

**EMERGENCY ACTION PLAN  
FOR**

Chamberlain Park & Community Center  
4940 N. Frankfort Ave.  
591-4155

DIAL 9-911 from a facility phone or 911 from a cell phone

**Phone Locations:**

Identify where all phone locations

Ie: Main Office,

**Directions for EMS:**

ie: Main Entrance- located in front of building on N. Frankfort Ave. Be sure there is a sufficient opening in the parking lot for Emergency vehicles. Personnel will meet and direct.

Side Entrance- located on North side of building.

Back Entrance- located on West side of building

Identify the street for each building entrance.

**Emergency Personnel Names and Phone Numbers**

Designated Responsible Official (highest ranking manager)

This person is responsible for safe, secure and prompt evacuation when it is called for during business hours. They are also responsible for lockdown if needed. The "All Clear" declaration will only be given by this individual after consultation with the emergencies services. If this person is not on hand, the next ranking supervisor will be in charge.

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Name: \_\_\_\_\_ Phone: \_\_\_\_\_

**Emergency Equipment and Location:**

First Aid Kit is located in the back of the office in the lower left cabinet.

Fire Extinguishers are located at the main front entrance, craft room, office, and kitchen area.

Identify where the first aid kits and fire extinguishers are located and locate them on facility map as well.

**Evacuation Plan and Route:**

Mark on map evacuation routes, safety zones, and pre-determined assembly point.

Make sure maps are placed in public areas.

**Managing the Incident:**

**Search:** Design and follow preplanning outline, initiate first notice and when determined by designated official to begin callout phase.

Identify which staff members will be in charge of checking each area of the facility.

i.e. Gym, locker rooms and showers- Name

Office, game room and storage areas – Name

Outside building area – Name

Large facilities, wilderness parks, could be searching for lost hikers, autistic children, runaways and will most likely use a map for search and identify search areas.

The following will be included in your preplanning outline.

- Identify who does what responsibility during search of large areas.

Ie. Johnson will handle communication center from a central location.

Smith will organize searchers for xx section of stadium.

Miller will organize searches for xx section of stadium.

### **Rescue:**

Determine who is trained, practice regularly and document all practices.

### **Medical:**

- Closest medical facility: \_\_\_\_\_

- Highest first aid certified personnel: \_\_\_\_\_

That person is in charge of the scene.

**Evacuation:** circumstances, which might necessitate evacuation: Fire, Bomb treat, Armed Assault, Intruder

All personnel should evacuate according to posted evacuation routes (See your facility map).

**Armed Assault/Intruder:** Evacuate if possible. If evacuation is impossible, secure by locking or barricading doors.

**Safe Zones:** Severe thunderstorm/tornado warnings: (See your facility map)

### **Managing Communications:**

**Chain of Notification:** Designated Responsible Official (highest-ranking manager) will notify the Director.

**Communication code:** Each facility and activity will develop a communication code: Severe Thunderstorm/Tornado Watch/Warning, how it will be announced

Code Name for Bomb Treat, Armed Assault, or Intruder and how it will be announced

Pool, use a series of whistle blows for perceived emergencies

**Fact Sheet:** Identify who and if possible when. ie: will be kept if time allows and safe conditions are present.

**Notification of Next of Kin:** If necessary, who will be responsible for this task?

**Working with the Media:** This needs to be documented in the chain of notification document. Normally role of the public information office but is who your organization designates.

### **Care of Nonvictims:**

**Management of Incident Personnel:** If the incident required extensive emergency medical services, search, rescue, evacuation operation, those responding personnel may require services to work through the trauma with which they are dealing.

When and if needed, the plan should include proposal for the director to hold a crisis management briefing for those involved with the incident.

**Management of People Ancillary to the Incident:**

The plan should include addressing the needs of people who are ancillary to the incident, participates, employees and the community.

Crisis management briefing, defusing, and critical incident stress debriefing are venues that could be considered depending on the number of personnel.

Maps:

Lay-Out of Facility

Identify the evacuation routes

Identify safe zones

Identify placement of fire extinguishers

Identify placement of any other emergency equipment

DATE PREPARED: \_\_\_\_ / \_\_\_\_ / \_\_\_\_