

URBANA PARK DISTRICT



Seasonal and Intermittent Employee/Volunteer Safety Manual

A Commitment
To Safety
In the Workplace

TABLE OF CONTENTS

| | |
|---|----|
| SAFETY POLICY | 3 |
| EMPLOYEE SAFETY: STAFF RESPONSIBILITIES | 3 |
| • Executive Director | 3 |
| • Safety Committee | 3 |
| • Superintendents | 4 |
| • Supervisors/Managers | 4 |
| • Employees | 4 |
| SAFETY MANUAL REVIEW | 5 |
| GENERAL SAFETY RULES | 5 |
| ACCIDENT REPORTING PROCEDURES | 6 |
| ACCIDENT INVESTIGATION PROCEDURES | 7 |
| ACCIDENT INVESTIGATION REPORTING | 7 |
| EMPLOYEE SAFETY GEAR | 8 |
| COMPLIANCE PROGRAMS | 8 |
| • Bloodborne Pathogen Procedure | 8 |
| • Hazardous Communication Program | 9 |
| • Lockout/Tagout | 9 |
| • Personal Protective Equipment | 9 |
| • Confined Spaces Program | 9 |
| DISTRICT EMERGENCY PROCEDURES | 9 |
| COMMUNICATION PLAN | 10 |
| HOT ENVIRONMENTS | 10 |
| • Excessive Heat Cancellation & Rescheduling Procedure | 11 |
| COLD ENVIRONMENTS | 12 |
| • Adverse Weather Plan | 13 |
| • Adverse Weather Cancellation & Rescheduling Procedure | 14 |
| TORNADOES | 16 |
| • Tornado Plan | 17 |
| EARTHQUAKES | 18 |
| LIGHTNING | 19 |
| FLOOD | 20 |
| FIRE PLAN | 20 |
| • General Information | 20 |
| • Fire Extinguisher Use | 20 |
| • Basic Action and Evacuation | 20 |
| • Evacuation Routes | 21 |
| BOMB OR TERRORIST THREATS | 21 |
| UTILITY FAILURE | 22 |
| MOTOR VEHICLE SAFETY | 22 |
| REPORTING VEHICLE ACCIDENTS | 23 |

Safety Policy

We acknowledge an obligation to provide safe working conditions for employees and a safe leisure environment for the public using our programs, facilities, and parks.

It is the intention of the Urbana Park District to develop, implement, and administer a safety and comprehensive loss control program. In all of our assignments, the health and safety of all should be an important consideration.

Personnel at all levels are directed to make safety a manner of continuing and mutual concern, equal in importance with other operational considerations. Each supervisor is to ensure that work is done in a safe manner, inspections are conducted on a regular basis, hazards are confronted, and accidents are investigated.

We are confident that this program will be successful and expect your cooperation and support.

Employee Safety: Staff Responsibilities

The success of the District safety program will depend upon the announced and demonstrated interest of management, the sincere and consistent example set by supervisors and the cooperative, concerted efforts of all employees.

All District employees are required, as a condition of employment, to develop safe work habits and to contribute in every manner possible to the safety of themselves, their co-workers, and the general public.

District staff members have the following responsibilities:

Executive Director

- Provide administrative and financial support for all safety programs.
- Become thoroughly familiar with the Safety Manual contents.
- Approve safety administrative procedures.
- Participate in safety by making safety tours, review safety reports, and praise safe work methods.
- Communicate safety policies and programs to the Board of Commissioners.

Safety Committee

- Establish and administer the loss control program.
- Become thoroughly familiar with the Safety Manual contents.
- Maintain a working knowledge of all general and department specific safety rules.
- Instill in each superintendent and supervisor, a clear understanding of their duties and responsibilities in the areas of loss control and safety.
- Administer the accident investigation policy and procedures to ensure that sufficient data is being gathered for review.
- Make specific budget allocations for the purchase of safety equipment, service and training.
- Provide proper orientation, job instruction training and in-service training to employees and supervisors.

Superintendents

- Participate as members of the Safety Committee.
- Become thoroughly familiar with the Safety Manual contents.
- Maintain a working knowledge of all general and department specific safety rules.
- Enforce safety rules, and improve employee and public knowledge of the same by confronting and correcting unsafe behavior and conditions.
- Prepare needed support information for the IPARKS Loss Control Program evaluation.
- Make budget recommendations for improving safety, specific to their department.

Supervisors/Managers

- Become thoroughly familiar with the Safety Manual contents.
- Maintain a working knowledge of all general and department specific safety rules.
- Inspect work areas for compliance with safe work practices and rules.
- Properly orient new employees while providing good job training and in-service safety training to current employees.
- Enforce safety rules, and improve employee and public knowledge of the same by confronting and correcting unsafe behavior and conditions.
- Report and investigate accidents.
- Make sure necessary safety equipment and protective devices for each job or program are available, used, and properly maintained.
- Cooperate with the Safety Committee in making sure all memos, training records, material safety data sheets, and correspondence are sent for their view.
- Treat public complaints and concerns with the utmost attention being courteous in all cases.

Employees

- Maintain a working knowledge of all general and department specific safety rules.
- Immediately reports all accidents and unsafe conditions to their supervisor.
- Cooperate and assist in the investigation of accidents.
- Attend all required safety programs and in-service educational meetings.
- Treat public complaints and concerns with the utmost attention being courteous in all cases.
- Pay strict attention to housekeeping of work area(s).

Safety Manual Review

The Urbana Park District acknowledges the obligation to provide safe working conditions for employees and a safe leisure environment for the public using our programs, facilities, and parks.

All intermittent and seasonal employees are required to review the Safety Manual of the Urbana Park District. This review should take place during the time of employee orientation. It is the responsibility of the new employee's Supervisor to review the Safety Manual with the employee and ensure they have an understanding of all the policies and procedures within the Manual.

Employees need to sign the Acknowledgement and Receipt Form acknowledging that it is their responsibility to read the Safety Manual and that they agree to comply with the policies and procedures contained in the Safety Manual and any revisions made to it.

