

Raleigh LaxFest

 Holly Springs, N.C. Administrative Rules for employees of the Town of Holly Springs	SH-	
	Emergency Action Plan	
	Prepared By:	Kristen Denton
	Dept./Title:	Parks and Recreation
	Date Approved:	
	Effective Date:	
Supersedes Old #:	N/A	
Old Effective Date:	N/A	

Emergency situations require the participation of all staff. Certain responsibilities are defined to ensure a smooth emergency process. Everyone must be familiar with emergency operations. A copy of this plan will be kept with each Department Director. This plan is in effect for all Town of Holly Springs sponsored events or activities. Lessees or renters of the NMAC should implement their own EAP during their scheduled usage.

Plan Coordinators

1. Primary - Adam Huffman
2. Secondary - Danielle Loveless

Emergency Crowd Control

According to the North Carolina State Fire Code there shall be trained crowd managers for town sponsored events where more than 1,000 people attend. There shall be 1 crowd control manager for every 250 people.

Reporting an Emergency

1. In the case of a fire, call 911 and yell "FIRE!" while exiting the facility of your building.
2. In the case of a tornado, notify all employees and head to the nearest restroom or enclosed room in the facility.
3. In the case of a bomb threat, call 911. If there is any indication of imminent danger, evacuate immediately. If you're on the phone with the bomber, follow the bomb threat check-list. Follow the standard fire drill procedures for this evacuation.
4. In the event of any emergency, the entrance to the NMAC complex should be cleared to allow easy access for emergency personnel.
5. Defibrillators are located in the press box of the stadium and the bathroom hallway of the office trailer.

Active Shooter

An "active shooter" is a person or persons killing or attempting to kill people in confined areas or large groups. There is no method to their selection of the victims. The altercations are usually over within 10-15 minutes.

1. In the case of an active shooter, call 911 immediately and report the situation. Don't talk too loud. Try and avoid being heard by the shooter(s). If the shooter is nearby and you can't speak, put the phone on the ground so the 911 dispatcher can listen.
2. Have an escape plan in mind and evacuate if possible. Do not take personal possessions with you.
3. If evacuation is not possible, hide out. Hiding places should be where the shooter is less likely to see you. Try and crouch behind a solid structure for protection.
4. If shooter is near, remain calm, be quiet and lock all doors surrounding you. If locks are not available, block the door with heavy furniture and hide. Have all sources of noise turned off.
5. If you become in contact with the shooter, take action against him or her as a last resort and stick to it.
6. When emergency personnel and police arrive, obey all commands.

Building Evacuation in the Case of a Fire

1. In the event of evacuation each Town employee will gather in the parking lot (Either near the north entrance of the complex or the south parking lot near the tennis courts, depending on their location within the facility). Employees should direct any spectators or participants to evacuate accordingly.
2. The primary/secondary coordinator will meet with all employees after the emergency evacuation has been completed to verify the head count. If there are employees who have not been accounted for, the primary/secondary coordinator will notify the Police and Fire Department.
3. If you have been trained to use a fire extinguisher or how to handle incidental releases and can do so safely, take reasonable steps to do so.
4. If individuals visiting the areas need assistance for evacuation help them move to a safe area outside the building and notify the plan coordinator or the Police and Fire Departments of their location.

Tornado Emergency

1. As a means for monitoring weather conditions or emergency situations, all personnel on duty will be required to set cell phones to receive Emergency Alert notifications.
2. After a tornado is reported notify all employees and move directly to the nearest restroom or enclosed space within the facility. Employees should direct any spectators or participants to the nearest enclosed space. The safest spaces for shelter in the stadium and concourse include the restrooms, the restrooms in the press box, and the concessions closet. The safest spaces for shelter in the downstairs locker room area include the coach's office, the umpire room, the training room, the laundry room, and the showers inside the locker rooms.
3. Everyone will wait in their respective safe space until the threat of tornado has ended. Police or emergency personnel will notify the EAP coordinators when the threat has concluded.

Earthquake Emergency

1. During an earthquake, drop to the ground, take cover under a piece of furniture and hold on. If possible, avoid windows, outer walls and doors, and unstable furniture. Note that there is a risk of injury from falling debris when trying to evacuate a building during an earthquake.
2. Be aware of potential aftershocks.
3. When an earthquake stops, employees will carefully exit the building and gather in the parking lot (Either near the north entrance of the complex or the south parking lot near the tennis courts, depending on their location within the facility). Employees should direct any spectators or participants to evacuate accordingly. An employee headcount will be done by the primary/secondary coordinator. Be on the lookout for hazards such as falling debris, broken glass, down power lines as well as injured persons in need of assistance. If there are employees who have not been accounted for, the primary/secondary coordinator will notify the police and fire departments.
4. If there is obvious damage, do not re-enter the building until notified by the primary/secondary coordinator that the building is safe to occupy.

Violence in the Workplace

*If individuals become threatening or violent, call 911.

End of Administrative Rule No. SH-

Approved by the Town Manager, Town of Holly Springs,

ATTEST:

[] Joni Powell, MMC, Town Clerk
[] Linda R. Harper, MMC, Deputy Town Clerk
(Town Seal)

Chuck Simmons, Town Manager