



City of Bluefield, WV Parks and Recreation Emergency Action Plan

Emergency Action Plan

www.cityofbluefield.com/parksandrecreation

This Emergency Action Plan is a guide to be utilized in emergency situations. Bluefield Parks and Recreation Employees and Volunteers are asked to become familiar with this document and keep it easily accessible.

EMERGENCY CONTACT NUMBERS

- **Bluefield Parks and Recreation Office**
 - 304-327-2448
- **Bluefield Fire Department**
 - 304-327-8652
 - 911 Emergency
- **Bluefield Police Department**
 - 304-384-4114
 - 911 Emergency
- **Bluefield Rescue Squad**
 - 304-3277171
 - 911 Emergency
- **Poison Control**
 - 1-800-222-1222



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Building Evacuation

When an Emergency alarm sounds or an announcement to evacuate the premises is made, evacuation should begin immediately in a calm, orderly fashion by the following established guidelines. If others do not respond to the alarm/ notification, inform them of the need to evacuate and then proceed to leave the building.

- Use the fire escape route posted in the room/ building you are located in
- Use the Stairs to evacuate the building
- Move at least 100 yards from the building and out of the way of emergency personnel
- Stay upwind from smoke or chemical clouds
- Stay with colleagues, fellow teammates and coaches ect. so that a head count may be taken
- Follow the instruction of onsite emergency personnel. **DO NOT RE-ENTER** the building unless it is advised to do so by the Fire Department, Public Safety Officials or Bluefield Parks and Recreation Staff Members or other emergency personnel.
- Do not attempt to gather personal possessions during an evacuation
- Make sure a head count is conducted for all Bluefield Parks & Recreation personnel, Maintenance Staff, Youth Athletes and parents
- Notify Emergency Personnel of the location of any person(s) that may have refused to leave or that may need assistance



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Fire &/or Smoke

If you see fire or smoke, activate the nearest pull station and evacuate the building immediately. Pull Stations are generally located near stairwells and exits. Report all fire and/ or smoke conditions to the Bluefield Fire Department at 911 or 304-323-2480.

Calmly Explain:

- Nature and location of fire and/or smoke
- Name and position with the department

In the case of a small fire, you may use the nearest fire extinguisher. Remember the following anagram:

- **P**: Pull the pin
- **A**: Aim the hose at the fire's BASE
- **S**: Squeeze the lever
- **S**: Sweep the fire extinguisher side to side

If you have any doubts as to whether or not you are able to contain the fire, do not attempt to do so.

When evacuating:

- Prior to evacuating through a closed door, feel the door for heat. If the door is warm or hot to the touch, use an alternate evacuation route
- Evacuate immediately following the fire escape route posted in the room you are located
- Parks and Recreation staff will have information and will assist with the building evacuation

R.escue

A.larm

C.ontain

E.xtinguish

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Chemical Spill &/ or Release

Immediately report all spills to the BP&R Office at 304-327-2448. Be prepared to provide the following information.

- Chemical Name
- Quantity of chemical spilled/released
- Exact location of the spill/release

When a Chemical Spill Occurs

- **DO NOT** come into contact with the substance or inhale area
- Secure and evacuate the immediate area
- If you experience eye irritation, burning lungs or other symptoms of chemical exposure, sound the building fire alarm to notify others to evacuate the building per the route listed in the room/ building you are located in.
- If someone has been splashed with the chemical, immediately flush the contaminated area with water and seek medical assistance if needed.
- The City of Bluefield Parks and Recreation Department in conjunction with the Bluefield Fire Dept. and the Haz-Mat team will manage the incident and emergency officials
- Building evacuees should remain at a safe distance up wind from the spill/release, until the authority having jurisdiction declares the building safe to re-enter.

Explosive Device or Bomb Threat

When an item is suspected to be a bomb or explosive devices:

- DO NOT USE radio communications or cell phones in the vicinity to avoid possible detonation
- DO NOT in any way touch an item or device that is suspected to be a bomb
- When at a safe distance, immediately notify the Bluefield Police Department at 304-384-4114
- Follow the evacuation plan posted in the building you are located in.
- Do Not re-enter the building unless advised it is safe to do so by public emergency officials

If you receive a call stating a possible bomb threat, remain calm and try to obtain as much information as possible.

Power / Utility Loss

In the event of a power loss or utility failure, notify the Parks and Recreation Department at 304-327-2404 or the City of Bluefield at 304.327.2401.

- If needed, move to areas of the building with emergency lighting.
- It may be necessary to evacuate the building
 - If so, do this according to the Building Evacuation section of this document.
 - Exit using the stairwells
- If the smoke/ fire alarm sounds, immediately exit the building

Violent Incidents / Active Shooter

Violent incidents, including but not limited to: acts of terrorism, an active shooter, assaults, or other incidents can occur on Bluefield Parks and Recreation Property or close proximity with little to no warning. Call 911 immediately and give all the information you have available in a calm manner about the situation.

Immediate Action

- Secure/ lock/ barricade your immediate area
 - Office, storage closet, ect.
 - If able to lock/ barricade the door, stay behind solid objects away from the door
- Protective Actions
 - Take appropriate steps to reduce your vulnerability
 - Block the windows
 - Silence cell phones, radios and commuters
 - Place signs in exterior windows to identify your location
 - Keep calm and quiet
- Unsecure Areas
 - If you find your self in an open area immediately seek protection. Put something between you and the assailant



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Weather Emergencies

Weather can come in many forms and be severe and unpredictable. In some cases evacuation may be necessary. Please do this in a quick and calm manner and in accordance with the fire escape routes posted in each room and building.

