

EMERGENCY PROCEDURES MANUAL
for
Chamberlain Community Center
4940 N. Frankfort Ave.
Tulsa, Oklahoma
(918) 591-4155

April 21, 2005

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Chamberlain Community Center
4940 N. Frankfort Ave.
Tulsa, Oklahoma
(918)591-4155

FACILITIES CONTACT NUMBERS

Park Manager: Jesse Carradine.....918-740-9867 (cell)
Recreation Coordinator: Nicole Brannon.....918-232-0420 (cell)
Recreation Coordinator: Leah Martin.....918-636-2009 (cell)
Leisure Resources Program Manager: Dean Richardville...918-596-7851 (office)
918-671-7208 (cell)
Maintenance Department (Emergency contact pager).....918-646-0157
Police, Fire, EMSA Ambulance.....911
City Medical.....918-596-7075

HOSPITALS:

Doctor's.....918-744-4000
Hillcrest.....918-584-1351
Tulsa Regional Medical Center.....918-587-2561
St. Francis.....918-494-2200
St. John.....918-744-2345
Springer Clinic.....918-492-7200

EMERGENCY CONTACT NUMBERS (STAFF)

Jesse Carradine:
Darlene (wife).....918-745-0660
Nicole Brannon:
John (husband).....918-706-4612
Leah Martin:
Custodian:

SUMMER AND SEASONAL CONTACT NUMBERS:

EMERGENCY PROCEDURES

CHAMBERLAIN COMMUNITY CENTER DISASTER PLAN OVERVIEW

This plan describes the action and responses necessary for the protection of the staff and patrons of Chamberlain Community Center from fire, tornado, flood, external air contamination, severe winter weather, bomb threats, assault, power/water outages, and medical emergencies.

The staff will be advised by the Fire department, Police department, or Tulsa Area Emergency Management Agency of the above hazards. The staff may be reached at 591-4155.

Chamberlain Community Center staff will be responsible for making sure the population is relocated to a place of safety, or proper response is taken, and that all individuals are accounted for.

FIRE:

The Center staff will be responsible for calling 911 to verify the fire, confining the fire if possible, and assisting the Fire Department when they arrive. They will also be responsible for making sure the facilities population, especially the physically-impaired, is evacuated from the building and that all individuals are accounted for. Staff should assign volunteers to aid the evacuation of the physically impaired. The population should evacuate to the south of the building on the opposite side of the parking lot until the incident is declared secure by the District Fire Chief. Fire extinguishers are located throughout the facilities (see diagram).

The Fire Marshal's office will train the center staff in fire safety and procedures with a review every six months. Training will include the proper use and handling of fire extinguishers. The staff will be responsible for employee Fire Safety education at the facility.

TORNADO:

Upon being advised of a tornado warning: (alerts will sound on severe weather monitor or from severe weather sirens)

Persons should go to an interior hallway/or stairway on the lowest floor possible. Stay away from exterior glass windows and doors. At Chamberlain these locations are: the lobby, and the Men's and Women's restrooms located in the lobby. (See Diagram)

Staff will be responsible for making sure the population, especially the physically-impaired, is relocated to a place of safety and that all individuals are accounted for. Staff should assign volunteers to aid in the relocation of the physically-impaired.

An all clear will be announced.

Emergency drills should be held periodically to insure all staff, instructors, and program

participants are familiar with evacuation and safety procedures.

FLOOD

Upon being advised of a flood warning that could impede employee/patron travel safety, the on-duty supervisor will make the following announcement:

A flood warning is in effect for Tulsa. Do not drive into water where you cannot see the roadway.

The staff will make sure everyone receives the message and responds accordingly. The staff will also see if the physically-impaired have special needs due to the flood situation.

MEDICAL/INJURY

All injuries witnessed or reported by staff, regardless of severity, should be reported on injury report form (TUL-1482-C). Information should include; Date, time, location (Chamberlain Park), Name (injured party), age, address, phone, nature and extent of injury, cause, and first aid administered. Be as specific as possible when describing the injury (what arm or leg, etc.), try to determine a cause of the injury, explain, so repairs or preventative measures can be taken.

