



RECREATION DEPARTMENT EMERGENCY MANAGEMENT

PURPOSE

- 36.1 The safety of participants and staff is a top priority for the Municipality of Shelburne's Recreation and Parks Department and we will take appropriate steps to help reduce the risk of an incident. In case of an emergency, all leaders will understand the steps required to ensure that emergencies are handled as quickly and effectively as possible and to minimize risk to both participants and staff.

POLICY

- 36.2 Emergency situations require quick reaction, clear thinking, good judgement and concise communication. Emergency management procedures and training on accepted procedures prepare leaders to react efficiently and to take appropriate measures to ensure the safety and well-being of themselves and participants.

PROCEDURES

36.3 Prior to an emergency

- a) Risk management plans will be developed for each program/program site.
- b) Evacuation procedures and risk management plans will be reviewed with all staff.
- c) All staff will have up-to-date first aid training.
- d) First aid kits will be taken to each program and will be carried by staff if they leave the primary programming site.
- e) Staff will carry a complete list of all registered participants, information about special health conditions, health card number and emergency contact information with them at all times.
- f) Staff will regularly check programming sites for any potential hazards and mark off any areas that are unsafe.
- g) Staff will provide continuous supervision of all program participants for the duration of the program.

36.4 During an emergency

- a) For all emergencies, staff should assess the situation and respond accordingly within their ability.
- b) Call 9-1-1.
- c) Inform other staff who are on-site.
- d) Gather and remove participants from the immediate area, unless injured. A staff member should remain with the injured participant(s), if safe to do so. Other staff should accompany the uninjured participants to a site away for the emergency. Attendance should be taken to ensure all participants are accounted for.
- e) Contact Recreation Coordinator or the Director of Recreation and Parks to inform them of the situation.
- f) Parent/Guardian of the participant(s) will be contacted and informed of the situation.

36.5 After the emergency

- a) Director of Recreation and Parks and/or the Recreation Coordinator will determine what will happen to the rest of the program.
- b) All staff present will complete an incident report form.
- c) Staff will be interviewed by the Director of Recreation and Parks and/or the Recreation Coordinator regarding the situation.
- d) The Department will provide additional supports or counselling to staff and participants, if necessary.

*For specific emergency procedures refer to Summer Programs: Operations and Procedures Manual.

THIS IS TO CERTIFY that the Council of the Municipality of the District of Shelburne duly passed the policy respecting Recreation Department Emergency Management on the 28th day of May, 2018.

SIGNED this _____ day of _____, 2018

WARDEN

CHIEF ADMINISTRATIVE OFFICER

Approved by Council: May 28, 2018
Effective Date: May 28, 2018