



# Emergency and Safety Plan 2015-2016

Los Gatos-Saratoga Adult Recreation Center

208 E. Main St.

Los Gatos, CA 95030

(408) 354-8700

# Los Gatos-Saratoga Recreation Emergency & Safety Plan

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# EVACUATION PLAN

## FIRE

If there is smoke, fire, gas leak, or smell of burnt electrical, call the Fire Department (DIAL 911), immediately.

- Decide if evacuation of the building is necessary. If necessary, refer to evacuation steps on the next page. (Always err on the side of caution.)
- Assess the situation and call the Supervisor.
- Direct the Fire Department to the fire location and any persons with special needs.

In the event of a fire, staff and civilians should follow the procedures below:

Staff should escort attendants to the nearest exit (emergency exit maps will be posted in accessible areas). Staff and attendants should under no circumstances return to the building to get personal items or return unless it is cleared by the fire department for any reason.

The supervisor will take the emergency kit, emergency binder, and then exit the building. The emergency binder will contain an updated contact list of all staff and account for all current attendants at the LGS Recreation facilities.

Once outside, all staff and attendants will meet at the designated “SAFE AREA”. The safe area will be marked on a map and will be demonstrated in all drills. During an evacuation to the “safe area,” staff should make all reasonable efforts to provide initial traffic safety for attendants crossing any street. Once all staff and attendants have gathered in the meeting location, everyone should remain in a group so that a designated staff member or supervisor can conduct a head count and account for all persons. Staff will then assess any medical needs and take the necessary appropriate action.

In the event that the building is deemed uninhabitable and return to the building is not safe, staff should allow attendants to leave (if safe) and/or consider facilitating rides for the attendants to be picked up at the “safe area” or other predetermined pick up location. The supervisor and appropriate amount of staff will stay until all attendants have been picked up or have left on their own.

\*A fire management checklist is attached to this plan (in the appendix) and should be reviewed every six months along with the fire drill. An emergency disaster plan and map are included in this plan and will be updated every six months in addition to being properly displayed in visible locations throughout the building.

# EVACUATION PLAN

## POWER OUTAGE

In the event of a power outage, the LGS Recreation Center is equipped with battery-powered lanterns. These lanterns are located throughout the building. With these light sources, this should give the center staff enough time to safely evacuate all attendants.

When the power goes out, the phones may not work depending on what type of outage it is. Staff will need to use their cell phones to call parents and/or PG& E and/or 911 if needed.

The lead staff will need to go around and locate all lanterns and have them ready to turn on. The lead staff should get the emergency materials and get ready to start making phone calls.

Each employee should have their group remain calm and seated. If there is enough light, they can facilitate appropriate activities as necessary. The first thing the supervisor will do is call PG&E and see if they have an estimated time that the lights/power will go back into service. The supervisor will notify management as to the status of PG&E. It will be up to management staff discretion to stay and continue work or leave and return when power has resumed.

If PG&E does not have a time to resume power or gas, staff should advise attendants that the facility will be temporarily closed until power or gas service is resumed.

If power has gone out due to a fire or earthquake, follow the correct emergency procedures first and then if it is safe to remain or return to the building use the above plan.

### **REPORTING**

To report an ELECTRICAL or GAS outage contact Pacific Gas& Electric (PGE) at:

- 1-800-743-5000

To check the status of an electrical or gas outage and to receive updates, contact PGE at:

- 1-800-743-5002

# EVACUATION PLAN

## EARTHQUAKE

In the event of an earthquake, all attendants and staff should follow the procedures below.

When an earthquake starts, first move away from bookshelves, falling debris, and windows as fast as possible. Staff and children should drop, cover, and hold.

- ***DROP***: Duck or drop down to the floor.
- ***COVER***: Take cover under a sturdy desk, table, or other furniture. If that is not possible, seek cover against an interior wall and protect your head and neck with your arms. Avoid danger spots near windows, hanging objects, mirrors or tall furniture.
- ***HOLD***: If you take cover under a sturdy piece of furniture, hold on to it and be prepared to move with it. Hold the position until the ground stops shaking and it is safe to move.

Once the earthquake has stopped, all staff should gather their groups and meet in the “safe area”. The supervisor will take a head count.

Assess any medical needs and take appropriate action.

If the building is damaged and it is not safe to stay inside, then all staff and attendants will proceed outside to “safe area”. The supervisor will take the emergency supplies out. Phone calls will be made from outside on cellular phones. If it is safe to stay inside, all staff should gather their group and facilitate appropriate activities. Keep in mind that most likely the facility will not have power and the use of the facility may be limited.

