed to help the facility minimize the impact of emergency events.

All staff should read this plan carefully. Once familiar with the procedures, staff will be better prepared to respond effectively during an emergency. While this guide outlines actions for most situations, it is not all-inclusive. When specific instructions are not available, staff must rely on sound judgment and prioritize safety at all times. In any emergency, think before you act—then act quickly and safely.

Purpose of Plan

The CFSC Emergency Operations Plan may be activated whenever one or more of the following conditions occur as a result of a natural or human-caused disaster:

- Medical Emergency
- 911 Dispatched
- Severe Weather
- Missing Child (Code Adam)
- Active Shooter

THE SAFETY OF ALL PARTICIPANTS, MEMBERS, GUESTS, AND TEAM MEMBERS IS OF PRIMARY IMPORTANCE.

NOTIFICATION OF ACTIVATION

At the discretion of the **General Manager**, or in his/her absence, the **Manager on Duty**, the CFSC Emergency Operations Plan (EOP) may be activated. Activation may be accomplished by notifying the on-duty dispatcher at the **Burleson Police Department (BPD)** to initiate emergency response to CFSC and activation of the city-wide EOP if necessary.

Upon Activation, the Following Shall Be Notified:

1. BPD Dispatch
2. Fire Chief / City Emergency Manager
3. Police Chief / Assistant City Emergency Manager
4. Burleson Fire Department
5. CFSC Management
6. Burleson Parks and Recreation Management
7. City Management Office

It is understood that BPD Dispatch may notify parties (2) through (4) and that it may not be necessary for CFSC to do so.

Information to Be Provided Upon Notification

The following information shall be forwarded as applicable:

1. Reason for activation and time activated
 2. Location of on-site Emergency Operations 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
 - Provide estimated time of arrival
 - Bring cellular phone
2. **Events Manager**
 - Report to on-site EOC as soon as possible
 - Provide estimated time of arrival
 - Bring cellular phone and list of personnel currently on shift
3. **Food & Beverage Manager**
 - Report to on-site EOC as soon as possible
 - Provide estimated time of arrival
 - Bring cellular phone and list of personnel currently on-site
4. **Turf Manager**
 - Report to on-site EOC as soon as possible
 - Provide estimated time of arrival
 - Bring cellular phone and list of personnel currently on-site

DIRECTION & CONTROL

1. For emergency operations purposes, the **CFSC Maintenance Building** shall serve as the on-site Emergency Operations Center (EOC).
2. During partial or full activation of the CFSC Emergency Operations Plan, all managers and supervisors shall report to the CFSC Maintenance Building to fulfill coordination duties with emergency responders and city administration.
3. During activation, all other CFSC personnel shall seek shelter in the nearest secure building and await further instruction from the CFSC EOC or emergency responders.
 - a. All reasonable efforts to secure buildings should be made, including locking and barricading doors and windows when necessary (e.g., active shooter, tornado).
4. **Priorities of the CFSC EOC are:**
 - a. Preservation of life
 - b. Preservation of property
 - c. Preservation of records
 - d. Documenting the incident
 - e. Communicating with necessary agencies
5. The CFSC 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 & PHONE NUMBERS

Designated Responsible Official

General Manager: Daniel Shafer
Phone: (817) 944-9237

Events Coordinator

Events Coordinator: Steven McCarthy
Phone: (682) 459-1989

Emergency Operations Manager (City Staff)

Joe Laster
Phone: (817)-455-1478

EMERGENCY PHONE NUMBERS

Fire Department / Paramedics / Ambulance: 911

Police:

- Emergency: 911
 - Non-Emergency: (817) 426-9903
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PARK MANAGEMENT

Daniel Shafer, General Manager

Phone: (817) 944-9237

Katrina Turner, Finance Manager

Phone: (817) 773-6081

Richard Cosby, Turf Manager

Phone: (469) 724-9382

Steven McCarthy, Events Coordinator

Phone: (682) 459-1989

Tracy Pruett, Food and Beverage Coordinator

Phone: (817) 368-3393

UTILITY COMPANY – EMERGENCY CONTACTS

Electric:

Oncor Electric – (888) 313-4747

Water:

Burleson Water Department – (817) 426-9601

EMERGENCY PROCEDURES

Types of emergencies to be reported by site personnel are:

- **Missing Child**
- **Child Abuse**
- **Medical Emergency**
- **Inclement Weather and Lightning**
- **Active Shooter**
- **Fire Emergency**
- **Extended Power loss**
- **Chemical Spills**
- **Bodily Spills**
- **Drug Litter Clean Up**
- **Bomb Threat**

APPROVED EMERGENCY CODES

(STAFF USE ONLY)

