

Conditions of Use Permit and Fire Safety Guidelines During High-Risk Social Events



Loudoun County Fire & Rescue
Fire Marshal's Office
23675 Belmont Ridge Road, Suite 150
Ashburn, VA 20148
(703) 737-8600
(703) 737-8595 fax

The Loudoun County Fire Marshal's Office has established the following conditions of permit and guidelines for activities during high risk social periods. Examples include but not limited to after prom parties, all night graduation parties, homecoming dances, and haunted houses. This publication is intended to assist schools and community groups with planning these events in a safe manner.

OVERVIEW

Minimizing the fire and safety risks associated with activities during high risk social periods is of utmost importance. Therefore, the following three step process has been created to assist with planning events in order to remain compliant with the Virginia Statewide Fire Prevention Code and the Codified Ordinances of Loudoun County.

- ☐ **STEP 1 – COMPLETE A WRITTEN EMERGENCY PLAN**
- ☐ **STEP 2 – SUBMIT A FLOOR PLAN OF EVENT LOCATION DETAILING EVENT SPECIFICS**
- ☐ **STEP 3 – COMPLETE A REQUIRED USE PERMIT APPLICATION**

Once the three steps have been completed, submit to the Loudoun County Fire Marshal's Office for approval **at least 30 days prior to the start of the scheduled event**. When the completed application packet has been received, the Fire Marshal's office will review the information and schedule a site inspection on the day of the event. Once the site has been inspected and deemed code compliant the permit will be issued to the committee chairperson. The permit shall stay on-site with the Emergency Plan and be available for review throughout the event.

STEP ONE – WRITTEN EMERGENCY PLAN

The Written Emergency Plan shall have the following information:

- 1) The school, group, or entity sponsoring the event.
- 2) Name and address of the facility where the event will be held.
- 3) Complete contact information for the following people (names, cellular telephone numbers, mailing address, and email addresses):
 - Facility owner.
 - Facility point of contact.
 - Event organizer or chairperson.
 - Alternate organizer(s) or chairperson(s).
 - Event representative who will be on site during the event.
- 4) Date and time of the event.
- 5) Estimated number of attendees to include staff/volunteers.
- 6) Evacuation plan:
 - Means of egress for all attendees and staff/volunteers.
 - Location outside the building to assemble all occupants.
 - Accountability procedures.
- 7) Procedure for reporting emergencies to Loudoun County Fire and Rescue and the appropriate local law enforcement agency (Loudoun County Sheriff's Office, Leesburg Police Department, Purcellville Police Department, or Middleburg Police Department).
- 8) Procedure for communicating with committee and volunteer personal.
- 9) A plan to immediately stop any music, all audio visual or other special effects, and to turn on the lights in the event of a fire alarm or other emergency.

- 10) A letter from the facility manager if off Loudoun County Public School property.
- 11) Documentation supporting decorative material is flame resistant or flame-retardant (explained later).

STEP TWO – FLOOR PLAN

A hand written or computer drawn floor plan shall be submitted of the event location and include event specifics. The following information shall be included:

- 1) The facility floor plan.
- 2) Location of all fire extinguishers.
- 3) Location of all exits and exit stairways.
- 4) Location of corridors, pathways and aisles not in use.
- 5) Primary and secondary evacuation routes.
- 6) Location outside the building to assemble and stage.
- 7) Location of decorative displays.
- 8) Location of portable power equipment such as a generator.
- 9) Location of inflatable structures.
- 10) Location of controls to stop any music, audio visual special effects, and to turn on the lights in the event of a fire alarm activation or other emergency.
- 11) Brief description of individual activity areas including associated special amusement devices, audio visual and other special effects, and display of decorative materials/vegetation.

STEP THREE – OPERATIONAL PERMIT(S)

An operational permit for these events is required through the Loudoun County Fire Marshal's Office. The application can be located at www.loudoun.gov/firemarshal and is located at the end of this information packet. A \$90.00 check accompanying the permit application must be included to process the permit application. Loudoun County Public School's sponsored events are exempt from this fee.

In certain circumstances additional permits may be required including, but not limited to, use of temporary tents over 900 square feet, the storage or use of liquefied petroleum gases, use of open flames, bonfires, and pyrotechnics. The Fire Marshal's Office can assist and make this determination based on the information submitted.

INFORMATION ON FLAME RETARDANT PRODUCTS

The Virginia Statewide Fire Prevention Code, which references the National Fire Protection Association 701 (Standard Methods of Fire Tests for Flame Propagation of Textiles and Films), addresses decorations. The Loudoun County Fire Marshal's Office recommends that all decorations be purchased from the manufacturer with a fire retardant applied. Currently, there is no known local third party flame retardant acceptance testing provided in the region. Therefore, the Loudoun County Fire Marshal's Office

recommends certified flame retardant be applied during the manufacturing process of the decoration.

