

EMERGENCY ACTION PLAN



815-469-3524

Revised: January, 2016

EMERGENCY PHONE NUMBERS

Fire/Paramedic Emergency	9-1-1
Police Emergency	9-1-1
Ambulance	9-1-1
Illinois Poison Control	(800) 222-1222

Non-Emergency Phone Listing

Frankfort Fire Protection	(815) 469-1700
Frankfort Police Department	(815) 485-2500
Will County Sheriff	(815) 727-8575
Tinley Park Fire Department	(708) 444-5200
Tinley Park Police Department	(708) 444-5300
Will County Health Department	(815) 727-8480
National Weather Service	(618) 549-3411

UTILITY COMPANY EMERGENCY CONTACTS

Electric/ComEd: (800) 334-7661

Account #: 9344570046 (Community Center & Nature Center)

Account #: 2649156036 (Crystal Lake Park pond aerator)

Account #: 1563087017 (199th St., 1 W. Spruce Drive, practice football field lights)

Account #: 4851067004 (Community Park)

Account #: 0358016010 (Arbor Park picnic shelter)

Account #: 7167080012 (80th Avenue picnic shelter & hockey rink)

Account #: 1178291007 (Champions concession stand & baseball field lights)

Account #: 1178296020 (1 W Grnfls Unit FRNC-check with Bob)

Account #: 0358016010 (Union Creek picnic shelter, upton)

Account #: 9428268034 (Golf Course)

Account #: 0213071151 (Lighthouse Pointe pond aerator pump)

Account #: 5835105019 (Champions Park football practice field lights)

Gas/Nicor: (888) 642-6748

Account #: 38-99-49-1000 8 (Community Center)

Account #: 45-37-88-4517 1 (Nature Center)

Account #: 88-05-22-2000 6 (Golf Course)

Account #: 93-10-94-9523 9 (19900 S. 80th Avenue)

Account #: 24-61-69-1000 6 (Champions concession stand)

Village of Frankfort Water: (815) 469-2177

Off-hours: (815) 464-0960

Account #: 406-2998-00-01 (80th Avenue)

Account #: 406-2999-00-01 (80th Avenue)

Account #: 406-3000-01-01 (Wildcat's concession stand)

Account #: 406-3316-00-01 (Champions concession stand)

Account #: 402-6889-00-01 (Golf Course)

Account #: 404-1700-00-01 (Community Center)

Account #: 404-1700-01-01 (7541 Braemar Lane?)

Telephone/AT&T: (800) 480-8088

Account #: 815 469-3524 940 6 (Community Center)

Account #: 815 469-1600 991 0 (Golf Course)

Account #: 815 469-8067 128 0

Account #: 815 464-7893 747 0 (Hilda Walker Suite)

V. Program Participant Accountability Procedures Following Evacuation

In the event of an emergency requiring building evacuation during programming, instructors will escort program participants to the nearest exit. Once clear of the building, they must usher participants to the designated point. After reaching the designation point, the instructor is responsible for accounting for each program participant by name, using their class roster. Instructors are then required to report their head count to the Executive Director.

Designated Meeting Points

Community Center	Primary location: Parking lot, SW corner (handicapped parking area by arbor) Secondary location: Splash Park
Preschool	Primary location: Asphalt path on Benton Drive Secondary location: Parking lot, SW corner (handicapped parking area by arbor)
Nature Center	Primary location: Parking lot, SW corner (handicapped parking area by arbor)
Golf Course	Primary location: Parking lot Secondary location: Driving range
Champions Park Concession Stand	Primary location: Parking lot Secondary location: Tennis court
Union Creek Pavilion 80 th Avenue	Primary location: Hockey rink Secondary location: Parking lot
Union Creek Football Concession Stand	Primary location: Football field, 50 yd. line Secondary location: Baseball field
Union Creek (Ballfield) Concession Stand	Primary location: Field #1, right field Secondary location: Field #2, left field
Frankfort Square School	Primary location: Parking lot Secondary location: Asphalt play area
Hilda Walker School	Primary location: East parking lot Secondary location: West parking lot
Indian Trail School	Primary location: South parking lot Secondary location: West asphalt play area

Role of Employees with News Media

All employees must recognize their role (or lack of) in an emergency. Employees must understand that it is the FSPD's policy and expectation that all information be released on behalf of the agency through the Executive Director.