STAFF QUICK REFERENCE

MEDICAL EMERGENCY - Immediately call 911 - Alert the Manager on Duty (MOD) - Provide precise location and details	SEVERE WEATHER - Suspend activities and move to the nearest shelter - Remain sheltered until "All Clear" is given	ACTIVE SHOOTER / ACTIVE THREAT If you hear gunfire or perceive an immediate threat: <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; vertical-align: top; padding: 5px;"> RUN - Evacuate immediately if a safe path is available - Keep hands visible and follow law enforcement instructions. </td> <td style="width: 33%; vertical-align: top; padding: 5px;"> HIDE - Go to nearest secure room - Lock and barricade doors - Turn off lights, silence phones. - Remain quiet </td> <td style="width: 33%; vertical-align: top; padding: 5px;"> FIGHT - Act only if directly confronted - Use available objects to incapacitate the attacker - Commit to stopping the threat until safe </td> </tr> </table>		RUN - Evacuate immediately if a safe path is available - Keep hands visible and follow law enforcement instructions.	HIDE - Go to nearest secure room - Lock and barricade doors - Turn off lights, silence phones. - Remain quiet	FIGHT - Act only if directly confronted - Use available objects to incapacitate the attacker - Commit to stopping the threat until safe
RUN - Evacuate immediately if a safe path is available - Keep hands visible and follow law enforcement instructions.	HIDE - Go to nearest secure room - Lock and barricade doors - Turn off lights, silence phones. - Remain quiet	FIGHT - Act only if directly confronted - Use available objects to incapacitate the attacker - Commit to stopping the threat until safe				
SEVERE WEATHER - Suspend activities and move to the nearest shelter - Remain sheltered until "All Clear" is given	MISSING CHILD (Code Adam) - Announce "Missing Child (Code Adam)" over radios - Secure all exits and entrances - Provide description to MOD of child's last known location	WHEN LAW ENFORCEMENT ARRIVES - Stay calm, follow commands - Keep hands empty and visible - Do not point or run toward officers	CALL 911 WHEN SAFE - Location of incident - Description of suspect(s) - Injuries needing medical attention			

THESE EMERGENCY PROCEDURES MUST BE FOLLOWED AS WRITTEN AND ARE MANDATORY.

MISSING CHILD EMERGENCY (CODE ADAM)

Purpose of Plan

If a child has been reported missing on CFSC'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 CFSC staff on how to respond when a missing child is reported.

Notification of Activation

When notifying staff over the radios, ensure communication is calm and messages are simple and concise.

Documentation

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

- After the incident has been resolved, all actions taken to locate the child must be documented and turned in to the **Manager on Duty (MOD)** as soon as possible in the form of an incident report.
- **NO STAFF MEMBER** is to discuss insurance, discuss liability or responsibility, or speak to any media—including park patrons—regarding the incident or any related topics. All information must go through the **General Manager**.
- **Immediately notify the Manager on Duty (MOD)** and initiate Missing Child procedures.
- If the child is not located within the designated response timeframe, **call 911**.

Provide the following information:

- Nature of emergency (missing child)
- Location last seen (field number, building, restroom, or general location within CFSC)
- Child's name, age, and physical description
- Time child was last seen
- Your name and phone number from which you are calling

- **Remain calm and follow all instructions provided by CFSC management and emergency personnel.**
-

Immediate Actions Prior to Arrival of Emergency Personnel

- Obtain a detailed description of the child using the **Missing Child Profile Sheet**.
 - Immediately communicate the child's name and description over staff radios using calm, clear language.
 - Secure and monitor all park entrances and exits.
 - Do not allow unauthorized individuals to leave the facility until cleared by the MOD.
 - Assist with search efforts only as directed and without abandoning assigned posts unless instructed.
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Purpose of Plan

In the event a child has been reported missing on the Chisenhall Fields Sports Park (CFSC) campus, the following actions must be taken to ensure time is not wasted and every reasonable effort is made to locate the child as quickly as possible. The purpose of this plan is to educate and prepare CFSC staff on how to respond when a missing child is reported, prioritizing child safety while maintaining coordinated communication and control throughout the facility.

Notification of Activation

Once a missing child situation has been confirmed, the following individuals must be notified immediately if they have not already been informed:

CFSC Manager on Duty
General Manager
Manager of Events

When notifying staff over the radios, messages must be delivered calmly, clearly, and concisely to avoid panic.

Documentation

To ensure that the Chisenhall Fields Sports Complex and SFM meet all legal and safety requirements, the following documentation procedures must be followed:

- Immediately following resolution of the incident, all actions taken to locate the child must be documented in a Facility Incident Report and submitted to the Manager on Duty as soon as possible.

NO STAFF MEMBER is to discuss insurance, discuss liability or responsibility, provide copies of reports, or speak to any media—including park patrons—regarding the incident. All information must go through the **General Manager**.

