



# **Hoffman Estates**

# **Park District**

# **Emergency**

# **Operations**

# **Manual**

*September 2022*



PARK DISTRICT EMERGENCY  
OPERATIONS MANUAL  
TABLE OF CONTENTS

SECTION XVI	Emergency Operations Introduction	193
SECTION XVII	Emergency Contact List	194
SECTION XVIII	Severe Weather – Outdoors	196
SECTION XIX	Fire – General	198
SECTION XX	Severe Weather and Fire Facilities Evacuation Plan	199
	The Club at Prairie Stone - Severe Weather	199
	The Club at Prairie Stone - Fire	202
	WRC- Severe Weather	205
	WRC- Fire	208
	TC - Severe Weather	211
	TC - Fire	214
	BPC Clubhouse- Severe Weather	217
	BPC Clubhouse- Fire	220
	BPC TopTracer Range- Severe Weather	223
	BPC TopTracer Range- Severe Weather	226
	BPC Maintenance Garage- Severe Weather	229
	BPC Maintenance Garage- Fire	232
	Seascape Family Aquatic Center- Severe Weather	-235
	Seascape Family Aquatic Center- Fire	-238
	Vogelei Barn – Severe Weather	241
	Vogelei Barn – Severe Weather	244
	Vogelei House	247
	Park Services Facility- Severe Weather	247
	Park Services Facility- Severe Weather	250

SECTION XXI	Emergency Procedures 253 Emergency Codes 254 Code Blue & Medical Attention 255 Non-Emergency Medical Attention 257 Code Red - Fire 258 Code Pink (Missing Child in Building) 260 Severe Weather Watch (Take Action) 261 Severe Weather Warning (Alert) 262 Facility Evacuation 261 Armed Intruder/Hard Lockdown 262 Staff Assistance 264 Hazardous Materials Incident Facility Evacuation 265 Floods 266 Earthquakes 267 Utility Emergencies 268 Civil or National Disorders 270 Transportation to Medical Facilities 272 Notification of Relatives 273
SECTION XXII	Training 274
SECTION XXIII	Plan Review and Revision 275
SECTION XXIV	Procedure for Crisis Communication 276

## **EMERGENCY OPERATIONS INTRODUCTION**

### **Section XVI**

The Hoffman Estates Park District has the responsibility to ensure that the safety of all employees and patrons is provided to the highest level.

Despite all efforts, the potential for an unforeseen emergency will always exist. Through proper training, preparation and emergency pre-planning; resultant harm, property damage and injury can be minimized.

This plan has been developed as a guide and resource for the proper implementation of actions taken during an emergency.

**EMERGENCY CONTACT LIST**  
**Section XVII**

**Craig Talsma**  
**Executive Director / Media Spokesperson**  
Office: (847) 310-3604; Cell: (847) 561-2200  
4475 Sundance Circle, Hoffman Estates 60169

**Brian Bechtold**  
**Deputy Director**  
Office: (847) 781-3679; Cell: (847) 722-7652  
7 Richmond Circle, South Elgin 60177

**Dustin Hugen**  
**Director of Parks, Planning & Maintenance**  
Office: (847) 285-5465; Cell: 773-653-9424  
315 S Vail Avenue, Arlington Heights 60005

**Amy Rivas**  
**Director of Administrative Services**  
Office: (847) 781-3634; Cell: (630) 945-7032  
335 N. Charlotte St., Lombard, IL 60148

**Jennifer Sweeney**  
**Director of Recreation**  
Office: (847) 310-3606; Cell: (847) 997-7068  
740 Broadview Ave., Highland Park, IL 60035

**Emergency Agencies**

Hoffman Estates Fire Dept.  
Hoffman Estates Police Dept.  
Hoffman Estates Civil Defense  
Ambulance

**Emergency**

911  
911  
(847) 882-3131  
911

**Non-Emergency**

(847) 882-2138  
(847) 882-1818

**Utilities**

Hoffman Estates Water Dept.  
Northern Illinois Gas  
ComEd  
Illinois Bell

(847) 882-9100  
(847) 843-2700  
1/800-334-7661  
611

**Health Agencies**

American Red Cross  
Illinois EPA  
Alexian Brothers Medical Center  
Poison Control Center

1/800-225-0703  
(217) 364-1000  
(847) 843-2000  
1/800 942-5969

## Section XVIII

### SEVERE WEATHER – OUTDOORS

**Severe Weather Warning (Alert- Section 15)**  
**Severe Weather Watch (Warning – Section 15))**

**Note: The definition of approved app is any smart phone weather application that has been reviewed by the safety committee and administrative team and approved by the executive director for use. The apps currently approved are: MyRadar, StormShield or Weatherbug. These apps must be set to Hoffman Estates or current location as the location.**

#### **A. Lightning**

1. Warning will most likely be flashes at a distance, electronic sensors and weather alert systems may be activated. Conditions are most ideal just prior to and during heavy snowstorms, these are not the only times.
2. Seek shelter if outdoors, and if you are currently within a structure, remain inside.
3. If no structure is available:
  - a. Do not stand under a natural lightning rod, such as a tall tree in an open field.
  - b. Do not touch any pooled water and stop all water activities.
  - c. Stay away from metallic objects like fences, bicycles or golf clubs.
  - d. If caught in an open field and you feel or see your hair stand on end, drop to your knees and bend forward with your hands on your knees.

#### **NOTE: DO NOT LIE FLAT ON THE GROUND**

- e. In open fields, seek low areas.
- f. Avoid using the telephone except in emergencies.

#### **B. Thunderstorms**

1. Warnings normally will be notifications from an approved app on your phone indicating areas of concern. Preparations for sheltering or dismissal of activities should be considered and acted upon.
2. At the first sighting of lightning, all water activities should be stopped and pool areas evacuated. Go to a safe distance or position as determined by the Pool Manager.

#### **C. Tornadoes**

1. Tornado danger signs:
  - a. Severe thunderstorms – frequent lightning, heavy rains and strong winds.
  - b. Hail – bullets of ice from dark, cloudy sky.
  - c. Roaring noise – like ten jet planes or a hundred railroad trains.
  - d. Funnel – a dark, spinning “rope” or column from the sky to the ground.
2. Notifications from an approved app on your phone of a “tornado watch” are forecasts of the possibility of one or more tornadoes in a large area.

- a. Continue normal activities but “watch” for tornadoes.
- b. If a tornado (funnel cloud) is sighted, move at a 90-degree angle away from it.

3. Notifications from an approved app on your phone of a “tornado warning” mean that a tornado has been detected and may be approaching.

- a. A 5-minute steady blast of the emergency siren system will be activated by public safety sources (police or fire department), if possible.
- b. Shelter should be sought:
  - 1) in the lowest level of available structures near interior walls and hallways (the northeast corner of a structure is preferred);
  - 2) avoid using large rooms such as gyms or auditoriums;
  - 3) avoid rooms with large glass exposures;
  - 4) try to open all windows on the side of the structure opposite the approach of the tornado;
  - 5) in open areas, try to lie flat in the nearest ditch.

#### **D. Blizzards or Winter Storms**

- 1. Notifications from an approved app on your phone of a “winter storm watch” mean that winter weather conditions may affect the area.
- 2. Notifications from an approved app on your phone of a “winter storm warning” mean hazardous winter weather conditions are threatening in the area.
- 3. A severe storm is defined as one that produces 6” or more of snow in 48 hours or less, or damaging ice over 5,000 square miles.
- 4. If a winter storm occurs:
  - a. Considering the additional potential hardships of winter weather, it is advised that preparations for dismissal for all activities be initiated.
  - b. Try to stay inside if at all possible. If you must go out, avoid overexertion; dress warmly in loose-fitting, lightweight clothing; try to keep dry. Remember to wear hat and gloves (mittens).

#### **E. Heat Advisory**

- 1. Heat advisories for the Chicago area are issued by the National Weather Service (weather.gov) for a daytime maximum heat index of 105F or above and nighttime minimum of 80F or above.
- 2. To best keep parents and participants informed, if a heat advisory is issued, the activity manager shall review National Weather Service (weather.gov) or approved apps throughout the day.
- 3. If a heat advisory occurs:
  - a. For all children’s programming: all Non-Pool, outdoor activity should move activity inside, cancel and/or postpone activity to cooler time of the day.
  - b. For adult programming: the program manager and participants should discuss the situation and use their best judgement on whether to continue.

## Section XIX FIRE – GENERAL

### Code Red (Section 15)

- ◆ **The Club at Prairie Stone**
- ◆ **Willow Recreation Center**
- ◆ **Triphahn Center & Ice Arena**
- ◆ **Bridges of Poplar Creek Country Club – Clubhouse**
- ◆ **Bridges of Poplar Creek Country Club – Maintenance**
- ◆ **Bridges of Poplar Creek Country Club - TopTracer**
- ◆ **Seascape Family Aquatic Center**
- ◆ **Vogelei Barn**
- ◆ **Vogelei House**
- ◆ **Parks Services Facility**

1. At visual sighting of smoke or fire:
  - a. activate fire alarm system and/or notify occupants of condition;
  - b. notify Fire Department **9-1-1**;
  - c. evacuate area if necessary;
  - d. employees trained in usage of fire extinguishers may attempt to extinguish small fires if the proper extinguisher is available.
2. At the sounding of the fire alarm and/or notification that a fire exists:
  - a. exit the facility;
  - b. close doors and windows if time and conditions permit this to be safely accomplished;
  - c. when smoky conditions exist:
    - 1) crawl toward exit on hands and knees along walls;
    - 2) always feel doors for signs of heat prior to opening, use caution when reaching for door handles, remember metal conducts heat;
    - 3) if stairs must be descended, do so in a backward fashion feeling with your feet for a solid surface before progressing.
    - 4) if you are forced to advance through flames: hold your breath; move quickly; cover your head and hair; keep your head down and close your eyes as much as possible;
    - 5) if your clothes catch fire: **STOP – DROP AND ROLL** until the fire is out.

**Section XX**  
**Severe Weather and Fire- Facilities Evacuation**  
**Plan**

**The Club at Prairie Stone**

**1. Purpose**

- 1.1 To protect human health and life in case of a weather-related emergency by providing adequate warning when severe weather is anticipated. Severe weather is defined as **TORNADOES**, **SEVERE THUNDERSTORMS**, **HIGH WINDS** and **BLIZZARDS**.
- 1.2 To provide an organized plan of action in the event of a disaster/emergency in order to assure quick reaction and necessary communication.

**2. Scope**

- 2.1 This plan applies to all employees, occupants, members and contractors of the **The Club at Prairie Stone**.
- 2.2 This plan will go into effect in all severe weather emergencies.
- 2.3 Severe weather situations will initiate a **Severe Weather Warning** (Alert) or **Severe Weather Watch** (Warning). For instructions in initiating these codes, see section entitled "**Hoffman Estates Park District Emergency Codes.**" (**Section 15**)

**3. Definitions**

**3.1 TORNADO WATCH**

*A condition that could form a tornado exists. No funnel cloud has been sighted. No facility announcement is necessary when the National Weather Service announces a tornado or other weather watch.*

**3.2 TORNADO WARNING**

*Means a tornado has been sighted in the area and people should take shelter. Typically, the National Weather Service will issue a warning if a tornado has been sighted anywhere within the Northeastern Illinois area. This would not necessarily mean that the The Club at Prairie Stone is in the path of a tornado. However, personnel need to take proper precautions during a warning alert.*

#### **4. Procedure**

- 4.1 When severe weather is anticipated, the **Manager on Duty (MOD)** will monitor an approved app set to your current location for notifications concerning weather conditions.
- 4.2 If the approved app provides indicates that a tornado or other severe weather watch, the **Manager on Duty (MOD)** will visually monitor weather conditions and should continue to monitor the app.
- 4.3 If an approved app notifies the MOD of a tornado or severe weather for our location, whether or not a funnel cloud has been sighted in the immediate vicinity of the **The Club at Prairie Stone** facility, the **MOD** will notify the **Division Director, if available**, regarding the warning. The **MOD** will then read an announcement over the building-wide emergency broadcast public address system.

#### ***"TORNADO WARNING ANNOUNCEMENT"***

*Instructions to be read twice over the facility P.A. System*

***"Attention! Attention! Please!"***

***PLEASE STOP WHATEVER YOU ARE DOING AND PAY ATTENTION TO THIS ANNOUNCEMENT. THE NATIONAL WEATHER SERVICE HAS ISSUED A TORNADO WARNING AND SEVERE WEATHER CONDITIONS ARE EXPECTED NEAR THIS FACILITY SHORTLY. PLEASE PROCEED DIRECTLY TO THE LOCKER ROOM AREA. SIT DOWN WITH YOUR BACK TO A WALL AND PROTECT YOUR HEAD WITH YOUR ARMS. STAY IN THE BUILDING. REMAIN WHERE YOU ARE UNTIL AN ALL-CLEAR ANNOUNCEMENT IS MADE. I WILL REPEAT THESE INSTRUCTIONS." (REPEAT INSTRUCTIONS)***

- 4.4 When an "All-Clear" signal is received, an announcement will be made by the receptionist.
- 4.5 In the case of a winter storm (snow in excess of 6"), and blizzard warning, the decision to close the facility will be made in accordance with the company policy.
5. If there is any flooding due to outside weather conditions or inside plumbing failure, vacate the affected area and notify the **Division**

**Director.**

**6. Assembly Points**

6.1 The designation of refuge or safe assembly areas for relocation should be determined, included on the evacuation route map and are identified below:

<b>SHELTER AREA</b>
<b>LOCKER ROOMS</b>

**1. Special Assistance**

1.1 A list of persons needing special assistance will be kept in the **Operations Manager's Office**.

**2. Rescue and Medical Duties**

2.1 There will be no rescue or medical first aid duties performed by **The Club at Prairie Stone** personnel.

2.2 Employees who will act as evacuation captains are: all full-time and part-time employees on duty.

2.3 Every supervisor on duty will account for the personnel under their control, and report to his manager on duty, or in his/her absence, the Hoffman Estates Fire Department.

