Emergency Action Plan

RECREATION DIVISION

BAINBRIDGE METRO PARK & RECREATION DISTRICT

Overview
The Bainbridge Island Metro Park and Recreation District (BIMPRD) encompasses a number of facilities, parks and amenities. This includes picnic shelters, Aquatics Center, Bainbridge Island Recreation Center, outdoor swimming pool at BIRC, pickleball complex, tennis courts, playgrounds, and various other recreational facilities. A variety of recreational programs are organized at various parks and facilities.

Purpose
The purpose of this Emergency Action Plan (EAP) is to ensure an adequate response to any emergency within and/or affecting our parks, facilities, and programs. Proper planning for emergencies and the corresponding response are both important in providing support in necessary situations. This document is to be used as a guide, as not every situation can be covered. The EAP contains information to reduce the severity of emergency situations and minimize the risk to life and property.

Assumption
Individuals choosing to engage in activities at/around any of the public park facilities are subject to numerous hazards. Potential emergency incidents could include one or more of the following:

- Medical Emergencies – Illness or accident related
- Fire – outdoor or within a facility
- Transportation – Motor vehicle accidents
- Natural – weather related incidents such as severe storms, tornadoes, etc.
- Other emergencies

Staff Support - Debriefing after a Critical Incident:
After a serious life-threatening event, a staff meeting may be held with the staff members involved to discuss the incident. If necessary, the entire staff will be asked to attend a meeting to discuss the details. All staff should support each other after any traumatic emergency.

Plan Review & Recommendations
The Recreation Division Director, Rec Superintendent, BIRC Administrator and the Aquatics Center Administrator will review the Emergency Action Plan annually, with a deadline of March 31st of the given year. The team will recommend any necessary changes and updates will be made accordingly.

Form Specifications (see Exhibit A & B)

BIMPRD Employee Incident Report Form: Documents physical harm/injury to staff members only.

BIMPRD Non-employee Incident Report Form: Documents physical harm/injury to program participants. You may use this report form to document behavioral issues, civil disturbances, and any disciplinary issues that need attention.

Media Coverage

The only employee authorized to discuss information with the news media is the Executive Director of Park and Recreation. Any employee approached by the news media should notify their supervisor and direct the reporter to the Executive Director of Park and Recreation. The Executive Director may further delegate communication responsibilities at their discretion based on subject expertise.

It is understood that BIMPRD staff may have to handle initial contact with the media. If so, remember the following:

1. DO NOT make any statements regarding the incident.
2. DO NOT respond with "No Comment".
   You can make a generalized statement to the media, reinforcing who should be contacted for BIMPRD. For example;

"The Executive Director of Bainbridge Metro Park and Recreation is the designated spokesperson and has all of the current information related to the incident. Reach out to Dan Hamlin at* 206-245-7385 *for further questions."

Follow up with the Executive Director of Park and Recreation and/or designated spokesperson to inform them which media outlet contacted BIMPRD.

The elected spokesperson should follow the "do's" and "don'ts" of communication:

Do's	Don'ts
Tell the Truth	Speculate or guess
Release only confirmed facts	Overstate and understate
Be concise	Talk "off the record"
Show concern	Be thrown by hostile questions
Remain calm	Give an exclusive to one reporter
Provide updates	Place blame

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IMPORTANT CONTACT INFORMATION

Emergencies: 911 | **Police Non-Emergencies:** 206-842-5211 | **Fire Non-Emergencies:** 206-842-7686

WA Poison Control Center: 800-222-1222

Contacts	Name	Office Phone	Cell Phone
Acting Executive Director	Dan Hamlin	206-842-5661	206-245-7385
Recreation Division Director	Madison Collins	206-842-5661	206-823-9809
Recreation Division Superintendent	Bryan Garoutte	206-842-5661	206-488-8587
Aquatics Administrator	Jenette Reneau	206-842-2302	206-825-9660
BIRC Administrator	Julie Miller	206-842-5661	206-319-3770
Adaptive & Accessibility Coordinator	Cody Ogren	206-842-5661	206-565-5811
Aquatics Program Manager	Marjorie LeMaster	206-842-2302	206-825-9072
Facilities Maintenance Manager	Mike Omans	206-842-2302	206-656-5675
Gymnastics Program Manager	Jason Balangue	206-842-2302	206-488-8625
Outdoor Program Manager	Stacey Stoner	206-842-5661	206-883-5768
Sports & Fitness Program Manager	Audree Gormanson	206-842-5661	206-823-9838
Teen Center, Adult Art & Enrichment, & All-Day Camp Program Coordinator	Rachel Radtke	206-842-5661	206-502-3908
Youth & Teen Art & Enrichment, Pottery Program Manager	Shannon Buxton	206-842-5661	206-245-5709

IMPORTANT FACILITY/PARK ADDRESSES

Bainbridge Aquatic Center
8521 Madison Avenue
Bainbridge Island, WA 98110

Bainbridge Island Recreation Center
11700 Meadowmeer Circle NE
Bainbridge Island, WA 98110

Bainbridge High School Gymnastics Room
9330 High School Road NE
Bainbridge Island, WA 98110

Battle Point Park
11299 Arrow Point Drive NE
Bainbridge Island, WA 98110

Camp Yeomalt Cabin & Classroom
900 Park Avenue NE
Bainbridge Island, WA 98110

Eagledale Park & Pottery Studio
5055 Rose Avenue NE
Bainbridge Island, WA 98110

Fay Bainbridge Campground and Park
15446 Sunrise Drive
Bainbridge Island, WA 98110

Fort Ward Hall
9705 Evergreen Avenue NE
Bainbridge Island, WA 98110

Strawberry Hill Park Center and Mini Gym
7666 High School Road NE
Bainbridge Island, WA 98110

Island Center Hall
8395 Fletcher Bay Road
Bainbridge Island, WA 98110

Prue's House and Hill Top Park
9600 Mandus Olson Road NE
Bainbridge Island, WA 98110

Seabold Hall & Park
14450 Komedal Road NE
Bainbridge Island, WA 98110

Camp Yeomalt Cabin & Classroom
900 Park Avenue NE
Bainbridge Island, WA 98110

EMERGENCY PROCESS & PHONE NUMBERS

Fire, Medical, Police

Dial 911

When dialing 911 please give the following information to the operator:

Hello my name is _____ example: John Smith
I'm located at _____ example: Bainbridge Aquatics Center
Address is _____ example: 8521 Madison Ave
Bainbridge Island, WA 98110
I am calling from _____ example: 206-842-2302
Describe Incident _____ (Spinal injury, Heart attack, severe laceration)
We are administering _____ (Type of Care… first aid, CPR, AED)
*Do not hang up unless 911 instructs you to hang up.

After you call 911, IMMEDIATELY CALL:
Primary Supervisor. If you are unable to contact them, please reach out to the following individuals:

- **Madison Collins 206-823-9809 (Rec Division Director)**
- **Bryan Garoutte 206-488-8587 (Rec Division Superintendent)**
- **Dan Hamlin 206-245-7385 (Acting Executive Director)**

Incident reports must be filled out immediately for all injuries.

If injury was fatal - CLOSE DOWN THE AREA. Staff cannot leave until management has a written statement from each individual on duty. No one is to discuss any part of the incident with anyone except EMS, Police, and management. Remember only facts belong in reports, not speculations.

Other Important Numbers:

WA Poison Control
1-800-222-1222

Local Police (Non-emergency)
206-842-5211

Local Fire (Non-emergency)
206-842-7686

THE FOLLOWING PROCEDURES SHOULD BE FOLLOWED IN THE EVENT OF AN EMERGENCY

This is meant as a guide.

Active Shooter/Weapons

If you hear gun fire or someone states, there is an active shooter act call 911 immediately, with the location and description of shooter, if you are able to without putting yourself or others in harm. After the you should proceed with the following steps: Run, Hide, Fight.

- **RUN**
  - Broadcast that there is an active shooter!
  - Get patrons out of the area/facility.
  - If you can't exit – protect yourself.
  - Run away from the shooter.
  - If a shooter is not believed to be waiting outside, get out of the building and out of direct line of site and fire.
  - Take as many participants/patrons/staff as you can but do not be slowed down exiting the facility or outside areas.
  - Don't allow others to enter the area – notify them there is a shooter.

- **HIDE**
  - Only hide if you are unable to get out and RUN or it is not safe outside.
  - Find an area you can lock, barricade the door, or secure in some way.
  - Make that area dark and stay out of sight.
  - Silence your cell phone/ radio or anything that would give away your location.
  - Do not hide somewhere without an escape.

- **FIGHT – as last resort!**
  - If you are trapped and cannot get away or hide, fight!
  - Keep moving – moving targets are hard to hit.
  - Distract the shooter by throwing objects at them.
  - If you have enough people, try to take them down.
  - Sit on them- do not give them an opportunity to stand up.

- **OTHER KEY POINTS**
  - This will be a super charged situation. Try to stay calm and think. If you can't escape and the police are on their way do not make yourself a target.
  - Do not pick up a weapon including any gun that may be around; officers are trained to take down subjects. kick it away, but do not hold onto the weapon.
  - Keep your hands visible and fingers spread if they ask you to show your hands. Do not give them a reason to suspect that you are the shooter.
  - After the threat has been neutralized, our role as staff is to assist 911 and First Responders in any way we can.

- **After the event, there are a few key things that will need to happen:**
  - Identify yourself as a BIMRPD staff member to all First Responders.
  - Know that tasks may be assigned to you by first responders or management.
  - Help evacuate the building.
  - Identification of staff and patrons.
  - First Aid (within your scope of training)
  - We will use a designated area to reunite patrons with their families. The area will be decided depending on the location and circumstances.
- Turn in a completed BIMPRD Incident Report Form to your supervisor documenting the event.

