



Park and Recreation Department General Security Plan

Lower Makefield Township Parks and Recreation

Approved:

Monica Tierney 6/21/2022

Monica Tierney

6/21/22



CAPRA



Contents

Reporting and Notification of Emergency Situations.....	4
Communication to Staff.....	4
Medical Incidents.....	4
Major Medical.....	5
Minor Medical	5
Advanced Medical Care.....	5
Incident Reporting	6
Near Miss Incident Report.....	7
Notification	7
Evacuation Routes	7
Securing Property and Equipment	7
Emergencies.....	8
Major Medical.....	8
General Building Evacuation (No Active Shooter)	9
Fire	10
Incipient (Small) Fires	10
Advanced Fires	10
Bomb Threat	11
Workplace Violence.....	11
Internal Threats	12
External Threats	12
Violent Incidents / Active Shooter.....	13
Power Failure	14
Gas Leak	14
Cyberattack / Business Continuity.....	14
Chemical Spills.....	15
Severe Weather	16
Rain - Thunder	16
Flooding	16



LOWER MAKEFIELD TOWNSHIP Parks & Recreation



Extreme Heat Conditions	17
Extreme Cold Conditions.....	17
Re-entry.....	17
Sheltering in Place	17
Record Keeping	18
Security and Access Policy.....	19
Storage of Equipment	19
Addendum.....	20
Holicong Security Access.....	20
Training.....	20
Staff Assignments and Contacts	20
Appendix A: Opening/Closing Procedures.....	23
Community Center.....	23
Community Pool.....	24
Opening Procedures	24
Closing Procedures	25
Appendix B: Generic Incident Report	27
Appendix C: Near Miss Report.....	28
Appendix D: Dog Park Incident Report.....	30
Appendix E: Playground Inspection	33
Appendix F: Pool Monthly Facility Safety Checklist.....	36
Appendix G: Pool Maintenance Daily Check List	39
Appendix H: Bodily Fluids Remediation Log.....	47
Appendix I: Daily Safety Check List.....	48
Appendix J: Fecal Accident Response Log	51
Appendix K: Bucks County Department of Health Monthly Report	52
Appendix L: AED and Evacuation Maps	53
Community Center:.....	53
Pool:	55

Reporting and Notification of Emergency Situations

Call 911 – Provide accurate information (e.g. who, what, where, when) in response to the 9/11 operator's questions.

After 911 has been called and emergency personnel arrive on the scene fill out an incident report and contact the Director.

All fires and other emergency situations shall be reported to the Director by one of the following means:

1. Verbally during normal working hours
2. Use the Emergency Contact List During Off Hours

Note: Under no circumstances shall an employee attempt to fight a fire after it can no longer be put out with a fire extinguisher, nor shall any employee attempt to enter a burning building to conduct search and rescue. These actions must be left to emergency services professionals (such as the fire department or emergency medical professionals) who have the necessary training, equipment, and experience to do so. Untrained people might endanger themselves or those they are trying to rescue.

Communication to Staff

In the event of a fire or other emergency, staff shall ensure that all employees and residents are notified as soon as possible using the building alarm system which includes audible and visual alarms, 24 hours a day. Staff shall provide special instructions to all employees via the public address system.

If a fire or other emergency occurs after normal business hours, the Director or Department Head shall contact all employees not on shift to provide future work status, depending on the nature of the situation.

Medical Incidents

Lower Makefield Township has deployed automated external defibrillators and first aid cabinets at the following locations for trained staff medical first responders to utilize:

- Side entrance of the Community Center
- Office at community pool

(See Appendix K for Graphic of AED Location)

Major Medical

In the event of a major medical emergency, 911 shall be contacted. Medical first response services shall be provided to the victim by township volunteer medical first responders per their training and available first aid supplies. Willing bystanders shall be dispatched to gates, doors, etc. to help guide emergency medical services to the victim. Comfort care such as covering with blanket, loosening clothing, etc. shall be provided to the victim until outside emergency medical services arrive.

Minor Medical

In the event of a minor medical emergency, township staff shall offer first aid per their training and available first aid supplies.

- All staff are required to maintain certification in CPR, AED and First Aid.
- Lifeguards are required to have lifeguard certification, AED, First Aid and CPR for the Professional Rescuer.

Advanced Medical Care

Under no circumstances may an employee provide advanced medical care and treatment defined as care beyond first aid provided by a trained medical first responder. These situations must be left to emergency services professionals, who have the necessary training, equipment and experience. Untrained people might endanger themselves or those they are trying to assist.

Incident Reporting

All incidents shall be investigated, and the results of the investigation reported by the most senior staff present using the township incident reporting form (Appendix A). The specialized dog park incident report shall be used for incidents involving the township dog park (Appendix C).

All minor and major incidents or injuries must be reported to the police for follow up investigation.

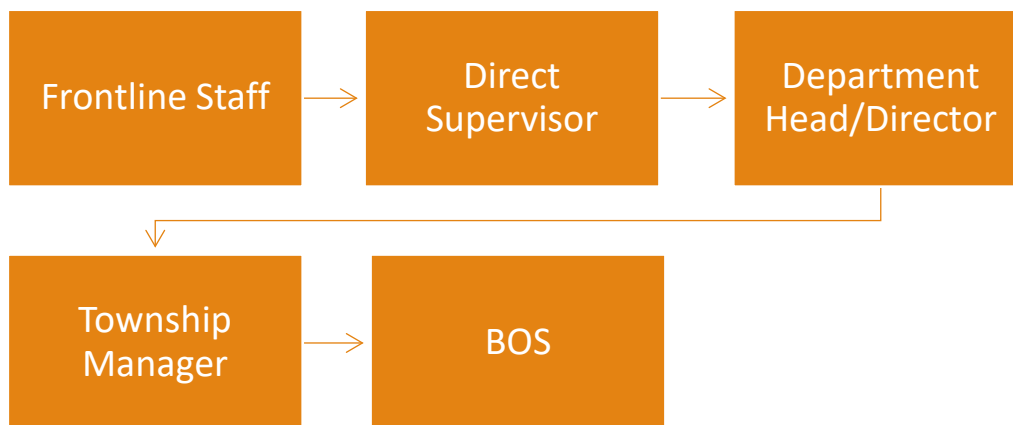
With respect to medical incidents, all major or minor injuries (including small abrasions, cuts or bee stings) shall be documented by staff using the Township's incident report located in Appendix A of this document.

If a staff member was not present at the time of the injury, the resident or user can report the incident to the staff who shall annotate the description in the incident report.

Incident reports can be found on the Parks and Recreation website at www.lmt.org.

Reports must be submitted as soon as possible but no later than 24 hours of the incident.

Once the form has been completed, it shall be routed to the Director and Township Manager for review in accord with the following routing scheme:



Note: The Director or Township Manager shall be responsible for reporting the incident to parties outside the organization such as the Township's insurance carrier. The only exception to this rule is reporting of suspected child abuse when reporting to Childline (800-932-0313) shall be performed by the mandated reporter per Pennsylvania law.

Whenever possible root causes shall be identified, and corrective actions taken in order to reduce the risk of an incident recurrence. The hierarchy of controls shall be applied as appropriate.

Near Miss Incident Report

A near miss report (Appendix B) shall be completed by the witnessing staff member as soon as practical after the event, any time an employee or patron has a close call and might have been hurt if the circumstances had been slightly different. By identifying and reporting hazards, the Director can implement the corrective actions necessary to prevent future incidents. Staff should address the issue as soon as possible. The near miss incident report form must be completed immediately after the incident takes place and given to the Director. Once the form is received, the Director will determine if and corrective action is warranted.

Notification

Staff shall contact the Director immediately with information on employee injuries or loss of life, cargo losses, or property damage or theft, utilizing the emergency contact information contained in this plan addendum. Police must be notified immediately for follow up investigation.

