



**City of Florence Athletics/Sports Tourism**  
**Emergency Action Plan (EAP)**

**PURPOSE**

The intent of this emergency action plan is to outline the actions to be taken for all emergencies that occur while participating in City of Florence Athletic Programs. Although most programs take place at city-owned venues, some programs may take place at other locations through mutual agreements with community partners such as the local school district or other agencies. In the event of an emergency, the staff member or volunteer on duty must always assess the urgency of the situation. If the hazard requires an immediate response, the staff member or volunteer on duty must refer to this policy and exercise their best judgment when taking action. If the emergency is imminent, the staff member or volunteer on duty should contact 911.

**CHAIN OF NOTIFICATION FOR ALL EMERGENCY SITUATIONS**

1. Contact 911
2. Notify the affected volunteers, coaches, instructors, and/or staff on duty
3. Staff or volunteer on duty assesses the emergency until emergency responders arrive
4. Staff/volunteers must contact the Athletic Director.

**REQUIRED ANNUAL DISTRIBUTION OF EMERGENCY ACTION PLAN TO INCLUDE INCLEMENT WEATHER GUIDELINES.**

**Staff**

All full-time recreation staff shall annually review and sign an acknowledgement form indicating they received a copy of the Emergency Action Plan (EAP) to include the Inclement Weather Guidelines.

## **League Board Members/Coaches**

Athletics staff will meet annually with all sports league boards prior to the beginning of each sports season to discuss and distribute copies of the EAP and Inclement Weather Guidelines. During this meeting, board members will sign and acknowledge that they received a copy of the EAP and Inclement Weather Guidelines. The individual boards shall then be responsible for ensuring all coaches and board members (who were not in attendance at the annual meeting) are provided with a copy of the EAP and Inclement Weather Guidelines and ensure each coach signs an acknowledgement indicating such. The acknowledgement form must then be forwarded to recreation staff for recordkeeping purposes.

## **EMERGENCY PLAN FOR ALL INDOOR FACILITIES**

Emergencies may require evacuation or “sheltering in place”. Major emergencies may involve specialized personnel. Always follow emergency responder instructions. These procedures apply to the following indoor facilities:

- Pearl Moore Basketball Center
- Gymnastics Center
- Florence Soccer Pavilion

## **EVACUATION PROCEDURES**

- **Fire**

1. Evacuate patrons safely away from building. Remain at least 150 feet from the fire.
2. Bring emergency supply kit.
3. Account for all patrons, volunteers, and staff (write down names and phone numbers).

- **Hazardous Materials Inside**

1. Evacuate patrons safely away from building.
2. Bring emergency supply kit.
3. Account for all patrons and staff (write down names and phone numbers).

- **Bomb Threats**

1. Evacuate patrons safely away from building to at least 200 feet from building.
2. Phone emergency services (911) to report imminent threat

3. Bring emergency supply kit
  4. Account for all patrons, volunteers, and staff (write down names and phone numbers).
- **Structural Damage** - *due to collapse or other factors effecting structural integrity.*
    1. Evacuate patrons safely away from building.
    2. Phone emergency services (911).
    3. Bring emergency supply kit.
    4. Account for all patrons and staff (write down names and phone numbers).

## **SHELTER IN PLACE PROCEDURES**

- **Flash Flood**
  1. Notification to patrons to gather in the gymnasium.
  2. Bring emergency supply kit.
  3. Account for all patrons and staff (write down names and phone numbers).
- **Tornado/High Winds** - *when a tornado watch has been issued, all outdoor activities will be cancelled. Indoor activities may resume.*
  1. Shelter patrons in the areas designated on the tornado site plan.
  2. Bring emergency supply kit.
  3. Account for all patrons and staff (write down names and phone numbers).
- **Hazardous Materials Outside**
  1. Notify patrons to gather in a part of the Rec. Center farthest from the threat.
  2. Turn off heating and air conditioning units.
  3. Bring emergency supply kit.
  4. Account for all patrons and staff (write down names and phone numbers).
- **Lightning/Severe Thunderstorms**
  1. Recommend to patrons that they remain in the building until the lightning passes.
- **Suspicious Package**

1. Note location of suspicious package.
2. Leave package where it is found.
3. Evacuate area immediately. Remain at least 300 feet from the package.
4. Call 911.