Assault/Fight

If the incident involves patrons, participants, or staff members:

- Remove the class participants from the scene and far enough away from the incident
- Make your presence known from a safe distance, acknowledging yourself as a Park and Recreation employee.
- Warn the individual(s) involved that they need to stop what they are doing, or corrective actions will be taken.
- Ask them to leave the facility or park.
- Call 911 if the individual has not stopped their conduct or the situation has been heightened.

Other course of actions:

- Verify that you have an additional witness and/or staff present during the incident.
- If the fight continues or begins to escalate, after verbal warning, call 911 or the Bainbridge Island Police Department.
- Call your supervisor.
- Turn in a completed BIMPRD Incident Report Form to your supervisor documenting the event.

For Your Benefit:
Only intercede if you feel confident to do so. As soon as you feel threatened or uncomfortable in any way, the smartest and safest thing that you can do is to stay back and become a good witness as to what occurred and/or call 911 for emergency services to handle the situation.

Biohazard Clean-up

In case a biohazard cleanup is necessary, take the following safety steps:
The most common biologically hazardous materials will be bodily fluids such as blood or vomit.
Staff with biohazard cleanup training will respond by doing the following:

- If necessary, mark the area with cones or caution tape.
- Obtain the Biohazard Cleanup Kit.
- Put on a pair of gloves and/or needed PPE.
- Clean up the spill using industrial strength paper towels.
- Use a Bodily Fluid Spill Kit for blood/vomiting. If one is not available, use Santizide and be sure to read before using.
- Spray Disinfectant cleaner on the spill area once it has been cleaned up.
- Let the treated surface must remain wet for 30 seconds.
- Wipe up area until all is clean and disinfected.
- Place paper towels and other contaminated materials into the red Biohazard bag.
- Carefully remove the gloves and place them in the Biohazard bag. DO NOT allow your bare skin to come into contact with the contaminated gloves.
- Place the full Biohazard bag(s) in the Biohazard Disposal Container in the Fire Sprinkler Room. Do not walk around the building with a biohazard bag in your hand.
- Immediately wash hands with warm water and soap
- Turn in a completed BIMPRD Incident Report Form to your supervisor documenting the event.

Bomb Threat

First person to speak to informant:

- Do not hang up, try to keep the caller on the line for as long as possible.

- Remain calm and refer to questions to ask.
- Questions to ask informant.
    - When is the bomb supposed to detonate?
    - How and where did they find the bomb threat?
    - Where is the bomb located?
    - Is there more than one bomb?
    - What is your name?
    - What is your address and phone number?

Alert staff of the possible bomb threat.
Clear facility/park area of all patrons and staff asap.

- Do not let patrons retrieve their belongings.

- Call 911.
- Everyone should go to the Emergency Meeting place.
- Turn in a completed BIMPRD Incident Report Form to your supervisor documenting the event.

Other Onsite Staff Members:

- Assist with clearing facility/park area and don't forget to check restrooms/locker rooms.
- Assist with getting everyone to the Emergency Meeting area.

Chemical Spill - Small or Low Hazard, Indoors or Outdoors

- Notify people in the immediate area.
- Assist with injured persons.
- Confine/limit the spill.
- Clean up spill following BIMPRD procedures.
- Contact your supervisor or Facilities Maintenance Manager.

Turn in a completed BIMPRD Incident Report Form to your supervisor documenting the event.

Civil Disturbance/Disorderly Conduct/ Suspicious Behavior/Crime in Progress

- Stay calm.
- Move participants/patrons away from imminent danger.
- Maintain physical distance from the individual.
- Do nothing to aggravate the situation as it may only intensify.
- Attempt to signal over another employee to join you as a witness of the disorderly conduct.
- If the behavior continues, contact your supervisor and/or call 911 to report the disturbance.
- Be prepared to provide authorities with the following information, if known:
    - Brief description of the individual
    - Current location/address of current location
- Turn in a completed BIMPRD Incident Report Form to your supervisor documenting the event.
- The appropriate authorities will respond, investigate, and control the situation. They will provide instructions as necessary, which must be followed.

- Civil Disturbance/Disorderly Conduct: A person commits disorderly conduct if he/she intentionally or knowingly:
    - Uses abusive, indecent, profane, or vulgar language in a public place.
    - Makes an offensive gesture or display in a public place.
    - Abuses or threatens a person in a public place in an obviously offensive manner.

- Makes unreasonable noise in a public place, or in or near a private residence that he has no right to occupy.
- Fights with another in a public place.
- Displays a firearm or other deadly weapon in a public place in an harmful manner.

COVID 19

COVID-19 remains a recognized respiratory hazard in the workplace. If a staff member, patron or participant, indicates they are sick with any potential illness, they must stay home, regardless of their COVID -19 vaccination status.

- If an employee has tested positive for COVID-19 they should remain home and follow the WA State L &I recommendation for returning to work. L&I Guidance for Preventing COVID-19 (wa.gov)
- If a participant or patron has tested positive for COVID-19, they should remain home and follow the CDC guidelines on when/how they can return to activity. CDC's Updated Respiratory Virus Guidance: What to do When You Are Sick | CDC
- If someone has been in close contact with an individual who tested positive for COVID-19: Close contact is defined as being within 6 feet of a person for a cumulative total of at least 15 minutes during a 24-hour period (even if both people were wearing face coverings), living with or caring for a person who has COVID-19, or having direct contact with infectious secretions (e.g., being coughed on, kissing, or sharing utensils). They should follow the CDC guidance for when/how they can return to work/activity. CDC's Updated Respiratory Virus Guidance: What to do When You Are Sick | CDC
- Wearing a well-fitting mask can still help prevent the spread and exposure to most respiratory viruses like COVID.

Drugs/Alcohol

If a person appears to be severely intoxicated, do a quick assessment, and then contact 911 for treatment if necessary.

- After calling 911, notify supervisor.
- Stay with the person as you wait for police/medical personnel to arrive.f a person has an open alcohol container (and is not attending an event that has acquired an alcohol permit), notify your supervisor.

Turn in a completed BIMPRD Incident Report Form to your supervisor documenting the event.

- Under 21If a minor (under age 21) is involved in a marijuana or alcohol violation, call your supervisor. They will help assess the situation and may need you to contact the police.
- The police will call the parents of the minor, and the parents will be asked to collect their child from the scene or from the police department.
- Turn in a completed BIMPRD Incident Report Form to your supervisor documenting the event.

Earth Quake

Drop, cover, hold.

- **Inside the building:**
  - Take cover immediately under a desk, table, or chair, in a corner away from windows, along a wall in a hallway, or in a structurally strong location such as a hall by a pillar.
  - Watch for falling objects such as light fixtures, bookcases, cabinets, shelves, and other furniture that might slide or topple. Stay away from windows. Do not run outside.
  - Do not dash for exits since they may be damaged and the building's exterior brick, tile and decorations may be falling off.
  - Do not use the elevators.

- Check for fires or fire hazards, spills of flammable or combustible liquids, or leaks of flammable gases. Do not significantly delay departure from the building or put yourself in danger to accomplish these tasks.
- Turn off ignition and heat sources, if properly trained and it is safe to do so.
- Shut off all gas sources, if trained to do so.
- Exit the building, if possible, and go to the designated Emergency Assembly place to report on injuries, damages and potentially hazardous conditions. Take emergency/first aid kit and personal belongings if possible. Account for staff/patrons in your area of responsibility.
    - Do not re-enter until the building has been declared safe by trained emergency personnel like the fire department or COBI (city of Bainbridge Island) assessment teams).

- **Outside:**
    - Remain outside, preferably in a vehicle.
    - Stay clear of electrical wires, poles, trees or anything that might fall.
    - After a major earthquake
    - Check for injuries to participants/patrons/staff. Do not attempt to move seriously injured persons unless they are in immediate danger. Render first aid assistance if required.
- **Expect aftershocks.**
- **Restore calm.**
- **Examine your area for damage. Look for:**
    - Damaged, leaking or ruptured utility lines (gas, water, electrical, telephone, computer network)
    - Toppled furnishings or equipment
    - Spilled hazardous materials
    - Damaged building components such as ceilings, walls, beams, columns or doors
    - Evacuate the building if damage is found or the power is out. Report evacuation to supervisor. Do not re-enter until the building has been declared safe by trained emergency personnel.

Fire & Explosion

Fire alarm or explosion is to be taken seriously, never assume it is a false alarm

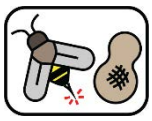
- When a fire is detected, pull the nearest first alarm when available.
- Call 911 and give the building name, address and specifics of the emergency.
- If the fire is small and an individual trained in extinguisher use feels that it can be extinguished through the use of no more than one portable fire extinguisher, this attempt can be made. If this effort fails, the person using the extinguisher should immediately evacuate.
- Upon notification of the fire emergency, individuals (both employees and/or program participants) should leave the building or park area.
    - If you hear the fire alarm, evacuate the building or area. Close all doors as you go.
    - Do not use elevators. Evacuate by using the nearest stairwell.
    - If trapped by smoke or fire; stay low and try to cover your mouth with a wet cloth.
    - Find a room where you can seal the cracks under the door and call 911.
    - If near a window, open but do not break it. Wave or hang something outside to alert fire personnel.
    - If your clothes catch fire: STOP, DROP and ROLL to smother the flames.
    - Go to your evacuation location.
    - Report to Supervisor
    - Do not re-enter the building until authorized by emergency personnel or supervisor.
- Turn in a completed BIMPRD Incident Report Form to your supervisor documenting the event.

