



EMERGENCY ACTION PLAN



EMERGENCY ACTION PLAN

Paducah Sports Park

This emergency plan is the responsibility of Sports Facility Companies. It is a “living” document to be continuously revised and updated. It will be exercised annually.

Chas Heeren
General Manager – *Paducah Sports Park*

EMERGENCY CONTACT LIST

MANAGEMENT

Chas Heeren – <i>General Manager</i>	(815) 590-6373
Jeff Woodside – <i>Director of Operations</i>	(319) 750-2650
Chris Olson – <i>Facilities Manager</i>	(630) 272-8803
Jim Dudley – <i>Business Development Manager</i>	(270) 293-9104
Chris Traynham – <i>Food & Beverage Manager</i>	(270) 994-2331
Haylie Boulton – <i>Marketing Manager</i>	(270) 331-7113

OVERNIGHT EMERGENCY PROCEDURES

During overnight shifts at the Paducah Sports Park, when the park is not open to the public, emergency management authority rests with the City of Paducah Public Safety Officials. Should an emergency arise at any of these times, appropriate management would be contacted, as outlined in the Emergency Response Plan.

CALL IN PRIORITY

Chas Heeren – <i>General Manager</i>	(815) 590-6373
Jeff Woodside – <i>Director of Operations</i>	(319) 750-2650
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EMERGENCY ACTION PLAN (EAP)

1. PURPOSE & SCOPE

The Paducah Sports Park by CFSB Emergency Action Plan (EAP) provides a structured framework for responding to emergencies that may:

- Endanger Life or Safety
- Cause Injury or Illness
- Disrupt Operations
- Damage Property
- Cause Extreme Inconvenience

This plan serves as the initial response framework until command is transferred to the City of Paducah Emergency Operations Center (EOC) and responding agencies. This plan is for internal use by Paducah Sports Park (PSP) personnel and Public Safety Officials only.

All PSP staff will be trained on Emergency Color Codes and corresponding response procedures prior to assignment. Ongoing training will be conducted to reinforce preparedness and ensure effective response.

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2. PLAN ACTIVATION

CONDITIONS FOR ACTIVATION

The EAP may be activated when any of the following occurs:

- Mass Casualty or Life-Threatening Incident
- Fire, Explosion or Structural Emergency
- Severe Weather (Tornado, Flooding, etc.)
- Hazardous Material Release
- Active Shooter or Violent Situation
- Bomb Threat or Suspicious Package
- Major Power or System Failure

COORDINATING EMERGENCY ACTIONS

1. General Manager
2. Director of Operations
3. Manager on Duty (MOD)
4. Senior Full-Time Personnel

3. NOTIFICATION PROCEDURES

The Paducah Sports Park (PSP) Emergency Action Plan (EAP) may be activated at the discretion of the General Manager, or in their absence, the Director of Operations. Activation is typically initiated by contacting the on-duty dispatcher at the Paducah Police Department (PPD), which begins the coordinated emergency response process and, when appropriate, may trigger activation of the City of Paducah Emergency Operations Plan.

Prompt and accurate notification is critical to ensuring an effective response. All staff should follow the procedures outlined below when reporting an emergency.

EMERGENCY CALL PROTOCOL

Emergency notification at Paducah Sports Park shall follow a priority-based approach to ensure both rapid response and proper coordination:

- If there *is* an immediate threat to life, safety, or active danger (Fire, Medical Emergency, Active Violence) staff shall call 911 immediately, then notify PSP Management as soon as it is safe to do so.
- If there is *no* immediate threat to life (Suspicious Activity, Minor Incident, Developing Situation) staff shall first notify PSP Management (General Manager, Director of Operations, or MOD), who will assess the situation and determine if Emergency Services (911) need to be contacted.

INTERNAL NOTIFICATION

1. General Manager
2. Director of Operations
3. PSP Management Team
4. Fire/Police/EMS (If Not Already Dispatched)

4. COMMAND & CONTROL

The Diamond Concession Building (Fields 2–5) shall serve as the primary Emergency Operations Center (EOC) during emergency situations. All key Paducah Sports Park (PSP) supervisors and designated contractors are instructed to report to this location immediately upon activation of the Emergency Action Plan.