Employees have access to a paper copy of the Safety Manual at the front-desk area of all Urbana Park District facilities that are open year-round including: Administration Building in Leal Park, Anita Purves Nature Center, Brookens Gymnasium, Phillips Recreation Center, Planning and Operations Building, and the Urbana Indoor Aquatic Center. Employees also have access to the Safety Manual on the Urbana Park District's internal website.

Any time modifications or additions are made to the Safety Manual, employees are informed by memos and postings. The changes are also reviewed at the next all staff meeting. The revised Safety Manual will then be available at the front-desk area of all facilities that the Urbana Park District has opened year-round and also on the internal website.

Employees are always encouraged to provide feedback to the Safety Committee on ways to improve the Safety Manual to ensure the safety of ourselves, co-workers, and the public.

General Safety Rules

- Horseplay and fighting will not be tolerated in the work place.
- Possession of unauthorized firearms, alcoholic beverages, illegal drugs or unauthorized medically prescribed drugs will not be tolerated in the work place.
- Your immediate supervisor must be informed if you are required to take medication during work hours which may cause drowsiness, alter judgment, perception or reaction time. Written medical evidence stating that the medication will not adversely affect your decision-making, physical ability, and driving ability will be required.
- Your immediate supervisor must be notified of any permanent or temporary impairment that reduces your ability to perform in a safe manner or prevent or hinder your performance of the essential functions of your position.
- Personal protective equipment must be used when potential hazards cannot be eliminated.
- Equipment is to be operated only by trained and authorized personnel.
- Periodic inspections of workstations may be conducted to identify potential hazards and to ensure that equipment or vehicles are in safe operating condition.
- Any potentially unsafe conditions or acts are to be reported immediately to your immediate supervisor.
- If there is any doubt about the safety of a work method, your immediate supervisor should be consulted before beginning work.

- All accidents, near misses, injuries and property damage must be reported to your immediate supervisor, regardless of the severity of the injury or damage.
- Failure to report an accident or known hazardous condition may be cause for disciplinary action up to and including dismissal.
- All employees must follow recommended work procedures outlined for their job, department and/or facility.
- Employees are responsible for maintaining an orderly environment. All tools and equipment must be stored in a designated place. Scrap and waste material are to be discarded in a designated refuse container.
- Any smoke, fire or unusual odors must be reported promptly to your immediate supervisor.
- If you discover or create a potential slip or trip hazard, correct the hazard immediately or mark the area clearly before leaving it unattended.
- Vehicle safety belts must be used in all district vehicles, on all public roadways, in accordance with state statute.
- Smoking is prohibited while handling flammable materials. Tobacco use is only permitted at least 15 feet from any facility door and while off duty or on break, and when there are no children present.
- Employees who operate vehicles must obey all driver safety instructions and comply with traffic signs, signals and markers and all applicable laws in a safe and alert manner.
- The use of cell phones and other electronic devices while operating district vehicles and equipment is prohibited. Under Illinois State Law, it is illegal to use text messaging while operating a motor vehicle.
- Employees who are authorized to drive are responsible for having a valid driver's license for the class of vehicle they operate. You must report revocation or suspension of your driver's license to your immediate supervisor.
- All employees must know district rules regarding accident reporting, evacuation routes and fire department notification.
- Departmental and facility rules and procedures outlined in specific manuals must be followed by each employee in the department. Employees must assist and cooperate with all safety investigations and inspections and assist in implementing safety procedures as required.
- Any employee found to be in violation of a safety standard will be issued a warning by his/her supervisor. Disciplinary actions, as described in the Personnel Policy Manual, may be taken as a result of an employee's failure to abide by safety rules and regulations.

Accident Reporting Procedures

An accident report should be prepared for any accident, injury, or "near miss" which occurs on Urbana Park District property or at any program sponsored by the District. The accident report forms will be used for all injuries sustained by patrons or injuries that occur to staff and volunteers.

- **PREPARE A DETAILED ACCIDENT REPORT-** Obtain as much information as possible regarding the accident. Be thorough in your description of the injury, how it occurred, and what type of first aid was administered. Others should be able to read the report and fully understand the circumstances involved.
- It is very important that the accident report is prepared on a timely basis. Accident reports should be filled out immediately after the injury has been properly attended to.
- If the injury occurs to an employee, within (48) hours an accident report should be immediately completed and turned in to the Business Office. If the employee injury requires more than basic first aid and requires medical attention, the employee should contact the Business Office which will refer the employee to the district's occupational health provider.

Accident Investigation Procedures

1. Initial accident investigations are the responsibility of the immediate supervisor. Accidents must also be reported to the Department Head.
2. Accident review and follow investigations may be initiated by the Safety Committee or any member of the Safety Committee. Accidents, injuries, and “near miss” incidents may result in the need for an accident investigation.
3. The scope of the investigation should include: summary of the accident site; interviews with witnesses; determination of improper safety procedures, if any; and correction of any safety deficiencies.

Accident Investigation Reporting

Vehicle Accident Report

A Vehicle Accident Report should be filled out in the event of bodily injury/damage to another’s property or damage to a District vehicle. A blank example form of a Vehicle Accident Report can be found in Appendix C of the Safety Manual. Instructions on how to fill out a Vehicle Accident Report can be found in Appendix B of the Safety Manual. An example of a situation in which you would use a Vehicle Accident Report: An employee using a district vehicle gets rear ended from a car behind them on the road.

Major Accident Report

A Major Accident Report should be filled out in the event of paramedics or a hospital was needed. A blank example form of a Major Accident Report can be found in Appendix E of the Safety Manual. Instructions on how to fill out a Major Accident Report can be found in Appendix D of the Safety Manual. An example of a situation in which you would use a Major Accident Report: A park user dived into the shallow part of the pool, hurt their neck, and the ambulance needed to be called.

Minor Accident Report

A Minor Accident Report is a general report that should be filled out in the event if paramedics were not needed. A blank example form of a Minor Accident Report can be found in Appendix F of the Safety Manual. An example of a situation in which you would use a Minor Accident Report: A program participant cuts his toe open on the side of the wall getting out of the pool.

