



Agenda Prepared: 3/16/2023
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Prior to: 5:00 PM

Paradise Recreation & Park District

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NOTICE OF BOARD OF DIRECTORS COMMITTEE MEETING

Committee: Personnel Committee (*Bellefeuille/Goodlin*)
Date: Tuesday, March 21, 2023
Time: 3:00 p.m.
Location: Via Teleconference and Terry Ashe Recreation Department, Room A

Notice:

The public may listen to this meeting via computer or telephone. The public may submit comments prior to the meeting via email to bodclerk@paradisepspd.com before 1:00 p.m. on the day of the meeting and they will be read into the record. Please use the link to join the webinar: <https://us02web.zoom.us/j/83319895913?pwd=c3JOeG0zMTI2Q0wyOWdXMXI5WjhDQT09> Or via Telephone: Dial by your location: +1 669 900 9128 US (San Jose)
Meeting ID: 833 1989 5913 Password: 6626

AGENDA:

The Committee will meet to:

1. Review Injury and Illness Prevention Program (IIPP)
2. Review Employee Assistance Program
3. ScholarShare 529's Workplace Savings Program

CLOSED SESSION:

1. The Committee will meet in Closed Session pursuant to California Government Code Section 54957, District Manager Evaluation and Employment Agreement.
2. The Committee will meet in Closed Session pursuant to California Government Code Section 54957.6, Employee Salary and Wage Negotiations.

ATTACHMENTS:

1. Injury and Illness Prevention Program Manual
2. Employee Assistance Program Summary
3. ScholarShare 529's Workplace Savings Infographic
4. ScholarShare 529's Workplace Savings Brochure

https://paradisepspd.sharepoint.com/sites/BODMeeting/Shared Documents/_Committee.Personnel/2023/PC.23.0321/PC_23.0321_Agenda.docx



DATE: 3/16/2023
TO: Board of Directors
FROM: Kristi Sweeney, Assistant District Manager
SUBJECT: Illness and Injury Prevention Program

Report In Brief

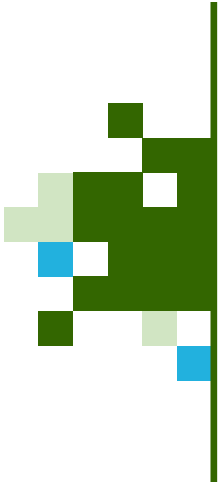
Staff have been updating the District's Injury and Illness Prevention Program (IIPP) manual. As a "living document", the IIPP should be reviewed and potentially updated on a biennial basis. Once approved, the document will be available from the webpage under our district documents at <https://www.paradisepprd.com/public-documents>. The BOD last adopted a complete version of the manual in August 2009. In November 2022, the Personnel Committee reviewed the draft document. Staff now seek approval of the IIPP from the full Board of Directors.

Recommendation: Approve the updated Injury and Illness Prevention Program manual.

Attachments:

- A. Illness and Injury Prevention Program draft manual

https://paradisepprd.sharepoint.com/sites/BODMeeting/Shared Documents/_BOD/2023/23.0308/BOD.Report.IIPP.docx
3/3/2023



Injury and Illness Prevention Program

PARADISE RECREATION AND PARK DISTRICT



Last Revision March, 1998

Preliminary

SECTION A
POLICY INFORMATION AND PROCEDURES

DRAFT

INTRODUCTION

Developing a Safe Consciousness

A Message from the Program Coordinator of the Paradise Recreation and Park District.

Each employee of the Paradise Recreation and Park District is entrusted to ensure a safe environment for patrons, co-workers, and ourselves. We have absolutely no higher responsibility or greater personal obligation than safety.

This Injury and Illness Prevention Program manual (IIPP) is a key element for the District's safety program. We hold each employee responsible to understand the manual's content and maintain an on-going safety ethic.

The District is committed to a principle of safety and provide our employees with the necessary equipment and training to eliminate unreasonable risks from the workplace and maintain quality work production

A successful injury and prevention program require the enthusiastic support and participation of all employees. Participation means a strong involvement in the training program and comfort in making suggestions for continued improvements. Everyone is encouraged to make contribute to enhance the program and to keep it fresh and interesting.

The Paradise Recreation and Park District, with the enthusiastic support and involvement of everyone, should continue to grow and be an example of our "Commitment to Safety."

BOARD POLICY

Injury and Illness Prevention

The Paradise Recreation and Park District is committed to providing a safe and healthy workplace for all its employees and to providing safe and healthy facilities for its patrons and visitors.

To fulfill its obligation, the District initiated an Injury and Illness Prevention Program. The intent of this program is to prevent and/or minimize the probability of injuries and illnesses to workers and patrons, and to comply with applicable state, federal, and local health and safety codes, standards and regulations. The District, our Board, and management pledge to support this program to ensure that it remains a viable method of protecting all employees and patrons.

The District's policy promotes an active and aggressive risk control program with the reduction and/or control of safety and health risks as a priority in all District plans and budgets.

The District Manager is directed to develop appropriate procedures to implement this policy.

PROGRAM COORDINATOR

The Paradise Recreation and Park District hereby assigns the responsibility for implementing and maintaining its Injury and Illness Prevention Program to:

PARK SUPERVISOR

This appointment will continue until another person is assigned this responsibility.

The safety Committee will assign a Committee Member to review the IIPP annually.

The Program Coordinator is responsible for ensuring that the District provides all employees with a safe and healthy environment and that the District is in compliance with all CAL/OSHA and other applicable federal, state, and local safety and health standards.

In order that the Program Coordinator may successfully fulfill his/her responsibilities, the District grants appropriate authority to the coordinator so that all District program obligations are met.

The District offers its full support to the Program Coordinator and pledges to provide this person with the time and resources necessary to fulfill his/her obligation.

COMMUNICATION

Communication to employees and between employees and the District on matters relating to occupational safety and health is an important aspect of assuring the success of the District's Injury and Illness Prevention Program. Therefore, through the Program Coordinator, the District implemented a system intended to accomplish the following:

- a) Provide a means for the District to readily communicate to employees, in an understandable form, on matters relating to occupational safety and health; and,
- b) Provide encouragement for employees to inform the District of workplace hazards without fear of reprisal.

The communication portion of this program will consist of any one or combination of the following:

- a) **TRAINING AND RETRAINING PROGRAMS**
Training programs are considered a key component of the communication system. These programs are fully addressed in Section A, Page 14.
- b) **SAFETY COMMITTEE**
The District Safety Committee is considered an important part of the overall system of communication. The Committee will include, at all times, representation from management, park, recreational, and admin personnel.

The Safety Committee will do all things necessary to ensure that at least the following are met:

1. The Committee meets regularly, but not less than quarterly.
2. Minutes or written records are prepared for each meeting showing the safety and health issues discussed. These records shall be made available to all affected employees using posters, newsletters, or other appropriate written materials. Records of the meetings will be kept on file with the Safety Committee Secretary for at least five (5) years.
3. Minutes or records of Safety Committee meetings will be made available to the California Division of Industrial Safety should they be requested and mailed to CAPRI.
4. Review the results of all periodic scheduled workplace inspections.
5. Review reports of investigations of occupational accidents and causes of any incident resulting in injury, illness, or exposure to hazardous substances. Where necessary or appropriate, the Committee will submit suggestions to management for the prevention of future incidents.
6. Review investigations of alleged hazardous conditions brought to the attention of any Committee member.

7. When deemed necessary by the Committee, conduct its own inspection and/or investigation to assist in remedial solutions for hazardous conditions made known to any Committee member.
8. Submit recommendations to assist in the evaluation of employee safety suggestions.
9. Communicate with the California State Division of Industrial Safety when requested by the Division to verify abatement action taken by the District pursuant to Division citations.
10. Employees selected for membership on the Safety Committee shall be informed that they or the Committee will not be held liable for any act or omission in connection with the Safety Committee.

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IDENTIFICATION AND EVALUATION OF WORKPLACE HAZARDS

A major component in the effectiveness of the Injury and Illness Prevention Program depends on the ability to properly identify and evaluate workplace hazards. The main system for identifying and evaluating worksite hazards will be scheduled periodic inspections of the worksite. The purpose of these inspections will be to ensure facility is in good repair, identify unsafe conditions and work practices.

Workplace inspections will be scheduled to meet the following minimum requirements:

- i. An initial inspection and completion of the checklist when the program is first established, or a new facility is added.
- ii. An inspection of affected areas whenever new substances processes, procedures or equipment are introduced to the workplace, and which represents a new occupational safety and/or health hazard; and
- iii. An inspection of affected areas whenever the District is made aware of a new or previously unrecognized hazard.

To meet the minimum workplace inspection requirements, periodic inspections will be scheduled as follows:

Workplace hazards are identified in the Paradise Recreation and Park District Job Hazard analysis. These hazards have been identified with the input of the District Safety Committee and all employees. Inspections will be conducted no less than annually. All employees are to be aware of the potential hazards at and around their workplace and in areas of common use and are responsible for immediately correcting or reporting hazardous conditions to the District Safety Committee.

In addition to scheduled inspections and ongoing review, the District Safety Committee Members will arrange for unscheduled, unannounced inspections. The list of subjects for these inspections will be chosen randomly.

The Committee will arrange for an inspection and investigation whenever Paradise Recreation and Park District is made aware of a new or previously unrecognized hazard.

Employees are required to immediately report to their supervisor any unsafe condition or hazard that they discover in the workplace. No employee will be disciplined or discharged for reporting a workplace hazard or unsafe condition.

Inspections will be documented on the Safety Inspection Report. Reports will be kept on file for no less than three (3) years.

CORRECTIONS OF UNSAFE OR UNHEALTHY CONDITIONS

The District's Injury and Illness Prevention Program through the use of:

- Employee safety and health training;
- Workplace inspections; and
- Systems of communication;

is designed to identify unsafe or unhealthy conditions, procedures, and work practices. Each identified unsafe or unhealthy condition, procedure or work practice will be addressed in a timely manner.

The Program Coordinator and, if necessary, the Safety Committee, District Manager, and Recreation Supervisor, shall determine the appropriate corrective action to abate, eliminate or correct the identified condition.

Priorities for correction will be based on the severity of the hazard when observed or discovered. Priorities will always be given to safeguard employees from serious injury or illness. If a hazard is discovered which poses an imminent danger to employees or building occupants and the hazard cannot be immediately abated, mitigated, or corrected without endangering personnel and/or property, then all exposed personnel will be evacuated from the area. Employees remaining to correct the identified hazardous condition may do so only if they are properly trained and safeguarded and are fully aware of the condition and precautions necessary to protect themselves.

The supervisors must notify the Program Coordinator as soon as possible after the discovery of a concealed hidden danger. If immediate corrective action cannot be implemented to abate, mitigate, or correct the concealed danger, then notification about the hazard must be given to all employees having the potential for exposure to the concealed hazard.

All work orders generated to correct unsafe or unhealthy conditions shall be given the highest priority. Upon notification of any unsafe or unhealthy condition, it is the District's policy to give full attention to abate said hazard as soon as possible.

- Assess severity of hazard
- If hazard poses imminent danger and cannot be immediately mitigated, evacuate all occupants to a safe area and contact local officials.
- If hazard can be corrected by authorized staff, notify the Program Supervisor or Program Coordinator as soon as it is safe to do so.
- Complete a work order (Pink Slip) to initiate corrective measures to mitigate the hazard.
- All work orders generated to correct unsafe conditions shall be given the highest priority to mitigate hazard.

ACCIDENT INVESTIGATION

All work-related accidents will be investigated by District in a timely manner and is the responsibility of the immediate supervisor.

- The Supervisor will complete an Accident Investigation Report (Section C).
- A copy of this report will be submitted to the California Association for Park and recreation Insurance (CAPRI) and to the District Safety Committee.
- A primary focus of the investigation report is to determine how to mitigate future expose to accidents.
- If a correctable hazard is discovered during the investigation, it is the intent of the District to mitigate the hazard in a timely manner.
- If the hazard is not correctable, all employees who come in contact with the hazard will be trained in preventative safety measures.
- Information on the hazard will be added to the Safety Training Record and Safety Inspection.

INJURY AND ACCIDENT REPORTING PROCEDURES

General:

The purpose of injury and accident reporting procedures is:

- To provide prompt medical treatment for employees requiring it;
- To provide appropriate benefits for compensable injuries;
- To provide information for the prevention of future accidents;
- To provide records required by law.

