



# **EMERGENCY ACTION PLAN**

**Roswell Recreation & Aquatic Center**  
Updated 07/23/2019



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<b>TABLE OF CONTENTS</b>	
<b>PHONE PROCEDURES</b>	<b>3</b>
<b>MAJOR FIGHTS</b>	<b>4</b>
<b>MAJOR ACCIDENTS</b>	<b>5</b>
<b>SPINAL INJURIES</b>	<b>6</b>
<b>FIRE</b>	<b>7</b>
<b>BOMB THREAT</b>	<b>8</b>
<b>HEART ATTACK / RESPIRATORY EMERGENCIES</b>	<b>9</b>
<b>EQUIPMENT BREAKDOWN</b>	<b>10</b>
<b>COMMUNICATING WITH THE MEDIA</b>	<b>10</b>
<b>AFTER INCIDENT FOLLOW-UP</b>	<b>11</b>
<b>SEVERE WATHER</b>	<b>12</b>

# PHONE PROCEDURES



## 1. Call 911

### 2. Give 911 operator requested information:

- TYPE OF EMERGENCY – Police, Fire, Medical
- RRAC ADDRESS – 1402 W. College Blvd.
- WHERE TO ENTER CENTER – Enter through parking lot on West College Blvd.

3. Do not hang up the phone until the dispatcher tells you to do so. Continue to update information as needed.

4. A specifically designated person should meet the EMS and direct them to the front of the Recreation Center.

### 5. If possible, after dispatcher releases you contact:

Name	Title	Work Phone	Cell Phone
Marcus Gallegos	Recreation Manager	575-624-6719	575-840-3001
Laurie Dudek	Recreation Superintendent	575-624-6718	575-626-3461
Damian Cheatem	Recreation Supervisor	575-624-6719	575-363-9460
POLICE NON EMERGENCY		575-624-6770	

6. Completely fill out Accident Report Form and obtain a case or response number from EMS if possible.

# MAJOR FIGHTS



## A SITUATION THAT:

### SIGNS

- Involves a weapon
- The Staff is unable to control the situation
- Involves large numbers of people.
- Involves Adults, and/or Children

### ACTION

1. Clear the area of all bystanders who are not involved in the fight.
2. If outside the pool area follow step 3.
3. Call 911. Be specific about the number of people involved, weapons, and ages. Explain the severity of the fight.
4. If possible gather information about those involved.
5. Follow the Emergency Response Procedures posted by the phone.

# MAJOR ACCIDENTS



## SIGNS

- Burns
- Deep Cut, Laceration
- Heat Related Emergencies (Hypothermia)
- Embedded Objects / Amputation
- Fainting / Seizure / Shock
- Broken Bone or Major Sprain / Strain

## ACTION

### Accident is beyond Basic First Aid

#### 1. CALL 911

A staff member or specifically designated person who knows the victim's vital signs should say the following:

*"I need medical and police, we have a possible (describe injury). This is (Your Name), a staff member at Roswell Recreation & Aquatic Center. We are located at 1402 W. College Blvd. My phone number is (Your phone number)."*

**DO NOT DELAY THIS CALL, STAY ON THE LINE**

2. A specifically designated person should meet the EMS and direct them to the Recreation Center front entrance.
3. The first rescuer has the primary responsibility of monitoring and or maintaining the breathing and pulse of the victim.
4. Follow the Emergency Response Procedures posted by the phone.

# SPINAL INJURIES



## SIGNS

- Overprotective of their neck/back
- Complains of tenderness, pain, numbness or tingling in extremities
- Paralysis, muscle spasm, head or neck bruises and / or difficulty in breathing
- Impaired level of consciousness-dizziness, loss of balance, etc.
- Victim conscious and aware of what is going on around them.

## ACTION

### 1. CALL 911

A staff member or specifically designated person who knows the victim's vital signs should say the following:

*"I need medical and police, we have a possible (describe injury). This is (Your Name), a staff member at Roswell Recreation & Aquatic Center. We are located at 1402 W. College Blvd. My phone number is (Your phone number)."*

### **DO NOT DELAY THIS CALL, STAY ON THE LINE**

2. A specifically designated person should meet the EMS and direct them to the Recreation Center front entrance.
3. The first rescuer has the primary responsibility of monitoring and or maintaining the breathing and pulse of the victim.
4. Follow the Emergency Response Procedures posted by the phone.

# FIRE



## SIGNS

- Smell smoke and presence of smoke or flame
- Warm doors and/or walls

## ACTION

**1. ANNOUNCE ALL BYSTANDERS THAT THERE IS A FIRE.**

2. Clear the area. DO NOT ALLOW PATRONS OR STAFF IN THE AREA.

3. CALL 911 IF POSSIBLE, IF NOT GO TO THE NEAREST OUTSIDE PHONE AND CALL 911.

**DO NOT CALL IF IT DELAYS EVACUATION OF THE AREA.**

**4. WHEN CALLING 911 SAY THE FOLLOWING**

*“I need fire and police, we have a possible (describe injury). This is (Your Name), a staff member at Roswell Recreation & Aquatic Center. We are located at 1402 W. College Blvd. My phone number is (Your phone number).”*

**DO NOT DELAY THIS CALL, STAY ON THE LINE**

5. Check that area is clear and that all staff is out of the area. Station a staff member at a safe distance to ensure that nobody re-enters the area. Do not return until the fire department clears you to do so.

