

Rec Program Emergency Plan. November 2016

- The intent of this emergency plan is to outline the actions to be taken for “emergency situations.” In the event of an emergency, the REC staff **need to assess the urgency of the situation**. If the situation requires an immediate response the REC Supervisor will begin safety measures.
- If the emergency is imminent, the REC staff and/or REC supervisor will call MBPD Dispatch or 9-1-1.

Chain of Notification for all Emergency Situations:

*Depending on the situation this may or may not be possible; i.e., loss of power or phone lines down.

- After MBPD Dispatch or 9-1-1 is called, the staff/supervisor will then call/notify the Parks and Recreation Department to send an email update to all participants with a general statement about the current and possible ongoing situation.
- Staff will then begin contacting parents/guardians to make arrangements for pick up.
- Staff will not leave the park until every child is accounted for and picked up.
- During the situation, several email updates may be sent. Please call 310-802-5448 to add or update current email address

Helpful Numbers to know:

- Grandview walking phone: 310-877-0509
- Pacific walking phone: 310-877-0503
- Meadows walking phone: 310-877-0516
- Pennekamp walking phone: 310-877-0511
- REC Supervisor: 310-802-5419
- MB Police Department Dispatch 310-545-4566
- Parks and Recreation Department: 310-802-5448
- Sign up for Nixel News.- Text your zip code to 888777 (Nixel keeps you up-to-date with relevant information from your local public safety departments & schools)

Building Evacuation

When an emergency situation has begun, staff will assess the situation and proceed as needed. Staff will gather all participants and occupants and direct them to an outside space away from harm.

- Staff will move participants at least 100 yards from the building.
- Stay upwind from smoke or chemical clouds.
- Staff will take a head count/roll of the participants.
- Staff or participants WILL NOT RE-ENTER the building unless advised to do so by the Fire Department, Public Safety Officials, Parks and Recreation staff members or other emergency personnel.
- Staff will not attempt to gather participants' personal possessions during an evacuation.
- When it is deemed safe, staff will begin to notify City Hall and parents about the current situation with further details about pick up.

Explosive Device Threat

When an item is suspected to be an explosive device, staff will call Manhattan Beach Police Dispatch or 9-1-1 from a safe distance

Staff will carefully move children from the area and relocate to another area deemed safe by emergency personnel.

No one, in any way, should touch the item or device that is suspected to be an explosive device unless they are emergency personnel.

Violent Incidents / Active Shooter

Violent incidents, including but not limited to: Acts of terrorism, an active shooter, assaults, or other incidents can occur at Parks and Recreation Property or close proximity with little to no warning.

Immediate Action

- Staff will notify the Manhattan Beach Police Department and gather children and take them into a secure area and lock/ barricade doors in the immediate area.
- Take appropriate steps to reduce vulnerability
- Silence cell phones and radios.
- Keep calm and quiet and wait for emergency personnel.

Injury

Serious Illness or Accident

(Heart attacks, no pulse, severe bleeding, drowning, fractures, etc.)

- Staff will clear the program area and isolate the victim.
- Staff will call Manhattan Beach Police Dispatch or 9-1-1 and request paramedics
- Staff will perform First Aid and/or CPR using personal protective equipment until relieved by Emergency personnel – Staff will not move the participant unless REQUIRED TO PREVENT FURTHER INJURY.
- Staff will notify program supervisor and guardians.
- Staff will contact parent/guardian to determine whether the child will be picked up from the REC program or transported to the hospital via emergency personnel.

Missing Child – CODE ADAM

- Staff will contact the parent/guardian of any child missing for more than 5 minutes
- Staff will call Manhattan Beach Police Department or 9-1-1 for any child not located in 10 minutes.

***Very important for Guardians to sign out children on the sign in sheet so we don't have any false alarms**

Staff will use walkie-talkies/cell phones during building and grounds sweep and children present with staff will assist staff in locating the missing child.