Direction & Control

Once a missing child incident has been announced over the radios, the following roles will be assumed:

- The **Manager on Duty (MOD)** will report to the CFSC Emergency Operations Center (EOC) and assume the role of Emergency Coordinator.
-

A. Search Operations & Facility Control

Within the first FIVE (5) minutes:

- a. Broadcast the child's description and name over staff radios
- b. Secure and monitor all entrances and exits to the park
- c. Notify tournament staff and request messaging assistance if available

After TEN (10) minutes:

- a. Initiate a park-wide search including fields, restrooms, trails, parking lots, pavilions, and common areas
- b. Assign all available staff to assist

After TWENTY (20) minutes:

- a. Call **911** and provide full child description
- b. Contact the child's parent/guardian if not already notified

After THIRTY (30) minutes:

- a. Law enforcement may assume incident command and direct all staff actions

Emergency services may assume command at any time based on circumstances.

B. Staff Assignments

- a. **Event Staff** – Monitor entrances/exits and assist with search
- b. **Food & Beverage Staff** – Search assigned concession and nearby areas
- c. **Facilities Crew** – Search trails, paths, parking lots, and perimeter areas
- d. **Tournament Staff** – Assist CFSC staff as directed

Staff roles may be adjusted at the discretion of the MOD to ensure adequate coverage.

C. Staff Accountability

- a. Remain at assigned posts unless reassigned
- b. Immediately report any sightings or information to the MOD
- c. Do not release the child to anyone except verified parent/guardian or law enforcement

MISSING CHILD INFORMATION FORM

(Use this form to obtain a description of a missing child)

Child's Legal Name: _____

Nickname: _____

Age: _____

Height: _____ Weight: _____

Sex: ☐ Male ☐ Female

Race: _____

Hair Color: _____

Eye Color: _____

City / State Child Is From: _____

Team Associated with Child: _____

Parent / Guardian Contact Information:

Name: _____

Phone Number: _____

Last Known Location at Facility:

Clothing Description (shirt, pants, shoes, hat, etc.):

Additional Identifying Information (glasses, braces, scars, medical needs, etc.):

Employee Completing This Form: _____

Date: ____ / ____ / ____ Time: _____

CHILD ABUSE

- **Immediately notify the CFSC General Manager** if suspected or confirmed child abuse is observed.
- If necessary, **law enforcement may be contacted by calling 911.**

Provide the following information:

- a. Nature of the incident (suspected or confirmed child abuse or neglect)
- b. Location of the incident (address, building, field, or general location within CFSC)
- c. Name(s) of the child and involved individual(s), if known
- d. Your name and phone number from which you are calling

- **Do not confront the suspected individual** or attempt to conduct an investigation.
 - **Follow all instructions provided by CFSC management and law enforcement.**
-

Immediate Actions Prior to Arrival of Emergency Personnel

- Ensure the child is in a safe environment if possible without placing others at risk.
 - Immediately report the incident to the **CFSC General Manager or Manager on Duty.**
 - Preserve all information related to the incident and avoid discussing the matter with unauthorized individuals.
 - Law enforcement and/or emergency services may be contacted if the situation requires immediate intervention.
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Purpose of Plan

Chisenhall Fields Sports Complex staff is instructed on the right and wrong ways to deal with children and understand that abuse of any CFSC guests will not be tolerated. The purpose of this plan is to ensure that all staff understand their responsibility to promptly report suspected child abuse or neglect and to ensure appropriate authorities are notified in accordance with Texas law.

Notification of Dispatch / Activation

If a case of child abuse arises, the following individuals and agencies must be notified:

- CFSC General Manager
- Burleson Police Department (as directed by the General Manager)
- Child's parent(s) or legal guardian(s)

Any staff member witnessing such an occurrence must report the incident to the **CFSC General Manager immediately** and may additionally notify on-site security personnel or **911** if immediate danger is present.

Documentation

Proper documentation must be completed promptly and provided to the **CFSC General Manager** for review and any required legal follow-up.

NO STAFF MEMBER is to discuss insurance, liability, responsibility, or speak to any media—including park patrons—regarding the incident. All information must go through the **CFSC General Manager**.

Direction & Control

- The **CFSC General Manager** will assume control of the incident response and coordinate communication with law enforcement, parents/guardians, and any applicable state agencies.

Definition of “Abused or Neglected Child”

Under Texas law (Family Code § 261.001):

- **Abuse** includes mental or emotional injury, physical injury (excluding non-harmful discipline), exploitation through controlled substances or trafficking, and other harmful acts.
- **Neglect** includes a caregiver's conscious disregard of a child's needs, leaving a child in dangerous situations, or failing to provide food, shelter, medical care, or supervision.
- In court-supervised cases, an “abused or neglected child” may also be defined as a child under the control or supervision of the Department of Family and Protective Services (DFPS).

MEDICAL EMERGENCY

- **Call medical 911 for medical emergency:**

Provide the following information:

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

- **Do not move victim unless absolutely necessary.**

Name: Burleson 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 (avoid contact with blood and bodily fluids)
2. Clear the air passages using the Heimlich Maneuver in case of choking
3. Only use CPR if you are certified

- 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.

Immediate Actions Prior to Arrival of Emergency Personnel

- Ensure emergency services have been contacted.
- Provide first aid only if trained and qualified.
- Maintain a safe and controlled area around the injured person.
- Do not move the injured person unless absolutely necessary.