Procedure:

In the event of an employee/patron injury, the first concern is proper care for the person. The employee's/patron Supervisor should be notified as soon as possible in all cases, serious or minor.

Investigation and Reporting Procedure:

Any injury, other than minor injuries, requires a District accident report to be completed as soon as possible. *(See Section C for reporting forms)*

INJURED EMPLOYEE

If you are injured on or off the job, the District is concerned about your recovery and your return to work. Below is a summary of the procedures that the District and the employee should openly participate in to assist in the recovery and return to work process.

1. The employee shall seek medical attention immediately following an injury and notify the District as soon as possible. If it is a work-related injury, the District will initiate the Workers' Compensation procedure as soon as notified.
2. Once medical treatment has begun and the employee is able to discuss the results of the injury, the Good Faith Interactive Process will begin.
3. The employee will need to have medical verification of the injury and the doctor's recommended restrictions, if any, as a result of the injury. The employee will need to provide a doctor's approved "Return to Work" form before work assignments can be made.
4. If medical help has not been provided and the employee is stating that they are injured, the District will help direct the employee to seek medical attention.
5. The first meeting after the injury will be a discussion between the employee and their immediate supervisor or District Manager to review the doctor's evaluation of the injury, and restrictions, if any, that have been recommended by the doctor. At this time, the District representative will discuss possible accommodations that might satisfy the doctor's recommendations and possible other duties that might be available in order to get the employee back to work.
6. This Good faith Interactive Process needs to be very open and proactive by both the employee and the District in order that the process can be successful.
7. Once the District has a better understanding of the injury, the doctor's recommendations, and the employee's work capabilities, it will evaluate reasonable accommodations and suitable job duties that are available to try to get the employee back to work.
8. If the employee's injuries are too severe to allow them to return to work, the District will stay in contact with the employee until reevaluation from a doctor is provided that would allow that individual to consider appropriate work.
9. An employee should familiarize themselves with the District's Personnel Policy and what is available, such as but not limited to, sick leave or family medical leave that might help the employee during this time of recovery from an injury.
10. All meetings and correspondence are confidential and will be documented to help clarify information and lessen the chance of misunderstanding during the process.
11. Please contact your supervisor or the District Manager if you have any questions about this procedure.

EMPLOYEE TRAINING

The District will implement and maintain an Occupational Safety and Health Training program for all employees. The training program is intended to train and instruct employees in general safety and health work practices and to provide instruction with regard to hazards specific or unique to each employee's job.

To ensure that all employees receive adequate training, the training program will include the following elements:

- b) All employees will receive training and instruction on the Injury and Illness Prevention Program. All new employees will receive appropriate training prior to assignment to jobs having hazards covered under the training program.
- c) All employees given new job assignments will receive training applicable to new exposures for which training had not been previously provided.
- d) All employees exposed to new hazards due to the introduction of new substances, processes, procedures, or equipment to the workplace will receive training and instruction applicable to the new hazards.
- e) Employees will receive refresher training whenever the District Program Coordinator or Safety Committee is made aware of new previously unrecognized hazards and/or when the District feels it is appropriate.

Training and instruction will be provided in a format or media approved by the Program Coordinator and Safety Committee, and which is readily understandable to all employees. Training formats and/or media may include, but not be limited to:

- Seminars
- Workshops
- Manuals: pesticide applicators, park maintenance and maintenance safety.
- Booklets
- Film or other online visual media
- Meetings

The Program Coordinator will ensure that all training and instruction provided under the Injury and Illness Program is documented. Employees attending or receiving training mandated by this program may be requested to sign an attendance sheet. Supervisors and employees who refuse or fail to attend or participate in District sponsored training will be subject to disciplinary procedures under existing District policy.

RECORD KEEPING

Record keeping of essential data is important because it documents critical activity taking place as part of the Injury and Illness Prevention Program. Record keeping will be mandatory for the following:

- a) Workplace inspections
- b) Employee occupational safety and health training
- c) Occupational injuries and illness

The Program Coordinator will be responsible for ensuring that all relevant records are completed and kept as required by this program and/or CAL-OSHA.

Workplace inspection records shall be kept for all scheduled, periodic inspections. These records will include at a minimum:

- a) Date of inspection
- b) Work areas inspected
- c) Name of person(s) conducting the inspection
- d) The unsafe conditions and work practices which have been identified
- e) Action taken to correct the identified unsafe conditions

Personnel records shall be kept for all safety and health training provided to employees. These records will be kept for each employee and will include at a minimum:

- a) Employee name
- b) Date of training
- c) Type of training provided
- d) Training provider(s)

Records shall be maintained, at the Terry Ashe Recreation Center, for all recordable occupational injuries and illnesses. Recordable losses are losses which result in lost work time of at least a full day or shift beyond the date of occurrence or which require medical treatment beyond first aid.

OSHA RECORD KEEPING

Those responsible for keeping records for the District must be supplied with information sufficient to identify the following:

- All fatalities.
- All occupational illnesses (including poison oak).
- All occupational injuries resulting in loss time.
- All incidents in which the employee loses consciousness.
- All incidents in which a physician prescribes restriction of work or motion, even though there are no lost days.
- All incidents which result in the injured employee's hospitalization for more than 24 hours for other than observation.
- All incidents which result in transfer of the injured employee to a different job.

All incidents requiring medical treatment. This does not include first aid treatment, even though such treatment may be given by a physician.

Vehicle Accidents:

- **Reports:**

Vehicle accidents which result in injuries require both an Accident Injury Report as well as an Accident Investigation Report. Investigation shall be made by the employee's supervisor and shall include.

- A summary of the investigation (description of circumstances)
- A summary of the findings, accident history, any action taken.

Procedures:

The first concern in a vehicle accident is care of injured parties. Review the first aid information in this manual.

The second concern is warning traffic to avoid further collisions. Traffic Reflectors, flashers, or traffic direction may be required until police arrive.

If involved in an accident, turn off the ignition, apply the parking brake, carefully exit the vehicle, and walk carefully to a safe place. If unable to exit your vehicle safely, remain in your vehicle until help arrives.

Contact your Supervisor & Local Authorities as soon as it is safe to do so.

Any vehicle accident in a District vehicle or in a personal vehicle on District business must be reported, regardless of the amount of damage or the location of the accident.

The police must be notified of any accident involving District vehicles if the accident occurs on a public roadway. If the law enforcement officer does not take a report (regardless if in a District vehicle or in a personal vehicle on District business) it is your responsibility to obtain the following information:

- Name(s) of the driver(s) of the other vehicle(s)
- Address of the other driver(s)
- License number and description of the other vehicle(s)
- Driver's license number(s) of the other driver(s)
- Names of passengers in all vehicles.
- Accident Reporting packets are available in all District Vehicles.

Adopted by PRPD Board of Directors **DATE**

SECTION B
RESPONSIBILITIES

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PRPD District Manager Responsibilities

The District Manager shall provide leadership and direction to staff: Initiating and promoting an effective safety program within the District.

- Assigning personnel as necessary to administer various aspects of the District's safety program.
- Being alert for unsafe acts and conditions as observed in the operations of the District.
- Enforcing safety rules, regulations, and procedures.
- Ensuring all accidents are promptly and properly investigated and reported.
- Modeling best practices for safety rules, regulations, and procedures.

The District Manager shall:

- Review reports of accidents experienced and/or unacceptable safety performance for the purpose of developing improved procedures or equipment guarding to reduce hazards in the work environment.
- Shall ensure that prompt, preventative and corrective action is taken when warranted.
- Shall ensure safety training and review is given to employees on a regular basis.

Employees shall be provided with a place of employment free of recognized hazards that might cause serious injury or death.

Ensuring that the Assistant District Manager, Park Supervisor and Recreation Supervisors know and accept their responsibility for the enforcement and continuing effectiveness of the Safety Program shall be the responsibility of the Manager.

PRPD Park Supervisor Safety Responsibilities

The Park Supervisor is responsible for managing the following District-wide safety procedures:

1. Maintains, updates, and revises District Injury and Illness Prevention manual.
2. Serve as the District Injury and Illness Prevention Coordinator.
3. Lead Maintenance Personnel Safety Training
 - Twice a month safety topic training session.
4. Conduct District-wide Facility Inspections
 - As scheduled by the Safety Committee, but not less than one time per year.
5. Serve as a Safety Committee Representative
 - Regularly, but not less than quarterly.
6. Maintain Pink Slip Record
 - Record keeping of repairs beyond general maintenance
7. Document Maintenance Employee Accidents
 - Emergency procedures
 - Accident reporting
 - Investigation
 - Follow up
8. Coordinates the following personnel professional training:
 - QAC = Qualified Applicator Certificate
 - CPO = Certified Pool Operator
 - CPR = Cardiopulmonary Resuscitation
 - First Aid Certificate

PRPD Supervisor Safety Responsibilities

Supervisors shall ensure that all assigned personnel implement and conform to all safety and loss control procedures, rules, and regulations applicable to their assignments by:

- Planning, direction, and coordination of all Division activities.
- Assuring equitable enforcement of safety rules and policies.
- Reviewing reports of accidents, losses, and injuries and assuring that such losses are reported and investigated.
- Assisting program leaders in planning of safety programs, training, and other activities.
- Assuring that prompt preventative and corrective action is taken when warranted.
- Monitoring contractors and consultants when they are working on District projects.
- Monitoring safety activities and training requirements in their area of responsibility and providing adequate time and budget support for those activities.
- Assisting assigned leaders in their planning of work methods and procedures to assure safety of operations.
- Conducting regular and on-going safety tailgate meetings to examine loss experience, new procedures, new equipment and other safety circumstances.
- Assuring that everything, reasonably necessary to assure the life, safety, and health of employees in their area of responsibility is being accomplished.
- Maintaining first aid and CPR certification records.
- Assuring all employees are properly trained and currently qualified to perform all operations and to operate all equipment consistent with their job classifications.
- Enrolling their employees in applicable safety training to ensure proper training to work and operate safely.

PRPD Assigned Leader Safety Responsibilities

An assigned leader is a person who is designated to be in charge of a given task:

- Enforcing all safety rules, regulations, and procedures applicable to their operation or task.
- Planning and layout of work methods and procedures to assure safety of operations.
- Providing direct supervision for jobs, tasks, or procedures which are new or infrequently performed or have high potential for accident.
- Assuring that all personnel assigned to their operations have been properly trained for respective assignment(s) and are following proper procedures.
- Providing safety orientation and training to new and newly assigned personnel.

PRPD Employee Safety Responsibilities

Employees are responsible for their own safety and for alerting other employees of hazards or improper work procedures by:

- Reporting all injuries, accidents, and hazards.
- Following safe work procedures.
- Use and care of personal protective equipment and safeguards.
- Proper use and care of tools.
- Proper operation of machinery, equipment, and vehicles.
- On-the-job housekeeping.
- Participation and assistance in District safety programs.

Each employee has certain rights under California Occupational Safety and Health Administration in addition to safe and healthy working conditions and training in safety. These include:

- An employee may refuse to perform work which is in violation of California Labor Code or Safety Regulations when such violation is a real and apparent hazard.
- Employees may request from their supervisor and be provided with information and given training about potential hazards of materials and chemicals used or to which they may be exposed. Employees may also see and copy records of exposure to toxic materials or harmful physical agents.

Adopted by PRPD Board of Directors **DATE**

SECTION C
REPORTING FORMS

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Procedure for On-the-Job Injury Reporting Worker's Compensation Insurance

Sedgwick Insurance Group— No Policy Number Needed

Supervisor Reporting Guidelines:

1. The injured employee should California Occupational Medical Professionals:
 - a. Monday, Tuesday, and Wednesday at 505 Wall Street, Chico, CA 95926
 - b. Thursday or Friday at 1940 Feather River Blvd., Ste #0
Oroville, CA 95965
or immediately call 911.
2. Notify District Accountant and District Manager ASAP.
3. Supervisor fills out lines 9-17 of the DWC-I form.
4. Employee fills out lines 1-8 of the DWC-1 form as soon after the injury as possible.
5. Supervisor fills out "Supervisor's Report of Employee Injury", Form #WC001 and gives it to the District Accountant.
6. Supervisor fills out "Acknowledgement of Receipt of Employee Claim Form"; Form #WC004 and has employee date and sign. Form is given to the District Bookkeeper.
7. The Supervisor or District Accountant fills out Form #5020.
8. The District Accountant faxes State Form #5020 and State Form DWCI to Sally Town (916)960-0969 report injury. They will assign a claim number upon receipt of all information.
9. Supervisor will take pictures of the accident scene on all major injuries and attach them to Form #WC001.
10. Remember that the immediate care of the injured employee is The Most Important Issue.

