

MEDFORD **PARKS & RECREATION**

HEALTHY LIVES. HAPPY PEOPLE. STRONG COMMUNITY.



EMERGENCY ACTION PLAN

U.S. Cellular Community Park

Updated 10.11.16



EMERGENCY ACTION PLAN

Jackson Aquatic Center

Updated 10.11.16

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PHONE PROCEDURES



1. Call 911

2. Give 911 operator requested information:

- TYPE OF EMERGENCY – Police, Fire, Medical
- USCCP ADDRESS – 300 Lowry Ln.
- WHERE TO ENTER Park – Enter through either the North end by Lowrey Ln. (Phase 3 – Multi-Sport fields) or the South end by Samike Dr. (Phase 2 – Baseball/Softball fields)

3. Do not hang up the phone until the dispatcher tells you to do so. Continue to update information as needed.

4. A specifically designated person should meet the EMS and direct them to the Westside gate, (I-5 side / Bear Creek).

5. If possible, after dispatcher releases you contact:

Name	Title	Work Phone	Cell Phone
Jesse Nyberg	Recreation Superintendent	541-774-2482	541-261-6693
Tim Stevens	Parks Superintendent	541-774-2689	541-778-2079
Jeff Knecht	Parks Supervisor	541-774-2692	541-951-5846
Brian Robinson	Parks Supervisor	541-774-2655	541-531-8403
Rich Rosenthal	Parks and Rec. Director	541-774-2483	541-941-1494
Brady Shean	Building Utility Tech II	None	541-840-9947
Danny Fumasi	Building Utility Tech III	541-774-2653	541-840-3717
POLICE NON EMERGENCY		541-770-4783	

6. Completely fill out Accident Report Form and obtain a case or response number from EMS if possible.

MAJOR FIGHTS



A SITUATION THAT:

SIGNS

- Involves a weapon
- The Staff is unable to control the situation
- Involves large numbers of people.
- Involves Adults, or Adults and Children

ACTION

1. Clear the area of all bystanders who are not involved in the fight.
2. If outside the pool area follow step 3.
3. Call 911. Be specific about the number of people involved, weapons, and ages. Explain the severity of the fight.
4. If possible gather information about those involved.
5. Follow the Emergency Response Procedures posted by the phone.

MAJOR ACCIDENTS



SIGNS

- Burns
- Deep Cut, Laceration
- Heat Related Emergencies (Hypothermia)
- Embedded Objects / Amputation
- Fainting / Seizure / Shock
- Broken Bone or Major Sprain / Strain

ACTION

Accident is beyond Basic First Aid

1. CALL 911

A staff member or specifically designated person who knows the victim's vital signs should say the following:

"I need medical and police, we have a possible (describe injury). This is (Your Name), a staff member at U.S. Cellular Community Park. We are located at 300 Lowry Lane. My phone number is (Your phone number)."

DO NOT DELAY THIS CALL, STAY ON THE LINE

2. A specifically designated person should meet the EMS and direct them to the Westside gate, (I-5 side / Bear Creek).
3. The first rescuer has the primary responsibility of monitoring and or maintaining the breathing and pulse of the victim.
4. Follow the Emergency Response Procedures posted by the phone.

SPINAL INJURIES



SIGNS

- Overprotective of their neck/back
- Complains of tenderness, pain, numbness or tingling in extremities
- Paralysis, muscle spasm, head or neck bruises and / or difficulty in breathing
- Impaired level of consciousness-dizziness, loss of balance, etc.
- Victim conscious and aware of what is going on around them.

ACTION

1. CALL 911

A staff member or specifically designated person who knows the victim's vital signs should say the following:

"I need medical and police, we have a possible (describe injury). This is (Your Name), a staff member at U.S. Cellular Community Park. We are located at 300 Lowrey Lane. My phone number is (Your phone number)."

DO NOT DELAY THIS CALL, STAY ON THE LINE

2. A specifically designated person should meet the EMS and direct them to the Westside gate, (I-5 side / Bear Creek).
3. The first rescuer has the primary responsibility of monitoring and or maintaining the breathing and pulse of the victim.
4. Follow the Emergency Response Procedures posted by the phone.

FIRE



SIGNS

- Smell Smoke and presence of smoke or flame
- Warm doors and or walls

ACTION

1. **ANNOUNCE ALL BYSTANDERS THAT THERE IS A FIRE.**
2. Clear the area. DO NOT ALLOW PATRONS OR STAFF IN THE AREA.
3. CALL 911 IF POSSIBLE, IF NOT GO TO THE NEAREST OUTSIDE PHONE AND CALL 911.

DO NOT CALL IF IT DELAYS EVACUATION OF THE AREA.
4. **WHEN CALLING 911 SAY THE FOLLOWING**

“I need fire and police, we have a possible (describe injury). This is (Your Name), a staff member at U.S. Cellular Community Park. We are located at 300 Lowry Lane. My phone number is (Your phone number).”

DO NOT DELAY THIS CALL, STAY ON THE LINE
5. Check that area is clear and that all staff is out of the area. Station a staff member near, but at a safe distance so that nobody re-enters the area. Do not return until the fire department clears you to do so.
6. Do not attempt to fight the fire.
7. Follow the Emergency Response Procedures posted by the phone.

