



“In partnership with the community, we enrich lives by providing meaningful experiences through programs, parks, and facilities.”

11/24/14

TOPIC: In-Service Training regarding Medical Situations, Code Adam, Severe Weather, Lock Down, Workplace Violence, Building Intruder/Active Shooter and the PDOP Staff Relationship with local Law Enforcement.

LOCATION: Facility Attendants for Andersen, Barrie, Carroll, Field, Fox and Longfellow

AGENDA

DISCUSSION TOPICS

DISCUSSION LEADER

- **Overview of Emergency Procedures** Gabriele
- Medical Emergencies, types and training available Gabriele
- Code Adam procedures Gabriele
- Severe Weather, Shelter in Place Gabriele
- Discussion regarding; types of Lock Downs (**Handout**) Gabriele
 - Reasons why
 - 1. Soft-Outside scenarios
 - 2. Hard-Internal scenarios
 - 3. Communication
 - 4. Shelter
 - 5. All Clear
- Violence in the Workplace (**Handout**) Gabriele
- Building Intruder/Active Shooter (**Handout**) Gabriele
 - Communication, internally and externally
 - Run, Hide or Fight
- **PDOP Staff Relationship with local LE (Handout)** Gabriele
- Walk through scenarios All
- Drills All
 - Soft Lock down
 - Hard Lock down

Safety First!

SNOW REMOVAL PROCEDURES

I. SAFETY

A) Proper Clothing

- 1) Dress in layers, include weather boots, gloves & hat, no scarves (hats v. hoods)
- 2) Have spare set of clothing available
- 3) Cut coat strings, ties, etc. short

B) Cold Weather

- 1) Hypothermia: general cooling of body
 - a) Symptoms: shivering stops, slight to severe disorientation
 - b) Treatment: -move victim to protected area -remove /replace wet garments -keep person lying down -provide external heat -give warm fluids (no alcohol)

C) Miscellaneous

- 1) slipping
- 2) pacing
- 3) open clothing
- 4) medical: chapstick OTC sunscreen

II. EQUIPMENT

Shovels

- 1) Shovel should match snow: light, dry snow – light, wide shovel, the heavier the snow, the heavier and narrower the shovel
- 2) Plow –type shovels should ONLY be used for wet, heavy snows no more than 1 inch deep
- 3) Avoid using snow shovels to chop ice. A good snow shovel is far too lightly built to stand such abuse.

III. PROCEDURE

A) REMOVE SNOW FIRST!!!

- 1) Sidewalks, stairs and slabs MUST be cleaned completely (from edge to edge). This allows melt to drain away rather than pooling and causing ice.

B) Salt

- 1) AFTER snow has been removed salt should be sprinkled LIGHTLY on ramps, stairs, and slopes only.
- 2) Rock salt should only be use at cross-walks.

C) Ice

If ice should build up on a porch, walk, or ramp:

- 1) Attempt to scrape up with flat shovel or ice scraper. DO NOT USE SNOW SHOVEL!
If this fails:
- 2) Salt lightly
- 3) Wait
- 4) Break up & scrape away with flat shovel or ice scraper. DO NOT USE SNOW SHOVEL