6. Do not attempt to fight the fire.

7. Follow the Emergency Response Procedures posted by the phone.

# BOMB THREAT



## SIGNS

- A phone call saying a bomb has been placed at the park.
- A usual package left unattended

## ACTION

1. **ANNOUNCE TO ALL PATRONS AND STAFF IN THE AREA**
2. Clear the area. **DO NOT ALLOW PARTONS OR STAFF IN THE AREA.**
3. **CALL 911 IF POSSIBLE, IF NOT GO TO THE NEAREST OUTSIDE PHONE AND CALL 911.**

**DO NOT CALL IF IT DELAYS EVACUATION OF THE AREA.**

4. **WHEN CALLING 911 SAY THE FOLLOWING:**

*“I need police, we have a possible (describe issue). This is (Your Name), a staff member at Roswell Recreation & Aquatic Center. We are located at 1402 W. College Blvd. My phone number is (Your phone number).”*

**DO NOT DELAY THIS CALL, STAY ON THE LINE**

5. Check that area is clear and that all staff is out of the area. Station a staff member near, but at a safe distance so that nobody re-enters the area. Do not return until the police department clears you to do so.
6. When police arrive ask them to search the building if it is a phone call, or direct them to the unusual package.
7. Follow the Emergency Response Procedures posted by the phone.



# HEART ATTACK / RESPIRATORY EMERGENCIES



## SIGN

- Chest pain that radiates to arms, shoulders, neck or jaw
- Weakness, nausea, shortness of breath and perspiration
- Not admitting they may be having a heart attack
- May not be breathing

## ACTION

### 1. CALL 911

A staff member or specifically designated person who knows the victim's vital signs should say the following:

*"I need medical, we have a possible (describe problem). This is (Your Name), a staff member at Roswell Recreation & Aquatic Center. We are located at 1402 W. College Blvd. Our phone number is*

*"575-624-6719"*

2. A specifically designated person should go out to meet the EMS and direct them to the Recreation Center front entrance.

3. **DO A PRIMARY SURVEY, CHECK ABC'S.** If the victim is conscious make them stop what they are doing and make them comfortable. Continue to monitor ABC's. Do not leave the victim alone unless no one else is available to call 911.

4. **BEGIN CPR IS NECESSARY USING PROTECTING GLOVES AND MASK.** If victim is unconscious with no breathing, begin rescue breathing. If there is no pulse begin CPR. If addition staff members are available, administer 2-person CPR

5. Other staff should begin clearing the area including the pool if needed, so the EMT's can work.

6. The first rescuer has the primary responsibility of monitoring And/or maintaining the breathing and pulse of the victim.

7. Follow the Emergency Response Procedures posted by the phone.

# EQUIPMENT BREAKDOWN



1. At any time equipment breaks down a member of the maintenance staff should be notified immediately. Contact Trent Moore at 575-914-1269
2. The maintenance person shall have the authority to close the facility if the broken equipment represents a danger to patrons or staff using the facility.

## COMMUNICATING WITH THE MEDIA



### 1. *Media Procedure*

- If approached by the media provide them with any information you would give to any patron. Examples: park hours, rules for using the park, fees, etc. Do not give out any additional information regarding any incident, staff names or phone numbers.
2. If the Media requires any additional information you are to direct them to the following people:
    - Public Information Officer  
Todd Wildermuth  
Office 575.637.6214 Cell 575.208.8055  
[t.wildermuth@roswell-nm.gov](mailto:t.wildermuth@roswell-nm.gov)
    - Public Affairs Director  
Juanita Jennings  
Office 575-637-6203 Cell 575.626.5451  
[jn.jennings@roswell.gov](mailto:jn.jennings@roswell.gov)

## AFTER INCIDENT FOLLOW-UP



1. After emergency is taken care of speak to the on site emergency personnel to discuss the incident and how staff could work differently with emergency responders to improve upon the coordination of the response.
2. Gather all staff present at the time of the incident and a supervisor if possible to discuss the incident. Give each staff member an opportunity to state how they are feeling and any concerns or suggestions they may have.
3. Provide follow-up meetings' as needed depending on the severity of the incident.
4. On site supervisor is to file a written report as to what happened which should include accident report, information provided by staff members involved, recommendations or comments made by the emergency response team, and any witness statements that may have been taken. This must be turned in to the main office within 24 hours of the incident.

# SEVERE WEATHER



## SIGNS

- Thunderstorms / Tornado
- Rain Clouds overhead
- Thunder or Lightning in the area
- High Winds
- Snow Storm / Blizzard

## ACTION

1. In the event of lightning or severe weather/storm warning, move all individuals to the shelter areas of the Recreation Center, interior bathrooms. Recreation leaders will be on duty to provide further instructions.
2. Continue with normal activities, but continue to monitor the situation.
3. If there is a **tornado warning**, and/or weather spotters have identified a tornado in Chaves County.
  - a. **SEEK IMMEDIATE SHELTER** in designated safe areas in your location, interior bathrooms, closets or offices. Individuals with disabilities should follow the same procedures.
  - b. Seek shelter in an inner hallway, a small inner room, or a closet. Stay away from outside walls, exterior doors, and glass windows or partitions.
  - c. Do not open windows.
  - d. Cover your head and eyes with a blanket or jacket to protect against flying debris and broken glass.
4. After the all-clear has sounded, leave badly damaged buildings if it is safe to do so. If you are surrounded by debris, be aware that removing some of it can cause other debris or parts of the building to collapse. If it is not safe or possible to leave the area, stay put until assistance arrives. Do not attempt to return to the building unless directed to do so by emergency personnel. Do not attempt to turn on or off any utilities or other equipment.