Employees who were directly or indirectly involved must recognize and appreciate that they may be approached by reporters and other third parties. The following are guidelines employees can follow when approached by reporters and other third parties seeking information:

1. If you are questioned by a reporter or any person, you are not required to give an interview, and we ask that you direct the person to the Executive Director. ***“I’m sorry, I am not the best person to answer that question. Please contact the Executive Director at (815) 469-3524, and I am confident he can assist you.”***
2. It is acceptable not to know the answer to a question. Just openly admit, ***“I don’t know”***, and direct the individual to the Executive Director.
3. It is okay to express sympathy for any individuals injured. However, employees should direct any specific questions to the Executive Director.
4. Never say, ***“No comment.”*** Reporters may interpret the phrase to imply guilt or that you have something to hide. Instead, you can say ***“I have neither the facts nor the authority to speak for the park district. You should direct your inquiry to the Executive Director at (815) 469-3524.”*** OR ***“Please understand that I am not the best person to discuss this event. I would not want to unintentionally provide inaccurate or incomplete information. You should direct your inquiry to the Executive Director at (815) 469-3524.”***
5. Do not say anything you do not want to see in print. A negatively phrased “joke” loses its humor in print, and can be very embarrassing when read later.
6. Never make an “off-the-record” statement. There is no such thing as an “off-the-record” comment. Any statement made off-the-record can become front page headlines. The confidentiality of off-the-record statements cannot, and often will not, be guaranteed.

EXTENDED POWER LOSS

In the event of an extended power loss to a facility, the following precautionary measures should be taken:

1. Contact ComEd at (800) 334-7661 to report and/or to determine status of outage.
2. Turn off unnecessary electrical equipment and appliances in the event that power restoration would surge, causing damage to electronics and effecting sensitive equipment.
3. Facilities with freezing temperatures should turn off and drain the following lines in the event of a long term power loss.
 - Fire sprinkler system
 - Standpipes
 - Potable water lines
 - Toilets
4. Add propylene-glycol to drains to prevent traps from freezing.
5. Equipment that contains fluids that may freeze due to long term exposure to freezing temperatures should be moved to heated areas, drained of liquids, or provided with auxiliary heat sources.

Upon restoration of heat and power:

1. Electronic equipment should be brought up to ambient temperatures before energizing to prevent condensation from forming on circuitry.
2. Fire and potable water piping should be checked for leaks from freeze damage after the heat has been restored to the facility and water turned back on.

EXTERNAL EMERGENCY SITUATIONS

When a community-wide emergency exists:

1. Remain calm.
2. Notify authorities; dial 9-1-1.
3. Administrative staff will determine if the situation warrants a lock-down situation.
4. All building occupants must remain inside.
5. Staff will secure all outer and/or inner doors within their work area.
6. Employees and program participants will remain in the areas they occupy unless moved to a designated safe location.
7. Minors will be detained until a parent or predetermined guardian arrives.
8. Evacuation will take place only when it is determined that it is safe to exit the building.

MEDICAL EMERGENCY

Call medical emergency phone number:

Paramedics 9-1-1

Ambulance 9-1-1

Fire Department 9-1-1

Provide the following information:

- a. Nature of medical emergency,
- b. Location of the emergency (address, building, location within building). *See pages 19-24.*
- c. Your name and phone number from which you are calling.

Do not move victim unless absolutely necessary.

Call for personnel trained in CPR & AED to provide the required assistance.

Park district staff are trained and certified in AED use and CPR. In the event of an emergency requiring either AED or CPR intervention, staff should locate AED device and proceed as trained, following all established American Heart Association guidelines until emergency medical personnel arrive.

Record names and addresses of all responders and request a written summary at the conclusion of the incident.

PHYSICAL THREAT TO PARTICIPANTS

1. Notify police department, dial 9-1-1.
2. Administrative staff will lock down park district facility.
3. Program participants will remain in the areas they occupy unless moved to a designated safe location.
4. Administrative staff will notify program instructors when threat has passed.