KEY POINTS WHEN PLANNING ACTIVITIES DURING HIGH RISK SOCIAL EVENTS

OCCUPANCY LOAD

- The occupancy load for the space used shall be posted in a conspicuous location.
- At no time shall the posted occupancy load of the area be exceeded, and depending on the equipment furnishing or amusement devices, etc. the occupancy load may be reduced.

FIRE DEPARTMENT ACCESS

- Designated fire lanes shall remain free from any obstruction.
- Parking within fifteen feet of a fire hydrant is prohibited.
- Fire alarm panels, fire sprinkler heads, fire department hose connections, pull stations, audible and visual alarm devices, and fire extinguishers shall not be obstructed from view or operation.
- Maintain a minimum of a three feet clearance around any fire hydrant.

EXITS

- Exits and exit pathways shall not be obstructed.
- Roping or chaining exit doors closed is prohibited.
- All means of egress shall remain free of obstruction.
- Tripping hazards in the path of travel shall be removed.
- Decorations shall not obstruct any exit. Exit enclosures, stairwells, and corridors shall be kept free of obstruction, combustible materials, tables, displays, and decorations.
- Occupants shall not travel underneath any suspended decoration while traveling to or in an exit egress.
- All exit signs shall be illuminated and clearly visible.
- Emergency lighting shall be operational.

DECORATIONS

- Decorations shall not obstruct or hang from any fire protection devices (fire sprinkler system, emergency lights and/or fire alarm).
- Decorations shall not obstruct or hang from any exit signs or means of egress.
- Decorations hung on the wall shall not cover more than twenty percent of the wall and ceiling.
- Decorations suspended near walls (such as curtains) shall meet the flame propagation testing evidenced through an approved test report and must be independently supported. This report must accompany the permit application and available on site at the time of inspection.

- The locations of all decorations hung from the ceiling shall be approved by the Fire Marshal's Office.
- Furnishings, contents, and decorative materials that pose an extreme fire potential (such as hay bales, dry vegetation, foams, etc.) shall be prohibited.

SAFETY

- All light strings, lighting decorations, extension cords and electrical appliance shall be tagged with a UL or FM rating.
- Extension cords shall be intact and free from exposed wire, shall not be plugged together to make them longer.
- Extension cords shall be taped down to minimize tripping hazards.
- Multi-plug adapters shall not be used, with the exemption of UL listed approved surge protection devices.

OPEN FLAMES

- Candles, lanterns, pyrotechnics (fireworks) and any open flame devices are prohibited in any building.
- Sky lanterns are prohibited from use in the county, unless tethered and attended.
- Smoking shall be permitted in an approved area away from the building.

SPECIAL EFFECTS, DJ'S AND AIR STRUCTURES

- All music and audio-visual special effects shall turn off in the event of a fire alarm activation or emergency.
- Smoke machines or dry ice shall not be used due to the possibility of fire alarm activation and obstructing visibility.

COOKING

- Tents where cooking is performed shall be considered "cooking only" and shall be separated from other tents, canopies or membrane structures by a minimum of twenty feet
- All outdoor cooking grills (propane or charcoal) shall be no closer than fifteen feet from any building, and shall not be used under tents unless "cooking only".
- Propane cylinders shall not be stored under tents. Storage of propane cylinders shall be twenty feet from the tent and secured to prevent propane tanks from falling/tipping over.
- Operations such as warming of foods and similar operations that use solid flammables, butane or other similar devices shall be approved prior to use.
- Outdoor cooking that produces sparks or grease-laden vapors shall not be performed within twenty feet from an occupied tent, canopy or membrane structure. Per the Loudoun County Health Department, outdoor cooking requires a separate tent from the tent designated for event occupants.
- "No Smoking" signs shall be posted inside the tent.

Example Application Packet

LOUDOUN COUNTY FIRE, RESCUE AND
EMERGENCY SERVICES
FIRE MARSHAL'S OFFICE
801 SYCOLIN RD., SUITE 200 MSC-61A
LEESBURG, VA 20175
703-737-8600 703-737-8595 (fax)
www.loudoun.gov/firemarshal



ASSEMBLY/EDUCATIONAL USE PERMIT APPLICATION

GENERAL INSTRUCTIONS FOR THE APPLICANT

- PLEASE READ OVER THIS APPLICATION AND INSTRUCTIONS THOROUGHLY AND FILL OUT COMPLETELY, USING INK OR OTHER PERMANENT MARKER.
- PLEASE PRINT OR TYPE ALL RESPONSES. FORM IS FILLABLE IN ACROBAT.
- SUBMIT THIS APPLICATION TO THE FIRE MARSHAL'S OFFICE AT THE ADDRESS LISTED ABOVE. PERMITS ARE NORMALLY PROCESSED WITHIN 5 BUSINESS DAYS.

