

EMERGENCY PROCEDURES

Parks & Recreation

MAJOR INJURY or ILLNESS

(LOSS OF LIMB(S), UNCONSCIOUS PERSON or MAJOR BLOOD LOSS)

	ACTIONS TO BE FOLLOWED								
1	Assess the situation (Environment, hazards etc.). Unless there are unit-specific policies and training that have been provided.								
2	Call 9-1-1.								
3	If trained in First Aid, assist only if it is safe to do so. If untrained in First Aid, seek assistance.								
4	Follow the directions of the emergency services.								
5	Contact the on-call supervisor at 1-855-266-7243. <table border="1"><tr><td>Operations ID#:</td><td>78737#</td></tr><tr><td>Operations Email:</td><td>78737@onpage.com</td></tr><tr><td>Recreation Services ID#:</td><td>73272#</td></tr><tr><td>Recreation Services Email:</td><td>73272@onpage.com</td></tr></table>	Operations ID#:	78737#	Operations Email:	78737@onpage.com	Recreation Services ID#:	73272#	Recreation Services Email:	73272@onpage.com
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6	Fill out any necessary forms (i.e. First Aid log, Staff Statement Form and/or Injury/Incident Form).								
7	Direct media inquiries to the trained media contact or on-call supervisor. If you are not trained, please say: "If you can give me your contact information and media outlet name, I will have someone from Corporate Communications, a Supervisor, or a Manager get back to you as soon as possible."								

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SEVERE WEATHER

(TORNADOS or SEVERE STORMS)

	ACTIONS TO BE FOLLOWED								
1	<p>Notify patrons of the weather threat. Make the following announcement calmly:</p> <p>“Could I have your attention please? Could I have your attention please? A severe weather system is in the area. Please proceed to the (name the area and location of the building) immediately.”</p> <p>Repeat as necessary.</p>								
2	<p>Ensure outdoor patrons and staff are brought into a facility or designated safe place.</p> <p>Once indoors, move patrons and staff into a safe location in the facility or designated safe place. Ensure everyone is kept away from windows and doors.</p>								
3	<p>Listen to the weather on the portable radio (AM 680) located in the blue emergency bag, or contact Environment Canada at the following locations:</p> <p>Hamilton: 1-905-543-1136</p> <p>Toronto: 1-416-661-0123</p>								
4	<p>Evacuate the area if determined and as advised by Police, Fire or the P&R Department.</p>								
5	<p>Should the facility suffer damage, or there are personal injuries, call 9-1-1.</p>								
6	<p>Follow the directions of the emergency services.</p>								
7	<p>Contact the on-call supervisor at 1-855-266-7243.</p> <table border="1"><tr><td>Operations ID#:</td><td>78737#</td></tr><tr><td>Operations Email:</td><td>78737@onpage.com</td></tr></table> <table border="1"><tr><td>Recreation Services ID#:</td><td>73272#</td></tr><tr><td>Recreation Services Email:</td><td>73272@onpage.com</td></tr></table>	Operations ID#:	78737#	Operations Email:	78737@onpage.com	Recreation Services ID#:	73272#	Recreation Services Email:	73272@onpage.com
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MISSING PERSON(S)

	ACTIONS TO BE FOLLOWED								
1	Call staff using Code ALPHA ALPHA ALHPA . Obtain a physical description of the missing person(s). Share with all city staff at a designated meeting spot in the facility. Unless there are unit-specific policies and training that have been provided.								
2	City staff should search the facility. Ensuring doors are monitored for anyone entering or exiting, for 15 minutes.								
3	City staff regathers at the meeting spot. If the missing person(s) is not found, call 9-1-1.								
4	Continue to search the facility and monitor entrances and exits until the emergency responder's arrive.								
5	Follow the directions of the emergency services.								
6	Contact the on-call supervisor at 1-855-266-7243. <table border="1" data-bbox="370 1203 1192 1283"><tr><td>Operations ID#:</td><td>78737#</td></tr><tr><td>Operations Email:</td><td>78737@onpage.com</td></tr></table> <table border="1" data-bbox="370 1318 1192 1398"><tr><td>Recreation Services ID#:</td><td>73272#</td></tr><tr><td>Recreation Services Email:</td><td>73272@onpage.com</td></tr></table>	Operations ID#:	78737#	Operations Email:	78737@onpage.com	Recreation Services ID#:	73272#	Recreation Services Email:	73272@onpage.com
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SUSPICIOUS PERSON

	ACTIONS TO BE FOLLOWED								
1	<p>Assess the situation. If you are in doubt – follow the outline procedure below.</p> <p>Suspicious activity includes:</p> <ul style="list-style-type: none">• Intensely watching young children• Lingers for an inappropriate time in the change room• Acts in an exhibitionist fashion• Asks inappropriate personal questions• Deliberate destruction, damage or defacing of buildings/structures								
2	<p>Call the Halton Police non-emergency line at (905) 825-4747 ext. 5155.</p> <p>While Police are responding try to get a good look at the patrons face and clothing – look for any distinctive marks or characteristics.</p> <p>If the patron leaves, check their exit route – on foot, type of vehicle, colour, condition and license plate; direction and speed.</p>								
3	<p>Follow the directions of the Police upon their arrival.</p> <p>If applicable, ask witnesses to give their statements to Halton Police.</p>								
4	<p>Contact the on-call supervisor at 1-855-266-7243.</p> <table border="1"><tr><td>Operations ID#:</td><td>78737#</td></tr><tr><td>Operations Email:</td><td>78737@onpage.com</td></tr></table> <table border="1"><tr><td>Recreation Services ID#:</td><td>73272#</td></tr><tr><td>Recreation Services Email:</td><td>73272@onpage.com</td></tr></table>	Operations ID#:	78737#	Operations Email:	78737@onpage.com	Recreation Services ID#:	73272#	Recreation Services Email:	73272@onpage.com
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5	<p>Fill out any necessary forms (i.e. Workplace Violence and Harassment, First Aid log, Staff Statement Form and/or Injury/Incident Form).</p>								

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Direct media inquiries to the trained media contact or on-call supervisor.

If you are not trained, please say:

“If you can give me your contact information and media outlet name, I will have someone from Corporate Communications, a Supervisor, or a Manager get back to you as soon as possible.”