If the event attendants and staff are outside during an earthquake, staff should move attendants to remote open areas until the earthquake stops. Once it is determined to be safe, staff should direct attendants to the designated “safe area.”

Aftershocks will likely occur, so be prepared for them and follow the above procedures.

# REPORTING AN EMERGENCY

## CALLING 911

The staff member in the position to provide the most accurate information should be placing the emergency call. If the call is medical in nature, the staff member calling 911 should be within close proximity of the patient to relay pertinent information to the dispatcher. Stay on the line, and follow the directions that are instructed to you by the dispatcher.

The following are incidents appropriate for the use of 911:

- Serious or life threatening injuries or illnesses
- Assaultive behaviors taking place on LGS Recreation grounds
- A hostage situation
- A weapon or explosive device sighted in/on the property
- Fire/smoke or other such disaster

Guidelines for making a 911 call:

- Identify yourself as a staff member of the LGS Recreation Department and nature of the call (fire, injury, criminal, etc.)
- Give a clear and concise description of the situation.
- Direct dispatcher as to which entrance emergency assistance should arrive and the name of the person who will greet them.
- Stay on the line until directed otherwise.
- There is an AED machine located on the 1st Floor mounted to the wall next to the elevator doors.



# REPORTING AN EMERGENCY

## CRIMINAL ACTIVITY/CRIME IN PROGRESS

In the event it is reported or observed by a LGS staff member that a serious criminal act is in progress, it will be the policy of the LGS to immediately call the Los Gatos Monte Sereno Police at 911, and take steps to ensure the safety of members, guests and staff.

A serious criminal act will be defined as any unlawful act which is likely to result in a death, injury, or damage to property. These procedures should include the following:

- Any staff member being informed of a criminal act in progress should immediately notify the Los Gatos Monte Sereno Police Department, and then the Supervisor.
- Upon being notified, the Supervisor should immediately confirm that the Los Gatos Monte Sereno Police Department has indeed been called.
- Notify Management and inform them of the situation and location.

Staff should account for attendants and detain them in areas away from site until an “all clear” is given by police and management staff. The supervisor, at their discretion, will proceed to the reported site to:

- Assess the situation for need of immediate intervention.
- Direct any members/other persons away from site.
- Loudly and clearly identify themselves to any persons present. Inform all persons that the police have been called and are on their way.
- Barricade or mark the hazardous area so that other staff or attendants do not enter the threat location

Take necessary steps to remove any threatened or victimized persons to safety. Upon arrival, the police will be in charge of the situation. Ensure that all relevant information is to be relayed to them. LGS staff will assist only as directed. A staff member, preferably a Supervisor, will remain in the area until given an all clear by the police. The LGS Recreation Department media policy will be in effect.

The Supervisor will complete an Incident Report as necessary through LGS protocols.

# REPORTING AN EMERGENCY

## BOMB/EXPLOSIVE DEVICE THREAT

### Bomb/Explosive Device Threat

Immediately notify the Police, Dial 911, and note:

- Time of call
- Voice (male or female) and if you heard anything in the background
- Nature of threat – exactly what was said

Follow instructions and advice of police department. Evacuate building to the designated “safe area” if conditions warrant. Supervisor should notify management immediately.

### Telephone Bomb Threat

- A bomb threat report form (attached to this document in appendix) should be available by any phone that receives outside calls.
- Keep the caller on the line as long as possible.
- Develop as much information as possible, using the form as a guideline.
- After the caller hangs up, contact a supervisor or management immediately, and call the Los Gatos/Monte Sereno Police Department.

### Written Threat or Suspicious Package

- Save all material received to turn over to police as evidence.
- Once it is determined that there is a threat, do NOT handle the document anymore.
- Take a photograph if necessary

### Evacuation Plan

This is the most important decision to be made in the event that a threat is received. The decision must be made according to policy. Depending on the structure of the organization, only those with authority should make the decision to evacuate. In the event a bomb threat or suspicious package is observed and the decision to evacuate has been made, LGS Recreation staff should follow the evacuation plan to the designated “safe area” (as long as the “safe area” is located within a safe distance from the threat or device).