The EMC shall maintain a list of all employees' personal emergency contact information and shall keep the list in the main office for easy access in an emergency.

Evacuation Routes

Emergency evacuation escape route plans are posted throughout our facilities and are also available in the Appendix K of this document. In the event that a fire or emergency alarm is sounded or instructions for evacuation are given by staff all employees must immediately exit the building(s) at the nearest exits as shown in the escape route plans, and must meet as soon as possible at the designated assembly area. Employees with offices must close the doors (unlocked) as they exit the area.

Mobility-impaired employees and their assigned assistants shall gather at the designated area within the building to ensure safe evacuation in the pre-determined fashion.

Designated Assembly Areas are:

Community Center: Fred Allan Field

Pool: Basketball Court

5 Mile Woods: Education Area

Note: In the event of an active shooter situation, employees and other evacuees shall disperse and not congregate at the assembly point in order to deny the shooter a potential dense target. Refer to the section on "Active Shooter / Security Threats" (Section 4.10.3 below) for more details.

Securing Property and Equipment

If evacuation of the premises is necessary, some items may need to be secured to prevent further danger to the facility and personnel on hand (such as securing confidential or irreplaceable records or shutting down equipment to prevent release of hazardous materials). Only the Safety Coordinators may remain in the building for the prescribed amount of time to secure the property and equipment to which they have been assigned.

All people remaining behind to shut down critical systems or utilities must be capable of recognizing when to abandon the operation or task. Once the property or equipment has been secured, or the situation becomes too dangerous to remain, those who remained behind must exit the building by the nearest escape route as soon as possible and meet the remainder of the employees at the designated assembly area.

Emergencies

Major Medical

Major medical emergencies (major lacerations, heart attacks, seizures, etc.) shall be handled by contacting 911 immediately. The caller should provide the 911 operator with information regarding the nature of the injury and the victim's location. An employee or first responder Yardley Makefield Rescue Unit or other Paramedic Unit should be dispatched to the facility entrance in order to meet the rescue squad and guide them to the victim.

After summoning external assistance, a staff member will utilize AED response bag and use the contained equipment according to their First Aid, CPR and AED training as appropriate.

Should an AED be utilized, the data retrieval sheet must be preserved and submitted to police administration for a physician quality review.

The closest hospital to the Township is:

St. Mary Medical Center
1201 Langhorne Newtown Rd.
Langhorne, PA 19047

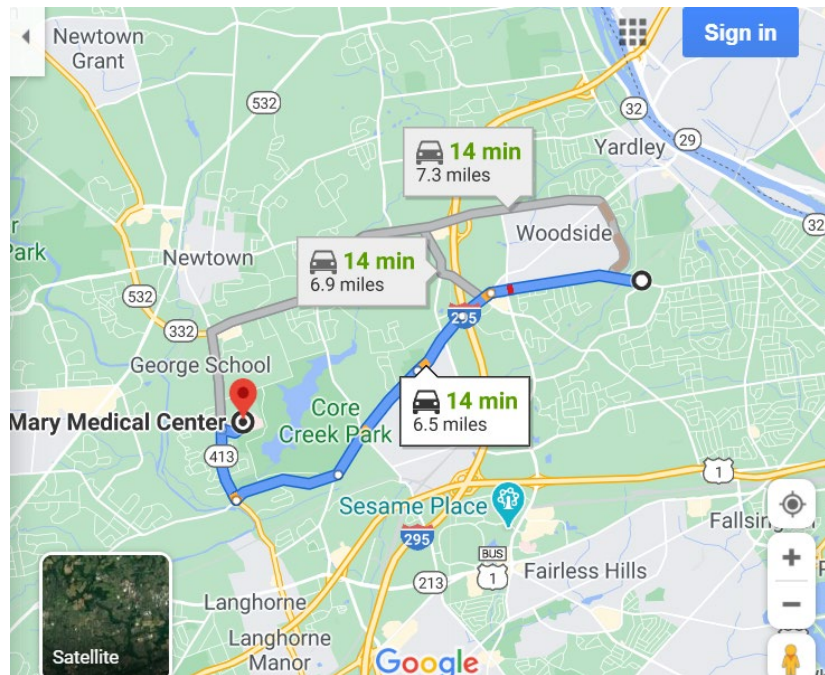
Website: <https://www.trinityhealthma.org/location/st-mary-medical-center>



LOWER MAKEFIELD TOWNSHIP Parks & Recreation



St. Mary Medical Center



General Building Evacuation (No Active Shooter)

Conditions may occur which necessitate a general evacuation of the facility. Such conditions include fire, power failure, bomb threat, or other incidents in which personnel may be at risk if they remain inside the building.

An evacuation can be triggered either by pull stations located at facility exits, fire sprinkler activation, triggering of smoke detectors or by a verbal announcement. Upon hearing either the fire alarm or a verbal announcement to evacuate, personnel should secure their activities and proceed to the nearest exit. For those not familiar with the building, exit routes are also indicated on wall-mounted evacuation plans located near the main points of access on each floor.

Once out of the building, personnel shall assemble at the designated assembly areas as follows:

Primary Assembly Area:

Community Center: Fred Allan Field

Pool: Basketball Court

The Safety Coordinator shall be responsible for conducting a sweep of the entire facility or facilities to ensure all employees are aware of the evacuation alarm and that no one remains inside the building. After performing this function, the Safety Coordinator shall themselves



evacuate the building and proceed to the designated assembly area. Once at the designated assembly area, the Safety Coordinator shall inquire as to whether everyone is unaccounted for. The names of missing personnel should be brought to the attention of outside responding agencies.

Any employees who may be physically challenged and require assistance during evacuation shall be brought to the attention of the Safety Coordinator. Based on the nature of the disability, specific evacuation procedures shall be developed to ensure such individuals are properly evacuated during emergencies.

Fire

In the event a fire is discovered, responding personnel shall first determine whether it is incipient (in early stages and therefore controllable) or advanced (beyond the capacity of portable fire extinguishers to control).

Incipient (Small) Fires

Employees discovering an incipient fire shall first evacuate personnel from the immediate vicinity of the fire. A decision must be made before attempting to fight the fire whether the fire department should be contacted and whether to call for a building evacuation. If there is any doubt as to whether the fire can be safely extinguished, the building should be evacuated, and the fire department contacted.

The employee discovering the fire should then:

1. Attempt to extinguish the fire if they are trained to use a fire extinguisher and if it safe to do so.

or

2. summon an employee trained in fire extinguisher use.

Fires requiring more than two fire extinguishers to extinguish, or which have triggered the sprinklers are beyond the incipient stage and require responding personnel to follow the procedures discussed for advanced fires.

Advanced Fires

Employees discovering an advanced fire shall first notify area personnel of the fire. They should then proceed to the nearest exit and pull the fire alarm. If time permits, the employee should contact the fire department by dialing 911 and notifying them of the location and nature of the fire.

Bomb Threat

In the event of a bomb threat, the recipient of the call should attempt to obtain as much information from the caller as possible without antagonizing the caller. The person taking the call should:

- Keep the caller on the line as long as possible. Ask the caller to repeat the message. If possible, record every word spoken by the person making the call. Record the time the call was received and the time it ended. Ask the caller for their name.
- Ask the caller to tell you the location of the bomb and the time of detonation.
- Listen for any unusual background noises such as motors running, music or any other noises that might provide a clue as to the location from where the call is being made.
- Listen carefully to ascertain whether the voice is male or female. Listen for accents and speech impediments.

After the caller hangs up, the individual receiving the call should notify law enforcement (Dial 911) who will determine the appropriate course of action. In most situations, a general evacuation will be announced.

Workplace Violence

Workplace violence may originate from internal or external threats. Internal threats generally take the form of a disgruntled employee, while external threats generally are associated with intruders or the estranged partners of employees. In both cases, there shall be a general policy of zero tolerance for threats of violence or intimidation. In case of a violent act, employees should contact outside law enforcement by dialing 911 from a safe location.

