



KANAWHA COUNTY PARKS & RECREATION
ALL FACILITIES
EMERGENCY OPERATIONS PLAN

Purpose:

The intent of this emergency plan is to outline the actions to be taken for “all hazards”. In the event of an emergency, the Facility Director or Designee needs to assess the urgency of the situation. If the hazard requires an immediate response the Facility Director or Designee needs to refer to this policy and exercise their judgement when taking action. If the emergency is imminent, the Facility Director or Designee should contact 911.

Chain of Notification for all Emergency Situations:

- 1. Contact 911 and the Facility Director or Designee (if not at the facility).**
- 2. Notify the affected staff on duty.**
- 3. Facility Director or Designee addresses the emergency until emergency responders arrive.**

Indoor Facility

Procedures:

Emergencies may require evacuation or “sheltering in place”. Major emergencies may involve specialized personnel. Always follow emergency responder instructions.

Evacuations:

Fire – structural

1. Evacuate staff and visitors away from building (possible sites include

parking lot and outside park common grass areas. Remain at least 150 feet from the fire.

2. Staff shall have all occupants evacuate the building. Assist all people who may need assistance in evacuating.
3. Close all doors when leaving the building.
4. If the fire is in the incipient (beginning) stage and trained to do so staff may be able to use a fire extinguisher to put the fire out.
5. Bring emergency supply kit.
6. Account for all staff and visitors (write down names and phone numbers).

Hazardous Material Inside

1. Evacuate staff and visitors away from the building (possible sites include parking lot and outside park common grass areas).
2. Bring emergency supply kit.
3. Account for all staff and visitors (write down names and phone numbers).

Shelter in Place:

Flash Flood

1. Notification to staff and visitors to gather in the facility building.
2. Bring emergency supply kit.
3. Account for all staff and visitors (write down names and phone numbers).

Hazardous Materials Outside

1. Notify staff and visitors to gather in facility building.
2. Turn off heating and air conditioning units.
3. Bring emergency supply kit.
4. Account for all staff and visitors (write down names and phone numbers).

Inclement Weather:

Watch/warning

1. Staff and visitors are to use their own personal judgement on when to seek shelter.
2. In the event of an actual severe storm or tornado, account for all staff/visitors (writing down names and phone numbers, if possible).

Suspicious Package:

1. Note location of suspicious package.
2. Leave package where it is found.
3. Evacuate area immediately. Remain at least 300 feet from the package.
4. Call 911.

Intentional Unlawful Act:

1. Seek safety.
2. Call 911 if able to do so.

Outdoor Facilities/Athletic Fields

Procedures:

Emergencies may require evacuation or “sheltering in place”. Major emergencies may involve specialized personnel. Always follow emergency responder instructions. When weather or other hazardous conditions warrant, advise (players to cease play) and immediately seek shelter.

- Notification from Kanawha County Emergency Management. Or 9-1-1 Center.
- Alerts via weather radio and/or lightening detector.
- Observations of facility staff.
- Outdoor warning sirens.
- KC Ready App
- WEA Wireless Emergency Alert (for smart phones)
- Any other factor or element observed.

Evacuations:

Flash Flood

1. Clear facilities and fields.
2. Notify Facility Director or Designee.
3. Evacuate staff/park visitors safely (seek higher ground; if time allows patrons are encouraged to leave with their vehicles).
4. Bring emergency supply kit.
5. Account for all staff park visitors (write down names and phone numbers, if possible).

Fire

1. Clear facilities and surrounding facility areas.
2. Notify Facility Director or Designee.
3. Evacuate staff/park visitors safely (See emergency evacuation plan).
Remain at least 150 feet from the fire.
4. Bring emergency supply kit.
5. Account for all staff/park visitors (write down names and phone numbers, if possible).

Hazardous Materials (External)

In the event of a chemical hazard that may affect the complex a Shelter In Place or an Evacuation may be requested.

1. Clear facilities and trails.
2. Staff and park visitors shall either shelter in place or evacuate.
3. For Shelter in Place people should go into the nearest building and follow shelter in place procedures.
4. Close all windows and doors.
5. Turn off any air handling unit such as an air conditioner or heater.
6. Keep people away from doors and windows to the extent possible.
7. Once sheltered keep the doors closed.

8. Seal off doors with towels
9. Monitor public radio or TV broadcast.
10. Wait for the all clear.

Evacuation

1. Notify Facility Director or Designee.
2. Evacuate staff/park visitors safely away from the hazard or in a direction away from the location of any hazard. In the event of a chemical event direct those away from the location of the hazard or area identified in the public warning (See emergency evacuation plan).
3. For a weather event such as flooding direct people away from the hazard if possible.
4. Account for all staff/park visitors (write down names and phone numbers, if possible).
5. When necessary, Air National Guard will be contacted fir the use of their gate.
6. When available staff will assist at the main entrance/exit gate.

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Watch/warning

1. Staff and visitors are to sue their own personal judgement on when to seek shelter.
2. In the event of an actual severe storm or tornado, account for all staff/visitors (writing down names and phone numbers, if possible).

Suspicious Package:

1. Note location of suspicious package.
2. Leave package where it is found.
3. Evacuate area immediately. Remain at least 300 feet from the package.
4. Call 911.

Intentional Unlawful Act:

1. Seek safety.
2. Call 911 if able to do so.

Active Shooter on-site or in close proximity to the complex

During any active shooter or act of violence, park staff will have to use individual judgement as to what to do first. The primary goal is to protect players and visitors with special emphasis on un-accompanied children. The primary actions are to run, hide, or fight. Staff and park visitors will have to determine if evacuation (run), hide (shelter in place in a secure area) or fighting is the correct action. In an active shooter situation, only run from the complex if the location of the shooter/ assailant is known.

- If the shooter / assailant is not in the immediate vicinity, run away from the sound of the gunfire or reported position.
- If the shooter / assailant is outside in the park, going inside to a secure lockable building may be used.
- If the shooter assailant is in the building, hiding in a lockable secure area may be used.
- When hiding, hide out of the assailant's view. If necessary, block windows to prevent being seen.
- Turn off lights and silence phones and other devices.
- If running away from the assailant, do not collect belongings.
- Call 9-1-1 when safe to do so.
- If running outdoors and you cannot get away, find a place to hide with some form of protection; such as a brick wall, house, garbage dumpsters, trees or anything to hide you and give some protection.
- As a last resort you may have to fight.
- Each individual will have to make his or her decision on whether to engage the assailant in a fight.
- Fighting should be a last resort option.
- If the active shooter or other act of violence is not in the immediate vicinity of the complex:
 - Metro 9-1-1 will make notification to staff.
 - Staff will inform officials (coaches, referees etc.) of the situation.
 - Depending on advice from law enforcement or county officials a decision will be made depending on the perceived level of the threat on whether to suspend operations or not.

PLAN IS CONTINUOUSLY UPDATED DUE TO CHANGES IN FACILITIES & GROUNDS