SECTION D
SAFETY AND MAINTENANCE
INSPECTIONS AND REPORTING

Introduction

The District's Injury and Illness Prevention Program requires scheduled, periodic inspections of its parks, facilities and work areas.

Typically, these inspections will be conducted by District personnel on an annual basis and by outside specialists on an as-needed basis. This section contains checklists that can be used by District personnel to facilitate the in-house inspections. The checklists in this section include one for general safety and several for specific work areas. The General Safety Checklist should be used for each inspection and it should be supplemented as necessary by appropriate specific checklists. Daily inspections are documented on the "Facility Run" forms.

All items must be answered by checking the appropriate box on the following forms:

Inspection Checklist:

- Good
- Repair
- Emergency Repair

All repair or emergency repair items must be explained by completing a Maintenance Request Form (Pink Slip). The completed request forms shall be presented to the Park Superintendent with copies sent to the Program Supervisor, if requested. The Safety Committee will review these requests during the Safety Committee meetings each month.

Site Inspection Guide Information

For Job Hazard Analysis General Safety Checklist

- (1) **APPLIANCES:**
 - a. Working properly and clean.
 - b. Clear of tripping hazards.

- (2) **AREA LIGHTS:**
 - a. Timers, photocells working properly.
 - b. Lenses, unbroken.
 - c. No hanging wires or disconnected at junction.
 - d. In good working order.

- (3) **ASPHALT:**
 - a. Free of potholes, tree roots, oil slicks.
 - b. Properly lined for parking, handicap spaces, and directional crossings.

- (4) **BALL PARK DUGOUTS:**
 - a. Benches have no protruding bolts or other objects.
 - b. Surfaces smooth with no rough or sharp edges.
 - c. Fences safe and secure.

- (5) **BALL PARK INFIELDS:**
 - a. Free of debris, i.e., rocks, glass, nails, etc.
 - b. No holes or major grade changes.
 - c. Infield to outfield transition smooth without abrupt berming.
 - d. Base anchors, pitcher's mounds and bases secure to footings.

- (6) **BASKETBALL COURT:**
 - a. Clean and dry surface.
 - b. Backboards in good repair.
 - c. No trip hazards.

- (7) **BLEACHERS:**
 - a. Seats.
 - b. Foot boards.
 - c. Railings.
 - d. Cross braces.
 - e. Bolts/nuts, etc.
 - f. General condition.

- (8) BRIDGES:
- a. No tripping hazards present.
 - b. All surfaces smooth with no sharp or rough edges.
 - c. Tread transition grade flush to surrounding surfaces.
 - d. All surfaces weather treated with 'No Rot'.
- (9) CABINETS:
- a. Not overly crowded.
 - b. Handles and latches working properly.
 - c. No sharp or rough surfaces.
- (10) CHAIRS:
- a. No metal fatigue or stress cracks.
 - b. No sharp or jagged edges.
 - c. Rubber skids at base of legs in good condition and present.
- (11) DESKS/WORKSTATIONS:
- a. Computer work area provides user with keyboard trays inserted at a position where arms are bent at right angles at the elbow, hands held in a straight line with forearms and elbows close to the body for correct arm positioning.
 - b. Drawers are in good working order, opening freely with no restrictions.
 - c. Overall condition of the Desk/Workstation is good, sturdy and free of sharp edges or protruding objects.
 - d. All desk/workstation chairs have a sturdy chair base with casters secure.
- (12) DOORS:
- a. Not sticking, levers in good working order.
 - b. Surfaces non-skid. No blockage surrounding area.
 - c. Information signs present and up to date.
- (13) DRINKING FOUNTAINS/FAUCETS:
- a. Working properly with no leakage for slipping hazard.
 - b. No toxic substance adjacent to potable water.
- (14) ELECTRICAL OUTLETS:
- a. Grounded with no cracked or broken plates.
 - b. Not overloaded.
 - c. Ground Fault Interrupter (GFI), if near water sources
- (15) ELECTRICAL PANEL:
- a. Correct labeling of each breaker.
 - b. No broken or faulty switches.
 - c. Easy access with no blockage.

- (16) ELECTRICAL SWITCHES:
 - a. Covers are not cracked or broken in any way.
 - b. No smoke decolorization of plates or actual smoke present.

- (17) FENCES:
 - a. Free of sharp corners and edges.
 - b. Fabric with no large holes or cut pieces.
 - c. Poles and rails unbent and no hazard to pedestrian or vehicle traffic.

- (18) FIRE EXTINGUISHERS:
 - a. The right type for the facility.
 - b. Recharge date and if used.
 - c. Marked and have free access for use.

- (19) FIRST AID AND SAFETY KITS:
 - a. Complete kit with updated materials within.
 - b. Refer to Inventory Lists in this Section, Pages 64 & 65

- (20) FLOORS, FLOOR MATS, OR RUNNERS:
 - a. In good condition.
 - b. Clean of debris with no tripping hazards.
 - c. Dry.

- (21) GATES:
 - a. Swing freely.
 - b. All hardware present with no sharp, rough, or jagged edges.
 - c. No bent or projecting poles or cross members.

- (22) GAZEBOS, ARBORS, AND GROUP MEETING AREAS:
 - a. Electrical working properly with steps clean of debris.
 - b. Steps and handrails secure.
 - c. Walking surface and benches clean
 - d. Structure intact

- (23) GENERAL GROUNDS:
 - a. Look for items that seem out of place or unusual that may cause trouble, such as but not limited to, broken structures, holes, work area debris, barricade placement, legibility of signage, trash, etc.

- (24) GROUP PICNIC AREAS:
 - a. Barbecues clean and working properly.
 - b. Picnic tables in proper condition.
 - c. Walkways and surface area clean of debris.

- (25) GUTTERS; RAIN GUTTERS AND DRAINS:
- a. Clean of debris and no rough or sharp surfaces.
 - b. Drains and downspouts clean and draining
- (26) HALLWAYS:
- a. No blockage for passage.
 - b. Floor care in good condition.
 - c. Floor runners or mats allow good footing.
- (27) HORSESHOE PITS:
- a. Free of glass, sharp objects, and debris.
 - b. Metal stakes free of burs or jagged edges.
 - c. Sand area up to grade of perimeter.
 - d. Back boards not broken or splintered.
- (28) KITCHEN:
- a. Stove working properly and clean.
 - b. Dials are easily readable for On/Off settings
 - c. Drawers slide smoothly with handles secure.
 - d. No sharp edges on counter surfaces; clean.
 - e. Refrigerator has only food items in it and is clean.
 - f. Sink, plumbing works correctly with no leaks under sink.
- (29) LIGHTS:
- a. Free of loose wires and secured well to footing.
 - b. All bulbs in proper working order with no dimming or flickering.
 - c. Lenses or lights not shattered or broken.
- (30) OUT BUILDINGS & STORAGE AREAS:
- a. Properly signed, if needed.
 - b. Secured doors, windows, locks, etc.
 - c. Clean and orderly.
 - d. Secure and stable shelves and cupboards
 - e. Adequate workspace
 - f. Proper storage of materials
- (31) PARK MAINTENANCE STORAGE FACILITIES:
- a. Clean and orderly with clear passageways for walking.
 - b. Proper storage of fertilizers, tools, paints, and supplies.
 - c. Workbench surfaces clean and uncluttered.
 - d. Material Safety Data Sheet (MSDS) binder present and up to date (where applicable).

- (32) PARK SIGNS:
- a. In good condition.
 - b. Legible, correct and up-to-date information.
 - c. Free of any hazard such as sharp corners, splinters, etc.
- (33) PARKING LOTS:
- a. Directional markings bright and legible.
 - b. All information to drivers, i.e. signs, striping, etc., correct and up to date.
 - c. Clean of debris, with bumpers in proper location and present.
- (34) PICNIC TABLES / PARK BENCHES:
- a. Seat
 - b. Top
 - c. Legs
 - d. Bolts
 - e. Paint or sealers.
 - f. General condition.
- (35) PLAYGROUND EQUIPMENT MAINTENANCE CHECKLIST
- a. Structure: Bending, warping, cracking, loosening, breaking, etc.
 - b. Surface Finish: No protective coating, rust, other corrosion, cracks, splinters; check harmful preservatives or points, etc.
 - c. Hardware: Missing, bent, broken, loosened, open hooks, etc.
 - d. Edges: Sharp points or edges, protruding bolts, or other protrusions, etc.
 - e. Pinch or Crush Points: Exposed mechanisms, junctures or moving components, etc.
 - f. Mechanical Devices and other moving parts: Worn bearings, lubrication needed, missing protective covers, etc.
 - g. Guard or Handrails: Missing, bent, broken, loosened, etc.
 - h. Ladders and Steps: Missing rungs, or steps, broken, loosened, etc.
 - i. Swing Seats: Missing, damaged, loosened, have sharp corners, etc.
 - j. Footings: Exposed, cracked, loose in ground, etc.
 - k. Protective surfacing, under & around equipment: Compacted, displaced to ineffective level does not extend to potential impact area; unsanitary, poor drainage, broken glass, etc. Media 8" to 12" depth.
 - l. Play Equipment: Needs replacement.
 - m. Swings:
 - i. Seat
 - ii. Seat eyes
 - iii. Seat "S" hooks
 - iv. Chains
 - v. Swivel "S" hooks

- vi. Frame
 - vii. Soft ground landing.
- (36) PONDS AND WATER FEATURES:
- a. Clear of debris or hazards.
 - b. Pumps, fountains, and waterways functional
 - c. Landscape rocks and plants maintained
- (37) a. POOL CHEMICAL PLATFORM:
- i. No blockage with no skid surface.
 - ii. Hand truck dolly present and working correctly.
 - iii. Chemical drums free of leaks or spillage.
 - iv. Platform securely fastened to concrete footings.
 - v. All material properly labeled.
- b. POOL CHEMICAL STORAGE SHED:
- i. Chemical bags not torn or losing material.
 - ii. Liquid containers free of leaks.
 - iii. All materials properly labeled.
 - iv. Ventilation present and plentiful.
 - v. Safety signs present and up to date.
 - vi. Door locked at all times when closed.
 - vii. Proper Material Safety Data Sheets (MSDS) sheets current and available.
- c. POOL CHLORINE, ACID ROOM
- i. Safety information signs in place and current.
 - ii. No leaks in containers or material on the floor.
 - iii. No food, drink, or other personal possessions present.
 - iv. Injector pumps working correctly.
 - v. Ventilation present.
 - vi. Door locked at all times when closed.
- d. POOL DECK:
- i. Clean of debris.
 - ii. No potholes, wide cracks, or gaps.
 - iii. Painted surfaces not slippery when wet.
- e. POOL DEPTH MARKERS:
- i. Clearly legible both above and below surface of water.
- f. POOL FILTER:
- i. No rust present; no leaks present.
 - ii. Surfaces nonskid and no blockage surrounding area

- iii. Information signs present and up to date.
- g. POOL HEATER:
 - i. Thermostat working properly.
 - ii. No leaking water and rust free.
 - iii. Safety information and signs up to date, in place, and correct.
 - iv. Off when not in use.
- h. POOL LIFEGUARD STAND:
 - i. All surfaces smooth.
 - ii. Footings safe with no blockage for access.
 - iii. Structure solid.
- i. POOL LIGHTS:
 - i. Lights should be secure to wall with no loose wires and in proper working order.
 - ii. No cracked or broken lenses.
- j. POOL LINING
 - i. No leaks present
 - ii. Free of rough or sharp surfaces
 - iii. Lane lines clearly visible
- k. POOL PLUMBING ROOM:
 - i. Working properly with no leaks.
 - ii. Pipe secured to footings.
 - iii. Valves not stuck and working correctly.
 - iv. Door locked at all times when closed.
 - v. Fire extinguisher present and charged.
 - vi. Emergency eye wash working correctly.
 - vii. Sump pump working correctly.
- l. POOL PUMP:
 - i. No rattling or loud noise should be generated from pump.
 - ii. Secure to foundation.
 - iii. No loose wires, and switch working properly.
- m. POOL SHOWERS:
 - i. Floor surfaces are non-skid
 - ii. Partitions have no rough or sharp edges
 - iii. Plumbing works properly with no leaks.
- n. POOL SKIMMER COVERS AND BASKETS:
 - i. No cracked or broken parts

- ii. Clean of debris and sharp edges
 - o. POOL STARTING BLOCKS / DIVING BOARD / STEPS:
 - i. Secure to concrete footings
 - ii. No loose, broken, or missing parts
 - iii. No rusting or sharp, jagged edges
 - iv. Textured, non-skid surface in good condition
- (38) PORTABLE TOILETS:
- a. Properly cleaned, stocked, and pumped.
 - b. No broken, sharp, or nonfunctioning elements of the unit.
- (39) POWER ROOM:
- a. No blockage with storage within.
 - b. Proper signage.
 - c. All breakers in working order.
- (40) POWER TOOLS:
- a. Cords are in good condition with no frays or cuts
 - b. Proper safety equipment is attached and in good working order
 - c. Tools are clean and in proper repair.
- (41) RESTROOMS:
- a. Floors clean and dry.
 - b. Plumbing fixtures in good working order.
 - c. Partitions—no jagged or sharp edges.
 - d. Dispensers working properly.
 - e. Privacy doors or curtains working properly.
- (42) RETAINING WALLS:
- a. Wood or masonry in sound structural condition.
 - b. Blocked from upper grade to prevent falling hazards.
- (43) ROADS
- a. No obstructions, holes, large cracks, and drop-off shoulders.
 - b. Clear safety and directional signage and painting.
 - c. Intersections clean and properly marked
 - d. Ditches and culverts clean and in good repair.
- (44) RUGS:
- a. Clean of soil and debris.
 - b. Not torn or tripping hazard.