Appropriate employee conduct is addressed in more detail in the Township's personnel policies.

Patron conduct is addressed in the Township's pool and summer camp employee training manuals.

Internal Threats

Employees should remain vigilant for the warning signs of a hostile employee. These signs include employees who:

- Are verbally abusive
- Show belligerence towards fellow workers or customers
- Appear to be continually stressed
- Repeatedly swear or verbalize outrage
- Become physically abusive toward inanimate objects
- Withdraw from routine interaction

When such signs are noted, the employee's supervisor/manager should be notified as well as the Safety Coordinator. The supervisor/manager will investigate the concerns and if warranted, attempt to intervene and deescalate the situation before it progresses to violence. The employee assistance program should also be contacted for additional guidance (Health Advocate – 877-240-6863; answers@HealthAdvocate.com; HealthAdvocate.com/members). Should an employee become violent in the workplace, employees should evacuate to a safe location and contact law enforcement by dialing 911.

External Threats

Ensuring building security is crucial to control external workplace violence threats. Physical perimeter controls are utilized to restrict access to the facility. Employees have been issued proximity keys that are used to access the buildings during normal working hours. During normal working hours, staff who are located at facility entrances will monitor traffic into the buildings via a video monitor. Should the staff notice unusual behavior, or a violent incident employee should attempt to distance themselves from the dangerous situation and contact outside law enforcement by dialing 911.

Employees who have a protection order against an estranged partner or other individual should furnish the Director with such information as well as a photograph of that individual. The Director shall then alert the facility staff regarding the situation so that they are prepared to contact outside law enforcement should an individual subject to the protection order attempt to gain access to the building.



Violent Incidents / Active Shooter

In the event a violent incident occurs in the building, the preferred option is to immediately use voice and/or hand motions to alert others nearby of the threat and evacuate the building. Employees who hear the sound of gunfire which is frequently characterized as a series of loud “pops”, shall alert others using voice and/or hand motions and quickly move to get away from the active shooter kill zone. Employees shall stay low and utilize **COVER** (i.e., objects capable of stopping/slowing a bullet and blocking the shooter’s view) and **CONCEALMENT** (i.e., objects which may not stop/slow a bullet but will block the shooter’s view). **Upon leaving the building, DO NOT head for the evacuation assembly areas as you will create a dense target for the shooter!** Depending on the circumstances, you will need to quickly decide whether to **RUN, HIDE** or **FIGHT**.

RUN - Run away from the building putting as much distance as possible between you and the shooter. Once you reach a safe location, call outside law enforcement by dialing 911. If you encounter law enforcement on your way out of the building, put your hands up and follow their instructions.

HIDE - If evacuation is not possible, seek refuge under a desk, in a restroom, in a closet, etc. Silence cell phones. If possible, block access to the location by any available means (lock doors to offices, single bathrooms and storerooms, prop a chair against the door, move furniture against the door, etc.) Finally, keep away from the door and out of sight. Only emerge from your area of refuge once law enforcement secures the building and announces the “all clear”.

FIGHT - If hiding/sheltering in place, be prepared for the fight of your life. Find whatever makeshift weapon is available (pocketknife, scissor, screwdriver, keys, etc.) to protect and defend yourself. If the shooter gains access to you, try to attack the shooter’s eyes and face with your weapon. Your objective should be to seriously injure them so that you can gain time to escape. You will likely only have one chance to act, so use maximum force and make your attack count. Use the time while the shooter is recovering from your attack to get away.

Emergency responders will be able to access the building’s perimeter doors via the building’s Knox Box system. Employees sheltering in locked offices, single bathrooms and storerooms shall not open locked doors until notified to open by credible law enforcement.



LOWER MAKEFIELD TOWNSHIP Parks & Recreation



NOTE OPEN CARRY: There is no prohibition in PA for Open Carry.

Concealed Carry calls for a permit.

If a staff encounters a situation where a weapon is visible and feels unsafe due to the persons behavior the staff should get to a safe space and dial 911.

PA OPEN CARRY LAWS:

[18 Pa.C.S. § 6107](#)

[18 Pa.C.S. § 6108](#)

PA CONCEALED CARRY LAWS:

[18 Pa.C.S. § 6109](#)

Power Failure

If power fails, the Director or designee will contact the power company to determine the source of the power failure. Depending on the nature of the outage, the Director or designee in consultation with the Township Manager will determine whether operations will continue or whether employees will be sent home.

Gas Leak

Any employee that smells gas should immediately contact the Director or Dial 911. The source of the leak will be investigated, and a determination made whether a facility evacuation is necessary. Employees should not operate light switches, electrical appliances or perform any activity that creates a spark or open flame.

Cyberattack / Business Continuity

The organization's information technology systems are subject to a daily backup as performed by the information technology manager. The information technology manager has also identified alternate facilities which should enable the organization's critical functions to be up and running within 72 hours of experiencing a catastrophic facility loss.

In addition to paper files, the organization uses document scanning and archiving to create back-up electronic files of critical documents. Customer contact information is also duplicated electronically. These archive files undergo daily back-up by the information technology manager.



Chemical Spills

Employees and supervisors are expected to be familiar with chemical materials used in their work areas. MSDS/SDS and container labels shall be reviewed prior to working with chemicals to ensure employees are familiar with spill clean-up procedures when these work materials are spilled. Spill clean-up equipment and required personal protective equipment shall also be made available so employees can respond appropriately. Departments shall be responsible for inspecting the integrity of this equipment at least annually. Employees shall notify their supervisor and/or the safety coordinator in the event of a spill in order to ensure appropriate incident reporting and regulatory notification obligations are met.

- MSDS/SDS for chemicals used at the pool are located in the main pump room.
- MSDS/SDS for other chemicals utilized in park and recreation maintenance operations are in the pole barn.
- MSDS/SDS for other chemicals utilized for the Community Center are located in the chemical closet.
- Additional MSDS/SDS for other chemicals utilized in the Township can be found in the Public Works Department office.

The following spill response equipment is available in the event of a spill of work-related chemical materials. These items are in the spill cabinet in the garage.

- Drain covers
- Spill pillows
- Loose adsorbent
- Non-spark shovel
- Drum liners
- Salvage drums
- Hazardous waste stickers
- Barricade tape

Personal Protective Equipment

- Coveralls
- Foot covers
- Safety goggles
- Nitrile gloves



LOWER MAKEFIELD TOWNSHIP Parks & Recreation



Important – As specified in the OSHA HAZWOPER regulations (29 CFR 1910.120), unless employees have been trained in hazardous materials operations, they are not authorized to respond to spills of unknown chemical materials or large quantity spills of work materials that require respiratory protection to clean up. Under these circumstances, employees shall secure the area and contact the local hazmat team by dialing 911.

Severe Weather

Facility staff shall announce severe weather alerts (such as tornados) by public address system or other means of immediate notification available at the facility. All employees and patrons will immediately retreat to shelter areas until the threat of severe weather has passed and the all clear is given by the facility staff.

What is the difference between a Watch and Warning?

The National Weather Service in Las Vegas issues out warnings, watches, advisories and an outlook for weather hazards. But do you know what these terms mean?

Ready	Set	Go!	
Outlook	Watch	Advisory	Warning
Risk of weather hazard in the next 7 days	Risk of weather hazard in the near future	Weather hazard is occurring or imminent	Weather hazard is occurring or imminent
Could pose a threat to life/property	Could pose a threat to life/property	Could cause significant inconvenience	Poses a threat to life/property
Prepare a Plan of Action	Have a Plan of Action	Use Caution	Take Protective Action

NATIONAL WEATHER SERVICE Las Vegas

Rain - Thunder

Pool, camps, sporting events, special events and park maintenance projects, a designated shelter area will be predetermined prior to the season or start of the event. Wait at least 30 minutes after the lightning flash before resuming activities.