If the primary EOC is deemed unsafe or inaccessible, PSP management will designate an alternate EOC location (TBD) based on the nature and location of the incident. All designated EOC locations will provide access to essential resources including radios, facility maps/blueprints, emergency systems, and communication tools necessary to support response efforts.

The PSP EOC shall transfer incident command to the City of Paducah Emergency Operations Center (City EOC) and/or designated emergency services (Paducah Police Department, Paducah Fire Department, EMS) upon request or activation of the City's Emergency Operations Plan. The appropriate Incident Commander will then determine the final command post location in coordination with PSP leadership.

During an emergency, the following PSP personnel are expected to report to the EOC:

- General Manager
- Director of Operations
- Facilities Manager
- Director of Business Development
- Designated Event Director

All actions and response efforts will be coordinated in conjunction with City of Paducah public safety officials to ensure a unified and effective emergency response.

5. RADIO COMMUNICATIONS

6. PUBLIC INFORMATION

7. GENERAL EMERGENCY RESPONSE MODEL

1. Discovery
2. Assessment
3. Notification
4. Action
5. Recovery / Documentation

8. EMERGENCY COLOR CODES & PROCEDURES

EMERGENCY COLOR CODES	
ADAM	Missing Child
BLUE	Medical Emergency
ORANGE	Severe Weather
RED	Fire/Smoke
YELLOW	Bomb Threat
BLACK	Active Shooter
GREEN	Hazardous/Bodily Spill

MISSING CHILD (CODE ADAM)

This plan outlines the procedures for all PSP staff when a missing child is reported. The goal is to ensure immediate action, clear communication, and coordinated efforts to safely locate the child while minimizing panic and confusion.

ACTIVATION

When a child is reported missing on PSP property, an immediate notification should go out to staff via radio. The following radio script should be used:

“Attention all Paducah Sports Park staff: we have a Code ADAM reported at (location). Again, we have a Code ADAM reported at (location).”

When initially notifying staff over the radio, remember to remain calm, speak clearly, and keep your message simple and concise.

RESPONSE TIMELINE

Within 5 Minutes:

- Gather a full description of the child (see Missing Child Description Sheet).
- Share the child’s name and physical description via radio with all staff.
- Shut down and secure all park entrances/exits: (Downs Drive, Stuart Nelson Park Road, Metcalf Lane)
- Notify the Tournament Director with a description and request that a message/alert be sent via their communication system if available.
- MOD reports to the PSP Emergency Operations Center (EOC) and assumes the role of Emergency Coordinator.

At 10 Minutes:

- Begin a coordinated, park-wide search. This includes restrooms, walking trails, parking lots, fields, dugouts, pavilions, and surrounding wooded areas.
- All available staff assist in the search.

At 20 Minutes:

- Call 911 to notify and provide: Child’s Name, Physical Description, and Last Known Location
- Contact parents/guardians of missing child if not already done.
- Activate security cameras to the child’s last known location.

At 30 Minutes:

- If the child remains missing, Emergency Services should assume incident command and direct all further actions of PSP staff if they have not already done so. Emergency Services may assume incident command at any time.

ROLES & RESPONSIBILITIES

Manager on Duty (MOD) – Lead response from EOC; coordinate staff; work with Law Enforcement and Emergency Services.

Event Staff – Lock down and monitor entrances/exits. If extra event staff are available, they should help assist in the search.

Food & Beverage Staff – Search designated concession and dining areas. Use golf cart (if available) to patrol walkways/parking lots.

Facilities Crew – Search trails, wooded areas surrounding PSP, and parking lots. If not on site, duties will be assigned to other available staff.

Tournament Staff – Assist in the search as directed by MOD or Emergency Coordinator.

**Staff assignments/duties may be adjusted at the discretion of the MOD to ensure adequate coverage and effective response.*

Documentation Procedure

All actions taken during the incident must be documented in an Incident Report and submitted to the Manager on Duty (MOD) immediately following resolution. The MOD will forward all reports to the General Manager for submission to SFM's Legal Team.

- Do not discuss liability, insurance, or incident details with patrons, media, or other non-staff. Direct all inquiries to the General Manager.

