



MORRISTOWN LANDING
RECREATION AND EVENTS

EMERGENCY ACTION PLAN



INTRODUCTION

Morristown Landing Recreation and Events is concerned with the safety of all participants, members, guests, and Team Members. This is especially true when an emergency occurs. Emergencies can come without warning at any time. Being prepared physically and psychologically to handle emergencies as an individual and as an organization is critically important to Morristown Landing Recreation and Events.

This guide has been developed to assist the facility in minimizing effects from such events. Please read the contents thoroughly. Once you are familiar with the information, you will be prepared to respond to an emergency.

The information included in this guide is intended to cover most emergency actions but is not all inclusive. Common sense must prevail when instructions are not available. No matter what the emergency is, think before you act, then act swiftly to minimize exposure to danger.

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

All these scenarios warrant the Facility Emergency Response protocol.

- An injury to a guest or Team Member requiring urgent ambulance transport that could be life threatening
- A fatality of a guest or Team Member within the facility or on the property
- Hospitalization of multiple guests or Team Members due to a food borne illness
- Potential of Media involvement
- Violence in the workplace
- Entrapment / High Angle Rescue
- Confined Space Rescue
- Threats and / or acts of Terrorism.
- Demonstration or Trespass
- Kidnap, Extortion, or Threat of Harm
- Bomb Threat
- Severe Weather that causes injuries and / or significant damage (Lightning, Hail, Wind, or Hurricane)
- Utility Loss
- Tornado / Flooding
- Fire
- Explosion

EMERGENCY RESPONSE TEAM AND PROTOCOL

In the event of a serious incident/emergency (multiple serious injuries, fire, power outage or something else deemed very serious), notify the MOD immediately. After the MOD is notified and a response is in process, call these Team Members until you reach someone and convey the details immediately:

Management		Radio	Extension
Andrew Fischer	General Manager	Channel 1	101
Kasey Peters	Membership & Fitness Director	Channel 1	106
Chris Farney	Business Development Director	Channel 1	104
Casey Smith	Sports Director	Channel 1	107
Tony Malone	Facilities Manager	Channel 1	112
Sarah Brackins	Aquatics Director	Channel 1	113
Breanna Hall	Marketing Manager	Channel 1	103
Kelsey Chaney	Finance Manager		102
Manager of the Day	Channel 1		

DO NOT DISTRIBUTE CELL PHONE NUMBERS

If 911 is needed, please radio the MOD immediately. **The MOD will make the call and coordinate the response according to the Medical Emergency protocols.** If it is an extenuating circumstance, then of course make the call immediately and have someone else notify the MOD.

If there are injuries involved in the incident, immediately radio the EMT/Athletic Trainers (or MOD if no EMT/Athletic Trainers are on duty). Be sure to convey the appropriate call level and location.

The MOD will notify the General Manager. The GM will then notify whoever else on the Morristown Landing Team needed to coordinate the appropriate response.

The GM will coordinate with the HR Manager to create a message to all Team Members if needed.

The Marketing Coordinator will coordinate the website alert and applicable social media alerts to inform our stakeholders of the situation

If possible, onsite Directors and/or Managers will post signage in applicable areas to inform guests. Example: "Due to a power outage, our cardio equipment is down. We are sorry for this inconvenience and are diligently working to resolve this issue."

The Operations Team, The Tournaments/Programming Team, and the Entertainment and Events Team will meet to discuss what programming and/or events will be impacted by the situation. Stakeholders of impacted programming or events will be informed of the situation via phone, email and/or social media. This communication will come from the Marketing Team, the Operations Team, the Guest Services Team and the Entertainment and Events Teams. All media inquiries will be immediately directed to the GM.

Non-Facility Emergency Contacts	
Emergency Number	911
Morristown Hamblen County EMS	(423) 587-3280
Morristown Rescue Squad	(423) 586-1313
Poison Control	1-800-222-1222
Hamblen County Health Department	(423) 586-6431
Hamblen County Sheriff's Department	(423) 586-3781
Morristown Police Department	(423) 585-2710
Morristown Fire Department	(423) 585-4657
TEMA (East Region)	(423) 594-5650
Hamblen County Government	(423) 585-1931
City of Morristown	(423) 581-0100

EMERGENCY - What To Say: "Hello, I'm _____ from the Morristown Landing." "We have a(n) __ (state emergency)." "Our address is 4355 Durham Landing Morristown, TN 37813." 37814 "Please come to the Department/Door upon arrival." *** Name the easiest access door to the department. ***

BUSINESS INFORMATION
Facility Name: Morristown Landing Recreation and Events
Address: 4355 Durham Landing, Morristown, TN 37813
Phone: (423) 388-6573

RADIO COMMUNICATIONS

All department heads of Morristown Landing will utilize the main radio channel for communications. All non-department heads of Morristown Landing will operate on the same radio channel as supervisors.

PUBLIC INFORMATION

Prior to being released, information to either the news media or the public concerning emergency activities within will be coordinated jointly between Morristown Landing and the public safety departments. To further prevent the release of inaccurate information, all Morristown Landing employees will direct any media inquiries to the General Manager or designee immediately.

Representatives of the news media calling the switchboard will be directed to the office of the General Manager.

Public information of this nature will be disseminated through joint news briefings with the Public Safety Departments.

During an event, the General Manager or designee will direct the Security personnel to make the appropriate emergency announcements to Morristown Landing patrons.

EMERGENCY STRUCTURE

An emergency is any unplanned event, that may cause injuries and or death, to guests or employees; interrupt normal business operations; physical or environmental damage; or threaten the facility's financial standing or public image. Emergencies range from irritations that cause minor disruption to catastrophic events that forever scar individuals and organizations. It is important to be able to recognize an emergency and to react and respond in the appropriate manner.

The sequence of an emergency can be broken down as:

- Discovery
- Assessment
- Notification
- Take Action
- Clean up and follow up

It is important to recognize your abilities and priorities when handling an emergency situation:

- Protect yourself and others
- Provide or get First Aid Assistance
- Protect Property
- Record Incidents on an Incident Report
- Do not disturb the scene until authorized. Do not speak to the media unless authorized.

Event Emergency Management Structure

The order below outlines the management structure/chain of command for evacuation procedures or unexpected emergencies.

Responsibilities of key positions:

General Manager or Manager on Duty – During an emergency, assume the overall leadership role in the building while liaising with the Morristown Police Department Officer in charge and the responding emergency agencies.

Operations MOD or MPD Event Officer in Charge on Duty – In charge at the scene of a fire or other emergency involving the protection of life and or property and shall remain in charge until authority is relinquished.

Event Manager – Responsible for the overall management of the venue during events; prime contact with team; will execute the necessary response plan when authorized by the Manager on Duty.