Flooding

If the parks are flooded, appropriate action will be taken to close off the flooded areas. The Director may determine if the park or park areas will be closed.



LOWER MAKEFIELD TOWNSHIP Parks & Recreation



Extreme Heat Conditions

If weather conditions are (or are forecasted to be) of extreme heat conditions over eight hours or longer, staff shall not conduct activities that place participants at risk of developing heat-related illness. Alternately, the program may be cancelled. Day Camp activities will be curtailed, and indoor/shaded facilities utilized. All staff, volunteers and participants shall be provided with ample fluids to drink. Staff training shall include how to recognize heat-related illness and the proper first aid practices for victims of heat-related illness.

Extreme Cold Conditions

Extreme Heat is defined as If the heat index is at or above 32°F (0°C), as identified by the National Weather Service (NWS).

In the event that weather conditions are (or are forecasted to be) of extreme cold conditions over eight hours or longer staff should be trained to conduct, if not cancel, their practices in a manner that does not create hypothermia for participants, volunteers and staff.

Re-entry

Once a building has been evacuated due to an emergency, no one may re-enter the building for any reason, except for properly trained rescue personnel such as fire department or emergency medical professionals. Untrained people might endanger themselves or those they are trying to rescue.

All employees must remain at the designated assembly area until the fire department or other emergency response agency notifies Director that either:

The building is safe for re-entry, in which case personnel shall return to their workstations; or the building or assembly area is not safe, in which case shall instruct personnel how or when to vacate the premises.

Sheltering in Place

If a chemical, biological, or radiological contaminants are released into the environment in such quantity or proximity to any Township facilities authorities and/or Director might determine that it is safer to remain indoors rather than evacuate. The EAP Manager shall announce shelter-in-place status by facility public address system or other means of immediate notification available the location.



LOWER MAKEFIELD TOWNSHIP Parks & Recreation



The Director or designee shall immediately shut down operations. If customers, clients, or visitors are in the building, they shall be advised to stay in the building for their safety.

Unless there is an imminent threat, employees, customers, clients, and visitors shall call their emergency contacts to let them know where they are and that they are safe.

Staff shall turn on call-forwarding or alternative telephone answering systems or services. The recording for voice mail or automated attendant shall be changed to indicate that operations have been suspended, and that staff and visitors shall be remaining in the building until authorities advise that it is safe to leave.

Staff shall quickly lock exterior doors and close windows, air vents, and fireplace dampers. Staff familiar with the building's mechanical systems shall turn off, seal, or disable all fans, heating and air conditioning systems, and clothes dryers, especially systems that automatically exchange inside air with outside air. If there is a danger of explosion, staff shall close window shades, blinds, or curtains.

Staff shall gather essential disaster supplies (for example, nonperishable food, bottled water, battery-powered radios, first-aid supplies, flashlights, batteries, duct tape, plastic sheeting, and plastic garbage bags), and take them to the Shelter-in-Place Locations within the building. Select interior room(s) above the ground floor, with the fewest windows or vents. The room(s) should have adequate space for everyone to be able to sit. Avoid overcrowding by selecting several rooms if necessary. Large storage closets, utility rooms, pantries, and copy and conference rooms without exterior windows work well. Avoid selecting rooms with mechanical equipment, such as ventilation blowers or pipes, which may be impossible to seal from outdoors. It is ideal to have a hard-wired telephone in the room(s) you select. Cellular telephone equipment may be overwhelmed or damaged during an emergency. Call emergency contacts and have the telephone available if you need to report a life-threatening condition.

All employees, customers, and visitors shall move immediately to the designated emergency access point within the building. Director or Designee shall seal all windows, doors, and vents with plastic sheeting and duct tape.

Staff shall write down the names of everyone in the room and shall call the Designated Emergency Contact outside the building to report who is in the room, and their affiliations with Township (employee, visitor, client, customer).

Staff shall monitor telephone, radio, television and Internet reports for further instructions from authorities to determine when it is safe to leave the building.

Record Keeping

Parks and Recreation Administration will document all training pertaining to this plan and will

maintain records at the Parks and Recreation Main office.

Security and Access Policy

- 1** Building and lighting keys will be distributed to Lower Makefield Township sanctioned leagues and organizations for their use during a given designated season. Keys and alarm codes will be distributed to only one person from each league or organization. The assigned person has sole responsibility to assure proper usage of the buildings and lighting control boxes. All keys shall be returned to the Park and Recreation Department at the end of the designated season.
- 2** There is a refundable security deposit required for the use of any Township key. This deposit is refundable only upon the return of the keys. Keys are available for pick-up only on the day of the scheduled event and must be returned during the following business day. Persons retaining keys which are not returned during that period will forfeit their deposit.
- 3** Township keys are not to be duplicated for any reason.
- 4** Any person, league or organization making use of a building and/or non-metered lighting shall have prior written permission from the Park and Recreation Department. All usage of the buildings at Township Parks and Recreation Facilities and any lighting usage for playing fields shall not deviate from any proposed schedule as submitted within the application without prior authorization from the Department. Any deviations of approved scheduled usage contained within the use permit on record at the Park and Recreation Department is cause for immediate return of the Township keys. Should it be deemed that a user has maliciously misused the rights associated with the possession of a Township key, prior permission to facility usage shall be revoked. The Park and Recreation Department shall determine when the user may regain access privileges to the requested facility.
- 5** Any person, league or organization who trips the alarm at Macclesfield Park without an emergency being present, may be required to reimburse the Township for costs associated with such an occurrence.

Storage of Equipment

No items shall be stored in Township buildings without prior notification and the written approval of the Park and Recreation Department. All requests for storage of equipment must be made in writing to the Park and Recreation Department. A written response will be sent to the applicant stating whether the request is approved or denied.



LOWER MAKEFIELD TOWNSHIP Parks & Recreation



Addendum

Updated Annually

Last June 21/2022

Alarm access (Community Center)

Holicong Security Access

	Code
Monica Tierney	
Lynn	
Bob	
Vic	
Karl	

Training

Risk Management/Security Overview (Biannually)

Overview of Document

Dealing with Difficult People

Active Shooter

New for 2022: Emergency Response Training

AED/CPR First Aid As needed

Staff Assignments and Contacts

Park and Recreation Emergency Manager:

Bldg. Number/Section /Dept.	Primary Name and Position	Primary Phone #	Alternate Name and Position	Alternate Phone #
1550 Oxford Valley Rd	Monica Tierney	215-520-8938	Lynn Todd	267-274-1103

The (Lower Makefield Township Community Center) Safety Coordinators are:

Bldg. Number/Section /Dept.	Primary Name and Position	Primary Phone #	Alternate Name and Position	Alternate Phone #
1550 Oxford	Kathy Howell	267-274-1105	Elizabeth	267-274-1111



LOWER MAKEFIELD TOWNSHIP Parks & Recreation



Valley Rd			Lawson	
1550 Oxford Valley Rd	Bob Copson	215-520-8960	Vic Guize	267-907-3041
1550 Oxford Valley Rd	Karl Hibbs	267-907-3539	Vic Guize	267-907-3041

The (Lower Makefield Township Pool) Safety Coordinators are:

Bldg. Number/Section /Dept.	Primary Name and Position	Primary Phone #	Alternate Name and Position	Alternate Phone #
1550 Oxford Valley Rd	Caitlin Adams	267-397-0156	Lynn Todd	267-274-1103
1550 Oxford Valley Rd	Bob Copson	215-520-8960	Vic Guize	267-907-3041
1550 Oxford Valley Rd	Karl Hibbs	267-907-3539	Vic Guize	267-907-3041