# REPORTING AN EMERGENCY

## HOSTAGE SITUATION

### Hostage Situation Response

In the event any persons are being forcibly held on LGS Recreation grounds, it will be the policy of the LGS Recreation to respond in such a way as to prevent escalating the situation by any means while ensuring prompt, effective response by authorities, without endangering or neglecting any other LGS Recreation members, guests or staff. These procedures are to be followed:

Any staff being informed of a hostage situation is to immediately notify 911.

The Supervisor will try to obtain information as to:

- Number and names of hostages
- Number and names of perpetrators
- Content of any communications/ demands made thus far
- Refrain from any interaction with the perpetrator
- Restrict area. Employees and children should be directed to cease activities, remain calm, and be directed away from the crisis if safe routes have been established.

The Police or other such authorities will take charge of the situation established. All relevant information is to be relayed to them. LGS staff will assist only as directed. After arrival of the police, the Supervisor will conduct a status check of all other areas of the LGS Recreation.

# REPORTING AN EMERGENCY

## WEAPONS

### Weapons

Upon receiving a report of a weapon on the premises, the staff member should immediately contact the Supervisor.

The Supervisor will then meet with the person reporting the weapon and obtain the following:

- Description of person bearing the weapon, top to bottom, approximate height, weight, age, race, hair color, clothing, unusual apparel, and anticipated whereabouts (if possible)

The Supervisor will contact Los Gatos Monte Sereno Police Department without delay. They will NOT approach a person believed to be armed, nor will they touch an unattended weapon. If the person leaves the area **THEY SHOULD NOT BE FOLLOWED**. Provide the police with the most updated direction of travel. If the person approaches a trash receptacle, locker, etc., staff person will secure that site after the person leaves, but will not tamper with. The Supervisor will meet the police and direct them to the area upon arrival. The LGS Recreation personnel will then assist the police as directed.

# EMERGENCY SUPPLIES

Emergency supplies will be kept stocked and available in the event of an emergency. LGS Recreation Staff should maintain an emergency binder with the updated contact lists and first aid kit which is located at the front desk. In addition, a facility roster and first aid kit will be maintained at the front desk.

It is suggested the LGS Recreation Department maintain an emergency equipment container that contains emergency supplies.

- Lanterns are located throughout the building and marked on the map
- Water is located next to the water dispensers. There should be at least three large containers there at all times. Bottled drinking water could be stored as well.
- First aid supplies are located at the front desk. These include basic supplies: gloves, band aids, wipes, ice packs.
- Batteries for the lanterns are located at the front desk.
- Evacuation maps are posted throughout the building.
- Disposable emergency blankets

# CONTACT INFORMATION

It is important in the event of an emergency that we are able to get a hold of all parents to either let them know their child has been injured or needs to be picked up. It is also important that we be able to contact any staff member's contact person in case there has been an injury.

All children will be required to have an emergency contact form and consent for medical treatment filled out at the time of enrollment. This form will be included in their membership agreement. We will keep these forms on file and with the group leader. A current copy of all staff emergency contact forms will also be held in a binder.

An employee roster, including full-time, part-time, and seasonal employees shall be kept current and available at the front desk.

## EMERGENCY NUMBERS

Police	911	408-354-8600
Fire	911	408-354-8600
PGE	800-743-5000	Gas Leak Emergencies

Stephen Ma  
Executive Director  
408-207-4900  
sma@lgsrecreation.org

Cindy McCarthy  
Recreation Services Director  
408-207-4907  
cindy@lgsrecreation.org

Manuel Enriquez, Jr.  
School Services Director  
408-207-4927  
menriquez@lgsrecreation.org

Harrison Paist  
Interim Controllor  
408-207-4905  
hpaist@lgsrecreation.org

Janet Sumpter  
Adult Education, Seniors Supervisor  
408-207-4910  
janet@lgsrecreation.org

Jessica Revino  
Aquatics  
Coordinator  
408-207-4902  
jessica@lgsrecreation.org

Danielle Chain  
School Services  
Supervisor  
408-207-4923  
danielle@lgsrecreation.org

Lori Krueger  
Senior Office Clerk  
408-207-4909  
lori@lgsrecreation.org

Chris Goree  
Adult Front Office Clerk  
Customer Service  
408-354-8700 ext:261  
cgoree@lgsrecreation.org

Linda Anderson  
Youth Front Office Clerk  
Customer Service  
408-354-8700 ext:262  
linda@lgsrecreation.org

Matthew Corbalis  
Adult Office Clerk  
Customer Service  
408-354-8700 ext:212  
mcorbalis@lgsrecreation.org

Carly Saletnik Administrative Analyst  
408-207-4914  
csaletnik@lgsrecreation.org

