

EMERGENCY PROTOCOL – SOUTHRIDGE SPORTS AND EVENTS COMPLEX

**FOR ALL EMERGENCIES (Injury, Fire, Bio-Hazard, & Life Threatening Emergencies, etc...)
CALL 911 or 9-911 if on a city phone**

Facility: **2901 Southridge Blvd.** (Numerica Pavilion – Building A, Plaza South – Building B, and/or name the appropriate multi-use sport field or area the incident is on)

AED located on north wall next to office.

First Aid located in the rolling cart at the front desk.

Medical Situations and/or Incidents:

1. **If the situation warrants, call 911 or 9-911 from a City phone.**
2. **First Aid kit is located at the reception desk in the Numerica Pavilion.**
3. Provide first aid to the level trained. (Always remember to use gloves if dealing with bodily fluids.)
4. Follow AED procedures for sudden cardiac arrests if individual is unconscious/nonresponsive/not breathing.
5. Inform staff at the Front Desk in the Numerica Pavilion.

Life Threatening Emergencies (gun threat, violence, accident) RUN-HIDE-FIGHT

1. Call 911 or 9-911 if using a City phone, when safe to do so.
2. Keep calm and get people out as quickly as possible.
3. Meet at the designated area:
 - Plaza Building; once everyone is accounted for, you can move to a safer area if needed.

Lockdowns - If there is a gun threat or violence reported:

1. Call 911 – (9-911 if using a City phone).
2. Notify Front Desk Staff.
3. City staff will lock down the building.
4. City staff will announce over the P.A. system that the building is being locked down and no one will be allowed to leave or enter the building until notified by the police that the area is secured. Do not open the doors for anyone! A gunman could be holding a hostage to persuade you to open the door.
5. Get the name and phone number of the person who reported/witnessed the incident. Please try and have them stay with you until police arrive to take their statement.
6. Get descriptions of suspect, car, and license plate # (if you can safely), once everyone is safe inside.
7. Do not give chase and do not confront.

Fire Emergency Procedures

1. If you are the first person to discover a fire:
 - Pull fire alarm and the pavilion PA system to direct participants to exits.
 - Call 911 to let them know the alarm has been pulled and give further information.
 - Remove all participants from the danger area and account for all personnel, customers and participants.
 - Meet at the designated area: Plaza Building; move to a safer location if needed.

EMERGENCY PROTOCOL – OUTSIDE PARK PROTOCOL

**FOR ALL EMERGENCIES (Injury, Fire, Bio-Hazard, & Life Threatening Emergencies, etc...)
CALL 911 or 9-911 if on a city phone**

Emergency: Medical or non-medical emergency incident

Call 9-911 if you are using a city phone. Call 911 if you are calling from your cell phone. If you do not have a cell phone, ask someone else close by to call 911

Contact Information for City Personnel:

Columbia Park Maintenance Crew:	509-528-3599
Special Events Coordinator:	509-820-0751
Parks & Recreation Main Line:	509-585-4339
Non-Emergency Police Line	509-628-0333

Outside Park Activities

1. Call 911 – (9-911 if using a City phone) if needed
2. Provide first aid to the level trained - First Aid kit is located in all Parks vehicles.
3. Event Organizer should inform the Special Events Coordinator.

Outside Activities

If a gunman or violence is noticed, find cover or relocate to a safer location if possible. Call 911. Meet at designated area that you choose prior to event.

Suspicious individuals/Recognition of a Sexual Predator

1. Call 911 (9-911 if using a City phone)
2. Document and report to Special Events Coordinator.