- **Intentional Unlawful Act**

1. Seek safety
2. Call 911 if able to do so

## **EMERGENCY PLAN FOR ALL OUTDOOR FACILITIES**

Emergencies may require evacuation or “sheltering in place”. Major emergencies may involve specialized personnel. Always follow emergency responder instructions. When weather conditions warrant it, the staff member or volunteer on duty will make the decision on ceasing practice/play and immediately seek shelter. The decision will be signaled as a result of any of the following notifications:

- Notification from City of Florence Public Safety
- Alerts via weather radio and/or lightning detector
- Observations of staff member or volunteer on duty
- Any other factor or element observed

These procedures apply to the following outdoor facilities:

- Freedom Florence Recreation Complex
- Dr. Eddie Floyd Florence Tennis Center
- ESAB Soccer Complex
- Florence Soccer Complex
- Maple Park
- McLeod Park
- Northside Park
- Northwest Park

## **EVACUATION PROCEDURES**

- **Flash Flood**

1. Clear facilities and fields.
2. Notify staff member or volunteer on duty.
3. Evacuate patrons safely (seek higher ground; if time allows patrons are encouraged to leave with their vehicles).
4. Bring emergency supply kit.
5. Account for all patrons and staff (write down names and phone numbers).

- **Fire**

1. Clear facilities and fields.
2. Notify staff member or volunteer on duty.
3. Evacuate patrons safely. Remain at least 150 feet from the fire.
4. Bring emergency supply kit.
5. Account for all patrons and staff (write down names and phone numbers).

- **Hazardous Materials**

1. Clear facilities and fields.
2. Notify staff member or volunteer on duty.
3. Evacuate patrons safely away from the hazard (seek higher ground; if time allows patrons are encouraged to leave with their vehicles).
4. Bring emergency supply kit.
5. Account for all patrons and staff (write down names and phone numbers).

## **SHELTER IN PLACE PROCEDURES**

- **Tornado/High Winds** - *when a tornado watch or warning has been issued, all outdoor activities will be cancelled immediately.*

1. Clear facilities and fields.
2. Notify staff member or volunteer on duty.
3. Bring emergency supply kit.
4. Account for all patrons and staff (write down names and phone numbers).

- **Lightning/Severe Thunderstorms**

1. When Lightning is indicated within 10 miles the facilities and fields must clear.
2. Notify staff member or volunteer on duty.
3. Instruct players and spectators to seek shelter and/or to go to their vehicles. Stay away from water, metal, and trees.
5. Play/Practice may not resume until 30 minutes has passed and all lightning strikes are out of the 10 mile radius of the facility. The 30 minute time clock resets every time there is a lightning strike within the 10 mile radius.

- **Suspicious Package**

1. Note location of suspicious package.
2. Leave package where it is found.
3. Evacuate area immediately. Remain at least 300 feet from the package.
4. Call 911.

- **Intentional Unlawful Act**

1. Seek safety
2. Call 911 if able to do so

- **Heat - WBGT Reading**

1. WBGT under 82.0

- a. Normal activities—provide at least three separate rest breaks each hour of minimum duration of 3 minutes each during workout.
  2. WBGT- 82-86.9
    - a. Use discretion for intense or prolonged exercise; watch at- risk players carefully; Provide at least three separate rest breaks each hour of a minimum of four minutes duration each  
Athletes should receive a water break of no less than five (5) minutes after every twenty (20) minutes of activity. Athletes should be in shorts and t-shirts (football: practice with only helmet & shoulder pads, not full equipment)
  3. WBGT 87.0- 89.9
    - a. Maximum practice time is two hours. For Football: players restricted to helmet, shoulder pads, and shorts during practice. All protective equipment must be removed for conditioning activities. For all Sports: Provide at least four separate rest breaks each hour of a minimum of four minutes each.
  4. WBGT 90.0-92.0
    - a. Maximum length of practice is one hour, no protective equipment may be worn during practice and there may be no conditioning activities. There must be 20- minutes of rest breaks provided during the hour of practice
  5. WBGT 92.1
    - a. No outdoor workouts; Cancel exercise, delay practices until a cooler WBGT reading occurs.
    - b. Athletes should receive a water break of no less than five (5) minutes after every fifteen (15) minutes of activity. Athletes should be in shorts and t-shirts only.(football: no equipment is to be worn)
2. Call 911 if able to do so