**3. Training**

3.1 The supervisors shall be trained in the complete workplace layout and the various alternative escape routes in the workplace.

## Fire – Facilities Evacuation Plan

### The Club at Prairie Stone

#### 1. Purpose

- 1.1 To protect human health and life in case of a fire emergency by providing a plan for safe, systematic, and orderly evacuation of **The Club at Prairie Stone** in the event of a fire or other emergency.
- 1.2 To facilitate orderly employee evacuation from an affected fire area, upon instruction from either the **Division Director**, Fire Alarm or Hoffman Estates Fire Department personnel.

#### 2. Scope

- 2.1 This plan applies to all employees, occupants and contractors at **The Club at Prairie Stone**.
- 2.2 A fire emergency will initiate a **CODE RED** (Fire – Evacuate Facility).  
For instruction in initiating this code see section entitled  
**“Hoffman Estates Park District Emergency Codes” (Section 15)**

#### 3. Alarms

- 3.1 The alarm system shall provide warning for necessary emergency action or for reaction time for safe escape of employees and customers of **The Club at Prairie Stone**.
- 3.2 If deemed advisable by staff, the receptionist will read the following announcement over the public address system and repeat it one time:

#### FIRE EVACUATION ANNOUNCEMENT

Instructions to be read twice over the facility P.A. System

**"Attention! Attention! Please!"**

**PLEASE STOP WHATEVER YOU ARE DOING AND PAY  
ATTENTION TO THIS ANNOUNCEMENT:**

**THIS IS NOT A DRILL. PLEASE PROCEED TO THE NEAREST  
EXIT AND LEAVE THE BUILDING. DO NOT RETURN UNTIL A  
STAFF PERSON INDICATES IT IS SAFE TO DO SO.**

#### **4. Evacuation**

- 4.1 Employees should know what type of evacuation is necessary and what their role is in carrying out that plan.
- 4.2 Employees shall be informed of the procedures and escape routes to follow to safely exit the emergency area.
- 4.3 Emergency evacuation route maps should be posted in each work area.
  - 4.3.1 A schematic that identifies the way to exits, exit doors, alarm stations and fire extinguishers is attached to this plan and posted throughout the facility.
  - 4.3.2 Employees are required to evacuate the building immediately when the alarm sounds by walking to the nearest exit.
  - 4.3.3 Once outside the facility, employees are required to assemble at an area designated in **Section 5** of this plan, to wait for further instructions.
- 4.4 At least one evacuation drill with participation of the Hoffman Estates Fire Department must be conducted each year. A record of each drill will be made and the drill will be evaluated for the purpose of improving the method of promptly evacuating the building.

#### **5. Assembly Points**

- 5.1 The designation of refuge or safe assembly points for evacuation should be determined, including on the evacuation route map and are identified below:

<b>SHELTER AREA</b>
<b>WEST PARKING LOT</b>

#### **6. Special Assistance**

A list of persons needing special assistance will be kept in the Operations Manager's Office.

#### **7. Rescue and Medical Duties**

- 7.1 There will be no rescue or medical first aid duties performed by **The Club at Prairie Stone** personnel.

- 7.2 All employees on duty will act as evacuation wardens so employees and customers can be swiftly moved away from the danger location to the safe area.
- 7.3 Every supervisor on duty will account for the personnel under their control, and report to his manager on duty, or in his/her absence, the Hoffman Estates Fire Department.

## **8. Training**

- 8.1 The supervisors shall be trained in the complete workplace layout and the various alternative escape routes in the workplace.
- 8.2 Selected personnel shall also receive training in the use of fire extinguishers.

## **9. Housekeeping**

The accumulation of flammable and combustible materials must be controlled so that the potential for a fast developing fire, rapid spread of toxic smoke, or an explosion is minimized. Employees should be aware of the hazardous properties of materials in their workplaces, and the degree of hazard each poses.

# **Severe Weather- Facilities Evacuation Plan**

## **Willow Recreation Center**

### **1. Purpose**

- 1.1 To protect human health and life in case of a weather-related emergency by providing adequate warning when severe weather is anticipated. Severe weather is defined as **TORNADOES, SEVERE THUNDERSTORMS, HIGH WINDS** and **BLIZZARDS**.
- 1.2 To provide an organized plan of action in the event of a disaster/emergency in order to assure quick reaction and necessary communication.

### **2. Scope**

- 2.1 This plan applies to all employees, occupants, members and contractors of the **Willow Recreation Center**.
- 2.2 This plan will go into effect in all severe weather emergencies.
- 2.3 Severe weather situations will initiate a **Severe Weather Warning** (Alert) or **Severe Weather Watch** (warning). For instructions in initiating these codes see section entitled "**Hoffman Estates Park District Emergency Codes.**" (**Section 15**)

### **3. Definitions**

- 3.1 **TORNADO WATCH**  
*A condition that could form a tornado exists. No funnel cloud has been sighted. No facility announcement is necessary when the National Weather Service announces a tornado or other weather watch.*
- 3.2 **TORNADO WARNING**  
*Means a tornado has been sighted in the area and people should take shelter. Typically, the National Weather Service will issue a warning if a tornado has been sighted anywhere within the Northeastern Illinois area. This would not necessarily mean that the **Willow Recreation Center** is in the path of a tornado. However, personnel need to take proper precautions during a warning alert.*

#### **4. Procedure**

- 4.1 When severe weather is anticipated, the **Manager on Duty (MOD)** will monitor an approved app set to your current location for notifications concerning weather conditions.
- 4.2 If the approved app provides indicates that a tornado or other severe weather watch, the **Manager on Duty (MOD)** will visually monitor weather conditions and should continue to monitor the app.
- 4.3 If an approved app notifies the MOD of a tornado or severe weather for our location, whether or not a funnel cloud has been sighted in the immediate vicinity of the **Willow Recreation Center** facility, the **MOD** will notify the **Facility Supervisor, if available**, regarding the warning. The **MOD** will then read an announcement over the building-wide emergency broadcast public address system.

#### **"TORNADO WARNING ANNOUNCEMENT"**

*Instructions to be read twice over the facility P.A. System*

**"Attention! Attention! Please!"**

**PLEASE STOP WHATEVER YOU ARE DOING AND PAY ATTENTION TO THIS ANNOUNCEMENT.**

**THE NATIONAL WEATHER SERVICE HAS ISSUED A TORNADO WARNING AND SEVERE WEATHER CONDITIONS ARE EXPECTED NEAR THIS FACILITY SHORTLY. PLEASE PROCEED DIRECTLY TO THE DOWNSTAIRS HALLWAY. SIT DOWN WITH YOUR BACK TO A WALL AND PROTECT YOUR HEAD WITH YOUR ARMS.**

**STAY IN THE BUILDING. REMAIN WHERE YOU ARE UNTIL AN ALL-CLEAR ANNOUNCEMENT IS MADE.**

***I WILL REPEAT THESE INSTRUCTIONS."***

***(REPEAT INSTRUCTIONS)***

When an "All-Clear" signal is received, an announcement will be made by the receptionist.

In the case of a winter storm (snow in excess of 6"), and blizzard warning, the decision to close the facility will be made in accordance with the company policy.

If there is any flooding due to outside weather conditions or inside plumbing failure, vacate the affected area and notify the **Facility Supervisor**.

## **5. Assembly Points**

5.1 The designation of refuge or safe assembly areas for relocation should be determined, included on the evacuation route map and are identified below:

<b>SHELTER AREA</b>
<i>DOWNSTAIRS HALLWAY &amp; LOCKER ROOMS</i>

## **6. Special Assistance**

6.1 A list of persons needing special assistance will be kept in the **Facility Manager's Office**.

## **7. Rescue and Medical Duties**

7.1 There will be no rescue or medical first aid duties performed by **Willow Recreation Center** personnel.

7.2 Employees who will act as evacuation captains are: all full-time and part-time employees on duty.

7.3 Every supervisor on duty will account for the personnel under their control, and report to his manager on duty, or in his/her absence, the Hoffman Estates Fire Department.

## **8. Training**

8.1 The supervisors shall be trained in the complete workplace layout and the various alternative escape routes in the workplace.

# Fire – Facilities Evacuation Plan

## Willow Recreation Center

### 1. Purpose

- 1.1 To protect human health and life in case of a fire emergency by providing a plan for safe, systematic, and orderly evacuation of this facility in the event of fire or other emergency.
- 1.2 To facilitate orderly employee evacuation from an affected fire area, upon instruction from either the **Facility Manager**, Fire Alarm or Hoffman Estates Fire Department personnel.

### 2. Scope

- 2.1 This plan applies to all employees, occupants and contractors at **Willow Recreation Center**.
- 2.2 A fire emergency will initiate a **CODE RED** (Fire – Evacuate Facility). For instruction in initiating this code see section entitled "**Hoffman Estates Park District Emergency Codes.**" (**Section 15**)

### 3. Alarms

- 3.1 The alarm system shall provide warning for necessary emergency action or for reaction time for safe escape of employees and customers of the facility.
- 3.2 The employee alarm system shall comply with OSHA 29 CFR 1910.165.
- 3.3 If deemed advisable by staff, the receptionist will read the following announcement over the public address system and repeat it one time:

### **FIRE EVACUATION ANNOUNCEMENT**

Instructions to be read twice over the facility P.A. System

**"Attention! Attention! Please!"**

**PLEASE STOP WHATEVER YOU ARE DOING AND PAY  
ATTENTION TO THIS ANNOUNCEMENT:**

**THIS IS NOT A DRILL. PLEASE PROCEED TO THE NEAREST EXIT AND LEAVE THE BUILDING. DO NOT RETURN UNTIL A STAFF PERSON INDICATES IT IS SAFE TO DO SO.**

**4. Evacuation**

- 4.1 Employees should know what type of evacuation is necessary and what his/her role is in carrying out the plan.
- 4.2 Employees shall be informed of the procedures and escape routes to follow to safely exit the emergency area.
- 4.3 Emergency evacuation route maps should be posted in each work area.
  - 4.3.1 A schematic that identifies the way to exits, exit doors, alarm stations and fire extinguishers is attached to this plan and posted throughout the facility.
  - 4.3.2 Employees and customers are required to evacuate the building by immediately walking to the nearest exit when the alarm sounds.
  - 4.3.3 Once outside the facility, employees are required to assembly at an area designated in **Section 5** of this plan, to wait for further instructions.
- 4.4 At least one evacuation drill, with participation of the Hoffman Estates Fire Department, must be conducted each year. A record of each drill will be made and the drill will be evaluated for the purpose of improving the method of promptly evacuating the building.

**5. Assembly Points**

- 5.1 The designation of refuge or safe assembly points for evacuation should be determined, included on the evacuation route map, and are identified below:

<b>ASSEMBLY AREA</b>
<i>Parking Area on the East Side of the Building</i>

**6. Special Assistance**

- 6.1 A list of persons needing special assistance will be kept in the **Facility Supervisor's Office**.

## **7. Rescue and Medical Duties**

- 7.1 There will be no rescue or medical first aid duties performed by **Willow Recreation Center** personnel.
- 7.2 All employees on duty will act as evacuation wardens so employees and customers can be swiftly moved away from the danger location to the safe area.
- 7.3 Every supervisor on duty will account for the personnel under their control, and report to his manager on duty, or in his/her absence, the Hoffman Estates Fire Department.

## **8. Training**

- 8.1 The supervisors shall be trained in the complete workplace layout and the various alternative escape routes in the workplace.
- 8.2 Selected personnel shall also receive training in the use of fire extinguishers.

## **9. Housekeeping**

- 9.1 The accumulation of flammable and combustible material must be controlled so that the potential for a fast-developing fire, rapid spread of toxic smoke, or an explosion is minimized. Employees should be aware of the hazardous properties of materials in their workplaces, and the degree of hazard each poses.

# Severe Weather- Facilities Evacuation Plan

## Triphahn Center & Ice Arena

### 1. Purpose

- 1.1 To protect human health and life in case of a weather-related emergency by providing adequate warning when severe weather is anticipated. Severe weather is defined as **TORNADOES, SEVERE THUNDERSTORMS, HIGH WINDS** and **BLIZZARDS**.
- 1.2 To provide an organized plan of action in the event of a disaster/emergency in order to assure quick reaction and necessary communication.

### 2. Scope

- 2.1 This plan applies to all employees, occupants, members and contractors of the **Triphahn Center & Ice Arena**.
- 2.2 This plan will go into effect in all severe weather emergencies.
- 2.3 Severe weather situations will initiate a **Severe Weather Warning** (Alert) or **Severe Weather Watch** (warning). For instructions in initiating these codes see section entitled "**Hoffman Estates Park District Emergency Codes.**" (**Section 15**)

### 3. Definitions

- 3.1 **TORNADO WATCH**  
*A condition that could form a tornado exists. No funnel cloud has been sighted. No facility announcement is necessary when the National Weather Service announces a tornado or other weather watch.*
- 3.2 **TORNADO WARNING**  
*Means a tornado has been sighted in the area and people should take shelter. Typically, the National Weather Service will issue a warning if a tornado has been sighted anywhere within the Northeastern Illinois area. This would not necessarily mean that the **Triphahn Center & Ice Arena** is in the path of a tornado. However, personnel need to take proper precautions during a warning alert.*

#### **4. Procedure**

- 4.1 When severe weather is anticipated, the **Manager on Duty (MOD)** will monitor an approved app set to your current location for notifications concerning weather conditions.
- 4.2 If the approved app provides indicates that a tornado or other severe weather watch, the **MOD** will visually monitor weather conditions and should continue to monitor the app.
- 4.3 If an approved app notifies the **MOD** of a tornado or severe weather for our location, whether or not a funnel cloud has been sighted in the immediate vicinity of the Triphahn Center facility, the **MOD** will notify the Facility Manager or Department Director, if available, regarding the warning. The **MOD** will then read an announcement over the building-wide emergency broadcast public address system.