- (45) SERVICE SAFETY EQUIPMENT:
- a. Test septic alarm
 - b. Inspect indoor sprinkler systems & tanks for power and leakage
- (46) STAGE:
- a. Floor care properly taken care of and uncluttered.
 - b. All doors and exits have clear access.
 - c. Media equipment working properly.
 - d. Only items on floor which should be there.
- (47) STEPS:
- a. Clean with no frayed edges or obstructions.
 - b. Nonskid with no chips or tripping hazards.
 - c. Free of debris.
 - d. Handrails present with secure landings.
 - e. Secure to lock points with no rough or sharp edges on surfaces.
- (48) TABLES—FOLDING
- a. No metal fatigue, broken hinges.
 - b. Top in good condition with good surface.
 - c. No sharp surfaces.
 - d. Rubber skids at base of legs in good condition.
- (49) TRAILS:
- a. Pathway clear of downed trees, limbs, protruding roots, and potholes.
 - b. Marked correctly with good footing.
 - c. Water drains freely off pathway.
- (50) TRASH CANS/DUMPSTERS:
- a. No sharp edges
 - b. Clean
 - c. Working properly
- (51) TURF AREA:
- a. No potholes, ruts, bare area, or overly wet areas.
 - b. No glass, sharp objects, rocks, broken sprinklers, or protruding tree roots.
 - c. All electrical and irrigation boxes to grade level with lids in good repair.
- (52) VEGETATION:
- a. Dead trees or limbs that may fall in or near patron usage areas.
 - b. Roots that may cause trip hazards.
 - c. Poison Oak intruding on walkways or trails.
 - d. Thick brush or weeds near pedestrian areas that may present a fire danger.
 - e. Vegetation touching or having good possibility of falling on power lines.

- f. Sharp or dead lower limbs on plants and trees that could injure a patron.
 - g. Vegetation that blocks users view of safety zones (Example: street intersections.)
 - h. Trees or plants invading roads or sidewalks.
- (53) VOLLEYBALL SAND COURT:
- a. Depth of bedding material 8" to 12" fall zone
 - b. Net poles with no bends or projecting objects.
 - c. Sand free of sharp objects or other debris.
 - d. Perimeter secure and footings fastened
- (54) WALKWAYS—CONCRETE:
- a. Should be non-skid with no protrusions or elevation changes too dramatic.
 - b. Transitions should be smooth to other surfaces, i.e., soil, asphalt, grass, rock areas, etc.
- (55) WARNING TRACKS:
- a. Weed free with no potholes.
 - b. Fences safe and continuous
 - c. Soil grade to bottom of fence
 - d. Track to turf transition smooth grade with no tripping hazard.
- (56) WELLS:
- a. Properly secured (locked in shed or underground)
 - b. If used for irrigation back flow equipment installed as mandated.
 - c. Check for leakage, possible vandalism or unauthorized usage
- (57) WINDOWS:
- a. No broken glass, or loose glazing.
 - b. Locking mechanisms are working properly

Adopted by PRPD Board of Directors **DATE**

SECTION E
SAFETY RULES AND GUIDELINES

DRAFT

Safety Policy

The Paradise Recreation and Park District recognizes that it has a responsibility to provide its employees with a work environment that is safe. A safe environment means that every effort be made to search out recognized hazards that might cause injury, to adopt procedures, safeguard equipment and to adopt procedures that achieve a safe working environment.

The District will comply with all occupational safety and health rules, regulations, and orders to ensure this degree of safety. In addition, the American National Standards Institute (ANSI) for safety and manufacturer's recommendations for the safe use and operation of equipment or product, will be given close consideration in development of the District's work procedures.

It is expected that each employee will perform his/her work using all safety procedures that have been provided and will do all that is necessary to prevent injuries to themselves, to fellow employees, and to the public which we serve.

Safety Rules

Safety rules have evolved through experience—experience that for many has cost life, limbs or function. Today we benefit from these losses with safety rules that prohibit us from making the same mistakes. The State of California has one of the most comprehensive safety programs and specified many safety orders and regulations. Beyond even these, a general awareness of risks and safety sense is needed to form a protective barrier guarding against the unexpected, unforeseen or uncorrected hazards.

Specific District rules are required for safety in operations not covered by state or local authorities. Rules are to be consistently enforced and habitually followed but may require revision from time to time. A rule that is needless or out of date influences the effect of valid and necessary rules. Procedures additional to, or revisions of, safety rules shall be as follows:

- Employees are encouraged to make suggestions for additions, corrections, or changes to the safety rules. Any suggestions should be made to your Supervisor or the Safety Committee.
- The Safety Committee shall review such suggestions and shall make any appropriate recommendations to the District Manager.
- Upon approval by the District Manager, Division Supervisors shall be responsible for instructing all employees in their division of changes. When these changes are reflected in revisions to the Safety Manual, employees shall again be informed.

If changes are made at the state or local level, orders or regulations which require revisions to the Safety Rules, the Safety Committee shall also recommend changes to the District Manager.

Enforcement Policy:

Employees are required to follow all existing District rules. Failure to observe these rules can result in disciplinary action.

General Rules

1. Any injury, no matter how slight, must be reported to the Supervisor as soon as possible.
2. Any vehicle accidents, regardless of the extent of injury, damage to the vehicles, or damage to personal property, must be reported.
3. Any unsafe condition or practice shall be reported at once to the Supervisor.
4. Work areas shall be maintained in a clean and orderly manner:
 - Good housekeeping shall be the responsibility of all employees.
 - Debris and litter shall be placed in the appropriate waste receptacles.
 - Waste receptacles shall be kept in convenient areas but out of the way of foot traffic.
 - Always empty wastebaskets before they overflow. Trash buildup is a bad housekeeping practice and a violation of fire codes.
 - Working areas shall be kept free of all tripping, slipping, and obstructive hazards.
 - Storage areas must be kept orderly and materials securely piled or stacked with heavier items on lower levels.
 - "Horseplay" by Paradise Recreation and Park District employees shall not be tolerated.
 - Barriers, warnings, or signs shall be installed whenever temporary or permanent uncorrectable hazards exist. Employees shall follow such posted instructions.

Personal Protective Equipment

Personal protective equipment is intended as an additional safeguard against those hazards for which controls cannot be established. They are not a substitute for proper work procedures and are only effective if used.

Personal protective equipment includes, but is not limited to, the following types:

- Head protection—hard hats.
 - Eye protection—safety glasses, goggles, face shields.
 - Body protection—special protective clothing, rain gear, safety belts, lifelines, flagging vests.
 - Heat protection—limit heat exposure, drink water.
 - Hearing protection—ear plugs, earmuffs.
 - Lung/Respiratory Protection-Masks
1. Program Supervisors are responsible for providing personal protective equipment as required by paragraph 4 below.
 2. Assigned Leaders are responsible for assuring that all personnel wear the proper equipment during those operations for which it is required.
 3. All employees must wear the required personal protective equipment on tasks, or on those sites specified in paragraph 4.
 4. Required personal protective equipment is listed below. The Program Supervisor or Assigned Leader may require additional equipment or specify use of equipment during other operations.

Head Protection:

Head protection of the appropriate type shall be worn:

- Whenever working around overhead equipment or when there is danger of falling or flying objects, electrical shock, or burns.
- Electrical work requires non-conductive head protection.

Eye Protection:

Eye protection is required when working in locations where there is danger of flying particles, hazardous substances, projections or injurious light rays and when operating vehicles or in equipment which does not have enclosed cabs. The following is required:

- Grinding, machining, buffing, chipping, jack hammer or pavement breaker operation: face shield, goggles, or safety glasses with side shields.
- Exposure to dust: goggles with vent screen.

- Handling chemicals: chemical splash cover goggles, face shield.
- Compressed air exposure: goggles with vent screens, safety glasses.
- Arc welding: welding hood.
- Gas welding: welding goggles.
- Working in vicinity of welding: safety glasses with side shields.

Hand Protection:

Gloves shall be worn when work involves unusual exposure to cuts, burns, or harmful physical or chemical agents. The following type gloves shall be worn for the tasks indicated:

- Reinforced palm gloves: general protection, handling trash.
- Plastic coated, knit gloves: wet conditions.
- Rubber gloves: handling corrosives, chemicals, immersion in solvents.
- Lineman's gloves: working around power lines.

Wrist watches, rings, or other jewelry shall not be worn while working around any equipment with moving parts in which they may be caught or around electrically energized equipment.

Body Protection:

Clothing appropriate for the work being done shall be worn:

- Loose sleeves, cuffs, or shirt tails shall not be worn around moving machinery.
- Clothing saturated or impregnated with flammable liquids, corrosive substances, or irritants, shall be removed as promptly as possible and shall not be worn when personnel are exposed to rain, herbicide, or pesticide spray.
- Special resistant clothing may be required for special operations.

Heat Protection:

All employees who work outdoors shall have the following options:

- Access to one quart of water per employee per hour for an entire shift.
- A right to a break in the shade of at least five minutes as a preventative measure or when suffering from heat illness.
- Training on preventative measures for dealing with heat exposure.

Hazardous Material Emergency Response Procedures

Although the Paradise Recreation and Park District seldom handles or stores hazardous materials in the amounts that would require written procedures for clean-up or emergency response, an emergency response plan has been developed for this agency. Copies may be found in the Park Supervisor's office, stored with the copy of the District's SDS. All maintenance vehicles are also equipped with a copy, as well as the copy found in the District's Injury & Illness Prevention Program manual.

Procedures are mentioned in the guide that will inform staff on how to deal with small spills of hazardous waste, storage locations, amounts, and emergency procedures.

A copy of this plan should be provided to emergency response personnel in the event of an emergency at any park facility.

Hearing Conservation Program

Monitoring:

Cal-OSHA requires that when any employee's exposure may equal or exceed an eight-hour, time-weighted average of 85 decibels, **th**e employer shall obtain measurements for employees who may be exposed at or above that level. Rather than risk employees working under borderline conditions without hearing protection, the District shall comply with this mandate and shall take a firm stand by requiring that all employees use hearing protection devices **whenever** operating any piece of equipment which is capable of exposing the employee to 85db regardless of the amount of time that the equipment is being used.

Hearing Protection:

Hearing protection shall be worn on those jobs or during those operations specified by the Program Supervisor. Headphones or earphones for portable radios, tape recorders, or similar equipment shall not be substituted for approved hearing protection devices.

1. Operations requiring ear protection shall include, but not be limited to, jack hammers, tamper or pavement breakers, blowing with compressed air, or backpack blowers. Any other operation of equipment where conversation in a normal voice is difficult, require ear protection.
2. Ear protection shall be issued on an individual basis and shall not be loaned or transferred to another person without first being cleaned and sanitized.
3. Ear protection shall be provided by disposable ear plugs, or earmuffs.



