

URBANA PARK DISTRICT



SAFETY MANUAL

**A COMMITMENT TO
SAFETY IN THE WORK
PLACE**

2018

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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 matter 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.

Safety Team

The District has a Safety Team which is comprised of representatives of each functional area of the District. The Human Resources Manager and Construction Maintenance Supervisor co-chair the Safety Team. Meetings are held on a regular basis. Meeting discussions include safety concerns, deficiencies and follow-up.

Employee Safety

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.

Staff Responsibilities

District staff members have the following responsibilities:

Executive Director

- The Board delegates authority to the Executive Director to keep the Safety Manual current and up-to-date.
- 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 Team

- 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 Team.
- 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 Team 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 new employees, both regular benefit eligible full-time and part-time employees and non-benefit eligible 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.

New regular benefit eligible employees also receive an electronic CD version of the most current Safety Manual available at the time of hire.

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.

Every year, an annual review of the Safety and Personnel Policy Manual will take place for all benefit eligible full-time and part-time employees.

Employees are always encouraged to provide feedback to the Safety Team 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.
- Employees will reference Standard Operating Procedures and Job Safety Analysis Forms as needed or required by training.
- 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.

Accidents

Accident Reporting Procedures

An incident 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 incident report forms will be used for all injuries sustained by patrons or injuries that occur to staff and volunteers. Incident forms are available in the appendix at the end of this manual.

- **PREPARE A DETAILED INCIDENT 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 report is prepared on a timely basis. Reports should be filled out immediately after the injury has been properly attended to.
- If the injury occurs to an employee, a report should be immediately completed and turned in to the Business Office within 24 hours. 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-up investigations may be initiated by the Safety Team or by any member of the Safety Team. 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

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, or injuries/damages has occurred. A blank example form of an Incident Report can be found in Appendix B 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. Examples of damage to District property include vandalism on a sign in a park, a delivery truck backs into the Planning and Operations Building garage door. Examples of major and minor accidents include: park user dived into the shallow part of the pool, hurt their neck, and the ambulance needed to be called or a program participant cuts his toe open on the side of the wall getting out of the pool.

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. 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.

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.

See Appendix A for more specific information on other exposure control procedures.

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.
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 Team 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 Team 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	Home Phone
Executive Director	Tim Bartlett	217.621.8322	n/a
Superintendent of Recreation	Corky Emberson	217.841.3894	n/a
Superintendent of P&O	Derek Liebert	217.417.1120	n/a
Facilities Maintenance Supervisor	Shane Newell	217.390.0707	n/a
Grounds Maintenance Supervisor	Rich McMahon	217.979.7892	n/a
Aquatic Facilities Maintenance Supervisor	Joseph Schmidt	217.691.9081	n/a
Construction Maintenance Supervisor	Keith Ewerks	217.778.1941	217 684 2411
Business Manager	Caty Roland	217.637-3094	n/a
District Attorney	Matt Deering	private	217-352-1800office
Board President	Michael Walker	217.493.0511	217.344.7000

Crisis Communication/Emergency Plan

CRISIS MANAGEMENT TEAM

WHAT CONSTITUTES A CRISIS?

Threatens the organizations' integrity or reputation

- Natural disasters
- Legal disputes or actions against the organization
- Internal or external theft or embezzlement
- Accidents involving our organization/agency
- Negligence
- Other manmade disasters that can be attributed to our organization/agency

Almost always disruptive

- Often takes the organization by surprise
- Puts other work on hold
- Forces a reaction
- Can lead to disinformation or rumor

GOALS IN A CRISIS

Safety First

A crisis may or may not involve immediate danger to the public. In the case of a fire, natural disaster or other accident, the **first order of business is to ensure the health and safety of those using, visiting or working in park district facilities or parks.** There are other cases where the public is affected in a crisis, but not in any immediate danger. Examples include theft or embezzlement. In both cases, however, the public trust will be impacted by the way in which the district immediately reacts to the crisis and resolves it over the long term.

Employees are often on the front lines of a crisis. They may be the individuals asked to respond first. It is imperative that the organization strikes a balance between performing needed job duties in a crisis and life safety issues. All staff should be trained in procedures that protect the safety of customers and their own safety and know when a situation is beyond their ability to help. Examples of this may include fire, medical emergencies, chemical spills, or natural disasters. It is the district's responsibility to train its staff members so that both the public and the employees are as safe as possible in a crisis or emergency. It is the responsibility of each staff member to place safety first.

Protecting the organization is important to its ability to continue to accomplish its mission. Loss of public trust or integrity diminishes the capability to provide services and hurts will hurt an

organizations' reputation in the long term.

WHO HANDLES A CRISIS?

Each emergency is different and the members of the Communication and Management teams handling the emergency will be dependent upon the details of the situation. In each case, the team should be made up of the most qualified individuals to support the district through the crisis.

WHO HANDLES LOGISTICS IN A CRISIS?

Crisis Management Team

This team will gather, determine and implement actions to respond to the crisis. The Executive Director or their designee will assign the team.

Crisis Management Team Leader – This individual organizes the team and coordinates all actions to respond to the crisis with all constituents: emergency response personnel, public, staff and those directly involved or impacted by the crisis. This individual maintains communication with the Crisis Communications Team. He or she provides regular updates to the Crisis Communication Team on how the crisis is being handled. This information is shared with the Crisis Communications Team and, in turn, with audiences. The leader will assign other team members duties.

- Site logistics-secure area and assess situation, determine what responses need to be made
- Supplies, Materials, Staffing-having the appropriate supplies, materials, and staffing available
- Financial Support-individual assigned by the Management Team Leader who is knowledgeable about finances and able to access funds as appropriate
- Emergency Coordination-including coordination with local, state and federal emergency management agencies

Individuals on the teams should practice performing their assigned tasks in scheduled role playing scenarios.

INFORMATION-RELATED TASKS DURING A CRISIS

Get the facts. Miscommunication heightens during a crisis and can be exaggerated by half-truths, distortions, or negative perceptions. Get to the heart of the real story and tell it.