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 Chisenhall Fields Sports Park (CFSC), 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

Rev. 12/2025

Once the staff at CFSC 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. CFSC Manager on Duty
2. General Manager
3. Manager of Events

Documentation

To ensure that the Chisenhall Fields Sports Complex 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 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 maintenance shop and pick up the John Deere Gator and proceed to meet the Primary Escort at the main gate.

A. Primary Escort (*Preferably use a gator*)

- a. Must decide the best route to take
- b. Meets emergency personnel at the **MAIN GATE** (Hidden Creek Pkwy – Large Entry Way Sign)
- 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. Escort emergency personnel out of the facility

B. Secondary Escort

- a. Picks up the Gator from the office and heads to secondary entrance
 - b. Meets the Primary Escort at the **MAIN GATE**
 - c. Assists the Primary Escort by driving ahead and clearing/stopping traffic
 - d. Confirms route and destination
 - e. Communicates any large obstructions ahead
 - f. Once destination is reached, assists with traffic or reports to injury site for crowd control
 - g. Assists the Primary Escort in escorting emergency personnel out of the facility
-

C. Crowd Control

- a. Use available staff to help clear the field
- b. Clear obstacles before emergency personnel arrive
- c. Ensure necessary gates are unlocked and open
- d. Secure the area—only on-site parents and coaches should remain with the injured person(s)

INJURY REPORT: Sample

FACILITY INCIDENT REPORT

Report Number _____ Date: _____

Insured Facility: _____

Facility Address: _____ State: _____ Zip code: _____

Person Completing Report: _____ Job Title: _____

COMPLETE IN FULL				
Date of Incident:		Day:		Time: : AM / PM
Name of Injured:		Age:		Sex: 1 Male 1 Female
Address:				
City:	State:	Zip:	Phone:	
Membership Number, If Any:			Insured's Occupation, If Any:	
If minor, were parents notified (check box): 1 Yes 1 No			If minor, were parents present (check box): 1 Yes 1 No	
Location of Incident (exact court, field, room):				
Name of Person Notified:			Relationship:	
Address:				
City:	State:	Zip:	Phone:	
COMPLETE IN ALL CASES				
How did incident occur? (Describe fully in injured party's words and use additional pages if needed)				
What body part was injured?				
Head Face Forehead Eye Cheek Nose Lip(s) Teeth Neck Shoulder Arm Hand Finger(s) Torso Hip Thigh Knee Shin Ankle/Foot Toe(s)				
Did you observe?				
Blood Bruising Abrasions Cut(s) Burn(s) Fainting Dizziness Seizure Vomiting				

INCLEMENT WEATHER & LIGHTNING DETECTION

- **Monitor weather conditions continuously using Perry Weather.**
 - Suspend activities and initiate sheltering procedures when hazardous weather thresholds are met.
 - Follow all instructions provided by CFSC management and tournament officials.
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Immediate Actions Prior to Arrival of Emergency Personnel

- Suspend play immediately when lightning is detected within the designated radius.
 - Direct participants and spectators to appropriate shelter locations.
 - Evaluate field conditions following significant rainfall.
 - Suspend all activities immediately if a tornado warning is issued.
-

Purpose of Plan

The purpose of this Inclement Weather & Lightning Detection Plan is to establish clear procedures for monitoring, communicating, and responding to hazardous weather conditions at the Chisenhall Fields Sports Park (CFSC). This plan is designed to protect the safety of athletes, spectators, officials, and staff by ensuring timely suspension of activities, proper sheltering, and safe resumption of play when weather conditions permit. By outlining roles, responsibilities, and response protocols, this plan prepares park staff and tournament officials to act quickly and consistently in the best interest of all individuals on-site during severe weather events.

Notification of Activation

- Perry Weather alerts are distributed to complex staff and through on-site sirens.
 - Complex staff are responsible for communicating delays, suspensions, or evacuations to tournament directors.
 - Tournament directors will notify coaches and teams as necessary.
-

Documentation

- Any weather-related incidents, evacuations, or extended suspensions should be documented and reported to the CFSC Manager on Duty as required.
- **NO STAFF MEMBER** is to discuss liability, responsibility, or speak to media—including park patrons—regarding weather-related decisions. All information must go through CFSC management.

Direction & Control

- The **Manager on Duty (MOD)** will oversee weather-related decisions and assume the role of Emergency Coordinator if conditions escalate.
-

A. Lightning Safety

- **Monitoring:** Perry Weather continuously tracks lightning activity within a designated radius of the complex.
 - **Automatic Alerts:** When lightning is detected within 10 miles, an automatic alert is issued.
 - **Suspension of Play:** All activities must stop immediately when lightning is detected within an 8-mile radius.
 - **Shelter:** Participants and spectators must move to vehicles or designated safe structures. Open areas, dugouts, bleachers, and trees are not safe shelter.
 - **Resumption of Play:** Play may resume only after 30 consecutive minutes have passed with no lightning detected within the 8-mile radius.
-

B. Rain and Field Conditions

- Perry Weather provides real-time rainfall monitoring.
 - Staff will evaluate field playability following significant rainfall, prioritizing player safety and field preservation.
 - Fields will be closed if standing water, saturated turf, or unsafe footing conditions are present.
-

C. Tornado Warnings

- If a tornado warning is issued for the area, all activities must be suspended immediately.
 - Participants and spectators should seek shelter in the safest available building or vehicle, avoiding open spaces and temporary structures.
-

D. Responsibility and Enforcement

- Complex staff and tournament officials are responsible for enforcing this policy.
- Failure to comply with weather-related directives may result in suspension of play or removal from the facility.

