



EMERGENCY ACTION PLAN



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MIKE JACOB SPORTS PARK
6901 N Casa Grande Hwy
Tucson, AZ 85743

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PURPOSE OF THE EMERGENCY ACTION PLAN

This Emergency Action Plan (EAP) is intended to ensure preparedness for a variety of emergencies that may arise at Mike Jacob Sports Park (MJSP). It outlines roles, response procedures, and safety protocols to protect the health and welfare of all visitors, guests, and staff on site.

FACILITY DESCRIPTION

- Facility Name: Mike Jacob Sports Park
- Facility Address: 6901 N Casa Grande Hwy, Tucson, AZ 85743

The park includes 6 Softball fields, 4 volleyball courts, 2 concession buildings, 2 restroom buildings (North and South), BMX track (Far North of sports complex), and parking areas (West of sports complex).

EMERGENCY PHONE NUMBERS

- Emergency: 9-1-1
- Marana Police Department (Non-Emergency): (520) 682-4032
- Northwest Fire Department (Non-Emergency): (520) 887-1010

MJSP On-Site Contacts:

- Rocio Casanova – General Manager: (520) 333-5862
- Joshua Richard – Food & Beverage Manager: (520) 910-2267
- Liza Bonilla – Front Office Manager: (520) 395-5492

TRAINING

It is each supervisor's responsibility to ensure their staff is familiar with the contents of this EAP. All team members must be trained based on the nature of their duties and level of involvement.

- The EAP will be reviewed annually.
- Copies will be made available digitally and in hard copy at the concessions office.

ROLES AND RESPONSIBILITIES

- General Manager (GM): Leads emergency response until relieved by authorities.
- Assistant Manager or Designated Supervisor:
 - Coordinates evacuation drills
 - Maintains current emergency contact rosters and maps
 - Reviews the plan monthly

RESCUE AND MEDICAL ASSISTANCE

- Staff may provide aid only within the scope of their training.
- First Aid kits are located in the concession building and staff office.
- Call 9-1-1 immediately for serious injuries.

DRILLS

MJSP will conduct one full emergency drill annually, including staff and major contractors.

The drill will be evaluated for effectiveness and compliance with protocol.

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 FIRE EXTINGUISHERS

- Concession Building:
 - Fire Extinguisher (1)
 - AED (1)
 - Smoke Alarm (1)
- Restroom Facilities:
 - Men's and Women's each contain smoke alarms
- Main Office or Maintenance Shed:
 - Fire Extinguisher (1)
 - AED (1)
 - Smoke Alarm (1)

All equipment is labeled and inspected regularly.

REPORTING EMERGENCIES

1. Call 9-1-1
2. Then notify the General Manager or highest-ranking staff on-site.
3. Provide:
 - Your name
 - Location of emergency
 - Nature of the emergency
 - Call-back number

Mike Jacob Sports Park: 6901 N Casa Grande HWY, Tucson, AZ 85743

GM Phone Number: 520-333-5862

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

- Primary Evacuation Area: Main parking lot
- Remain calm and use nearest exit routes
- Staff must assist guests and visitors
- Take attendance using daily check-in or headcount sheets
- Do not re-enter until cleared by emergency services

EMERGENCY TYPES

MEDICAL EMERGENCY

- Call 9-1-1
- Nature of medical emergency
- Location of the emergency
- State your name and the phone number from which you are calling
- Avoid bodily fluid contact

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.

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.

ACTIVE SHOOTER

- Run if possible
- Hide if escape is not safe
- Fight only as a last resort

SEVERE WEATHER

EXTREME HEAT RESPONSE

- Mandatory hydration breaks
- Provide shaded rest areas or misters
- Recognize signs of heat exhaustion/stroke
- Designated cooling stations (e.g. inside concession)

MONSOON AND LIGHTNING PROTOCOL

- Suspend play at the first sign of lightning
- Use the 30-30 rule (30 seconds between lightning and thunder = seek shelter)
- Safe shelter locations listed (e.g., restrooms or vehicles)

DUST STORM (HABOOB) PROCEDURE

- Stop outdoor activity and instruct staff/guests to shelter in enclosed buildings
- Advise covering mouth/nose with cloth if caught outside
- Wait for visibility and air quality to improve before resuming

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

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

SECURE-IN-PLACE / LOCK DOWN

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.

- Lock or barricade doors
- Turn off lights and silence phones
- Stay away from windows
- Do not exit until cleared

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 PARK OCCUPANTS

Supervisors will maintain an up-to-date list of employees, volunteers, and vendors. During any evacuation:

- Conduct a headcount
- Mark each person as accounted/unaccounted
- Immediately report missing persons to emergency personnel

Team members Head Count Form Example:

Team Member Name	Accounted For	Unaccounted For	Missing	Notes
John Doe	x			
Sally		x		
Ted	x			Not here today PTO
Jacob				Last seen concessions.
Sarah			x	Went to Walk in refrigerator last.

TEAM MEMBER HEAD COUNT FROM

[illegible]