Take the offensive when a serious matter occurs. Be active, not reactive. Tell it all; tell it fast.

Deal with rumors swiftly. Tell only the truth about what you know to be fact. Do not repeat others' opinions, hearsay, or possibilities.

Centralize information. Centralized coordination provides a singular "face" for the organization

in a crisis. This is one way to build credibility. Centralized information also will minimize miscommunication.

Stay Calm. Keep your cool in an interview or news conference with reporters. All responders will be intent on resolving the crisis. Individuals associated with the crisis and the organization will be intent to receive timely and factual information. Remember that they are trying to get information on a crisis that may have widespread impact for their organization.

In any crisis situation, follow every order, direction or suggestion from emergency officials.

Write everything down. Maintain a crisis action log: what actions were taken, by whom and at what time. You will then have a record of the event and how the response was organized. You can later evaluate your responses so you will be better prepared in the future.

Emergency management information. Know what is required by government emergency management agencies.

SAFETY RELATED TASKS DURING A CRISIS

1. Activate the Emergency Response System, individual on site or responding. Assess the situation.
2. Secure the area with support of the Emergency Response personnel.
3. Notify the Executive Director, Superintendent of Planning and Operations, and the Superintendent of Recreation as appropriate. The Executive Director or their designee will assign the Crisis Management Team and a Crisis Communication Team.
4. Develop a plan to respond to the immediate situation. The Crisis Management Team Leader will assign the team members.
5. Document all response actions, assignments, and issues.

FOLLOWING UP AFTER A CRISIS

After the crisis is over, it is time to evaluate how the organization handled the crisis. A review should include the following:

- **A review of why the crisis occurred.** Could anything have been done to prevent the crisis?
- **Plan for the next event.** Although we like to think that additional crises will not occur, it is best to take the information learned from a serious event and use it to improve communication for any future event.
- **Evaluate.** Evaluation of how the crisis was handled.

CRISIS COMMUNICATION TEAM

WHAT CONSTITUTES A CRISIS?

Threatens the organizations' integrity or reputation

- Natural disasters
- Legal disputes or actions against the organization
- Internal or external theft or embezzlement
- Accidents involving our organization/agency
- Negligence
- Other manmade disasters that can be attributed to our organization/agency

Almost always disruptive

- Often takes the organization by surprise
- Puts other work on hold
- Forces a reaction
- Can lead to disinformation or rumor

GOALS IN A CRISIS

Safety First

A crisis may or may not involve immediate danger to the public. In the case of a fire, natural disaster or other accident, the **first order of business is to ensure the health and safety of those using, visiting or working in park district facilities or parks.** There are other cases where the public is affected in a crisis, but not in any immediate danger. Examples include theft or embezzlement. In both cases, however, the public trust will be impacted by the way in which the district immediately reacts to the crisis and resolves it over the long term.

Employees are often on the front lines of a crisis. They may be the individuals asked to respond first. It is imperative that the organization strikes a balance between performing needed job duties in a crisis and life safety issues. All staff should be trained in procedures that protect the safety of customers and their own safety and know when a situation is beyond their ability to help. Examples of this may include fire, medical emergencies, chemical spills, or natural disasters. It is the district's responsibility to train its staff members so that both the public and the employees are as safe as possible in a crisis or emergency. It is the responsibility of each staff member to place safety first.

Protecting the organization is important to its ability to continue to accomplish its mission. Loss of public trust or integrity diminishes the capability to provide services and hurts will hurt an organizations' reputation in the long term.

WHO HANDLES A CRISIS?

Each emergency is different and the members of the Communication and Management teams handling the emergency will be dependent upon the details of the situation. In each case, the

team should be made up of the most qualified individuals to support the district through the crisis and at minimum should include:

Crisis Management Team Leader – This person is in charge of leading the organization through the crisis and resolving it as swiftly and simply as possible. The team leader may pull in staff at any time during the crisis to assist. This person may be at the site of the event or crisis or at another location.

Site Team Leader – This person is in charge of organizing all activities at the site of the crisis. This may be at a park or facility, an office or a natural area. He or she delegates responsibilities to other staff based on circumstances on the ground. This individual will assign staff to important duties. And pull in staff at any time during the crisis to assist.

Communication Team Leader – This individual leads the communication team and gathers and disseminates information about the crisis.

WHO HANDLES INFORMATION IN A CRISIS?

Crisis Communication Team

This team will gather, communicate and distribute information during and after the crisis. The Executive Director or their designee will assign the team.

Communication Team Leader – This individual organizes the team and coordinates all actions to respond to the crisis with all constituents: emergency response personnel, public, staff and those directly involved or impacted by the crisis. This individual maintains communication with the Crisis Communications Team. He or she provides regular updates to the Crisis Communication Team on how the crisis is being handled. This information is shared with the Crisis Communications Team and, in turn, with audiences. The leader will assign other team members duties.

- Cover phones
- Update website and social media
- Issue news releases, call news conferences
- Gather information from the public

Information Liaison – This individual is responsible for monitoring the information coming back to the organization from constituents, staff and the public. He or she should classify the information into categories, such as *facts* and *rumors*. Facts should be regularly updated; rumors should be verified or exposed as myths. The spokesperson will address the facts and myths in any public forums and the individual in charge of news releases will address them in writing.

Spokesperson – This person is the one public communicator. He or she will speak with the

media and provide regular timely updates on the actions the district is taking to resolve the crisis. Those individuals already known as public faces of the organization and those who have the highest level of both authority and accountability make the best spokespeople. This role would often fall to the executive director or board president, depending on the type of crisis.

Individuals on the teams should practice performing their assigned tasks in scheduled role playing scenarios.

INFORMATION-RELATED TASKS DURING A CRISIS

Get the facts. Miscommunication heightens during a crisis and can be exaggerated by half-truths, distortions, or negative perceptions. Get to the heart of the real story and tell it.

Take the offensive when a serious matter occurs. Be active, not reactive. Tell it all; tell it fast.

Deal with rumors swiftly. Tell only the truth about what you know to be fact. Do not repeat others' opinions, hearsay, or possibilities.