SEVERE WEATHER AT NON-FACILITY LOCATION

When a hazardous weather alert is sounded:

1. Remain calm, do not frighten participants.
2. Use available communication to notify park office or immediate supervisor.
3. Gather program participants at safe location.
4. Stay together until threat has passed.
5. Participants may only be released to parent or pre-authorized guardian.

TORNADO/SEVERE WEATHER EMERGENCY PLAN

When a hazardous weather alert is sounded:

1. Remain calm.
2. All building occupants, employees and program participants, should go immediately to the closest interior windowless areas in the building. Safe area must have at least two exit doors
3. Assist all physically challenged individuals.
4. Keep group together and complete accountability check.
5. Stay together in safe area until threat has passed.
6. Follow direction of main authority person.

Designated tornado refuge areas are as follows:

Community Center: Preschool hallway
Cottage classroom
Orchard classroom

When the Thor Guard Lightning Prediction System activates, the following procedures are to be adhered to:

Warning Signal

FACILITY PHONE/ADDRESS INFORMATION

CHAMPIONS PARK/CHAMPIONS CONCESSION STAND

Fire: 9-1-1

Frankfort Fire Protection Non-Emergency (815) 469-1700

Police: 9-1-1

Will County Sheriff Non-Emergency: (815) 727-8575

Frankfort Police Department Non-Emergency: (815) 469-1700

Ambulance: 9-1-1

Champions Park/Concession Stand
20130 Rosewood Drive
Frankfort

St. Francis Road, left on Pine Hill Road, left on Rosewood Drive

COMMUNITY CENTER/NATURE CENTER

Fire: 9-1-1

Frankfort Fire Protection Non-Emergency (815) 469-1700

Tinley Park Fire Department Non-Emergency (708) 444-5200

Police: 9-1-1

Will County Sheriff Non-Emergency: (815) 727-8575

Frankfort Police Department Non-Emergency: (815) 469-1700

Tinley Park Police Department Non-Emergency: (708) 444-5300

Ambulance: 9-1-1

Frankfort Square Park District
(815) 469-3524
7540 W. Braemar Lane
Frankfort

Nature Center
7530 W. Braemar Lane
Frankfort

Located at the intersection of Benton Drive and Braemar Lane, approximately 4 blocks west of the 197th block of Harlem Avenue

INDIAN TRAIL SCHOOL

Fire: 9-1-1

Frankfort Fire Protection Non-Emergency (815) 469-1700

Police: 9-1-1

Will County Sheriff Non-Emergency: (815) 727-8575

Frankfort Police Department Non-Emergency: (815) 469-1700

Ambulance: 9-1-1

Indian Trail School

(815) 469-6993

20912 S. Frankfort Square Road

Frankfort

Located 0.2 miles north of Rt. 30 on Frankfort Square Road

LINCOLN-WAY NORTH HIGH SCHOOL

Fire: 9-1-1

Frankfort Fire Protection Non-Emergency (815) 469-1700

Police: 9-1-1

Will County Sheriff Non-Emergency: (815) 727-8575

Frankfort Police Department Non-Emergency: (815) 469-1700

Ambulance: 9-1-1

Lincoln-Way North High School

(815) 534-3000

19900 S. Harlem Avenue

Frankfort

Located on Harlem & Vollmer Road

SQUARE LINKS GOLF COURSE

Fire: 9-1-1

Frankfort Fire Protection Non-Emergency (815) 469-1700

Police: 9-1-1

Will County Sheriff Non-Emergency: (815) 727-8575

Frankfort Police Department Non-Emergency: (815) 469-1700

Ambulance: 9-1-1

Square Links Golf Course
(815) 469-1600
7861 W. St. Francis Road
Frankfort

Located 0.6 miles west of Harlem Avenue on St. Francis Road

SUMMIT HILL JUNIOR HIGH SCHOOL

Fire: 9-1-1

Frankfort Fire Protection Non-Emergency (815) 469-1700

Police: 9-1-1

Will County Sheriff Non-Emergency: (815) 727-8575

Frankfort Police Department Non-Emergency: (815) 469-1700

Ambulance: 9-1-1

Summit Hill Junior High School
(815) 469-4330
7260 North Avenue
Frankfort

Located at the 7200 block of Harlem Avenue on North Avenue

Evacuation maps to be entered here based on building/department needs.