Incident Report

An Incident Report is a general report that should be filled out in the event of a circumstance that needs to be documented, but no injuries or damages has occurred. A blank example form of an Incident Report can be found in Appendix G of the Safety Manual. A few examples of situations in which you would use an Incident Report: employee disciplinary action or personnel matter documentation, police were contacted for a domestic dispute in the park, an employee or park user reports a “near-miss” situation.

Property Loss/Damage Report

A Property Loss/Damage Report should be filled out in the event of damage to District property. A blank example form of a Property Loss/Damage Report can be found in Appendix I of the Safety Manual. Instructions on how to fill out a Property Loss/Damage Report can be found in Appendix H of the Safety Manual. A couple examples of situations in which you would use a Property Loss/Damage Report: Vandalism on a sign in a park, a delivery truck backs into the Planning and Operations Building garage door.

Employee Safety Gear

- The District will provide essential safety gear for use with specific equipment as designated in its operational instructions.
- Hard hats should be worn whenever any possible risk is involved.
- Protective eyewear must be worn where flying debris will be present.
- Protective ear equipment must be worn whenever working with loud machinery or vehicles, i.e., chain saws, tractors, air hammers, etc.
- Protective eyewear must be worn when working with grinders, welders, under vehicles and where potential splash chemicals are present.
- Protective eyewear, face shield, gloves, and chaps must be worn when working with a chain saw.
- A hard hat, face shield, long sleeves, and heavy gloves must be worn when operating chipping machines.
- Employees in the Operations Department normally wearing eyeglasses should wear only safety lens glasses or cover their glasses with protective eyewear.

Compliance Programs

The Urbana Park District has developed guidelines for employees in protecting themselves against hazardous conditions in the workplace as well as complying with local, state and federal regulations. The District will provide training when applicable to employees job function.

Bloodborne Pathogens Exposure Control Plan

The District has developed procedures that will address occupational exposure to blood and other potentially infectious materials. The plan outlines methods of compliance; hepatitis B vaccination, post-exposure evaluation and follow-up; communication of hazards; training and record keeping. The District will provide training on an annual basis and/or as needed.

Purpose

This policy pertains to spills of blood or other bodily fluids. It is not a first aid/emergency response procedure. This policy is specific to *clean-up* of such fluids.

Procedure

1. In the event of a serious injury resulting in the release of blood or other bodily fluids which could contain pathogens (eg., HIV or HBV), the first step is to treat the injured party. Personnel should familiarize themselves with the Urbana Park District First Response Team for this purpose.
2. Spilled body fluids should **not** be cleaned up without the appropriate PPE and materials specifically designated for such fluids. In the case where spilled body fluids need to be cleaned up, this procedure **must be followed** by all personnel:
 - a. Advise the supervisor on duty
 - b. Proceed to clean up the fluids as follows:
 1. Put on protective gloves
 2. Spread the absorbent material on the spilled body fluids (e.g., paper towels) or use the Emergency First Responder Pack kit located in the first aid cabinet.
 3. Neutralize the potential pathogens with a 10% bleach to water solution or use the solution provided in the Emergency First Responder Pack. Cover the spill for 15 minutes.

4. Use paper towels to pick up the contaminated material as best as possible. Place all potentially contaminated materials in a *leak-proof* plastic bag.
 5. Sweep and mop any additional neutralized/absorbed materials and place in the *leak-proof* bag.
 6. Clean broom and mop materials with hot, soapy water.
 7. Remove gloves from inside-out and place in the bag.
 8. Secure the bag and discard it as any other trash.
 9. Wash hands thoroughly with hot, soapy water.
- c. After all activity is completed and checked by the supervisor, he or she should complete an accident/near miss investigation form or incident report, whichever is appropriate.

Hazardous Communication Program (HAZCOM)

This program is intended to meet all requirements of the Toxic Substances Disclosure to Employees Act, commonly referred to as the Illinois Employee Right-to-Know Law. The law requires the District to communicate and train their employees about the health and safety hazards of the chemicals in the workplace. The Safety Committee has been designated the Hazardous Communications Coordinators. Responsibilities include posting Right-to-Know law signs, labeling hazardous substances in quantities of 10 gallons or more, obtaining and maintaining Material Safety Data Sheets, and providing initial and refresher training to all employees. The Safety Committee will work with supervisors and managers to ensure that all employees that work with hazardous materials will be provided with personal instruction of the handling and proper use of hazardous materials, material safety data sheets for such materials, instruction on how properly read and understand a material safety data sheet, and a summary of the employee's rights and obligations under the Toxic Substances Disclosure to Employees Act.

Lockout/Tagout

The purpose of this program is help ensure that the machine or equipment is stopped or isolated from all potentially hazardous energy sources and locked out before employees do any maintenance. The District will provide training to employees as needed.

Personal Protective Equipment (PPE)

Where jobs have inherent hazards, employees will be notified and supplied with the proper PPE. Supervisors will train employees to appreciate the inherent risks, proper selection, implementation and care of the equipment. Supervisors will enforce the use of PPE as well as any associated safety rules pertaining to work activities. All employees will meet or exceed OSHA, American National Standards Institute (ANSI), American Society for Testing and Materials (ASTM), manufacturer specification and any organizational guidelines pertaining to personal protective equipment. The District will provide training as needed.

Confined Spaces Program

The District has developed guidelines to ensure the safety of our employees exposed to confined spaces which are based on the requirements established by the OSHA as well as regulations adopted by the Illinois Department of Labor (IDOL). This agency will identify confined spaces within its facilities and recreation areas, and train employees on safe entry and specific safety precautions. The District will provide training as needed.

District Emergency Procedures

The emergency operating plans detailed in this manual serve as a guide for employees in the event of an emergency. Priorities in any emergency are the safety of the general public and park district staff.