Centralize information. Designate one spokesperson. A central spokesperson provides a singular "face" for the reporters. Viewers begin to become familiar with a central spokesperson, so this is one way to begin building credibility. Centralized information also will minimize miscommunication.

Stay Calm. Keep your cool in an interview or news conference with reporters. Some reporters' questions may be hostile, or may seem to be a personal attack. Remember that they are trying to get information on a story that may have widespread impact for their audiences.

Stay "on the record". Do not go "*off the record*." Any comment worth saying should be said "on the record." If you go "off the record," be ready to read it in print the next day. Is this unethical for reporters to report "off the record" comments? Sure, but anything can, may, and will be done to advance a story. You should not be lulled into a false sense of security about the confidentiality of your comments.

"No comment" is not an answer. Try to have an answer for reporters' questions. But if you don't have an answer, don't be afraid to say, "I don't know, but I'll find out." Saying "no comment" instead, appears to television news viewers and newspaper readers that you have something to hide.

In any crisis situation, follow every order, direction or suggestion from emergency officials.

Write everything down. Maintain a crisis communication log: what was said by whom and at what time. You will then have a record of the event and how it was communicated. You can later evaluate your responses so you will be better prepared in the future.

FOLLOWING UP AFTER A CRISIS-COMMUNICATION

After the crisis is over, it is time to evaluate how the organization handled the crisis. A review should include the following:

- **A review of why the crisis occurred.** Could anything have been done to prevent the crisis?
- **An evaluation of how the crisis was handled.** You may want to use the crisis communication inventory you maintained to evaluate how communication was handled. Was information disseminated through one spokesperson? Did miscommunication occur?
- **An examination of similar scenarios.** What would you do in a similar situation in the future? What did others do in similar situations?
- **Plan for the next event.** Although we like to think that additional crises will not occur, it is best to take the information learned from a serious event and use it to improve communication for any future event.

RESPONSES TO SPECIFIC EMERGENCIES

The following emergency procedures have been established to protect the Urbana Park District, hereafter referred to as Park District, employees and patrons. All Park District employees will assist during emergency situations within the scope of their abilities.

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 105°F 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 110°F 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 110°F.

Other Youth Outdoor Programs and Activities

If the heat index reaches or exceeds 105°F, 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 95°F 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:

Superintendent of Planning and 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 Supervisor, 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
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 (for example: fire department, police, and 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.**

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, and 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

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
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

Specific Safety Standards

Facilities

- At least two (2) exits must be available from all floors.
- Any obstructions in aisles or exits should be avoided.
- Enough fire extinguishers of the proper type must be provided to meet the minimum fire code restrictions. Employees shall be instructed on the proper use of each type. In-service training will be provided each year by the Safety Team as a review for present employees and as training for new employees.
- Fire extinguishers must be placed within easy reach, and properly marked.
- Fire extinguishers will be checked annually and levels maintained at all times.
- Materials and equipment must be stored in pre-designated areas. Custodial carts are not to be stored in public areas or left unattended.
- All refuse must be placed in proper containers and a sufficient amount of receptacles should be in each building. Waste receptacles must be emptied routinely.
- Slippery substances spilled on floors must be immediately cleaned up.
- All painting supplies and combustible materials must be stored in a separate, proper fire resistant cabinet.
- Emergency lights are present in all buildings used by the public and are to be checked regularly.
- All exits must be clearly lit and marked.
- Broken lights must be replaced immediately.
- Electrical wiring must be properly encased and replaced when worn.
- Care must be taken not to over-load circuits.
- Extension cords should be used on a short term, temporary basis only. Power strips are to be used for long-term needs.
- Any replacement curtains, drapes, must be fire retardant.
- All stairways must be equipped with secure railings and well lit.
- All buildings must have emergency phone numbers located in key locations as well as emergency procedures posted. Each facility director should have a copy of the emergency plan and know the location of first aid supplies.
- All buildings must be equipped with sufficient first aid supplies.
- Hazardous conditions District-wide should be reported to the Planning and Operations office for assessment.
- All tables and chairs should be inspected and repaired regularly by janitorial staff.
- Clear access must be maintained around all electrical switch gear, breaker boxes or heating and boiler units.
- There shall be no spraying of paint or adhesive indoors at any facility without proper safety gear and proper mechanical ventilation.

Parks

- All newly installed and any necessary replacements for playground apparatus must comply with Consumer Product Safety Commission (CPSC) and American Society for Testing and Materials (ASTM) guidelines.
- No asphalt or other hard surfaces shall be under playground equipment. All surfaces must comply with CPSC guidelines.
- All playgrounds are to be inspected and repaired regularly. Completed copies of the inspection and repair forms are to be retained by the Facilities Maintenance Supervisor.
- All employees are to clean up broken glass when it is found. NEVER pick up broken glass with bare hands. Use mechanical devices.
- All employees are to report unsafe conditions in any park or recreation facility to the Planning and Operations office.
- Recreation program supervisors should do a general grounds inspection prior to scheduled activities.
- Operators of mowers, weed eaters and other power equipment are to ensure that grass clippings, rocks, etc. are not discharged towards park users, employees, and vehicles.
- Mower guards are to be used when the public is nearby and if damage to vehicles or facilities is possible.
- Equipment operators must read and understand operating instructions, and follow all safety rules contained therein as well as receive proper in-service training.