A Fire in a Building without a Fire Alarm

- Call out “FIRE – GET OUT” loudly, using your voice to inform other occupants.
- Phone 911 and report the building name, address and specifics of the emergency.

- Follow the general procedures listed above.

Food Allergy/Bee Sting Reaction



Allergic reactions may occur without warning.

*A medical form should be on file for each participant specifying any allergies (and severity), medication, along with emergency contact information. Time is of the essence, when dealing with an allergic reaction.

Response if allergen has been ingested or sting reaction.

- ***Severe Symptoms***
  - *INJECT EPINEPHRINE IMMEDIATELY if provided by the individual! Call 911 and tell operator an individual is having an anaphylactic reaction.*
- If under 18, call parent or guardian of the individual and inform them of the situation.
- If adult, call emergency contact person after situation has been handled.
- Remove the rest of the participants/patrons from the scene by moving them to another room or open park area.
- If symptoms do not improve, or symptoms return, more doses of epinephrine can be given about 5 minutes after the last dose.
- Turn in a completed BIMPRD Incident Report Form to your supervisor documenting the event.

Severe symptoms include and should including calling 911 ASAP:

- Lungs: Short of breath, wheezing, repetitive cough
- Skin: Many hives over body, widespread redness
- Mouth: Significant swelling of the tongue and/or lips
- Stomach: Repetitive vomiting or severe diarrhea
- Heart: Pale, blue, faint, weak pulse, dizzy
- Throat: Tight, hoarse, trouble breathing/swallowing
- Stomach: Repetitive vomiting or severe diarrhea.

Mild Symptoms:

- Give antihistamines, if directed by the parent or by a physician.
- Stay with individual.
- Have someone parent guardian or notify emergency contacts that the individual is having an anaphylactic reaction.
- Remove the rest of the participants from the scene by moving them to another room or open park area.
- Watch individual closely for changes. If symptoms worsen, GIVE EPINEPHRINE and call 911. Turn in a completed BIMPRD Incident Report Form to your supervisor documenting the event.

Mild symptoms include and should include informing the parent/guardian:

- Itchy/runny nose
- Ithcy mouth
- Hives
- Mild nausea/discomfort
- Sneezing
- Mild itch

Harassment

Harassment is unwelcome conduct that is based on race, color, religion, sex (including sexual orientation, gender identity, or pregnancy), national origin, older age (beginning at age 40), disability, or genetic information (including family medical history).

- If you feel safe, ask the person to stop the harassment.

- In cases where you are a staff member, and you see harassment between patrons/participants, ask them to stop. If they do not stop, or continue the behavior, then contact your supervisor as soon as possible. Discipline actions will be decided by your supervisor and will be given to the individual(s).
- In cases where you are a staff member, and you see another staff member harassing another employee, ask them to stop, and if they continue then contact your supervisor as soon as possible. Discipline actions will be decided by the Rec Division Director and will be given to the individual(s).
- In cases where you are an employee being harassed by another employee, patron, or participant, ask them to stop. If they do not stop and/or you feel uncomfortable, then contact your supervisor as soon as possible. Discipline actions will be decided by the Rec Division Director and will be given to the individual(s).
- Harassment may include either verbal, visual or physical harm.
- Discipline action will be taken in the case of employees harassing other employees, patrons or participants. Please follow the Park & Recreation grievance procedure in the District's Personnel Policies.
- In all cases of harassment, turn in a completed BIMPRD Incident Report Form to your supervisor documenting the event.

Lock Down

In case of a lock down:
In the event of a threat to a facility, we will go into lock down mode. Such instances will be warranted with a threat at the nearby neighborhood (per Law Enforcement). All doors will be secured by staff and patrons moved onto a secured area. No person will be allowed to enter or exit the facility during an active lock down.

- First person to be notified of a threat, lock down:
  - Alert ALL areas of the building by using a "all page" button on the phone system, megaphone or by word of mouth, depending on the facility. Speak clearly "Due to an outside threat, this facility is in lock down. Secure and lock all doors and windows.
  - Move patrons into rooms away from windows if possible.
  - Staff then should sweep the building ensuring all patrons are in a secure room/area.
  - Notify your supervisor.
  - Stay in the secured area until the threat has been neutralized and all clear has been given from Law Enforcement or management. Normal programs and operations can then resume.
  - Turn in a completed BIMPRD Incident Report Form to your supervisor documenting the event.

Lost or Missing Participant

If a staff member or individual reports that they cannot find someone. The first attempt to find the missing participant/patron will be to walk in and around the park or facility area. If the missing person is a small child, all available staff will assist in looking for the participant/patron. Telephone calls may need to be made to see if the person received a ride home. The staff member/supervisor may have the park area or facility secured or go into lockdown to find a missing participant/patron.

- Staff should secure the facility (lock down) or park area.
- Communicate with other staff members, cross-referencing the last known location of the individual.
- If deemed missing, check logical places first (playground, bathroom, etc).
- Staff member(s) should walk the park/facility thoroughly searching for the missing individual.
- After 10-15 minutes of the child missing, call 911.
- Remaining staff should keep program participants/patrons calm and ensure their safety by staying in one defined area.
- Contact your supervisor and inform them of the situation.
- Parent/guardian should be notified of the situation.
- Turn in a completed BIMPRD Incident Report Form to your supervisor documenting the event.

Important information to know:

- Gender
- Race
- Age
- Eye and hair color
- Height
- Weight
- Clothes worn
- Any distinguishing characteristics
- Location or area last seen

Maintenance Issues/Broken Equipment

- Isolate the problem and identify the location (make sure to be able to be very specific).
- If maintenance issues prevent normal operations, contact your Supervisor as soon as possible and they will contact the Facilities Maintenance Manager.
- If you can't contact your supervisor, then contact the Facilities Maintenance manager.
- If necessary, turn in a completed BIMPRD Incident Report Form to your supervisor documenting issue if it prevents normal operations.

Medical Emergency, Illness or Injury

When a first responder arrives to the scene, the following should be conducted:

- Check the scene for safety
- Ask for consent to treat.

- Treat life-threatening concerns.
- Treat non-life-threatening concerns to best of ability with first aid training.
- Call 911 if severe or lift threatening.
- Provide the following information:
    - Nature of medical emergency
    - Location of the emergency (i.e. address/building/park area)
    - Your name and phone number
- Do not move the victim unless absolutely necessary.
- Move the rest of the other participants or patrons from the scene. Find another staff member or adult to help with the class. (if youth)
- Locate, if not trained, staff trained in CPR and first-aid to provide the required assistance prior to the arrival of professional medical help.
- If personnel trained in first-aid are not available, attempt to provide the best care possible if it is safe to do so and using Personal Protective Equipment (PPE).
- Stop the bleeding with firm pressure on the wounds, avoiding contact with blood or other bodily fluids. Use PPE when treating victims.
- Keep the airway clear.
- Have someone meet the emergency help and direct them to the location of the victim.

Do not attempt to move or assist an injured person unless you have had proper training or if the person seems in danger of a more severe injury.

- Collect all relevant information from the class/activity roster or from the person being treated.
- Contact your supervisor.

- If not severe:
    - If an adult, assist the person with arranging transportation to the hospital if necessary. Call their secondary emergency contact, call friend or taxi).
    - If under the age of 18, contact parent/guardian for transportation or their secondary emergency contact.

***Staff members are not permitted to transport participants/patrons to the hospital.**

Mental Health Emergency

- If a person threatens suicide or is expressing any suicidal ideation or an attempt has been made, contact 911 immediately.
- Utilize fellow counseling skills. Express genuine concern and collect information.
- Have someone (staff member if possible) remain with the person while you call your Supervisor, 988 or 911.
- Don't be afraid to ask the student if they are thinking about harming themselves.
- Report ALL self-harm and suicidal-type comments to your supervisor, even if you think they may be joking.
- If the student urgently needs to talk with a mental health counselor:
- Call 988 Suicide and Crisis Lifeline or 911.
- Turn in a completed BIMPRD Incident Report Form to your supervisor documenting the event.

Non-Approved Instructor or Businesses using Facilities or Parks

All approved businesses working in parks or facilities will have a permit from our Community Outreach Department. **If you see someone using our facilities or parks operating under their own business:**

- First ask if they have a permit. If they do, please ask to see it. Make sure they are using the facility/park as intended on the permit. Days, times, activity etc.
- If the permit looks acceptable, continue allowing the business or individual to conduct their business.
- If an individual/business is on our premises without a current permit, please do the following:
    - Move any class participants to a different area while conducting the scene.
    - Get the full name of person(s) or business, phone and email.
    - Warn the individual(s) involved that they need to stop what they are doing and leave the area as soon as possible or corrective actions will be taken.
    - If they refuse to stop and/or leave, tell them you are calling your supervisor. If you can't get a hold of your supervisor contact the Rec Division Director or Superintendent, or you feel unsafe, call the Bainbridge Island Police Department or 911.
    - Turn in a completed BIMPRD Incident Report Form to your supervisor documenting the event.

Severe Weather

In the event of inclement and severe weather while inside, proceed with the following:

- Advise participants/patrons/staff not to leave the building.
- Listen to latest weather advisories on commercial news, weather radio, weather websites for alerts.
- Continue normal activities but have a staff member monitor the situation and notify others if conditions deteriorate.
- In the event of inclement and/or severe weather while outside, proceed with the following:
- All programs occurring will be suspended immediately.
- Listen to latest weather advisories on commercial news, weather radio, weather websites for alerts.
    - **Depending upon the status of the situation, act accordingly:** Tornado or Thunderstorm Watch: Weather conditions are favorable for the possible development of tornadoes or severe thunderstorms. Discontinue normal activities and have someone monitor the situation and notify others if conditions deteriorate.