#### **"TORNADO WARNING ANNOUNCEMENT"**

*Instructions to be read twice over the facility P.A. System*

**"Attention! Attention! Please!"**

**PLEASE STOP WHATEVER YOU ARE DOING AND PAY ATTENTION TO THIS ANNOUNCEMENT.**

**THE NATIONAL WEATHER SERVICE HAS ISSUED A TORNADO WARNING AND SEVERE WEATHER CONDITIONS ARE EXPECTED NEAR THIS FACILITY SHORTLY. PLEASE PROCEED DIRECTLY TO THE LOCKER ROOMS, OR THE LOWER LEVEL RESTROOMS IN THE ICE ARENA. FRONT DESK STAFF WILL UNLOCK THE LOCKER ROOMS SO NON-MEMBERS CAN ACCESS THE LOCKER ROOMS. SIT DOWN WITH YOUR BACK TO A WALL AND PROTECT YOUR HEAD WITH YOUR ARMS.**

**STAY IN THE BUILDING. REMAIN WHERE YOU ARE UNTIL AN ALL-CLEAR ANNOUNCEMENT IS MADE.**

***I WILL REPEAT THESE INSTRUCTIONS."***

## **(REPEAT INSTRUCTIONS)**

- 4.4 When an "All-Clear" signal is received, an announcement will be made by the receptionist.
- 4.5 In the case of a winter storm (snow in excess of 6"), and blizzard warning, the decision to close the facility will be made in accordance with the company policy.
- 4.6 If there is any flooding due to outside weather conditions or inside due to plumbing failure, vacate the affected area and notify the **Facility Manager**.

### **5. Assembly Points**

- 5.1 The designation of refuge or safe assembly areas for relocation should be determined, included on the evacuation route map and are identified below:

<u>SHELTER AREA</u>
<i>LOCKER ROOMS &amp; LOWER LEVEL REST ROOMS</i>

### **6. Special Assistance**

- 6.1 A list of persons needing special assistance will be kept in the **Facility Manager's Office**.

### **7. Rescue and Medical Duties**

- 7.1 There will be no rescue or medical first aid duties performed by **Triphahn Center & Ice Arena** personnel.
- 7.2 Employees who will act as evacuation captains are: all full-time and part-time employees on duty.
- 7.3 Every supervisor on duty will account for the personnel under their control, and report to his manager on duty, or in his/her absence the Hoffman Estates Fire Department.

### **8. Training**

- 8.1 The supervisors shall be trained in the complete workplace layout and the various alternative escape routes in the workplace.

# Fire – Facilities Evacuation Plan

## Triphahn Center & Ice Arena

### 1. Purpose

- 1.1 To protect human health and life in case of a fire emergency by providing a plan for safe, systematic, and orderly evacuation of this facility in the event of fire or other emergency.
- 1.2 To facilitate orderly employee evacuation from an affected fire area, upon instruction from the **Facility Manager**, Fire Alarm, or Hoffman Estates Fire Department personnel.

### 2. Scope

- 2.1 This plan applies to all employees, occupants and contractors at **Triphahn Center & Ice Arena**.
- 2.2 A fire emergency will initiate a **CODE RED** (Fire – Evacuate Facility). For instruction in initiating this code see section entitled "**Hoffman Estates Park District Emergency Codes.**" (**Section 15**)

### 3. Alarms

- 3.1 The alarm system shall provide warning for necessary emergency action or for reaction time for safe escape of employees and customers of the facility.
- 3.2 The employee alarm system shall comply with OSHA 29 CFR 1910.165.
- 3.3 If deemed advisable by staff, the receptionist will read the following announcement over the public address system and repeat it one time:

## FIRE EVACUATION ANNOUNCEMENT

Instructions to be read twice over the facility P.A. System

**"Attention! Attention! Please!"**

**PLEASE STOP WHATEVER YOU ARE DOING AND PAY  
ATTENTION TO THIS ANNOUNCEMENT:**

**THIS IS NOT A DRILL. PLEASE PROCEED TO THE NEAREST  
EXIT AND LEAVE THE BUILDING. DO NOT RETURN UNTIL A  
STAFF PERSON INDICATES IT IS SAFE TO DO SO.**

**4. Evacuation**

- 4.1 Employees should know what type of evacuation is necessary and what their role is in carrying out the plan.
- 4.2 Employees shall be informed of the procedures and escape routes to follow to safely exit the emergency area.
- 4.3 Emergency evacuation route maps should be posted in each work area.
  - 4.3.1 A schematic that identifies the way to exits, exit doors, alarm stations and fire extinguishers is attached to this plan and posted throughout the facility.
  - 4.3.2 Employees and customers are required to evacuate the building immediately when the alarm sounds, by walking to the nearest exit.
  - 4.3.3 Once outside the facility, employees are required to assemble at an area designated in **Section 5** of this plan, to wait for further instructions.
- 4.4 At least one evacuation drill, with participation of the Hoffman Estates Fire Department, must be conducted each year. A record of each drill will be made and the drill will be evaluated for the purpose of improving the method of promptly evacuating the building.

**5. Assembly Points**

- 5.1 The designation of refuge or safe assembly points for evacuation should be determined, included on the evacuation route map, and are identified below:

<b>ASSEMBLY AREA</b>
<i>Parking Area on the East Side of the Building</i>

## **6. Special Assistance**

- 6.1 A list of persons needing special assistance will be kept in the **Facility Manager's Office**.

## **7. Rescue and Medical Duties**

- 7.1 There will be no rescue or medical first aid duties performed by the **Triphahn Center & Ice Arena** personnel.
- 7.2 All employees on duty will act as evacuation wardens so employees and customers can be swiftly moved away from the danger location to the safe area.
- 7.3 Every supervisor on duty will account for the personnel under their control, and report to his manager on duty, or, in his/her absence, the Hoffman Estates Fire Department.

## **8. Training**

- 8.1 The supervisors shall be trained in the complete workplace layout and the various alternative escape routes in the workplace.

## **9. Housekeeping**

- 9.1 The accumulation of flammable and combustible materials must be controlled so that the potential for a fast-developing fire, rapid spread of toxic smoke, or an explosion is minimized. Employees should be aware of the hazardous properties of materials in their workplaces and the degree of hazard each poses.

## Severe Weather- Facilities Evacuation Plan

### Bridges of Poplar Creek Country Club Clubhouse

#### 1. Purpose

- 1.1 To protect human health and life in case of a weather-related emergency by providing adequate warning when severe weather is anticipated. Severe weather is defined as **TORNADOES, SEVERE THUNDERSTORMS, HIGH WINDS** and **BLIZZARDS**.
- 1.2 To provide an organized plan of action in the event of a disaster/emergency in order to assure quick reaction and necessary communication.

#### 2. Scope

- 2.1 This plan applies to all employees, occupants, members and contractors of the **Bridges of Poplar Creek Country Club Clubhouse**.
- 2.2 This plan will go into effect in all severe weather emergencies.
- 2.3 Severe weather situations will initiate a **Severe Weather Warning** (Alert) or **Severe Weather Watch** (warning). For instructions in initiating these codes see section entitled "**Hoffman Estates Park District Emergency Codes.**" (**Section 15**)

#### 3. Definitions

- 3.1 **TORNADO WATCH**  
*A condition that could form a tornado exists. No funnel cloud has been sighted. No facility announcement is necessary when the National Weather Service announces a tornado or other weather watch.*
- 3.2 **TORNADO WARNING**  
*Means a tornado has been sighted in the area and people should take shelter. Typically, the National Weather Service will issue a warning if a tornado has been sighted anywhere within the Northeastern Illinois area. This would not necessarily mean that the **Bridges of Poplar Creek Country Club Clubhouse** is in the path of a tornado. However, personnel need to take proper precautions during a warning alert.*

#### **4. Procedure**

1. When severe weather is anticipated, the **Manager on Duty (MOD)** will monitor an approved app set to your current location for notifications concerning weather conditions.
2. If the approved app provides indicates that a tornado or other severe weather watch, the **MOD** will visually monitor weather conditions and should continue to monitor radio announcements.
3. If an approved app notifies the **MOD** of a tornado or severe weather for our location, whether or not a funnel cloud has been sighted in the immediate vicinity of the Willow Recreation Center facility, the MOD will notify the Division Director, if available, regarding the warning. MOD must go to each occupied event area and make the announcement. They must also alert the golf shop to send out the Tornado Warning Announcements to all the carts with via our GPS system.

#### **"TORNADO WARNING ANNOUNCEMENT"**

Instructions to be read twice over the facility P.A. System

**"Attention! Attention! Please!"**

**PLEASE STOP WHATEVER YOU ARE DOING AND  
PAY ATTENTION TO THIS ANNOUNCEMENT.**

**THE NATIONAL WEATHER SERVICE HAS ISSUED A  
TORNADO WARNING AND SEVERE WEATHER  
CONDITIONS ARE EXPECTED NEAR THIS FACILITY  
SHORTLY. PLEASE PROCEED DIRECTLY TO THE  
BASEMENT OR CART STORAGE AREA. SIT DOWN  
WITH YOUR BACK TO A WALL AND PROTECT  
YOUR HEAD WITH YOUR ARMS.**

**STAY IN THE BUILDING. REMAIN WHERE YOU ARE  
UNTIL AN ALL-CLEAR ANNOUNCEMENT IS MADE.**

***I WILL REPEAT THESE INSTRUCTIONS."***

## **(REPEAT INSTRUCTIONS)**

- 4.1 When an "All-Clear" signal is received, an announcement will be made by the receptionist.
- 4.2 In the case of a winter storm (snow in excess of 6"), and blizzard warning, the decision to close the facility will be made in accordance with the company policy.
- 4.3 If there is any flooding due to outside weather conditions or inside plumbing failure, vacate the affected area and notify the **Division Director**.

### **5. Assembly Points**

- 5.1 The designation of refuge or safe assembly areas for relocation should be determined, included on the evacuation route map and are identified below:

<b>SHELTER AREA</b>
<b>BASEMENT &amp; CART STORAGE AREA</b>

### **6. Special Assistance**

- 6.1 A list of persons needing special assistance will be kept in the **Division Director's Office**.

### **7. Rescue and Medical Duties**

- 7.1 There will be no rescue or medical first aid duties performed by **Bridges of Poplar Creek Country Club Clubhouse** personnel.
- 7.2 Employees who will act as evacuation captains are: all full-time and part-time employees on duty.
- 7.3 Every supervisor on duty will account for the personnel under their control, and report to his manager on duty, or in his/her absence, the Hoffman Estates Fire Department.

### **8. Training**

- 8.1 The supervisors shall be trained in the complete workplace layout and the various alternative escape routes in the workplace.

# Fire – Facilities Evacuation Plan

## Bridges of Poplar Creek Country Club Clubhouse

### 1. Purpose

- 1.1 To protect human health and life in case of a fire emergency by providing a plan for safe, systematic, and orderly evacuation of this facility in the event of fire or other emergency.
- 1.2 To facilitate orderly employee evacuation from an affected fire area, upon instruction from their **Division Director**, Fire Alarm, or Hoffman Estates Fire Department personnel.

### 2. Scope

- 2.1 This plan applies to all employees, occupants and contractors at **Bridges of Poplar Creek Country Club Clubhouse**.
- 2.2 A fire emergency will initiate a **CODE RED** (Fire – Evacuate Facility). For instruction in initiating this code see section entitled "**Hoffman Estates Park District Emergency Codes.**" (**Section 15**)

### 3. Alarms

- 3.1 The alarm system shall provide warning for necessary emergency action or for reaction time for safe escape of employees and customers of the facility.
- 3.2 The employee alarm system shall comply with OSHA 29 CFR 1910.165.
- 3.4 If deemed advisable by staff, the receptionist will read the following announcement over the public address system and repeat it one time:

### **FIRE EVACUATION ANNOUNCEMENT**

MOD of each area of the facility will announce in the room before exiting upon hearing the fire alarm.

**"Attention! Attention! Please!"**

**PLEASE STOP WHATEVER YOU ARE DOING AND PAY  
ATTENTION TO THIS ANNOUNCEMENT:**

**THIS IS NOT A DRILL. PLEASE PROCEED TO THE NEAREST EXIT AND LEAVE THE BUILDING. DO NOT RETURN UNTIL A STAFF PERSON INDICATES IT IS SAFE TO DO SO.**

**4. Evacuation**

- 4.1 Employees should know what type of evacuation is necessary and what their role is in carrying out the plan.
- 4.2 Employees shall be informed of the procedures and escape routes to follow to safely exit the emergency area.
- 4.3 Emergency evacuation route maps should be posted in each work area.
  - 4.3.1 A schematic that identifies the way to exits, exit doors, alarm stations and fire extinguishers is attached to this plan and posted throughout the facility.
  - 4.3.2 Employees and customers are required to evacuate the building immediately when the alarm sounds, by walking to the nearest exit.
  - 4.3.3 Once outside the facility, employees are required to assemble at an area designated in **Section 5** of this plan, to wait for further instructions.
- 4.4 At least one evacuation drill, with participation of the Hoffman Estates Fire Department, must be conducted each year. A record of each drill will be made and the drill will be evaluated for the purpose of improving the method of promptly evacuating the building.

**5. Assembly Points**

- 5.1 The designation of refuge or safe assembly points for evacuation should be determined, included on the evacuation route map, and are identified below:

<b>ASSEMBLY AREA</b>
<i>Parking Area on the West Side of the Building</i>

**6. Special Assistance**

- 6.1 A list of persons needing special assistance will be kept in the **Division Director's Office**.