Communication Plan

1. In the event of an emergency, the Business Office shall act as the communication center for the District and is responsible for alerting the appropriate Facility Manager/Program Coordinator, the Executive Director, the Business Manager, Superintendent of Planning and Operations, and the Superintendent of Recreation to the emergency.
2. The Executive Director shall notify the Superintendents, the Public Information and Marketing Manager, the Board of Commissioners, and the district attorney. The Superintendent of Planning and Operations shall notify all operations staff of the emergency. The Superintendent of Recreation shall notify all recreation staff of the emergency. The Business Manager shall notify all administrative office staff of the emergency.
3. All operations vehicles in the field will be dispatched by radio if unavailable by phone.
4. If an emergency occurs after hours, the appropriate individuals below shall be contacted:

| Title | Name | Cell Phone |
|-------------------------------|----------------|--------------|
| Executive Director | Tim Bartlett | 217.621.8322 |
| Superintendent of P&O | Derek Liebert | 217.417.1120 |
| Superintendent of Recreation | Corky Emberson | 217.841.3894 |
| Project Manager | Caitlin Lill | 773.951.4900 |
| Facilities Supervisor | Shane Newell | 217.390.0707 |
| Grounds Supervisor | Rich McMahan | 217.979.7892 |
| Aquatic Facilities Supervisor | Joseph Schmidt | 217.691.9081 |
| Business Manager | Dottie Lierman | 217.840.2196 |

Hot Environments

The U.S Department of Health and Human Services reports that the frequency of accidents is higher in hot environments because of the heats' effect on the mental alertness and physical performance of an individual. Excessive exposure to a hot work environment can bring about a variety of heat-induced disorders, such as:

1. Heat Stroke
2. Heat Exhaustion
3. Heat Cramps
4. Fainting
5. Heat Rash
6. Transient Heat Fatigue

Extreme or unusually high heat affects everyone differently; know your limits in high heat environments. Follow the general guidelines below to minimize risk of heat-related disorder:

1. Know signs & symptoms of heat-related illness.
2. Monitor yourself and coworkers.
3. Block out direct sun or other heat sources.
4. Drink plenty of water.
5. Avoid beverages which contribute to dehydration such as coffee and tea.
6. Take frequent breaks during the first 5 to 7 days of exposure to the hot environment, until acclimated to the increased temperatures.
7. Wear lightweight, loose-fitting, light-colored clothing. Remove saturated clothing.

8. Get plenty of rest. Sufficient sleep and good nutrition are important for maintaining a high level of heat tolerance.

If an employee or patron is observed to be ill from the heat, you should:

1. Call a supervisor for help. If a supervisor is not available, call 911.
2. Have someone stay with the worker until help arrives.
3. Move the worker to a cooler/shaded area.
4. Remove outer clothing.
5. Fan and mist the worker with water; apply ice (ice packs or towels).
6. Provide cool drinking water, if able to drink.

If the worker is not alert or seems confused, this may be a heat stroke. Call 911 immediately and apply ice as soon as possible.

Excessive Heat Cancellation & Rescheduling Procedure

The Executive Director and Superintendents will evaluate weather conditions with regard to program cancellations.

Youth Sports

All games are cancelled or rescheduled by the Athletics staff no later than 4:30 pm. If games have not been called by 4:30 pm, it is the official's job to determine safe playing conditions. If the heat index is 105oF or warmer by 4:30, the Athletics staff will cancel or postpone youth sports games and practices.

Adult Sports

Adult sports games will not be cancelled by the athletic staff due to heat. Adult sports teams and players are advised to take caution and follow heat safety guidelines when playing.

Outdoor Music and Special Events in the Parks

Outdoor evening events will be cancelled or rescheduled when the heat index reaches 110oF at any point during the event. The Program Managers may reschedule an evening event by 4:30 pm, if the daytime heat index has exceeded 110oF.

Other Youth Outdoor Programs and Activities

If the heat index reaches or exceeds 105oF, programs should move into air conditioned space. If no air conditioned space is available, the program will be cancelled or postponed. Outdoor programs taking place in temperatures over 95oF will restrict outdoor exposure to less than one continuous hour, and limit physical exertion.

Cold Environments

When the body is unable to warm itself, serious cold-related illnesses and injuries may occur, and permanent tissue damage and death may result.

Individual thresholds to cold environments are different; know your limits and follow these guidelines to minimize your chance of developing a cold environment-related disorder:

1. Know the signs & symptoms of cold-induced illnesses.
2. Keep clothing clean. This helps maintain the proper insulation ability of the garment.
3. Avoid overheating. Use zippers, hats and gloves to regulate body temperature.
4. Wear clothes loose and in layers. Tight layers will not trap heat.
5. Keep clothes dry. Remove saturated clothing, especially cotton garments. Cotton does not pull moisture away from the skin. When cotton is wet it will make the body cooler.
6. Avoid dehydration. Consume warm sweet drinks and soups to increase caloric intake and fluid volume. The intake of coffee should be limited because of the diuretic and circulatory effects.
7. Avoid exhaustion or fatigue because energy is needed to keep muscles warm.
8. Work in pairs, do not work independently.

Hypothermia

Hypothermia may occur when land temperatures are above freezing or water temperatures are below 98.6°F/37°C. Cold related illnesses can slowly overcome a person who has been chilled by low temperatures, brisk winds, or wet clothing.

Hypothermia happens when the normal body temperature (98.6°F/37°C) drops to or below 95°F (35°C).

Symptoms of hypothermia include:

1. Fatigue or drowsiness.
2. Uncontrolled shivering.
3. Cool bluish skin.
4. Slurred speech.
5. Clumsy movements.
6. Irritable, irrational or confused behavior.

What should be done: (land temperatures)

1. Call 911 for emergency help.
2. Move the person to a warm, dry area. Do not leave the person alone. Remove any wet clothing and replace with warm, dry clothing or wrap the person in blankets.
3. Have the person drink warm, sweet drinks (sugar water or sports-type drinks) if they are alert. Avoid drinks with caffeine (coffee, tea, or hot chocolate) or alcohol.
4. Have the person move their arms and legs to create muscle heat. If they are unable to do this, place warm bottles or hot packs in the arm pits, groin, neck, and head areas. Do not rub the person's body or place them in warm water bath. Rapidly warming the body may stop their heart.