Moveable Soccer Goal Safety & Education Policy

1. The Urbana Park District will not install or otherwise place onto District property any soccer goals that are not secured in accordance to the U.S. Consumer Product Safety Commission (CPSC) standards for a properly anchored moveable soccer goal. It is imperative that all movable soccer goals are always anchored properly and that they are secured to the ground (preferably at the rear of the goal), making sure the anchors are flush with the ground and clearly visible.
2. No person other than an authorized employee of the Urbana Park District shall be permitted to move any soccer goal the Park District owns or otherwise installed or placed on its property.
3. The Urbana Park District will provide in any agreement with an affiliate or rental group for soccer games, scrimmages and/or practices that:
 - a. The user group may not install, place or use soccer goals that are not anchored to the ground;
 - b. Any violation of these requirements will be cause for immediate termination of the permit agreement, and may be a basis for denial in the future.
4. At the conclusion of each youth soccer season, the Urbana Park District will secure all goals on the property in accordance with the following:
 - a. Place the goal frames face to face and secure them at each goalpost with a lock and chain, or

- b. Lock and chain to a suitable fixed structure such as a permanent fence or
 - c. Lock unused portable goals in a secure storage room after each use, or
 - d. Fully disassemble the goals for season storage.
5. The Urbana Park District will not purchase any portable soccer goal for use on its property unless the goal is equipped with a counter-balance or stabilizer bar to limit the ability of the goal to be tipped over, or such other design-feature approved by the U.S. Consumer Product Safety Commission.
 6. The only exceptions to the above policies are light-weight, fold-up or pop-up collapsible portable soccer goals which are typically sold and used for youth soccer practice or training sessions.
 7. A copy of this Policy shall be provided to all Organizations using the Property for Soccer-Related Activity. Prior to using Property for Soccer-Related Activity, each Organization shall provide each of its Permitted Users with a copy of this Policy and shall require that each of its Permitted Users comply with all applicable provisions of this Policy.
 8. Urbana Park District Coaches and Officials will receive training on the moveable goals policy and instructed to inspect goals before and after each use.
 9. The Athletics Supervisor shall be designated as having the responsibility to monitor and carry out the soccer goal policy.

Equipment and Tools

An employee's immediate supervisor is responsible for:

- Proper training given to an employee prior to any use of equipment.
- All equipment and tools to be stored in a pre-designed area and should be kept clean and repaired at all times.
- All new equipment and tools must comply with local, state and federal standards, where required.
- Operational instructions for ALL machinery and equipment must be in written form and kept accessible to employees for review.
- Proper use of ladders must be taught, including proper angle placement; ladders must be replaced before using if there are cracked rungs or side rails, ineffective braces, no ladder shoes, or insufficient clearance.
- When sanding, spray painting, or working with fiberglass materials appropriate ventilation, air filtering and proper safety equipment must be utilized to protect the employee from dust and fumes.
- A safety curtain should be used when using welding equipment.
- Ensuring that two employees shall be present at all times while using the chipper.
- At no time should any mobile equipment be left unsecured at a work site. Always lock ignition and remove keys from vehicle or equipment.
- At no time should tools be left unattended.

Illinois Department of Labor Inspection

In the event of an Illinois Department of Labor Inspection under the auspices of the Illinois Health and Safety Act, the following guidelines will apply:

- A member of the Safety Team will be designated as the individual responsible to participate in the inspection process.
- A list of required materials or posters and their locations is kept on file by the Business Office manager or Human Resources.
- Records necessary for the inspection are kept on file by the Business Office manager or Human Resources.
- The Superintendent of Planning and Operations, Superintendent of Recreation, and the Executive Director may negotiate time frames for corrections of any citations, and are responsible for the completion of said corrections.

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 prohibited.
- 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 and vehicle damage to their immediate supervisor and the Business Office.
- Each driver is responsible for reporting all malfunctions to their immediate supervisor.
- 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 drip-lines.
- 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 are responsible for any motor vehicle violations they may incur.
- 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.

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 Inspections and Meetings

The Lake House, Anita Purves Nature Center, Cottage, Phillips Recreation Center, and Planning/Operations facilities are to be inspected by the custodial staff member assigned to each individual facility. The staff members will use the Facility Safety Inspection Form to guide them in their inspection. Completed forms are then sent to the Facility Maintenance Supervisor, appropriate staff will then be assigned to make repairs as needed. The completed Facility Safety Inspection Forms are then filed in the Preventative Maintenance Manual that is located in the Facility Maintenance Supervisor's office. The Facility Maintenance Supervisor will send the completed forms to Safety Team members for their evaluations as requested. These inspections shall take place once a month at each facility that has been listed above.

**SAFETY MANUAL
SIGNATURE/ACKNOWLEDGEMENT PAGE**

Timothy A. Bartlett, Executive Director

Michael W. Walker, Board President

Revised: December 13, 2011
Approved: December 11, 2012
Revised: September 30, 2013
Revised: December 5, 2013
Approved: December 10, 2013
Revised: December 1, 2014
Approved: December 9, 2014
Approved: December 11, 2018

APPENDIX A - BLOODBORNE PATHOGENS AND INFECTIOUS DISEASES GUIDELINES

These guidelines are based on an extensive review of currently available data, including recommendations from and guidelines published by the Centers for Disease Control, the American Academy of Pediatrics, the U.S. Public Health Service and the office of the Surgeon General, as well as regulations as adopted by the Illinois Department of Labor ("IDOL") with respect to bloodborne pathogens. These guidelines may be revised as deemed appropriate, as additional information becomes available.

Communicable diseases are a hazard to which all humans are constantly exposed. The existence, transmission, infection and severity of associated illness varies according to the type of disease. In recent years concern has been demonstrated over the "bloodborne pathogens." The Hepatitis B Virus ("HBV") has been a concern for many years; however, more recently, the Human Immunodeficiency Virus ("HIV"), which can also cause Acquired Immunodeficiency Syndrome ("AIDS"), has emerged as one of the most serious bloodborne pathogens.

The District recognizes that the AIDS epidemic is a genuine health crisis. It is the District's desire to exercise appropriate measures to assist in the prevention of the spread of the disease and to minimize workplace exposure to the disease. The existence of the crisis, however, does not warrant panic, hysteria or unreasonable measures which could have the effect of unnecessarily diminishing the quality of the services provided by the District to the public or the dignity of the people it serves. The District acknowledges its desire and obligation to respond effectively to the genuine concerns of the public consistent with its obligation to discharge its duties in accordance with applicable laws.

While serving the public, park and recreation agencies and their employees are subject to situations where communicable disease exposure and transmission is possible. The points of exposure involve staff and members of the public alike.