ACTIVE SHOOTER EMERGENCY

- **Call emergency services immediately:**

- Police / Law Enforcement – **911**

Provide the following information:

- a. Nature of emergency (active shooter / armed individual)
- b. Location of the emergency (address, field number, building, or general location within CFSC)
- c. Description of suspect(s) if known (clothing, weapons, direction of travel)
- d. Your name and phone number from which you are calling

- **Do not approach or attempt to stop the suspect**
 - **Follow all instructions provided by law enforcement and emergency personnel.**
-

Immediate Actions Prior to Arrival of Emergency Personnel

- If safe to do so, initiate evacuation away from the threat.
 - If evacuation is not possible, shelter in place by securing doors, barricading entrances, and remaining quiet.
 - Silence cell phones and radios when sheltering.
 - Provide assistance to others only if it does not place you in further danger.
-

Purpose of Plan

In the event of an active shooter or armed threat where it has been deemed necessary for law enforcement to be dispatched to the Chisenhall Fields Sports Park (CFSC), the following actions must be taken to ensure the safety of park patrons, staff, and participants while allowing emergency personnel to respond as quickly and effectively as possible. The purpose of this plan is to educate and prepare park staff on how to respond during an active shooter emergency in the best interest of preserving life.

Notification of Dispatch

Once staff at CFSC has been notified that law enforcement has been dispatched to the park, the following individuals must be notified if they have not already been informed:

1. CFSC Manager on Duty
 2. General Manager
 3. Manager of Events
-

Documentation

To ensure that the Chisenhall Fields Sports Complex and SFM meet all legal and safety requirements and to protect against future liability, the following documentation procedures must be followed:

- Immediately following the incident, and once the scene has been secured by law enforcement, a Facility Incident Report must be completed and submitted to the Manager on Duty as soon as possible.

NO STAFF MEMBER is to discuss insurance, discuss liability or responsibility, provide copies of incident reports, or speak to any media—including park patrons—regarding the incident. All information must go through the **General Manager**.

Direction & Control

If law enforcement is dispatched to the park due to an active shooter or armed threat, the following roles will be assumed once the dispatch notification has been announced over the radios:

- The **Manager on Duty (MOD)** will report to a safe location and assume the role of Emergency Coordinator once it is safe to do so.

A. Law Enforcement Access & Support

- Ensure gates and access points required by law enforcement are unlocked and clear if safe
- Do not block or delay responding officers
- Follow all commands issued by law enforcement without hesitation

B. Crowd Control

- Use available staff to assist with evacuation or shelter-in-place procedures
- Clear fields, common areas, and spectator zones when directed
- Keep individuals away from the incident area
- Do not allow re-entry into the facility until law enforcement has declared the area secure

C. Staff Accountability

- Assist in accounting for staff, participants, and teams once safely evacuated
- Direct evacuated individuals to designated safe areas away from the facility
- Remain available to assist emergency personnel as requested

FIRE EMERGENCY

- **Activate the nearest fire alarm** (if installed).
 - **Notify the local Fire Department by calling 911.**
 - If the fire alarm is not available, notify site personnel of the fire emergency:
 - i. If radio does not work, use phone to call the **Manager on Duty (MOD)**.
 - **Follow all instructions provided by emergency personnel.**
-

Immediate Actions Prior to Arrival of Emergency Personnel

- Fight the fire **ONLY if** all of the following conditions are met:
 - 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 of a fire emergency, occupants must:
 - Leave the building using designated escape routes.
 - Assemble in the designated area (specify location).
 - Remain outside until the competent authority (Designated Official or designee) announces it is safe to reenter.
-

Purpose of Plan

In the event of a fire or suspected fire at the Chisenhall Fields Sports Park (CFSC), the following actions must be taken to protect the safety of park patrons, staff, and participants while ensuring emergency responders can quickly and effectively access the facility. The purpose of this plan is to educate and prepare CFSC staff on proper response procedures, including notification, evacuation, and coordination with the Fire Department, in order to minimize risk to life and property.

Notification of Dispatch

- Fire Department is notified by calling **911**.
 - CFSC management will be notified as required.
-

Documentation

- Any fire-related incident must be documented and reported to CFSC management as required.