Frost Bite

When frost bite occurs the body experiences a freezing in deep layers of skin and tissue. The appearance of skin is pale, waxy-white in color and the skin becomes hard and numb. Frost bite usually affects the fingers, hands, toes, feet, ears, and nose.

What should be done (land temperatures):

1. Move the person to warm, dry area. Do not leave the person alone.
2. Remove any wet or tight clothing that may cut off blood flow to the affected area.

3. Do not rub the affected area, because rubbing causes damage to the skin and tissue.

Seek medical attention as soon as possible.

Adverse Weather Plan

PURPOSE:

To establish procedures to guide employees in reporting to work during adverse weather conditions. To clarify compensation policy for employees who are unable to work during adverse weather.

DEFINITIONS:

Adverse Weather: Includes conditions such as snow, sleet, flooding, freezing temperatures, heavy winds.

Adverse Weather – Non Emergency State: Poor weather conditions exist but an emergency state has not been declared by the Executive Director; normal Park District activities continue as usual.

Adverse Weather – Declared Emergency State: The Executive Director has declared that an emergency state is officially in effect due to adverse weather conditions, thus curtailing normal, non-critical Park District operations.

Critical Positions: Are defined as those positions identified by each Department Head as critical to service delivery during adverse weather conditions.

PROCEDURE:

A. Non-Emergency State

1. If adverse weather conditions prevail, all employees shall report to work as scheduled. Employees unable to perform normal job duties because of weather conditions will be assigned other work by their supervisors.
2. If hazardous conditions develop before normal reporting time, employees should report to work or contact their supervisors immediately. Employees unable to report to work due to weather conditions may ask that an approved absence be charged to paid leave, compensatory leave (where applicable), or excused leave without pay. Failure to contact their supervisor in a timely manner or as soon as practically possible will result in unexcused leave and subject employees to disciplinary action for unsatisfactory job performance. Whenever possible, and in accordance with departmental policies and practices, the employee may be allowed to make up this time within the same work week rather than charge it to leave.
3. If hazardous conditions develop during the day, employees not designated as being in “critical positions” may be authorized by their Department Head to leave work if special transportation or other problems are anticipated. This absence shall be charged to paid leave or compensatory leave (where applicable). Whenever possible, employees may be allowed to make up this time within the same work week rather than charge it to leave.
4. Under no circumstances, unless otherwise approved by the Executive Director and or Superintendent of Planning & Operations, are maintenance vehicles or maintenance personnel to be used for transporting “non-critical” District employees to work in a state of adverse weather. Other District vehicles and personnel are to be used according to departmental policies and procedures.

B. Declared Emergency State

1. When an emergency state has been declared by the Executive Director, non-critical operations may be curtailed and employees may take approved leave as outlined in the Personnel Manual.

2. Employees in critical positions shall be required to continue working as needed to ensure adequate delivery of necessary services.
3. A list of critical positions shall be identified by each Department Head, distributed to affected employees and posted periodically in work sites. New employees who are in critical positions shall be notified of this status when they are hired. Employees in critical positions are responsible for making arrangements to get to work. Supervisors will work with employees to ensure that reasonable plans have been made for this eventuality.
4. Employees in critical positions may be transported to the work site by District vehicles as circumstances allow and as authorized by Department Heads, Employees in critical positions may be transported to the work site by District vehicles as circumstances allow under the direction of the Superintendent of Planning & Operations and the Superintendent of Recreation. Under no circumstances shall non-critical employees be transported to work by District maintenance.

Critical Positions:

The Executive Director, Business Manager, Superintendent of Planning and Operations, and Superintendent of Recreation will determine the critical positions for each emergency for their department.

A. Administration:

Executive Director, Business Manager, Superintendent of Planning & Operations, Superintendent of Recreation, Accounting Assistant, and the Public Information Marketing Manager (as determined by each emergency)

B. Planning & Operations:

Facilities Maintenance Supervisor, Grounds Maintenance Supervisor, Construction Maintenance Supervisor, Aquatic Facilities Maintenance Supervisor, Office Manager, Facilities Maintenance Technicians, Grounds Maintenance Technicians, Equipment Technician, Park Beautification Technician, and Custodian

C. Recreation:

Environmental Program Manager, Community Program Manager, Aquatics Manager, Athletics Supervisor, Recreation Services Supervisor

Adverse Weather Cancellation & Rescheduling Procedure

The Executive Director and Superintendents will evaluate weather conditions with regard to program cancellations.

PURPOSE:

To establish procedures to guide staff in canceling programs and special events due to adverse weather conditions.

DEFINITIONS:

Adverse Weather – includes conditions such as snow, sleet, flooding, freezing temperatures, extreme heat and heavy winds.

Program Facility – includes those facilities that offer instructional and recreational programs such as the Phillips Recreation Center, Brookens Gym, Anita Purves Nature Center, Lake House, Urbana Indoor Aquatic Center, and the Crystal Lake Park Family Aquatic Center.

Rental Facility – includes those facilities that reserve space to outside groups for meetings, rehearsals, parties, etc, such as the Phillips Recreation Center, Brookens Gym, Anita Purves Nature Center, Lake House, Urbana Indoor Aquatic Center, and the Crystal Lake Park Family Aquatic Center.

Schools – includes schools that the park district offers instructional and recreational programs.

PROCEDURE:

1. All regular employees are to report for work on all scheduled workdays.
2. The Executive Director, Superintendent of Recreation and Superintendent of Planning & Operations or their designee will make a decision as to whether facilities shall open and programs conducted based upon the following:
 - a. Conditions of roads and streets in Urbana.
 - b. Safe access into facilities (parking lots, sidewalks, and steps).
 - c. Changing/deteriorating weather conditions. (i.e. anticipated overnight icing, rain changing to snow, etc.)
3. Program Facilities: to cancel or delay facility openings or conduct programs the following procedure shall be used:

Prior to reporting to Work: All department heads will contact their Superintendent or their designee to determine cancellation of programs and/or delays in opening facilities. Upon the decision the department head will contact their respective facility/program supervisors and advise them of the decision. Public notification should be made according to the following schedule:

- 5:00 a.m. for classes/programs beginning prior to noon
- 10:00 a.m. for classes/programs beginning between noon and 5 p.m.
- 3:30 p.m. for classes/programs beginning after 5 p.m.

