



Park and Recreation Department Risk Management and Emergency Action Plan

Lower Makefield Township Parks and Recreation





Lower Makefield Township Parks and Recreation Department Risk Management and Emergency Action Plan (RM&EAP)

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LOWER MAKEFIELD TOWNSHIP Parks & Recreation



1.0 Introduction.....	4
2.0 Roles and Responsibilities	5
3.0 Risk Management Plan	6
3.1 Inspection Procedures	6
3.1.1 Park Inspections	6
3.1.2 Playground Inspections	6
3.1.3 Pool Inspections	6
3.2 Third Party Inspections	7
3.3 Fire and Evacuation Drills	7
3.4 Operation Equipment	7
3.5 Personal Protective Equipment	7
3.6 Employee Training.....	8
3.7 Safety Briefings	1
3.8. Employee Background Pre-Employment Screenings	2
4.0 Emergency Action Plan	2
4.1 Reporting and Notification of Emergency Situations	2
4.2 Communication to Staff	2
4.3 Medical Incidents	3
4.3.1 Major Medical.....	3
4.3.2 Minor Medical	3
4.3.3 Advanced Medical Care.....	3
4.4 Incident Reporting	4
4.5 Near Miss Incident Report	5
4.6 Notification	5
4.7 Evacuation Routes	5
4.8 Securing Property and Equipment	6
4.9 Emergencies:.....	6
4.9.1 Major Medical.....	6
4.9.2 General Building Evacuation (No Active Shooter)	7
4.9.3 Fire	8
4.9.3.1 Incipient (Small) Fires	8



LOWER MAKEFIELD TOWNSHIP Parks & Recreation



4.9.3.2 Advanced Fires	9
4.9.5 Bomb Threat	9
4.9.6 Workplace Violence.....	9
4.9.6.1 Internal Threats	10
4.9.6.2 External Threats	10
4.9.6.3 Violent Incidents / Active Shooter.....	11
4.9.7 Power Failure	12
4.9.8 Gas Leak	12
4.9.9 Cyberattack / Business Continuity.....	12
4.9.10 Chemical Spills	12
4.9.11 Severe Weather	14
4.9.12 Rain - Thunder	14
4.9.13 Flooding	14
4.9.14 Extreme Heat Conditions.....	15
4.9.14 Extreme Cold Conditions.....	15
4.10 Re-entry.....	15
4.11 Sheltering in Place	15
4.12 Record Keeping	16
Addendum.....	17
Appendix A: Generic Incident Report	18
Appendix B: Near Miss Report.....	20
Appendix C: Dog Park Incident Report.....	22
Appendix D: Playground Inspection.....	24
Appendix E: Pool Monthly Facility Safety Checklist.....	27
Appendix F: Pool Maintenance Daily Check List	30
Appendix G: Bodily Fluids Remediation Log	38
Appendix H: Daily Safety Check List	39
Appendix I: Fecal Accident Response Log	42
Appendix J: Bucks County Department of Health Monthly Report.....	43
Appendix K: AED and Evacuation Maps	44
Community Center:.....	44
Pool:	45