The District further recognizes that employees with life-threatening illness, or infectious diseases including but not limited to AIDS and Hepatitis B, may wish to continue to engage in as many of their normal pursuits as their condition allows, including work. As long as these employees are able to meet acceptable performance standards, and medical evidence indicates that their condition is not a health threat to others, the District believes it should take affirmative steps to reasonably ensure that they are treated consistently with other employees.

The following guidelines are intended to assist the District in achieving a reasonable balance between individual and societal concerns relating to AIDS, Hepatitis B, and other communicable diseases as they pertain to the operations of the District. They are not intended to create, and shall not be construed as creating contractual or other obligations on the part of the District or rights on the part of employees, program participants or park users, which are not already (and independent of the promulgation of these guidelines) imposed by law.

I. COMMUNICABLE DISEASES

Bloodborne pathogen disease and infectious diseases which can pose a threat to children and adults include the following:

Disease	Transmission
Bloodborne Pathogen Diseases	
Human Immunodeficiency Virus (HIV) and AIDS	Infected Bodily Fluids
Hepatitis B Virus (HBV)	Infected Bodily Fluids
Other Infectious Diseases	
Chicken Pox (Varicella)	Respiratory Secretions & Lesion Secretions
Meningitis	Respiratory Secretions
Mumps	Respiratory Secretions
Measles (Rubeola)	Respiratory Secretions
Pneumonia	Respiratory Secretions
Salmonellosis	Food Handling
Tuberculosis	Airborne Droplets
Whooping Cough (Pertussis)	Respiratory Secretions

Human Immunodeficiency Virus (HIV/AIDS) and Hepatitis B Virus (HBV) are bloodborne pathogen diseases. Although the other listed diseases are not regarded as bloodborne pathogen diseases, they can become serious if unrecognized and untreated. Many are common to children and exhibit signs and symptoms that are identifiable (e.g., measles result in spots). Sound hygienic practices are necessary to prevent the spread of these diseases.

II. PARTICIPATION IN DISTRICT PROGRAMS BY PERSONS INFECTED WITH THE HIV AND HBV VIRUSES, AND AIDS

A. General

1. Persons shall not be asked whether they are infected with the HIV or HBV viruses or AIDS in registering for any program. In view of current evidence regarding HIV, AIDS or HBV transmission, infected persons should not be routinely excluded from or restricted with respect to any program. Decisions regarding participation shall be considered on a case-by-case basis and be individualized to the person and setting as would be done with any participant with a special health problem. In making such determination, the following factors should be considered:
 - a. The nature of the risk (how the diseases are transmitted);
 - b. The duration of the risk (how long is the carrier infectious);

- c. The severity of the risk (what is the potential harm to third parties); what is the affected person's physical condition, behavior and ability to control the means by which the disease may be transmitted;
 - d. The probabilities that the disease(s) will be transmitted and will cause varying degrees of harm;
 - e. The possibility of increased risk to the infected participant of contraction of opportunistic diseases as the result of a compromised immune system or the possibility of other health or safety risks to such person by virtue of diminished physical or mental capacity attributable directly or indirectly to such infection(s).
2. Decisions regarding participation shall, to the extent practicable, be made using the team approach including the infected person (unless a minor), the person's physician, public health personnel, appropriate District personnel designated by the Director, and, in the case of a minor, the minor's parent(s) or legal guardian(s), District legal counsel and, if requested by the infected person (or if same be a minor, by the infected person's parent or legal guardian) the infected person's legal counsel (the "review team"). In each case the stage of infection and condition of the infected person will be assessed and the risks and benefits to both the infected person and to others participating in the particular program should be weighed. The Director will make the final decision after consideration of the review team's recommendations.
 3. Restrictions on or temporary exclusions from participation may be advisable or become necessary in the event the infected person has a condition which increases the risk of discharge of bodily fluids, including blood, or has open or discharging skin wounds or rash that cannot be covered, or is incapable of controlling body functions, or exhibits any other conditions or behaviors which the review team determines may materially increase the health or safety risks for other participants or the infected person.
 4. If the Director determines that no change is warranted in the person's participation, he may continue in that program. The review team may recommend that the person's condition and/or behavior be monitored. The review team may re-evaluate the person's participation at any time and confirm or modify its recommendations to the Board.
 5. If the Director determines that it is inadvisable for the person to continue participation, he will be removed from the program and return of the program fees handled in compliance with the District's current refund policy and procedure.

III. PRIVACY CONSIDERATIONS

- A. The infected person's right to privacy shall be respected including maintaining confidential records. These records are not subject to disclosure under the Freedom of Information Act. The number of persons affiliated with the District who know the identity of the infected person will be kept to a minimum. Only the members of the review team and those personnel who the review team determines have a need to know of the infected person's condition to assure proper care and precaution should be told the identity of the person. Personnel should be reminded that no information regarding the identity or condition of the person is to be discussed with

anyone including, without limitation, their spouses, other family members, or District personnel other than personnel specifically designated by the Director. The legal ramifications to both the employee involved and the District of a breach of confidentiality should be clearly explained to employees.

- B. Unless the infected participant (or parent or legal guardian if the infected person is a minor) or District employee gives written permission, the District will not advise the public or program participants or their parents of the participation in its programs or the employment by the District of a person infected with the HIV or HBV virus, or AIDS. However, if the above noted permission is given and depending on the circumstances, the District may consider advising the public in whatever means it deems appropriate of the participation in its program or the employment of a person (no name or sex identification) infected with the HIV or HBV virus, or AIDS. The message should communicate current evidence concerning both the transmission of HIV or HBV and invite questions or comments. Depending on the circumstances the District may determine to hold one or more special meetings to address public concerns. The decision to inform the public or program participants or their parents should be made only after consultation with District legal counsel.
- C. Apart from a public meeting, all inquiries from the public concerning the participation of persons with HIV, HBV or AIDS in District programs should be directed to a single District spokesperson - the Director. No other person associated with the District should divulge any information concerning the participation in its programs of persons infected with the HIV or HBV virus, or AIDS, other than to point out that the District believes confidentiality for the person, family and staff directly involved is absolutely essential and that the District has received and is receiving expert medical and legal advice.