Program facilities may be required to open to conduct park district business even if programs are cancelled. The program managers will put a recording on the public line announcing the closing and/or delayed opening time of the facility, will contact the appropriate temporary staff and program instructors, and will notify the administrative office upon arrival at the facility. The Public Information and Marketing Manager will be responsible for updating the Urbana Park District website.

All programs with hotlines will put an announcement on the 24-hour cancellation line.

After reporting to Work: If weather conditions deteriorate after staff has reported to work the department heads will determine cancellation of programs or facility closing. Every effort will be made to meet the established time line above. However, in the best interest of the program participants and staff, adjustments may be made to the cancellation schedule.

All program facilities shall adhere to the delayed opening, cancellation and/or early closing schedule with exception of rental facilities.

4. Rental Facilities: Rental cancellations due to the adverse weather conditions will be handled on a case by case basis, Supervisors of all rental facilities shall:
 - a. Contact department head prior to calling rental party to determine if the facility is safe to use and staff can get to the facility.
 - b. If the facility is unsafe, inform rental parties of the cancellation and give them the option of rescheduling or receiving a refund.
5. Athletic Program Cancellations: Athletic Programs cancelled due to unplayable and unsafe field/facility conditions will adhere to the following procedure:
 - a. A decision regarding cancellation will be made by 4:30 p.m. Monday through Friday, 7 a.m. on Saturday, and noon on Sunday.

- b. After the times listed above, the decision to cancel games will be made at the field.
- c. The Athletic Supervisor or a designee will be responsible for updating the 24-hour Athletics Hotline.

Once games are cancelled due to unsafe field conditions, teams are not allowed to use the field/facility for practice.

Tornadoes

Tornadoes are a local storm of short duration formed by high speed rotating winds. It is impossible to predict exactly when and where a tornado will occur. If severe weather is imminent, listen to local weather forecasts for frequent updates. During the weather forecasts, listen for these terms and do the following:

1. Tornado Watch – Conditions exist that may produce a tornado. Continue with daily activities, paying close attention to weather reports and changes in the weather around you.
2. Tornado Warning – a tornado has been spotted or its presence has been detected by radar. Seek shelter immediately.

If you are in a building or structure, you should:

1. Go to a pre-designated shelter area such as a basement or the lowest building level.
2. If there is no basement, go to the center of an interior room on the lowest level (closet, interior hallway).
3. Stay away from corners, windows, doors, and outside walls.
4. Put as many walls as possible between you and the outside.
5. Get under or next to sturdy furniture and use your arms to protect your head and neck.
6. Do not open windows.

If you are in a vehicle, trailer, or mobile home, you should:

1. Get out immediately and go to the lowest floor of a sturdy, nearby building or a storm shelter.

If you are outside with no shelter, you should:

1. Lie flat in a nearby ditch or depression and cover your head with your hands. Be aware of the potential for flooding.
2. Do not get under an overpass or bridge. You are safer in a low, flat location.
3. Never try to outrun a tornado in urban or congested areas in a car or truck. Instead, leave the vehicle immediately for safe shelter.
4. Watch out for flying debris. Flying debris from tornadoes causes most fatalities and injuries.

Stay in the shelter area until the tornado warning is terminated.

Tornado Plan

Facilities Procedures:

Watch—Tornado and Thunderstorm

- Turn radio to emergency radio station News Talk 1400 AM or 97.5 FM.
- Inform everyone in facility of watch.
- Check park areas and inform everyone of watch.
- Continue programs as scheduled and appropriate for the weather conditions.

Warning—Tornado and Severe Thunderstorm

When the emergency response sirens sound:

- Turn television to Weatherscan channel 22
- Turn radio to emergency radio station News Talk 1400 or 97.5 FM.
- Inform everyone in the facility of the warning and direct them to the cover area.
- Take cover away from “outside” glass and in small rooms in the interior of the building.

| Facility | Location of Storm Shelter |
|--------------------------|----------------------------------|
| Leal Cottage | Basement |
| APNC | Basement |
| PRC | Restrooms |
| UIAC | Locker rooms |
| 901 | Break room |
| Lake House | Bathrooms |
| Brookens | Locker rooms |
| Meadowbrook Barn | Garden Pavilion Restrooms |
| Sports Fields (outdoors) | Nearest building interior |
| 1011 E Kerr St. | Restrooms / any interior room |

Vehicle Procedures:

Watch—Tornado and Thunderstorm

- Operations Office Manager will inform all park personnel of weather updates.
- Turn radio to emergency radio station News Talk 1400 AM or 97.5 FM.
- Check park areas and inform everyone of watch.

Warning—Tornado and Severe Thunderstorm

- Operations Office Manager will inform all park personnel of weather updates.
- Turn radio to emergency radio station WDWS 1400 AM or 97.5 FM.
- Inform everyone in the general vicinity of warning.
- Seek the closest shelter and take cover.

Earthquakes

Earthquakes are a rare but possible occurrence in the Midwest. Stay as safe as possible during an earthquake. Be aware that some earthquakes are actually foreshocks and larger earthquake might occur. Minimize your movements to a few steps to a nearby safe place and if you are indoors, stay there until the shaking has stopped and you are sure existing is safe. Take the following actions when an earthquake begins.

If you are indoors, you should:

1. Drop to the ground; take cover by getting under a sturdy table or piece of furniture and hold on until the shaking stops. If there is not a table or desk near you, cover your face and head with your arms and crouch in an inside corner of the building.
2. Stay away from glass, windows, outside doors and walls, and anything that could fall, such as lighting fixtures or furniture.
3. Use a doorway for shelter only if it is in close proximity to you and if you know it is a strongly supported, load bearing doorway.
4. Stay inside until the shaking stops and it is safe to go outside.
5. Be aware that the electricity may go out or the sprinkler systems or fire alarms may turn on.
6. Do not use elevators.