MEDICAL EMERGENCY (CODE BLUE)

In the event of a medical emergency, staff must act quickly and follow established procedures. This guide outlines the essential steps to ensure a safe, efficient response – prioritizing victim care, emergency communication, and coordination with first responders.

1. Ensure Scene Safety

- Assess the area before approaching the individual.
- Do not place yourself or others in danger.
- Remove bystanders if necessary.

2. Assess Victim

- Do not move the individual unless necessary for safety (e.g., fire, active threat).
- If unresponsive or not breathing normally, begin CPR if certified.

3. Call for Help

- Call 911 immediately.
 - State your name, location, type of emergency, and victim's condition.
 - Follow dispatcher instructions.
- Call the on-site Medical Trainer to provide the required assistance prior to the arrival of emergency personnel. If personnel trained in First Aid are not available, staff may provide the following assistance (while wearing appropriate PPE) if trained to do so:
 - Control bleeding by applying firm, direct pressure to the wound. *Avoid direct contact with blood or bodily fluids at all times.*
 - Assist a choking victim by performing the Heimlich maneuver to clear blocked airways.
- Use AED if available and the situation requires.

4. Direct Emergency Responders

- Assign someone to Meet EMS at the nearest access point and escort them to the scene as quickly as possible.

TRAINER RESPONSIBILITIES

While the on-site medical trainer is contracted through the tournament rental group, they serve as representatives of the Paducah Sports Park (PSP) during their time on-site. It is expected that the trainer acts professionally, courteously, and responsibly in all situations. This section outlines expectations and communication protocols to ensure the trainer is aligned with PSP emergency procedures.

- If emergency personnel are dispatched by the tournament, the trainer must immediately notify PSP staff – either by informing the Tournament Director or by contacting park staff directly using their radio or phone numbers listed.
- In the event of an injury or accident, PSP staff must be notified so that a Facility Incident Report can be completed. These reports are for internal use only.
- The trainer must not discuss insurance, liability, responsibility or provide copies of incident reports to any outside party. We also ask that the trainer not speak with media personnel or park guests on behalf of PSP.

**All questions or concerns regarding liability, documentation, or public statements must be directed to the General Manager.*

EMERGENCY VEHICLE DISPATCH PLAN & ROUTE

In the event of a medical emergency requiring an emergency vehicle to be dispatched to Paducah Sports Park (PSP), this plan outlines the actions necessary to ensure emergency personnel can access and exit the facility as quickly and safely as possible. The goal is to protect the well-being of the injured person(s) while maintaining control of the surrounding area. This plan prepares PSP staff to respond effectively and efficiently when emergency vehicles are in route.

NOTIFICATION OF DISPATCH

Once the initial dispatch notification is made over staff radios, the following people need to be notified if they have not already.

1. On-site Athletic Trainer
2. PSP Manager on Duty
3. PSP Staff (via Radio)
4. General Manager
5. Events Director

DIRECTION & CONTROL

After emergency personnel have been dispatched to the park, and a notification has been announced over the radio, the following roles will be assumed:

Emergency Coordinator

The Manager on Duty (MOD) will report directly to the incident scene and assume the role of Emergency Coordinator.

Primary Escort

- Reports immediately to the Main Gate (Downs Drive) to meet incoming emergency personnel.
- Preferably uses a Gator
- Determines the best route to the incident, considering the size of emergency vehicle(s).
- Communicates the selected route and destination to the Secondary Escort.
- Escorts emergency vehicles to the scene and uses the Gator to block off the area for traffic control.
- Assists with escorting emergency personnel out of the facility (note: use Stuart Nelson Park gate for exit from Fields 6-10 when appropriate).

Secondary Escort

- Drives to the Main Gate in work vehicle to assist the Primary Escort.
- Confirms route and destination with Primary Escort.
- Communicates any large obstructions or access issues.
- Upon arrival at the scene, either assist with traffic control or aids with crowd management.
- Assists with escorting emergency personnel out of the park post-response.