Safety and Procedures for Cleaning Outside Restrooms and Trash Removal

Safety:

1. Use gloves when cleaning restrooms and doing trash clean up.
2. Never push garbage with your hands.
3. When finished with restrooms and garbage, wash hands with hot water and soap or hand sanitizer.
4. Use care when removing broken glass and be sure you remove it all.
5. If you find any needles or other drug paraphernalia, use extreme care with clean up. Put material in a solid closed container and give to your supervisor.

Cleaning Outside Restrooms:

1. Spray disinfectant on sinks, urinals and toilets. Allow to work a few minutes.
2. Sweep out restrooms.
3. Check paper towels and toilet paper.
4. Dump garbage.
5. With sponge or paper towels, clean sink and urinals. Use toilet brush and clean toilet.
6. Hose out or mop floors with disinfectant. Use extra disinfectant around toilets and urinals.
7. Spray air freshener.
8. Keep supplies stocked; they are in the maintenance shed.
9. Once a week or as needed, wipe walls with disinfectant.

General Trash Removal:

1. Canvas entire park area and pick up any loose trash. This includes cigarette butts, gum wrappers, etc.
2. If the trash can have water in it, tip can to side to drain water. Use the lid or any other suitable tool to hold any trash in can. Do not use your hands.
3. Pull bag out when a quarter full or more. Also pull the bag if there are any baby diapers, deteriorating products, etc., no matter how full. After removing bag, tie closed so garbage will not spill.
4. When you replace the bag, you may need to tie a knot in a corner of the bag before placing it in the can. This is so the bag won't fall in once trash is added.
5. Once a week or as needed, the bottom of the cans should be disinfected and hosed out. Be sure you pick up any loose trash that may fall out.
6. Be sure full trash bags are put in a dumpster.
7. If a trash can is damaged, repair it if possible. If not possible to repair, remove from site and let supervisor know a replacement is needed.

OUR RESTROOMS AND FACILITIES ARE CLEANED AND SANITIZED DAILY.

Adopted by the PRPD Board of Directors **DATE**

SECTION F
DISTRICT VEHICLES

District Vehicles

Driver Responsibilities:

Every driver must comply with all laws and regulations. Every driver must use a seat belt while vehicle is in motion and must require all passengers to use seat belts also.

A valid California driver's license must be in possession of the operator any time a District vehicle is operated.

Driving a District vehicle adds additional responsibilities, the first being the care of the property of others. District vehicles belong to the citizens of the District and they have the right to expect care of and respect for their property.

A District vehicle is also highly visible, and its presence is a reminder to all citizens that some District service is in progress. Good public relations require courteous service and driving.

Vehicles are to be maintained in a safe operating condition. Unsafe vehicles are not to be driven, and drivers are responsible for inspecting their vehicles prior to starting operation.

Parking District Vehicles:

All District vehicles shall be properly parked in legal spaces except in an emergency or when necessary for service or repair work.

- Properly curb or block wheels when parked on slope.
- Vehicles are not to be left running or have keys left in the ignition when they are unattended.

Emergency Lights and Flashers:

Emergency lights and flashers have two purposes:

1. To warn motorists of obstructions or hazards.
2. To protect those in and around vehicles with flashers in operation.

The California Vehicle Code permits emergency and service vehicles to display flashing amber lights. If you place your vehicle where it will be an obstruction, you must be certain the emergency lights are operating and are visible to oncoming traffic.

Do not rely only on the emergency flashers for your protection. Use caution in leaving and entering your vehicle. Keep alert for oncoming vehicles at all times.

Turn off flashers when not needed. Indiscriminate use can create confusion among other drivers.

Driver's License and Automobile Insurance Requirements:

District employees driving District vehicles or personal vehicles on District business must have in their possession a current California Driver's License and provide the District Manager with proof of valid automobile insurance. All District employees who operate or who may drive on District business must have at least a Class 3 license, the normal driver's license.

SECTION G
EMERGENCY PROCEDURES

DRAFT

Injury to District Employees

First Aid—General:

First aid is the immediate and temporary care given a sick or injured person until medical attention can be obtained. It is not treatment, but aid, comfort, and the prevention of further injury or damage. Supervisors and other designated staff will be required to be currently certified in cardiopulmonary resuscitation (CPR) and First Aid.

1. Size up the situation:
 - What care is required?
 - Who to care for first?
 - What other dangers exist?
2. Have the victim lie down.
3. Check for injuries.
4. Plan what to do.
5. Administer urgently needed first aid (see below).
6. In case of serious injury, call 911 immediately.

The basic rule is to keep the victim lying down and comfortable. Calm reassurance and competent handling are equally important. In general, there are only four cases where quick action is of importance in saving a life. These are:

- SEVERE BLEEDING
- IMPAIRMENT OF BREATHING
- POISONING
- DROWNING

Hurried transportation frequently involves greater risk than waiting until medical help arrives. If you must transport an injured person, do so safely and observe all traffic laws.

What to do when an injury occurs:

The main purpose or responsibility of the employee is to provide prompt and appropriate medical treatment. This is accomplished through the immediate Supervisor.

If an employee refuses medical treatment or examination, contact the employee's Supervisor or District Manager. Prompt medical care or an examination will prevent the injury from becoming worse. Labor Code 4056 allows for compensation to be suspended due to

unreasonable refusal of medical treatment. The employee's Supervisor or District Manager will provide counseling regarding necessity for medical treatment.

1. If the injury requires medical treatment, the employee's Supervisor shall ensure that medical treatment is obtained in accordance with the District's policy as follows:
 - *If an employee has on file, prior to the injury, a request to see a personal physician, that request may be granted. If such request is not on file, the injured employee should go to Immediate Care Medical Center, 5910 Clark Road, Paradise, or Dr. Larry Miller, 6585 Clark Road, Paradise. If an injury occurs after 5:00 p.m. or on a weekend or holiday, the injured employee should go to Feather River Hospital, 5974 Pentz Road, Paradise.*
2. If the employee is unable to return to work, then the injury is a lost time case and shall be indicated as such on the employer's report of occupational injury or illness.

NOTE: TIME OFF WORK DUE TO AN INDUSTRIAL INJURY CAN ONLY BE AUTHORIZED BY THE TREATING PHYSICIAN.

For general first aid and cardiopulmonary resuscitation (CPR) procedures please refer to the American Red Cross First Aid *Fast* reference guide.

The most common cause of breathing emergency is choking on a foreign object. Everyone should know the Heimlich Maneuver (or abdominal thrust method).

Restore Breathing:

If electric shock is the cause of breathing failure, be sure the victim is no longer in contact with the source of electric current. It could be conducted through the victim to you.

There are several methods of artificial respiration. Mouth-to-mouth resuscitation is the easiest for the rescuer, and can be started immediately.

Size up the situation. Look for obstacles in the airway, e.g., food, dentures, other foreign objects.

There are six (6) simple ways to restore breathing:

1. Check victim's pulse.
2. Place one hand under victim's neck and lift. Tilt the head back as far as possible by holding the crown of the head with the other hand.
3. Pull the chin up until the head is tilted back fully. This is essential for keeping the air passage open.
4. Place your mouth tightly over the victim's mouth. Pinch the nostrils shut. Breathe hard to make chest rise (for an adult, breathe vigorously about 12 time per minute).
5. Remove your mouth. Listen for returning air. If you do not hear it, recheck victim's head position. Repeat breathing, removing your mouth each time to allow the victim to breathe out.
6. Recheck victim's pulse and repeat Steps 2 through 5 if necessary.

Poisoning:

The objectives in treatment of poisoning by mouth are:

1. Dilute or neutralize the poison as quickly as possible.
2. To induce vomiting (except when corrosive poisons are swallowed or if the victim is unconscious or having convulsions).
3. To maintain respiration.
4. To preserve vital functions.
5. To seek medical assistance without delay.

When you know that the victim has not swallowed a strong acid, strong alkali, or petroleum product, but do not have the original container:

1. Dilute the poison with water or milk.
2. Induce vomiting (except for strong acids, strong alkali, and petroleum products).
3. **Get medical help immediately.**

Treatment of Shock:

Shock is present to some degree in every injury. It is also deceptive because symptoms may not be readily apparent. The best cure is prevention.

Keep victim lying down and comfortable.

The symptoms of shock are:

1. Shallow, irregular breathing.
2. Weak pulse.
3. Pale (or chalky), moist, clammy skin.
4. Complaints of feeling faint and nausea.

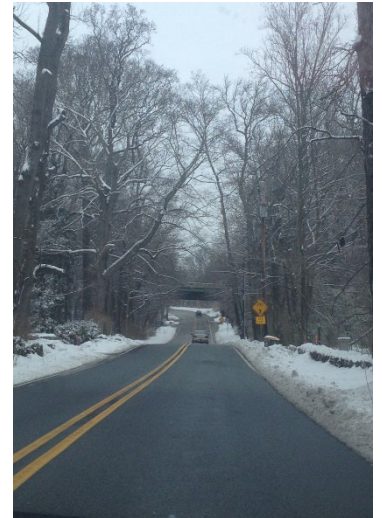
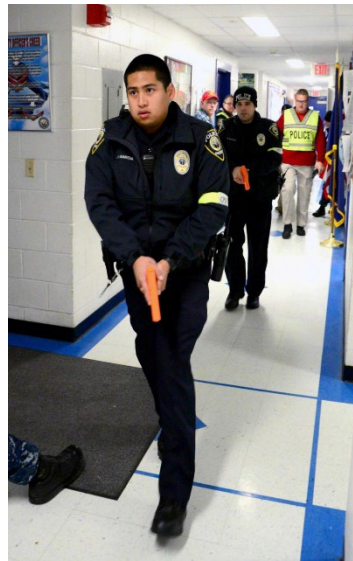
Adopted by the PRPD Board of Directors **DATE**

SECTION H
EMERGENCY ACTION PLAN

DRAFT

EMERGENCY ACTION PLAN -DRAFT-

Emergency Action Plan



Revised: September 1st, 2020
Adopted by the PRPD Board of Directors on:



Paradise Recreation and Park District

6626 Skyway
Paradise, CA 95669
info@ParadisePRPD.com

Phone: 530-872-6393
Fax: 530-872-8619
www.paradisepspd.com

EMERGENCY ACTION PLAN -DRAFT-

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Suggested citation:

PRRD [Paradise Recreation and Park District]. 2021. Emergency Action Plan. Revised: DATE. Adopted by PRPD Board of Directors: DATE. Paradise, California.

EMERGENCY ACTION PLAN -DRAFT-

I. POLICY

It is the District policy to take every possible action to comply with all emergency regulations and to work directly with the Town of Paradise or other public assigned authority, if necessary, to provide protection to District employees and patrons. Emergency situations require the full participation and cooperation of all District employees. The following assigned responsibilities and procedures will assist in providing a plan of action in case of emergency.

A. EMERGENCY PLAN COORDINATOR

The Paradise Recreation and Park District [PRPD] District Manager is the Emergency Plan Coordinator and is responsible for making sure this emergency action plan is kept up to date, practiced, and reviewed periodically. The Emergency Plan Coordinator or designee will be the top authority figure in case of an emergency.

The Emergency Plan Coordinator can be contacted at:

Paradise Recreation and Park District

Terry Ashe Recreation Center

6626 Skyway

Paradise, California 95969

(530) 872-6393

II. EMERGENCY EVACUATION COORDINATORS

1. District Manager
2. Assistant District Manager
3. Park Superintendent
4. Recreation Supervisor(s)
5. Park Maintenance III
6. District Accountant

In case of emergency one of these individuals would be responsible for overseeing the overall evacuation procedure, coordinating the rally points and accounting for employees and patrons.

EMERGENCY ACTION PLAN -DRAFT-

A. EMERGENCY PHONE NUMBERS

Police, Ambulance and Fire..... 9 – 911

Non-Emergency

Police (530) 872-6241

Fire..... (530) 872-6264

Town of Paradise..... (530) 872-6291

Utility Company Emergency Contacts

Electric and Gas..... (800) 743-5000

Water..... (530) 877-4971

III. EVACUATION PROCEDURES

Emergency Escape Procedures and Routes

Emergency escape procedures and route maps are posted at each work site. (Attached herein as Exhibit A-1 through A-5).

Emergency Escape Procedure:

- Remain Calm.
- Assess the situation.
- Help those in need or let others know of your need.
- Exit the facility through the safest route.
- Meet at the Rally Point.
- Be a team player.