In some cases it is necessary to stay indoors. If this is the case, please follow the steps below:

- Seek shelter in a secure area of the building on the lower level (ie: the gymnasium or the youth center)
- Stay away from windows and doors. Use the interior hallways that are away from windows
- If you are unable to seek shelter inside:
 - Lay in a ditch or low-lying area or crouch near a strong building
 - Be aware of potential for flooding
 - Use your arms to protect your head and neck in the “drop and tuck” position.
 - Use your jacket, cap, backpack to protect your face and eyes

Injury

Serous Illness or Accident

(heart attacks, no pulse, severe bleeding, drowning, fractures, etc.)

- Clear program area and isolate the victim.
- Perform First Aid and or CPR using Personal Protective Equipment – DO NOT MOVE UNLESS REQUIRED TO PREVENT FURTHER INJURY.
- Notify Program Staff/Parks and Recreation Director.
- If 911 is called, notify Staff/ Parks and Recreation Director.
- Continue First Aid/CPR until relieved by Emergency personnel.
- Fill out accident/incident report – if possible blood borne pathogen exposure, note on report and notify supervisor immediately!

Call victim/victim’s family in a few days to follow up.

Mirror Illness or Accident.

- Notify Program Staff/Parks and Recreation Director.
- Begin First Aid / CPR using Personal Protective Equipment.

If child – inform parent and have them decide:

1. Pick up the child from program area.
2. Return the child to the program.
3. Send the child to the hospital via Emergency personnel.

Fill out accident/incident report – if possible blood borne pathogen exposure, note on the report and notify your supervisor immediately!



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Pool Emergency

Aquatic Emergency: severe accident, drowning, medical, environmental, fighting, or chemical.

1. Identify victim
2. Blow whistle with long blast to clear pool and/or secure zone coverage
3. If multiple lifeguards- Blow whistle 1 long blast to indicate guard is entering the water and to alert guards in adjacent zones.
4. Adjacent guards stand for emergency zone coverage and page for assistance.
5. Adjacent guard activates the air horn.
6. Lifeguard makes assist/rescue.
7. Remove victim and perform First Aid/CPR (Automatic Emergency Defibrillator & Oxygen should be accompany responding staff).
8. Recuing Lifeguard informs assistants to the nature of the injury / if serious **CALL 911.**
9. Head Lifeguard decides if 911 is called (life threatening injury or severe trauma) and notifies key staff or Parks and Recreation Director.
10. If 911 is called, notify Parks and Recreation Director.
11. Responding staff assists in First Aid/CPR until relieved by emergency personnel.
12. Fill out an accident report.
13. All statements to members/press will be made my Parks and Recreation Director and or City Manager.

Child Abuse

Child Abuse Participants

Cases should be dealt with PROFESSIONALLY, CONFIDENTLY, AND IMMEDIATELY.

The City of Bluefield Parks and Recreation prohibits inappropriate touch, verbal and physical abuse of any child by a staff member.

During the occurrence:

1. The staff taking the report will notify their supervisor, and Parks and Recreation Director. Refer all media inquiries to the Parks and Recreation Director and or City Manager.
2. Report occurrence to Children's and Family Services – use child abuse reporting form.
3. If incident does not involve staff or volunteers, report to the above noted reporters. Such cases could include battered children, evident bodily injuries (scarring / black and blue marks / burns and burn marks, etc.), drug abuse, or parents under the influence of drugs and /or alcohol, among other situations.
4. The Parks and Recreation Director will notify the alleged victim's parents.
5. Any incident in the City of Bluefield Parks and Recreation sponsored program, regardless of location is consider job-related.



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Missing Child – CODE ADAM

Missing Child Reported by Parent/Guardian/Staff Member

1. Determine missing child's identity.
2. Form a detailed description: name, age hair/eye color, weight, clothes and relay to search coordinator.
3. Call "Code Adam" over PA system, phones and over walkie-talkies.
4. All staff members who are not currently in a program or with members should proceed to their previously assigned exit doors.
5. Staff at exit doors should check IDs for those members/staff leaving the facility and should STOP ANYONE WHO IS TRYING TO LEAVE THE BUILDING WITH A CHILD WITHOUT PROPER IDENTIFICATION OF BOTH ADULT AND CHILD.
6. If mission child is found with abductor, do not allow them to leave the area, but do not use force, CALL 911.
7. Wait with Parent (s) at the Front Desk.
8. Use walkie-talkies/cell phones during building and grounds sweep per instruction of search coordinator.
9. Clear pool if at site.
10. Call 911 after 15 minutes if child is not found and inform front desk.
11. Turn over incident to the police.
12. Fill out an incident report.

Robbery

1. Stay calm!
2. Cooperate with robber/comply with all of his/her/their demands (as may be possible) and give him/her/them everything that they ask for – material goods/money is replaceable – human life is not – do not give the robber any excuse to use deadly force.
3. Remember what the robber looks like – note physical description and dress, do not be obvious or antagonize the robber.
4. Remember the getaway vehicle – note the description of the vehicle and direction of travel.
5. Do not attempt to follow the robber out of the building or write down information in front of them.
6. Once certain the robber is gone, call 911.
7. Inform supervisors and let them handle the situation.
8. Complete an accident/incident report – include descriptions on a separate paper, use witnesses.
9. Do not disturb the crime scene by touching anything the robber may have touched. Wait for the police to arrive. Let them deal with the situation.



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Life Threatening Emergencies

Top 4 Tasks

1. Calling 9-911

911 is key in an emergency situation, the sooner they are notified, the sooner that life can be saved.

2. AED and CRASH BAG

These are the 2 most important pieces of equipment if available; bringing them to the scene will help save lives.

3. Proficient Skills

Make sure that we are treating the emergency with the correct skills.

4. Meeting EMS

Make sure that someone is assigned the task of meeting EMS out side to bring and show them where the emergency scene is.



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