Please see the “evacuation maps” folder on the public server.

OSHA & IDOL COMPLIANCE PROGRAMS

Section 6.1 IDOL (ILLINOIS DEPARTMENT OF LABOR) Inspections

Under the requirements of the State of Illinois Safety Inspection and Education Act-1983 job safety and health, protection is provided "for public workers through the promotion of safety and healthful working conditions."

Specifically, "each public employer shall provide a work place free from recognized hazards". Likewise, each employee shall comply with rules and regulations that apply to their own actions and conduct on the job.

The Illinois Department of Labor is charged with enforcing the Act. This is accomplished through on-site inspections which are conducted by IDOL inspectors.

The Act requires that a representative of the employer and representative authorized by the employees be given an opportunity to accompany the inspector for the purpose of aiding the inspection.

IDOL Inspection Dos & Don'ts

Preparation - Designate a management representative to be responsible for handling IDOL and other government investigations and inspections. Make sure that this individual is fully trained.

Know Your Rights - Know the rights employers have during an inspection. Decide as a matter of company policy how you wish to exercise those rights.

Credentials - Before permitting any inspection to proceed, always check the credentials of the government representative.

Purpose of Inspection - Before the inspection begins, ask the inspector to state the reason or basis for the inspection. Look for this reason on the inspection priorities form. The reason for the inspection will have an impact on how you choose to exercise your legal rights.

Professionalism - The event of an inspection can be stressful. While it is important to remember that you are representing management during the inspection, conduct yourselves in a completely professional manner. There is nothing to be gained from hostile or contentious behavior.

Accompaniment - Fully exercise your right to accompany the inspector. If there is more than one inspector, assign a like number of management representatives. Never permit an inspector to go through your facility unaccompanied by a management representative.

Notes - Take careful and complete notes of everything that happens during the inspection. Take the same measurements and photographs that the IDOL inspector is taking.

Don't Volunteer - Answer only the question put to you by the inspector. Provide only those documents specifically requested by the inspector. Don't volunteer information that is not requested or make statements about issues, matters, or conditions that are not covered by the question.

Documents - Provide documents that must be kept under OSHA regulations. Should other documents be requested, ask the inspector for the reason for the request, and consult with other management officials before agreeing to turn over the documents.

Listen - Particularly at the closing conference, listen to what the inspector has to say. Be careful about making commitments or promises to the inspector during such a conference.

Section 6.2 IDOL Inspection Procedure

1. The Illinois Department of Labor inspector(s) may or may not call to schedule an appointment. He/she may likely arrive unannounced.
 - The Agency Safety Coordinator or a trained designee is the person designated to meet with the IDOL inspector(s). The Executive Director or other designated staff may also be directly involved.
2. In all probability the inspector(s) will not reschedule the visit and has the complete authority to conduct the inspection regardless if District staff is available or not.
 - A chain of personnel designated to meet the inspector(s) shall be as follows: Agency Safety Coordinator, Executive Director, Frankfort Square Park District Risk Manager (if available), and Park Department Supervisor.
3. Upon entering the workplace the IDOL inspector will present their credentials and ask to meet with management to discuss the purpose of the visit and scope of the inspection.
 - Front desk and office personnel shall be instructed as to who the inspector(s) is to meet with. Credentials should be checked immediately verifying the authenticity of the inspector(s). If the inspector(s) refuses to show his/her credentials, take the necessary security precautions dictated by agency policy. The inspector(s) should abide by the same policies and procedures as any visitor.
4. The opening conference will most likely include a reason for the visit, a check-list and the inspector(s) will outline what records will be reviewed. A copy of the complaint is given if one is involved. Handouts of OSHA pamphlets are usually made available by the inspector(s).

A listing of where the records listed below will be kept because these documents must be made available to the inspector(s). Records may include:

- a) Safety training program/hazard communication program (Employee Right-to-Know)
- b) Current OSHA 300 log, Form 301 and Form 45's (PDRMA Form #4)
- c) Any prior IDOL inspection reports
- d) The Lock out/Tag out written program will be reviewed.
- e) Safety Programs will be checked to see if they are being observed.
- f) Equipment safety inspections
- g) Employee safety training records
- h) Emergency and fire evacuation procedures
- i) Other OSHA Compliance Programs may be reviewed.