IV. EDUCATION AND TRAINING

- A. In order to minimize workplace exposure to, and prevent the spread of, infectious diseases while avoiding unnecessary panic, discrimination, or inappropriate reaction to the District's implementation of preventative measures, the District believes education and training of District personnel is essential. Training sessions and materials shall be made available to all employees periodically or at an employee's request, at no cost. The educational sessions and materials should include current information about what the HIV virus, the HBV virus and AIDS are, how they are spread, how to avoid contact with these viruses, and what to do when a possible contact occurs. The materials should also explain and stress the need for confidentiality.

In particular, the District's training program may include:

1. An accessible copy of the text of IDOL's regulations relating to bloodborne pathogens, and an explanation of their contents;
2. .A general explanation of the spread, prevention and symptoms of bloodborne diseases;
3. An explanation of the modes of transmission of bloodborne pathogens;

4. An explanation of the District's Exposure Control Plan relating to bloodborne pathogens, and the means by which employees can obtain a copy of the plan;
 5. An explanation of the appropriate methods of recognizing the tasks and other activities that may involve employee contact with blood or other potentially infectious materials;
 6. An explanation of the use and limitations of methods by the District that will prevent or reduce exposure, including work practices and personal protective equipment;
 7. Information on the types, proper use, location, removal, handling, decontamination and disposal of personal protective equipment;
 8. An explanation of the basis for the selection of personal protective equipment;
 9. Information on the hepatitis B vaccine, including information on its efficacy, safety, method of administration, the benefits of being vaccinated, and that the vaccine and vaccination will be offered by the District to its employees who have been exposed to blood or other potentially infectious materials while performing their District job duties free of charge;
 10. Information on the appropriate actions to take and persons to contact in an emergency involving blood or other potentially infectious materials;
 11. An explanation of the procedure to follow if any employee comes into contact with blood or other potentially infectious materials, including the method of reporting the incident and the medical follow-up that will be made available;
 12. Information on the post-exposure evaluation and follow-up that the District will provide for the employee if he comes into contact with blood or other possibly infectious materials; and
 13. An opportunity for interactive questions and answers with the person conducting the training session.
- B. The precautionary procedures set forth in Section VII below and their rationale should be explained to employees. Employees should be encouraged to seek further information as desired and be provided with a list of other available sources of information and assistance. The District will maintain a record of all training sessions, including the names of the employees attending. All staff and volunteers should be provided written copy (by posting or otherwise) and service training with respect to the following precautionary procedures and advised that failure to comply with these procedures may subject an employee/volunteer to disciplinary action, including termination of employment/volunteer services. All staff/volunteers should be required to sign the compliance statement included with this policy indicating their understanding of the procedures and agreement to comply with them.
- C. The District recognizes that the use of personal protective equipment ("PPE") helps prevent or reduce occupational exposure to infectious materials. PPE will be considered appropriate only if it does not permit blood or other potentially infectious materials to pass through or reach

employees' work clothes, street clothes, undergarments, skin, eyes, mouth, or other mucous membranes under normal conditions or use and for the duration of time which the PPE will be used.

- D. The District will provide training on, make accessible, and require the use of PPE at no cost to its employees.
- E. The District has identified the following employees/positions which may have a need for PPE:
 - 1. Good Samaritan First Aiders
 - 2. Park Police/Rangers
 - 3. Health Club Supervisors
 - 4. Lifeguards
 - 5. Recreation Specialists (SRA)
 - 6. Day Care Workers
 - 7. Day Camp Program Leaders
 - 8. Custodians
 - 9. Coaches for Contact Sports
- F. Personnel Protective Equipment which will be made available and kept in first aid kits include:
 - 1. Disposable Latex Gloves
 - a. Gloves should be worn in any situation in which there is potential hand contact with blood.
 - b. Gloves should be checked for holes, tears, or punctures before wearing.
 - c. Hands should be washed immediately after removing gloves.
 - d. Disposable gloves should never be washed or decontaminated for reuse.
 - e. Hypoallergenic gloves will be made available where needed.
 - f. Utility gloves may be decontaminated and used again. They should not be reused if they are cracked, torn, peeling, or punctured.
 - 2. Goggles, glasses, or protective shields
 - 3. CPR Micro shields/Respirators
- G. Other PPE such as smocks, coveralls, material removal apparatus, etc. will be purchased for the employee should the need arise (i.e., job description change).

V. HOUSEKEEPING

The District shall use its reasonable best efforts to ensure that each worksite is maintained in a clean and sanitary condition and shall develop and implement an appropriate written schedule

for cleaning and methods of decontamination based upon the location of the worksite, the type of surface to be cleaned, the type of soil present, and the tasks or procedures being performed in the area. In particular, all equipment and working surfaces must be cleaned and decontaminated after contact with blood or other potentially infectious materials. An appropriate disinfectant shall be used to decontaminate any work surface immediately or as soon as feasible after any known spill of blood, and at the end of the work shift if the surface may have become contaminated since the last cleaning.

VI. PRECAUTIONS

Because other infections in addition to the HIV virus, the Hepatitis B virus and AIDS can be present in blood or non-intact skin or exposed body tissue, excrement or other body fluids, the following routine procedures are required when handling blood (e.g., cleansing of and applying first aid to open wounds, stopping a nose bleed), excrement or urine (cleaning up "potty accidents" of young children), or other body fluids. It is to be emphasized that these procedures are required for all persons, not just those who may be infected with the AIDS virus or other infectious diseases. Precautionary procedures for handling blood and body fluids should be predicated on the assumption that all blood/body fluids are infectious. These procedures should be followed and enforced routinely.