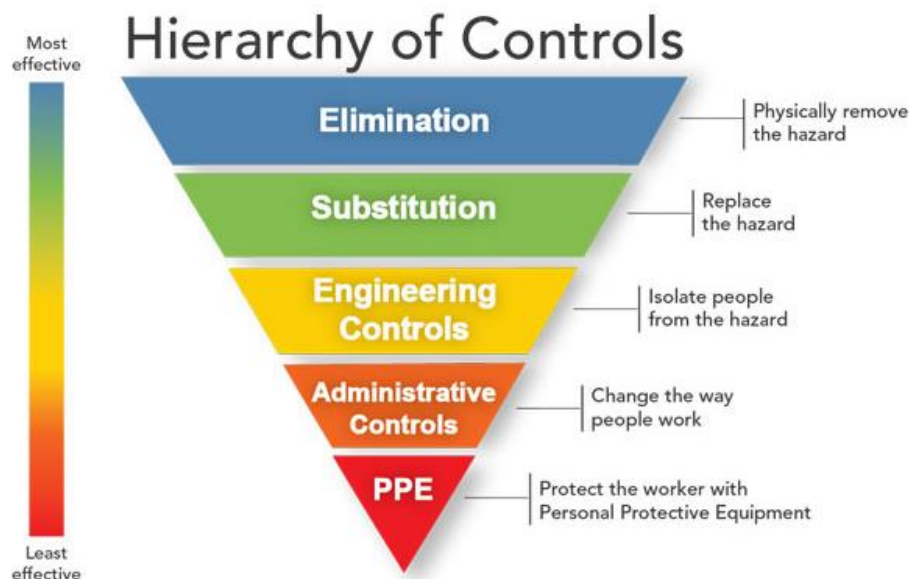


1.0 Introduction

Prevention is one of the most effective ways to mitigate risk within the workplace, sometimes you cannot prevent which will require you to act in response to an emergency. This document applies to the Lower Makefield Township - Parks and Recreation Department (P&RD) and includes both a Risk Management and an Emergency Action Plan (RM&EAP). The Risk Management Plan (RMP) defines how the P&RD will reduce the frequency and severity of injuries, illnesses and property/liability losses associated with its operations. The Emergency Action Plan (EAP) provides guidelines for how employees will react to common emergency situations that may occur during parks and recreation operations. Prevention and elimination of risk is a high priority for the P&RD.

[Note: While a Township is a political subdivision and is therefore exempt from OSHA regulations, the below Emergency Action Plan has nevertheless been developed to conform to 29 CFR 1910.38(c) Minimum elements of an emergency action plan.]

When it comes to hazard mitigation, the P&RD shall utilize, to the extent feasible, a “hierarchy of controls” approach. This is a common risk management technique used to determine how to implement feasible and effective hazard control solutions.



Source: <https://www.cdc.gov/niosh/topics/hierarchy/default.html>

This document shall be reviewed and updated biannually.

2.0 Roles and Responsibilities

Board of Supervisors (BOS) – Responsible for officially approving the RM&EAP. The Board of Supervisors shall also be responsible for approving the necessary operational and capital funding to ensure the proper implementation of the plan elements.

Township Manager: Responsible for ensuring the competent implementation of the RM&RMP by township staff.

Park and Recreation Director (Director): Responsible for the day to day operational aspects of the RM&EAP. The Parks and Recreation Director is also responsible for advising on operational and capital funding requirements to ensure proper implementation of the plan.

Parks and Recreation Maintenance Staff: Responsible for ongoing facility maintenance and repairs for all P&RD properties.

Employees: Employees are responsible for following the procedures contained in the RM&EAP.

Emergency Management Coordinator (EMC): The Police Chief acts as the EMC and Oversees emergency planning activities for the township, including the RM&EAP. The EMC shall also maintain all training records pertaining to this plan. The EMC is responsible for scheduling routine tests of all township facilities emergency notification system with the appropriate authorities.

The EMC shall also coordinate with local public resources, such as fire department and emergency medical personnel, to ensure that they are prepared to respond as detailed in this plan. This includes allowing emergency responders to perform a walkthrough of the facility to familiarize themselves with the layout of the structures, types, and volume of hazardous chemical storage, and other hazards they might encounter when responding to an emergency.

Safety Coordinators (SCs): Parks and recreation staff members who receive additional training and are responsible for implementing the operational aspects of the RM&EAP. SCs may be given the responsibility of accounting for employees or visitors after an evacuation. There will always be at least one SC on staff at any given time.

(Please see attached addendum to see all current roll assignments)



3.0 Risk Management Plan

This section outlines the routine operational practices the township shall employ to reduce the risk of injuries, illnesses and/or property or liability losses. Additional RMP elements are discussed in the EMP section of this document (Section 4)

3.1 Inspection Procedures

It is the department's responsibility to reduce the risk of accidents through regular inspections and repairs. The following procedures are to be used for inspections:

3.1.1 Park Inspections

The Director will tour each park once a year to review park conditions. Work orders will be completed for any necessary repairs or safety hazards identified. Weekly inspections of the general conditions of the parks by Park Maintenance Staff should occur while working at the park. In the event there is a park condition that is an emergency- repairs will take place immediately. If necessary, the area in need of repair will be blocked off from public use until the repair can be made.

3.1.2 Playground Inspections

All playgrounds will be inspected monthly by a staff member who is a certified playground inspector. In the event there is a playground condition that poses an injury risk or needs repair - that area/apparatus will be closed off and a work order for repairs will be completed. The inspector will also fill out the playground inspection form and list any issues they found. See Appendix for the Playground Inspection Form.

3.1.3 Pool Inspections

The pool and pump house will be inspected daily by the pool management staff prior to the opening of the facility. The water quality inspection will be tested hourly by Certified Pool Operators who are part of the management team. In addition, third party water quality testing will be performed on a weekly basis and the results reported to the Bucks County Department of Health.

At the closing of the day, a thorough inspection of the pool will be completed insuring all items are put away, the pool is clear of swimmers and everyone has left the facility. See Appendix F for Pool Inspection Check Lists.