BOMB THREAT



SIGNS

- A phone call saying a bomb has been placed at the park.
- A usual package left unattended

ACTION

1. **ANNOUNCE TO ALL PATRONS AND STAFF IN THE AREA**
2. Clear the area. DO NOT ALLOW PARTONS OR STAFF IN THE AREA.
3. CALL 911 IF POSSIBLE, IF NOT GO TO THE NEAREST OUTSIDE PHONE AND CALL 911.

DO NOT CALL IF IT DELAYS EVACUATION OF THE AREA.
4. **WHEN CALLING 911 SAY THE FOLLOWING:**

“I need police, we have a possible (describe issue). This is (Your Name), a staff member at U.S. Cellular Community Park. We are located at 300 Lowry Lane. My phone number is (Your phone number).”

DO NOT DELAY THIS CALL, STAY ON THE LINE
5. Check that area is clear and that all staff is out of the area. Station a staff member near, but at a safe distance so that nobody re-enters the area. Do not return until the police department clears you to do so.
6. When police arrive ask them to search the building if it is a phone call, or direct them to the unusual package.
7. Follow the Emergency Response Procedures posted by the phone.

HEART ATTACK / RESPIRATORY EMERGENCIES



SIGN

- Chest pain that radiates to arms, shoulders, neck or jaw
- Weakness, nausea, shortness of breath and perspiration
- Not admitting they may be having a heart attack
- May not be breathing

ACTION

1. CALL 911

A staff member or specifically designated person who knows the victim's vital signs should say the following:

"I need medical, we have a possible (describe problem). This is (Your Name), a staff member at Jackson Pool. We are located at 815 Summit Ave. Our phone number is 541-774-2490"

2. A specifically designated person should go out to meet the EMS and direct them to the side pool gate off of Clark St.

3. **DO A PRIMARY SURVEY, CHECK ABC'S.** If the victim is conscious make them stop what they are doing and make them comfortable. Continue to monitor ABC's. Do not leave the victim alone unless no one else is available to call 911.

4. **BEGIN CPR IS NECESSARY USING PROTECTING GLOVES AND MASK.** If victim is unconscious with no breathing, begin rescue breathing. If there is no pulse begin CPR. If addition staff members are available, administer 2-person CPR

5. Other staff should begin clearing the area including and the pool if needed, so the EMT's can work.

6. The first rescuer has the primary responsibility of monitoring and / or maintaining the breathing and pulse of the victim.

7. Follow the Emergency Response Procedures posted by the phone.

EQUIPMENT BREAKDOWN



1. At any time that equipment breaks down a member of the maintenance staff should be notified immediately. Contact person will be located on a sign in the storage room.
2. The maintenance person shall have the authority to close the facility if the broken equipment represents a danger to patrons or staff using the facility.

COMMUNICATING WITH THE MEDIA



1. *Media Procedure*

- If approached by the media provide them with any information you would give to any patron. Examples: park hours, rules for using the park, fees, etc. Do not give out any additional information regarding any incident, staff names or phone numbers.
 - Be sure you are the appropriate person to discuss the issue. If you aren't, facilitate their contact to the right people/person.
 - Be helpful, friendly and courteous.
 - Issues that may involve liability on the part of the City, or if other lawyers are involved should be immediately directed to the Director.
 - Please provide information that is correct. All statements to the media should be facts, and not the personal opinion of the employee.
 - Don't beat around the bush. It's frustrating for both you and the reporter when he/she can't understand what you're trying to say. Keep it short and don't engage in lengthy conversation. There is no such thing as "off the record."
2. If a media person would like an interview or would like to go on the field, ask them what the interview would be about and / or why they would

like to go on the field. Tell them you will need to speak to your supervisor to get approval and will call them right away. Immediately call the main parks office at 774-2400 and explain the situation. If after hours use the Phone Procedure list to contact a supervisor.

3. If the supervisor grants permission for the media to be on the field, a staff member must accompany them and make sure they follow safety rules and follow through with only what was requested and given permission to do by the supervisor. Any problems the media person should be asked to return to the office and a supervisor called.

AFTER INCIDENT FOLLOW-UP



1. After emergency is taken care of speak to on site emergency personnel if possible to discuss the incident and if staff could work differently with emergency responders to improve upon the coordination of the response.
2. Gather all staff present at the time of the incident and a supervisor if possible and discuss the incident. Give each staff member an opportunity to state how they are feeling and any concerns or suggestions they may have.
3. Provide follow-up meetings' as needed depending on the severity of the incident.
4. On site supervisor is to file a written report as to what happened which should include accident report, and information provided by staff members involved, recommendations or comments made by the emergency response team, and any witness statements that may have been taken. This needs be turned in to the main office within 24 hours of the incident.

SEVERE WEATHER



SIGNS

- **Thunderheads**
- **Rain Clouds overhead**
- **Thunder or Lightning in the area**
- **High Winds**

ACTION

1. If thunder and / or lightning is heard or seen, alert both teams and staff to the fact that play may be stopped for safety purposes. Have all patrons and staff clear the field and attempt to move away from any metal objects.
2. Once pool decks are cleared of all patrons, lock the doors leading from the locker rooms to the pool deck.
3. Equipment, chairs, etc. should be left on the field until the danger has cleared. In case of lightning and / or thunder staff must wait 15 minutes before returning to the field.
4. If any questionable weather is seen approaching the on site supervisor will call the Weather Service at 541-779-5990. If a severe storm warning is in effect the pool will close until the warning is taken out of effect by the Weather Service.