This application is for an: ☒ Assembly or ☐ Educational use, with a posted occupant load of _____

Existing Permit Number (Renewals Only): _____ ☐ NO CHANGES

This is a: ☐ Bar ☐ Gymnasium ☐ Nightclub ☐ Place of Worship ☐ Restaurant ☐ Theater
☐ Daycare ☐ Preschool ☐ K-12 ☐ College ☒ Other Ida Lee Rec Center

Fees: \$90.00 for each addressed location. Operational permits are valid for one year.

Business Name: Tuscarora High School PTSO DBA: Parent/Teacher/Student Organization
801 N. King Street, Leesburg, VA 20176

Billing Address _____ City _____ State _____ Zip _____

Inspection Property Address (if different than billing):

60 Ida Lee Drive NW, Leesburg, VA 20176

Street Address _____ City _____ State _____ Zip _____

Name of person making application:

_____, THS PTSO representative Telephone: _____ Emergency Telephone: _____
Print full name

I, _____, THS PTSO representative hereby accept full responsibility for the adherence to all requirements of the Virginia Statewide Fire Prevention Code and the Loudoun County Fire Prevention Code pertaining to the above application.

Please return this application with check or money order payable to the County of Loudoun.

Only application page needs to be returned. The instructions page is only to assist the applicant and provide general guidance.

Subject: Permit Application for Assembly/Educational Uses
Date of effect: December 1, 2010
Date of revision: February 9, 2011

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Assembly Permit Application for Loudoun County Fire Marshal
Tuscarora High School PTSO All Night Graduation Party

Our event is at **Ida Lee Recreation Center**, 60 Ida Lee Drive NW, Leesburg, VA 20176

Date: Sunday, June 9 through Monday, June 10.

Time: Students begin arriving at 11:00 p.m. We will be set-up by 10:00 p.m.

Submitted by: ^{Primary POC} Tuscarora High School PTSO

All Night Graduation Party Event Coordinator

Phone:

Email:

Event Co chair:

Point of Contact for Ida Lee:

Phone:

Email:

Map for Layout of All Night Grad Party

Key (revised 1)

A: obstacle course in pool (11 p.m. – 4 a.m.)

B: bingo and other games (12:00 – 3:00 a.m.)

C: laser tag, Velcro wall, mechanical bull (11 p.m. – 4 a.m.)

D: Spa area (11 p.m. – 4 a.m.) with air-brush tattoo, hair styling and massage chair

E: DJ and dancing (12 – 2:30 a.m.)

F: Quiet room (11 – 4)

G: Karaoke and photo booth (11 – 4)

H: food, dining tables, casino, coffee/slushy bar

I: event check-in

J: event entrance and exit

Decoration Plan

Balloons in lobby and throughout the building

Large wooden ship with lights (approved for use at 2012 event)

plastic table coverings

streamers through the building

Emergency and Evacuation Plans

See attached guidelines and plans provided by Ida Lee Recreation Center



Fantasy World Entertainment

Special Events Contract

111.13

In consideration of the mutual covenants and promises herein contained
Tuscarora High School PTSO/ANGP (herein called the "Organizer")
 agrees with Fantasy World, Inc., dba Fantasy World Entertainment (herein called the "Operator") that:

1. At request of the Organizer, the Operator agrees to provide for use by the Organizer, the following pieces of equipment

1	Pool Obstacle Course, with Volunteer Attendant. Does NOT include Life Guard.	1	Velcro Wall, with Attendant. Organizer to provide 1 table.	1	Bull Riding, with Attendant. Riders must be at least 12 years old.
1	Lazer Runner Lazer Tag with 10 vests, with Attendant and Volunteer Assistant for vesting players.	1	Airbrush Tattoos, with Attendant. Organizer to provide 2 chairs.	1	Caricaturist, for 3 hours 12:00 midnight to 3:00am. Organizer to provide 2 chairs.
4	Blackjack Tables, with Volunteer Dealers	3	Texas Holdem Poker Tables, with Volunteer Dealers	1	Roulette Table, with Dealer in Black & White Attire
1	Dealer Training, 30 minutes prior to event.	1	Crew Chief to supervise event & train volunteers.	1	Generator (3 circuits) for backup

Casino Includes Dealer as noted above, in Black and White Attire, Custom Funny Money, Cards, Chips, Raffle Drum and Tickets, Dealer Training 30 Minutes Prior to Event.

ORGANIZER TO PROVIDE EASY ACCESS INTO AND OUT OF SITE, TABLE AND CHAIRS AS NOTED ABOVE, VOLUNTEERS AS NOTED ABOVE AS WELL AS FOR LINE UP AND CROWD CONTROL, AND PARKING FOR FANTASY WORLD TRUCK AND STAFF VEHICLES.