***Responding Agencies** – Morristown Fire Department, EMTs/paramedics, Sheriff's Office, State Troopers, etc. will confer with the MPD Event Officer in Charge on Duty upon arrival.

OPERATIONS/ MOD/ SUPERVISOR RESPONSE TIERS

CODE 1 RESPONSE

Non-Urgent / Semi-Urgent ETA: 5 – 10 minutes

Radio example:

Door needing unlocked
Customer complaint about restroom cleaning
Locker needs unlocked

CODE 2 RESPONSE

Urgent (MOD / Supervisor will respond and dictate further level of response) ETA: 0-5 minutes / immediate after notification

Radio example:

Casey: *"Casey to Taylor, do you copy?"*
Taylor: *"Go for Taylor"*
Casey: *"Medical emergency on court 3, we are on the phone with EMS now."*
Taylor: *"Copy that Casey, Thank you!"*
Casey: *"Copy that, Thank you!"*

Missing child
Verbal altercation in progress
Theft in progress or reported
Suspicious bag or package
911 call
Suspicious person / people

CODE 3 RESPONSE

Emergency (all available, MOD, and / or Supervisors respond) ETA: Immediate

Radio example:

Sarah: *"Sarah to Chris Code 3, fight at the outdoor splash pad."* – Nothing else needs to be communicated"
Chris: *"Copy that I'm on my way."* - Nothing else needs to be communicated.

MEDICAL EMERGENCY

If it is a severe medical incident that requires immediate emergency services, please call 911 immediately.

If someone is injured and requires medical assistance, please take the following steps:

Radio for MOD (EMT or Athletic Trainer if one is on duty.) If MOD, EMT, or Athletic Trainer is not available by radio, assign someone to bring them to the scene. If the EMT or Athletic Trainer is available, make sure the MOD is notified immediately. Do not attempt to move a person who has fallen or appears to be in pain. The EMT, Athletic Trainer or trained Landing personnel will decide if 911 needs to be called.

In an urgent medical situation, **THE MOST IMPORTANT FIRST STEP IS ASSIGNING SOMEONE TO CALL 911.**

Our team is responsible for communicating to other guests that we are calling 911 and to advise everyone else NOT to call 911.

The MOD, or someone that the MOD assigns, will make the 911 call. **IT IS STRONGLY PREFERRED TO MAKE THE 911 CALL FROM A LANDLINE.**

Calling 911 from a landline ensures that the call goes directly to Morristown dispatch. **MAKE SURE THE PROPER ADDRESS IS PROVIDED TO DISPATCH.**

Dispatch is going to ask for the following information: age, gender, conscious/unconscious, and nature of the injury or issue. **IT IS IMPERATIVE THAT WE PROVIDE DISPATCH WITH ACCURATE INFORMATION.**

Make sure **OPERATIONS** knows where the Ambulance is coming to, they will guide them to the injured person.

Unless trained and certified, **DO NOT** attempt to render any medical treatment. If you are certified, **DO NOT** render any care above and beyond your scope of training. Secure the scene and protect the safety of the injured people (and all surrounding people) Comfort the victim and reassure them that medical assistance is on the way.

Be aware of hazards associated with blood-borne pathogens. **AVOID** any contact with bodily fluids or blood unless you are trained and have the proper protective equipment (PPE). Complete a detailed incident report immediately. Get statements from everyone that witnessed the incident. Photographs of the incident site should be taken when appropriate as well.

Submit a request for video surveillance immediately (if that area is covered)

If a Team Member is injured during a shift, his / her supervisor will follow the Worker's Comp Protocol. Be sure the appropriate supervisor is notified of all Team Member injuries that are work related.

If you call 911 provide the following information:

Your name and address.

The area within the facility where EMS is needed. **BE VERY SPECIFIC**

What type of medical emergency it is, gender, approximate age, conscious /unconscious, symptoms and the exact location of the injured person.

Inform the 911 operator that the Landing Team Member will meet and direct EMS to the proper entrance / door.

Follow all other Medical Emergency Protocols.

FIRE EMERGENCY & EVACUATION – CODE RED

SMALL FIRE PROCEDURES

Fire is contained, no threat of spreading, able to be put out with extinguisher:

Notify MOD on the radio.

If trained, attempt to put fire out with fire extinguisher.

If the fire grows or starts to spread, see procedures below.

LARGE FIRE PROCEDURES

Fire is growing, widespread, and cannot be put out with an extinguisher. When fire is discovered

Activate the nearest fire alarm

Call 911. **IT IS STRONGLY PREFERRED TO MAKE THE 911 CALL FROM A LANDLINE.**

Put an immediate evacuation call on the radio on all channels, use the nearest exit door that is safe and get a minimum of 100 yards away from the building.

Close all fire doors. Fire doors should close automatically when fire alarm is activated.

DO NOT USE DOOR WEDGES!

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 Team Members are trained to use it
- If you deem the situation as unsafe or do not feel comfortable trying to mitigate the situation, find the nearest exit immediately. Feel the door and door handle prior to exiting. If the door is warm or hot, go to the next closest door
- If there is smoke in the area where you are, get as low as possible and crawl toward the closest exit

Upon activation of any fire alarm in any zone, the entire facility will be evacuated immediately:

All Team Members and guests are to use the closest exit door that is safe and proceed outside to the closest rally point as soon as the alarm in that zone is activated. Supervisors are expected to help our guests find the closest exit and rally point.

During the evacuation, everyone should be a minimum of 100 yards from the exterior of the building. When the fire alarm is activated, the MOD will immediately go to that location and confirm the imminent risk that it poses.

When the fire alarm is activated, the Morristown Fire Department is dispatched immediately. Depending on the severity of the situation, multiple other Fire Departments will arrive to help.

If the MOD confirms it is a legit fire with imminent risk for safety, the evacuation plan for that will continue. No one should go back inside the building until the **All-Clear** is given by first responders.

If the MOD confirms that it is a false alarm and there is no imminent safety risk, an All-Clear will be given via the radio on all channels. Once the All-Clear is communicated, everyone can proceed back inside the building.

The MOD and Operations will determine, as quickly as possible, what the cause of the fire alarm was. Each department Manager / Supervisor / Lead will be responsible to help evacuate their area, and make sure everyone goes to the closest evacuation rally point location that is safe.

THE EVACUATION RALLY POINT LOCATIONS ARE AS FOLLOWS:**RP #1 - Parking Lot outside of Main Entryway**

Those on the 1st floor in the following locations are to use the main entrance door to evacuate: Guest Desk, Café, Main Lobby, and ChildWatch

Those on the 2nd floor in Group Fitness Rooms, Fitness Center, Fitness Lounge, or at the Membership Desk should use the staircase behind the fitness desk.