The following information is marked on route maps:

- Emergency Exits.
- Primary and Secondary Evacuation Routes.
- Locations of Fire Extinguishers.
- Evacuation Rally Point.

EMERGENCY ACTION PLAN -DRAFT-

Monitoring Evacuations

Facility evacuation is a standard safety practice and in the event this action is appropriate the listed personnel will monitor the correlating facility areas to ensure complete evacuation. In the event that the listed personnel are not available, and a designee has not been assigned the next authority personnel position will assume that responsibility.

Terry Ashe Recreation Center	District Manager/Assistant District Manager
▪ Aquatic Park	Recreation Supervisor(s)
▪ Moore Road Park	Recreation Supervisor(s)
▪ Bille Park	Park Superintendent
▪ District Shop (<i>in progress of rebuild</i>)	Park Superintendent

Evacuation Accountability Procedure

Those assigned or their designee to monitor a facility is responsible for accounting for all employees and patrons to report to the evacuation rally point. Each employee and patron must be accounted for by name. The assigned personnel will report their head count to the Emergency Evacuation Coordinator. Once everyone has assembled at the rally point everyone should stay at that point, if safe, until professional emergency personnel or the Emergency Plan Coordinator gives further instructions.

Child Patron Responsibilities

In an emergency, evacuated patron(s) under the age of 18 may only leave the rally point by authorization of the parents, guardian, or as directed by professional emergency personnel or the Emergency Plan Coordinator. A written list of the names of all children who are at the rally point and who they were released to and at what time shall be kept.

A. ALARM SYSTEM

The PRPD phone system is the designated means for communicating an emergency. The employee who is the first responder will:

- State the Emergency.
- State the Origin of the Emergency.

EMERGENCY ACTION PLAN -DRAFT-

- State the Need for Immediate Evacuation.

Non-emergency communication of potential problem situations will also be communicated by the PRPD phone system. If an employee needs assistance but is unable to communicate openly the individual should use the intercom to contact another employee and simply say, *“PRPD, and no I’m not available right now.”* The other employee should immediately respond in person to that location and assist as needed. Such situations may be:

- Disgruntled Patron.
- Rude, Hostile, or Violent Individual.
- Potential Harassment.

B. MEDICAL EMERGENCY

In the excitement of an emergency, you may be frightened or confused about what to do. STAY CALM – you can help. An emergency scene might look complicated at first, but the three EMERGENCY ACTION STEPS will help you organize your response to the situation.

EMERGENCY ACTION STEPS

1. Check the scene and the victim(s). This simple “take a breath” will give you the opportunity to evaluate the problem and will help you organize your action plan. If possible, verbally call for assistance from another employee or patron.
2. Call 911 (at PRPD dial 9 – 911). If it is a true emergency situation you will need to activate a professional emergency response team. Be ready to give:
 - a. Your name and the number from which you are calling.
 - b. Your exact location.
 - c. The number of persons injured.
 - d. The extent of injury.
 - e. Treatment that is being given.
 - f. Stay on the line until the operator tells you to hang up.

EMERGENCY ACTION PLAN -DRAFT-

3. CARE for the victim and administer First Aid (annual training in First Aid is available to all full-time employees). Remember do not endanger yourself; you may be the only means of helping the victim. Open gates and doors so emergency vehicles and personnel can access the injured person(s). Do not transport an injured person(s) in your vehicle.

Medical Emergency Follow-up

1. Call parents or guardian of minors who have been injured. Be calm about giving information about the injured person and be careful with how you say things. Remember you are not a doctor so do not give out statements concerning the extent of injuries.
2. Call your immediate supervisor and inform them of the accident.
3. Fill out a PRPD Accident Form (Exhibit B) and be sure you get names and phone numbers of witnesses.
4. Do not make any opinionated statements concerning the fault or cause of the accident.

C. FIRE EMERGENCY

When a fire is discovered:

1. Quick, stop, and evaluate the situation.
2. If the fire is localized and manageable and you have the ability, put it out. Use a fire extinguisher or water source and put the fire dead out. Contact your supervisor immediately and report the incident.
3. If the fire is not manageable notify the Fire Department by calling 911 (PRPD at 9 – 911). If possible, have another person do this while you conduct notification as outlined in #4.
4. Notify employees and patrons of the fire danger and initiate the emergency evacuation procedure if needed.

EMERGENCY ACTION PLAN -DRAFT-

5. Help provide the Fire Department personnel with information about the facility and fire that you know will help them control the emergency. Such things as utility shut off locations and fire location and materials that may be dangerous.
6. Help unlock gates and help direct fire personnel to the exact location but do not jeopardize your safety.
7. Take direction from Fire Department personnel or inform them of the District Evacuation Plan that has been initiated.
8. After employees and patrons are safe complete a PRPD Incident Report Form (Exhibit C) and review it with your supervisor.

Town of Paradise or Magalia wildfire emergencies will be coordinated with the Emergency Operations Center [EOC] of the Town of Paradise. If the EOC calls for a mandatory evacuation of a portion of the community the District will cancel all programs that they feel necessary to protect the safety of its patrons. The EOC may give direction to the District on what action it should take. District employees who live in the mandatory evacuation area will be dismissed from work after reporting to their immediate supervisor. Other staff will be directed as necessary to provide for the needs of the District and for the safety of all concerned. It is important that all full-time employees stay in close contact with the main office and their immediate supervisor.

D. EARTHQUAKE EMERGENCY

Stay calm and keep away from overhead fixtures, windows, filing cabinets, appliances, heavy standing furniture, and electrical power. Get out of the kitchen. If you are INDOORS – STAY THERE! Get under a table or desk and hang on to it, or move into a hallway, or get against an inside wall. Don't run outside during the shaking because of falling objects and the danger of falling and injuring yourself. If OUTSIDE get to the open, away from buildings, power lines, or anything else that might fall.

If needed after the earthquake has stopped, initiate the evacuation procedure.

EMERGENCY ACTION PLAN -DRAFT-

E. WIND / RAIN / SNOW EMERGENCY

Paradise periodically has severe storms with high winds, rain or snow that result in emergency situations. During those severe storms' employees should:

- Remain calm and assess the situation.
- Stay inside.
- Stay informed.
- Cancel programs and be sure all patrons are cared for.
- If you are in a vehicle:
 - Get to your destination, if safe, and get inside.
 - Have needed safety equipment in your vehicle (prepared in advance, such as tire chains, first aid kit, blanket, water, cell phone, and additional clothing).
 - If your vehicle is stalled or stuck, stay inside your vehicle until emergency personnel arrive, unless you have the ability and equipment to solve the problem without endangering yourself or others.

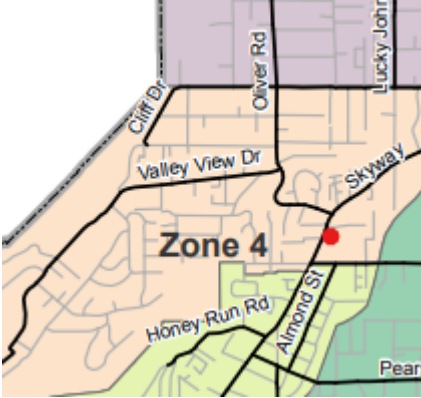
F. ACTIVE SHOOTER EMERGENCY

- RUN and escape if possible.
 - Getting away from the shooter or shooters is the top priority.
 - Leave your belongings behind and get away.
 - Help others escape, if possible, but evacuate regardless of whether others agree to follow.
 - Warn and prevent individuals from entering an area where the active shooter may be.
 - Call 9-1-1 when you are safe and describe the shooter, location and weapons.
- HIDE if escape is not possible.
 - Get out of the shooter's view and stay very quiet.
 - Silence all electronic devices and make sure they won't vibrate.
 - Lock and block doors, close blinds and turn off lights.
 - Don't hide in groups. Spread out along walls or hide separately to make it more difficult for the shooter.

EMERGENCY ACTION PLAN -DRAFT-

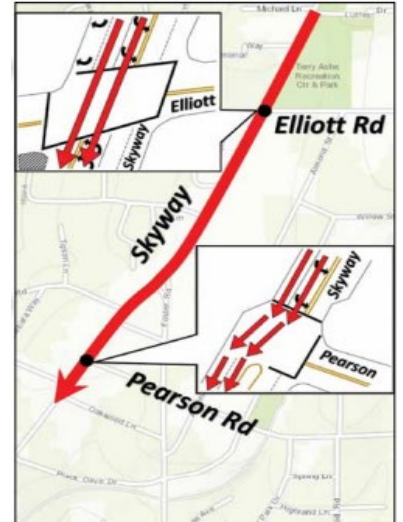
- Try to communicate with police silently. Use text message or social media to tag your location or put a sign in a window.
- Stay in place until law enforcement gives you the all clear.
- Your hiding place should be out of the shooter's view and provide protection if shots are fired in your direction.
- FIGHT as an absolute last resort.
 - Commit to your actions and act as aggressively as possible against the shooter.
 - Recruit others to ambush the shooter with makeshift weapons like chairs, fire extinguishers, scissors, books, etc.
 - Be prepared to cause severe or lethal injury to the shooter.
 - Throw items and improvise weapons to distract and disarm the shooter.
- After
 - Keep hands visible and empty.
 - Know that law enforcement's first task is to end the incident and they may have to pass injured along the way.
 - Officers may be armed with rifles, shotguns or handguns and may use pepper spray or tear gas to control the situation.
 - Officers will shout commands and may push individuals to the ground for their safety.
 - Follow law enforcement instructions and evacuate in the direction they come from unless otherwise instructed.
 - Take care of yourself first, and then you may be able to help the wounded before first responders arrive.
 - If the injured are in immediate danger, help get them to safety.
 - While you wait for first responders to arrive, provide first aid. Apply direct pressure to wounded areas and use tourniquets if you have been trained to do so.
 - Turn wounded people onto their sides if they are unconscious and keep them warm.

EMERGENCY ACTION PLAN -DRAFT-



G. TOWN/AREA EVACUATION

- Know PRPD Zone: Zone 4. (image to the left, red dot is PRPD)
- ONE-WAY EVACUATION will be implemented through the Town of Paradise, Paradise Police Department, Fire Department in the event of an evacuation of town or affected area. (image to the right)
- One-Way Evacuation: means the travel lanes on a designated section of road that are normally two way would proceed in one direction, heading away from the approaching wildland fire.



H. CHEMICAL/BIOHAZARD

For the purposes of this Emergency Evacuation Plan, biohazards are defined as any material or agent that may contain infectious or potentially infectious substances, or any agents or substances that are an environmental release risk (i.e., recombinant DNA).

- Examples:
 - Microbiological cultures or stocks (including bacterial, viral, parasitic, fungal, etc.)
 - Recombinant or synthetic nucleic acid molecules (including viral vectors)
 - Organisms or cells that contain recombinant or synthetic nucleic acid molecules (including transgenic organisms and those transiently containing exogenous nucleic acids)
 - Human or animal cell or tissue cultures
 - Anatomical or pathological waste (human or animal tissue or organs)
 - Human clinical specimens (feces, blood, urine or any other bodily fluid)

EMERGENCY ACTION PLAN -DRAFT-

I. BOMB THREAT EMERGENCY

All bomb threats are taken seriously. In the event that PRPD receives a bomb threat, remember to stay calm, be courteous, do not interrupt, and pay close attention to all items:

1. Try to keep the caller on the phone.
2. Pretend difficulty hearing.
3. Keep caller talking.
4. If you are sure you can do so safely, let someone else know a bomb threat is taking place.
5. If caller seems agreeable to further conversation, ask questions like:
 - a. If the building is occupied inform the caller that a detonation could cause injury or death.
 - b. Ask when it will go off. Try to determine the hour and time remaining.
 - c. Ask where it is located. Try and obtain the location in the building, room or area of the facility.
 - d. Ask what kind of bomb.
 - e. Ask what kind of package it is in.
 - f. Ask why the caller knows so much about the bomb.
 - g. Ask the caller for his/her name and address.
6. Did the caller appear familiar with the facility by his/her description of the bomb location?
7. Notify the Police Department by calling 911 (PRPD 9 – 911). Initiate evacuation procedure. After the incident, complete a Telephone Bomb Threat Checklist (Exhibit D) and review it with your supervisor.