A. General Procedures

1. Hand washing is one of the most important techniques for preventing the spread of disease. Hand washing should be done frequently by staff, volunteers, and participants and is required before and after food preparation, after toileting, after contact with any body fluids, etc. The District will provide single-use towels or hot air drying machines for such hand washing. Where soap and water is not available, antiseptic wipes may be used, followed as soon as possible by washing with soap and water.
2. Non-sterile gloves which are puncture-resistant and impervious to blood must be worn. Such gloves should be immediately available for use in areas where need is most predictable (first aid kits, near changing tables in day-care facilities, etc.). Care should be taken to avoid any bodily contact with blood or other bodily fluids of other persons. In particular, exposure of open skin lesions or weeping dermatitis or mucous membranes to blood or body fluids should be avoided. Even though gloves are used, hands must be washed with soap and water immediately and thoroughly after the gloves are removed.
3. Soiled surfaces and recreational materials of any kind (including e.g., van/bus seats, exercise mats, changing tables, etc.) should be promptly cleaned with disinfectants such as household bleach (diluted 1 part bleach to 10 parts water). Bleach should not be placed directly on large amounts of protein matter (urine, stool, blood, sputum, etc.) in order to protect the employee from noxious fumes. Therefore, large quantities of bodily waste or fluids should be cleaned up prior to disinfecting. If a mop is used, it should be rinsed in the disinfectant. These surfaces should be routinely cleaned and disinfected at the end of each work shift.

4. Disposable towels or tissues should be used whenever possible. After use they should be saturated with the disinfectant and disposed of in plastic bags rather than unlined containers.
5. When wiping up, emptying regular trash or washroom waste or sanitary napkin containers or cleaning up sharp objects (e.g., broken glass), employees must wear non-sterile, puncture-resistant gloves.
6. Employees should avoid placing their hands in trash or waste containers in order to "pack down" the trash and should otherwise handle trash with care. Puncture-proof or puncture-resistant gloves should be worn when emptying trash or garbage receptacles.
7. All cuts and open wounds should be covered following basic first aid procedures. Protective coverings, band-aids, bandage, etc. should be worn by all staff, volunteers or participants and provided by the District. Staff and volunteers are responsible for providing protective coverings to participants who have open lesions.
8. Sharing of personal items, such as combs, brushes, toothbrushes, lipstick, etc., should be avoided. Whenever possible, disposable items (e.g., cups and utensils) should be provided and not be shared by others.
9. Disinfectant should be stored in a safe area that is inaccessible to participants. (Note: Material Safety Data Sheets should be maintained for each disinfectant.)
10. Documentation of incidences of contact with blood or other body fluids should be made whether or not a participant or employee is known to have a communicable disease.
11. Hand soap and disposable towels or tissues and gloves should be available at all facilities.

B. Procedures for Cleaning Up Blood or Other Body Fluid Spills

1. Wear disposable gloves which should be discarded following cleanup. When disposable gloves are not available or unanticipated contact occurs, wash hands and other affected areas with soap and water immediately after contact.
2. Clean and disinfect soiled area immediately using paper towels, soap and water.
3. Disinfect area with 70%-90% isopropyl alcohol solution, or 1 to 10 chlorine bleach solution, or quest.
4. Rinse clothing soaked with body fluids and place in a plastic bag to be sent home.
5. Place soiled sanitary napkins in plastic bags, secure and dispose.
6. Place paper towels and disposable gloves in plastic bags and dispose of same.

7. Wash hands and other skin that may have come in contact with bodily fluids thoroughly with soap and water or other antiseptic hand cleanser or flush eyes or other mucous membranes with water, immediately or as soon as feasible following contact of such body areas with blood, body fluids or other potentially infectious materials.
8. In situation where bleeding due to lacerations, cuts, etc. must be immediately controlled, persons administering first aid should provide patients with compress material and encourage them to administer self-help through direct pressure on their wound(s).

C. Procedures for the Use of CPR Mouthpieces

The CPR Mouthpiece is designed to prevent direct physical contact between the user and victim. Mouthpieces will be provided by the District under conditions where staff/volunteers may be required to administer CPR.

1. Follow instructions for use that are provided with the mouthpiece.
2. If using a disposable mouthpiece, discard after use in an appropriate receptacle.
3. If using a reusable mouthpiece, clean in disinfectant solution of 70%-90% isopropyl alcohol, then rinse with water.
4. Wash hands immediately or as soon as feasible after removal and disposal of mouthpiece.

D. Food Handling

1. Maintain a clean area in the kitchen for serving food.
2. Utensils should be washed, rinsed and sanitized prior to food preparation.
3. Maintain a separate area of the kitchen for cleanups.
4. All leftover food, dishes, and utensils should be treated as if they were contaminated.
5. Pour liquid into sink drains.
6. Place disposable dishes in plastic-lined, covered receptacles.
7. Rinse dishes and utensils with warm water before placing them into dishwashers.
8. Rinse recyclable materials (e.g., cans, bottles) prior to placing them in recycle bins.
9. Clean sinks, counter tops, tables, chairs, trays, and other areas; follow up by applying an approved disinfectant.
10. Wash hands prior to removing clean dishes from the dishwasher or from cabinets.

E. Hepatitis B Virus Vaccination and Post Exposure Evaluation and Follow-up

The District will make available, prior to exposure to blood or other potentially infectious material, the Hepatitis B vaccine and vaccination series to all employees who have reasonably anticipated skin, eye, mucous membrane, or parenteral contact with blood or other potentially infectious material that may result from the performance of their job duties, at no cost to the employees. Pursuant to an opinion letter issued by the IDOL and guidance from the federal Occupational Safety and Health Administration National Office, the District has identified no employees as having reasonably anticipated occupational exposure for purposes of being offered the hepatitis-B vaccine and vaccination series prior to actual exposure to blood or other potentially infectious materials resulting from the performance of their job duties. The District will notify affected employees if the IDOL hereafter determines that it is required to offer the Hepatitis B vaccine and vaccination series to any classification of employees prior to exposure to blood or other potentially infectious materials and/or the District determines that it should offer the hepatitis-B vaccine and vaccination series to certain classification(s) of employees prior to such actual exposure. If the District so offers such employees the Hepatitis B vaccine and vaccination series and an employee declines to be vaccinated, he must sign the attached declination form, which the District will retain as part of that employee's record. In addition, if any employee actually comes into contact with blood or other potentially infectious materials, the District will provide a confidential medical evaluation and follow-up, again at no cost to the employee. Hepatitis B vaccinations and post-exposure evaluation and follow-up will be provided at a reasonable time and place, by or under the supervision of a licensed physician, and utilizing an accredited laboratory. Evaluation and follow-up will include at least the following elements:

1. Documentation of the route(s) of exposure, and the circumstances under which the exposure occurred;
2. Identification and documentation of the individual who was the source of the blood or other potentially infectious material with which the employee came into contact;
3. Prompt testing of the source individual's blood, with his consent, to determine whether he or she is infected with the HIV or HBV virus, with the results being communicated in confidence to the exposed employee;
4. Collection and testing of the exposed employee's blood with his consent, for HIV and HBV;
5. Post-exposure preventive measures, when medically indicated, as recommended by the U.S. Public Health Service, counseling, and evaluation of reported illnesses.