To be used by the Organizer at its event to occur at

Ida Lee Park, 60 Ida Lee Drive NW, Leesburg, VA

(herein called the "site").

2. The equipment, shall be provided for the use for a total of 5 hours

occurring on those 1 day(s) commencing

6.9.2013 THRU 6.10.2013 11:00PM TO 04:00AM

(herein called the "period of agreed use").

3. The Operator agrees to:

A. Provide all necessary components for use, EXCEPT ELECTRICITY AND WATER;

1. We will need 10 110volt 20amp circuits located within 75 feet of equipment.

1 110volt 20amp non-GFI circuits located within 75 feet of equipment.

2. Water, if indicated above, located within 100 feet of equipment.

B. Transport the equipment to and from the site.

C. Erect, assemble, and operate the equipment during the period of agreed use. Setup is scheduled with the full intention of being completed 15 minutes before period of agreed use. Early setup will incur additional charges, unless otherwise agreed upon by both parties.

D. Dismantle and remove the equipment from the site.

E. Restore the site to the condition in which it existed immediately prior to the erection of the equipment.

F. Provide Insurance certificate.

4. The Organizer agrees to:

A. Pay the Operator in the sum of _____ as follows:

1. _____ non-refundable deposit and executed contract due within 10 days of receipt or as mutually agreed in writing.

2. _____ balance due 2 days prior to period of agreed use.

B. Pay the Operator any applicable Municipal, State, Provincial, and/or Federal Taxes.

~~C. Have in place and prove proof of liability insurance in a manner acceptable to Operator.~~

~~D. Indemnify and save the Operator harmless from any and all claims of any kind whatsoever relating to loss due to personal injury or property damage arising out of the use of the equipment by the Organizer or any of its visitors or invitees on any person whatsoever.~~

~~E. Reimburse the Operator immediately upon demand for the cost of repairing any damage howsoever caused to the equipment while in use for the event of the Organizer.~~ Organizer agrees to abide with Operator's NO FOOD OR DRINKS Policy on any of the inflatables, rides, electronics, or casino tables. Organizer will also not have fire works or incendiaries near Operator's equipment.

F. Surrender peaceful possession of the equipment to the Operator at the end of the period of agreed use. Delayed removal will incur additional charges, unless otherwise agreed upon by both parties.

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124 Jibsail Drive, Prince Frederick, MD 20678
 1-800-757-6332 (410) 414-9400 Fax (410) 414-3829 www.fwworld.com

Organizer Initials

Fantasy World Entertainment

Special Events Contract

111.13

G. Waive any claim against the Operator and acknowledge that the Operator is not in any way liable or responsible to the Organizer in respect of any loss or injury howsoever arising from the use of the equipment and release the Operator from any and all such claims.

H. On outside events, call Miss Utility to locate all underground utilities and unless clearly marked, waive any and all claims and liability against Operator, including sprinkler systems.

I. Provide all necessary information with regard to event location, directions, access information, and day of event contact person. Organizer's contact person, and any contracted volunteers, shall be on location at arrival time to inform Operator's staff of the proper setup location for each piece of equipment. Operator is not responsible for delayed start times, if the Organizer's contact person, contracted volunteers, or the setup area is not available at the time of arrival. Operator is not responsible for late or impossible setups due to improper access information provide by Organizer.

J. Be responsible for all electrical, water, table and chair requirements listed above, unless otherwise agreed to by both parties in writing. All power & water supply must be located within 100' of equipment. In the event that the power or water supplied is insufficient Operator will make all attempts to save the event. If there are delays or omissions of equipment as a result of inadequate power or water there will be no discounts or refunds. Generators are available at an additional charge and must be requested prior to event date.

K. Be responsible for all volunteer staff as noted above and for line up and crowd control. Crowd control is the sole responsibility of the Organizer. If unsafe crowd conditions occur, Operator reserves the right to shut down the equipment temporarily or permanently for everyone's safety. Volunteers will be trained and supervised by Operator. If at any time the volunteers are not present, equipment is left unattended or the volunteers are not following their instructed guidelines, the equipment will be shut down until the situation is rectified.

L. Provide easy access into & out of site, adequate lighting for safe operation, load in and load out of equipment, and parking for Operator's vehicles on site. Organizer will be responsible for all parking fees incurred by Operator.

M. The following Cancellation, Rescheduling, and Safety Considerations:

1. Operator reserves the right not to setup and/or operate equipment during inclement weather such as but not limited to high winds (excess of 20 mph), heavy rain, snow, hail, lightning, etc. to which Operator deems unsafe. Full payment will still be due.

2. Should the Organizer determine unsafe performing conditions or inclement weather, as defined above, by more than 3 days prior to event date, the event date may be rescheduled without any charges due to Operator. Should the Organizer cancel or postpone, between 1 to 3 days of the event date, a reloading fee of 5% of the total contracted amount, \$200.00 minimum, will be due and payable. All deposits will be held by Operator, and will be credited to any future events held by the Organizer within 1 year from date of event. The deposit is forfeited if not used within 1 year of original contracted event date.