Crowd Control

Use any available staff nearby to:

- Clear the field of unnecessary individuals.
- Remove obstacles from access routes.
- Ensure gates are unlocked and open as needed.
- Maintain a secure perimeter. Only the on-site Athletic Trainer, parents, and coaches should be near the injured individual.

Documentation

To meet legal standards and protect against liability:

- A Facility Incident Report must be completed immediately following the incident and turned into the MOD as soon as possible.
- Do not, under any circumstances:
 - Discuss insurance or liability.
 - Provide a copy of the Facility Incident Report to the injured party.
 - Speak to the media or any park patrons about the incident.
- All inquiries must be directed to the General Manager.

Maps of Fields 1-5, Fields 6-10, SNP, Playground/Disc Golf Area (Insert)

SEVERE WEATHER (CODE ORANGE)

TORNADO

If a Tornado Warning is issued via sirens or other official notification, all individuals on-site must seek immediate shelter indoors. PSP staff should guide and assist evacuation to designated shelter areas.

RECOMMENDED SHELTER AREAS

- Small interior rooms on the lowest floor of any permanent structure with no windows.
- Hallways or restrooms away from exterior doors or glass.
- Buildings constructed of reinforced concrete, brick, or block.

GENERAL SAFETY GUIDELINES (INDOORS)

- Stay away from windows and exterior walls.
- Use your arms to protect your head and neck.
- Remain sheltered until an all-clear is communicated by PSP management or local authorities.

GENERAL SAFETY GUIDELINES (OUTDOORS)

- Lie flat in a low-lying ditch or depression, covering your head with your arms.
- Do *not* seek shelter under overpasses or bridges.
- Do *not* attempt to outrun the tornado by vehicle or on foot.
- Watch for flying debris, which is the most common cause of tornado-related injuries and fatalities.
- Be alert to possible flash flooding in low-lying areas.

If it is determined that shelter must be taken, the On-Site PSP Emergency Coordinator should:

1. **Activate the Emergency Alert System**
 - The designated On-Site PSP Emergency Coordinator will announce the Tornado Warning.
2. **Evacuate to Shelter**
 - Guide all guests, staff, and teams to pre-identified safe shelter locations. Provide verbal directions and assist mobility-impaired individuals if needed.
3. **Confirm Area Is Cleared**
 - If possible, ensure no one remains in open areas such as fields, dugouts, or stands.
4. **Notify Key Personnel**
 - Notify the Tournament Director and PSP Management of the emergency and your current response actions.
5. **Post-Emergency Communication**
 - Once safe, work with the Tournament Director and PSP Management to communicate any schedule delays, cancellations, or resumption timelines to teams, vendors, and spectators.

THUNDERSTORMS & LIGHTNING

To ensure the safety of all staff, participants, and guests at Paducah Sports Park in the event of a thunderstorm, lightning strike, or threat of severe weather, the designated On-Site PSP

Emergency Coordinator or their designee, will:

1. **Coordinate with the Tournament Director and Head Official**
 - Discuss potential delays, suspensions, and the possibility of evacuation.

- Document key contest information: scores, time remaining, etc. and any other relevant details in case play is paused or canceled.
- 2. **Communicate Internally**
 - Notify the Food & Beverage Manager and Facilities Manager about any storm-related duties and shelter activation procedures.
- 3. **Prepare Shelter Areas**
 - Ensure all designated shelter facilities (offices, restrooms, concessions buildings) are unlocked and accessible.
- 4. **Activate Weather Alert System**
 - If available and appropriate, activate the PSP Weather Horn System (Automatic?)
- 5. **Monitor Conditions**
 - Continuously monitor weather conditions using Earth Networks Weather Detection system and any National Weather Service alerts.

SHELTER AREAS (STAFF)

- Admin Office Building
- Concession Buildings
- Restroom Facilities

SHELTER AREAS (VISITORS)

- Preferred shelter is inside personal vehicles. Staff should direct visitors to return to their cars during any lightning delays.
- If unable to access a vehicle, guests should seek shelter in the nearest restroom facility.