If you are outdoors, you should:

1. Stay there.
2. Move away from buildings, streetlights, and utility wires.
3. Once in the open, stay there until the shaking stops.

If you are in a moving vehicle, you should:

1. Stop and stay in the vehicle. Avoid stopping near or under buildings, trees, overpasses, and utility wires.
2. Proceed cautiously once the earthquake has stopped. Avoid roads, bridges, or ramps that might have been damaged by the earthquake.

If you are trapped under debris:

1. Do not light a match
2. Do not move about or kick up dust.
3. Cover your mouth with a handkerchief or clothing.
4. Tap on a pipe or wall so rescuers can locate you. Use a whistle if one is available.

Lightning

Lightning is a violent act of nature that can cause serious injury and death. In most instances, people injured by lightning are not directly hit. These non-direct hit injuries are caused by transients, currents that flow through people in the vicinity of lightning strikes to the ground. Lightning strikes occur most frequently during the spring and summer months when thunder storms are prevalent. It is the policy of the Park District that all persons supervising outdoor activities be aware that when lightning or thunder is observed or heard, outdoor programs should be suspended and everyone should seek appropriate shelter. The same holds true for any employee working outside, if lightning or thunder is observed or heard, employees should stop what they are doing and seek appropriate shelter. Employees should adhere to the following procedures and guidelines:

If outdoors, you should:

1. Avoid water and all metal objects.
2. Avoid high ground and open spaces.
3. Avoid standing near tall or metal objects such as fences, light poles, or power lines.
4. Seek shelter in a building or in a fully enclosed metal vehicle such as a car, truck or van with the windows completely shut. The employee should return to their operations base if possible.
5. Remain in the shelter area for 30 minutes after the last sign of lightning or sound of thunder.
6. If you feel your skin tingle or your hair stand on end, squat low to the ground on the balls of your feet. Place your hands on your knees with your head between them. Make yourself as small a target as possible and minimize your contact with the ground.

If indoors, you should:

1. Stand clear from doors and windows.
2. Avoid contact with sinks, faucets, and related piping.
3. If possible, turn off and stay away from electrically powered items.
4. Do not attempt to unplug electrical cords.
5. Use telephones for emergency use only.
6. Remain inside until the storm has passed.

Outdoor Program

Instructors and supervisors should listen to current weather forecasts the morning of any outdoor planned activities so that employees can be alert to changing weather conditions. Instructors should also follow the following steps whenever possible.

1. Monitor weather conditions as they appear on the horizon.
2. Monitor weather radios when possible.
3. Designate buildings that can be used when severe weather occurs.
4. Plan alternative indoor activities for camps and related programs.

In the event lightning is spotted, thunder is heard, or a lightning warning system is sounded, all activity must be stopped and the following must be followed:

1. Whenever lightning is observed or thunder is heard, outdoor activity should be suspended for a minimum of 30 minutes after the last sign of lightning or thunder is noted.
2. If a lightning warning system is present, follow the procedure specific to that system and location.
3. Do not resume activity until 30 minutes following the last sight of lightning or sound of thunder.
4. Follow IHSA Severe Weather Safety Guidelines when applicable.
5. Pools and deck areas need to be evacuated at the Crystal Lake Park Family Aquatic Center.

Flood

Flooding is most likely to occur near bodies of water, and in areas with poor drainage. As in any other emergency situation the well-being of Park District staff and patrons is the first priority.

1. Avoid rushing waters and protect yourself against contaminated water.
2. If flood waters threaten Park District assets, a sand bag dike may be built.
3. Evacuate buildings threatened by flood waters.
4. Contact all utilities to disconnect services.
5. A department head or present supervisor will coordinate the actions of staff present in an attempt to protect Park District assets, without jeopardizing their safety.
6. Do not drive into flooded areas.
7. Any employee working near floodwaters must wear a U.S. Coast Guard approved life jacket.
8. In high traffic areas, efforts will be made to secure sections of the area to deter public traffic.

Fire Plan

General Information

Fires can begin through explosions from highly volatile materials; arson; lightning strike; vandalism; old, unsafe, or overheated appliances; fireworks; smoking materials; or improperly stored flammables.

To stop the spread of fire, early detection and extinguishing are essential. If a fire gets out of control or an explosion is imminent, evacuation must be immediate. The impact of fire is greatly affected by fire alarms, sprinkler systems, exit signs, emergency lighting, and employees trained in fire extinguisher use.

Fire Extinguisher Use

Fight a fire with an extinguisher only if the following are true:

- The fire department has been notified of the fire.
- The fire is small and confined to its immediate area of origin.
- You have a way out and can fight the fire with your back to an exit.
- You have the proper extinguisher (in working order) and know how to use it.
- You use careful judgment. If your effort is failing, get out of the facility quickly, and close the door behind you.

Fire—Basic Action and Evacuation

1. Contact the Fire Department (911) and activate the nearest fire alarm.
2. Begin evacuation of all participants and staff.
3. Attempt to extinguish the fire under the recommended guidelines above.
4. Leave lights and windows as they are.
5. Be aware of the number of participants for whom you are responsible. Upon evacuation, do a head count.
6. Close all doors as you exit rooms.
7. A site supervisor or designated staff should prepare to meet the fire department.
8. A senior staff member (Director, Superintendent, Public Information and Marketing Manager) should be prepared to meet and discuss the situation with the authorities (i. e., fire department, police, media if authorized).