RP #2 – Parking lot on East side of facility (outside of catering doors)

Those on the 1st floor in the following locations are to use the hallway doors or Blue Sky patio doors as evacuation: Child Watch, Clip n' Climb, Blue Sky, Soaring, Executive Boardroom, and Catering.

Those on the 2nd floor in Horizon Event Suites, East side of indoor track, or in Administrative Offices should use the staircases just outside of Horizon or in Admin Offices leading outdoors.

RP #3 – Parking lot on West side of facility facing Public Works

Those on the 1st floor in the following locations are to use the West side Aquatic doors or Splash Pad doors as evacuation: Birthday Party Rooms, Aquatics Seating, Aquatics Center.

Those on the 2nd floor in Aquatics Seating should use the staircases leading down to Aquatics and out the Splash Pad doors, or the exit doors behind fitness desk.

RP #4 – Parking lot South of facility behind gymnasium

Those on the 1st floor in the following locations are to use the exit doors South of facility or East side gym doors as evacuation: Sports Courts, Storage Rooms, Gym Offices, and Locker Rooms.

Those on the 2nd floor on West side of track, or south side of fitness center should use the stairway leading out back behind the facility.

If there is a situation where the rally point is not accessible, or you deem it to be unsafe for any reason, assist with guiding people towards the closest exit and direct them 100 yards away from the building to a safe location.

Everyone will remain outside in the designated staging area until the competent authority announces that it is safe to re-enter the building.

Each department Manager / Supervisor / Lead will immediately begin to verify that all Team Members who are working are present and accounted for.

All unaccounted-for Team members will be reported immediately to the MOD and first responders. The MOD will attempt to see if the missing Team Member(s) are in another location via our radio communication and or cell phone.

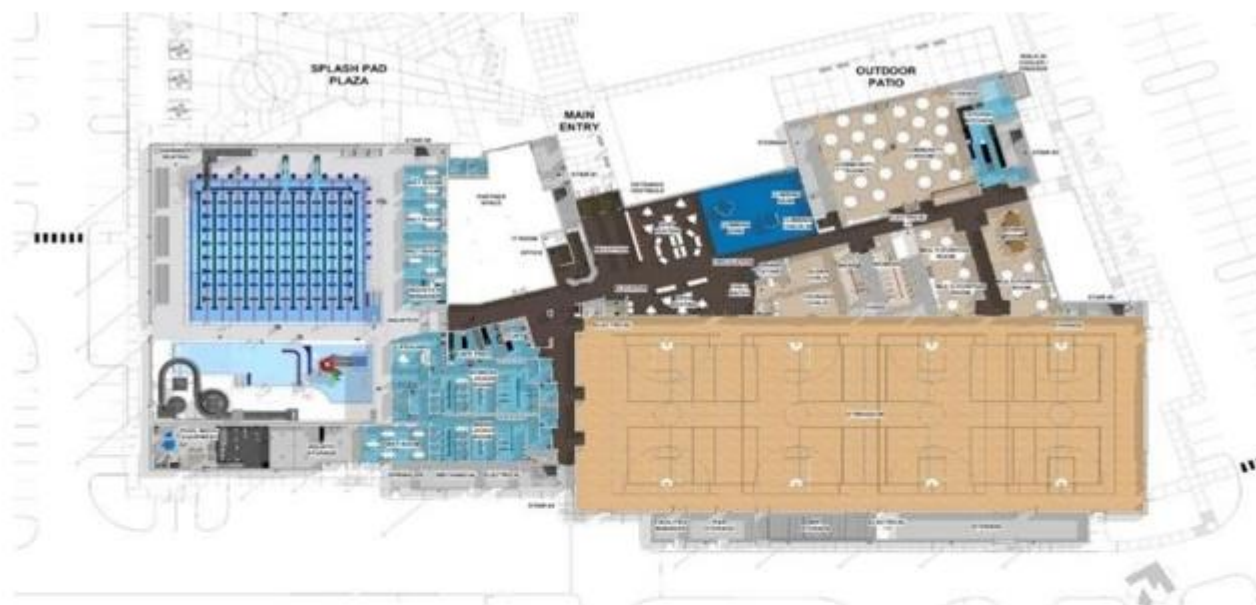
MOD, Maintenance and Operations must:

Ensure that all Team Members and guests have evacuated the building – as much as possible prior to first responders arriving.

Report any problems to the MOD and / or first responders.

MORRISTOWN LANDING FOOR PLAN

First Floor



Second Floor



SEVERE WEATHER – CODE GREEN

LIGHTNING

When lightning is within 10 miles of our address, the Indoor Aquatics Center must be evacuated for a minimum of 30 minutes after the last sighting. If thunder/lightning is heard and seems imminent, we have the authority to evacuate even if it's not detected within 10 miles. The Aquatics Manager or Lead must notify all Leaders and staff when the pool closes and re-opens. The Outdoor Splash Pad will also close due to lightning, storms in the area, and high winds.

TORNADO

Tornado Watch

Conditions are favorable to the development of tornadoes in and close to the watch area. Usually watches cover thousands of square miles so it does NOT mean that severe weather is imminent. However, it DOES mean that the radar needs to be closely monitored.

In the event of a tornado watch, the Operations Team will do the following:

The MOD will dedicate a member of the Operations Team to monitor the conditions and radar. The MOD will provide status updates a minimum of once per hour on the radio while the watch is in effect for our area.

Depending on the facility schedule, guests would be directed into the nearest restroom or the Storage rooms in the gym. If inside a building onsite, everyone should be as far away as possible from the exterior walls and windows.

Tornado Warning

A tornado is imminent in the area based on specific criteria and existing reports received by the National Weather Service. This does NOT mean that a tornado is going to hit Landing property. It means that the current and forecasted conditions strongly favor a tornado, or sustained 55+ mph winds, within Hamblen County or somewhere close to the Landing. This is a much higher alert level compared to a watch.

In the event of a tornado warning, the Operations Team will do the following.

All areas will be evacuated immediately.

The MOD will announce the evacuation notice via radio.

The MOD will also announce the shelter-in-place alert via radio. *“Emergency! A tornado warning has been issued. Evacuate all activities and go to the nearest shelter-in-place location.”*

The MOD will direct guests into the Fitness Center/Gym building and/or the nearest restroom if necessary. All Landing Team Members may need to assist during this process.

Shelter-In-Place locations are indicated on the evacuation maps which are located at most room exit doors. If you do not have access to an evacuation map, these are the optimal shelter-in-place locations listed in order of priority (all on the first floor).

