



## VANDALIA PARKS & RECREATION DEPARTMENT

### SPORTS COMPLEX EMERGENCY EVACUATION PROCEDURES

#### Purpose

This policy is designed to give employees as well as youth sport coaches/officials and Vandalia Sports Complex visitors/spectators an overview of the appropriate course of action to take during an emergency evacuation. **The emergency evacuation procedure can be activated by City personnel during City sponsored events. During events not sponsored by the City, the plan can only be activated when City personnel is present.** The procedures in this policy are meant to serve as guidelines and will provide an organized and timely plan of action for evacuation in the event an emergency is declared. During an actual emergency, situations may arise that negate the logic behind one or more of these procedures. Therefore, it is imperative that each situation is examined in a calm manner, decisions made with factual information and communication maintained with the policy, facility staff and emergency resources. The safety and security of our citizens is our highest priority.

- A timely warning is the best way to avoid confusion and injuries in the event of an emergency.
- All employees and volunteer coaches should keep abreast of potential weather emergencies and do not assume others are aware.
- All employees and volunteer coaches/officials are responsible for assisting in the safety of their fellow employees, coaches, participants and spectators.
- Care should be taken never to induce panic, rather to encourage caution.

#### Procedure

The department head or highest ranking supervisor present will be responsible for taking charge during an emergency situation. Employees and volunteer coaches/officials will observe directives and/or instructions issued by this individual. In the event of an emergency situation, the highest ranking supervisor present will determine the need to declare an emergency evacuation of the Sports Complex and follow the procedures listed

September 30, 2014

- Chemical fumes or natural gas leaks.
- Active shooter emergency
- Bomb threat
- Or any other event that is deemed an emergency by City of Vandalia personnel.
  
- ***Weather Emergencies***
  - Implement the evacuation plan when a severe weather threat is imminent (severe weather warning, visible storm on the horizon, radar indicating we are in the path of a severe weather storm)
  - Physically unlock and open the north gate at the parking lot main drive as well as the Ricci Cul-de-sac gate in advance of the severe weather if at all possible. Also can instruct another employee to handle this task if necessary.
  - Contact Vandalia Dispatch at 898-5868 to notify police department that the Sports Complex is being evacuated and the Ricci Cul-De-Sac gate is being opened for vehicle evacuation purposes.
  - Communicate to employees, volunteer coaches/officials and patrons the need to evacuate the facility and the north gate (Ricci Cul-De-Sac) or main gate (Stonequarry Road) are both options for exiting the facility via a motor vehicle.
  - In the event the City of Vandalia outdoor weather warning system siren has been activated it may be necessary to evacuate the athletic venue and seek safe shelter at the Vandalia Recreation Center locker rooms or Park Maintenance Building restrooms/locker rooms instead of evacuating the Sports Complex in a vehicle. (Please refer to Weather Emergency Policy)
  
- ***Chemical Fumes or Natural Gas Leak/Bomb Threat/Active Shooter Emergency***
  - Dial 911 to notify authorities of this type of situation.
  - Follow directions of the emergency responders as far as determining to evacuate the facility and open the north gates.

## **CONCLUSION**

The seemingly random nature of emergency situations cannot guarantee an individual or group absolute protection from emergencies; however, being aware of and following proven safety guidelines can greatly reduce the risk of injury or death. The individual is ultimately responsible for his/her personal safety and has the right to take appropriate action as needed. Adults must take responsibility for the safety of children in their care during declared emergency situations.

The spirit of this policy is to ensure, to the best of our ability, the safety of each participant, coach, parent and spectator. Any time this policy may not be “clear” as to the course of action to take in an emergency evacuation situation, VPRD employees and volunteer coaches/officials should yield to the course of action that will maximize the safety of all participants and staff.