Maria Espinoza-Duran  
Interim Accountant  
408-395-2918  
mespinoza@lgsrecreation.org

Kristine Carvalho  
Recreation Coordinator  
408-354-8700  
kcarvalho@lgsrecreation.org

Emily Sprugasci  
Preschool & Youth Supervisor  
408-207-4921  
emily@lgsrecreation.org

Veronica Rodriguez  
Human Resources Manager  
408-207-4911  
vrodriquez@lgsrecreation.org

Lauren Matheny  
Executive Administrative Assistant  
408-207-4901  
lmatheny@lgsrecreation.org

Marcus Quintell  
Human Resources Generalist  
408-207-4920  
mquintell@lgsrecreation.org

Todd Badger  
Sports- Youth and Adult Supervisor  
408-207-4903  
todd@lgsrecreation.org

Josh Lanoie  
Facilities Technician  
jlanoie@lgsrecreation.org

# FACILITY SAFETY

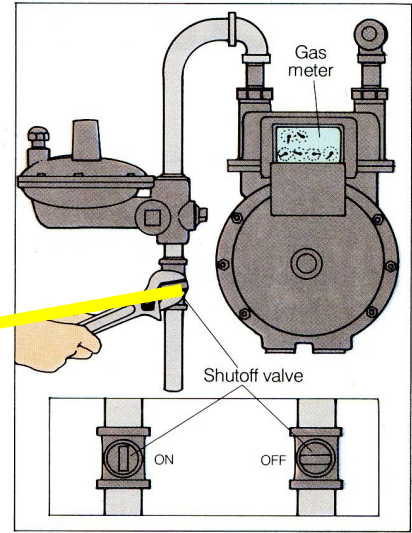
- Equipment should be kept in good working order. In the event equipment is in need of repair, a supervisor should be notified..
- No propping open doors.
- No running within the facility.
- Shoes should be worn at all times.
- Walkways should be kept clear of potential hazards at all times.
- Keep the server room door closed.
- Spills need to be mopped or cleaned up right away.
- Shelves should be bolted to the wall and heavy items should not be placed on top to prevent fall during an earthquake.
- Computer wires and cords in should be bundled and kept in order at all times.
- Fire extinguishers need to be in proper working order at all times and clearly accessible.
- Pathways to the fire alarm panel, electrical panel, water shut off valves, and gas meter should be clear and marked on a map.
- The water heater is located on the 2nd floor in the double door storage room
- The water shut off for the interior of the building can be shut off via the fire sprinkler valves located in the storage closet in the 1st floor Recreation Room.
- The Water Main shut off valve to the property is located underground on the sidewalk in front of the building on Main St.



## GAS METER



## GAS SHUTOFF VALVE



- The gas meter for 208 E. Main St. is located in an outdoor storage dumpster enclosure in the parking lot on the west side of the building
- A meter wrench is located at the front desk
- The key/combination to the fenced gate is located with front desk staff

## ELECTRICAL PANEL



- The circuit breaker electrical panel control switches are located on the wall of the 2nd floor hallway
- An additional electrical service switch for the





## WATER HEATER



- Located on the 2nd Floor in the in the double door storage room (next to the bathrooms)
- Gas shut off to water heater
- Water heater shut off only.
- Building water supply shut off is located on the 1st floor in the storage cabinet
- Water Main shut off valve is located underground on the sidewalk of Main St.

## MAIN ELECTRICAL BREAKER



- Located in the 1st floor Large Hall storage closet behind door #15
- Front desk and supervisor access to the storage room
- Pull down switch for main Electrical Breaker

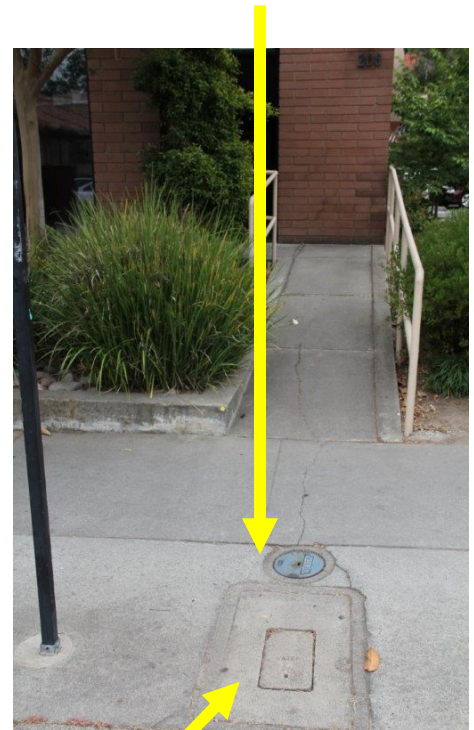
# FIRE SPRINKLER WATER SUPPLY SHUT OFF



- Interior Fire Sprinkler and building water shut off valve
- Located inside storage cabinet in Large Hall 1st Floor
- Water main shut off valve is located underground on the sidewalk of Main St.