The Gym building hallways, dressing rooms and restrooms against block walls. Any areas away from exterior walls and windows that are made of reinforced concrete. All Landing Team Members will recommend all guests to sit down against the wall and use their arms to protect their head and neck in a crouched position (picture of the proper position is above) The MOD will provide status updates a minimum of every five (5) minutes on the radio while the warning is in effect for our area. If a tornado is seen on or anywhere near Landing property, 911 will be called immediately. The MOD will work with the first responders appropriately and establish an incident command center onsite or nearby if necessary. All guests and Team Members will remain in shelter until the threat of the tornado is over and announced. The MOD will announce on the radio when the warning has been lifted. Each department Manager/Supervisor/Lead will help communicate this to all Team Members.

OPERATIONS CHECKLIST

(Post Incident Damage Assessment)

BUILDING STRUCTURE

- Exterior structure
- Roof areas and overhangs
- Interior wall sections (reinforced walls, partitions, etc.)
- Flooring (concrete, tile, etc.)
- Equipment pads
- Columns, beams, and all steel structures

MECHANICAL

- Large equipment condition (thermal unit, absorption unit, ice harvester, AHUs, etc.)
- Broken piping and hangers
- All safety requirements

FIRE PROTECTION

- Sprinkler Alarms, and their related components
- Damaged sprinkler heads, fire hose stations, etc.
- Broken pipes and pipe support
- Alarm panel board

ELECTRICAL

- Main Switch Gear
- Loose wiring
- Broken fixtures and light bulbs
- Control Panels

MISC. ITEMS

- Ceiling tiles
- Floor tiles
- Curtain walls (air walls)
- Ceiling registers, and diffuser

“EXIT” doors (and any other doors).
Kitchen equipment
Freezer, coolers, etc.

POWER LOSS

In the event of a power loss, the following protocol will be followed.

Immediately notify Operations and the MOD on the radio
Maintenance or the MOD will call Morristown Utilities Systems to notify them of outage.

SHORT TERM POWER LOSS

In the event of a facility power loss, the backup generators will restore emergency power within 15 seconds.

If power does not restore in 15 seconds, refer to extended power loss procedures.

EXTENDED POWER LOSS

When the generators do not restore emergency power within 15 seconds:

Stay calm and reassure guests so that they do not panic.

Use a flashlight (or phone light) to illuminate the area.

Move guests towards lighted areas of the facility.

If power does not restore in a timely manner, the facility will cease operations and will initiate the evacuation plan for that zone(s). Maintenance/Operations and the MOD will make the call based on current and future assessments of the problem.

No one is to utilize the fitness center floor in the case of a power loss.

If it is determined that we need to evacuate, the MOD/Operations will make an announcement on the radio, and everyone will go to their respective rally point (same procedure as a fire evacuation) based upon location in the facility.

Keep freezer and refrigerator doors closed to maintain temperature.

The MOD and Maintenance/Operations will check all elevators for stranded Team Members and/or guests.

The MOD will provide status updates on the radio a minimum of every five (5) minutes. The backup generators will restore power to these critical systems:

- Security Systems
- Fire Alarm Systems
- Emergency Lighting
- Office Complex/Outlets/Computers

CHEMICAL SPILL/RELEASE

In the event of a chemical spill/release within the Landing property:

Immediately radio Maintenance / Operations and the MOD on the radio to determine what was released, the amount released and the need of reporting.

If it is airborne turn off all rotation (fan) units.

If the MOD and Maintenance/Operations deem it necessary, contact the Morristown Fire Department.

Provide medical assistance as needed.

Keep area of spill/release clear of Team Members and guests.

Consider the need for immediate evacuation. In some cases, it is better to stay put and not go outside depending on the type of spill/release. Operations, MOD, and First Responders will make the final call regarding evacuation.

If an evacuation is warranted, the MOD and/or Operations would initiate the evacuation plan for each zone and applicable Team Members would direct everyone to the appropriate rally point.

ACTIVE ASSAILANT – CODE BLACK

In the event of an Active Assailant call 911. Describe the shooter in as much detail as possible.

Immediately radio the MOD and describe as much detail as possible.

The first Manager/Director/Supervisor that evacuates to safety will make the following announcement on the radio: *“Possible active assailant on the premises, EVACUATE-HIDE-FIGHT immediately!”*

EVACUATE-HIDE-FIGHT

Evacuate

If there is an accessible escape path, attempt to evacuate the premises. Be sure to:

Have an escape route and plan in mind.

Evacuate regardless of whether others agree to follow.

Leave your belongings behind.

Help others escape, if possible.

Prevent individuals from entering an area where active shooter may be.

Always keep your hands visible.

Follow instructions from any police officers or security.

Do not attempt to move wounded people.

Hide

If evacuation is not possible, find a place to hide where the active shooter is less likely to find you. Your hiding place should:

- Be out of the active shooter's view
- Provide protection if shots are fired in your direction (i.e., an office with a closed and locked door)
- Not trap you or restrict your options for movement

If the active shooter is nearby:

- Lock the door
- Silence your cell phone
- Turn off any source of noise (i.e., radios, televisions)
- Hide behind large items (i.e., cabinets, desk)

- Remain quiet

Fight

As a last resort, act against the active shooter, and only when your life is in imminent danger:

Attempt to disrupt and/or incapacitate the active shooter(s)

Acting as aggressively as possible against him/her

Use objects at your disposal as improvised weapons

Use objects at your disposal to protect yourself against gun fire

ARRIVAL OF LAW ENFORCEMENT / ARMED SERVICES

What to expect when Law Enforcement / Armed Security arrive:

- Officers may wear regular patrol uniforms or external bulletproof vests, Kevlar helmets, and other tactical equipment – they may also be in plain clothes
- Officers may be armed with rifles, shotguns and/or handguns.
- Officers may use pepper spray or tear gas to control the situation
- Officers may shout commands, and may push individuals to the ground for their safety
-

How to react when Law Enforcement / Armed Security arrives:

- Remain calm, and follow officers' instructions
- Put down any items in your hands (i.e., bags, jackets)
- Immediately raise hands and spread fingers
- Always keep hands visible
- Avoid making quick movements toward officers such as holding on to them for safety
- Avoid pointing, screaming, and/or yelling.
- Do not stop to ask officers for help or direction when evacuation, just proceed in the direction from which officers are entering the premises

Information to provide to Law Enforcement or 911 operator:

- Location of the active shooter – be as specific as possible
- Number of shooters, if more than one
- Physical description of shooter(s), color of clothing, hair color, gender, race, build, etc.
- Number and type of weapons held by the shooter(s)
- Number of potential victims at the location

The first officers to arrive at the scene will not stop to help injured persons. Expect rescue teams comprised of additional officers and emergency medical personnel to follow the initial officers. These rescue teams will treat and remove any injured persons. They may also call upon able-bodied individuals to assist in removing the wounded from the premises – EMTs/Athletic Trainers and certified First Aid / CPR Team Members can assist with this effort if it is safe to help. Once you have reached a safe location or an assembly point, you will likely be held in that area by law enforcement until the situation is under control, and all witnesses have been identified and questioned. Do not leave until law enforcement authorities have instructed you to do so.