Facility Access Assignments

	Community Center	CC Admin Offices	Admin Building	Admin Building Offices	Public Works Facilities	All Sheds	Concessions	Dog Park	Pool	Chemical Room
Director	x	x	x	x		x	x	x	x	
Operations Manager	x	x	x	x		x	x	x	x	
Pool Manager	x	x							x	x Pesticide/CPO Certified
Program Manager	x	x								
Maintenance Staff	x	x	x	x	x	x	x	x	x	x Pesticide/CPO Certified
Summer Managers Camp	x									
Summer Managers Pool									x	
Summer Hires										
Police (Knox Box Access)	x	x	x	x	x	x	x	x	x	x

Appendix A: Opening/Closing Procedures

Community Center

1550 Oxford Valley Rd
Yardley, Pa 19067
267-274-1110

Opening Procedures

Maintenance Staff:

- Clean floors
- Clean and stock Bathrooms
- Set up for morning programs for the day

Park and Recreation Staff:

- Turn on lights
- Unlock side door
- Unlock main front doors
- Unlock office door
- Check AC/Heat temperature
- Walk facility for visual check

Closing Procedures

Park and Recreation Staff:

- Turn off office equipment – computers, printer/copier
- Lock main door
- Lock side door
- Lock office file cabinets
- Lock office door
- Walk facility for visual check



LOWER MAKEFIELD TOWNSHIP Parks & Recreation



Community Pool
1050 Edgewood Rd
Yardley PA 19067

Opening Procedures

Manager on Duty

- Complete Daily and Monthly Facility Safety Checklists. See appendices 3.1 and 3.2.
- Unlock the side gate and scan the pools and deck areas for hazards or debris.
- Check chemical levels in all pools and record results on log sheet.
- Check water levels, add water if needed.
- Add chemicals as needed.
- Check gauges on pumps and filters.
- Check chemical supplies, order more if needed.
- Open bathrooms and note anything that needs to be addressed immediately by maintenance.
- Review employee schedule, ensure proper staffing.
- Review events of the day.
- Direct maintenance staff as they complete tasks.
- Set-up computers and POS system.
- Go to the bank to make change for large bills.
- Backwash as needed.
- Verify there is at least a 4' unobstructed perimeter around all pools.
- Complete visual inspection of all guest areas to confirm the integrity of sun umbrellas and their weighted bases.
- Direct staff to remove damaged furniture or equipment from service.
- Direct staff to check gates from baby pool to the pavilion area and the snack bar gates leading to the snack bar are always secure.

Maintenance/Lifeguards

- Bathrooms cleaned
- Sweep decks.
- Skim/vacuum pools.
- Open umbrellas, inspect bases for tightness of the fasteners to ensure umbrellas remain secure.
- Put up flag.
- Pick up trash.
- Clean stairs to diving boards and slides to remove debris and slime layer.
- Clean out debris strainers.
- Install lane lines with lifeguard assistance.



LOWER MAKEFIELD TOWNSHIP Parks & Recreation



- Refer to maintenance checklist in appendix 3.

Closing Procedures

Pools are cleared 15 minutes prior to closing, all patrons must exit the facility on time.

Bathrooms are to be closed to patrons for cleaning on time. If at any time a patron does not comply with the rules, the Lower Makefield Township Police Department should be called to escort the patron from the facility.

- Closing announcements are to be made 30 and 15 minutes prior to clearing the pool.
- Stack chairs and lounges around pool decks.
- Close umbrellas.
- Pick up trash throughout the entire facility including the snack bar.
- Empty trash/recycle cans and take to dumpster/recycling bin.
- Bathrooms are cleaned and disinfected by Maintenance staff and inspected by the Manager on Duty.
See the Facility Maintenance section for cleaning procedures.
- Take down flag, fold and place on shelf in cabinet.
- Clean and sweep office.
- Check/clean locker area.
- Run Point of Sale report, count drawer, complete deposit form, take deposit to Penn Community Bank and put in drop box. Additional information can be found in the Finance section of this document.
- Count and sign for change money (\$300).
- Safely store laptops, scanners and cash drawer in pool office.
- All employees must leave together within 30 minutes of closing.



LOWER MAKEFIELD TOWNSHIP Parks & Recreation



Appendix B: Generic Incident Report



Lower Makefield Township Parks and Recreation

Incident Report

Personal Information

Name: _____ Age: _____ Male Female
Address: _____ City: _____
State: _____ Zip Code: _____
Home Phone: _____ Cell Phone: _____

General Description: _____

Nature of the Incident

Date of Incident: ____/____/____ Time: _____ AM PM

Location: _____

Describe Incident: _____

Describe Injuries: _____

Witnesses:

Name: _____ Phone: _____
Name: _____ Phone: _____

Actions Taken:

None Ambulance Police Other (describe) _____



LOWER MAKEFIELD TOWNSHIP Parks & Recreation



Care Provided

Did patron accept medical attention? Yes No
 Was care provided by facility staff? Yes No
 Was EMS Called? Yes No
 Time _____
 Was patron transported to an emergency facility? Yes No
 If yes, Where? _____

Name of person who provided care: _____
 Describe in detail care given: _____

Patrons Signature: _____ Date: _____

Note: All incidents will be handled in as timely a manner as possible. All the guidelines of use of this facility can be found at www.lmt.org Thank you for your cooperation.

Facility Information

Number of staff on duty at time of incident: _____
 Number of patrons in facility at time of incident: _____
 Weather condition at time of incident: _____
 Water condition at time of incident: _____
 Name(s) of staff involved in incident: _____

Report Prepared By

Name: _____ Position: _____
 Signature: _____



LOWER MAKEFIELD TOWNSHIP Parks & Recreation



Appendix C: Near Miss Report



Lower Makefield Township Parks and Recreation

The Pool at LMT Near Miss Report

Personal Information

Name: _____ Age: _____ Male Female

Address: _____ City: _____

State: _____ Zip Code: _____

Home Phone: _____ Cell Phone: _____

General Description: _____

Nature of the Incident

Date of Incident: ____/____/____ Time: _____ AM PM

Location: _____

Describe Incident: _____

Describe Injuries: _____

Witnesses:

Name: _____ Phone: _____

Name: _____ Phone: _____

Actions Taken:

None Ambulance Police Other (describe) _____



LOWER MAKEFIELD TOWNSHIP Parks & Recreation



Facility Information

Number of lifeguards on duty at time of incident: _____

Number of patrons in facility at time of incident: _____

Weather condition at time of incident: _____

Water condition at time of incident: _____

Name(s) of lifeguard(s) involved in incident: _____

Report Prepared By

Name: _____ Position: _____



LOWER MAKEFIELD TOWNSHIP Parks & Recreation



Appendix D: Dog Park Incident Report



Lower Makefield Township Parks and Recreation



Incident Report

▲ Note

Any incident involving bodily injury to persons or dogs requiring medical attention should be immediately reported to the Lower Makefield Township Police by calling 911. This form should be completed for all incidents of aggressive dog behavior & those incidents noted above regardless of the severity.

General Information

Name:	_____	Date:	_____
Address:	_____	City:	_____
State:	_____	Zip Code:	_____
Home Phone:	_____	Cell Phone:	_____
Dogs Name:	_____	Breed:	_____
Weight	_____	Color:	_____

General Description: _____

Other Dogs Involved

Name:	_____	Date:	_____
Address:	_____	City:	_____
State:	_____	Zip Code:	_____
Home Phone:	_____	Cell Phone:	_____
Dogs Name:	_____	Breed:	_____
Weight	_____	Color:	_____

General Description: _____

If names are not known please provide a full description of the individual, their dog's name and anything that may be pertinent (i.e., make, model, color of their car, license plate number, etc.) or other additional information that may assist us in this review.



LOWER MAKEFIELD TOWNSHIP Parks & Recreation



Nature of the Incident

Date of Incident: ____/____/____ Time: _____ am pm

Location: Small Dog Area Large Dog Area Other (specify)

Describe Incident: _____

Describe Injuries: _____

Witnesses:

Name: _____ Phone: _____

Name: _____ Phone: _____

Actions Taken:

None Ambulance Police Veterinary Other (describe)

Signature _____ Date _____

Note: All incidents will be handled in as timely a manner as possible. All of the guidelines of use of this facility can be found at www.lmt.org Thank you for your cooperation.