TO SUMMON EMERGENCY MEDICAL AID:

1. Render first aid or CPR as needed and if you are qualified. Send someone to call for medial aid.
2. Call 911 for Fire Department. (Fire department has fastest response times, and have paramedics on staff).
3. Explain the nature of the problem and the location. Advise if CPR is being administered.
4. Try to obtain information necessary for injury report form from either injured party or a witness to the accident.
5. If injured party is a staff member, notify appropriate family member from Emergency Contact Numbers (Staff).

BLOOD SPILLS CLEANUP AFTER INJURY:

1. Remove players or participants from area of spill.
2. Clean spill using proper equipment and chemicals.

METHODS OF DECONTAMINATION/CLEANING SCHEDULE

Employee must protect self first. You should treat all human blood and fluids as infectious.

1. PERSONAL PROTECTIVE EQUIPMENT

- a. Blood gloves (15 mil) must be worn to protect your skin and hands from coming into contact with blood or bodily fluids.
- b. A pocket mask refers to any one of many types of devices used while performing CPR or mouth to mouth resuscitation. This device prevents the victim's blood or blood tainted fluids from entering the rescuer's mouth and nose.
- c. Goggles without holes on the side should be worn to prevent blood or bodily fluids from entering the mucous membranes through the eyes.

2. CLEAN UP - METHODS OF CLEANING & DECONTAMINATING INFECTED SURFACES

- a. All decontamination must include using a disinfecting solution such as one part bleach to ten parts water. This would include floors, equipment, etc.
- b. Clean up contaminated broken glass with a brush & dustpan, tongs or forceps, Never use your hands even with gloves to pick up glass.
- c. Handle all trash as if it contains sharp and/or infectious items.

3. CLEAN UP - DISPOSAL OF: BLOOD OR BODILY FLUIDS

- a. When removing contaminated clothing, carefully turn material inside out so that the contaminants remain inside.
- b. After removing personal protective equipment, wash hands or other affected body parts with soap & warm water. Scrub vigorously all areas to remove all potentially infectious contamination.
- c. Dispose in biohazard bags which are red in color and seal tightly.
- d. Dispose biohazard bag into trash container.

NOTIFY YOUR DIRECT SUPERVISOR IMMEDIATELY OF ANY EXPOSURE TO BLOOD.

Off site medical emergencies are to be treated the same as on site emergencies.

BOMB THREAT

If you receive a telephone bomb threat:

1. Be courteous. Pretend difficulty in hearing.
2. Take notes using the Bomb Threat Checklist (see attached page).
3. Call the Police Department at 911 after the caller hangs up.
4. Listen for directions. Advise the other staff that you have called 911.

REPORTING

All bomb threats must be reported to 911 and the Senior center staff. Most reports of bombs are false alarms intended to create a disturbance at a specific location. For this reason, the decision of how to react must be carefully considered by the appropriate officials. Any threats received at Chamberlain Community Center will be evaluated by the Police and/or Fire department. If a decision to evacuate the building has been made by the appropriate official, the staff will direct the population to leave the building.

SEARCH

Examine your work area for strange or suspicious items. No one knows your area as well as you do. What appears commonplace to an outsider may be out of place to you. **DO NOT TOUCH** any suspicious items. Some bombs are set to detonate upon movement. Immediately report any strange or suspicious items to the Senior staff member.

EVACUATION

All patrons will be advised whether or not to leave the area. If evacuation is advised, proceed to the marked exits and evacuate the building. The staff will be responsible for making sure the facilities populations are evacuated from the building and that individuals are accounted for. Staff should assign volunteers to aid the evacuation of the physically-impaired. The population should evacuate to the designated locations outside the building to the south on the opposite side of the parking lot until the incident is declared secure by the bomb squad.

PHYSICAL ASSAULT

Staff should make efforts to maintain a safe environment while on duty. Admittance to office should only be in an emergency situation. Confrontations with patrons can sometimes lead to a dangerous situation, staff should carry the "Panic Button" when leaving the office to confront a patron.