**Activities will not resume until: At least 30 minutes have passed since the last observed lightning strike or audible thunder, and PSP Management, in coordination with the Tournament Director and Head Official, confirm it is safe to do so.*

FIRE/SMOKE (CODE RED)

WHEN FIRE IS DISCOVERED

All employees must immediately:

- Activate the nearest fire alarm.
- Call 911 to notify the local Fire Department.
- If the fire alarm is not available:
 - Use radio communication and state “Code Red” with the fire location.
 - If the radio is not working, call the Manager on Duty (MOD) by phone.

FIRE EXTINGUISHMENT GUIDELINES

Only attempt to fight the fire if:

- The Fire Department has been notified.
- The fire is small, contained, and not spreading.
- A safe evacuation route is accessible at all times.
- A working fire extinguisher is available, and you are trained to use it.

UPON NOTIFICATION OF A FIRE EMERGENCY

All building occupants must:

- Evacuate immediately using the designated escape route.
- Assemble at the designated emergency meeting location.
- Remain outside until the Designated Official or authorized personnel give the all-clear.
- Report any problems (missing people, injuries, etc.) to the Emergency Coordinator at the assembly area.

ROLES & RESPONSIBILITIES

Emergency Coordinator & Supervisors

- Shut down equipment and utilities if it is safe to do so.
- Coordinate a safe and orderly evacuation of all personnel.
- Conduct a headcount at the assembly area.
- Organize search or rescue efforts for any unaccounted-for individuals.
- Communicate directly with the Fire Department, providing facility details and hazards.
- Evaluate conditions and make decisions about site closure or continued operations.

Area Monitors

- Verify full evacuation of assigned floors or areas.
- Report clearance status to the Emergency Coordinator.

BOMB THREAT (CODE YELLOW)

To ensure the safety of all individuals at Paducah Sports Park in the event of a bomb threat, all threats must be taken seriously. Assume the threat is real until law enforcement determines otherwise.

WHAT CONSTITUTES A BOMB THREAT?

A bomb threat may be delivered through any of the following:

- Telephone Call
- Text Message or Email
- Note or Letter
- Social Media Post
- Suspicious Package or Object (On-site)

If You Receive or Discover a Bomb Threat:

1. **Stay Calm and Do Not Panic**
 - Do not alarm guests or other staff unless directed.
2. **Preserve Evidence**
 - If a threat is written (note, email, text, etc.) preserve it exactly as received.
 - If a threat is verbal (phone or in person): Take notes using the Bomb Threat Report Form and try to keep the person engaged while signaling for help.
 - If a suspicious package is found, do not touch, move, or open it.
3. **Notify Authorities Immediately**
 - Call 911 – provide full details about the threat, including location and how it was received.
 - Notify the PSP Emergency Coordinator and General Manager.
4. **Avoid Radios or Cell Phone Use Near Suspected Device**
 - Instruct others to avoid using electronic devices near the area. Radio or phone signals can be used to trigger explosive devices.
5. **Begin a Discreet Evacuation (As Instructed)**
 - Follow the direction of law enforcement or PSP Management before initiating evacuation.
 - If evacuation is ordered:
 - Use calm, clear instructions.
 - Do not mention the specific nature of the threat. Instead say “Please exit the facility calmly” – not “Bomb Threat”
 - Guide all guests and teams to safe zones away from structures and vehicles.

After Emergency Services have been notified, the On-Site PSP Emergency Coordinator will:

- Activate Code Yellow protocol.
- Serve as the primary liaison with emergency responders and law enforcement.
- Coordinate with the Tournament Director, Head Official, and F&B Manager to provide updates. Monitor the situation and keep a record of actions taken.
- Assist with lockdown or site security measures as instructed by law enforcement.
- Assign support staff to monitor entrances and restrict access during investigation.

ACTIVE SHOOTER (CODE BLACK)

A Code BLACK is declared when there is an active shooter, armed individual, or violent threat on or near Paducah Sports Park property that poses an immediate danger to life.

ACTIVATION

When a credible threat is identified, staff shall immediately announce over the radio:

“Attention all Paducah Sports Park staff: Code BLACK reported at (location). Repeat, Code BLACK at (location).”