Appendix E: Playground Inspection

PLAYGROUND INSPECTION FORM (HIGH FREQUENCY)

“✓” to indicate item completed

Surfacing

- Adequate protective surfacing under and around the equipment. (For loose fill: min. 9” compacted; 12” uncompacted)
 - Install/replace surfacing.
- Surfacing materials have not deteriorated.
 - Replace surfacing.
 - Other maintenance: _____
- Loose-fill surfacing materials have no foreign objects or debris.
 - Remove trash and debris.
- Loose-fill surfacing materials are not compacted.
 - Rake and fluff surfacing.
- Loose-fill surfacing materials have not been displaced under heavy use areas such as under swings or at slide exits.
 - Rake and fluff surfacing.

Drainage

- The entire play area has satisfactory drainage, especially in heavy use areas such as under swings and at slide exits.
 - Improve drainage.
 - Other maintenance: _____

General Hazards

- Playstructure warning labels in place and legible.
- There are no sharp points, corners or edges on the equipment (§3.4).
- There are no missing or damaged protective caps or plugs (§3.4).
- There are no hazardous protrusions (§3.2 and Appendix B).
- There are no potential clothing entanglement hazards, such as open S-hooks or protruding bolts (§2.5.2, §3.2, §5.3.8.1 and Appendix B).
- There are no crush and shearing points on exposed moving parts (§3.1).



- There are no trip hazards, such as exposed footings or anchoring devices and rocks, roots, or any other obstacles in a use zone (§3.6).

Security of Hardware (§2.5)

- There are no loose fasteners or worn connections.
 - Replace fasteners.
 - Other maintenance: _____
- Moving parts, such as swing hangers, merry-go-round bearings, and track rides, are not worn.
 - Replace part.
 - Other maintenance: _____

●Conforms to CPSC Inspection Guidelines●

Durability of Equipment

- There are no rust, rot, cracks, or splinters on any equipment (check carefully where it comes in contact with the ground).
- There are no broken or missing components on the equipment (e.g., handrails, guardrails, protective barriers, steps, or rungs).
- There are no damaged fences, benches, or signs on the playground.
- All equipment is securely anchored.

Leaded Paint

- Paint (especially lead paint) is not peeling, cracking, chipping, or chalking.
- There are no areas of visible leaded paint chips or accumulation of lead dust.
 - Mitigate lead paint hazards.

General Upkeep of Playgrounds

- There are no user modifications to the equipment, such as strings and ropes tied to equipment, swings looped over top rails, etc.



LOWER MAKEFIELD TOWNSHIP Parks & Recreation



- Remove string or rope.
- Correct other modification.
- The entire playground is free from debris or litter such as tree branches, soda cans, bottles, glass, etc.
 - Clean playground.
- There are no missing trash receptacles.
 - Replace trash receptacle.
- Trash receptacles are not full.
 - Empty trash.

Name of playground:
Date of inspection:
Inspected by:
Notes:



LOWER MAKEFIELD TOWNSHIP Parks & Recreation



Appendix F: Pool Monthly Facility Safety Checklist

The Pool at Lower Makefield Township FACILITY SAFETY CHECKLIST (Pool Manager or Alternate to Complete as Scheduled)

DATES:					
Completed By (Initials):					
MAIN OFFICE					
Emergency Action Plan Accessible					
Incident Report Forms Available					
Operational Phone					
AED					
FIRST AID SUPPLIES					
Scissors/Tweezers					
Antiseptic Towelettes/Alcohol Prep Pads					
Nitrile Gloves [Latex gloves can trigger allergic dermatitis in sensitive individuals]					
Sterile Pads 3"X3" & 2"X2"					
Adhesive Tape/Band-Aids					
Mask and Face shield					
CPR mask and One-way Valve					
Fluid Control Solidifier					
Bio-Hazardous Waste Bag					
Bag-Valve Mask					
POOL PUMP ROOM					
Eyewash Station Stocked					
Fire Extinguisher Available & Charged					
Pumps/ Pipes/ Chemtrol / Feeders Operational					
Filters (p.s.i within working range)					
Lights					
Area Orderly					
Clean Strainer Basket					
Clean Chemtrol Probes					
Switches Operational					
LAP POOL – PUMP ROOM					



LOWER MAKEFIELD TOWNSHIP Parks & Recreation



Eyewash Station Stocked					
Fire Extinguisher Available & Charged					
Pumps/ Pipes/ Chemtrol / Feeders/Thermostats Operational					
Filters (p.s.i within working range)					
Lights					
Clean Probes					
Area Orderly					
Switches Operational					

CHEMICAL AREA					
Eye Protection Available					
Chemicals Stored Properly					
Leaks					
Chemical Pumps Connected & Operational (leaks?)					
Exit Doors Clear					
Area Orderly					
Switches Operational					
BEHIND CHEMICAL ROOM					
Caps on Acid Barrels					
Gate Locked					
Area Orderly					
Outside Light On					
STAFF & EQUIPMENT ROOM					
Leaks					
Lights					
On/Off Switches working					
Area Orderly					
GUEST AREAS, RESTROOMS, POOL DECK & GROUNDS					
No Standing Water on Walking Surfaces					
Deck Tiles & Drains Intact					
No Bolts Exposed					
Cover on Pit (secure)					
Lifeguard Stands					
Safety Equipment (Specify?)					



LOWER MAKEFIELD TOWNSHIP Parks & Recreation



Exit Doors Clear					
Electrical Outlets					
Signs					
Windows					
Lights					
Pool Railing & Steps					
Umbrella Bases – Tight and Secure					
NOTES:					

Completed By: _____
(Print Name)

(Signature)

Supervisor: _____
(Print Name)

(Signature)

***Upon complete submit a copy to Lynn Todd, Operations Manager monthly



LOWER MAKEFIELD TOWNSHIP Parks & Recreation



Appendix

G: Pool Maintenance Daily Check List

MAINTENANCE CHECKLIST - MORNING

updated
2/26/2020

Initial Tasks as Completed	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Clean Bathrooms: Front & Locker Rooms							
Sinks - Disinfect, Remove any debris							
Toilets/Urinals- Disinfect, Check that they Function							
Showers - Disinfect, Remove any debris							
Floors - Disinfect, Pick up Garbage, Mop up Excess Water							
Mirrors - Clean with Windex							
Baby Changing Station - Disinfect							
Check Air Freshener is Working							
Check Lockers for debris and personal items							
Check/Restock Toilet Paper, Paper Towels, Soap							
Check Supply Inventory - Notify MOD when supplies are low							
Restock Supply Cabinet							
Maintenance							
Rinse and Clean Steps to Diving Board & Slides							
Sweep Decks, Entryways, Gate Stands, Guard Stands							
Water Flowers							
Check for and Remove Tree Debris							



LOWER MAKEFIELD TOWNSHIP Parks & Recreation



Weeding							
- Flower Beds							
- Under Slide							
- Sidewalks							
- Around all Fences							
Power Washing - As Needed							
Manager Approval							

**Safety Check of Facility -
Report anything that
could be hazardous**

**See Employee Manual
for Detailed Procedures
The Manager on Duty
is responsible for
overseeing and
approving completion
of these tasks.**

MAINTENANCE CHECKLIST - MID-DAY

Initial Tasks as Completed	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Clean Bathrooms: ALL							
Sinks - Disinfect, Remove any debris							
Toilets/Urinals- Disinfect, Check that they Function							