3.2 Third Party Inspections

The municipal pool and all spray parks will be inspected annually according to Bucks County Health Department Rules and Regulations.

All township recreation facilities are also subject to random inspections by the township property and liability insurer – Delaware Valley Trusts.

3.3 Fire and Evacuation Drills

Fire/evacuation drills must be conducted annually and in coordination with local police and fire departments. Additional drills will be conducted if physical properties of the business change, processes change, or it is otherwise deemed necessary.

- Additional Information about Evacuation Routes can be found in section 4.7
- Additional Information about responding can be found in 4.10.3

3.4 Operation Equipment

All operating equipment is to be inspected and serviced as prescribed in the operating manual. Each employee operating a piece of equipment must complete a training session on how to operate the equipment. Inspections and routine service repairs are to be recorded.

3.5 Personal Protective Equipment

All employees are required to use personal protective equipment (PPE) appropriate to the work being performed. Specific PPE requirements are defined in the township's workplace health and safety manual herein incorporated by reference.



3.6 Employee Training

All employees shall receive instruction on the contents of the Emergency Action Plan which can be found in section 4 of this document. New-employee training will be completed within the first two weeks of starting their position. Current staff will receive update training annually. Safety Coordinators will receive supplemental education in areas of leadership and management of responding to facility emergency situations.

All Employees:

- CPR/AED/First Aid
- Sexual Harassment
- Proper housekeeping.
- Safe handling and spill response practices associated with hazardous chemicals they will work with.
- Location of safety data sheets and spill response supplies in their work area
- Fire-prevention practices
- Fire extinguisher locations, usage, and limitations
- Threats, hazards, and protective actions
- Means of reporting fires and other emergencies
- Names of Emergency Action Plan manager and coordinators
- Individual responsibilities
- Alarm systems
- Escape routes and procedures
- Emergency shut-down procedures
- Procedures for accounting for employees and visitors
- Closing procedures

- Sheltering in place
- Severe weather procedures
- Heat related illness prevention and response
- Emergency Action Plan availability

Training shall also be provided if/when:

- There are any changes to the plan or facility
- When an employee's responsibilities change
- Annually

Pool Specific Training

- Lifeguard Training
- Certified Pool Operator (Required for all pool managers)
- Pesticide Certification (Required for all pool managers)
- CPR for the Professional Rescuer

Camp Specific Training

- Anaphylaxis and Epinephrine Auto-Injector Certification
- Mandated Child Abuse Reporting Training (For Camp Manager)

Parks and Recreation Maintenance Staff Training:

Parks and Recreation Maintenance Staff fall under the Public Works Employee Union. Per the Union Contract our staff are provide job specific training in order to do their jobs safely. Incentives are provided to complete these trainings.

Training is provided in the following areas:

RECREATION DEPARTMENT

<u>Laborer</u>	<u>Operator 1</u>	<u>Operator 2</u>	<u>Operator 3*</u>
Mowing	Playground Inspection	Pool Operations Mgr.**	Park Maintenance Leader
Trash Collection	CDL License	Aeration of Fields	
Janitorial	Mowing equipment Maintenance -Blades -Oil -Filters	Turf Maintenance Certification	
	Basic Carpentry -Bench/Sign installation -Fence Repair	Backhoe Operator	
		Skid Steer	
		Basic Electrical	
		Masonry	
		Asphalt Repairs	

*Operator 3 would be selected by Recreation Director

Additional safety related training for all employees is available to us through Delaware Valley Trust and can be found by clicking <https://dvtrusts.com/events/>

3.7 Safety Briefings

Each morning before the start of the day the Park Maintenance Leader or designee will touch base with the staff to discuss:

- Related safety protocols
- Work required for the day

There are a number of safety topics available at <https://www.safetytalkideas.com/safety-talks/>



3.8. Employee Background Pre-Employment Screenings

Lower Makefield Township Parks & Recreation employees must complete the following clearance checks in order to be eligible to work.

- PA Child Abuse History
- PA Criminal History
- FBI Criminal History
- Drug Test

Due to the physical demand positions at the pool all employees are required to also complete a physical prior to the start of their employment.

4.0 Emergency Action Plan

4.1 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.

4.2 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.

4.3 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)

4.3.1 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.

4.3.2 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.

4.3.3 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.

4.4 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.