## **7. Rescue and Medical Duties**

- 7.1 There will be no rescue or medical first aid duties performed by the **Bridges of Poplar Creek Country Club Clubhouse** personnel.
- 7.2 All employees on duty will act as evacuation wardens so employees and customers can be swiftly moved away from the danger location to the safe area.
- 7.3 Every supervisor on duty will account for the personnel under their control, and report to his manager on duty, or, in his/her absence, the Hoffman Estates Fire Department.

## **8. Training**

- 8.1 The supervisors shall be trained in the complete workplace layout and the various alternative escape routes in the workplace.

## **9. Housekeeping**

- 9.1 The accumulation of flammable and combustible materials must be controlled so that the potential for a fast-developing fire, rapid spread of toxic smoke, or an explosion is minimized. Employees should be aware of the hazardous properties of materials in their workplaces and the degree of hazard each poses.

## Severe Weather- Facilities Evacuation Plan

### Bridges of Poplar Creek Country Club TopTracer Range

#### 1. Purpose

- 1.1 To protect human health and life in case of a weather-related emergency by providing adequate warning when severe weather is anticipated. Severe weather is defined as **TORNADOES, SEVERE THUNDERSTORMS, HIGH WINDS** and **BLIZZARDS**.
- 1.2 To provide an organized plan of action in the event of a disaster/emergency in order to assure quick reaction and necessary communication.

#### 2. Scope

- 2.1 This plan applies to all employees, occupants, members and contractors of the **Bridges of Poplar Creek Country Club TopTracer Facility**.
- 2.2 This plan will go into effect in all severe weather emergencies.
- 2.3 Severe weather situations will initiate a **Severe Weather Warning** (Alert) or **Severe Weather Watch** (warning). For instructions in initiating these codes see section entitled "**Hoffman Estates Park District Emergency Codes.**" (**Section 15**)

#### 3. Definitions

- 3.1 **TORNADO WATCH**  
*A condition that could form a tornado exists.  
No funnel cloud has been sighted. No facility announcement is necessary when the National Weather Service announces a tornado or other weather watch.*
- 3.2 **TORNADO WARNING**  
*Means a tornado has been sighted in the area and people should take shelter. Typically, the National Weather Service will issue a warning if a tornado has been sighted anywhere within the Northeastern Illinois area. This would not necessarily mean that the **Bridges of Poplar Creek Country Club TopTracer Facility** is in the path of a tornado. However, personnel need to take proper precautions during a warning alert.*

#### **4. Procedure**

4. When severe weather is anticipated, the **Manager on Duty (MOD)** will monitor an approved app set to your current location for notifications concerning weather conditions.
5. If the approved app provides indicates that a tornado or other severe weather watch, the **MOD** will visually monitor weather conditions and should continue to monitor radio announcements.
6. If an approved app notifies the **MOD** of a tornado or severe weather for our location, whether or not a funnel cloud has been sighted in the immediate vicinity of the Willow Recreation Center facility, the MOD will notify the Division Director, if available, regarding the warning. MOD will make announcement to the TopTracer Facility, Beer Garden, and Driving Range.

#### **"TORNADO WARNING ANNOUNCEMENT"**

*Instructions to be read twice to designated areas.*

**"Attention! Attention! Please!"**

**PLEASE STOP WHATEVER YOU ARE DOING AND PAY ATTENTION TO THIS ANNOUNCEMENT.**

**THE NATIONAL WEATHER SERVICE HAS ISSUED A TORNADO WARNING AND SEVERE WEATHER CONDITIONS ARE EXPECTED NEAR THIS FACILITY SHORTLY. PLEASE PROCEED DIRECTLY TO THE ~~LOCKER ROOMS~~ CLUBHOUSE BASMENT OR CART STORAGE AREA. SIT DOWN WITH YOUR BACK TO A WALL AND PROTECT YOUR HEAD WITH YOUR ARMS.**

**STAY IN THE BUILDING. REMAIN WHERE YOU ARE UNTIL AN ALL-CLEAR ANNOUNCEMENT IS MADE.**

**I WILL REPEAT THESE INSTRUCTIONS."**

## **(REPEAT INSTRUCTIONS)**

- 4.1 When an "All-Clear" signal is received, an announcement will be made by the receptionist.
- 4.2 In the case of a winter storm (snow in excess of 6"), and blizzard warning, the decision to close the facility will be made in accordance with the company policy.
- 4.3 If there is any flooding due to outside weather conditions or inside plumbing failure, vacate the affected area and notify the **Division Director**.

### **5. Assembly Points**

- 5.1 The designation of refuge or safe assembly areas for relocation should be determined, included on the evacuation route map and are identified below:

<b>SHELTER AREA</b>
<b>BASEMENT &amp; CART STORAGE AREA</b>

### **6. Special Assistance**

- 6.1 A list of persons needing special assistance will be kept in the **Division Director's Office**.

### **7. Rescue and Medical Duties**

- 7.1 There will be no rescue or medical first aid duties performed by **Bridges of Poplar Creek Country Club Clubhouse** personnel.
- 7.2 Employees who will act as evacuation captains are: all full-time and part-time employees on duty.
- 7.3 Every supervisor on duty will account for the personnel under their control, and report to his manager on duty, or in his/her absence, the Hoffman Estates Fire Department.

### **8. Training**

- 8.1 The supervisors shall be trained in the complete workplace layout and the various alternative escape routes in the workplace.

## **Fire – Facilities Evacuation Plan**

### **Bridges of Poplar Creek Country Club TopTracer Facility**

#### **10. Purpose**

- 10.1 To protect human health and life in case of a fire emergency by providing a plan for safe, systematic, and orderly evacuation of this facility in the event of fire or other emergency.
- 10.2 To facilitate orderly employee evacuation from an affected fire area, upon instruction from their the **Division Director**, Fire Alarm, or Hoffman Estates Fire Department personnel.

#### **11. Scope**

- 11.1 This plan applies to all employees, occupants and contractors at **Bridges of Poplar Creek Country Club Clubhouse**.
- 11.2 A fire emergency will initiate a **CODE RED** (Fire – Evacuate Facility). For instruction in initiating this code see section entitled "**Hoffman Estates Park District Emergency Codes.**" (**Section 15**)

#### **12. Alarms**

- 12.1 The alarm system shall provide warning for necessary emergency action or for reaction time for safe escape of employees and customers of the facility.
- 12.2 The employee alarm system shall comply with OSHA 29 CFR 1910.165.
- 3.4 If deemed advisable by staff, the receptionist will read the following announcement over the public address system and repeat it one time:

#### **FIRE EVACUATION ANNOUNCEMENT**

MOD of the facility will announce before exiting upon hearing the fire alarm.

**"Attention! Attention! Please!"**

**PLEASE STOP WHATEVER YOU ARE DOING AND PAY  
ATTENTION TO THIS ANNOUNCEMENT:**

**THIS IS NOT A DRILL. PLEASE PROCEED TO THE NEAREST EXIT AND LEAVE THE BUILDING. DO NOT RETURN UNTIL A STAFF PERSON INDICATES IT IS SAFE TO DO SO.**

### **13. Evacuation**

- 13.1 Employees should know what type of evacuation is necessary and what their role is in carrying out the plan.
- 13.2 Employees shall be informed of the procedures and escape routes to follow to safely exit the emergency area.
- 13.3 Emergency evacuation route maps should be posted in each work area.
  - 13.3.1 A schematic that identifies the way to exits, exit doors, alarm stations and fire extinguishers is attached to this plan and posted throughout the facility.
  - 13.3.2 Employees and customers are required to evacuate the building immediately when the alarm sounds, by walking to the nearest exit.
  - 13.3.3 Once outside the facility, employees are required to assemble at an area designated in **Section 5** of this plan, to wait for further instructions.
- 13.4 At least one evacuation drill, with participation of the Hoffman Estates Fire Department, must be conducted each year. A record of each drill will be made and the drill will be evaluated for the purpose of improving the method of promptly evacuating the building.

### **14. Assembly Points**

- 14.1 The designation of refuge or safe assembly points for evacuation should be determined, included on the evacuation route map, and are identified below:

<b>ASSEMBLY AREA</b>
<i>Parking Area on the West Side of the Building</i>

### **15. Special Assistance**

- 15.1 A list of persons needing special assistance will be kept in the **Division Director's Office**.

## **16. Rescue and Medical Duties**

- 16.1 There will be no rescue or medical first aid duties performed by the **Bridges of Poplar Creek Country Club TopTracer Facility** personnel.
- 16.2 All employees on duty will act as evacuation wardens so employees and customers can be swiftly moved away from the danger location to the safe area.
- 16.3 Every supervisor on duty will account for the personnel under their control, and report to his manager on duty, or, in his/her absence, the Hoffman Estates Fire Department.

## **17. Training**

- 17.1 The supervisors shall be trained in the complete workplace layout and the various alternative escape routes in the workplace.

## **18. Housekeeping**

- 18.1 The accumulation of flammable and combustible materials must be controlled so that the potential for a fast-developing fire, rapid spread of toxic smoke, or an explosion is minimized. Employees should be aware of the hazardous properties of materials in their workplaces and the degree of hazard each poses.

# Severe Weather- Facilities Evacuation Plan

## Bridges of Poplar Creek Country Club Maintenance Garage

### 1. Purpose

- 1.1 To protect human health and life in case of a weather-related emergency by providing adequate warning when severe weather is anticipated. Severe weather is defined as **TORNADOES, SEVERE THUNDERSTORMS, HIGH WINDS** and **BLIZZARDS**.
- 1.2 To provide an organized plan of action in the event of a disaster/emergency in order to assure quick reaction and necessary communication.

### 2. Scope

- 2.1 This plan applies to all employees, occupants, members and contractors of the **Bridges of Poplar Creek Country Club Maintenance Garage**.
- 2.2 This plan will go into effect in all severe weather emergencies.
- 2.3 Severe weather situations will initiate a **Severe Weather Warning** (Alert) or **Severe Weather Watch** (warning). For instructions in initiating these codes see section entitled "**Hoffman Estates Park District Emergency Codes.**" (Section 15)

### 3. Definitions

- 3.1 **TORNADO WATCH**  
*A condition that could form a tornado exists. No funnel cloud has been sighted. No facility announcement is necessary when the National Weather Service announces a tornado or other weather watch.*
- 3.2 **TORNADO WARNING**  
*Means a tornado has been sighted in the area and people should take shelter. Typically, the National Weather Service will issue a warning if a tornado has been sighted anywhere within the Northeastern Illinois area. This would not necessarily mean that the **Bridges of Poplar Creek Country Club Maintenance Garage** is in the path of a tornado. However, personnel need to take proper precautions during a warning alert.*

#### **4. Procedure**

- 4.1 When severe weather is anticipated, the **Maintenance Supervisor** will monitor an approved app set to your current location for notifications concerning weather conditions.
- 4.2 If the approved app provides indicates that a tornado or other severe weather watch, the **Maintenance Supervisor** will visually monitor weather conditions and should continue to monitor the approved apps.
- 4.3 If an approved app notifies the **Maintenance Supervisor** of a tornado or severe weather for our location, whether or not a funnel cloud has been sighted in the immediate vicinity of the Maintenance Garage, the **Maintenance Supervisor** will notify the other staff. All staff must turn off equipment, move to an interior wall, sit down with their back to the wall and protect their head with their arms. They also must stay in the building and remain where they are until an all-clear announcement is made.
- 4.4 When an "All-Clear" signal is received, an announcement will be made by the **Maintenance Supervisor**.
- 4.5 In the case of a winter storm (snow in excess of 6"), and blizzard warning, the decision to close the facility will be made in accordance with the company policy.
- 4.6 If there is any flooding due to outside weather conditions or inside plumbing failure, vacate the affected area and notify the **Maintenance Supervisor**.

#### **5. Assembly Points**

- 5.1 The designation of refuge or safe assembly areas for relocation should be determined, included on the evacuation route map and are identified below:

<b>SHELTER AREA</b>
<b>CENTRAL FACILITY</b>

## **6. Special Assistance**

6.1 A list of persons needing special assistance will be kept in the **Maintenance Supervisor's office**.

## **7. Rescue and Medical Duties**

There will be no rescue or medical first aid duties performed by the **Bridges of Poplar Creek Country Club** personnel.

The list of employees who will act as evacuation captains so employees can be swiftly moved away from danger to the safe area includes: **Maintenance Supervisor's office, Mechanic, and Greens Foreman**.

Every supervisor on duty will account for the personnel under their control, and report to his manager on duty, or in his/her absence the Hoffman Estates Fire Department.

## **8. Training**

8.1 The supervisors shall be trained in the complete workplace layout and the various alternative escape routes in the workplace.

# **Fire – Facilities Evacuation Plan**

## **Bridges of Poplar Creek Country Club Maintenance Garage**

### **1. Purpose**

- 1.1 To protect human health and life in case of a fire emergency by providing a plan for safe, systematic, and orderly evacuation of this facility in the event of fire or other emergency.
- 1.2 To facilitate orderly employee evacuation from an affected fire area, upon instruction from the **Facility Manager**, Fire Alarm, or Hoffman Estates Fire Department personnel.

### **2. Scope**

- 2.1 This plan applies to all employees, occupants and contractors at **Bridges of Poplar Creek Country Club Maintenance**.
- 2.2 A fire emergency will initiate a **CODE RED** (Fire – Evacuate Facility). For instruction in initiating this code see section entitled "**Hoffman Estates Park District Emergency Codes.**" (**Section 15**)

### **3. Alarms**

- 3.1 The alarm system shall provide warning for necessary emergency action or for reaction time for safe escape of employees and customers of the facility.
- 3.2 The employee alarm system shall comply with OSHA 29 CFR 1910.165.

### **4. Evacuation**

- 4.1 Employees should know what type of evacuation is necessary and what their role is in carrying out the plan.
- 4.2 Employees shall be informed of the procedures and escape routes to follow to safely exit the emergency area.
- 4.3 Emergency evacuation route maps should be posted in each work area.

- 4.3.1 A schematic that identifies the way to exits, exit doors, alarm stations and fire extinguishers is attached to this plan and posted throughout the facility.
- 4.3.2 Employees and customers are required to evacuate the building immediately when the alarm sounds, by walking to the nearest exit.
- 4.3.3 Once outside the facility, employees are required to assemble at an area designated in **Section 5** of this plan, to wait for further instructions.
- 4.4 At least one evacuation drill, with participation of the Hoffman Estates Fire Department, must be conducted each year. A record of each drill will be made and the drill will be evaluated for the purpose of improving the method of promptly evacuating the building.

## 5. Assembly Points

- 5.1 The designation of refuge or safe assembly points for evacuation should be determined, included on the evacuation route map, and are identified below:

ASSEMBLY AREA
<i>Parking Area on the East Side of the Building</i>

## 6. Special Assistance

- 6.1 A list of persons needing special assistance will be kept in the **Division Director's Office**.

## 7. Rescue and Medical Duties

- 7.1 There will be no rescue or medical first aid duties performed by the **Bridges of Poplar Creek Country Club Maintenance** personnel.
- 7.2 All employees on duty will act as evacuation wardens so employees and customers can be swiftly moved away from the danger location to the safe area.
- 7.3 Every supervisor on duty will account for the personnel under their control, and report to his manager on duty, or, in his/her absence, the Hoffman Estates Fire Department.

## **8. Training**

- 8.1 The supervisors shall be trained in the complete workplace layout and the various alternative escape routes in the workplace.

## **9. Housekeeping**

- 9.1 The accumulation of flammable and combustible materials must be controlled so that the potential for a fast-developing fire, rapid spread of toxic smoke, or an explosion is minimized. Employees should be aware of the hazardous properties of materials in their workplaces and the degree of hazard each poses.

**Severe Weather-  
Facilities Evacuation Plan  
Seascape Family Aquatic Center**

**1. Purpose**

- 1.1 To protect human health and life in case of a weather-related emergency by providing adequate warning when severe weather is anticipated. Severe weather is defined as **TORNADOES, SEVERE THUNDERSTORMS, HIGH WINDS** and **BLIZZARDS**.
- 1.2 To provide an organized plan of action in the event of a disaster/emergency in order to assure quick reaction and necessary communication.

**2. Scope**

- 2.1 This plan applies to all employees, occupants, members and contractors of the **Seascape Family Aquatic Center**.
- 2.2 This plan will go into effect in all severe weather emergencies.
- 2.3 Severe weather situations will initiate a **Severe Weather Warning** (Alert) or **Severe Weather Watch** (warning). For instructions in initiating these codes see section entitled "**Hoffman Estates Park District Emergency Codes.**" (**Section 15**)

**3. Definitions**

**3.1 TORNADO WATCH**

*A condition that could form a tornado exists.*

*No funnel cloud has been sighted. No facility announcement is necessary when the National Weather Service announces a tornado or other weather watch.*

**3.2 TORNADO WARNING**

*Means a tornado has been sighted in the area and people should take shelter. Typically, the National Weather Service will issue a warning if a tornado has been sighted anywhere within the Northeastern Illinois area. This would not necessarily mean that the **Seascape Family Aquatic Center** is in the path of a tornado. However, personnel need to take proper precautions during a warning alert.*

#### **4. Procedure**

- 4.1 When severe weather is anticipated, the **Manager on Duty (MOD)** will monitor an approved app set to your current location for notifications concerning weather conditions.
- 4.2 If the approved app provides indicates that a tornado or other severe weather watch, **MOD** will visually monitor weather conditions and should continue to monitor the approved app.
- 4.3 If an approved app notifies the **MOD** of a tornado or severe weather for our location, whether or not a funnel cloud has been sighted in the immediate vicinity of the Seaside Aquatic Center, the **MOD** will notify the Aquatics Manager, if available, regarding the warning. The **MOD** will then read an announcement over the building-wide emergency broadcast public address system.

#### **"TORNADO WARNING ANNOUNCEMENT"**

*Instructions to be read twice over the facility P.A. System*

**"Attention! Attention! Please!"**

**PLEASE STOP SWIMMING AND PAY ATTENTION TO THIS ANNOUNCEMENT.**

**THE NATIONAL WEATHER SERVICE HAS ISSUED A TORNADO WARNING AND SEVERE WEATHER CONDITIONS ARE EXPECTED NEAR THIS FACILITY SHORTLY. PLEASE PROCEED DIRECTLY TO THE LOCKER ROOMS. SIT DOWN WITH YOUR BACK TO A WALL AND PROTECT YOUR HEAD WITH YOUR ARMS.**

**STAY IN THE BUILDING. REMAIN WHERE YOU ARE UNTIL AN ALL-CLEAR ANNOUNCEMENT IS MADE.**

**I WILL REPEAT THESE INSTRUCTIONS."**

**(REPEAT INSTRUCTIONS)**

- 4.4 When an "All-Clear" signal is received, an announcement will be made by the receptionist.
- 4.5 In the case of a winter storm (snow in excess of 6"), and blizzard warning, the decision to close the facility will be made in accordance with the company policy.
- 4.6 If there is any flooding due to outside weather conditions or inside plumbing failure, vacate the affected area and notify the **Aquatics Manager**.

## **5. Assembly Points**

- 5.1 The designation of refuge or safe assembly areas for relocation should be determined, included on the evacuation route map and are identified below:

<b>SHELTER AREA</b>
<b>LOCKER ROOMS</b>

## **6. Special Assistance**

- 6.1 A list of persons needing special assistance will be kept in the **Aquatics Manager's Office**.

## **7. Rescue and Medical Duties**

- 7.1 There will be no rescue or medical first aid duties performed by **Seascape Family Aquatic Center** personnel.
- 7.2 Employees who will act as evacuation captains so persons can be swiftly moved away from the danger location to the safe area includes: all full-time and part-time staff on duty.
- 7.3 Every supervisor on duty will account for the personnel under their control, and report to his manager on duty, or in his/her absence the Hoffman Estates Fire Department.

## **8. Training**

- 8.1 The supervisors shall be trained in the complete workplace layout and the various alternative escape routes in the workplace.

## **Fire – Facilities Evacuation Plan** **Seascape Family Aquatic Center**

### **1. Purpose**

- 1.1 To protect human health and life in case of a fire emergency by providing a plan for safe, systematic, and orderly evacuation of this facility in the event of fire or other emergency.
- 1.2 To facilitate orderly employee evacuation from an affected fire area, upon instruction from the **Aquatics Manager**, Fire Alarm, or Hoffman Estates Fire Department personnel.

### **2. Scope**

- 2.1 This plan applies to all employees, occupants and contractors at **Seascape Family Aquatic Center**.
- 2.2 A fire emergency will initiate a **CODE RED** (Fire – Evacuate Facility). For instruction in initiating this code see section entitled "**Hoffman Estates Park District Emergency Codes.**" (**Section 15**)

### **3. Alarms**

- 3.1 The alarm system shall provide warning for necessary emergency action or for reaction time for safe escape of employees and customers of the facility.
- 3.2 The employee alarm system shall comply with OSHA 29 CFR 1910.165.
- 3.3 If deemed advisable by staff, the receptionist will read the following announcement over the public address system and repeat it one time:

### **FIRE EVACUATION ANNOUNCEMENT**

Instructions to be read twice over the facility P.A. System

**"Attention! Attention! Please!"**

**PLEASE STOP WHATEVER YOU ARE DOING AND PAY  
ATTENTION TO THIS ANNOUNCEMENT:**

**THIS IS NOT A DRILL. PLEASE PROCEED TO THE NEAREST EXIT AND LEAVE THE BUILDING. DO NOT RETURN UNTIL A STAFF PERSON INDICATES IT IS SAFE TO DO SO.**

**4. Evacuation**

- 4.1 Employees should know what type of evacuation is necessary and what their role is in carrying out the plan.
- 4.2 Employees shall be informed of the procedures and escape routes to follow to safely exit the emergency area.
- 4.3 Emergency evacuation route maps should be posted in each work area.
  - 4.3.1 A schematic that identifies the way to exits, exit doors, alarm stations and fire extinguishers is attached to this plan and posted throughout the facility.
  - 4.3.2 Employees and customers are required to evacuate the building immediately when the alarm sounds, by walking to the nearest exit.
  - 4.3.3 Once outside the facility, employees are required to assemble at an area designated in **Section 5** of this plan, to wait for further instructions.
- 4.4 At least one evacuation drill, with participation of the Hoffman Estates Fire Department, must be conducted each year. A record of each drill will be made and the drill will be evaluated for the purpose of improving the method of promptly evacuating the building.

**5. Assembly Points**

- 5.1 The designation of refuge or safe assembly points for evacuation should be determined, included on the evacuation route map, and are identified below:

<b>ASSEMBLY AREA</b>
<i>Parking Area on the South Side of the Building</i>

**6. Special Assistance**

- 6.1 A list of persons needing special assistance will be kept in the **Aquatics Manager's Office**.

## **7. Rescue and Medical Duties**

- 7.1 There will be no rescue or medical first aid duties performed by the **Seascape Family Aquatic Center** personnel.
- 7.2 All employees on duty will act as evacuation wardens so employees and customers can be swiftly moved away from the danger location to the safe area.
- 7.3 Every supervisor on duty will account for the personnel under their control, and report to his manager on duty, or, in his/her absence, the Hoffman Estates Fire Department.

## **8. Training**

- 8.1 The supervisors shall be trained in the complete workplace layout and the various alternative escape routes in the workplace.

## **9. Housekeeping**

- 9.1 The accumulation of flammable and combustible materials must be controlled so that the potential for a fast-developing fire, rapid spread of toxic smoke, or an explosion is minimized. Employees should be aware of the hazardous properties of materials in their workplaces and the degree of hazard each poses.

**Severe Weather-  
Facilities Evacuation Plan  
Vogelei Barn**

**1. Purpose**

- 1.1 To protect human health and life in case of a weather-related emergency by providing adequate warning when severe weather is anticipated. Severe weather is defined as **TORNADOES, SEVERE THUNDERSTORMS, HIGH WINDS** and **BLIZZARDS**.
- 1.2 To provide an organized plan of action in the event of a disaster/emergency in order to assure quick reaction and necessary communication.

**2. Scope**

- 2.1 This plan applies to all employees, occupants, members and contractors of the Parks Services Facility.
- 2.2 This plan will go into effect in all severe weather emergencies.
- 2.3 Severe weather situations will initiate a **Severe Weather Warning** (Alert) or **Severe Weather Watch** (warning). For instructions in initiating these codes see section entitled "**Hoffman Estates Park District Emergency Codes.**" (**Section 15**)

**3. Definitions**

- 3.1 **TORNADO WATCH**  
*A condition that could form a tornado exists. No funnel cloud has been sighted. No facility announcement is necessary when the National Weather Service announces a tornado or other weather watch.*
- 3.2 **TORNADO WARNING**  
*Means a tornado has been sighted in the area and people should take shelter. Typically, the National Weather Service will issue a warning if a tornado has been sighted anywhere within the Northeastern Illinois area. This would not necessarily mean that the Parks Services Facility is in the path of a tornado. However, personnel need to take proper precautions during a warning alert.*

#### 4. Procedure

- 4.1 When severe weather is anticipated, the **Facility Manager** will monitor an approved app set to your current location for notifications concerning weather conditions.
- 4.2 If the approved app provides indicates that a tornado or other severe weather watch, the **Facility Manager** will visually monitor weather conditions and should continue to monitor radio announcements.
- 4.3 If an approved app notifies the **Facility Manager** of a tornado or severe weather for our location, whether or not a funnel cloud has been sighted in the immediate vicinity of the Vogelei Barn, the **Facility Manager** will notify all staff and patrons.
- 4.4 When an "All-Clear" signal is received, an announcement will be made by the **Facility Manager**
- 4.5 In the case of a winter storm (snow in excess of 6"), and blizzard warning, the decision to close the facility will be made in accordance with the company policy.
- 4.6 If there is any flooding due to outside weather conditions or inside plumbing failure, vacate the affected area and notify the Division Director of Parks Supervisors.

#### 5. Assembly Points

- 5.1 The designation of refuge or safe assembly areas for relocation should be determined, included on the evacuation route map and are identified below:

SHELTER AREA
RESTROOM AREA

## **6. Special Assistance**

- 6.1 A list of persons needing special assistance will be kept in the **Division Director's Office**.

## **7. Rescue and Medical Duties**

- 7.1 There will be no rescue or medical first aid duties performed by Parks Maintenance personnel.
- 7.2 Employees who will act as evacuation captains so persons can be swiftly moved away from the danger location to the safe area includes: all full-time and part-time staff on duty.
- 7.3 Every supervisor on duty will account for the personnel under their control, and report to his manager on duty, or in his/her absence the Hoffman Estates Fire Department.

## **8. Training**

- 8.1 The supervisors shall be trained in the complete workplace layout and the various alternative escape routes in the workplace.

## **Fire – Facilities Evacuation Plan**

### **Vogelei Barn**

#### **1. Purpose**

- 1.1 To protect human health and life in case of a fire emergency by providing a plan for safe, systematic, and orderly evacuation of this facility in the event of fire or other emergency.
- 1.2 To facilitate orderly employee evacuation from an affected fire area, upon instruction from the **Facility Manager**, Fire Alarm, or Hoffman Estates Fire Department personnel.

#### **2. Scope**

- 2.1 This plan applies to all employees, occupants and contractors at **Vogelei Barn**.
- 2.2 A fire emergency will initiate a **CODE RED** (Fire – Evacuate Facility). For instruction in initiating this code see section entitled "**Hoffman Estates Park District Emergency Codes.**" (**Section 15**)

#### **3. Alarms**

- 3.1 The alarm system shall provide warning for necessary emergency action or for reaction time for safe escape of employees and customers of the facility.
- 3.2 The employee alarm system shall comply with OSHA 29 CFR 1910.165.

#### **4. Evacuation**

- 4.1 Employees should know what type of evacuation is necessary and what their role is in carrying out the plan.
- 4.2 Employees shall be informed of the procedures and escape routes to follow to safely exit the emergency area.
- 4.3 Emergency evacuation route maps should be posted in each work area.
  - 4.3.1 A schematic that identifies the way to exits, exit doors, alarm stations and fire extinguishers is attached to this plan and posted throughout the facility.

- 4.3.2 Employees and customers are required to evacuate the building immediately when the alarm sounds, by walking to the nearest exit.
- 4.3.3 Once outside the facility, employees are required to assemble at an area designated in **Section 5** of this plan, to wait for further instructions.
- 4.4 At least one evacuation drill, with participation of the Hoffman Estates Fire Department, must be conducted each year. A record of each drill will be made and the drill will be evaluated for the purpose of improving the method of promptly evacuating the building.

## 5. Assembly Points

- 5.1 The designation of refuge or safe assembly points for evacuation should be determined, included on the evacuation route map, and are identified below:

ASSEMBLY AREA
<i>Parking Area on the South Side of the Building</i>

## 6. Special Assistance

- 6.1 A list of persons needing special assistance will be kept in the **Facility Manager's Office**.

## 7. Rescue and Medical Duties

- 7.1 There will be no rescue or medical first aid duties performed by the **Vogelei Barn** personnel.
- 7.2 All employees on duty will act as evacuation wardens so employees and customers can be swiftly moved away from the danger location to the safe area.
- 7.3 Every supervisor on duty will account for the personnel under their control, and report to his manager on duty, or, in his/her absence, the Hoffman Estates Fire Department.

## **8. Training**

- 8.1 The supervisors shall be trained in the complete workplace layout and the various alternative escape routes in the workplace.

## **9. Housekeeping**

- 9.1 The accumulation of flammable and combustible materials must be controlled so that the potential for a fast-developing fire, rapid spread of toxic smoke, or an explosion is minimized. Employees should be aware of the hazardous properties of materials in their workplaces and the degree of hazard each poses.

### **Vogelei House**

As of 2022, Vogelei House is being leased by Northwest Special Recreation Association (NWSRA). This facility should follow all emergency plans and policies provided by NWSRA.

## **Severe Weather-Facilities Evacuation Plan**

### **Parks Services Facility**

#### **1. Purpose**

- 1.1 To protect human health and life in case of a weather-related emergency by providing adequate warning when severe weather is anticipated. Severe weather is defined as **TORNADOES, SEVERE THUNDERSTORMS, HIGH WINDS** and **BLIZZARDS**.
- 1.2 To provide an organized plan of action in the event of a disaster/emergency in order to assure quick reaction and necessary communication.

#### **2. Scope**

- 2.1 This plan applies to all employees, occupants, members and contractors of the Parks Services Facility.
- 2.2 This plan will go into effect in all severe weather emergencies.
- 2.3 Severe weather situations will initiate a **Severe Weather Warning** (Alert) or **Severe Weather Watch** (warning). For instructions in initiating these codes see section entitled "**Hoffman Estates Park District Emergency Codes.**" (**Section 15**)

#### **3. Definitions**

- 3.1 **TORNADO WATCH**  
*A condition that could form a tornado exists.*  
*No funnel cloud has been sighted. No facility announcement is necessary when the National Weather Service announces a tornado or other weather watch.*
- 3.2 **TORNADO WARNING**  
*Means a tornado has been sighted in the area and people should take shelter. Typically, the National Weather Service will issue a warning if a tornado has been sighted anywhere within the Northeastern Illinois area. This would not necessarily mean that the Parks Services Facility is in the path of a tornado. However, personnel need to take proper precautions during a warning alert.*

#### 4. Procedure

- 4.1 When severe weather is anticipated, the division **Director or Parks Supervisors** will monitor an approved app set to your current location for notifications concerning weather conditions.
- 4.2 If the approved app provides indicates that a tornado or other severe weather watch, the **Division Director or Parks Supervisors** will visually monitor weather conditions and should continue to monitor the apps.

If an approved app notifies the **Division Director or Parks Supervisors** of a tornado or severe weather for our location, whether or not a funnel cloud has been sighted in the immediate vicinity of Parks Garage, the Division Director or Parks Supervisors will notify the Parks staff regarding the warning.
- 4.3 All staff must turn off equipment, move to the tire storage room. Close all doors, sit down with their back to the wall and protect their head with their arms. They also must stay in the building and remain where they are until an all-clear announcement is made.
- 4.4 When an "All-Clear" signal is received, an announcement will be made by the Division Director or Parks Supervisors.
- 4.5 In the case of a winter storm (snow in excess of 6"), and blizzard warning, the decision to close the facility will be made in accordance with the company policy.
- 4.6 If there is any flooding due to outside weather conditions or inside plumbing failure, vacate the affected area and notify the Division Director of Parks Supervisors.

#### 5. Assembly Points

- 5.1 The designation of refuge or safe assembly areas for relocation should be determined, included on the evacuation route map and are identified below:

<b>SHELTER AREA</b>
<i>TIRE STORAGE ROOM</i>

## **6. Special Assistance**

- 6.1 A list of persons needing special assistance will be kept in the **Division Director's Office.**

## **7. Rescue and Medical Duties**

- 7.1 There will be no rescue or medical first aid duties performed by Parks Maintenance personnel.
- 7.2 Employees who will act as evacuation captains so persons can be swiftly moved away from the danger location to the safe area includes all parks managers.
- 7.3 Every supervisor on duty will account for the personnel under their control, and report to his manager on duty, or in his/her absence the Hoffman Estates Fire Department.

## **8. Training**

- 8.1 The supervisors shall be trained in the complete workplace layout and the various alternative escape routes in the workplace.

## **Fire – Facilities Evacuation Plan**

### **Parks Services Facility**

#### **1. Purpose**

- 1.1 To protect human health and life in case of a fire emergency by providing a plan for safe, systematic, and orderly evacuation of this facility in the event of fire or other emergency.
- 1.2 To facilitate orderly employee evacuation from an affected fire area, upon instruction from the Division Director or Parks Supervisors, Fire Alarm, or Hoffman Estates Fire Department personnel.

#### **2. Scope**

- 2.1 This plan applies to all employees, occupants and contractors at Parks Services Facility.
- 2.2 A fire emergency will initiate a **CODE RED** (Fire – Evacuate Facility). For instruction in initiating this code see section entitled "**Hoffman Estates Park District Emergency Codes.**" (**Section 15**)

#### **3. Alarms**

- 3.1 The alarm system shall provide warning for necessary emergency action or for reaction time for safe escape of employees and customers of the facility.
- 3.2 The employee alarm system shall comply with OSHA 29 CFR 1910.165.

#### **4. Evacuation**

- 4.1 Employees should know what type of evacuation is necessary and what their role is in carrying out the plan.
- 4.2 Employees shall be informed of the procedures and escape routes to follow to safely exit the emergency area.
- 4.3 Emergency evacuation route maps should be posted in each work area.

- 4.3.1 A schematic that identifies the way to exits, exit doors, alarm stations and fire extinguishers is attached to this plan and posted throughout the facility.
- 4.3.2 Employees and customers are required to evacuate the building immediately when the alarm sounds, by walking to the nearest exit.
- 4.3.3 Once outside the facility, employees are required to assemble at an area designated in **Section 5** of this plan, to wait for further instructions.
- 4.4 At least one evacuation drill, with participation of the Hoffman Estates Fire Department, must be conducted each year. A record of each drill will be made and the drill will be evaluated for the purpose of improving the method of promptly evacuating the building.

## 5. Assembly Points

- 5.1 The designation of refuge or safe assembly points for evacuation should be determined, included on the evacuation route map, and are identified below:

ASSEMBLY AREA
<i>Parking Area on the South Side of the Building</i>

## 6. Special Assistance

- 6.1 A list of persons needing special assistance will be kept in the Division Director's Office.

## 7. Rescue and Medical Duties

- 7.1 There will be no rescue or medical first aid duties performed by the Parks Maintenance personnel.
- 7.2 All employees on duty will act as evacuation wardens so employees and customers can be swiftly moved away from the danger location to the safe area.
- 7.3 Every supervisor on duty will account for the personnel under their control, and report to his manager on duty, or, in his/her absence, the Hoffman Estates Fire Department.

## **8. Training**

- 8.1 The supervisors shall be trained in the complete workplace layout and the various alternative escape routes in the workplace.

## **9. Housekeeping**

- 9.1 The accumulation of flammable and combustible materials must be controlled so that the potential for a fast-developing fire, rapid spread of toxic smoke, or an explosion is minimized. Employees should be aware of the hazardous properties of materials in their workplaces and the degree of hazard each poses.

## **Section XXI**

### **Hoffman Estates Park District**

### **Emergency Procedures**

I. This procedure covers the Emergency Procedures for the use of safety codes.

A. All employees of the Hoffman Estates Park District (full-time, permanent part-time, and all classifications of part-time) shall wear identification badges while on duty except workers where badges present a safety hazard.

B. The safety codes are printed on the back of the badges as follows:

<b>Medical Attention</b>	Non-Life Threatening Emergency
<b>Code Blue</b>	Life Threatening Emergency
<b>Code Red</b>	Fire
<b>Code Pink</b>	Missing Child in Building
<b>Severe Weather Watch</b>	Take Action
<b>Severe Weather Warning</b>	Alert
<b>Facility Evacuation</b>	Example: Gas Leak
<b>Armed Intruder</b>	Hard Lock Down
<b>Staff Assistance</b>	Confrontation

C. Each facility has developed procedures specific to their environment. Attached are the procedures generic to all facilities.

D. Training on safety codes shall be conducted quarterly at the change of seasons and staff. Documentation on all training shall be submitted to the **Training Committee Chair**.

E. Drills will be performed at each of the District's public facilities quarterly. The facility manager shall coordinate these drills and oversee the execution of the drills.

F. When incidents occur, an accident/incident report shall be completed and submitted to the **Director of Administrative Services**

G. When an emergency code is announced, any employee within hearing must respond according to the guidelines for that specific code.

## II. Emergency Codes

• <b>Code Medical Attention</b>	<b>Participant/Member / Visitor Non-Life Threatening Emergency</b>
• <b>Code Blue</b>	<b>Life Threatening Emergency</b>
• <b>Code Red</b>	<b>Fire – Evacuate Facility</b>
• <b>Code Pink</b>	<b>Missing Child in Building</b>
• <b>Severe Weather Watch</b>	<b>Take Action</b>
• <b>Severe Weather Warning</b>	<b>Alert</b>
• <b>Facility Evacuation</b>	<b>(Example: Gas Leak)</b>
• <b>Armed Intruder</b>	<b>Intruder/Weapons Threat</b>
• <b>Staff Assistance</b>	<b>Escalation with Patron / Participants</b>

### **III. Code Blue & Medical Attention**

- I. We have two types of medical emergencies. The procedure pertains to both Code Blue and Medical Attention:**

**Code Blue:** 9-1-1 will be called immediately.

**Medical Attention:** May not be necessary to phone **9-1-1**.  
If the severity of the medical situation increases, 911 may need to be called.

### **II. Procedure**

1. The first person on the scene should assess the situation. Remember the
  - i. **ABC's ...**
  - ii. **Airway, Breathing, & Circulation.**
2. If you need help or are not sure of the situation, go to the nearest intercom/telephone identify yourself and ask for assistance. Give your location. (**Example: "This is Nancy from Fitness. A woman has fainted in the locker room."**)
3. Instruct the Service Desk to call a **Code Blue (9-1-1)** or **Medical Attention**. (Example: This is Michele from the nursery. A child is ill in the nursery. Medical Attention needed.) Or, "This is Mike from Maintenance, a man is down in the locker room. **Code Blue.**"
4. The Service Desk will triple intercom and telephone page: **Code Blue** or **Medical Attention**. (Examples: "**Code Blue** – weight area, **Code Blue** – weight area, **Code Blue** – weight area. Or, **Medical Attention** needed – nursery, **Medical Attention** needed, nursery, **Medical Attention** needed, nursery.")
5. The Service Desk will then place a call to **9-1-1** if a **Code Blue** is called, or unless they are otherwise instructed to do so.
6. Service Desk staff, **facility manager** or **MOD** will respond to all **Code Blue** or **Medical attention** intercom or phone pages.

## C. Service Desk Responsibilities For Code Blue

Steps to take when a **Code Blue** is called and you need to overhead page:

1) *Access the intercom and phone system. Triple page:*

- **CODE BLUE**.....(LOCATION)
- **CODE BLUE**.....(LOCATION)
- **CODE BLUE**.....(LOCATION)

2) Call the Emergency Number **9-1-1**

When placing a call to **9-1-1**, **ALWAYS** give:

- Your name
- Your location:
- Type of emergency (**CODE BLUE / MEDICAL ATTENTION**)
- Location of victim within the facility

2) The Service Desk will designate a staff member to meet the ambulance at the Front Door for directions.

#### **IV. Non-Emergency Situations Medical Attention**

With non-life threatening situations, 911 is typically not needed, unless the situation changes, becoming more severe, and/or contact with 911 is requested. Examples of medical situations/issues which warrant a “medical attention” include the following:

- Sprain / Twisted Ankle
- Minor Cut or Bruise
- Complaints of feeling faint / dizzy or not feeling well
- Any situation in which you need assistance or are uncomfortable.

## V. Emergency Procedures- Code Red

### **I. Purpose**

1. To prevent fires.
2. To ensure maximum safety for our members and all others in the facility in the event of a fire.
3. To avoid panic.