The Director will provide the health care professional who is responsible for an employee's Hepatitis B vaccination, or for an exposed employee's post-exposure evaluation, with a copy of the IDOL regulations. The Director will also provide the health care professional who is responsible for an exposed employee's post-exposure evaluation with:

1. A description of the employee's duties as they relate to the exposure incident;
2. Documentation of the route(s) of exposure and the circumstances under which exposure occurred;

3. Results of the source individual's blood testing, if available; and,
4. All medical records relevant to the appropriate treatment of the employee, including his or her HBV vaccination status, which are the District's responsibility to maintain.

The Director will obtain and provide to the employee a copy of the written opinion of the health care professional who performs a post-exposure evaluation within 15 days of its completion.

VII. INCIDENT RECORDS

To the extent practicable, the District will keep records noting incidents of employee contact with blood or other potentially infectious materials, and of non-compliance with these guidelines by employees observed during routine monitoring of the workplace. To the extent monitoring reveals a failure to follow recommended precautions, further education of the employee involved should be provided, and if such non-compliance is of a nature that poses a threat to the health or safety of other employees or the public, disciplinary action up to and including dismissal may be taken.

In particular the District will maintain two categories of records:

1. Medical records. The Director will establish and maintain or cause to be established and maintained an accurate record concerning each employee who may come into contact with blood or other possibly infectious materials, including the employee's name and Social Security number, his or her Hepatitis B vaccination record, including any declination form signed by the employee, and a copy of the results of all examinations, medical testing and follow-up procedures following an actual contact with blood or other possibly infectious materials. These records shall be maintained during the duration of an employee's employment, plus an additional 30 years, and shall be kept confidential, except with the express written consent of the employee or as may be required by law.
2. Training Records. The Director will maintain or cause to be maintained a record of the dates of all employee training sessions, the contents or a summary of these sessions, the names and qualifications of the persons conducting the sessions and the names and job titles of all persons attending the sessions. These records shall be maintained for a period of three years after the training occurs.

VIII. STATE REGULATIONS

The Illinois Department of Labor (IDOL) has adopted regulations to protect employees from exposure to bloodborne pathogens, including the Human Immunodeficiency Virus (HIV) and the Hepatitis B Virus (HBV). To the extent that these regulations differ from the foregoing procedures, the District will comply with whatever standard is most strict.

Appendix B – Incident Report

Date Adopted: December 13, 2011
Date Revised by Director: December 11, 2012; September 30, 2013; December 5, 2013; December 1, 2014
Dates Revised by Board: December 11, 2012; December 10, 2013; December 9, 2014

AGENCY INFORMATION

Name of Agency: Urbana Park District **Contact:** Business Manager
Address: 303 W. University Ave, Urbana, IL 61801 **Phone:** 217-367-1536
Participant: _____ **Date:** _____ **Time:** _____
Building/Park Location: _____ **Address:** _____

INCIDENT INFORMATION

Explain in detail what behavior occurred and how it was handled: *(attach additional pages if necessary)*

Were the police called? Yes No **Officer handling the case:** _____
Was the Fire Department called? Yes No **Case Number:** _____
By Whom: _____

Patron Injury **Was an ambulance called?** Yes No
Staff Injury **Did the individual(s) go to the hospital?** Yes No
Description of injury: _____

Was there damage/loss to UPD property? Yes No
Damage/Loss Value: _____ **Photo Taken by:** _____

Names, addresses, and phone numbers of all involved including witnesses if applicable: *(attach additional pages if necessary)*

All Items Filled Out Completely
Name: _____ **Date:** _____
 Copy to Supervisor
Supervisor Signature: _____ **Date:** _____
 Original to Business Office

Appendix C – Vehicle Accident Report

AGENCY INFORMATION

Name of Agency: Urbana Park District

Contact: Business Manager

Address: 303 W. University Ave, Urbana, IL 61801

Phone: 217-367-1536

URBANA PARK DISTRICT EMPLOYEE DRIVER INFORMATION

Driver: _____ **Phone:** _____

Street Address, City, State: _____

- Administration Operations Recreation Other
- Full Time Part Time Seasonal Volunteer Other

Make, Model, Year of Vehicle: _____

Drivers License Number: _____ **License Plate Number:** _____

Vehicle Identification Number: _____ **Insurance Company:** _____

- Personal Vehicle District Vehicle

DRIVER INFORMATION FOR OTHER PARTIES INVOLVED

Driver: _____ **Phone:** _____

Street Address, City, State: _____

Make, Model, Year of Vehicle: _____

Drivers License Number: _____ **License Plate Number:** _____

Vehicle Identification Number: _____ **Insurance Company:** _____

Driver: _____ **Phone:** _____

Street Address, City, State: _____

Make, Model, Year of Vehicle: _____

Drivers License Number: _____ **License Plate Number:** _____

Vehicle Identification Number: _____ **Insurance Company:** _____



ACCIDENT INFORMATION

Date and Time: _____

Location, City, State: _____

Were the police called? Yes No

Responding Officer: _____ **Police Department:** _____

Police Report Number: _____

Was an ambulance called? Yes No

Was the Fire Department called? Yes No

Name(s) of Injured Person(s): _____

Describe accident and damage to vehicles and property. Name streets and direction of travel:

Accident Diagram:

All Items Filled Out Completely

Name: _____ **Date:** _____

Copy to Supervisor

Supervisor Signature: _____ **Date:** _____

Original to Business Office