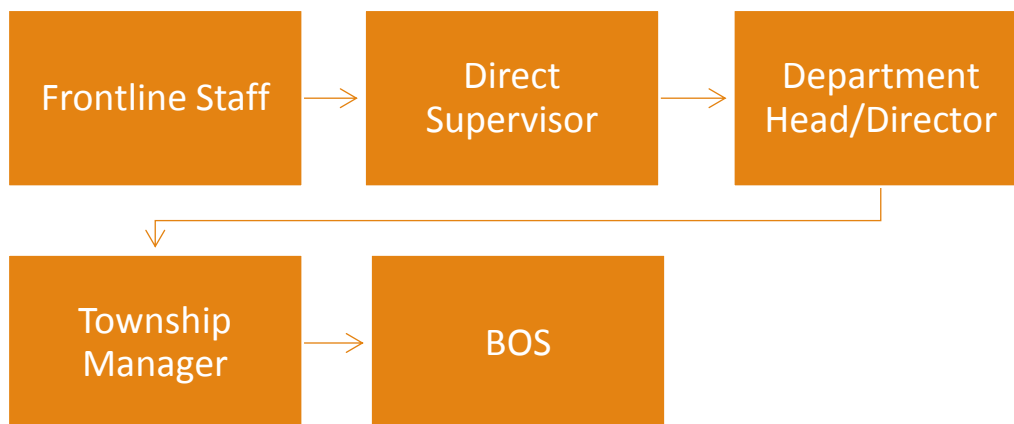
With respect to medical incidents, all major or minor injuries (including small abrasions, cuts or bee stings) shall be documented by staff using the Township’s incident report located in Appendix A of this document.

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.

4.5 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.

4.6 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.

4.7 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.

4.8 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.

4.9 Emergencies

4.9.1 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.

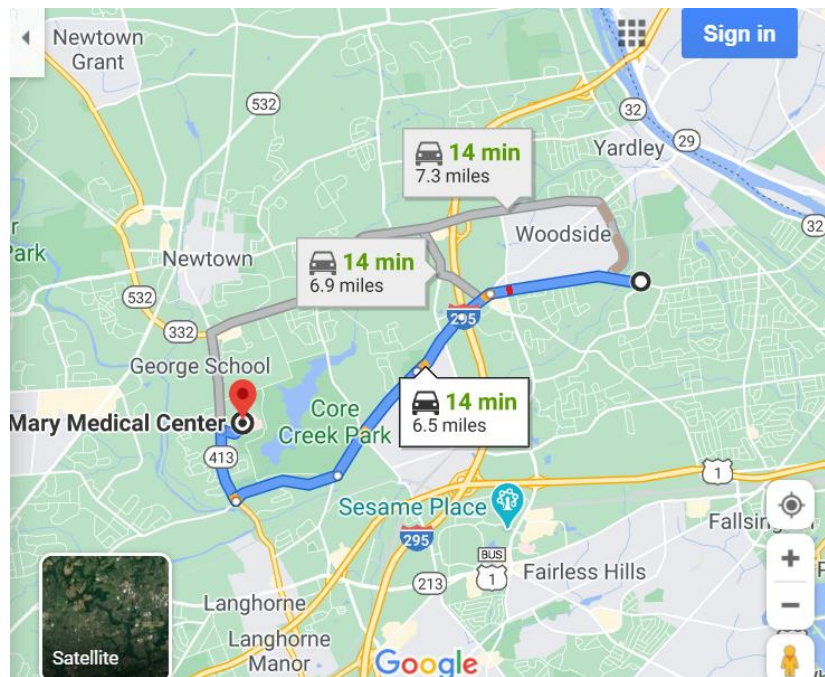
Should an AED be utilized, the data retrieval sheet must be preserved and submitted to police administration for a physician quality review.



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>
St. Mary Medical Center



4.9.2 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.

4.9.3 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).

4.9.3.1 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 is 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.

4.9.3.2 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.

4.9.5 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.

4.9.6 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.

4.9.6.1 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.

4.9.6.2 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.

4.9.6.3 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.

4.9.7 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.

4.9.8 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.

4.9.9 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.

4.9.10 Chemical Spills



LOWER MAKEFIELD TOWNSHIP Parks & Recreation



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

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.

4.9.11 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
NATIONAL OCEANIC & ATMOSPHERIC ADMINISTRATION
Las Vegas

4.9.12 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.

4.9.13 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.



4.9.14 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.

4.9.14 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.

4.10 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.

4.11 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.

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.

4.12 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.