RECOGNIZING POTENTIAL WORKPLACE VIOLENCE

An active shooter in your workplace may be a current or former employee or an acquaintance of a current or former employee. Intuitive managers and coworkers may notice characteristics of potentially violent behavior in an employee. Alert your Human Resources Department or Manager/Supervisor if you believe an employee or coworker exhibits potentially violent behavior.

Indicators of Potential Violence by an Employee

Employees typically do not just “snap” but display indicators of potentially violent behavior over time. If these behaviors are recognized, they can often be managed and treated. Potentially violent behaviors by an employee may include one or more of the following (this list of behaviors is not comprehensive, nor is it intended as a mechanism for diagnosing violent tendencies):

- Increased use of alcohol and/or illegal drugs
- Unexplained increase in absenteeism: vague physical complaints
- Noticeable decrease in attention to appearance and hygiene
- Depression/withdrawal
- Resistance and overreaction to changes in policy and procedures.
- Repeated violations of company policies
- Increased severe mood swings.
- Noticeable unstable, emotional responses
- Explosive outbursts of anger or rage without provocation
- Suicidal; comments about “putting things in order.”
- Behavior, which is suspect of paranoia, (“everybody is against me”)
- Increasingly talks of problems at home.
- Escalation of domestic problems into the workplace; talk of severe financial problems.
- Talk of previous incidents of violence
- Increase in unsolicited comments about firearms, other dangerous weapons, and violent crimes.

BOMB THREAT – CODE BLUE

Most bomb threats are received by phone. Bomb threats are always deemed as serious until proven otherwise. Act quickly but remain calm and obtain information written on bomb threat worksheet.

DO NOT

Evacuate the building until police arrive and evaluate the threat. If evacuation is warranted by police, then the MOD should immediately initiate the building evacuation procedure.

Activate the fire alarm.

Touch or move a suspicious package.

If a bomb threat is received by phone:

Remain calm, Keep the caller on the line as long as possible. **DO NOT HANG UP**

Immediately write down the phone number of the incoming call if it is visible

Listen carefully and document the call using attached bomb threat checklist

If able to do so, signal another Team Member to notify the MOD.

If a bomb threat is received by handwritten note:

Immediately radio the MOD after you reach one of these individuals and bring them to your location.

Handle note as minimally as possible

The MOD will handle the situation from there and implement proper protocols accordingly.

If a bomb threat is received by email:

Do not delete the email.

Print a hard copy of the email and immediately submit it to the MOD so there is a copy of it.