### **II. Procedure**

1. The facility manager or MOD will take charge in the event of a fire alarm. If the facility manager is not in the building, the program/athletic manager(s) will take charge.
2. An associate is to go to the nearest telephone and/or intercom and call the Service Desk and tell them to page a **Code Red**. Give the facility location of the smoke and/or fire.
3. The Service Desk will assess the paging system and page the following announcement: **Code Red** (designate location within the facility).
4. The Service Desk will call the Hoffman Estates Park District at **9-1-1**.
5. The associate in charge is responsible for directing fellow associates to the places that need help with evacuation. Each department is responsible for the evacuation of that area. Associates should immediately help the nursery evacuate the infants and children.
6. Those in the fitness exercise rooms should exit through the emergency doors in those areas.
7. Men and Women Locker Rooms should exit through the emergency doors located in the back hallway or main doors in the front lobby.
8. Multipurpose rooms should exit through the emergency room doors located in the room or hallway or main doors in the front lobby.
9. Administrative Office areas will exit out the nearest exit through the main doors.
10. The Service Desk will designate an associate to meet the fire department at the front door to give directions
11. In all fire situations, remember the **R.A.C.E.** acronym:

<b>R</b> - <b>Rescue</b> -	Remove anyone from immediate danger.
<b>A</b> - <b>Alarm</b> -	If there are <u>no</u> pull boxes call Service Desk <b><u>Evacuate</u></b> .
<b>C</b> - <b>Confine</b> -	Close <u>all</u> doors.
<b>E</b> - <b>Extinguish</b>	Attempt to extinguish the fire.

- 1) In all smoke and/or fire events, **Code Red** is to be initiated.
- 2) All fires, no matter how small, must be reported to the **Facility Division Director** and/or **Facility Manager, athletic/program manager(s)** and the **fire department**.

All facilities are connected to the Hoffman Estates Fire Department so trucks will be automatically dispatched in the event of any alarm. Immediate evacuation should take place every time an alarm is activated, an announcement is made ahead of time stating that the alarms are being tested. The fire department personnel who arrive on the scene are the only people authorized to allow anyone back in the building.

## **VI. Emergency Procedures- Code Pink (Missing Child In Building)**

### **A. Purpose**

To maintain safety and security for all individuals in the facility environment, in the least restrictive and safest way during an episode of escalation.

### **B. Procedure**

It is the procedure of Hoffman Estates Park District to effectively react quickly and take immediate steps to meet the procedures approved by the Hoffman Estates Park District.

- 1) Staff will ask questions regarding height, weight, hair color, age, name, etc., and immediately go to the Service Desk.
- 2) A telephone and intercom **Code Pink** is called when assistance is needed with a missing child within the facility.
- 3) The telephone and intercom system is used to announce the height, weight, hair color, age, name, etc.
- 4) To initiate a **Code Pink** notify the Service Desk. Managers, administrators and staff will be notified and stop whatever he/she is doing to assist.
- 5) Staff shall guard doors and/or position himself/herself at an exit.
- 6) Managers and administrators will search until the missing child is found.
- 7) If the child is not found within a reasonable time (about 2-minutes), staff shall contact 9-1-1 immediately.

## **VII. Emergency Procedures- Facility Evacuation**

### ***A. Purpose***

- 1) To ensure maximum safety for our members and all others in the facility in the event of hazardous material incident, long-term utility failure, threatening situation and/or structural damage.

### ***B. Procedure***

- 2) The facility will have a plan for relocation or evacuation for members, visitors and staff when an event occurs which renders the area of the facility unsafe. Such indications could include, but are not limited to, fire, hazardous material incident, long-term utility failure, threatening situation and/or structural damage.
- 3) The facility manager or MOD in conference with the Hoffman Estates Fire Department may activate the plan in part or total.
- 4) The Hoffman Estates Fire Department will set up an incident command post outside the building or inside on the first floor. One or more representatives of the facility will set up an emergency center as close as possible to the fire department to work in conjunction with them.
- 5) Participants, members, visitors and staff will follow the same evacuation plan as **“Code Red”**.

## **VIII. Emergency Procedures Armed Intruder/ Hard Lockdown**

### **A. Purpose**

Crisis on the Hoffman Estates Park District (HEPARKS) grounds can result in violent, disruptive or criminal behavior. Everyone is asked to assist in making the HEPARKS a safe place by being alert to suspicious situations and/or persons. All team members are responsible for knowing and understanding the procedures to ensure park district safety. When deemed necessary, any team member can initiate this procedure.

### **B. Procedure**

Preschool, early learning classrooms and Kids Korner must be locked at all times. HEPARKS Manager on Duty, maintenance and service desk staff must have a radio on them during their working shift. All HEPARKS team members must understand how to access the paging/communication systems, utilize radio communication, and carry appropriate facility keys. Additional facility specific guidelines will apply.

In the event that the HEPARKS experiences an armed intruder/weapons threat, complete the following procedure to provide immediate and direct care to the conflict.

### **C. Armed Intruder/Weapons Threat, Initial contact or exposure:**

1. Utilize the intercom system, activate the code immediately within the facility by paging: "Armed Intruder, provide specific facility region, follow district procedures, find a secure locked location or exit the facility". Communicate the information over the 2-way radio system. If possible and safe to do so.
2. CALL 911 as soon as possible and safe to do so.
3. Priority is to seek cover within a secure locked location.
4. If it is safe to do so, promptly escort patrons and children within direct region to a classroom, office, or space in which the doors lock.
5. Lock doors and turn off lights. Move away from doorway windows which may be visible to armed intruder. Ensure silence.
6. If within a secure locked location, remain until further instructions are provided by the police.
7. If unable to reach an area which can be locked and facility exit is an option, exit the facility.
8. If instructors/teachers, children and patrons are outside, remain outside of the facility. Seek concealment in an outside area and move to an area of increased safety.
9. During the course of the situation, activate the crisis communication plan (procedure 3.001), when possible and safe to do so.

10. When the situation has been resolved, an “All Clear” will be notified within the facility by the police and/or park district management, who will personally release the facility areas.

**D. Response when Law Enforcement arrives at the scene:**

1. Provide cooperation with police. Police will take charge of the scene; coordinate directives with your staff and patrons.
2. Be prepared to provide information such as the location of the armed intruder/active shooter, number and physical description of armed intruder(s)
3. Instructors/teachers with children, be prepared to determine and provide information regarding number of children and if any children are missing

## IX. Emergency Procedures Staff Assistance

### **A. Purpose**

To maintain safety and security for all individuals in the facility environment, in the least restrictive and safest way during an episode of escalation.

### **B. Procedure**

It is the procedure of Hoffman Estates Park District to effectively assess the potential need for de-escalation and implement only strategies approved by the Hoffman Estates Park District. Definition: An overhead page **STAFF ASSISTANCE (LOCATION)** is called when need for assistance with unstable or escalated situations

- 1) Initiate a **STAFF ASSISTANCE (LOCATION)** over the telephone and intercom system, give location. Service Desk will then contact the police and announce a **STAFF ASSISTANCE (LOCATION)**.
- 2) Person de-escalating the individual shall remain with the individual while maintaining an appropriate distance – i.e., do not block doorway to allow easy exit as well as communication with other staff. Other staff should be aware and available to assist the primary respondent.
- 3) It is vitally important that only one staff member verbally interact with the individual.
- 4) After the situation is handled, fill out Threats of Violence Form and report same to the **Division Director** of the facility, **facility manager**, **athletic/program manager(s)** and the **police department**.

## **X. Hazardous Materials Incident- Facility Evacuation**

### **A. Notification can be:**

1. The visual observance of an incidence;
2. Public announcement by the police, fire or other emergency agency.

### **B. What to do when engaged in inside activities:**

1. Determine the need to leave the building;
2. If incident is within the structure you are in, ensure the involved area is closed off to all but emergency personnel or specifically trained staff of the district;
3. If the incident is outside the structure you are in:
  - a) stay inside unless advised to evacuate;
  - b) close all windows and doors on the side of the structure that faces the incident;
  - c) relocate as many activities as possible to areas of the structure opposite to the exposed side;
  - d) arrange for evacuation only if advised to do so by public safety authorities;
  - e) evacuate in the direction and to a location as directed by public safety personnel;
  - f) notify District Administration of your location.
4. If the activity is outside near the incident:
  - a) move all personnel to an area upwind from the incident (a generally accepted minimum safe distance is one-half mile);

**NOTE: Actual safe distances vary with the specific products involved, ambient weather conditions and other specifics.**

- b) Administer first aid if necessary;
- c) Notify District Administration of your location.

5. Return to normal activities only after public safety and supervisory personnel have declared the area to be safe.

## **XI. Floods**

- A. Notification of flood potentials will be given via approved apps. This is one of few emergencies that require evacuation as a normal action. Upon notification, preparations to evacuate must be started.
- B. If flooding is inside a building, notify public to evacuate facility. Notify ComEd, district officials and emergency personnel (if necessary).
- C. Flash Flooding:
  - 1. In cases where there is flash flooding, or insufficient time for notification, personnel should progress to the highest areas as rapidly and orderly as possible.
  - 2. While moving from lower to higher areas, ensure that the group is held together by interlocking arms or attaching some sort of roping between individuals.
  - 3. Never travel as a single individual unless personal flotation equipment is worn or life-threatening condition is imminent.

## XII. Earthquakes- Facility Evacuation

- A. During an earthquake, the solid earth moves or sways. The shaking and swaying seldom causes death or injury. Most casualties are the result of falling objects and debris from damaged and destroyed buildings. For these reasons, potential of injury can be reduced through the removal of the following:
  - 1. Items that are stored above user-head height;
  - 2. Items that would impede progress of evacuation;
  - 3. Cabinets with open-face shelving or structurally weak latches or doors;
  - 4. Chemicals in breakable containers stored on shelving.
- B. Anticipate the hazards that could be caused by:
  - 1. Ruptured water or gas lines;
  - 2. Suspended ceilings;
  - 3. Glass windows and doors;
  - 4. Desks and tables that are not secured.
- C. Personnel in building should:
  - 1. Seek shelter under tables or desks with their head placed between their knees and facing away from any open glass window;
  - 2. Move toward inside walls away from large open areas, crouch down and cover their head;
- D. Personnel outside the buildings should:
  - 1. Move away from buildings and utility lines;
  - 2. Lie or sit down on the ground;
  - 3. Try to maintain a tranquil attitude amongst the group;
  - 4. The safety of all personnel will be greatly enhanced if supervisory personnel can maintain an orderly and tranquil composure.
- E. Once the quake has subsided, it is essential to take a roll call to account for personnel the supervisor is responsible for.
- F. Returning to normal activities will not take place until structures and/or areas have been certified as being safe by public safety personnel and district maintenance staff responsible for the respective are

## XIII. Utility Emergencies- Facility Evacuation

### A. Gas Line Breakages

1. If breakage occurs inside a structure:
  - a) evacuate without any further action;
  - b) once outside of structure in a safe area, make the following notifications:
    - (1) Fire Department **9-1-1**
    - (2) District Administration
    - (3) Northern Illinois Gas Company
2. If breakage occurs outside a structure:
  - a) secure the area to stop anyone from entering the area until checked out and made safe by proper authorities;
  - b) make the same notifications as for situations inside a structure.

### B. Electrical Power Failures and Incidents

1. Determine the extent of the problem using the following guide:
  - a) Is it only a portion of the structure?
  - b) Is it the entire structure?
  - c) Is it several structures on District property?
  - d) Does it affect an entire portion of the community?
2. If problem affects only District property, contact maintenance and provide known information relative to the incident.
3. In any situation, notify District Administration or Supervisor to determine plan of action for possible dismissal or cancellation of programs.
4. When incident involves a potential electrocution or person in direct contact with a power source, do the following:
  - a) **do not touch the victim**;
  - b) notify Emergency Response Agency – **9-1-1**;
  - c) try to find the source of power and shut it off;
  - d) notify District Administration of your situation and action taken.

### C. Water Pipe Ruptures or Loss of Water

1. notify District Administration;
2. notify District maintenance;
3. notify Community Public Works Department.

### D. Telephone or Communications Loss

1. by available means, notify District Administration;
2. if advised, notify appropriate communications company;
3. be aware that loss of communications is a potentially serious situation

and must be dealt with in a swift manner. Realize that with communication loss there is normally the loss of all alarm systems and means to communicate a request for emergency response if needed;

4. maintain fire and security watch until relief by District Administration can be provided.

## **XIV. Civil or National Disorders- Facility Evacuation**

### **A. BOMB THREAT**

1. If a call is received that a bomb has been placed in a District facility:
  - a) notify staff or available individual in the area to notify police and prepare for facility evacuation;
  - b) try to determine the following from the call:
    - (1) name of caller or organization association
    - (2) date call was received
    - (3) time call was received
    - (4) location of device (bomb)
    - (5) detonation date
    - (6) detonation time
    - (7) description of the device (what does it look like)
    - (8) what type of explosives were used
    - (9) is the caller male or female
    - (10) note any background noise heard during the conversation
    - (11) name of person receiving phone call
    - (12) name of person specifically requested by caller.

### **C. If evacuation is necessary, take the following actions:**

- (1) evacuate a distance from the facility; at least 500 feet;
- (2) supervisors should take a roll call to ensure evacuation of all personnel;
- (3) do not use cellular phones or radios to make notifications;
- (4) wait outside of the facility until advised by police and District Administration to return or dismiss programs.

