

# EMERGENCY ACTION PLAN

# Emergency Action Plan

## EMERGENCY CONTACT LIST

The following people should be notified by a group text message anytime there is an emergency at the Club:

<b>NAME</b>	<b>DEPARTMENT</b>	<b>PHONE NUMBER</b>
Keith Callahan	General Manager	(603) 401-0862
Kelly Frissora	Operations	(978) 460-4346
Samuel Gottlieb	Aquatics	(603) 705-8148
Brian Cioci	Fitness	(724) 900-6618
Julie Evans	Member Services	(978) 579-0043
Steven Evans	Facilities	(978) 944-2712
Kristen Mallin	Camp Thoreau	(617) 413-9829
Ann Marie Gallo	Camp Thoreau	(781) 690-0204

# Emergency Action Plan

## ACTIVE SHOOTER AND WORKPLACE VIOLENCE (CODE BLUE)

- 1** The threat is identified and reported to the front desk immediately. 911 is called and the caller should remain on the line to give dispatchers information of suspect and situation. Do not hang up the phone unless doing so puts the caller at risk.
- 2** Front desk will announce “Code Blue” three times over the radios and PA, and describe location of threat. ERT notified via text message.
- 3** The ERT will make contact with Police when on site and communicate information on the threat. Follow all of law enforcement’s instructions.
- 4** All staff should assist members and guests by attempting to escape the threat by leaving the immediate area and building in the opposite direction. Do not try to move any wounded unless they are able to walk.
- 5** If it is not safe to leave the building, staff and members will hide in rooms, turn off lights, barricade doors with furniture, and silence all electronic devices.
- 6** If the intruder continues to inflict harm and escape is not possible, commit to fighting the threat as a last resort. Loud noises and unexpected measures (ex. throwing chairs, etc)

# Emergency Action Plan

## MISSING CHILD (CODE ADAM)

- 1** If a parent, guardian or staff approaches you and says they are missing a child, gather a detailed description and a photo if possible. Have parent wait at the front desk for any updates.
- 2** Record name, age, hair color, eye color, weight, and clothing.
- 3** Announce “Code Adam” over radio system, PA system, and notify ERT immediately.
- 4** Shut down all exits immediately. ERT covers assigned exits and records any persons attempting to enter or leave. Use reasonable efforts to prevent breach of the perimeter without physical force.
- 5** If child is not immediately located, call 911. The Police would rather get a second call explaining that the child has been found.
- 6** If the child is found during the search and appears unharmed, reunite with parent or guardian.
- 7** If the child is found with someone other than a parent or legal guardian, use reasonable efforts to delay departure without physical force.
- 8** If the suspect leaves the building, record their physical description, direction of travel and vehicle description.
- 9** Conclude the incident by announcing “Code Adam cancelled” over the radio and fill out a detailed report. Notify the ERT Code Adam cancelled or child found.

# Emergency Action Plan

## EMERGENCY EVACUATION PLAN FIRE, GAS LEAK, TOTAL POWER LOSS, EXPLOSION

- 1 Problem identified.
- 2 Fire Alarm is activated by sensor or pulled manually to activate EAP.
- 3 Staff immediately directs all patrons to exit the building swiftly and safely. Front desk brings emergency kit (Need to Assemble: Space Blanket, Flash Lights, First Aid) as they leave the facility.
- 4 ERT notified via group text message.
- 5 ERT clears assigned areas of Club.
- 6 Staff keep patrons away from the building and lead groups to designated meeting location (primary playground, secondary TOC).
- 7 ERT meets at Club entrance and briefs Fire Department upon arrival .
- 8 Fire Department conducts investigation. Club is opened once Fire Department gives all clear.
- 9 If Club is not safe to re-open, (determined by Fire/Police) arrangements are made for transportation and shelter.

# Emergency Action Plan

## MEDICAL EMERGENCY

- 1** Medical emergency is identified and reported to front desk immediately. 911 is called. Staff notified via radios, PA system. The caller will remain on the line with dispatchers giving real time information on patient's condition.
- 2** The first responding staff member provides immediate medical care as required. And has the AED and Medical Kit brought to the location of the emergency. The AED should be brought to every emergency
- 3** Staff continues to provide care until EMS arrives. Do not stop until EMS advises you to do so (ex: Bleeding control, CPR, should not be interrupted)
- 4** ERT notified via text message the location and type of emergency.
- 5** Incident report filled out and ERT is provided with update via text message. If necessary, the patient's emergency contact is notified of the incident

# Emergency Action Plan

## SEVERE WEATHER EVENTS

- 1** As potential severe weather conditions develop, one member of the ERT shall monitor weather apps. He or she will update and advise staff accordingly if the conditions pose an impact to the Club.
- 2** If a threat poses imminent danger, front desk is notified with specific instructions of shelter in place OR move to interior safe area.
- 3** Front desk broadcasts “Shelter in Place” or other safety instructions over radio, PA, and ERT text message.
- 4** Outdoor areas including bubbles are shut down and all staff and patrons are directed inside to main building
- 5** If the emergency presents a structural threat, staff and patrons gather in locker rooms or ground floor and ERT brings response kits (Need to Assemble: Space Blanket, Flash Lights, First Aid).
- 6** ERT keeps patrons inside and calm until the emergency has passed
- 7** In the event of injuries or structural damage, call 911 immediately.
- 8** Club activities resume if possible under direction of senior management or emergency services. Club is evacuated and closed if damage prevents safe operation.