

EMERGENCY ACTION PLAN (EAP)

FACILITY ♦ ADDRESS ♦ PHONE

MEDICAL EMERGENCY

Call **911** or your local emergency number...

- Give your name and location of emergency (be sure to give town and state if calling from a cell phone)
- Identify type of injury
- Provide First Aid (if trained)
- Assign personnel to greet emergency response personnel
- Notify supervisor

PUBLIC SAFETY

Sport Events

- Remain calm
- Make the public aware of situation
- Notify emergency personnel
- Activate the nearest fire alarm and evacuate the building in an orderly manner
- **Once out of the building, go one block away from the emergency**
- Assign personnel to greet emergency response personnel upon arrival
- All media communication must come from the Administration or Main Office
- Notify supervisor

Youth Programs

- Remain calm
- Respond to immediate emergency situation
- Notify emergency personnel if necessary
- Assign personnel to greet emergency response personnel
- **Account for ALL participants in program**
- Assign personnel to contact parents or guardians of participants
- All media communication must come from the Administration or Main Office
- Notify supervisor

FIRE

- Activate the nearest fire alarm and evacuate your area
- Employees are instructed to evacuate a building if the fire alarm is sounded and verified
- If possible, call 911 or your local emergency number
- Notify supervisor

TORNADO

If the Civil Defense Warning System sounds...

- Move away from the perimeter of the building and exterior glass
- Proceed to the designated tornado shelter or main corridor
- **Safest Location: SITE SPECIFIC**
- Crouch down and protect your head (go under a desk if necessary)
- Remain until the "all clear" is given
- Notify supervisor

LIGHTNING

The 30/30 Rule

- When the flash is seen, count the number of seconds to the initial "bang" of its thunder.
- Divide the number of seconds by 5 to get the strike distance (in miles).
- Take shelter if the "Flash-to-Bang" delay is 30 seconds or less
- Stay undercover until 30 minutes past the last clap of thunder.
- LIMITED EFFECT WITH STORMS BUILDING OVERHEAD

DO NOT take cover in picnic shelters/pavilions, baseball dugouts, "rag top" convertible automobiles, open fields/high ground, trees or water.

EMERGENCIES CALL 911

(Be sure to give town
and state if calling
from a cell phone)

BUILDING EVACUATION

When the alarm sounds to evacuate the building, go to the nearest exit and proceed to your meeting area.

Meeting Area: **SITE SPECIFIC**

- Do not use any elevators, use stairs
- Walk don't run
- Assist others or customers if necessary
- Do not return to the building until the "all clear" is given
- Notify supervisor

Local management/supervisor will announce when it is safe to return.

 **Fire Extinguishers: SITE SPECIFIC**

 **First Aid Kits: SITE SPECIFIC**

 **AED: SITE SPECIFIC**

EMPLOYEE EMERGENCIES

Your personal safety is of most importance to the Park District. Please notify the MAIN OFFICE with your location and phone number at which you can be reached for medical, personal and work information.

INFORMATION CONTACT NUMBERS

- **Main Office** 701/746-2750
PO Box 12429
1060 47th Ave S
GF, ND 58208-2429
www.gfparks.org
(e-mail) gfparks@gfparks.org
- **Info Line** 701/787-3499

SUSPICIOUS MAIL & OBJECTS

Identification

- Excessive postage
- Misspelled words
- Placed in unusual location
- Badly typed or written
- Strange odor
- Oily stains
- Powdery residue
- Poorly wrapped
- Protruding wires

Immediate Action

- Do Not Panic
- Notify supervisor or designee
- *If Suspicious - Do Not Handle or Open!*
- Isolate the item
- If item was handled, wash hands immediately with soap and water

REMEMBER!

Report anything you believe to be significantly suspicious, including the activity of others.

WORKPLACE VIOLENCE

- Avoid confrontation
- If possible retreat to a location of safety
- Report the incident to a supervisor and complete an "Incident/Near Miss" report
- If the situation requires, call police
- If the situation requires, notify others in the building to evacuate and avoid the perpetrator

CPR

CALL - **911**

COMPRESS - POSITION HANDS IN THE CENTER OF THE CHEST
- FIRMLY PUSH DOWN 2 INCHES ON THE CHEST 30 TIMES

BLOW - TILT HEAD
- LIFT CHIN
- CHECK BREATHING
- GIVE 2 BREATHS

CONTINUE WITH 2 BREATHS AND 30 PUMPS UNTIL HELP ARRIVES

BOMB THREAT

- Remain calm and never hang up - leave phone off the hook
- Call **911** on another line
- Attempt to identify
 - Background noises (people talking, cars, etc.)
 - Sex, age, race, accent, or disguised voice
- Ask questions
 - Where is the bomb?
 - When will it go off?
 - What kind of bomb is it?
 - What is your name, address, phone number?
 - How will it be activated?
- If possible, while talking, have another employee notify supervisor or call the police for assistance.
- Evacuate building and go at least one block away from site ASAP
- Assign personnel to greet emergency response personnel from a safe location upon arrival
- Notify supervisor
 - *Do not touch any suspicious boxes, packages or objects*

ROBBERY

- Cooperate
- Let them have the money
- Remain calm
- Let them leave the building
- Call 911 or your local emergency number
- Notify supervisor