- Remain Calm
- Speak Clearly
- Avoid Unnecessary Language

IMMEDIATE ACTIONS

1. Run (Evacuate if Safe)
 - Immediately move away from the threat.
 - Direct guests and participants to exit the area.
 - Use the *nearest safe exit* (do NOT send people toward the main gate if unsafe).
 - Leave your belongings behind.
 - Keep your hands visible.
2. Hide (Shelter in Place)

If evacuation is not safe:

 - Move into the nearest secure structure:
 - Restrooms
 - Concession Buildings
 - Maintenance Buildings
 - Lock or barricade doors.
 - Turn off lights.
 - Silence phones and radios (if possible).
 - Stay out of sight and behind solid cover.
 - Remain quiet and calm.
3. Fight (Last Resort)

Only if confronted and no other options exist:

 - Act decisively to stop the threat.
 - Use available objects as improvised weapons.
 - Commit fully to incapacitating the attacker.

ROLES & RESPONSIBILITIES

Manager on Duty (MOD)

- Assume command until law enforcement arrives.
- Confirm 911 has been called.
- Establish communication with responding agencies.
- Direct staff response via radio (if safe to do so).
- Determine evacuation vs. lockdown strategy based on threat location.

Event Staff

- Direct guests away from the threat.
- Assist with evacuation when safe.

- Do not attempt to engage the suspect.

Food & Beverage Staff

- Secure concession areas if safe.
- Assist guests in moving to shelter or exiting.

Facilities Crew

- Assist in opening emergency access points if needed.
- Provide direction to law enforcement upon arrival.
- Support evacuation routes.

Communication

- Call 911 immediately. Provide:
 - Location (Paducah Sports Park)
 - Exact location of threat (Field, Building, etc.)
 - Description of suspect
 - Type of weapon (if known)
 - Number of individuals involved
- Use radio only if it is safe to do so.
- Avoid excessive radio traffic.

Law Enforcement Arrival

- Keep hands visible at all times.
- Do not run toward officers.
- Follow all commands immediately.
- Do not point, yell, or make sudden movements.
- Provide information only when requested.

HAZARDOUS SPILL (CODE GREEN)

BODILY FLUIDS

Bodily fluid spills must be handled immediately and safely to protect public health and ensure facility cleanliness. Always wear cleaning gloves and use proper PPE during all cleanup procedures.

VOMIT CLEANUP (HARD SURFACE)

1. Locate the vomit spill.
2. *Put on cleaning gloves.*
3. Sprinkle SuperSorb powder over the vomit. Wait at least 30 seconds.
4. Sweep up the material and dispose of it in the nearest trash can.
5. Remove and discard gloves. Replace the trash bag and tie it securely.
6. Mix CINTAS disinfectant with hot water in the outdoor mop bucket. Based on the location of the vomit, clean with either a mop or scrub brush.
7. *Put on cleaning gloves.*
8. Post a "Wet Floor" sign.
9. Clean the affected area thoroughly.
10. Return all cleaning supplies to their proper locations.
11. Dump used mop water into the mop sink. Rinse the bucket thoroughly.
13. If a mop was used, discard the mop head and replace it.
14. If a scrub brush was used, sanitize it by rinsing thoroughly in warm water. Then soak in mop bucket with CINTAS disinfectant for 5 minutes, before letting air dry.
15. Discard gloves and *wash your hands thoroughly.*

VOMIT CLEANUP (TURF)

1. Locate the vomit.
2. *Put on cleaning gloves.*
3. Fill the outdoor mop bucket with cold water. Rinse the turf thoroughly.
4. Refill the mop bucket and mix CINTAS disinfectant with hot water. Rinse the area again.
5. Return cleaning supplies to storage.
6. Discard gloves and *wash your hands thoroughly.*

BLOOD CLEANUP

1. Locate the blood spill.
2. *Put on cleaning gloves.*
3. Sprinkle SuperSorb powder on the blood. Wait at least 30 seconds.
4. Sweep up the material and dispose of it in the nearest trash can.
5. Remove and discard gloves. Replace the trash bag and tie it securely.
6. Mix CINTAS disinfectant with hot water in the outdoor mop bucket. Based on the location of the blood, clean with either a mop or scrub brush.
7. *Put on cleaning gloves.*
8. Post a "Wet Floor" sign.
9. Clean the affected area thoroughly.
10. Return all cleaning supplies to their proper locations.
11. Dump used mop water into the mop sink. Rinse the bucket thoroughly.
12. Refill the mop bucket with clean warm water and CINTAS disinfectant.
13. If a mop was used, discard the mop head and replace it.
14. If a scrub brush was used, sanitize it by rinsing thoroughly in warm water. Then soak in mop bucket with CINTAS disinfectant for 5 minutes, before letting air dry.
15. Discard gloves and *wash your hands thoroughly.*