Tornado or Thunderstorm Warning (or a visible lightning strike): A tornado or thunderstorm is occurring or sighted in the area. In addition to dark clouds and/or hail. Immediately cease all activities and direct all participants/patrons to immediately take shelter.

- Leadership staff will determine if activities, practices, games, etc can continue.
- Thirty-minute rule: Once the activity has been suspended, wait at least 30 minutes after the last thunder is heard or flash of lightning is witnessed prior to resuming play.
- If outside activities need to stop, they will be cancelled or postponed immediately. In any circumstance, any staff member can make such a call if conditions are obviously unsafe. Also, any user group practices will be cancelled as well.
- Contact your supervisor to notify them of the weather-related event, staff will receive further guidance on next steps from the Supervisor.

If Inclement and Severe Weather is Extreme Heat and/or Poor Air Quality, proceed with the following:

- Limit outdoor activity to morning and evening hours.
- Reduce exercise or modify the lesson plan. Keep exercise/activity to a minimum.
- Protect yourself from the sun by wearing a wide-brimmed hat (also keeps you cooler) and sunglasses and by putting on sunscreen of SPF 35 or higher (the most effective products say “broad spectrum” or “UVA/UVB protection” on their labels).
- Programming will most likely be cancelled if it is over 95 degrees Fahrenheit.
- Programming may be cancelled if the air quality is poor. Staff should check with supervisor and continue to monitor the air quality on the Department of Ecology State of WA website: Interactive Maps (wa.gov). Air quality categories run from good, moderate, unhealthy for sensitive groups, unhealthy, very unhealthy to hazardous.
- We will cancel all outdoor activities if the air quality is unhealthy or worse. If air quality is unhealthy for sensitive groups, then we may modify the activity.

Suspicious Behavior/Crime

If you encounter any level of safety concern, which may include, break-ins, threats to personal safety, harassment, unlawful entry or solicitation, suspicious packages or suspicious person(s) or behavior, contact your supervisor immediately.

If there is an eminent threat or danger, contact 911 immediately and do not attempt to resolve the situation on your own.

- Move participants/patrons away from imminent danger and away from the scene. Do not confront a suspicious person. Act in a courteous manner. Try to keep the individual calm and under control. Keep distance between the individual/ item. Do not attempt to touch or move a suspicious package. If a package is left from someone, call 911.Call 911 if the situation escalates to an emergency situation with the suspicious person(s). Provide your name, locations, and specifics of the occurrence. Know of the easiest, most accessible exits always. Call your supervisor. Turn in a completed BIMPRD Incident Report Form to your supervisor documenting the event.

Theft

In case of theft, follow these steps:

- Collect information. Patron's name, address, phone and items missing.
- Double check area to make sure items were not misplaced.
- If items cannot be found, call 911 to report the theft.
- Notify your supervisor as soon as possible.
- Work with police and patron to complete police report. Turn in a completed BIMPRD Incident Report Form to your supervisor documenting the event.

Utility/Power Outages

- Stop all activities.
- Contact the Facilities Maintenance Manager and/or Program Manager/Coordinator to report power outage.
- Locate emergency lights/flashlights.
- If there is a PA system, it will not work. Building staff should walk around each area of the building (including bathrooms/locker rooms) to notify users that the power is out and clear the building. Participants/Patrons can wait in the lobby area or designated area until an official announcement is made about suspending or cancelling operations.
- Typically takes about thirty minutes for staff to make an official announcement on whether the facility will be suspending or cancelling operations. Staff should continue to make sweeps of the building until an announcement is made.
- When we receive official word that we are suspending/cancelling operations, building staff should check that all doors are locked, windows are closed, and everyone (including those who may have waited in the lobby) has left.

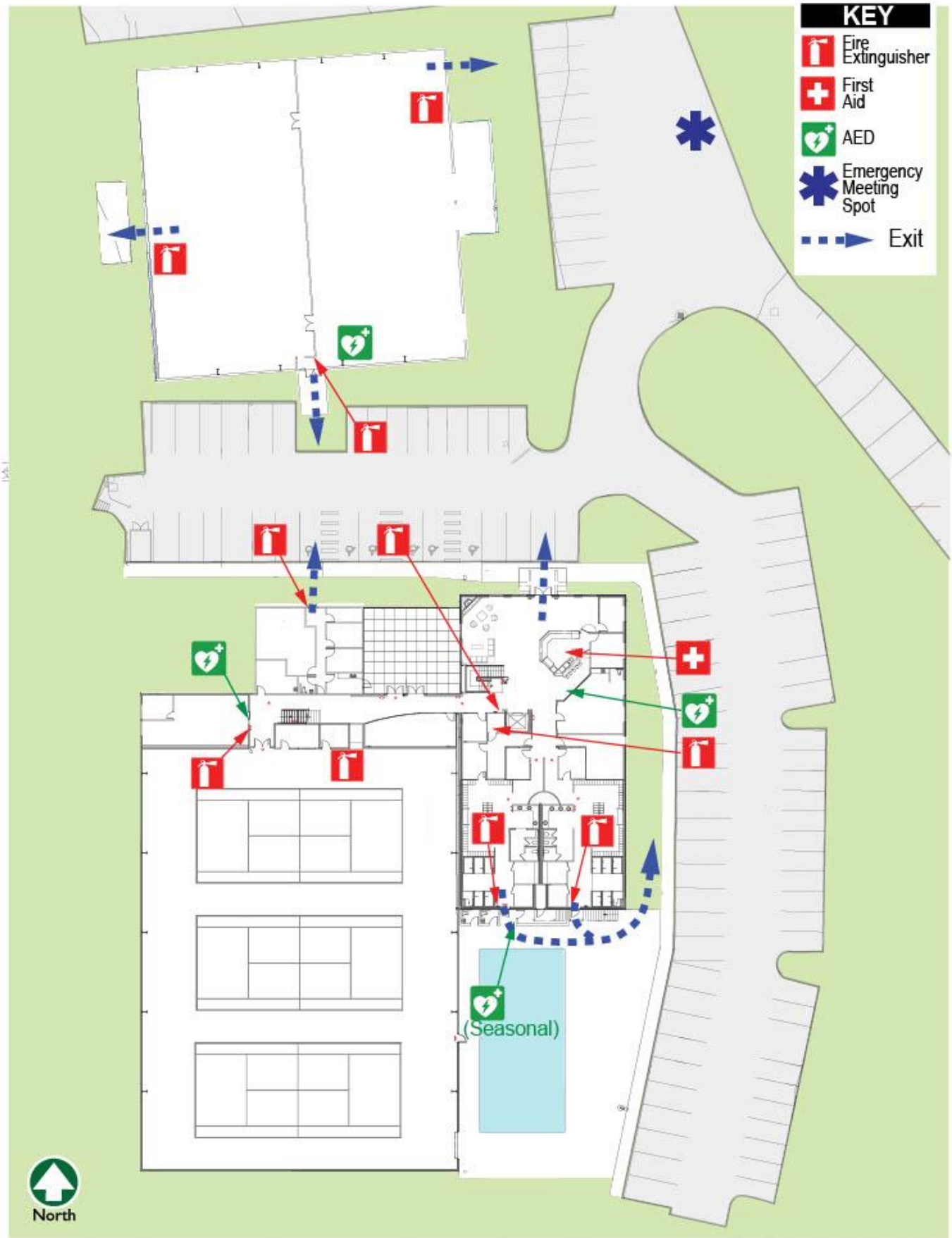
Vandalism

- Contact your supervisor.
- Document damage and take a photo of damage if possible. Email photo immediately along with the incident report.
- In case of vandalism that may compromise the safety of others (i.e. a broken door or window) or vandalism, or graffiti that is threatening, offensive or discriminatory in nature, contact your supervisor immediately. They will follow up with the appropriate staff member.
- Turn in a completed BIMPRD Incident Report Form to your supervisor documenting the event.