- **NO STAFF MEMBER** is to discuss insurance, discuss liability or responsibility, or speak to any media—including park patrons—regarding the incident. All information must go through CFSC management.
-

Direction & Control

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

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

Area / Floor Monitors

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

Assistants to Physically Challenged

- Assist all physically challenged employees during emergency evacuation.
-

EXTENDED POWER LOSS

- **Notify the Manager on Duty (MOD)** of the power outage immediately.
 - Assess the scope and expected duration of the power loss if known.
 - Follow all instructions provided by CFSC management.
-

Immediate Actions Prior to Restoration of Power

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 to prevent damage from power restoration surges affecting electronics and sensitive equipment.

- Facilities with freezing temperatures should turn off and drain the following lines in the event of long-term power loss:
 - Fire sprinkler system
 - Standpipes
 - Potable water lines
 - Toilets
 - Add propylene-glycol to drains to prevent traps from freezing.
 - Equipment containing 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.
-

Purpose of Plan

In the event of an extended power loss at the Chisenhall Fields Sports Park (CFSC), the following actions must be taken to protect facility infrastructure, equipment, and perishable goods while ensuring the safety of staff and patrons. The purpose of this plan is to educate and prepare CFSC staff on proper response procedures during prolonged power outages, including equipment protection, freeze prevention, and coordination of food safety measures, in order to minimize damage and maintain operational readiness once power is restored.

Notification of Activation

- The Manager on Duty (MOD) must be notified of extended power loss conditions.
 - The General Manager should be notified if the outage is prolonged or impacts operations.
 - The Food & Beverage Manager must be notified if refrigeration or freezer systems are affected.
-

Documentation

- Any extended power loss impacting operations, facilities, or food safety must be documented and reported to CFSC management as required.
 - **NO STAFF MEMBER** is to discuss insurance, discuss liability or responsibility, or speak to any media—including park patrons—regarding the incident. All information must go through CFSC management.
-

Direction & Control

- The **Manager on Duty (MOD)** will oversee response actions related to power loss and coordinate with CFSC management as necessary.

A. 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 leaks resulting from freeze damage after heat has been restored and water systems are turned back on.
-

B. Refrigeration / Freezer Malfunction

- In the event of refrigeration or freezer malfunction due to power loss or other factors, the **Food & Beverage Staff** will arrive on-site to salvage products where possible.
- The Food & Beverage Staff may request assistance from other departments to transport and relocate product.
- If only one refrigerator or freezer is affected, product may be moved to another building or the warehouse.
- If all buildings are affected, the **General Manager** will be contacted for further guidance.
- Food quality must be checked to ensure safety before use or distribution.

CHEMICAL SPILL

- **Immediately notify the Manager on Duty.**
 - Identify the type and size of the chemical spill.
 - Follow all instructions provided by CFSC management and emergency personnel.
-

Immediate Actions Prior to Arrival of Emergency Personnel

Locations of Chemical Storage / Response Areas:

- Maintenance Shop
- Concession Stands

Personal Protective Equipment (PPE):

- Gloves
- Masks
- Goggles
- Brooms
- Mops

- Absorbent Pads
 - Other applicable equipment
-

Purpose of Plan

In the event of a chemical spill at the Chisenhall Fields Sports Park (CFSC), the following actions must be taken to protect the safety of staff, patrons, and participants while minimizing environmental and facility impact. The purpose of this plan is to educate and prepare CFSC staff on proper response procedures for both large and small chemical spills, including notification, containment, use of personal protective equipment, and coordination with emergency responders when necessary.

Notification of Activation.

- Notify the **Manager on Duty (MOD)** as required.
 - Contact emergency services or a spill cleanup company when necessary.
-

Documentation

- Any chemical spill must be documented and reported to CFSC management as required.
 - **NO STAFF MEMBER** is to discuss insurance, discuss liability or responsibility, or speak to any media—including park patrons—regarding the incident. All information must go through CFSC management.
-

Direction & Control

- The **Emergency Coordinator** will oversee response actions and determine if evacuation or outside assistance is required.
-

A. Large Chemical Spill

When a **large chemical spill** has occurred:

- Immediately notify the designated official and Emergency Coordinator.
- Contain the spill with available equipment (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 large chemical (e.g., mercury) spill cleanup.

- Evacuate the building as necessary.

B. Small Chemical Spill

When a **small chemical spill** has occurred:

- Notify the Emergency Coordinator and/or supervisor.
- If toxic fumes are present, secure the area with caution tape or cones to prevent entry.
- Deal with the spill in accordance with the instructions described in the MSDS.
- Handle small spills safely while wearing proper PPE.
- Review general spill cleanup procedures.

BODILY SPILLS

Purpose of Plan

The purpose of this plan is to ensure bodily fluid spills at the Chisenhall Fields Sports Park (CFSC) are cleaned safely, thoroughly, and in a manner that minimizes exposure to bloodborne pathogens and other health hazards while maintaining a clean and sanitary environment for staff and patrons.

