



EMERGENCY ACTION PLAN



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Gulfport Sportsplex Emergency Action Plan

PURPOSE OF THE EMERGENCY ACTION PLAN

This Emergency Action Plan (EAP) is a way for Gulfport Sportsplex 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: Gulfport Sportsplex

Facility Address: 17200 16th Street Gulfport, MS 39503 Phone Number: 228-832-4088

EMERGENCY PHONE NUMBERS

Gulfport Fire Department 228-868-5989 Emergency: 911

Gulfport Police Department: 228-868-5959 Emergency: 911

UTILITY PHONE NUMBERS

Coast Electric: 228-832-1761

Mississippi Power: 1-877-656-1836

TRAINING

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

The Gulfport Sportsplex should advise each team member of his/her responsibilities and conduct training in accordance with the requirements for their level of involvement.

EAP LOCATION AND ACCESS

A copy of this EAP shall be available to all team members through their supervisor.

A printed - hard copy of the building's EAP shall be kept at the Gulfport Sportsplex Main Office Desk.

ROLES AND RESPONSIBILITIES

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

The Director of Operations is second in command and responsible for:

Planning and executing evacuation drills and shelter in place training events.

Conducting monthly reviews of the EAP plan and provide updates if necessary.

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

RESCUE MEDICAL ASSISTANCE

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

DRILLS

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

The evacuation drill will include all team members, contractors, and visitors

An assessment of the emergency plan

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

EVACUATION ROUTES

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

- Emergency exits
- Primary and secondary evacuation routes
- Locations of fire extinguishers
- Designated assembly area

LOCATIONS OF FIRE EXTINGUISHERS

Fire extinguishers are located throughout the buildings at all complexes.

Maintenance Building

Locations of Fire Extinguishers

- Front Shop doorway entry way between both garage doors
- Back Shop entry way by the front door next to the light switches

Scorer's Tower By field #1 and #2

Location of Fire Extinguishers

- Upstairs in the left corner
- Downstairs in the left corner of entry way

Scorer's Tower By field #4 and #5

Location of fire Extinguishers

- Upstairs in the left corner
- Downstairs in the left corner of the entryway

Concession Building/ Office Space at 5-plex

Location of Fire Extinguishers

- On the wall by the ice machine in concession
- Entry way on the right-hand side in the office

Concession Building/ Scorer's Tower at 4-plex

Location of Fire Extinguishers

- Upstairs on the left-hand side of the stairs
- By the ice machine in the concession stand

Concession Building/ Office Space at Soccer

Location of Fire Extinguishers

- Right side of entry way to the office space
- By the hand sink in the concession area

Concession Stand at 6-plex

Location of Fire Extinguisher

- Right side when you walk in the entrance
- Right side of storage room
- Right hand side wall by the windows

Building between fields #10 and #15

Location of Fire Extinguishers

- Meeting room right side of the entry way
- On the outside wall between both bathroom entry ways

Building between fields #12 and #13

Location of Fire Extinguishers

- Meeting room right side of the entry way
- On the outside wall between both bathroom entry ways

REPORTING EMERGENCIES

If an emergency occurs at the facility, the General Manager should be notified immediately. If the General Manager cannot be reached, the Director of Operations should be contacted.

The Gulfport Sportsplex means of reporting emergencies are:

- Dial 9-1-1 from the receptionist desk or from any cell phone

When reporting an emergency, calmly state:

- Your name
- Provide the address of the emergency
- Telephone Number to reach you if needed
- Nature and size of the emergency
- Gulfport Sportsplex Business Line: 228-832-4088
- Gulfport Sportsplex Address: 17200 16th Street, Gulfport MS, 39503

EVACUATION PROCEDURES

Evacuate to a safe location (Designated Assembly Area) 17096 JFM Pkwy Gulfport MS, 39503 (Water Park Parking Lot) during an emergency. Be aware of all exits in the building, keep calm, walk quickly to the nearest marked exit.

Call the police for help

- If it is safe, take cell phones, keys, wallets/purses
- If it is safe, close office doors
- If it is safe, assist others out of the building
- Direct building occupants to evacuate immediately and meet at the designated evacuation assembly area
- All team members shall also proceed to the Designated Evacuation Area

DO NOT Re-ENTER the building until it is cleared by first responders

The Director of Operations is responsible for ensuring that team members know the evacuation routes from their work site location. After the building is evacuated and team members have gathered at the Emergency Assembly Area roll should be taken.

EVACUATION

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 area for the Gulfport Sportsplex is 17096 Jfm Pkwy Gulfport MS, 39503 (Water Park Parking Lot)

EMERGENCY TYPES

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

MEDICAL EMERGENCY

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

- Nature of medical emergency
- Location of the emergency: 17200 16th Street, Gulfport MS, 39503
- State your name and the phone number from which you are calling
- **Do not move the victim** unless absolutely necessary.
- If trained CPR and First Aid personnel are nearby call them to provide required assistance prior to the arrival of medical help

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

- Stop the bleeding with firm pressure on the wounds. (Remember to avoid contact with blood or other bodily fluids)
- Clear the air passages using the Heimlich Maneuver in case of choking.

FIRE RESPONSE PROCEDURES

In case of a small fire:

- Call 9-1-1 from the front desk phone or from a cell phone
- Alert people to begin evacuation
- Keep an exit available behind you and bring the extinguisher within ten feet of the fire

To use a fire extinguisher, use the acronym PASS:

- **P** Pull the pin
- **A** Aim at the base of the fire
- **S** Squeeze the Handle
- **S** Sweep side to side, at the base of the fire until the fire is out, or the extinguisher is empty

In case of a large fire:

- Call 9-1-1
- 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, when there is an active threat

HIDE: Hide, if escape is not possible

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

MISSING CHILD(REN)

If a child is lost or a parent cannot find them, the MOD will radio a “code Adam”. MOD will provide a description of the child: age, race, outfit, and where they were last seen. Team members should secure all entrances, check restrooms, and scan the entire venue looking for the child. After a thorough check of the entire venue, the MOD or Operations Manager will notify the police. Once the child has been found, the MOD will notify the team members over the radio that the child has been found.

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.

Gulfport Sportsplex Team members and guests should secure in place and take the following actions:

- Remain calm
- Find an interior room and lock or barricade the doors
- Minimize vulnerability, turn off lights, and silence phones
- Move away from doors and windows
- Do not leave until an all-clear message is received. Call 9-1-1 immediately
- A team member’s first priority is to find a safer space to go. Going to a workspace to retrieve personal items is highly discouraged.
- Team members should stay inside and behind a locked door until 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

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 / Director of Operations or designated official.

Follow the recommended primary and secondary evacuation routes.

If outdoors:

Climb to high ground and stay there

Avoid walking or driving through flood water

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

ACCOUNTING FOR BUILDING OCCUPANTS

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

- Present/Accounted for box, which shall be marked when
 - The person is present for the headcount
 - The person is definitely known as not being in the affected building
- The missing/unaccounted for box shall be marked when:
 - The person is not present for the headcount
 - The whereabouts of the person is unknown
 - The person is/was known to be in the affected building prior to the evacuation

Team members Head count Form (example)

Team members Names	Present / Accounted For	Missing	Notes
Brandon Smith	X		
James Brown	X		Working from home
Sean Price		X	Brandon stated that Sean was at the front desk prior to the emergency