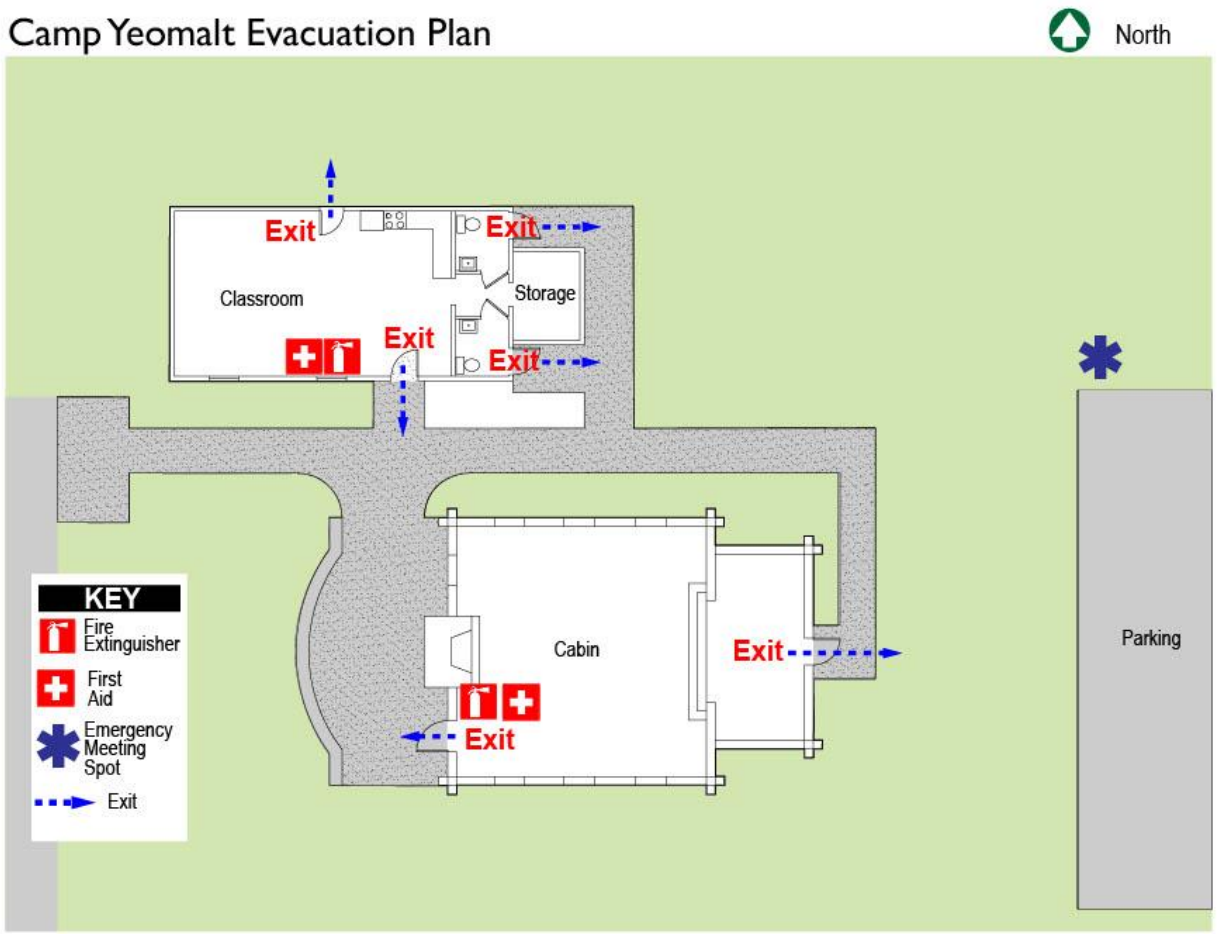
Vehicle Accident – Using District Van, Bus or Car

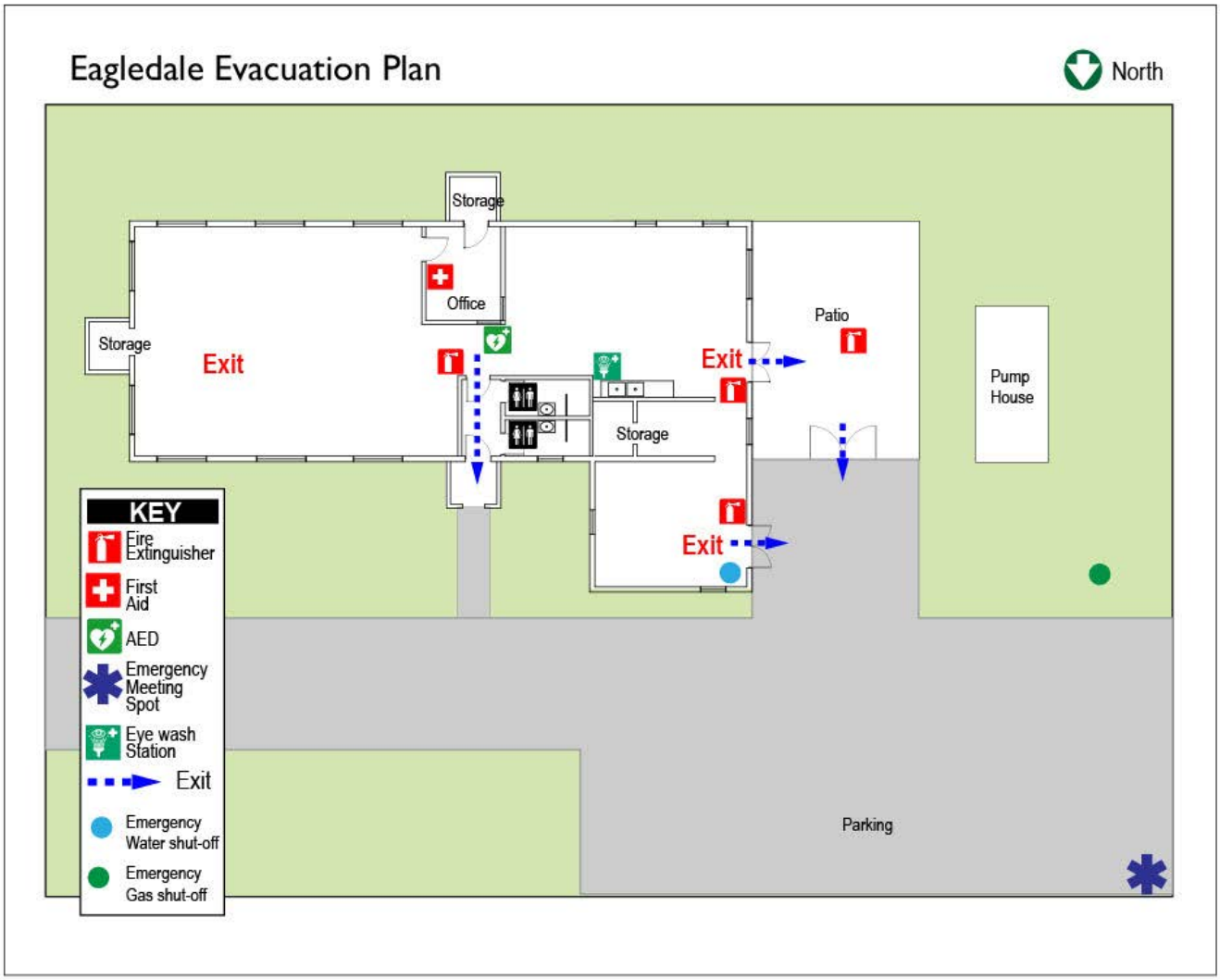
- Pull over to the most accessible safe spot, if possible.
- Stop the vehicle, turn off the ignition, and turn on the emergency hazard lights.
- Guide the participants/staff to safety.
- There is a First-Aid kit and fire extinguisher in each BIMPRD vehicle.
- Determine if anyone is injured and perform first-aid accordingly.
- Call 911 for police and/or medical personnel as soon as everyone is safe.
- In the event of a serious accident, reference the Media Coverage section when dealing with all news media attention.
- Do not admit fault or accuse the other driver of fault.
- Secure as much of the following information as possible:
  - Name, address, and telephone number of those involved (including witnesses)
  - License numbers, license plate numbers, make, model, color, and year of all vehicles involved
  - Insurance information of all persons involved.
  - Damage description to all vehicles involved. **If possible, take photos of all vehicles and/or property involved.**
  - Ask to see that the information provided above is indeed factual. Ask politely to see the information in writing.
- The district's insurance card is in each of our vehicles. Provide information to involved person as seen fit.
- Call your supervisor. Your supervisor will determine if/when parents need to be contacted.
- Remain with the group of participants/patrons/staff and verify that everyone is accounted for.
- Turn in a completed BIMPRD Incident Report Form to your supervisor documenting the event.

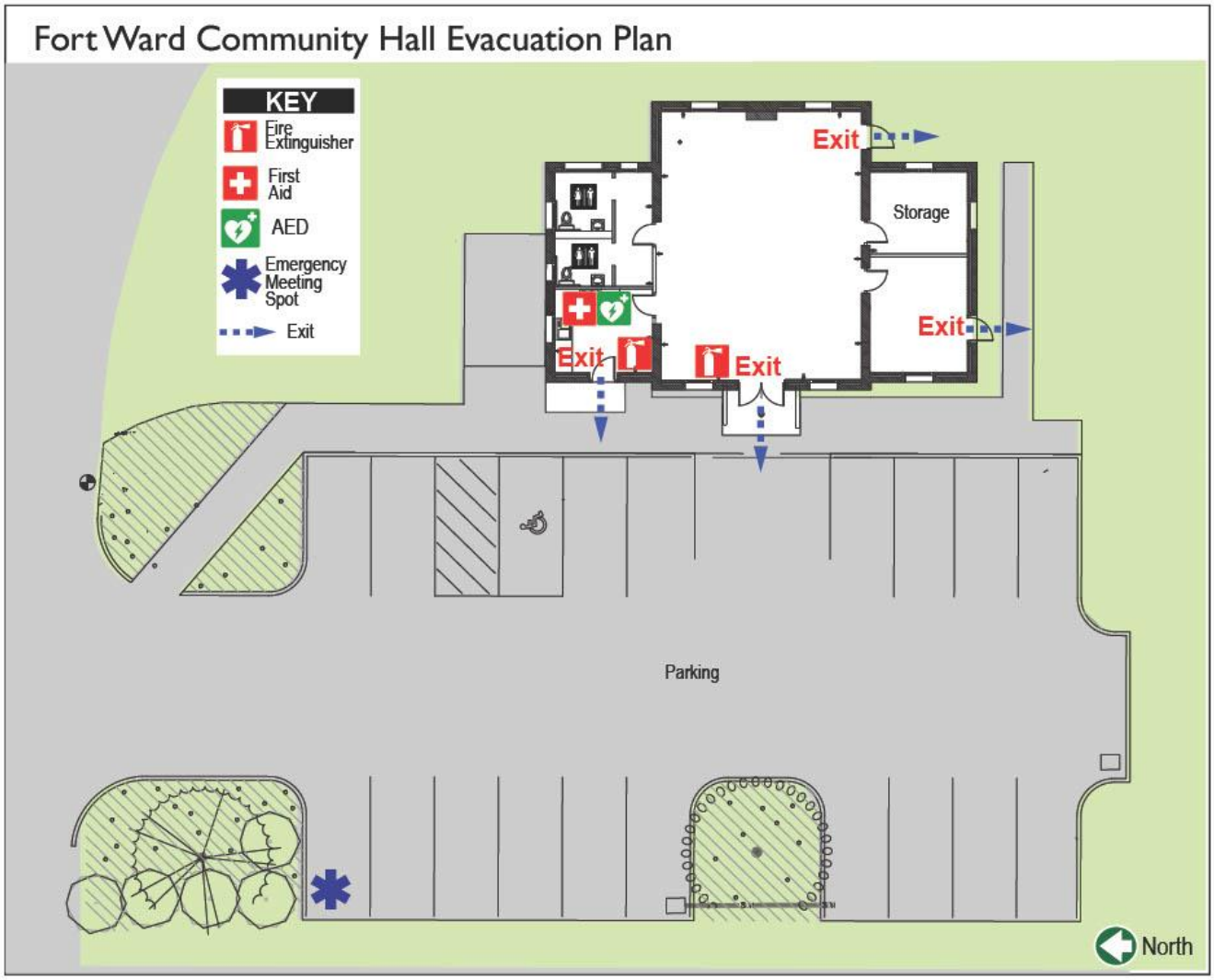
Bainbridge Island Recreation Center Evacuation Plan