3. Should the Organizer cancel 24 hours or less before event start time, payment in full is due. Should conditions change and become unacceptable, as defined above, upon Operator's arrival the Organizer is obligated to pay Operator in full the due amount.

4. Should the Organizer decide to utilize an alternate indoor facility in anticipation of inclement weather and inclement weather conditions fail to materialize, Operator is not obligated to setup equipment a second time. The equipment will remain at the Organizer's indoor location and will be paid in full upon demand.

5. Entertainers and performers are subject to separate cancellation or rescheduling fees and Organizer is responsible for paying any expenses for services contracted by Operator for Organizer's event.

N. Operator's obligations hereunder are subject to detention or prevention by sickness, accident, accidents to means of transportation, acts of God, riots, strikes, labor difficulties, epidemics, any act or order of any public authority or any other cause similar or dissimilar, beyond Operator's control. In such case, there shall be no claim or damages by either party to this contract and the deposit will be refunded in full to the Organizer.

O. Comply with all laws and regulations concerning use of said equipment, which are imposed by federal, state, or local government or agencies. The Organizer is responsible for securing and pay for any applicable permits and furnishing a copy to the Operator.

5. Operator reserves the right to substitute equipment due to mechanical failure and acts of God out of Operator's control.

6. Each of the parties agrees that:

A. This is the entire agreement between them and there are no representations, warranties or conditions other than contained herein;

B. This contract is to be construed in accordance with the laws of the Commonwealth of Virginia.

In witness whereof the parties have executed this present this day of
Monday, February 11, 2013

By: S. Brooks Grady, SR

(The Operator- Fantasy World Entertainment)

By: _____

(The Organizer- Tuscarora High School PTSO/ANGP)

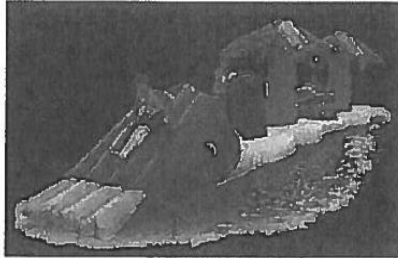
Print Name

Date

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124 Jibsail Drive, Prince Frederick, MD 20678
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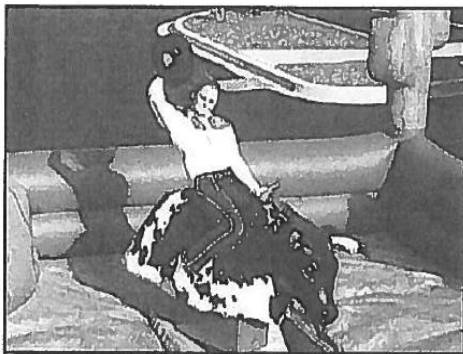
Organizer Initials



POOL OBSTACLE COURSE - 45 FOOT LONG

THIS CHALLENGING OBSTACLE FLOATS ON YOUR POOL WHILE YOU TWIST AND TURN THROUGH A 45 FOOT LONG PASSAGE. ONE PARTICIPANT AT TIME, SEE WHO HAS THE BEST EXIT TIME!

AGES 5 AND UP
REQUIRES (1) 110VOLT -20 AMP CIRCUIT



BULL RIDING

THE ULTIMATE IN SIMULATION RIDES. OUR BULL HAS AN INFLATED MAT FOR SOFT LANDINGS. THE BUCKING BULL MOVES IN ALL DIRECTIONS FOR THE WILDEST WILD WEST EXPERIENCE.

AGES 12 AND UP.
REQUIRES (2)110 VOLT-20 AMP CIRCUIT (ONE CIRCUIT REQUIRES 1 NON GFI CIRCUIT)
20'L X 20 'W X 20 'H



VELCRO WALL

EACH PARTICIPANT WEARS A VELCRO SUIT AS THEY RUN AND JUMP ONTO THE VELCRO WALL. THEY STICK TO THE WALL, THEN ROLL DOWN IT ONTO A PADDED SURFACE. FUN FOR TEENS AND ADULTS.

14' X 17' X 16'
1 - 110 VOLT 20 AMP

**Standard Operating Procedures
Emergency Evacuation**

Purpose: To provide staff with guidelines on emergency evacuation procedures related to fire alarms, severe weather, tornadoes, high winds, blackouts, bomb threats, first aid and chemical spills.

Process: Procedures to assure the safety of all employees and patrons in the event of an emergency and/or evacuation.