<div style="background-color: #0056b3; color: white; text-align: center; padding: 5px; font-weight: bold; font-size: 1.2em;">BOMB THREAT CALL PROCEDURES</div> <p>Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Act quickly, but remain calm and obtain information with the checklist on the reverse of this card.</p> <p>If a bomb threat is received by phone:</p> <ol style="list-style-type: none"> 1. Remain calm. Keep the caller on the line for as long as possible. DO NOT HANG UP, even if the caller does. 2. Listen carefully. Be polite and show interest. 3. Try to keep the caller talking to learn more information. 4. If possible, write a note to a colleague to call the authorities or, as soon as the caller hangs up, immediately notify them yourself. 5. If your phone has a display, copy the number and/or letters on the window display. 6. Complete the Bomb Threat Checklist (reverse side) immediately. Write down as much detail as you can remember. Try to get exact words. 7. Immediately upon termination of the call, do not hang up, but from a different phone, contact FPS immediately with information and await instructions. <p>If a bomb threat is received by handwritten note:</p> <ul style="list-style-type: none"> • Call _____ • Handle note as minimally as possible. <p>If a bomb threat is received by e-mail:</p> <ul style="list-style-type: none"> • Call _____ • Do not delete the message. <p>Signs of a suspicious package:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <ul style="list-style-type: none"> • No return address • Excessive postage • Stains • Strange odor • Strange sounds • Unexpected Delivery </td> <td style="width: 50%; vertical-align: top;"> <ul style="list-style-type: none"> • Poorly handwritten • Misspelled Words • Incorrect Titles • Foreign Postage • Restrictive Notes </td> </tr> </table> <p>DO NOT:</p> <ul style="list-style-type: none"> • Use two-way radios or cellular phone; radio signals have the potential to detonate a bomb. • Evacuate the building until police arrive and evaluate the threat. • Activate the fire alarm. • Touch or move a suspicious package. <div style="background-color: #0056b3; color: white; padding: 10px; margin-top: 10px;"> <p style="font-size: 0.8em; margin: 0;">Follow your local guidelines</p> <ul style="list-style-type: none"> • Federal Protective Service (FPS) Police 1-877-4-FPS-411 (1-877-437-7411) • 911 </div>	<ul style="list-style-type: none"> • No return address • Excessive postage • Stains • Strange odor • Strange sounds • Unexpected Delivery 	<ul style="list-style-type: none"> • Poorly handwritten • Misspelled Words • Incorrect Titles • Foreign Postage • Restrictive Notes 	<div style="background-color: #0056b3; color: white; text-align: center; padding: 5px; font-weight: bold; font-size: 1.2em;">BOMB THREAT CHECKLIST</div> <p>Date: <input style="width: 100px;" type="text"/> Time: <input style="width: 100px;" type="text"/></p> <p>Time Caller Hung Up: <input style="width: 100px;" type="text"/> Phone Number where Call Received: <input style="width: 100px;" type="text"/></p> <div style="background-color: #0056b3; color: white; text-align: center; padding: 5px; font-weight: bold; font-size: 1.1em;">Ask Caller:</div> <ul style="list-style-type: none"> • Where is the bomb located? (Building, Floor, Room, etc.) _____ • When will it go off? _____ • What does it look like? _____ • What kind of bomb is it? _____ • What will make it explode? _____ • Did you place the bomb? Yes No _____ • Why? _____ • What is your name? _____ <div style="background-color: #0056b3; color: white; text-align: center; padding: 5px; font-weight: bold; font-size: 1.1em;">Exact Words of Threat:</div> <p>_____</p> <p>_____</p> <p>_____</p> <div style="background-color: #0056b3; color: white; text-align: center; padding: 5px; font-weight: bold; font-size: 1.1em;">Information About Caller:</div> <ul style="list-style-type: none"> • Where is the caller located? (Background and level of noise) _____ • Estimated age: _____ • Is voice familiar? If so, who does it sound like? _____ • Other points: _____ <table style="width: 100%; border: none;"> <tr> <td style="width: 33%; vertical-align: top;"> Caller's Voice <ul style="list-style-type: none"> <input type="checkbox"/> Accent <input type="checkbox"/> Angry <input type="checkbox"/> Calm <input type="checkbox"/> Clearing throat <input type="checkbox"/> Coughing <input type="checkbox"/> Cracking voice <input type="checkbox"/> Crying <input type="checkbox"/> Deep <input type="checkbox"/> Deep breathing <input type="checkbox"/> Disguised <input type="checkbox"/> Distinct <input type="checkbox"/> Excited <input type="checkbox"/> Female <input type="checkbox"/> Laughter <input type="checkbox"/> Lisp <input type="checkbox"/> Loud <input type="checkbox"/> Male <input type="checkbox"/> Nasal <input type="checkbox"/> Normal <input type="checkbox"/> Ragged <input type="checkbox"/> Rapid <input type="checkbox"/> Raspy <input type="checkbox"/> Slow <input type="checkbox"/> Slurred <input type="checkbox"/> Soft <input type="checkbox"/> Stutter </td> <td style="width: 33%; vertical-align: top;"> Background Sounds: <ul style="list-style-type: none"> <input type="checkbox"/> Animal Noises <input type="checkbox"/> House Noises <input type="checkbox"/> Kitchen Noises <input type="checkbox"/> Street Noises <input type="checkbox"/> Booth <input type="checkbox"/> PA system <input type="checkbox"/> Conversation <input type="checkbox"/> Music <input type="checkbox"/> Motor <input type="checkbox"/> Clear <input type="checkbox"/> Static <input type="checkbox"/> Office machinery <input type="checkbox"/> Factory machinery <input type="checkbox"/> Local <input type="checkbox"/> Long distance </td> <td style="width: 33%; vertical-align: top;"> Threat Language: <ul style="list-style-type: none"> <input type="checkbox"/> Incoherent <input type="checkbox"/> Message read <input type="checkbox"/> Taped <input type="checkbox"/> Irrational <input type="checkbox"/> Profane <input type="checkbox"/> Well-spoken </td> </tr> </table> <p>Other information: _____</p> <p>_____</p> <div style="text-align: right; margin-top: 20px;"> Homeland Security </div>	Caller's Voice <ul style="list-style-type: none"> <input type="checkbox"/> Accent <input type="checkbox"/> Angry <input type="checkbox"/> Calm <input type="checkbox"/> Clearing throat <input type="checkbox"/> Coughing <input type="checkbox"/> Cracking voice <input type="checkbox"/> Crying <input type="checkbox"/> Deep <input type="checkbox"/> Deep breathing <input type="checkbox"/> Disguised <input type="checkbox"/> Distinct <input type="checkbox"/> Excited <input type="checkbox"/> Female <input type="checkbox"/> Laughter <input type="checkbox"/> Lisp <input type="checkbox"/> Loud <input type="checkbox"/> Male <input type="checkbox"/> Nasal <input type="checkbox"/> Normal <input type="checkbox"/> Ragged <input type="checkbox"/> Rapid <input type="checkbox"/> Raspy <input type="checkbox"/> Slow <input type="checkbox"/> Slurred <input type="checkbox"/> Soft <input type="checkbox"/> Stutter 	Background Sounds: <ul style="list-style-type: none"> <input type="checkbox"/> Animal Noises <input type="checkbox"/> House Noises <input type="checkbox"/> Kitchen Noises <input type="checkbox"/> Street Noises <input type="checkbox"/> Booth <input type="checkbox"/> PA system <input type="checkbox"/> Conversation <input type="checkbox"/> Music <input type="checkbox"/> Motor <input type="checkbox"/> Clear <input type="checkbox"/> Static <input type="checkbox"/> Office machinery <input type="checkbox"/> Factory machinery <input type="checkbox"/> Local <input type="checkbox"/> Long distance 	Threat Language: <ul style="list-style-type: none"> <input type="checkbox"/> Incoherent <input type="checkbox"/> Message read <input type="checkbox"/> Taped <input type="checkbox"/> Irrational <input type="checkbox"/> Profane <input type="checkbox"/> Well-spoken
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SUSPICIOUS MAIL / PACKAGE

A suspicious package could be delivered by the postal service, a delivery company or may have just been left on site. If you have found what you believe to be a suspicious package and/or bag, radio, the MOD immediately. The MOD will immediately investigate and follow the appropriate protocols from there.

This may include but is not limited to:

Any type of unattended bag: backpack, luggage, gym bag, purse
An unattended delivery company box or cardboard box

Sign of a suspicious package (see attached "Suspicious Mail or Packages" diagram on nextpage)

- No return addresses
- Handwritten note(s)
- Excessive postage
- Stains
- Strange odor
- Strange sounds
- Unexpected delivery
- Poorly written
- Misspelled words
- Incorrect titles
- Foreign postage
- Restrictive notes

***Do not attempt to open or move the suspicious package**

MISSING CHILD / PERSON – CODE ADAM

In the event of a missing child/person, follow this protocol:

- Obtain an accurate description of person (i.e., gender, age, name and / or nickname, hair color, height and build, description of clothing, jersey number, etc.)
- Code Adam radio call to the MOD "*Code Adam missing child, last seen on the track, 7 years old female named Jackie, wearing a white shirt and black pants. Parents are with me at Guest Services.*"
- Starting with that last known location, Team Members will sweep the entire property and all exiting vehicles until the person is found. If there is not a last known location, we will start at Guest Services and eliminate each area of the facility.
- If the child is lost and/or last seen in a contained area on the property, all exits will be blocked immediately with Team Members until the child is found.
- All available Team Members will assist if needed.

Once the child/person is found:

- The reunification point will be the Guest Services Desk or a central location outside where the parent/guardian is
- Notify the MOD and Guest Services on the radio once child is found

If the child/person is not found:

- If the child/person is not found after two thorough sweeps of the entire property, the MOD will immediately call the Morristown Police Department to file a missing person report.
- We keep actively searching for the individual until the Police Department arrives. When the Police Department arrives, they will take over command, but we will keep actively searching at their direction

INCIDENT AND INJURY PROCEDURES

On Site Contact: Matt Brannon, ATC – Phone # 850-419-1400

Dealing with a Difficult Situation

There may be times when serious situations arise between individuals and staff or between two individuals. When dealing with difficult situations, it is important to always remain calm and work to de-escalate the situation. Do not raise your voice, yell, or become confrontational. Do not use sarcasm. Always remain professional. Be sure to listen to the complaint.