KEY
Fire Extinguisher
First Aid
AED
Emergency Meeting Spot
Exit
(Seasonal)
North

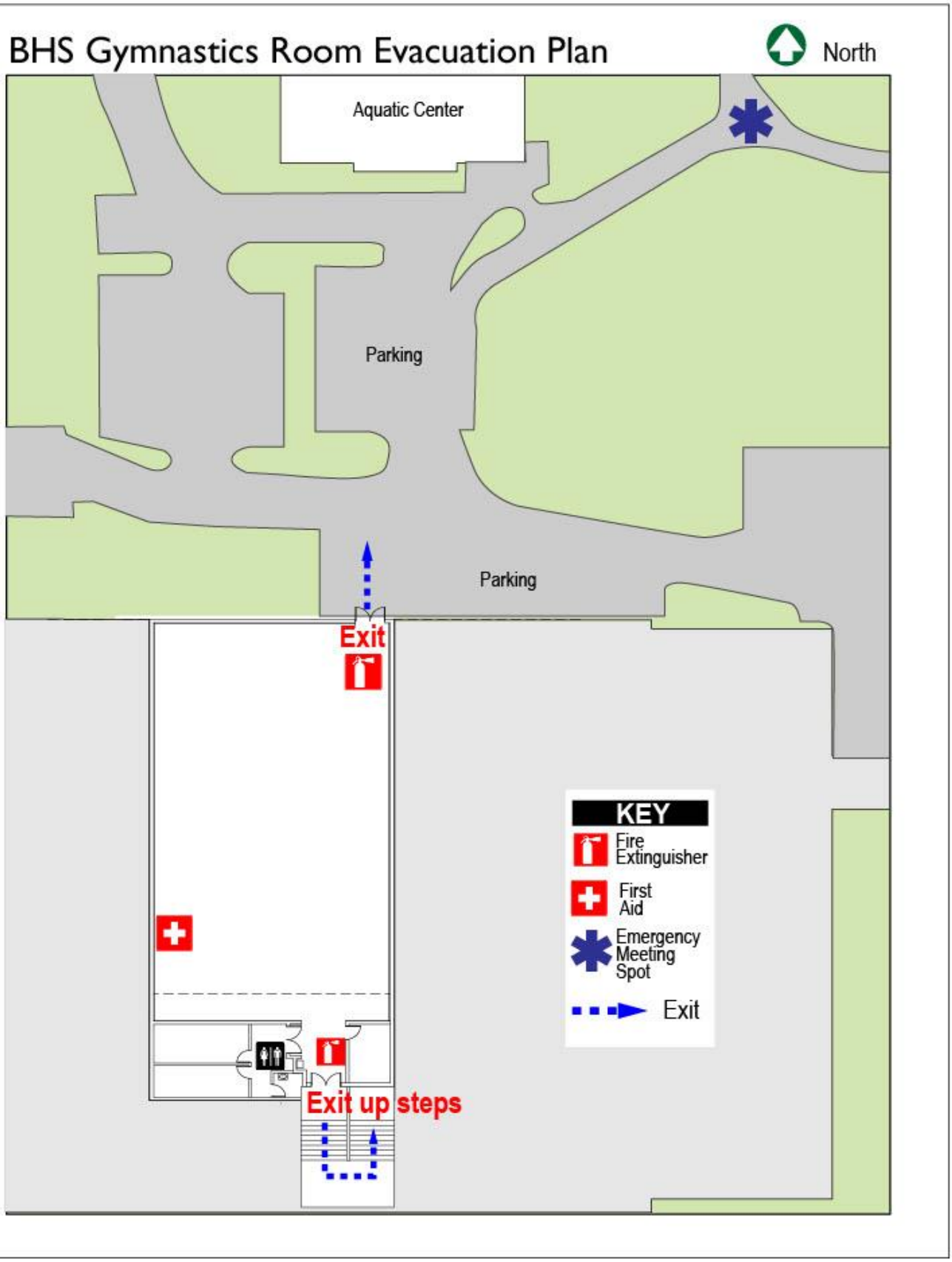
Camp Yeomalt Evacuation Plan



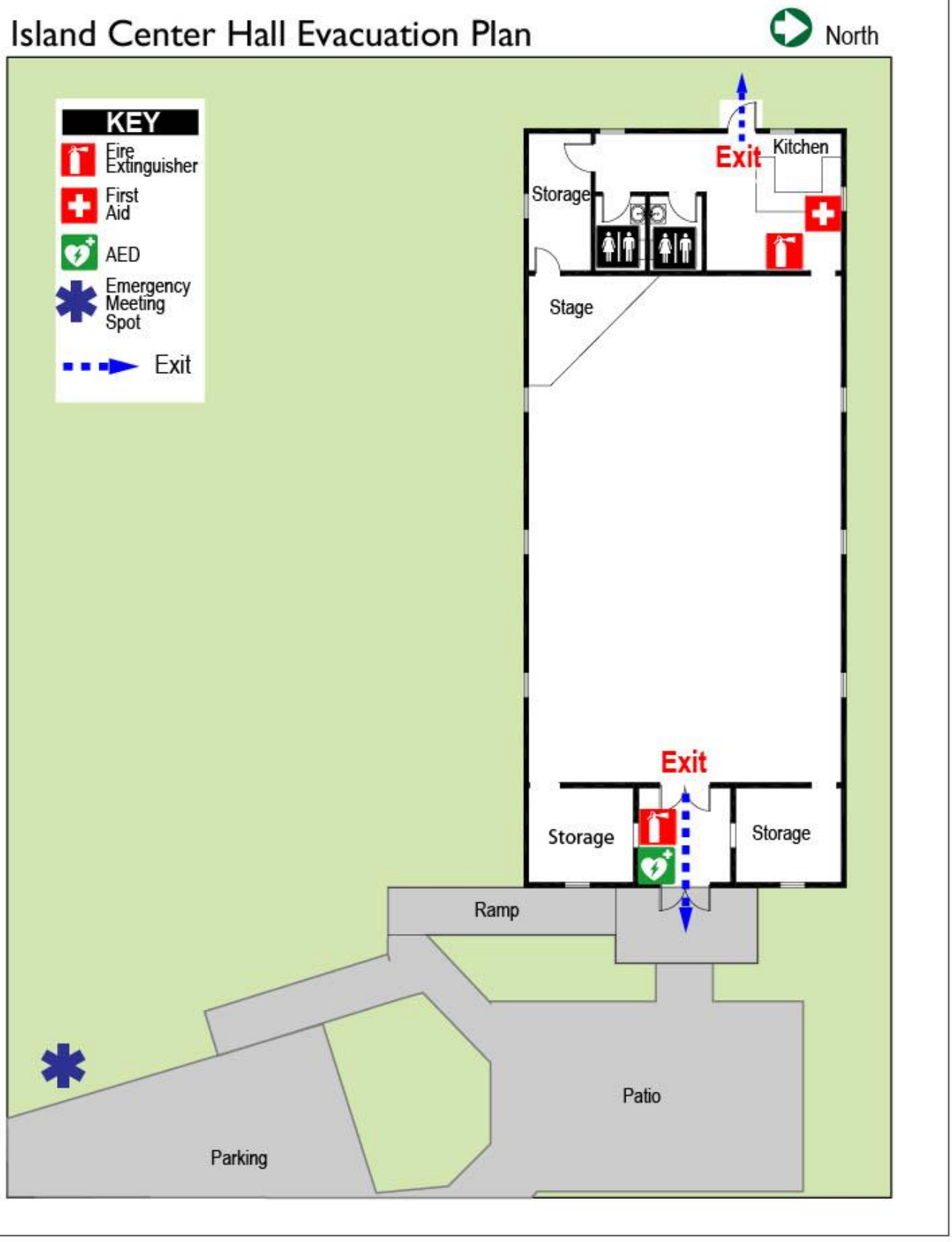

Eagledale Evacuation Plan
North
Storage
Office
Storage
Exit
Exit
Patio
Pump House
Storage
Exit
KEY
Fire Extinguisher
First Aid
AED
Emergency Meeting Spot
Eye wash Station
Exit
Emergency Water shut-off
Emergency Gas shut-off
Parking


Fort Ward Community Hall Evacuation Plan
KEY
Fire Extinguisher
First Aid
AED
Emergency Meeting Spot
Exit
Exit
Storage
Exit
Exit
Exit
Parking
North