J. ROBBERY

During a robbery, employees should take extraordinary measures to ensure their own safety and the safety of others including:

1. Care for your own safety first.
2. Offer no resistance to the robber, if it is possible.

EMERGENCY ACTION PLAN -DRAFT-

3. Facilitate the robber's demands, if possible.
4. Facilitate the robber's successful completion of the robbery, if it is possible.
5. Remember that if the crime of robbery becomes the personal crime of assault, that you have the right to defend yourself.

During the robbery:

6. If you are sure you can do so safely, let someone else know the robbery is taking place.
7. Give the robber adequate time to leave. Do not give chase.
8. Note the direction of travel of the robber.
9. If you are sure you can do so safely, try and get a description of the vehicle used in the get-away.

After the robbery:

10. CALL THE POLICE (Dial 911 or PRPD 9 – 911)
11. Administer First Aid or other assistance as needed.
12. Notify your direct supervisor.
13. All witnesses should complete a Robbery Report Form (Exhibit E) independently before speaking with others.
14. Protect evidence that the robber may have left behind, do not touch anything the robber(s) may have touched and block off the area.
15. When law enforcement arrives, go outside and meet them to show them the premises are secure.
16. Refer any inquiries from outsiders (media, etc.) to the responding law enforcement agency.
17. Do not discuss items or amounts taken with anyone other than the law enforcement officer or the District Manager.

EMERGENCY ACTION PLAN -DRAFT-

IV. EMPLOYEE EMERGENCY TRAUMA

If after any of these emergency situations an employee of the PRPD has any symptoms of fear, nausea, the shakes, anger, excessive perspiration, numbness, rapid breathing, palpitations, depression, or any other abnormal conditions that person should contact their physician immediately.

EMERGENCY ACTION PLAN -DRAFT-

V. EXHIBIT (A-1 THROUGH A-4) EVACUATION PLANS

These are the evacuation maps of each PRPD facilities.

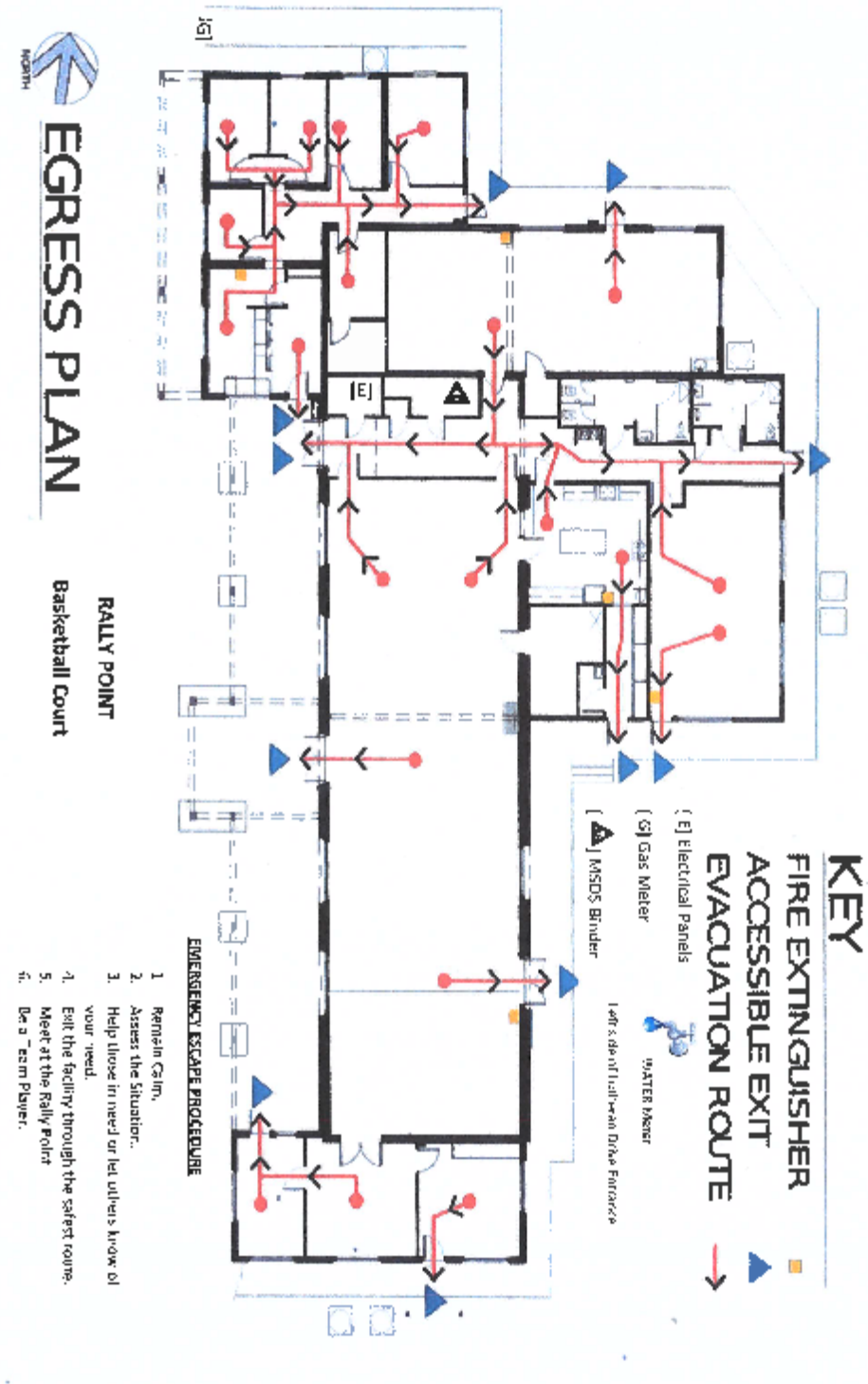
A. Exhibit A-1: Terry Ashe Recreation Center

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EMERGENCY ACTION PLAN -DRAFT-

Terry Ashe Recreation Center: Evacuation Plan

Exhibit A-1: TARCC



KEY

FIRE EXTINGUISHER

ACCESSIBLE EXIT

EVACUATION ROUTE

(E) Electrical Panels

(G) Gas Meter

(M) MSDS Binder

WATER METER
Left side of facility has Drive Entrance

EMERGENCY ESCAPE PROCEDURE

1. Remain Calm.
2. Assess the Situation.
3. Help those in need or let others know of your need.
4. Exit the facility through the safest route.
5. Meet at the Rally Point.
6. Be a Team Player.

EGRESS PLAN

Basketball Court

RALLY POINT

EMERGENCY ACTION PLAN -DRAFT-

B. Exhibit A-2: Aquatic Park

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EMERGENCY ACTION PLAN -DRAFT-

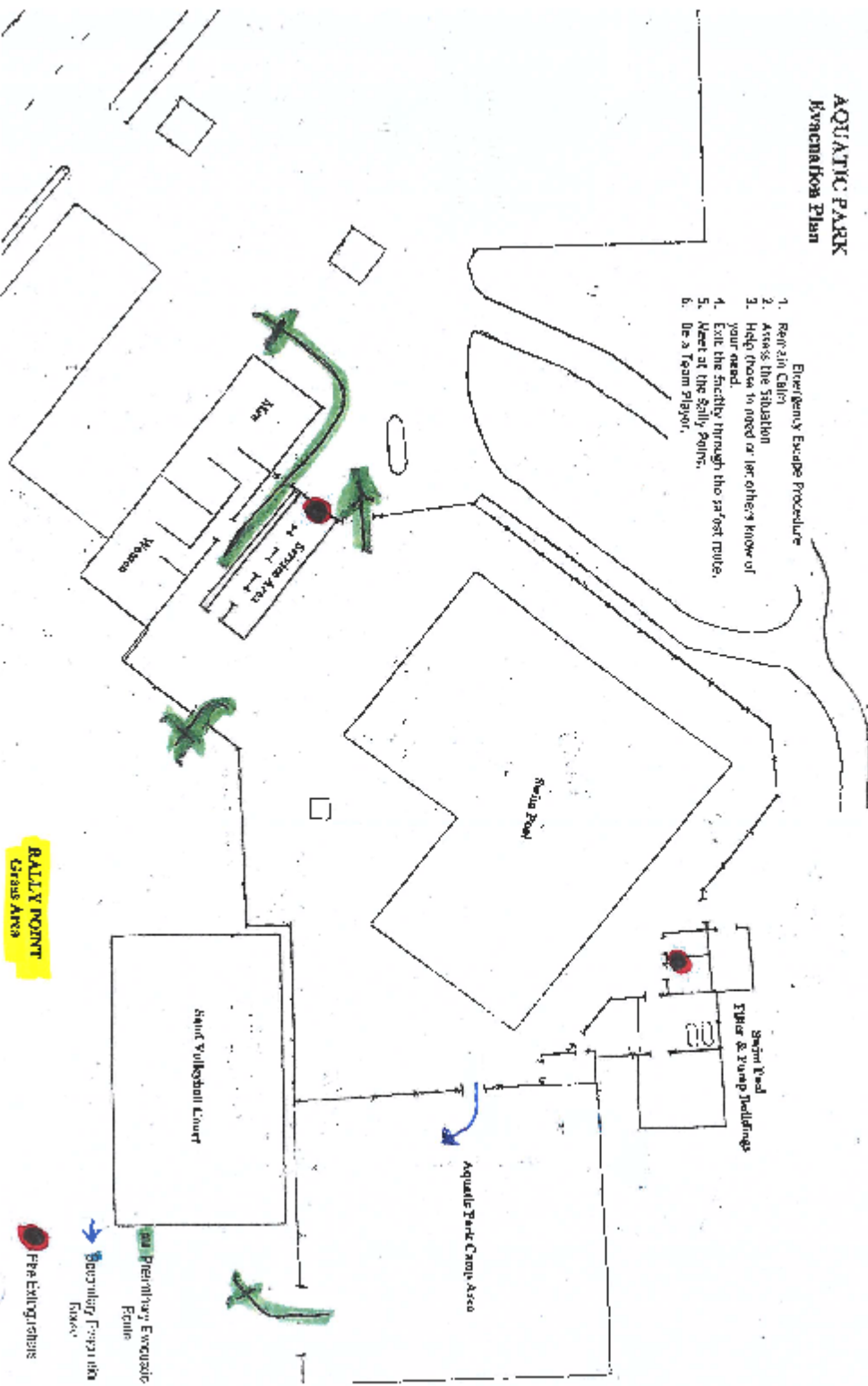


EXHIBIT A 2

EMERGENCY ACTION PLAN -DRAFT-

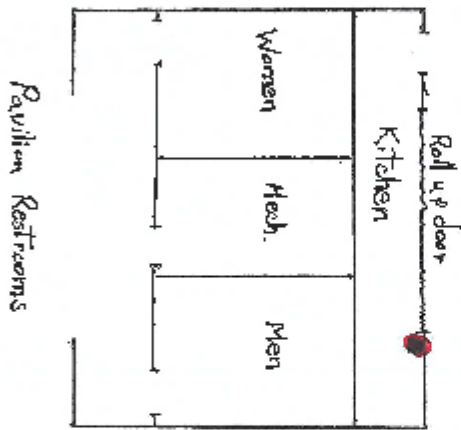
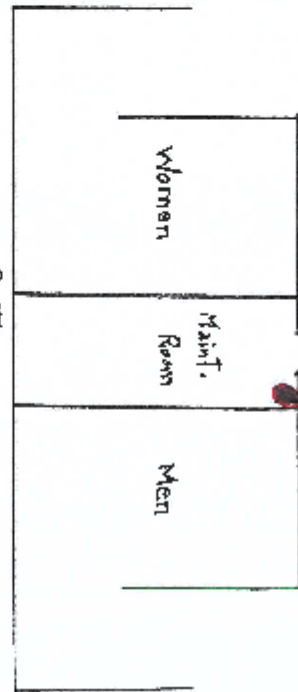
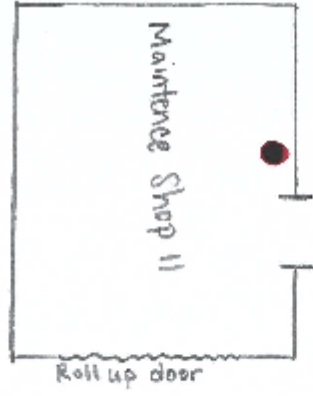
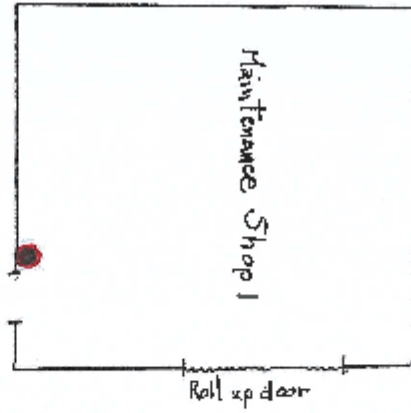
C. Exhibit A-3: Bille Park