If you must go into further detail to justify a policy (ex: Athletic shoes provide the kind of support needed when playing such a physical activity that would help reduce the risk of injury to not only you but the individuals you are playing with,) do so informatively and politely.

When you are enforcing policies, explain the policy clearly. Be prepared to point out the policy on the Policies Sheet. Next, explain that it is your job to enforce the policy. Should an individual be confused or unclear about a policy that you just explained, politely offer to invite your director to clarify any confusion regarding the policy for them.

If the individual(s) is/are still uncooperative or unsatisfied contact your immediate supervisor either by radio or phone in this manner

:

“(Director’s Name), this is Your Name. There is an individual who has a strong concern regarding our (State Policy). Can you assist me on (Your location)?” Do not attempt to describe the confrontation and/or individuals involved over the radio or telephone.

If you are a director, you should immediately respond via radio or phone that you will be right there.

While you wait for your director to arrive, refrain from discussing the matter further with the individual and try to resume business.

After your director arrives, clearly explain the situation calmly and professionally. Avoid making judgmental remarks about the individual. Once you have provided the pertinent details, do not linger around the individual(s) and director. Let your director take control. Go back and try to resume business as best you can but be prepared to assist your director when asked.

Incident Procedures

A difficult situation may escalate into a verbal or physical incident. If an individual(s) becomes verbally abusive towards you or others, remain professional. Inform the individual that it is obvious that you cannot help him/her and that you will contact your immediate director to assist him/her. Follow the same procedures as Dealing with a Difficult Situation. The immediate director as well as any employee who was a participant in the incident should document such incident on an Incident Report or separate sheet attached to Incident Report.

If an individual physically threatens or assaults you or someone else, do your best to diffuse or escape the situation. Try and keep the individuals apart verbally not physically. Contact your director via radio or phone immediately and as calmly as you can say:

“(Director’s Name), this is (Your Name), I am involved in an incident on (Your location). Please assist me immediately.” Do not attempt to describe the incident and individuals involved over the radio or telephone unless such information assists your supervisor (ex: individual has a weapon, someone has been injured, the area is unsafe). Wait until your director arrives to discuss details of the incident.

If you are a director, you should immediately respond via radio or phone that you will be right there.

While you wait for your director to arrive, refrain from discussing the matter further with the individual and try to resume business.

After your director arrives, clearly explain the situation calmly and professionally. Avoid making judgmental remarks about the individual. Once you have provided the pertinent details, do not linger around the individual(s) and director. Let your director take control.

In more serious cases, inform your director to call the police or that you are calling the police. If there is a serious dispute between two individuals, and if conditions permit, try to diffuse the situation yourself before it escalates further. If conditions do not permit, contact your director via radio or phone immediately. Replay circumstances of incident as calmly as possible. Try and keep the two individuals apart verbally, not physically, until a supervisor arrives.

The director will pull aside and keep separate any parties involved in a dispute. This applies even if they are actively involved in a game or activity. Your director will gather information from any staff /member witnesses and the individuals involved. The director will decide on whether to pull the individual(s) from the activity, area, or facility. The director may choose to disqualify the individual(s) from activities or facility. The individual must be notified verbally by the director’s ruling. Any expulsion period longer than a day must be decided on by the Director. Disciplinary recommendations may be made on the Incident Report by the Director. The Director may also choose to forward a referral notice for further disciplinary actions against an individual to the General Manager.

The Director must be notified immediately of any incidents involving physical threats or assaults via radio, phone, or cell phone. Individuals involved in physical threats or assaults will be expelled from Morristown Landing’s facilities at the time of incident. The Director will determine the length of expulsion. The Director may choose to forward a referral notice for further disciplinary actions against an individual to the General Manager.

All incidents require a completion of an Incident Report by a director or higher authority, which must be turned into the Office of Morristown Landing immediately. The Incident/Injury Report must be filled out as completely as possible.

Injury

All injuries regardless of if they are minor, must be reported to the director. Report any apparent minor injury in this manner:

An accident/injury is reported with as much detail as possible via radio to which a director or higher-level staff responds immediately.

After an assessment of the situation is made, the responding staff determines whether he/she deals with it or 911 is called. The injured party is responsible for charges associated with the ambulance/paramedic services.

If 911 is called, a call to Police is made immediately afterwards to make them aware of the situation and

to assist if necessary and/or direct ambulance to injured party. No transportation in personal vehicles by staff is to be offered to an injured party at any time.

Responding staff completes Morristown Landing's Injury Report that includes witness accounts and signatures.

Paperwork and signed waiver are submitted to full-time Morristown Landing staff for review.

If an individual refuses aid, it must be noted on the Injury Report. If the injury appears serious, follow the American Red Cross procedures for First Aid/CPR.

First Aid Kit(s) / AEDs

There is mobile first aid kits and AEDs located throughout the facility. An Injury Report must be completed by MOD whenever any supplies are dispensed to an injured person.

Locations:

Lifeguard room in Aquatics Center

Fitness Desk & Guest Services Desk & Child watch

Café & Sports Office

Guest Accident / Incident Reporting Process

If an injury to a guest occurs at a managed facility, follow these steps:

Step 1: Respond Quickly

Notify on-site athletic trainers, MOD's, EMTs, or other facility contracted medical personnel.

If no contracted personnel are onsite, determine how severe the injury is. If the injured guest needs immediate medical attention, call 911 or an ambulance to take him/her to the hospital.

Step 2: Respond to the injured guest in a sympathetic manner

Divert the flow of foot traffic away from the injured guest. Refrain from moving the injured guest until a manager or qualified first-aid provider gives approval to do so. If the injured guest is in serious condition, wait for ambulance or other medical personnel.

If the injured guest is a minor, the manager should immediately notify the injured guest's guardians/caretakers. Where appropriate, render first aid to the injured guest.

Step 3: MOD - Get information, evidence, photos, and preserve any video recordings

Complete Facility Incident Report. o SharePoint > HR > Accidents & Incidents > Facility Incident Report - Detail all essential facts in a clear and complete manner. This includes, but is not limited to, information about the injured guest (e.g., his or her name, age, personal and physician contact info, and demeanor) and the accident (e.g., the date/time and location of occurrence, the actions leading up to the accident and how it occurred, a statement from the injured guest, and a description of any injury sustained.)

When describing an injury, avoid making a diagnosis (e.g. "Guest broke his wrist")

If any first aid was rendered to the injured guest, indicate the type or medication provided.

Encourage the guest to seek medical care if needed. • Document the injury (photos, etc. if possible)

Gather and record information from witnesses (names, contact information, and what they saw).