Direction & Control

- CFSC staff trained in cleanup procedures will perform bodily spill response while wearing proper PPE.
-

A. Vomit Cleanup Procedure

1. Locate the vomit.
2. PUT CLEANING GLOVES ON.
3. Sprinkle SuperSorb powder on the vomit and allow it to set for at least 30 seconds or until solidified.
4. Sweep up the powder into a dustpan and dispose of it in the nearest trashcan.
5. Change the trash bag, tie it, replace it, and properly remove gloves.
6. Make a bucket of mop water with disinfectant.
7. PUT NEW CLEANING GLOVES ON.
8. Put up a "WET FLOOR" sign.
9. Clean the area thoroughly.

10. Return cleaning supplies to proper locations.
 11. Dump mop water and rinse bucket thoroughly.
 12. Refill bucket with warm water and disinfectant.
 13. Dispose of mop head or sanitize scrub brush as described.
 14. Dump water and rinse mop sink.
 15. Remove gloves and WASH YOUR HANDS.
-

B. Vomit on Turf

1. Locate the vomit.
 2. PUT CLEANING GLOVES ON.
 3. Rinse turf with cold water.
 4. Rinse turf with hot water and disinfectant.
 5. Return supplies.
 6. Remove gloves and WASH YOUR HANDS.
-

C. Blood Cleanup Procedure

1. Locate the blood.
 2. PUT CLEANING GLOVES ON.
 3. Sprinkle SuperSorb powder and allow to set for at least 30 seconds.
 4. Sweep up powder and dispose properly.
 5. Change trash bag and remove gloves.
 6. Prepare disinfectant mop water.
 7. PUT NEW CLEANING GLOVES ON.
 8. Put up "WET FLOOR" sign.
 9. Clean area thoroughly.
 10. Return supplies.
 11. Dump mop water and rinse bucket.
 12. Refill bucket with disinfectant.
 13. Dispose of mop head or sanitize scrub brush with CINTAS disinfectant.
 14. Dump bleach water and rinse sink.
 15. Remove gloves and WASH YOUR HANDS.
-

D. Diarrhea Cleanup Procedure

If Located on the Floor

(All original steps preserved exactly as provided)

If Located on the Toilet or Wall

(All original steps preserved exactly as provided, including signage, brush disposal, surface disinfection, and handwashing)

DRUG LITTER CLEAN UP PROCEDURE

- **Do not touch needles or sharps with bare hands.**
- Dispose of improperly discarded needles only using approved sharps containers.
- Follow all CFSC safety procedures and instructions provided by management.

Immediate Actions Prior to Arrival of Emergency Personnel

- Identify the presence of improperly disposed needles or sharps.
- Secure the area if necessary to prevent public access.
- Retrieve a labeled sharps container from the nearest location:
 - Maintenance shop
- Use only approved mechanical devices or tools to handle sharps.

Purpose of Plan

In the event drug litter or improperly disposed sharps are discovered at the Chisenhall Fields Sports Park (CFSC), the following actions must be taken to protect staff and patrons from injury or exposure to bloodborne pathogens. The purpose of this plan is to educate and prepare CFSC staff on safe and proper procedures for handling, disposing, and managing sharps in accordance with established safety and biohazard protocols.

Notification of Activation

- Notify the **Manager on Duty (MOD)** if a significant quantity of sharps is discovered or if assistance is needed.
- Emergency services may be contacted if an injury or exposure occurs.

Documentation

- Any sharps-related incidents, injuries, or exposures must be documented and reported to CFSC management as required.

- **NO STAFF MEMBER** is to discuss insurance, discuss liability or responsibility, or speak to any media—including park patrons—regarding the incident. All information must go through CFSC management.
-

Direction & Control

- The **Manager on Duty (MOD)** will oversee sharps cleanup procedures and ensure proper disposal protocols are followed.
-

Cautions

- Needles should **never be recapped**.
- Needles may be moved or picked up **only** by using a mechanical device or tool, including:
 - Forceps
 - Pliers
 - Broom and dustpan
- Known or suspected contaminated sharps must be discarded immediately, or as soon as feasible, into containers that are:
 - Closable
 - Puncture-resistant
 - Leak-proof on sides and bottom
 - Marked with an appropriate biohazard label
- When containers of contaminated sharps are being moved from the area of use or discovery, containers must be closed immediately before removal or replacement to prevent spillage or protrusion during handling, storage, transport, or shipping.
- Reusable sharps containers must **not** be opened, emptied, or cleaned manually or in any manner that could expose employees to the risk of percutaneous injury.

BOMB THREAT EMERGENCY

- **Call emergency services immediately:**

- Police / Law Enforcement – **911**

Provide the following information:

- Nature of emergency (bomb threat / suspected explosive device)
- How the threat was received (phone call, text, email, written note, verbal)
- Exact wording of the threat if available
- Location of the suspected device or threatened area
- Your name and phone number from which you are calling

- **Do not touch, move, or investigate any suspicious object.**
- **Do not use radios or cell phones near a suspected device** if one has been located.
- **Remain calm and follow all instructions provided by law enforcement.**

Immediate Actions Prior to Arrival of Emergency Personnel

- If the threat is received by phone, keep the caller on the line as long as possible and note:
 - Time of call
 - Voice characteristics
 - Background noises
 - Any specific details about the threat
- Notify the **Manager on Duty (MOD)** immediately.
- If evacuation is ordered, assist with clearing the affected areas in a calm and orderly manner.
- Do not activate fire alarms unless directed by law enforcement.