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EMERGENCY ACTION PLAN -DRAFT-

Bille Park

Exhibit A-3



Fire Extinguishers

Rally Point Upper-Mendocino

EMERGENCY ACTION PLAN -DRAFT-

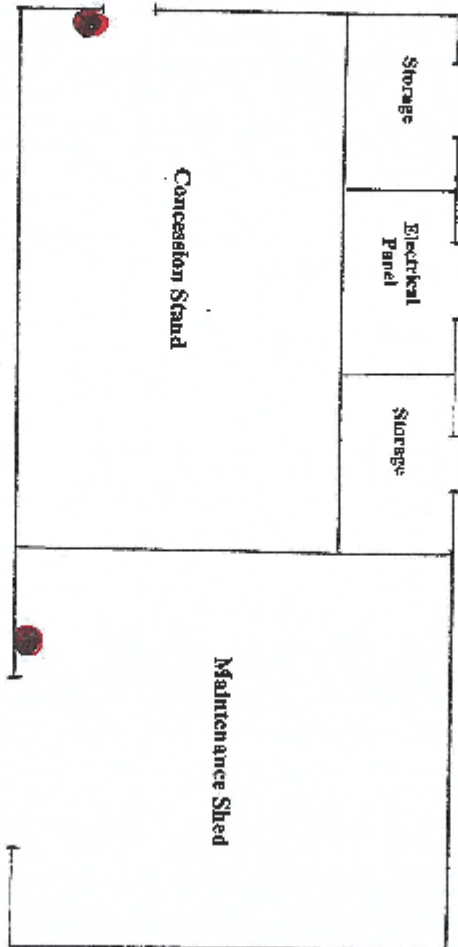
D. Exhibit A-4: Moore Road Park

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EMERGENCY ACTION PLAN -DRAFT-

Moore Road Park

Exhibit A-4



Fire Extinguishers

RALLY POINT
Concession Stand
Parking Lot

EMERGENCY ACTION PLAN -DRAFT-

VI. FORMS TO FILL OUT IN CASE OF EMERGENCY

A. Exhibit D: Telephone Bomb Threat

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EMERGENCY ACTION PLAN -DRAFT-

TELEPHONE BOMB THREAT CHECKLIST

Instructions: Be Calm. Be Courteous. Listen. Do Not Interrupt the Caller.

Your Name: _____

Date of Incident: _____ Time of Incident: _____

Caller's Identity:

Sex: Male / Female Adult / Juvenile

Approximate Age: _____

Origin of the call: Local / Long Distance / Telephone Booth / Cell

Voice Characteristics: Loud / Soft / High Pitched / Raspy / Deep /
Pleasant / Intoxicated / Other: _____

Accent: Local / Not Local / Foreign / Region / Race

Speech: Fast / Slow / Distinct / Distorted / Stutter /
Nasal / Slurred / Other: _____

Manner: Calm / Angry / Rational / Irrational / Coherent Incoherent /
Deliberate / Emotional / Righteous / Laughing

Language: Excellent / Good / Fair / Poor / Foul / Other:

Background Noises: Factory / Machines / Music / Office / Street / Traffic /
Trains / Animals / Quiet / Voices / Airplanes / Party /
Atmosphere / Other: _____

EMERGENCY ACTION PLAN -DRAFT-

B. Exhibit E: Internal Robbery Report

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EMERGENCY ACTION PLAN -DRAFT-

INTERNAL ROBBERY REPORT

Instructions: Please print or type.

Facility: _____

Address: _____

Date of Incident: _____ Time of Incident: _____

Police Report No.: _____ Officer in Charge: _____

Vehicle Information: Make _____ Model: _____

Color _____ Number of Doors: _____

License No. _____ State: _____

Features: _____
(Dents, Bumper Stickers, etc.)

Weapon: Yes / No / Did not see / Said he had one but did not see

Type of Weapon: Gun / Knife / Type / Description: _____

Other: _____

Robber: Male / Female

Height: _____ Weight: _____

Hair Color: _____ Eye Color: _____

Eyeglasses: Yes / No Sunglasses: Yes / No

Body Type: Thin / Fat / Medium / Large

Race: Caucasian / African American / Hispanic / Oriental / Other:

Skin Color: Pale / Dark / Light / Fair / Black / Brown

EMERGENCY ACTION PLAN -DRAFT-

C. Exhibit F: Emergency Action Plan-Training

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DATE: 3/17/2023
TO: Board of Directors (BOD)
FROM: Sarah Hoffman, Board Clerk
SUBJECT: Employee Benefits (EAP and ScholarShare 529 Workplace Savings)

Report in Brief

The District would like to move forward with the Employee Assistance Program that was discussed at the Personnel Committee back on December 20, 2022 and also implement a 529 Workplace Savings Program for those who are interested.

Recommendation: Allow staff to move forward with the programs and take them to the full Board for approval.

1. Fiscal Impact

The workplace savings program does not cost the District any money, only those who enroll in the program will have money taken from their check. The EAP will cost the District \$2.75 per employee. If we offer it to only full time, it will be 49.50 per month, but if we offer it to the both full time and the 17 part timers as well, it will be \$97.25 per month.

Attachments:

- A. EAP Summary
- B. ScholarShare 529 Workplace Savings Program- Infographic
- C. ScholarShare 529 Workplace Savings Program Brochure

Document1
3/17/2023

Employee Assistance Plan Summary

Rates Guaranteed until June 30, 2023

Employee Assistance Program (EAP) – MHN

Employee Services	
Number of Sessions/Frequency	3 Face to Face, telephonic/web-video sessions per incident per member
Services	Telephonic Counseling and Referral for Counselling Sessions
Work Life	Life Management Services
Legal	Referral Service – Up to 30 minutes/session & 25% discount for additional services
Dependent Care	Child and Elder Care Referral Service
Financial	Financial Consultations to include Pre-retirement and tax consultations
Education Referrals	Education & Schooling Referrals
Concierge	Daily Living Services

Employer Services	
Brown Bag Seminars	10 hours/year/member group
CISD – Critical Incident Stress Debriefing	20 hours per incident/member group
Management Consultations	Unlimited
Management Training	Unlimited
On-site Orientation	No Limits

Reports	Annual Utilization Reports
Newsletter and Collateral	Yes, No Charge
Internet Service	members.mhn.com
EAP Rate – Per Employee	\$2.76
Identity Theft Assistance:	30-minute free consultation with a trained fraud specialist
Daily Living:	Assistance with pet care, consumer services, home contractors, travel arrangements and more



Rates shown are for active and retired employees, and public officials.
 THIS SUMMARY IS INTENDED TO COMPARE COVERAGE BENEFITS ONLY. THE ACTUAL PLAN CONTRACT SHOULD BE CONSULTED FOR A DETAILED DESCRIPTION OF COVERAGE BENEFITS AND LIMITATIONS.



More California employers are participating in the ScholarShare 529 Workplace Savings Program.

1,000+

employers around the state participate including:



STATE COLLEGES AND UNIVERSITIES



STATE AGENCIES



CITIES



COUNTIES



SPECIAL DISTRICTS



SCHOOL DISTRICTS

Employers such as:



THE SUPERIOR COURT OF CALIFORNIA
COUNTY OF CONTRA COSTA



Benefits for your company:

EASY to setup.
to manage.
to maintain.

NO costs.
reporting.
contracts.

Get started today at ScholarShare529.com/employer.



Offered by the State of California



SAVE THE DAY

Your superpower: rescuing employees from the stress of how to save for college.

Save the day by giving your employees with families something that:

- provides tax-free savings¹
- they care deeply about
- is free to your company
- is easily administered through direct deposit
- requires no reporting for you

It is ScholarShare 529 Workplace Savings!

You can be an HR Hero and assist your employees in their quest to improve financial wellness by helping them save for college through ScholarShare 529 Workplace Savings.

Now that's super!



¹When used for qualified higher educational expenses.

To learn more about the California 529 College Savings Plan, its investment objectives, tax benefits, risks, and costs, please see the Disclosure Booklet at ScholarShare529.com. Read it carefully. Check with your home state to learn if it offers tax or other benefits such as financial aid, scholarship funds or protection from creditors for investing in its own 529 plan. Consult your legal or tax professional for tax advice, including the impact of the new federal tax changes. Investments in the Plan are neither insured nor guaranteed and there is the risk of investment loss. If the funds aren't used for qualified higher education expenses, a 10% penalty tax on earnings (as well as federal and state income taxes) may apply. Non-qualified withdrawals may also be subject to an additional 2.5% California tax on earnings. TIAA-CREF Individual & Institutional Services, LLC, Member FINRA and SIPC, distributor and underwriter for the California 529 College Savings Plan. 534370

LET US HELP

Let ScholarShare 529 Workplace Savings be your trusty sidekick!

HR heroes like you shouldn't have to deal with hassle. And with ScholarShare 529 Workplace Savings, you won't.

To get going, all you have to do is assign a payroll slot and partner with your dedicated ScholarShare 529 representative to handle the rest.

Here are a few quick but powerful reasons why ScholarShare 529 Workplace Savings can be super for your company:



Easy to set up
Simply assign a payroll slot for contributions.

Easy to manage
Let us help educate your employees.

Easy to maintain
Employees manage their own account online.



No employer costs

No reporting

No contract required

ScholarShare529SM
WORKPLACE SAVINGS



To learn more about the California 529 College Savings Plan, its investment objectives, tax benefits, risks, and costs, please see the Disclosure Booklet at ScholarShare529.com. Read it carefully. Check with your home state to learn if it offers tax or other benefits such as financial aid, scholarship funds or protection from creditors for investing in its own 529 plan. Consult your legal or tax professional for tax advice, including the impact of the new federal tax changes. Investments in the Plan are neither insured nor guaranteed and there is the risk of investment loss. If the funds aren't used for qualified higher education expenses, a 10% penalty tax on earnings (as well as federal and state income taxes) may apply. Non-qualified withdrawals may also be subject to an additional 2.5% California tax on earnings. TIAA-CREF Individual & Institutional Services, LLC, Member FINRA and SIPC, distributor and underwriter for the California 529 College Savings Plan. 534370

JOIN THE LEADERS

Join forces with the best!

When you offer ScholarShare 529 Workplace Savings, you'll be in good company. Some of the largest and best companies to work for in the U.S., from tech giants and health systems to state agencies and small- and medium-sized businesses, already offer ScholarShare 529 Workplace Savings for their employees.

In fact, among families planning to save for college²:

- 80% said they think their employer should offer a 529 workplace savings program.
- 81% said companies that offer 529 plans to their staff care about their employees.
- 84% believe a 529 workplace savings program is an important part of a good benefits package.
- 85% said they would be interested in learning more about a 529 workplace savings program.

Join the
900+
companies enrolled with
ScholarShare 529
Workplace Savings


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²ScholarShare 529 2018 market study among 1,000 CA families.

SHARE SOMETHING POWERFUL

Tax benefits and low expenses can mean more money to help save the day for your employees.

ScholarShare 529 Workplace Savings has the power to make it easy for your employees to maximize every dollar they save, thanks to:

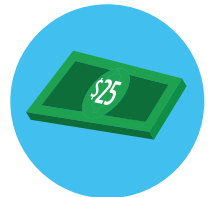
- Low expenses: half the cost of the national average³
- 100% tax-free growth



By saving with ScholarShare 529, your employees will be better prepared to share something powerful with their children—higher education.

Some other things to keep in mind regarding ScholarShare 529:

- **FLEXIBLE** Use at colleges and vocational schools across the U.S. and abroad for tuition, room, board, books and more.
- **AFFORDABLE** Contribute as little as \$25 a month or up to thousands of dollars at a time.
- **ACCESSIBLE** Parents, grandparents, aunts, uncles and even friends can contribute.
- **ADAPTABLE** Donors can change beneficiaries. Funds can be used for other purposes (subject to taxes and penalties).



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³ Source: Strategic Insight 529 College Savings Quarterly Fee Analysis, Second Quarter, 2018.