I. Fire Alarm

- a. When the fire alarm is annunciating, the Manager on Duty (M.O.D.) should ensure that staff is beginning to evacuate the building.
- b. M.O.D. should call 911 or direct someone to do so if he is not in direct access to a phone. When placing the call, please provide the following information:
 - Who you are.
 - Where you are.
 - What is happening, i.e., alarm annunciating, smoke in the building, and you have begun evacuation procedures.
 - Wait for their response and let them hang up first.
- c. If complete evacuation is necessary, proceed as follows: (Otherwise please direct all patrons to the vending area).

Supervisors/M.O.D.:

- Greet fire department when they arrive, show them where the mechanical room and sprinkler system are located.
- Ensure that the entire building, including all staff have evacuated.
- Once the fire department has determined the cause of the alarm and gives M.O.D. approval, the staff can begin letting people back in.

Lifeguards: Areas of responsibility – pool area, locker rooms, pool office, staff room, handicapped room and sundeck.

- Guards in chairs clear pool immediately and direct people to the pool deck along emergency exits and outside the fence at the sundeck area. Do not permit people to go into locker rooms. During inclement weather, it is not necessary to move people outside until the exact emergency is known.
- Guards not in chairs immediately enter locker rooms and pool office area and lead people out of locker rooms and office area by way of lobby door and direct them to emergency exit door in the weight room.
- Lifeguards on break or working in another area of the building should proceed directly to the locker rooms and help with evacuation process.

Recreation and Weight Room Attendants: Main areas of responsibility – gym area, weight room, lobby area, meeting room, restrooms, and storage room.

- Recreation Attendants should begin evacuating the area in which they are located at the time of the alarm.
- Evacuate weight room, gym lobby and storage room through the weight room emergency exit door.
- Evacuate gym by using both exit doors on each side of the gym.
- Evacuate meeting room and restrooms by using the exit door located at the end of the hallway next to the restrooms.
- Assist other staff as needed.

Desk Clerks: Main areas of responsibility – front lobby, vending area, child care room, administrative area, work room, multipurpose room, and hall restroom area.

- Each desk clerk should lock their cash drawer and take the key and log out. Proceed to child care room and lobby area, directing people toward the front main entrance doors.
- Additional Desk Clerks should also proceed to multipurpose room, hall restrooms, work room, and administrative area.

Aquatic Instructors:

- Instructors who are with a class in the pool or on the pool deck should lead their class to the pool deck along emergency exits and outside the fence at the sundeck area. Do not permit students to go to the locker rooms. During inclement weather, it is not necessary to move people outside until the exact emergency is known.
- Instructors who are not with a class and are in the pool or pool area shall assist other instructors with their classes and/or assist lifeguards with evacuation of locker rooms and deck area.
- Instructors teaching in another area of the facility shall remain with their class and proceed to the nearest emergency exit and evacuate.
- Instructors on break in other areas of the facility should proceed directly to the pool and locker room areas to assist with evacuation process.

Recreation Instructors:

- Recreation instructors should begin evacuating the area in which their class is located at the time of the alarm.
- Evacuate weight room through the weight room emergency exit door.
- Evacuate gym by using both exit doors on each side of the gym.
- Evacuate multipurpose room by using the exit door located at the end of the hallway by the restrooms.
- Evacuate the workroom by using the main entrance doors.

Camp Instructors:

- Camp instructors should begin evacuating the area in which camp participants are located at time of the alarm.
- Evacuate gym by using both exit doors on each side of the gym.
- Evacuate multipurpose room by using the exit door located at the end of the hallway by the restrooms.

- For evacuating the pool, follow the lifeguards' instructions.

Child Care Attendants/Preschool Teachers:

- Child care attendants/preschool teachers should evacuate the child care room by using the main lobby front doors.
- Proceed to the farmhouse area keeping the kids as a group.

d. Once people are back in the building, the staff should do the following:

- M.O.D./Supervisors - Proceed to each area of the building to see if systems are back to normal operation. Be prepared to make notations in the manager's log.
- Lifeguards - Take chlorine and PH readings, check breakers and all pumps.
- Recreation and Weight Room Attendants - Assist M.O.D. as necessary.
- Desk Clerks - Check computers, assist patrons waiting to be checked in, prepare rain checks as needed.
- Aquatic Instructors - Resume teaching schedule or remain with class until students are picked up by parents or guardians; make note on roster, re: cancellation if necessary.
- Recreation Instructors, Camp Instructors, and Child Care/Preschool Teachers - Return to classroom and resume activity.

2. Severe Weather with High Winds and Tornadoes

- a. Evacuation of staff and patrons to safe refuge within the recreation center in anticipation of severe weather conditions with high winds or tornadoes should proceed as follows:

Lifeguards:

- Guard in chair evacuates pool by sounding one long whistle blast.
- Guards not in chair assist with evacuating the pool and deck areas, directing patrons into each locker room. One guard with a flashlight should remain in each locker room and ensure no one exits into lobby or pool.