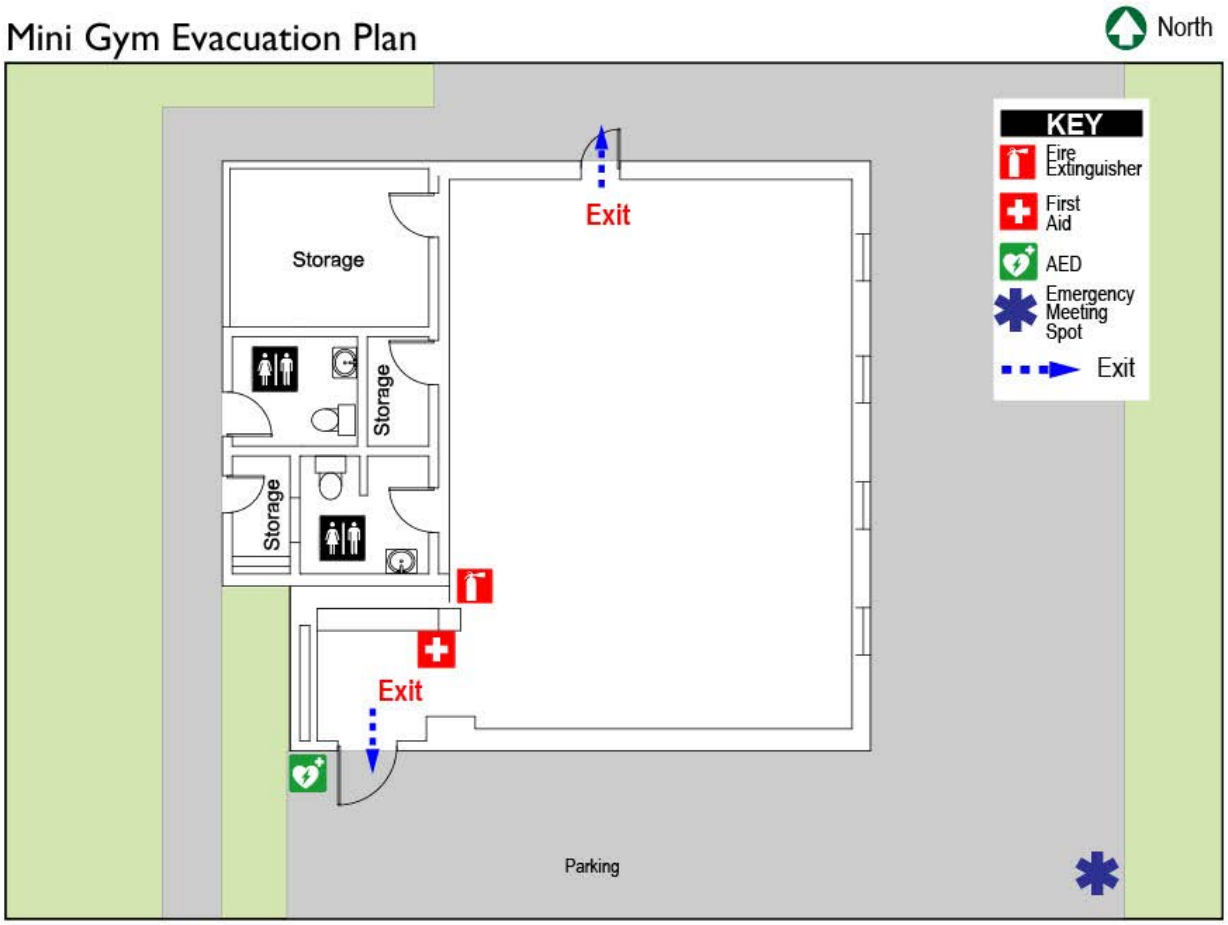
BHS Gymnastics Room Evacuation Plan



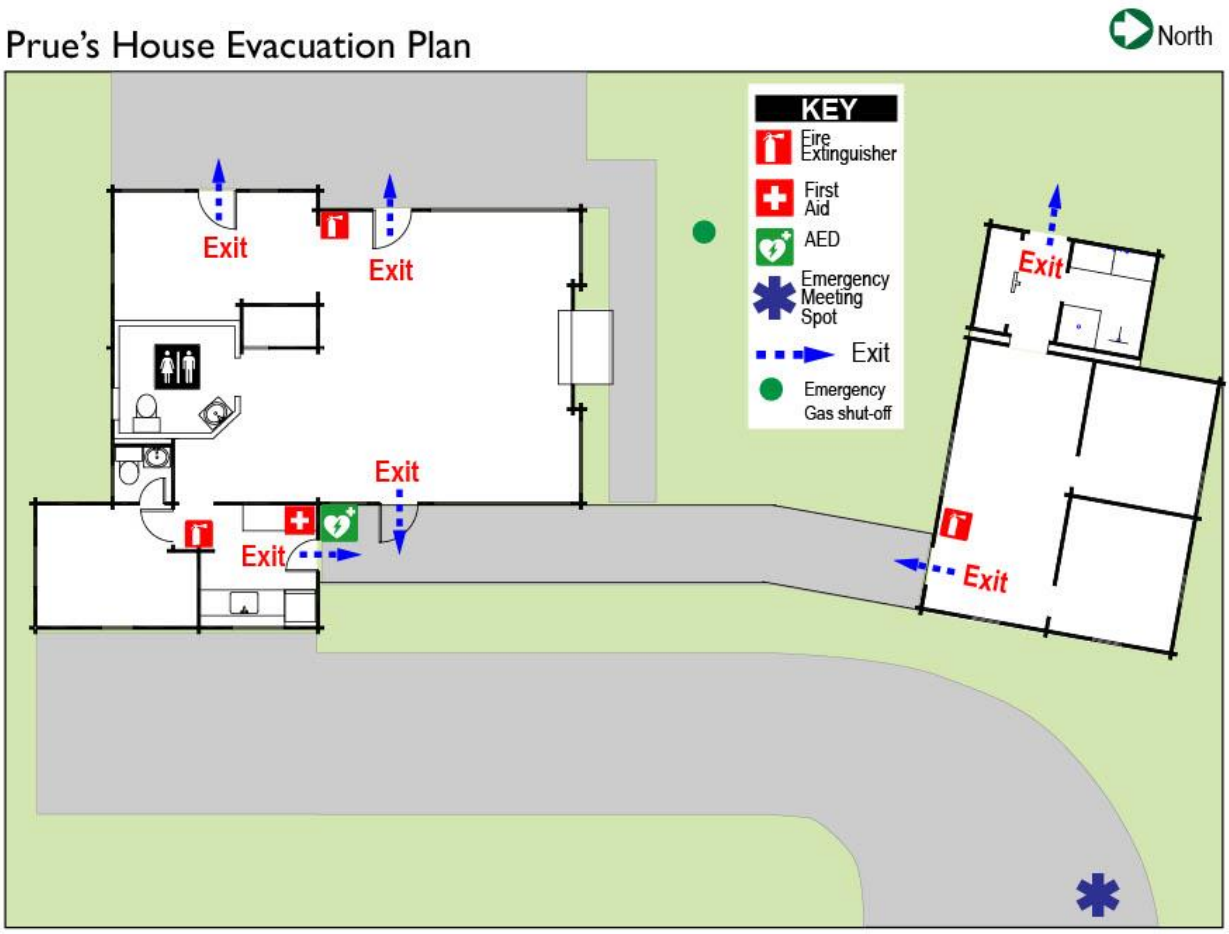
Island Center Hall Evacuation Plan



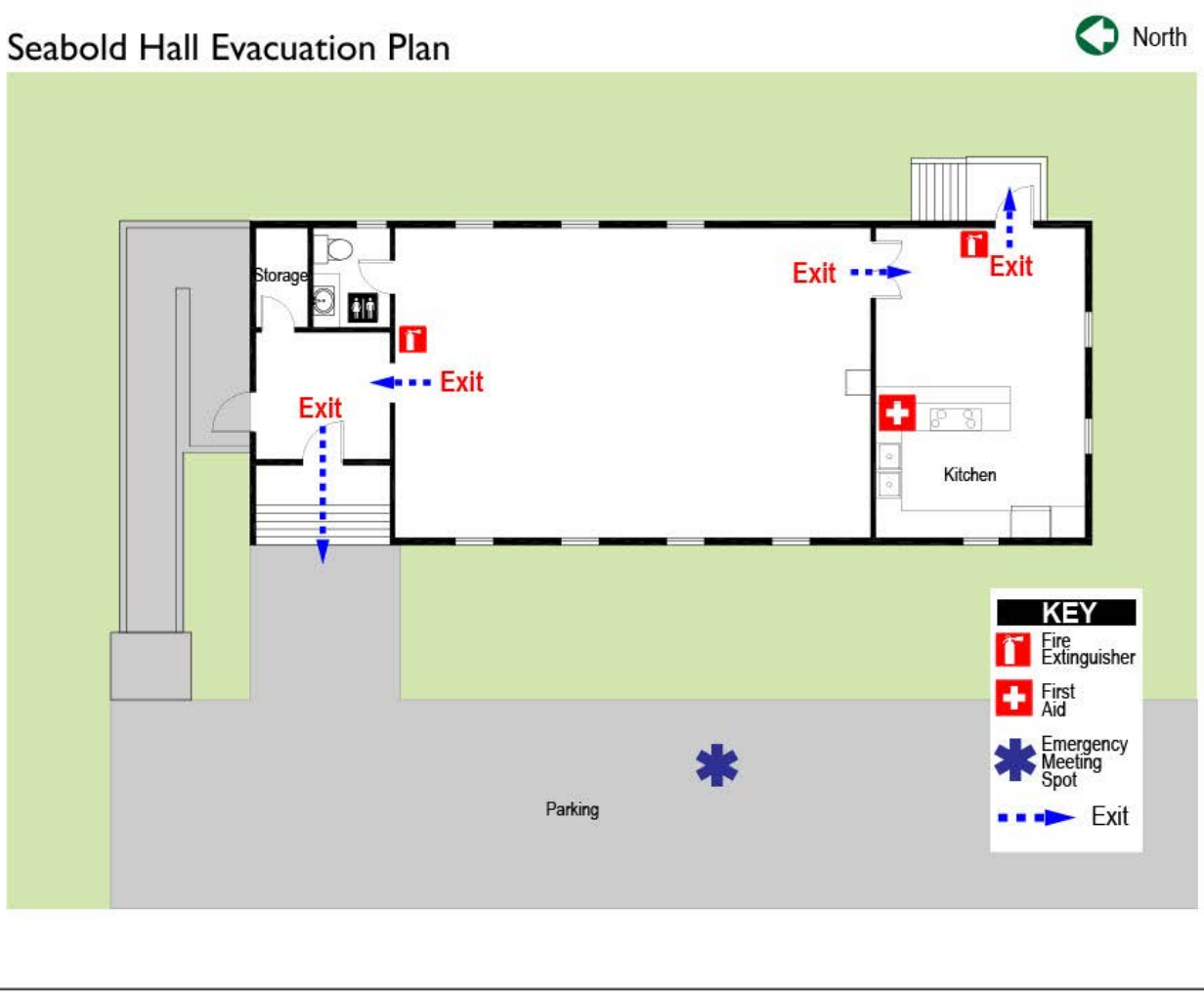
Mini Gym Evacuation Plan

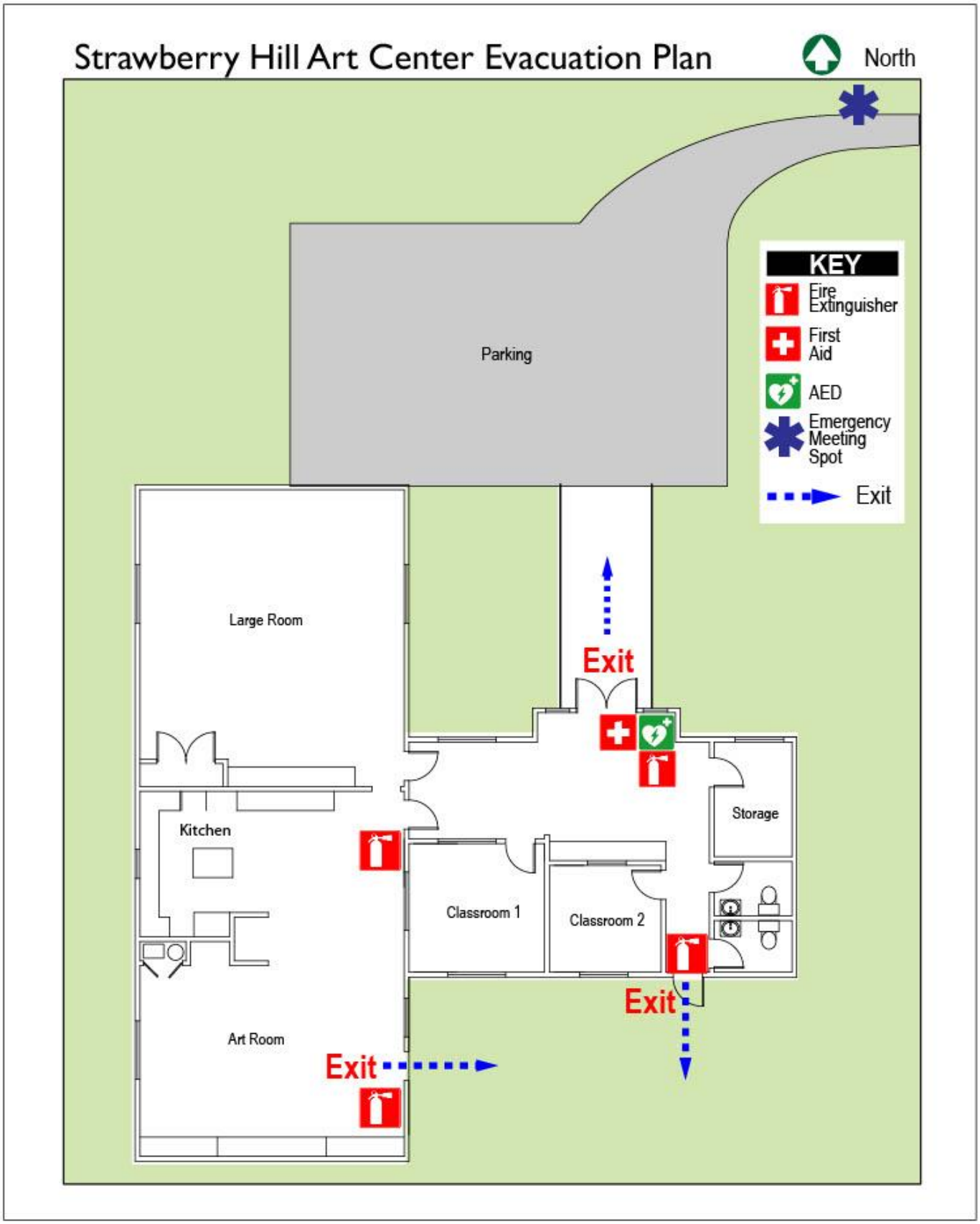


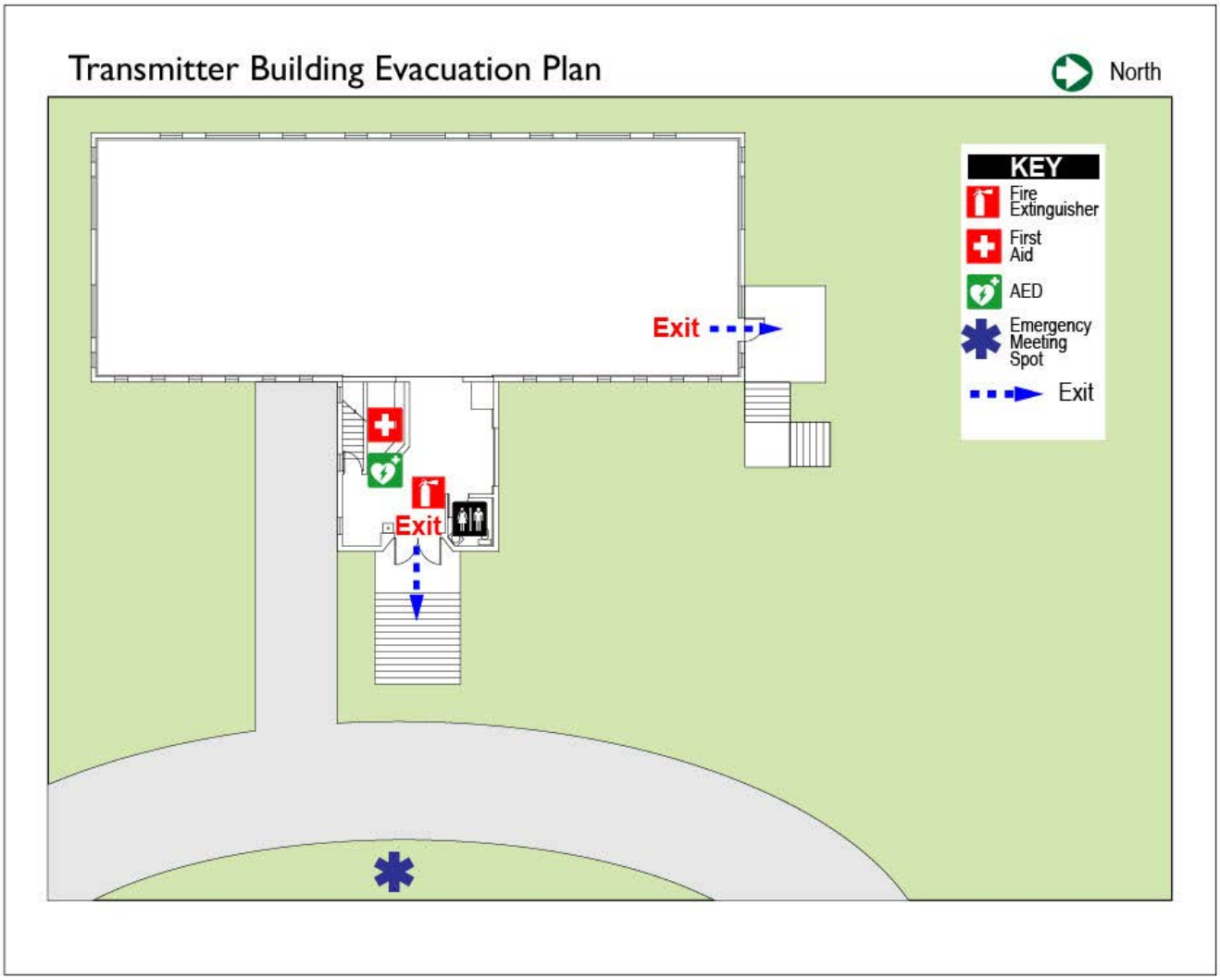
Prue's House Evacuation Plan



Seabold Hall Evacuation Plan




Strawberry Hill Art Center Evacuation Plan
North
KEY
Fire Extinguisher
First Aid
AED
Emergency Meeting Spot
Exit
Parking
Large Room
Kitchen
Art Room
Classroom 1
Classroom 2
Storage
Exit
Exit
Exit


Transmitter Building Evacuation Plan
North
KEY
Fire Extinguisher
First Aid
AED
Emergency Meeting Spot
Exit
Exit
Exit

Transmitter Basement Evacuation Plan