### **D. If staff is available while the conversation is taking place, try to survey the facility for any unusual activity or locations that appear to have been recently disturbed.**

### **E. Notify the District Administration.**

### **F. Do not use radios or cellular telephones to make any telephone calls or provide notification to staff of the District.**

### **G. Wait for police to arrive or provide advice prior to any further actions.**

- H. If requested by police to accompany or advise them on the facility, take the following actions:

  - (1) provide police with all received information from initial or subsequent telephone calls;
  - (2) provide police with floor plan of facility making note of any unusual observations made;
  - (3) do not open, lift, turn or push anything until advised by police that it is okay to do so;
  - (4) advise police of unusual observations such as doors being open, windows being open and equipment not normally observed.
- I. Return to normal activity only after police and District Administration have determined that it is safe to do so.

B. CIVIL UNREST, DEMONSTRATIONS AND DISTURBANCES

- 1. notify the police;
- 2. notify the District Administration;
- 3. notify the occupants of the facility of the situation, trying to use as calm a voice as possible;
- 4. take no further action, such as dismissal, until advised to do so by police or District Administration;
- 5. maintain security of any important or sensitive documents located at the facility.

### C. NATIONAL EMERGENCIES OR DISASTERS

All actions during these situations must be based on information, time and general climate of the particular situation. Information will most normally be received from the Illinois Emergency Service and Disaster Agency.

This agency will provide notifications via public address system, radio and/or television. Constant monitoring of these systems will be necessary in these situations. It is essential that supervisory personnel maintain an attitude of tranquility and calm for the enhancement of public safety at large.

## **XV. Transportation to Medical Facilities**

Persons shall only be transported to medical facilities by the Hoffman Estates Fire Department or approved ambulance service.

## **XVI. Notification of Relatives**

- A. Information regarding any persons receiving medical care, sent to hospitals, or sent to a doctor shall be documented to aid in notifying the victim's family. The information shall include the following:
  - 1. Name and address of injured person;
  - 2. Phone number where relatives can be notified;
  - 3. Location, address and phone number of the location that person was sent to;
  - 4. Method of transportation to the hospital;
  - 5. Time that person was sent.
- B. No diagnoses shall be made, or given to the family by Park District employees. Information concerning the medical status of the individuals shall only be given by the attending physician.

## **Training**

### **Section XXII**

- A. All employees shall be formally trained on the emergency policies and procedures that they are required to follow or implement. The training shall be conducted by the Facility Manager before employees begin their employment, are transferred to a new location, or if modifications are made to the plan. The training shall cover the procedures to follow for emergencies as stipulated by the plan as well as specific responsibilities for disaster team members.
- B. Customers can be instructed through orientations, member handbooks, announcements or drills.
- C. Drills shall be conducted periodically to ensure that the effectiveness of the action plan is maintained. Evaluations shall be made on a regular basis to ensure that the plan best meets the needs of the Park District, community and patrons.

## **Plan Review and Revision**

### **Section XXIII**

- A. The plan shall be reviewed at least annually and as often as deemed necessary to ensure effectiveness.
- B. The plan shall be reviewed when changes occur in the building, programs, etc.
- C. Employees and patrons may request that policies and procedures be reviewed to determine if the plan may need modification.
- D. Results from drills shall also be used as a means for determining effectiveness and the need for revision.

**Hoffman Estates Park District**  
**Section XXIV**

**Crisis Communication**

**Crisis Communication**

A crisis (as it pertains to the Park District) is defined as any event that attracts keen public or media interest. Crisis may include the following: an accident, drowning, allegations of abuse, presentation of a legal action, a criminal act, allegations of official misconduct, etc. For crisis involving weather, fire, floods, hazardous materials, earthquakes, utility emergencies, civil or national disorders, ozone or heat alerts or serious illnesses or injuries, employees should refer to the *Emergency Action Plan*.

Any staff member, who discovers a situation he/she thinks may be a crisis or a potential crisis that would concern the public or media, must contact his/her supervisor who will then contact the head of the crisis team immediately. The head of the crisis team will decide whether to implement the crisis communication plan or simply to monitor and handle the situation carefully. If the head of the crisis team is unavailable, staff members will contact the next individual listed on the crisis team contact sheet who will initiate the crisis communication plan.

**A. Front Line Staff**

1. Administer first aid/CPR if trained to do so.
2. Contact local police and EMS.
3. Minimize further loss (if property related).
4. Contact supervisor and provide him/her with all the details immediately available.
5. Notify employees at the site that an emergency exists.
6. Inform PDRMA (see page 6 for number) so they may conduct a comprehensive accident investigation as soon as possible.
7. Gather the employees involved in order to obtain a full and accurate account of the incident. Fill out the proper incident/accident report careful to document the emergency and the response.
8. Cooperate with local emergency service and police personnel.
9. Continue to compile accurate information as quickly as possible.
10. Do not talk to the media. See Subsection V.

**B. Supervisor Staff**

1. Contact head of crisis team.

**C. Crisis Team Members**

1. Crisis team head contacts crisis team members.
2. Crisis team head contacts Board.

3. Crisis team meets to share information and confirm facts.
4. Interview staff involved.
5. Review the "fast facts" (available in the crisis management folder at each facility) pertinent to this particular crisis.
6. Designate the following: someone to monitor radio and television; someone to clip newspapers; someone to verify the facts obtained thus far.
7. Take immediate, corrective measures.
8. Draft a response statement (should indicate concern for public welfare, sympathy for the victims and a statement of corrective actions).
9. Inform clerical team (including office staff and receptionist of their duties. See Subsection III, part C, #5).
10. Draft a statement and/or press release and distribute to media. (This option may be adopted in lieu of a formal press conference.)
11. Schedule a press conference (if necessary).
12. Spokesperson addresses the media (via press conference, press release or interview).

*Reveal only the verified facts.*

*Do not reveal names of victims.*

*Do not assign blame.*

*Do not speculate.*

*If you do not know an answer, say so, and then find the answer.*

#### D. Action plan for the Crisis Team

The following is a list of questions the crisis team should address immediately. Check as completed:

- Have proper authorities been informed?
- Have the Park District attorneys and Board members been informed?
- PDRMA notified?
- Victim's families notified?
- Crisis been investigated? Possibility of second crisis?
- Damage estimated? Qualitative and Quantitative?
- How will team assure public crisis is under control?
- Has the media been made comfortable?
- Will a press conference be scheduled?  
If so, at 1685 W. Higgins rd in the board room.
- Does spokesperson have updated information and rehearsed possible responses?
- Crisis center will be designated at the TCIA. All files and records will be kept there.
- Have all inaccurate statements reported been balanced or verified by fact?
- Have photos or videotapes been taken or made to document damage?

## E. The Crisis Team and Their Roles

### 1. Chain of Responsibility/Crisis Team Members

All decisions and public/media response will come through a consensus of the crisis members. The Executive Director (and/or his/her designate) will be responsible for making official statements to the press. Note: In the absence of the head of the crisis team, the first available team member will be responsible for implementing the crisis communication plan, you may check off names as contacted.

- \_\_\_\_ Executive Director – Spokesman and head of the crisis team
- \_\_\_\_ Director of Administrative Services
- \_\_\_\_ Deputy Director
- \_\_\_\_ Director of Recreation
- \_\_\_\_ Director of Parks, Planning & Maintenance
- \_\_\_\_ Park District Attorney
- \_\_\_\_ PDRMA Representative

### 2. Spokesperson

The primary spokesperson is the Executive Director. In the absence of the Executive Director, the first available team member listed below will be responsible for making official statements to the media on behalf of the crisis team. The spokesperson will be responsible for making official statements to the media on behalf of the crisis team.

- \_\_\_\_ Executive Director – Spokesman and head of the crisis team
- \_\_\_\_ Director of Administrative Services
- \_\_\_\_ Deputy Director
- \_\_\_\_ Director of Recreation
- \_\_\_\_ Director of Parks, Planning & Maintenance
- \_\_\_\_ Park District Attorney
- \_\_\_\_ PDRMA Representative

### 3. Roles of the Crisis Team Members and Staff Responsibilities

#### a. Executive Director/Official Spokesperson/Crisis Team Head:

The Executive Director will be responsible for coordinating the Park District's crisis management plan. The Executive Director will also be the voice of the Park District throughout the crisis, but may also request that other employees (including department heads) with specific knowledge of the affected departments speak to the media on occasion. Crisis team

members should provide only the information that has been approved by the spokesperson and the crisis team.

b. Division Directors

The Division Director coordinates and processes incoming information on the crisis. The Division Director is responsible for securing accident/ incident reports and must process and monitor information like witness statements, telephone calls, radio and television reports and investigation reports by the Director of Administrative Services, PDRMA and local authorities. The Division Director is also responsible for securing the following information and presenting it to the crisis team at their initial meeting. The Division Director is also responsible for updating the spokesperson about changes as they occur.

**PLEASE NOTE:** Division Directors will not make any statements or comments about the incident. All comments will issue from the spokesperson or those individuals designated by the spokesperson. Division Directors provide only the information that has been approved by the spokesperson and the crisis team.

- \_\_\_\_\_ What happened? When did it happen?
- \_\_\_\_\_ Who was involved? What is his/her status?
- \_\_\_\_\_ Where did the incident occur?
- \_\_\_\_\_ Why did it happen?
- \_\_\_\_\_ What was the result? What is being done to control or minimize the crisis?
- \_\_\_\_\_ If the answers to the above questions are not available, when will they be?

c. Director Parks, Planning & Maintenance

The Director of Parks, Planning & Maintenance will ensure that the crisis management team has access to the necessary buildings, facilities and power sources. Depending upon the crisis, the Director of Parks, Planning & Maintenance will coordinate efforts with the Village Public Works Department, the Police Department, Utility Companies, etc.

The Director of Parks, Planning & Maintenance will also be responsible for establishing and maintaining the physical aspects of the media center. The media center is a place where the press can monitor the crisis and receive up-to-date information. The Hoffman Estates Park District's media center will be at the Triphahn Center & Ice Arena, 1685 W. Higgins Road, Hoffman Estates IL (Board Room). The Director of Parks, Planning & Maintenance will also be responsible for obtaining any audio/visual

equipment including, but not limited to, television, VCR, radio, microphone, etc.

**PLEASE NOTE:** The Director of Parks, Planning & Maintenance will not make any statements or comments about the incident. All comments will issue from the spokesperson or those individuals designated by the spokesperson. The Director of Parks, Planning & Maintenance should provide only the information that has been approved by the spokesperson and the crisis team.

d. Program Managers and/or Supervisors

Program Managers may be required to assist the Director, spokesperson, Division Directors, crisis team members, public relations manager, Director of Administrative Services or clerical staff. Assignments may include, but are not limited to, the following:

1. Providing specific information on programs or facilities. Include content, participant population (non-names), enrollment, staff, training, safety measures, etc.
2. Help assemble accurate information so that the crisis team may craft an official response.
3. Contact the news media as directed by the spokesperson or public information coordinator.
4. Obtain information about callers and inquiries.
5. Record and date all statements given to the media.

4. Board Members and Their Role

If a Commissioner is asked about a crisis situation, he/she is encouraged to respond by stating the following: **"The situation is under investigation. The Park District will release appropriate information upon completion of its investigation."** This statement provides the crisis team with time to complete its assessment and formulate its response plan. Please note that Commissioners are encouraged to refer all questions to the designated spokesperson. The Executive Director/Crisis Team Head will consult with and update the President of the Park Board of Commissioners (and other Commissioners) as soon as possible after an incident to assess the situation and inform the Board of the Park District's response.

5. Employee/Commissioners: How to Deal with the Media

During a crisis, all information released to the media and the public will come through the crisis team via the designated Park District spokesperson. Employees who witness the event, responded to the event, or are in some way knowledgeable about the event may be approached by the media.

**EMPLOYEES/COMMISSIONERS SHOULD DIRECT ALL INQUIRIES FROM  
REPORTERS OR OTHER INDIVIDUALS TO THE PARK DISTRICT SPOKESPERSON  
FOR ACCURATE INFORMATION.**

Here are a few guidelines for employee/commissioners who are approached by reporters or other members of the public.

1. You do not have to speak to the press. A good response is as follows:  
**I am not the proper person to answer that question. You may  
want to discuss that with our official agency spokesperson  
( Name of proper person)**
3. It is permissible to express sympathy for any involved individuals, but direct specific questions to a spokesperson.  
**DO NOT SAY, "NO COMMENT."** It tends to imply guilt. Instead say, "**It  
would be premature to discuss this matter until further investigation  
is completed**" and then refer the reporter or individual to the Park District spokesperson. Don't joke. Don't say anything you wouldn't want to see in print. Don't make an "off-the-record" statement. The confidentiality cannot be guaranteed.

4. **Crisis Team Emergency Contact List**

In the event of a crisis or emergency, the highest-ranking staff member will contact the following individuals in the order in which they are listed to implement the Crisis Management Plan. Please make note of the date and time each team member was contacted. If you do not receive an answer, move to the next person on the list.

**Name**

**Time / Date**

**Craig Talsma**

**Executive Director / Media Spokesperson**

Office: (847) 310-3604; Cell: (847) 561-2200  
4475 Sundance Circle, HE 60169

---

**Amy Rivas**

**Director of Administrative Services**

Office: (847) 781-3634; Cell: (630) 945-7032  
ADDRESS

---

**Brian Bechtold**

**Deputy Director**

Office: (847) 781-3679; Cell: (847) 722-7652  
7 Richmond Circle, South Elgin 60177

---

**Jennifer Sweeney**

**Director of Recreation**

Office: (847) 310-3606; Cell: (847) 997-7068  
ADDRESS

---

**Dustin Hugen**  
**Director of Parks, Planning & Maintenance**  
Office: (847) 285-5465; Cell: 773-653-9424  
315 S Vail Avenue, Arlington Heights 60005

---

**Brett Davis**  
**Executive Director, PDRMA**  
Office: (630) 769-0332

---

**Steven Adams**  
**Attorney, Robbins Schwartz**  
Office: (312) 332-7760

---

After the crisis team has been contacted and a meeting set up, the crisis team head will call the Board president and the remaining members of the Board.