- AED located on 1st floor mounted to the wall next to the elevator
- To access AED, pull door handle, remove AED and follow audio prompts once the AED is powered on

# SEWER



# AED





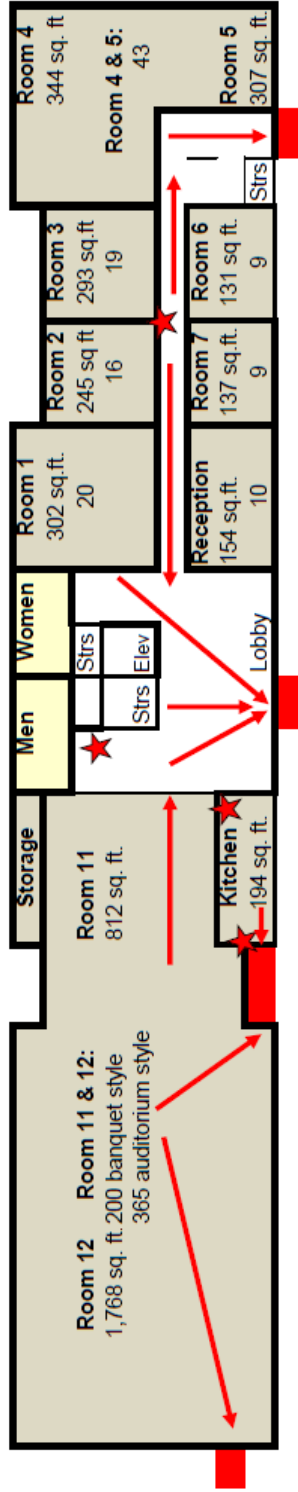
# TELEPHONE BOMB THREAT REPORT FORM

INSTRUCTIONS: Be calm. Be courteous. Listen. Do not interrupt the caller.  
 Notify Supervisor / Police officer of the situation by prearranged signal while caller is on the line.