It is advisable that staff create a cooperative environment and not one that is adversarial.

5. The inspection will then begin.
 - The District's designated staff person(s) shall accompany the inspector(s) and be present at all times. The route and duration of the inspection will usually be determined by the inspector(s) providing it does not interfere with programs or processes. Stay in control, coordinate and facilitate the actual inspection. The inspector(s) may take photographs/material samples and the District's designated staff person(s) should do the same for District records.
 - The following OSHA standards may apply to the inspection: machine guarding, walking and working surfaces, housekeeping, aisles and passageways, means of egress, electrical safe work practices, flammable and combustible liquids/gases, hazardous waste operations, noise exposure,

air contaminants, fire extinguishers and inspections, powered industrial vehicles, compressed air, hand and power tools, and welding and cutting operations.

6. The inspector(s) may solicit employee input at any time during the inspection and this may be done in private.
 - Employees are encouraged to participate when requested and should not “volunteer” information. Never give estimates if you do not have accurate information. You may be providing false information which is a criminal offense. What you say can and will be held against you.
7. Minor violations shall be corrected if possible during the course of the inspection (housekeeping) etc.
8. A closing conference will then be held to review any violations or conditions noted by the inspector. This is an opportunity for the designated staff person(s) to obtain further information and to bring those minor violations corrected during the inspection to the inspector’s attention and reduce the list of violations.
 - The District’s view of the situation and an abatement period should be thoroughly discussed.
9. Violations must be corrected within 30 days of the closing conference date. Citations for violations will be issued in writing by the IDOL within 30 days. A procedure and timeline to correct noted violations will be established. Violations may be classified as an Other Than Serious Citation, Serious Violation, Willful Violation and a Repeat Violation.
 - An “Other than Serious Citation” is for violations that are not a threat to cause death or serious harm.
 - A “Serious Violation” is when death or a serious physical harm could result, and the District knew or should have known about the hazard.
 - A “Willful Violation” is when the agency intentionally or knowingly commits a violation.
 - A “Repeat Violation” is where a previous violation citation has not been corrected.

Section 6.3 State of Illinois Required Postings

The following is a listing of required safety postings.

Notice to Employers and Employees

This poster includes the information needed for Wage Payment and Collection Act, Child Labor Law, Minimum Wage Law, Equal Pay Act, Victims’ Economic Security and Safety Act, and the One Day Rest on Seven Act. It is required for all employers.

This poster is available on the Illinois Department of Labor web page or by contacting the agency at:

Illinois Department of Labor
Fair Labor Standards Division
160 N. LaSalle Street, Suite C-1300
Chicago, IL 60601
312-793-2800
www.illinois.gov

Employee Classification Act of 2008

Provides that individuals performing services for construction contractors on or after January 1, 2008, are presumed to be employees of the contractor unless they meet certain criteria. This notice, in English, Spanish, and Polish, must be posted in a conspicuous place on each job site where those individuals perform services and in each of its offices.

This poster is available on the Illinois Department of Labor web page or by contacting the agency at:

Illinois Department of Labor
Conciliation and Mediation Division
900 South Spring Street
Springfield, IL 62704
217-782-1710
www.illinois.gov

Occupational Safety & Health Act

This law provides workplace safety and health protections for public employees through enforcement of occupational safety and health standards and education about safe working conditions and occupational hazards.

This poster is available on the Illinois Department of Labor web page or by contacting the agency at:

Illinois Department of Labor
Division of Occupational Safety and Health
900 South Spring Street
Springfield, IL 62704
217-782-9386
www.illinois.gov

Day and Temporary Labor Services Act

The Day and Temporary Labor Services Act provides for the regulation of day and temporary labor agencies, establishes worker rights and protections, specifies the duties and responsibilities of day and temporary labor agencies and third party clients, sets forth penalties and enforcement procedures for violations of the law, and requires third party clients that contract with day or temporary labor agencies to verify that they are registering with the Department of Labor or face monetary penalties. Agencies must post this notice, in English or any other language generally understood in the locale of the agency, in the public access area of each work location or branch office.