Aquatic Instructors:

- Teaching class - should lead class participants into locker rooms and remain with them.
- Not teaching class - should assist with evacuating pool area, directing everyone into locker rooms and remain there.

Recreation & Weight Room Attendants:

- Attendants should evacuate patrons from the area in which they are located, directing them to the closest designated safety area (locker rooms, work room, or administrative offices).

Desk Clerks & Office Staff:

- Secure computer terminals and direct evacuation of patrons from vending area and lobby area into work room and administrative offices.

Recreation Instructors:

- Evacuate and direct class participants into closet designated safety area (locker rooms, work room, or administrative offices) and remain with them.

ChildCare/Preschool Teachers & Assistants:

- Obtain the flashlight from closet and guide children to work room or administrative offices and remain with them.

M.O.D./Supervisors:

- Make the appropriate announcement over the P.A. system informing patrons of severe weather conditions and the need to follow directions into the designated safety areas of the building (locker rooms, work room, and administrative offices).
- Ensure that all patrons and employees are evacuated into designated safety areas and that all employees are accounted for.
- Obtain portable radio with batteries from pool office and take to designated safety areas. Monitor weather reports to determine storm intensity and duration.
- If possible, assign each Supervisor to different safety area to coordinate and provide leadership and authority.
- As soon as weather conditions permit and storm warnings have been lifted, direct staff to remain with patrons while supervisors inspect facility and make provisions to re-open or evacuate and close building.

3. Blackout

- a. In the event of a blackout, the emergency generator will automatically provide power for the security lighting in most public areas, telephones and paging systems within 15 seconds.
- b. Staff members should react to a blackout by following these procedures:

M.O.D./Supervisors:

- Call the power company - VEPCO - phone number 779-1300 - and find the cause of the blackout; try to get a time period of how long the power will be out.
- Direct other staff to cover their areas, as outlined in 2, 3, and 4 below.
- Make the following announcement on the PA:

"Please remain calm and proceed to the nearest lighted area as directed by staff. We are investigating the problem. Please do not resume activity until told to do so. We appreciate your cooperation and apologize for the inconvenience."

- If power is not restored within 30 minutes, the building should be evacuated. Patrons should be instructed to collect their belongings, and obtain a rain check from the front desk (if applicable).
- All staff should assist the patrons in collecting their belongings before exiting the building.
- Direct staff to evacuate through front main entrance doors. Make the following announcement on the PA system:

"Due to the extent of the blackout, the building is now closed for public use. Staff will assist you in collecting your belongings. For those of you who have paid General Admission, please pick up a rain check as you exit the building. We apologize for the inconvenience."

- The M.O.D. should contact the Center Manager when the building closes.

Lifeguards:

- Guard in chair evacuates the pool directing patrons to wait on bleachers.
- Guards not in chair bring flashlight to guard in chair.
- Guards not in chair enter each locker room with a flashlight to evacuate the locker rooms into the gym lobby (away from the atrium glass).

Recreation and Weight Room Attendants:

- Obtain flashlight and evacuate weight room, gym, meeting room, restrooms and storage rooms into the lobby.
- Remain in the gym lobby until instructed to do otherwise (away from the atrium glass).

Desk Clerks:

- Lock cash drawer and take the key.
- Obtain a flashlight and evacuate the restrooms and child care area out into the main lobby area (away from all glass).

Aquatic Instructors:

- Immediately evacuate the pool.
- Move class to bleachers and remain with them.

Recreation Instructors:

- Evacuate the multipurpose room, weight room, work room and gym into the main gym lobby (away from atrium glass).
- Remain with your class for further instruction.

Camp Instructors:

- Evacuate the multipurpose room and gym into the main lobby (away from atrium glass).
- Follow the lifeguard's instructions for evacuating the pool area.

Child Care/Preschool

- Obtain flashlight from child care room closet.
- Evacuate into the main lobby keeping children away from all glass.

- c. Once power has been restored, staff should proceed to do the following:

M.O.D./Supervisors:

- Check all breakers; reset if necessary.
- Reset time clocks.
- Check Diatron's HVAC units; reset if necessary.
- Check with all areas to see if systems are back to normal.
- Check generator for fuel and engine cool down.
- Make notations in manager's log about the extent of the blackout.
- Any discrepancies with the generator should be reported to the Center Manager immediately.

Lifeguards:

- Backwash pool and spa.
- Check chlorine, PH, filters and pumps.
- Reset all clocks.

Recreation Weight Room Attendants:

- Check all mechanical and electrical rooms.
- Reset clocks in all areas.

Desk Clerks:

- Reset administrative, work room, child care, and lobby clocks.
- Check computers.
- Assist M.O.D. as needed.

Aquatic Instructors:

- Assist lifeguards as necessary.

- Resume teaching schedule or remain with class until students are picked up by a parent or guardian.
- Make note on roster, re: cancellation if necessary.