<b>Today's Date</b> ___ / ___ / ___					
<b>Information on call</b>					
<b>Date of call:</b>	<b>Time of call:</b> <input type="checkbox"/> AM <input type="checkbox"/> PM	<b>Duration of call:</b>	<b>Phone number called:</b>  (    )		
<b>Name of person receiving the call:</b>			<b>Phone number to call for follow up:</b>  (    )		
<b>Questions for caller (Try to ask these questions and document responses)</b>					
<b>When will the bomb explode?</b>		<b>What kind of bomb is it?</b>		<b>What will cause the bomb to explode?</b>	
<b>Where is the bomb located?</b>		<b>What does the bomb look like?</b>		<b>Did you place the bomb?</b>	
<b>Why did you place the bomb?</b>		<b>Where are you now?</b>		<b>What is your name?</b>	
<b>Document exact wording of threat:</b>   					
<b>Information on caller:</b>					
<b>Gender of caller:</b> <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Unknown		<b>Approximate age of caller:</b>		<b>Does the voice sound familiar: If yes, who does it sound like?</b>	
<b>Description of caller: (Check all that apply)</b>					
<b>Voice</b>	<b>Speech</b>	<b>Language</b>	<b>Behavior</b>	<b>Background Noise</b>	
<input type="checkbox"/> Clean	<input type="checkbox"/> Accented	<input type="checkbox"/> Educated	<input type="checkbox"/> Agitated	<input type="checkbox"/> Airport	<input type="checkbox"/> Quiet
<input type="checkbox"/> Distorted	<input type="checkbox"/> Deliberate	<input type="checkbox"/> Foreign	<input type="checkbox"/> Angry	<input type="checkbox"/> Animals	<input type="checkbox"/> Restaurant
<input type="checkbox"/> Hoarse	<input type="checkbox"/> Distinct	<input type="checkbox"/> Foul	<input type="checkbox"/> Blaming	<input type="checkbox"/> Baby	<input type="checkbox"/> Static
<input type="checkbox"/> Loud	<input type="checkbox"/> Fast	<input type="checkbox"/> Intelligent	<input type="checkbox"/> Calm	<input type="checkbox"/> Birds	<input type="checkbox"/> Street Noise
<input type="checkbox"/> Muffled	<input type="checkbox"/> Hesitant	<input type="checkbox"/> Irrational	<input type="checkbox"/> Clearing Throat	<input type="checkbox"/> General Noise	<input type="checkbox"/> Talking
<input type="checkbox"/> Nasal	<input type="checkbox"/> Lisp	<input type="checkbox"/> Rational	<input type="checkbox"/> Crying	<input type="checkbox"/> Guns Firing	<input type="checkbox"/> Tavern/Bar
<input type="checkbox"/> Pitch-High	<input type="checkbox"/> Slow	<input type="checkbox"/> Slang	<input type="checkbox"/> Fearful	<input type="checkbox"/> Gymnasium	<input type="checkbox"/> Television
<input type="checkbox"/> Pitch-Med	<input type="checkbox"/> Slurred	<input type="checkbox"/> Taped/Recorded	<input type="checkbox"/> Intoxicated	<input type="checkbox"/> Machinery	<input type="checkbox"/> Traffic
<input type="checkbox"/> Pitch-Low	<input type="checkbox"/> Stuttered	<input type="checkbox"/> Uneducated	<input type="checkbox"/> Laughing	<input type="checkbox"/> Motor	<input type="checkbox"/> Train
<input type="checkbox"/> Pleasant	<input type="checkbox"/> Other:	<input type="checkbox"/> Unintelligible	<input type="checkbox"/> Nervous	<input type="checkbox"/> Music	<input type="checkbox"/> Typing
<input type="checkbox"/> Raspy	<input type="checkbox"/> If Accented, Describe:	<input type="checkbox"/> If Foreign, Describe:	<input type="checkbox"/> Self-Righteous	<input type="checkbox"/> Party	<input type="checkbox"/> Water/Wind
<input type="checkbox"/> Smooth			<input type="checkbox"/> Other	<input type="checkbox"/> PA System	<input type="checkbox"/> Other
<input type="checkbox"/> Soft					
<input type="checkbox"/> Squeaky					
<input type="checkbox"/> Unclear					
<input type="checkbox"/> Other					

# ADULT RECREATION CENTER

## First Floor



## **FIRST FLOOR - RECEPTION**

- Room 1 Senior Drop-In Center
- Room 2 Classroom
- Room 3 Classroom
- Rooms 4 & 5 Lounge
- Room 6 Office
- Room 7 Office
- Rooms 11 & 12 Large Hall

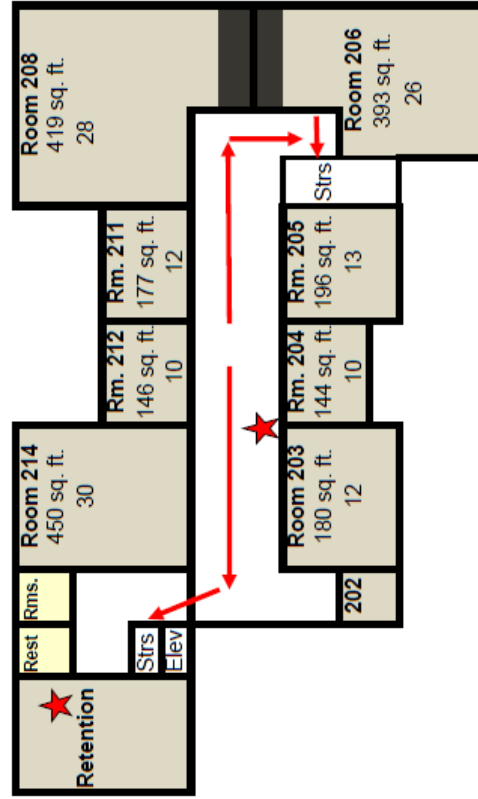
## **SECOND FLOOR**

- Room 203 Office
- Room 204 Office
- Room 205 Office
- Room 206 Classroom
- Room 208 Office
- Room 211 Office
- Room 212 Office
- Room 214 Classroom

**LOCATION OF FIRE EXTINGUISHER** ★

Evacuation Doors

## Second Floor



# Los Gatos-Saratoga Recreation Department Designated Evacuation "SAFE AREA"

110 E. Main St. Civic Center Front Lawn

