



**WHITE COUNTY
PARKS & RECREATION**

WHITE COUNTY RECREATION DEPARTMENT



327 ASBESTOS ROAD
CLEVELAND, GA 30528
706-865-5275
WWW.WHITECOUNTY.NET/PARKSREC

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PUBLIC VERSION

Mission Statement: White County Parks & Recreation Department is committed to enhancing the services provided and enriching the lives of the residents of White County by providing safe and welcoming facilities and offering programming to help groups of all ages to play, learn, grow, and preserve it for future generations.

Vision Statement: Creating an active, healthy, and engaged community.

I. Objective

The objective of the White County Recreation Emergency Action Plan (EAP) is to comply with the Occupational Safety and Health Administration’s (OSHA) Emergency Action Plan Standard, and to prepare employees for dealing with emergency situations. This plan is designed to minimize injury, loss of human life, and company resources by training employees, procuring and maintaining necessary equipment, and assigning responsibilities. This plan addresses emergencies that may reasonably be expected to occur at White County Recreation Department – 327 Asbestos Road – Cleveland, GA 30528

PUBLIC VERSION

EMERGENCY ACTION GUIDE

Facility: White County Recreation Department Building

Phone: 706-865-5275

Address: 327 Asbestos Road – Cleveland, GA 30528

Initial Actions

The individual discovering or receiving information about an incident will take the following steps:

1. CALL 911 if police, fire, or ambulance is needed.
2. Activate the appropriate emergency system. Refer to the Rec. Center EAP for all emergency situation procedures. Notify the Director and Assistant Director, providing the following information:
 - Your name
 - Nature of incident
 - Location of incident
 - Severity of injuries or property damage
3. Take action to inform/protect patrons and staff. This might include:
 - Moving people away from an area or evacuating them
 - Isolating and securing the area
 - Providing assistance as needed to injured persons
 - Directing public safety responders to the scene

Emergency Numbers

Emergency: 911

Parks & Recreation Director: Kimberly McEntire – 706-809-8538, 706-768-7246

Parks & Recreation Assistant Director: Deena Cowart – XXX-XXX-XXXX

EMA/911 Non-emergency: 706-865-0911

Maintenance Supervisor: XXX-XXX-XXXX

Building Alarm Company:

Evacuation Plans

- For fire, sound alarm and have staff begin to calmly and orderly evacuate building to relocation sites, using closest exits.
- Call 911 to report problem to emergency services, remember to stay on the line to give details of the problem.
- Assist staff to calmly evacuate building by checking all rooms, restrooms, and other possibly occupied areas for people with disabilities who may have been missed or need help (provided it is safe to do so).

Key Weather Terms

Watch – Threatening weather is likely. Remain alert and inform staff/patrons of procedures to be taken if warning is issued and siren sounds.

Warning – Severe weather is occurring or has been indicated by radar. Take immediate action by implementing facility evacuation/relocation procedures.

Bomb Threat

- Evacuate patrons in a quick but calm manner, checking all rooms, restrooms, and closets.
- Assist people with disabilities, elderly, and children in evacuating.
- Keep minor patrons safe until parents can be contacted.
- Camps/classes need to do a head count to make sure all participants are accounted for.
- Call 911 to report the incident to emergency services.
- Call Director and Assistant Director to report incident.
- Direct staff member to meet fire department outside.

Evacuation/Relocation Sites

- Lightning Warning: Inside building away from windows
- Fire/Bomb Threat: Evacuate to the Recreation Department Parking Lot
- Storm/Tornado: Take shelter in the Restrooms Meeting Room, back hallway, or storage rooms
- Secondary Storm/Tornado Shelter: Gymnasium

Flooding Damage Control

- Most likely source of floodwater – plumbing system
- Action steps:
 - Keep/move patrons from potential hazards
 - Notify Director and Assistant Director
 - Notify maintenance staff
- Caution: water may be energized by contact with motors or other electrical equipment
- Caution: floodwater may be contaminated with chemical or biological hazards

Fire

- Activate fire alarm
- Staff shall begin evacuation procedures
- Call 911 to report the situation, give detailed information
- Stay on the line until further instructed
- Notify Director and Assistant Director as soon as possible
- Refer to EAP
- Assist staff in evacuating building
- Meet at predetermined assembly site (Recreation Department parking lot)
- Keep minor patrons safe until their parents can be contacted

Power Failure

- Take steps to insure checking each room to provide help for patrons who need assistance
- Notify maintenance staff
- Report outage to Director and Assistant Director

Lost Child/Alzheimer's

- Search building checking restrooms, closets, rooms
- Contact 911 if child/person not found within 10 minutes
- Complete incident report

Tornado/Severe Weather

- Lightning Warning – move inside away from windows
- Determine severity of weather
- Notify Director and Assistant Director
- When sirens or radio dictate, relocate patrons and staff to designated areas of the building
- Do not release children if storm has damaged immediate area, except to parent/guardian.

Active Shooter

- Immediately lock the door of the room you are in if the door has a lock
- Cover any windows that have a line of sight into hallway
- Gather out of the line of sight of any windows
- Stay out of open areas
- Call 911
- Do not sound any fire alarms
- Stay where you are until police arrive
- If you are put into a position (open area) where you must take action, first hide, if hiding is impossible, and you must run, do so at this time. If hiding and running are not possible, as a last resort, fight the intruder.