This poster is available on the Illinois Department of Labor web page or by contacting the agency at:

Illinois Department of Labor
Fair Labor Standards Division
160 N. LaSalle Street, Suite C-1300
Chicago, IL 60601
887-314-7052
www.illinois.gov

Pregnancy Rights Notice

Public Act 98-1050 requires all employers in Illinois to post in a conspicuous location on the premises of the employer, where notices to employees are customarily posted, a notice prepared by the Department of Human Rights regarding an employee's rights regarding pregnancy in the workplace and an employer's obligation to accommodate pregnancy.

This poster is available on the Illinois Department of Labor web page www.illinois.gov

Workers' Compensation Notice

Illinois law requires all employers to post this notice in a prominent place in each workplace. This one-page poster briefly explains employees' rights and responsibilities if there is a work-related injury. It also has a place to list the employer's insurance carrier or the person who administers workers/compensation claims.

This poster is available on the Illinois Department of Labor web page or by contacting the agency at:

Illinois Workers' Compensation Commission
100 W. Randolph Street Suite 8-200
Chicago, IL 60601
312-814-6611
Toll-free 866-352-3033
<http://www.iwcc.il.gov/icpnFORM.pdf>

Unemployment Insurance Benefits Notice

This poster explains how to file a claim, benefit amounts, and taxation on benefits. It is required of all Illinois employers.

This poster is available on the Illinois Department of Labor web page or by contacting the agency at:

Illinois Department of Employment Security
33 South State Street
Chicago, IL 60603
312-793-4880 or 800-247-4984
<http://www.ides.illinois.gov/IDES%20Forms%20and%20Publications/Notice.pdf>

Emergency Care for Choking

The poster explains emergency care for conscious and unconscious choking victims. It has a place to list an emergency phone number. While it must be posted in every food service facility, it could help if your employees eat on the premises.

This poster is available on the Illinois Department of Labor web page or by contacting the agency at:

Illinois Department of Public Health
Division of Emergency Medical Services and Highway Safety
525 W. Jefferson Street
Springfield, IL 62761
217-785-2080
<http://idph.state.il.us/about/choking.htm>

Smoke Free Illinois Act

Examples of signage that meets the requirements of the Smoke-Free Illinois Act are available on the Illinois Department of Labor web page or by contacting the agency at:

Illinois Department of Public Health
Division of Emergency Medical Services and Highway Safety
525 W. Jefferson Street
Springfield, IL 62761
217-782-3300

FEDERAL POSTERS

All Wage and Hour Division (WHD) Workplace Posters

- **Equal Employment Opportunity**
- **Minimum Wage – Overtime – Child Labor (WH 1088)**
- **Employee Polygraph Protection Act (WH 1462)**
- **Family Medical Leave Act (WH 1420)**
- **Federal Government Contracts (WH 1313)**
- **Federally Financed Construction (WH 1321)**

The five United States Department of Labor posters are available from www.illinois.gov or:

United States Department of Labor
Wage and Hour Division
230 S. Dearborn Street, Room 412
Chicago, IL 60604
312-596-7230
www.dol.gov

Occupational Safety & Health Act (OSHA 2203)

The OSHA poster explains the requirements of the Act. It is required of all employers covered by the federal OSHA law (private sector employees). There is no state plan poster (public sector employees) in Illinois.

The poster is available from www.illinois.gov or:

OSHA Publications
230 South Dearborn, Room 3244
Chicago, IL 60604
312-353-2220

Veterans' Employment and Training Service (VETS)

The VETS poster explains the requirements of the Act, and is available from www.illinois.gov or:

U.S. Department of Labor
Frances Perkins Building
200 Constitution Avenue, NW

Washington DC 20210
1-866-4-USA-DOL

Illinois Right to Know

The Occupational and Safety Health Administration (OSHA) required employers to provide employees with information on all chemicals used in each facility. Any employee wishing to gain additional information regarding which chemicals are used may contact the Superintendent of Parks. In addition, a binder containing Safety Data Sheets (SDS) is located in each facility. Right to Know training will be held annually for staff working with chemicals.