LOWER MAKEFIELD TOWNSHIP Parks & Recreation



Addendum

Updated Annually

Last Updated December 2, 2021

Park and Recreation Emergency Manager:

Bldg. Number/Section /Dept.	Primary Name and Position	Primary Phone #	Alternate Name and Position	Alternate Phone #
	Lynn Todd			

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 #
	Kathleen Howell			
	Bob Copson			
	Karl Hibbs			
	Victor Guze			
	Pool Manager			



LOWER MAKEFIELD TOWNSHIP Parks & Recreation



Appendix A: 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 B: 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 C: 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 D: 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 E: 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



Appendix F: 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 G: 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 H: 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 I: Fecal Accident Response Log

**Lower Makefield Township
Parks and Recreation**

**The Pool at LMT
Fecal Accident Response Log**



Accident Date	Time	Pool	Formed/ Loose	Free Chl at Time	pH at Time	Pool Vacated	Material Removed	Raise & Sample Free Chl	Initial/Time



LOWER MAKEFIELD TOWNSHIP Parks & Recreation



Appendix J: Bucks County Department of Health Monthly Report

BUCKS COUNTY DEPARTMENT OF HEALTH MONTHLY BATHING PLACE REPORTS

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

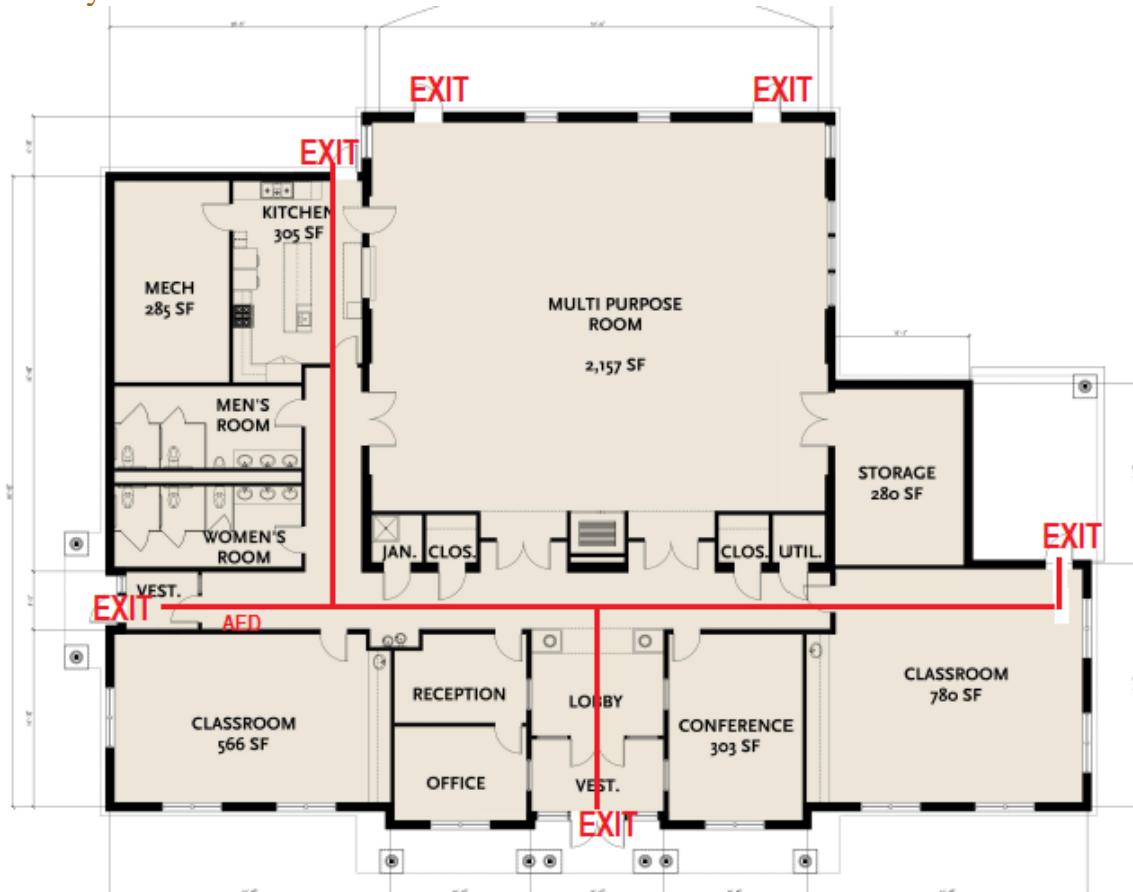
Day	DISINFECTION Record Disinfectant in PPM (Every two hours)	Pool Water pH (Every two hours)
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		
21		
22		
23		
24		
25		
26		
27		
28		
29		
30		
31		

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



Appendix K: AED and Evacuation Maps

Community Center:





LOWER MAKEFIELD TOWNSHIP Parks & Recreation



Pool:

