



EMERGENCY ACTION PLAN



Emergency Action Plan for The Courts Cape Coral

Emergency Contacts

	Name	Phone Number
Primary Contact Person:	Lisa Zuk, General Manager	239-464-0229
Secondary Contact Person:	Jason Smith, Director of Operations	419-376-6099
Local Emergency Services:		911
Non-Emergency Police Line:		239-574-3223

Nearest Hospital: Cape Coral Hospital, 636 Del Prado Blvd Cape Coral, FL 33990

Emergency Procedures

Evacuation Procedures:

Clear, step-by-step instructions for evacuating the facility in case of fire, natural disaster, or other emergencies.

- **Designated meeting point:** Maintenance shed on the southwest side of the property.
- **Routes and exits:** The property has emergency exits to the north between the tennis and pickleball sides north of the lawn. Head east on the pickleball main walkways to find the emergency exits between Pickleball courts 24 and 32, and Pickleball courts 8 and 16. Head west down the main tennis walkway to locate an emergency exit between tennis courts 6 and 12. We have two emergency exits located just west and east of the pro-shop.
- **Assistance for members with disabilities:** The Team Lead on duty is responsible for assigning a team member to help members with disabilities.

Lockdown Procedures:

Steps to follow in the event of an active shooter or other immediate threats.

- Secure all doors and windows.
- Stay silent and out of sight.
- Communicate with emergency services if safe to do so.

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.

Medical Emergencies:

Procedures for handling injuries or medical emergencies.

- AEDs are in the pro-shop next to the east and west doors.
- Inform team member trained in first aid and CPR when a member is down
- Have information on staff members trained in CPR and first aid.

Emergency Supplies

- **First Aid Kits:** Team Leads on duty check to ensure they are fully stocked and easily accessible.
- **Emergency Equipment:** Team Leads on duty check fire extinguishers, AEDs, flashlights, batteries, etc.
- **Emergency Communication Devices:** Team Leads on duty check walkie-talkies, emergency phones, or other communication tools.

Training and Drills

- **Regular Training Sessions:** The Director of Operations will schedule quarterly training sessions.
- **Emergency Drills:** The Director of Operations will conduct regular drills to practice evacuation, lockdown, and other emergency procedures.
- **Feedback and Improvement:** After each drill, the General Manager will gather feedback, and the Director of Operations will make improvements.

Communication Plan

- **Internal Communication:** Radio call-out codes are as follows:
 - **Code Blue:** Assistance needed/Security Situation.
 - **Code Rainbow:** Bodily fluids and/or solids outside the body.
 - **Code Amber:** Lost person, no park entry/exit until found.
 - **Code Red:** Emergency vehicle arriving on property.
 - Radio channel 8 for The Courts, Cape Coral.
- **External Communication:** How to communicate with emergency services, media, and families of those involved.

Review and Update

- **Regular Review:** The General Manager and the Director of Operations will schedule regular reviews of the emergency action plan to ensure it is up-to-date and comprehensive.
- **Updates:** Make updates as necessary based on feedback, new regulations, or changes to the facility.

The Courts, Cape Coral EAP Chart