DIARRHEA CLEANUP (FLOOR)

1. Locate the diarrhea spill.
2. *Put on cleaning gloves.*
3. Sprinkle SuperSorb powder over the vomit. Wait at least 30 seconds.
4. Sweep up the material and dispose of it in the nearest trash can.
5. Remove and discard gloves. Replace the trash bag and tie it securely.
6. Mix CINTAS disinfectant with hot water in the outdoor mop bucket. Based on the location of the diarrhea, clean with either a mop or scrub brush.
7. *Put on cleaning gloves.*
8. Post a "Wet Floor" sign.
9. Clean the affected area thoroughly.
10. Wipe all doorknobs and handles with CINTAS disinfectant and a cleaning towel.
11. Return all cleaning supplies to their proper locations.
12. Dump used mop water into the mop sink. Rinse the bucket thoroughly.
13. Refill the mop bucket with clean warm water and CINTAS disinfectant.
14. If a mop was used, discard the mop head and replace it.
15. If a scrub brush was used, sanitize it by rinsing thoroughly in warm water. Then soak in mop bucket with CINTAS disinfectant for 5 minutes, before letting air dry.
16. Discard gloves and *wash your hands thoroughly.*

DIARRHEA CLEANUP (TOILET/WALL)

1. Locate the diarrhea.
2. *Put on cleaning gloves.*
3. Hang a "BATHROOM CLOSED FOR CLEANING" sign on the outside of the restroom door.
4. Post a "Wet Floor" sign.
5. Retrieve the bathroom cleaning bucket and toilet brush from the closet.
6. Identify whether the contamination is:
 - On the outside of the toilet or wall:
 - Spray CINTAS disinfectant on the affected area.
 - Wipe clean using disposable cleaning towels.
 - Pay close attention to the back, sides, and base of the toilet.
 - Inside the toilet bowl
 - Use the toilet brush and CINTAS disinfectant to scrub the bowl.
 - Flush as needed to assist in cleaning.
 - If clogged, use the plunger.
7. Dispose of used cleaning towels in the restroom trash can. DO NOT FLUSH cleaning towels.
8. Remove and discard the scrub head from the toilet brush into the restroom trash can.
9. Wipe all doorknobs and handles with CINTAS disinfectant and a cleaning towel.
10. Remove and discard gloves. Replace the trash bag and tie it securely.
11. Take down the "Bathroom Closed for Cleaning" sign.
12. Return all cleaning supplies to their proper locations.
13. *Wash your hands thoroughly.*

DRUG LITTER & SHARPS CLEAN-UP

Improperly discarded drug litter, including needles and other sharps, present serious safety risks. All staff must follow the procedures below to ensure safe handling and proper disposal.

Sharps Container Locations

- Training Rooms

Important Safety Precautions

- Never recap needles.
- Do not touch sharps with bare hands. Always use a mechanical tool such as forceps, pliers, a broom, or a dustpan.
- All contaminated or suspected contaminated sharps must be discarded immediately in a designated sharps container that is: closable, puncture-resistant, leak-proof on sides and bottom, and clearly marked with a biohazard label.
- When moving sharps containers, always close and secure the container to prevent spillage or injury during handling.
- Reusable sharps containers must never be opened, emptied, or cleaned manually, or in any way that exposes staff to injury.

Clean-Up Instructions

- Refer to the detailed clean-up instructions included in each Drug Litter/Sharps Disposal Kit.

LIST OF ATTACHMENTS

MISSING CHILD PROFILE SHEET

FACILITY INCIDENT REPORT

BOMB THREAT FORM

FACILITY MAPS

EMERGENCY ROUTES*