Step 4: MOD - Provide all incident reports to the General Manager for retention in the Facility's risk management files

If the injured person is transported from the facility by EMS or indicates that they are going to receive further medical attention, then also:

Send completed forms and documentation to appropriate location within 24 hours after accident/injury.

Step 5: MOD/GM - Follow-Up

If a guest, or parent/guardian of an injured guest, or an attorney on their behalf seeks any insurance or any other information from the facility after the incident, direct that request immediately to incidents@sportsadvisory.com.

Send all follow-up information/documentation to incidents@sportsadvisory.com.



RISK MANAGEMENT GUIDE - FORMS

Intoxication Possible Drug-Related Behavior	
Examine the incident location and report any findings regarding the facility conditions, surroundings, etc.:	
<hr/> <hr/> <hr/>	
Sport Involved:	Practice or Competition?:
Equipment Involved?:	Equipment Age:
Description of Injury:	Type of Injury:
Type of Aid Given:	Administered By:
Was 911 Called:	
Was injured person taken to Hospital? Yes No	If yes, what hospital?
If injured person was not taken to hospital, what action was taken?	
Do you question the validity of the claim? Yes No	
WITNESSES	
Witness #1:	Relationship:
Address:	Phone:
Comments:	
<hr/> <hr/> <hr/>	
Witness #2:	Relationship:
Address:	Phone:
Comments:	
<hr/> <hr/> <hr/>	
Witness #3:	Relationship:
Address:	Phone:
Comments:	
<hr/> <hr/> <hr/>	

Signature of person who administered first aid:

Signature of Manager

MCC SFM LLC PARTICPATION WAIVER

RELEASE OF LIABILITY, WAIVER OF CLAIMS, AND IDEMNIFICATION AGREEMENT

Notice – By signing this document you may be waiving certain legal rights, including the right to sue.

In consideration of being allowed to use the facilities and participate in programs, events, climbing elements, and activities (the “Activities”) at Morristown Landing Recreation and Events (the “Facility”), Participant, and Participant’s parent(s) or legal guardian(s) if Participant is a minor, do hereby agree, to the fullest extent permitted by law, as follows:

TO WAIVE ALL CLAIMS that they have or may have the City of Morristown, an incorporated Tennessee municipality, MCC SFM, LLC, Sports Facilities Management, LLC, and their owners, affiliates, operators, employees, agents, and officers arising out of Participant’s participation in the Programs, or the use of any fixtures, furniture, and equipment (the “Equipment”) provided by the Facility. Participant and his/her parent(s) or legal guardian(s) specifically understand that they are releasing any and all claims that arise or may arise from any **negligent** acts or conduct of the City of Morristown, an incorporated Tennessee municipality, MCC SFM, LLC, Sports Facilities Management, LLC, and their owners, affiliates, operators, employees, agents, and officers to the fullest extent permitted by law. However, nothing in the Agreement shall be construed as a release for conduct that is found to constitute gross negligence or intentional conduct.

TO ASSUME ALL RISKS the City of Morristown, an incorporated Tennessee municipality, MCC SFM, LLC, Sports Facilities Management, LLC, and their owners, affiliates, operators, employees, agents, and officers from all liability for any loss, damage, injury, death, or expense that Participant (or his/her next of kin) may suffer, arising out of participation in the Programs and use of Equipment. I understand and agree that my child(ren) and/or myself are participating in inherently dangerous sporting and/or recreational activities at our own risk. On my behalf and/or on behalf of my child(ren), I expressly assume all risk of injury (including permanent disability or death) arising out of participation in the activities, however caused or arising and accept personal responsibility for the damages following any such injury.

TO RELEASE AND IDEMNIFY the City of Morristown, an incorporated Tennessee municipality, MCC SFM, LLC, Sports Facilities Management, LLC, and their owners, affiliates, operators, employees, agents, and officers from all liability for any loss, damage, injury, death, or expense that Participant (or his/her next of kin) may suffer, arising out of participation in the Programs and use of Equipment.

PHOTO/VIDEO/TEXT RELEASE I, the undersigned Participant, or parent/legal guardian of the Participant, hereby grant and authorize Morristown Landing Recreation and Events, its agents and licensees the right to take, edit, alter, copy, exhibit, publish, distribute and make use of any and all pictures or video taken of Participant to be used in and/or for legally promotional materials including, but not limited to, text messages, newsletters, flyers, posters, brochures, advertisements, fundraising letters, annual reports, press kits and submissions to journalists, websites, social networking sites and other print and digital communications, without payment or any other consideration, with consent first. This authorization shall continue indefinitely, unless the Participant, or parent/legal guardian of the Participant, otherwise revokes said authorization in writing. The Participant, or parent/legal guardian of the Participant, understands and agrees that these materials shall become the property of Morristown Landing Recreation and Events and will not be returned. Participant or parent/legal guardian of the Participant hereby holds harmless and releases the Morristown Landing Recreation and Events from all liability, petitions, and causes of action which Participant or parent/legal guardian of the Participant, Participant’s heirs, representative, executors, administrators, or any other persons may make while acting on my behalf or on behalf of Participant’s estate. If the Participant is under the age of consent, then the undersigned hereby certifies that the undersigned is the parent or legal guardian of Participant and does hereby give my consent without reservation to the foregoing on behalf of this Participant, Participant’s heirs, representatives, and assigns.

Participant understands that he/she is obligated to follow the rules of the Programs/Activities and that he/she can minimize his/her risk of injury through the exercise of common sense and by being aware of his/her surroundings. If, while participating in the Programs/Activities, Participant observes any unusual hazard, which he/she believes jeopardizes his/her personal safety or that of others, he/she will remove himself/herself from participation and immediately bring said hazard to the attention of Facility. I hereby release, hold harmless, agree not to sue, and agree to indemnify the released parties from and against all claims, cause of action, or demands relating to or arising out of the participation in the said activities.

By signing below, I acknowledge that I have carefully read and understand the information stated above.

Participant Name: _____ Date: _____

Crisis Management Plan Summary

This Crisis Management Plan has been created to give the employees of Morristown Landing the tools they need to provide a safe environment for the diverse events we will host. We all hope that this plan will never be needed but if it is it will be here to provide the backbone for success. It is imperative that all staff in the facility buy into this plan and accept ownership of their responsibilities. Our guests deserve no less.

This plan should be approved by management and appropriate agencies and be reviewed each year for updates and changes.

I have read and acknowledged the information within the Emergency Action Plans:

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

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: Male Female	
Address:			
City:	State:	Zip:	Phone:
Membership Number, If Any:		Insured's Occupation, If Any:	
If minor, were parents notified (check box): Yes No		If minor, were parents present (check box): Yes 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			