Recreation Instructors, Camp Instructors, and Child Care/Preschool Teachers:

- Return to classroom and resume activity.

4. Bomb Threat

- a. Any employee in receipt of a phone bomb threat should make every effort to remain calm and to record the caller's exact words. A special note should be made of the following items:

- Time of call.
- Who the caller is.
- Voice identity, i.e., accent, etc.
- Background noises, such as street traffic, trains or airplanes, etc.
- Where the bomb is place.
- What kind of bomb.
- What does the bomb/package look like.
- Time the bomb is to explode.
- Caller's reason for placing the bomb.

This information can be helpful to the experts and authorities in locating the bomb and the perpetrator. Therefore, it is important that the person receiving the call makes careful documentation of the above points. All such calls should be reported immediately to the Police Department, 911, and the M.O.D., who will in turn notify other appropriate authorities through the chain of command.

- b. A written bomb threat should be carefully handled to preserve evidence such as fingerprints. The Police Department should be immediately notified (911) and the document turned over to the police. If a package is received or discovered that is suspected to contain a bomb, no attempt should be made to unpack or move it. The police and M.O.D. should be immediately notified.

- c. In case of any type of bomb threat, the M.O.D. should be notified and the steps below followed:

- The M.O.D. should evacuate the building as quickly as possible.
- For evacuation, follow the building evacuation procedures in a calm manner. Do not use the fire alarm to evacuate the building.
 - The person who received the call should immediately phone the police; that person will be best able to fully answer any questions. The M.O.D. should ensure that the call is made.
 - Make a calm, general announcement over the PA or by other appropriate means. This announcement should state:

“May I have your attention please. Due to circumstances beyond our control, the building must be temporarily closed and evacuated.

Please immediately gather your belongings and proceed to the nearest exit. Please do not delay to complete your activity or to shower. Please move well back from the building. We hope to be able to re-open the building shortly. Thank you.” (Notice to staff: Modify this statement to meet your particular needs/facility.)

- Make sure everyone is a minimum of 350 feet from the building. (Site staff should identify an appropriate location to direct visitors to.)
- The police department will not assume responsibility for the decision to evacuate, but they will advise and assist in every way.
- The M.O.D. should notify other appropriate authorities through the chain of command.
- The M.O.D. and the staff member who received the call must wait to meet the police.
- When the police arrive, the M.O.D. should note the uniformed officer's name, precinct number, and telephone number. All initial investigation reports are filed by officer's name and case number at the police department for at least three (3) days.
- Do not attempt to search the building or inspect suspicious packages. Some bombs are movement-activated.
- The M.O.D. should not permit re-entry until the building has been declared safe by the police.

5. First Aid

- a. When a first aid accident occurs, a certified first aider closest to the scene should begin first aid procedures:
 - Survey the scene.
 - Do a primary survey of the victim.
 - Phone the emergency medical services (EMS) system for help (911).
- b. Administer necessary first aid.
- c. Alert other staff members to inform the M.O.D./Supervisor. Do not leave the victim.
- d. If an EMS vehicle is needed, send a staff member out to direct the EMS staff to the appropriate location of the accident.
- e. Complete an Accident Report.

6. Chemical Spills

- a. When a hazard chemical spill occurs, staff and public should evacuate the area immediately. (Follow fire alarm procedures).
- b. Inform M.O.D./Supervisor.

c. Call 911 and inform them of the spill. Be prepared to tell them:

- Who you are.
- What you are.
- What kind of chemical.

d. Do Not enter the facility until the fire department has given you approval.

7. Evacuation of Ida Lee Park Property

- a. When an evacuation of the entire park has been issued, staff and public should evacuate the premises immediately. (Follow fire alarm procedures).
- b. The M.O.D. should place a call to Town Hall requesting that all available town vehicles with seat belts, including the Swat Van, be dispatched to the park. Minor children in the facility, who are not accompanied by a parent or guardian, will be transported to the basement of Town Hall.
- c. Two Supervisors should use Parks and Recreation Department vehicles to begin the evacuation of minors to Town Hall.
- d. The evacuation of minors will take place according to the following priorities:
 - Pre-school and Camp Participants
 - Program participants
 - General public
- e. If the evacuation of minors in the facility requires more than one trip to Town Hall, staff will proceed walking with children towards the main entrance of the park, where we will wait for pick-up by parents or a town vehicle.
- f. Emergency personnel stationed at the park entrance should instruct parents as to where their children may be picked-up. In addition, the radio station should be notified, and providing time, a message should be put on the recorded information line.
- g. Upon arrival at Town Hall, staff should begin to telephone parent/guardians of the evacuated minors.
- h. At least one staff member is to remain with the children until everyone has been picked-up. If the children are in camp or pre-school, the parent must sign the child out.

Emergency Evacuations