LOWER MAKEFIELD TOWNSHIP Parks & Recreation



Showers - Disinfect, Remove any debris							
Floors - Disinfect, Pick up Garbage, Mop up Excess Water							
Mirrors - Clean with Windex							
Baby Changing Station - Disinfect							
Check Air Freshener is Working							
Check/Restock Toilet Paper, Paper Towels, Soap							
Trash & Recycle							
Check/Remove Trash & Recycling throughout Facility							
- Bathrooms							
- Pavilion							
- Snack Bar							
- Parking Lots							
- Lawn							
Take Trash to Dumpster After Collecting							
Take Recycling to Proper Receptacle							
Clean Trash Can Lids							
Grounds Maintenance							
Clean and Disinfect ALL Tables							
Cool Off Steps to Diving Board							
Sweep Decks & Snack Bar							
Clean Area Around Dumpster							
Check for and Remove Tree Debris							
Manager Approval							

**Safety Check of Facility -
Report anything that
could be hazardous**



**See Employee Manual
 for Detailed Procedures
 The Manager on Duty
 is responsible for
 overseeing and
 approving completion
 of these tasks.**

**MAINTENANCE
 CHECKLIST -
 EVENING -
 CLOSE**

Initial Tasks as Completed	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Clean Bathrooms: Front & Locker Rooms (Start of Shift)							
Clean Bathrooms: Lap Pool (Close)							
Sinks - Disinfect, Remove any debris							
Toilets/Urinals- Disinfect, Check that they Function							
Showers - Disinfect, Remove any debris							
Floors - Disinfect, Pick up Garbage, Mop up Excess Water							
Mirrors - Clean with Windex							
Baby Changing Station - Disinfect							
Check Air Freshener is Working							
Check/Restock Toilet Paper, Paper Towels, Soap							



LOWER MAKEFIELD TOWNSHIP Parks & Recreation



Check Supply Inventory - Notify MOD when supplies are low							
Trash & Recycle							
Check/Remove Trash & Recycling throughout Facility							
- Bathrooms							
- Pavilion							
- Snack Bar							
- Lawn							
Take Trash to Dumpster After Collecting							
Take Recycling to Proper Receptacle							
Grounds Maintenance							
Clean area around Dumpster							
Sweep Decks, Entryways, Gate Stands, Guard Stands (Evening)							
Cool Off Steps to Diving Board							
Check Supplies in Shed							
Clean Snack Bar							
Clean and Disinfect ALL Tables							
Manager Approval							

**Safety Check of Facility -
Report anything that
could be hazardous**

**See Employee Manual
for Detailed Procedures
The Manager on Duty
is responsible for
overseeing and
approving completion
of these tasks.**



LOWER MAKEFIELD TOWNSHIP Parks & Recreation



Appendix F: LMT Pool Safety Check List

The Pool at Lower Makefield Township WEEKLY FULL SAFETY CHECKLIST

DATES:	MON:	TUES:	WED:	THUR:	FRI:	SAT:	SUN:
FIRST AID CHECKLIST							
Scissors/Tweezers							
Antiseptic Towelettes/Alcohol Prep Pads							
Latex Gloves							
Sterile Pads 3"X3" & 2"X2"							
Adhesive Tape/Band-Aids							
Mask and Face shield							
CPR mask and One-way Valve							
Fluid Control Solidifier							
Bio-Hazardous Waste Bag							
Bag-Valve Mask							
SAFETY CHECKLIST - POOL PUMP ROOM							
Eyewash Station Stocked							
Fire Extinguisher							
Pumps/ Pipes/ Chemtrol / Feeders Operational							
Filters (p.s.i within working range)							
Lights							
Area Orderly							
Clean Strainer Basket							
Clean Chemtrol Probes							
Switches Operational							
LAP POOL – PUMP ROOM							
Eyewash Station Stocked							
Fire Extinguisher							
Pumps/ Pipes/ Chemtrol / Feeders/Thermostats Operational							
Filters (p.s.i within working range)							
Lights							
Clean Probes							



LOWER MAKEFIELD TOWNSHIP Parks & Recreation



Area Orderly								
Switches Operational								
SAFETY CHECKLIST - CHEMICAL AREA								
Chemicals Stored Properly								
Leaks								
Chemical Pumps Connected & Operational (leaks?)								
Exit Doors Clear								
Area Orderly								
Switches Operational								
SAFETY CHECKLIST - BEHIND CHEMICAL ROOM								
Caps on Acid Barrels								
Gate Locked								
Area Orderly								
Outside Light On								
SAFETY CHECKLIST - STAFF & EQUIPMENT ROOM								
Leaks								
Lights								
On/Off Switches working								
Area Orderly								
SAFETY CHECKLIST - POOL DECK & GROUNDS								
Deck Tiles & Drains								
No Bolts Exposed								
Cover on Pit (secure)								
Lifeguard Stands								
Safety Equipment								
Exit Doors Clear								
Electrical Outlets								
Signs								
Windows								
Lights								
Pool Railing & Steps								
Umbrella Bases - Tight and Secure								



LOWER MAKEFIELD TOWNSHIP Parks & Recreation



WORK ORDERS NEEDED/SUBMITTED:							

Completed By: _____
(Print Name)

(Signature)

Supervisor: _____
(Print Name)

(Signature)

***Upon complete submit for to Lynn Todd, Operations Manager



LOWER MAKEFIELD TOWNSHIP Parks & Recreation



Appendix H: Bodily Fluids Remediation Log

**Lower Makefield Township
Parks and Recreation**

**The Pool at LMT
Bodily Fluids Remediation Log**



Incident Date/Time	CPO Conducting Response	Specific Pool	Type & Form of Body Fluid	Date/Time Pool Closed	Remediation	Date/Time Pool Reopen



LOWER MAKEFIELD TOWNSHIP Parks & Recreation



Appendix I: Daily Safety Check List

The Pool at Lower Makefield Township WEEKLY FULL SAFETY CHECKLIST

DATES:	MON :	TUES:	WED:	THUR:	FRI:	SAT:	SUN:
FIRST AID CHECKLIST							
Scissors/Tweezers							
Antiseptic Towelettes/Alcohol Prep Pads							
Latex Gloves							
Sterile Pads 3"X3" & 2"X2"							
Adhesive Tape/Band-Aids							
Mask and Face shield							
CPR mask and One-way Valve							
Fluid Control Solidifier							
Bio-Hazardous Waste Bag							
Bag-Valve Mask							
SAFETY CHECKLIST - POOL PUMP ROOM							
Eyewash Station Stocked							
Fire Extinguisher							
Pumps/ Pipes/ Chemtrol / Feeders Operational							
Filters (p.s.i within working range)							
Lights							
Area Orderly							
Clean Strainer Basket							
Clean Chemtrol Probes							
Switches Operational							
LAP POOL – PUMP ROOM							
Eyewash Station Stocked							
Fire Extinguisher							
Pumps/ Pipes/ Chemtrol / Feeders/Thermostats Operational							
Filters (p.s.i within working range)							
Lights							
Clean Probes							
Area Orderly							
Switches Operational							



LOWER MAKEFIELD TOWNSHIP Parks & Recreation



SAFETY CHECKLIST - CHEMICAL AREA							
Chemicals Stored Properly							
Leaks							
Chemical Pumps Connected & Operational (leaks?)							
Exit Doors Clear							
Area Orderly							
Switches Operational							
SAFETY CHECKLIST - BEHIND CHEMICAL ROOM							
Caps on Acid Barrels							
Gate Locked							
Area Orderly							
Outside Light On							
SAFETY CHECKLIST - STAFF & EQUIPMENT ROOM							
Leaks							
Lights							
On/Off Switches working							
Area Orderly							
SAFETY CHECKLIST - POOL DECK & GROUNDS							
Deck Tiles & Drains							
No Bolts Exposed							
Cover on Pit (secure)							
Lifeguard Stands							
Safety Equipment							
Exit Doors Clear							
Electrical Outlets							
Signs							
Windows							
Lights							
Pool Railing & Steps							
Umbrella Bases – Tight and Secure							



LOWER MAKEFIELD TOWNSHIP
Parks & Recreation



NOTES:

WORK ORDERS NEEDED/SUBMITTED:

Completed By: _____
(Print Name)

(Signature)

Supervisor: _____
(Print Name)

(Signature)

***Upon complete submit for to Lynn Todd, Operations Manager



LOWER MAKEFIELD TOWNSHIP Parks & Recreation



Appendix K: Bucks County Department of Health Monthly Report

BUCKS COUNTY DEPARTMENT OF HEALTH MONTHLY BATHING PLACE REPORTS

Name of Facility: _____ Month: _____ Year: _____
 Address: _____ ID# _____

Day	DISINFECTION Record Disinfectant in PPM (Every two hours)	Pool Water pH (Every two hours)
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		
21		
22		
23		
24		
25		
26		
27		
28		
29		
30		
31		

Number Life Guards: _____ Hours of Operation: _____
 Signed: _____ Title: _____
 SA-63 (Rev. 6/08)

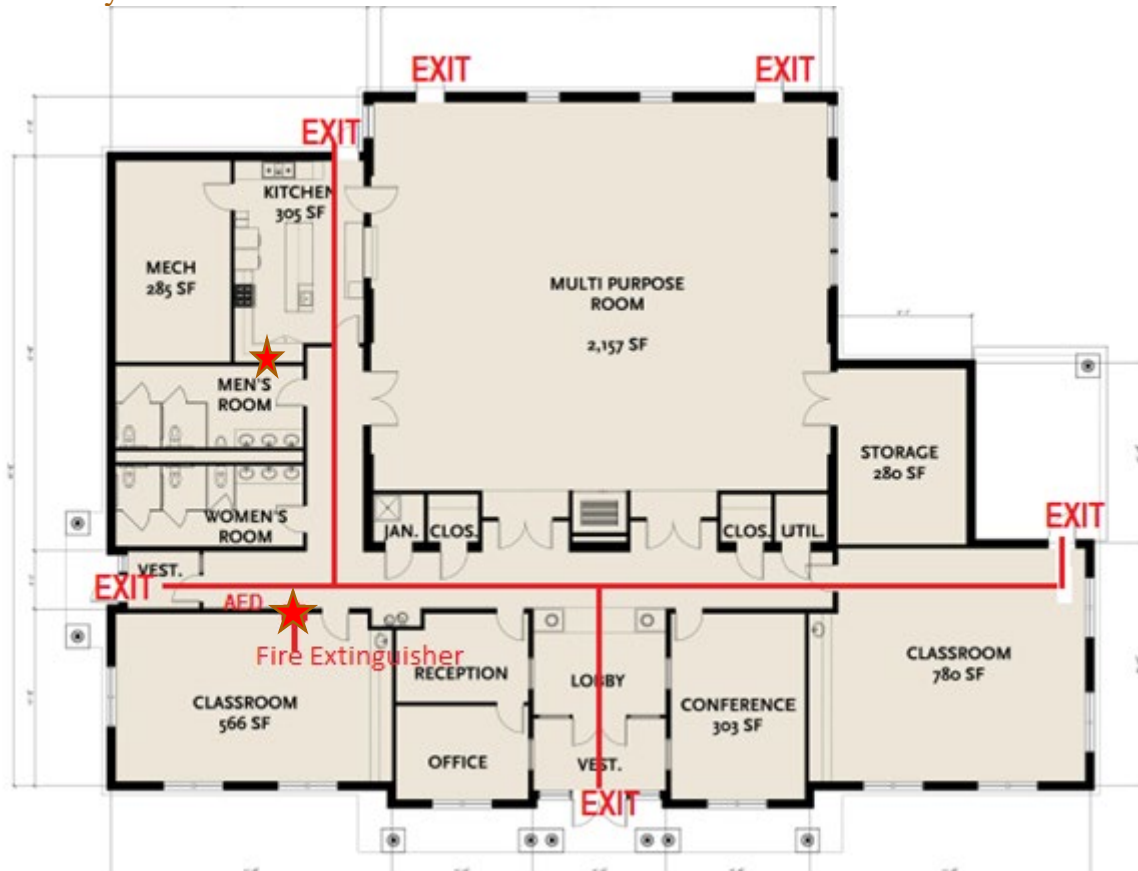


LOWER MAKEFIELD TOWNSHIP Parks & Recreation



Appendix L: AED and Evacuation Maps

Community Center:



Fire Extinguishers



LOWER MAKEFIELD TOWNSHIP Parks & Recreation

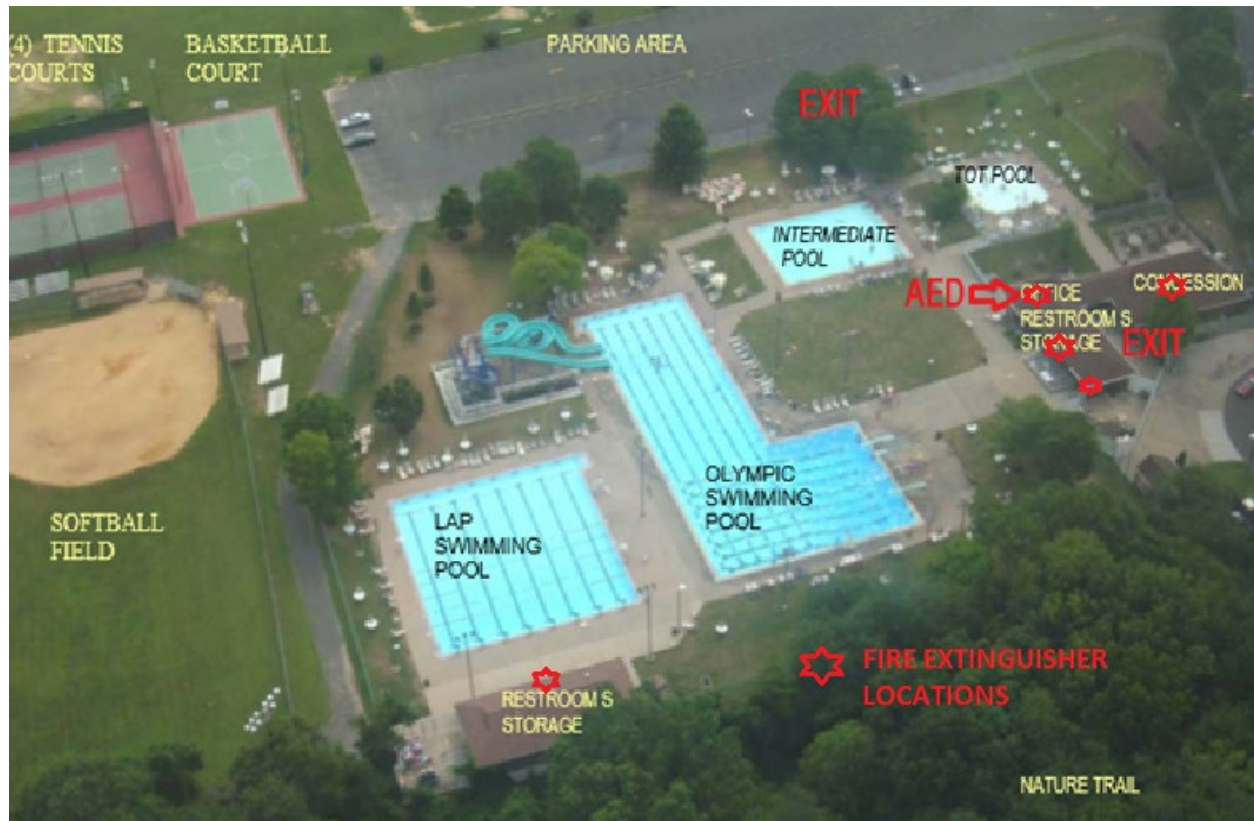




LOWER MAKEFIELD TOWNSHIP Parks & Recreation



Pool:





LOWER MAKEFIELD TOWNSHIP Parks & Recreation