9. Available staff should stay with all participants. However, one staff member should contact the Business Manager at the Business Office and the Public Information and Marketing Manager, and the Superintendent of Recreation should contact parents of youth participants if applicable.
10. Follow the directions of the fire department and police.
11. **UIAC and APNC – Do Not Use Elevator To Exit The Lower Level.**

Evacuation Routes

More than one exit may be used during evacuations. However, the closest exit should be utilized.

| FACILITY | PRIMARY EXIT | SECONDARY EXIT | ALTERNATIVE EXIT |
|--|--------------------------------|---------------------------------|--|
| Business Office - First Floor | Front Door | Back Door | |
| Business Office - Basement | South Basement Door | Upstairs to back door | |
| APNC - First Floor | Lobby Entrance | Exhibit Hall | Education Hall, Classroom C |
| APNC - Basement | Bottom of Stairs | Resource Room | Storage Room |
| PRC | Front doors | West emergency exits | South and East emergency exits |
| UIAC | Front doors | West doors | North doors |
| 901 | Front door | East door to drive | South door to back shop |
| Brookens Gym | Main Park District Entrance | West exit through storage | Exit south of locker rooms |
| Lake House | North and south end of hallway | West end of main room | East end of kitchen |
| 1011 E Kerr | Front Door | East exit through resource room | West exit to employee parking / any shop exit door |
| Meadowbrook Interpretive Center | Main Barn Door | South exit | North exit |

Bomb or Terrorist Threat

1. Take it seriously.
2. Get as much information as possible and write it down immediately.
 - Name of caller or association?
 - Date call is received?
 - Exact location of bomb?
 - Time of detonation?
 - What bomb looks like?
 - Why bomb was placed?
 - What kind of explosive was used?
 - Caller's sex and age (adult or child)?
 - Any other identification (voice, tone, and background)
3. If possible, keep the caller on the primary line and on a secondary line another person should contact police and then the telephone company at (800) 346-1382 to trace the call.
4. Another staff person should alert the facility supervisor and immediate supervisor.
5. Evacuate the facility to 300 feet for the protection of all participants and staff.
6. Contact the Executive Director, Business Manager, Superintendent of Planning and Operations and Superintendent of Recreation.

7. A senior staff member (Director, Superintendents, Public Information and Marketing Manager) should be prepared to meet and discuss the situation with the authorities (i.e., police, bomb squad, media if authorized).
8. Follow the direction of the police.
9. Particular attention should be given to: ceilings, restrooms, crawlspaces, electrical and plumbing areas and fixtures, utility rooms, office areas, stairways, fuel or gas valves, suspicious parcels or people, or anything out of the ordinary. Staff should direct authorities to areas of concern.

Utility Failure Plan

1. An emergency lighting system will operate at each Urbana Park District facility in the event of a power failure. These systems will work for a maximum of 15 minutes only.
2. Utilize flashlight(s) and the radio (if necessary).
3. Take the appropriate steps to calm all participants (proceed with activities if allowable).
4. Contact the Planning and Operations office and appropriate personnel during office hours, or contact the appropriate personnel at their home number after hours.
5. If utility failure continues for an extended period of time, contact parents of youth participants and send adult participants home.
6. If gas or burning odors are detected within the building, evacuate the building immediately.
7. **UIAC and Anita Purves Nature Center - *Check elevator for participants.***

Call Ameren IP at (800) 755-5000
Illinois American Water (800) 422-2782
UCSD 384-2342

Motor Vehicle Safety

- No one under the age of 18 years may operate any motorized vehicle or any other piece of equipment that may be outlined in specific departmental procedures.
- Employees under the age of 21 years will not be allowed to transport passengers in vans.
- Out of Town check lists shall be completed for any trip taken outside of a 50 mile radius of Champaign-Urbana. A copy of the completed report should be left with the Planning and Operations Office Specialist prior to trip departure.
- Vehicles for park operations must be inspected regularly for oil levels, horns, lights, brakes, and damage with all deficiencies reported to the District Mechanic.
- Accurate records must be kept and up-to-date on all repairs, tune-ups, etc. for all vehicles and motorized equipment.
- No person should ride in or on equipment being towed, with the exception of special events.
- Riding in the back of trucks is strictly prohibited.
- All trucks should be equipped with a gate, which should be put up when transporting. When a gate must be down for wide or extra-long items, vehicles must be properly flagged.
- All loads must be secured when transported in vehicles.
- Roll bars or Roll-Over Protection Structures (ROPS) must be installed on all tractors. In order for the roll bars to be effective, seatbelts must be worn at all times.
- Cell phone use while operating vehicles is discouraged.
- Cell phone use while operating motorized equipment is prohibited.

- No vehicle is to be operated or moved unless all doors are closed and latched.
- No vehicle is to be left idling unattended unless in “park” or in neutral with emergency brakes or air brakes engaged if vehicle does not have a “park” position.
- All vehicles must be equipped with the proper fire extinguishers.
- Each driver is responsible for reporting all accidents, incidents, vehicle damage and malfunctions to their immediate supervisor and the Business Office.
- Drivers must maintain the posted speed limits at all times and observe all other vehicle operation regulations. In pathways and parks, vehicles shall not exceed 5 mph and drivers should be alert if conditions warrant a slower speed.
- When operating a vehicle in a park, the existing paved access road should be used. Vehicles are not allowed on the grass unless it is required for completion of the work projects.
- Vehicles should not drive within tree driplines.
- Employees should not drive impaired or distracted.
- Employees are expected to be courteous to other drivers and to pedestrians.
- Employees are responsible for the condition and appearance of the vehicle they are assigned to drive.
- Employees who drive a vehicle on District business must follow all laws, District rules, drive safely, and maintain the security of the vehicle and its contents.
- Employees are responsible for any motor vehicle violations they may incur.

Reporting Vehicle Accidents

An Auto Accident Report will be filled out following any/all accidents involving District vehicles. Employees will follow the same procedure for submitting the report as that stated in the accident reporting process.

- Call police immediately for any vehicle accident, no matter how slight with the exception of District vehicle damaging District property. Then notify your immediate supervisor.
- In damage to District property or if an accident causes bodily injury, the immediate supervisor and Business Manager should be notified immediately.
- Procedures for what to do in case of an accident will be available in each District vehicle.

**SAFETY MANUAL
SIGNATURE/ACKNOWLEDGEMENT PAGE**

Tim Bartlett, Executive Director

Approved: 5-18-2012

Revised: March 2013

Revised: December 2014