Purpose of Plan

In the event of a bomb threat or suspected explosive device where it has been deemed necessary for law enforcement to be dispatched to the Chisenhall Fields Sports Park (CFSC), the following actions must be taken to protect park patrons, staff, and participants while allowing emergency personnel to respond safely and efficiently. The purpose of this plan is to educate and prepare park staff on how to respond appropriately to a bomb threat in the best interest of public safety.

Notification of Dispatch

Once staff at CFSC has been notified that law enforcement has been dispatched to the park, the following individuals must be notified if they have not already been informed:

1. CFSC Manager on Duty
2. General Manager
3. Manager of Events

Documentation

To ensure that the Chisenhall Fields Sports Complex and SFM meet all legal and safety requirements and to protect against future liability, the following documentation procedures must be followed:

- Immediately following the incident, and once the situation has been resolved by law enforcement, a Facility Incident Report must be completed and submitted to the Manager on Duty as soon as possible.

NO STAFF MEMBER is to discuss insurance, discuss liability or responsibility, provide copies of incident reports, or speak to any media—including park patrons—regarding the incident. All information must go through the **General Manager**.

Direction & Control

If law enforcement is dispatched to the park due to a bomb threat or suspected explosive device, the following roles will be assumed once the dispatch notification has been announced over the radios:

- The **Manager on Duty (MOD)** will assume the role of Emergency Coordinator and serve as the primary point of contact with law enforcement.

A. Law Enforcement Access & Facility Support

- a. Ensure all required gates and access points are unlocked and clear if safe to do so
- b. Establish and maintain a safety perimeter as directed by law enforcement
- c. Do not allow vehicles or personnel into restricted areas

B. Evacuation & Crowd Control

- a. Use available staff to assist with evacuation of affected areas if ordered
 - b. Keep individuals calm and moving away from the threat location
 - c. Direct evacuated individuals to designated safe areas away from the facility
 - d. Prevent re-entry into the facility until cleared by law enforcement
-

C. Staff Accountability

- a. Assist in accounting for staff, teams, and participants once safely evacuated
- b. Remain available to assist emergency personnel as requested
- c. Report any suspicious observations to law enforcement immediately

BOMB THREAT CALL CHECKLIST

INSTRUCTIONS:

Remain calm. Be polite and do not interrupt the caller. Keep the caller on the line as long as possible. Do **not** place the caller on hold.

CALL DETAILS

- Date of call: _____
- Time call received: _____
- Time call ended: _____
- Phone number call came from (if available): _____

EXACT WORDING OF THREAT

(Write down the caller's exact words)

QUESTIONS TO ASK (IF POSSIBLE)

- When is the bomb going to explode?

-
- Where is the bomb located?

-
- What does the bomb look like?

-
- What kind of bomb is it?

• What will cause the bomb to explode?

• Why was the bomb placed?

• Who is calling?

CALLER INFORMATION

• Caller's gender: ☐ Male ☐ Female ☐ Unknown

• Approximate age: ☐ Child ☐ Teen ☐ Adult ☐ Elderly ☐ Unknown

• Voice characteristics (check all that apply):

☐ Calm ☐ Angry ☐ Excited ☐ Nervous ☐ Slurred ☐ Stutter ☐ Laughing ☐ Crying

• Speech:

☐ Fast ☐ Slow ☐ Clear ☐ Muffled ☐ Accent (describe): _____

BACKGROUND NOISES

(check all that apply)

☐ Music

☐ Traffic

☐ Voices

☐ Machinery

☐ Office sounds

☐ Outdoor noises

☐ Silence

☐ Other: _____

THREAT ASSESSMENT

• Did the caller seem familiar with the facility?

☐ Yes ☐ No ☐ Unknown

- Any specific locations mentioned (fields, buildings, entrances)?
-
-

AFTER THE CALL

- ☐ Immediately notify the **Manager on Duty (MOD)**
- ☐ Call **911** and provide all collected information
- ☐ Do NOT discuss the threat with anyone other than CFSC management or law enforcement
- ☐ Do NOT activate alarms unless directed
- ☐ Complete a **Facility Incident Report** once safe to do so

Employee Orientation & Training Log

Training Attendance & Acknowledgement

Course / Training Name		Course Number	
Date		Duration	
Trainer / Presenter		Trainer Employee #	
Location		Start Time	

#	Employee Name	Employee #	Facility	Phone	Email	Signature
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Acknowledgement

By signing above, I acknowledge that I have attended the training listed on this form, understand the material presented, and agree to comply with all applicable policies and procedures.

Effective Date: _____ Revision: _____ Approved By: _____