Do not argue with a patron. Simply state what information you need to the person, and if they wish to argue with or threaten you, dial 911 for the Police department and explain you have been verbally assaulted or threatened with physical harm, that you are a City

Employee, and the location (Chamberlain Park). Make sure you are in the office, with the door secured when calling.

If the abusive patron should leave the premises before the Police arrive, try to get information from other witnesses to the incident. If possible, get the vehicle tag number when the person leaves.

An incident report should be written describing the incident, and the individual for department wide distribution.

Suspicious strangers should be reported immediately to the office. Remove patrons/campers to another area of the park or building if a stranger exhibits inappropriate behaviors or is abusive. Staff will call Tulsa Police Department.

Alcohol/drug use is not allowed in the building at Chamberlain Park. Beer and alcohol are permitted outside only in grassy areas. Persons drinking alcohol in the parking lot are to be reported to the office. The staff will call Tulsa Police Department.

Discipline problems with campers will be handled as follows:

1. On first occurrence of problem, camper will be given time out in the Office, and counseled by staff.
2. On second occurrence of problem, camper will be given time out in the office, and the parents will be notified of the problem.
3. On third, and final occurrence of problem, camper will be given time out in the office, and parents will be called to remove camper from camp.

OFF SITE EMERGENCIES

Emergencies can arise while groups from our center are at other locations. Be sure to observe the locations of emergency exits when you arrive at other sites. Pay particular attention to posted emergency procedures and diagrams. Caution the group to follow the directions of the site personnel when an emergency arises.

EXTERNAL AIR CONTAMINATION

Upon being advised by the Fire department, Police department or TAEMA, of outside air contamination, the on duty staff member will take the appropriate responses for the well being of the Chamberlain Community Center population. (i.e. shut off air handling systems from outside air, close all doors and windows).

The staff will make the following announcement:

The outside air has been contaminated. Air handling systems are being shut off from outside air. Do not leave the building until an all clear is given.

The staff will be responsible for recommending that no one leaves the building, monitoring the health condition of the facilities population, and making sure that all outside doors are kept shut. An all clear will be announced.

The Fire department should be called at 911 for persons who become ill.

SEVERE WINTER WEATHER

The Tulsa Area Emergency Management Agency will advise the Mayor of all severe winter weather advisories issued by the National Weather Service that could affect employees well being or safety. The Mayor may implement personnel policies and procedures sections 811.11 - 811.14 (see insert) regarding inclement weather or emergency work schedule policy.

When the Emergency Operations Center is activated, the same information given to the public will be announced to the population by the staff.

INSPECTIONS PROCEDURES

When performing a facilities inspection of the buildings and grounds, use form TUL-4423-B. Fill out form showing the areas that are OK, and those that need attention. Send the yellow copy to the Division maintenance leader so appropriate repairs can be made. (See example).

FACILITY INSPECTIONS CALENDAR

	JAN.	FEB.	MAR.	APR.	MAY.	JUN.	JUL.	AUG.	SEP.	OCT.	NOV.	DEC.
Fire Extinguishers	x	x	x	x	x	x	x	x	x	x	x	x
First Aid Supplies	x			x			x			x		
Rest Rooms	DAILY											
Craft Rooms	x	x	x	x	x	x	x	x	x	x	x	x
Kilns	x			x			x			x		
Ventilation	x			x			x			x		
Mech. Equip. Room	x	x	x	x	x	x	x	x	x	x	x	x
Housekeeping	x			x			x			x		
Kitchen	x	x	x	x	x	x	x	x	x	x	x	x
Exit, Entrances, Walk	x	x	x	x	x	x	x	x	x	x	x	x
Lighting	DAILY											
Fences, Gates, Locks	x	x	x	x	x	x	x	x	x	x	x	x
Grounds	x	x	x	x	x	x	x	x	x	x	x	x
Playground Equip.	x	x	x	x	x	x	x	x	x	x	x	x

x = Month of replacement or recharge