

City of Tulsa Parks and Recreation Department

General Security Plan

City of Tulsa Parks General Security Plan serves as an operations manual and employee training guide to assure the security and safety of the participants, employees, volunteers, facilities, parks and equipment. The General Security Plan consists of the following sections:

- Emergency Evacuation Plans
- Security and Fire Alarm Systems
- Facilities Access Systems
- Robbery/ Criminal Activity
- Violent Crime/ Community Crime
- Facility Lockdown
- Bomb Threat
- Severe Weather
- Power Outages
- Chemical Storage and Spills
- Gas Leaks

Emergency Evacuation Plans:

Each Facility shall have a floor plan of each building on file at the Administrative Office. Floor plans should include the following information and must be posted in a visible location in each building respectively.

- A general layout of the facility
- Emergency Exit routes
- Exterior Doors
- Fire Extinguisher locations
- AED (Automated External Defibrillator) locations
- Where to report in the event of evacuation.

Security and Fire Alarm Systems:

Each facility owned and operated by the Tulsa Parks Department that is used by the public or has equipment and supplies of over \$10,000 shall have a security system and fire alarm system.

Alarm codes shall be kept up to date and listed with the City of Tulsa Security Division.

The alarm system shall be engaged upon each closing of the facility whether it is over night or for short periods of time during normal operating hours.

In the event that an alarm system malfunctions or is not working properly, the employee shall contact their immediate supervisor and City Security for instructions before leaving the facility.

The Building Maintenance Manager shall provide City Security with a list of employees to contact for each facility in the event the alarm is activated. This list should be kept current.

Upon activation of the alarm system, City Security will contact the employee charged with responsibility for the facility or depending on the circumstances of the situation the Police or Fire Department.

If the incident is a true illegal entrance into the facility or a fire, the security officer will fill out the incident form and give it to the immediate supervisor. False alarms do not require an incident form.

Fire Systems shall be inspected annually to ensure proper operation; this includes the monitoring systems as well as the sprinkler system. Record of these inspections should be kept at each facility.

Facility Access and Door Lock Systems:

Each facility shall have door locks in place and a list of the door codes shall be given to the Parks Director, Building Maintenance Manager and Recreation Manager.

Keys and door codes will be issued at the discretion of the Facility Supervisor, who will keep a list of all keys issued.

Employees that are issued keys will be responsible for signing out the key through their supervisor.

Only City Security has the discretion to approve the making of copies of keys.

Should a key be lost, stolen, or misplaced, the employee shall notify their immediate supervisor.

Each facility shall be secured and locked upon closing of the facility whether it is overnight or for a period during normal operating hours when the facility will not be staffed.

In the event that the door lock will not secure the facility, the employee shall contact their immediate supervisor and city security for instructions before leaving the facility.

Upon leaving the employment of the Parks Department, an employee shall return any issued keys to their immediate supervisor before they can receive their final paycheck.

Robbery/ Criminal Activity:

If a robbery were to occur, calmly give the person the money or items they want.

During this time, notice all possible features about the person/s:

- Height and weight
- Clothes color and style
- Color of hair
- Age

Once it is safe, call 911, the immediate supervisor and City Security.

An incident form must be filed.

Violent Crime/ Community Crime:

In the event that there is a major crime in the area of a City of Tulsa Parks facility, the facility should go to an immediate lockdown. Staff should not let anyone enter the facility without identification. Staff should call their immediate supervisor and Division Manager for further instructions.

Facility Lockdown:

The City of Tulsa Parks Department operates several programs where children and/or adults are placed in the care of our staff i.e. after school programs, day camps, residential camps, and community centers. In the event of criminal activity in the immediate area of one of the facilities where these programs are operated staff will follow local policies and procedures to determine if a facility lockdown is required. Should a lockdown be required follow the policies and procedures specific to that location and program.

Bomb Threat:

The staff should engage the caller and write down the exact statement, if possible try to engage the assistance of 911 while on the phone. (By a second staff member)

Do not interrupt the caller except to ask the following questions:

- When is the bomb going to explode?
- Where is the bomb?
- What does the bomb look like?
- What kind of bomb is it?
- What will cause the bomb to explode?
- Why are you doing this?
- Who are you?
- Where are you calling from?

After the caller hangs up, call 911 and record:

- Try to determine the origin of the call.
- Description of the caller's voice (male or female, and estimate age).
- Accent and tone of the voice?
- Did the caller express familiarity with the facility?
- Were there any background noise?

Contact your immediate supervisor for instructions.

If it is determined that evacuation is necessary:

- Make a calm announcement for immediate evacuation and sweep the building for all patrons, volunteers, and staff.
- Make sure no one is within 100 feet of the building.
- Lock the building
- Wait for public safety officials to sweep the building for the bomb.

If the facility is not to be evacuated, the staff will search the facility for foreign objects. If found evacuate.

An incident form must be filled out on all bomb threats.

Sudden Severe Weather:

In the event of severe weather, the facility supervisor will direct staff to make an announcement over the PA system and go room by room to notify all participants and staff of the impending weather.

Staff should then make a sweep of all areas of the facility and grounds advising people to seek appropriate shelter.

Participants and staff shall move to the pre-designed location in the facility and instructions shall be announced to everyone.

Once the facility supervisor determines that the weather threat is over, announcements should be made to continue the facility operation or evacuate the facility.

The facility supervisor shall notify their immediate supervisor.

Power Outage:

During a power outage all facilities should be evacuated unless severe weather makes it unsafe to leave the building. Contact the Division Manager for further instructions.

If the power fails during the daylight hours and the facility supervisor determines there is sufficient light to function reasonably, the staff is expected to complete tasks that do not require a power source to allow its function.

Chemical Storage and Spills:

Chemicals and hazardous materials will be stored according to OSHA standards.

Proper signage and/ or documentation will be displayed at all times as to the type, classification, and safety precautions related to the. (Safety Data Sheets)

Access to chemical storage rooms will be limited to those employees that have completed Hazard Communication Training.

The staff shall immediately notify their supervisor after a chemical spill has occurred.

The staff shall consult the SDS sheets to determine appropriate steps to contain and clean the spill.

If someone is injured or something damaged as a result of a spill, an incident report shall be completed.

Gas Leak:

- Evacuate the Building and call 911 and immediate supervisor.
- Notify the Division Manager
- If gas shut off is located, turn it off.
- Do not operate any electrical switches.
- Reoccupy the facility only when cleared by authorities.
- An incident form must be filed on all gas leaks.