

Revised 4/06



ASHEVILLE
Parks & Recreation

Security Plan

ASHEVILLE PARKS AND RECREATION DEPARTMENT

SECURITY PLAN

1.0 General Statement

- 1.1 The security of the participants, employees, volunteers, facilities, parks and equipment is of the highest priority to the City of Asheville Parks and Recreation Department. To enable the participants to fully enjoy the quality of the programs and facilities, care must be administered in the operations of all divisions of the Department to provide for security.
- 1.2 The general Security Plan of the Asheville Parks and Recreation Department will involve other operational manuals and plans of the Department which will serve as further training tools and guides to provide general security for the participants, employees, volunteers, facilities, parks and equipment. These plans include:
 - 1.2.a. Risk Management Plan
 - 1.2.b. Summer Playground Manual
 - 1.2.c. Recreation Operational Manual
 - 1.2.d. Building Security Plan
 - 1.2.e. Maintenance Schedule

2.0 Layout and Design

- 2.1 To provide for the security of both persons and facilities, emphasis will be placed by the Department upon planning the layout and design of facilities to aid in:
 - 2.1.a. Traffic Control
 - 2.1.b. Crowd Control
 - 2.1.c. Emergency Access
 - 2.1.d. Supervisory Management
 - 2.1.e. Equipment Storage
 - 2.1.f. Vandal-Proof Design
 - 2.1.g. Utilities Easements
 - 2.1.h. Maintenance Accessible
- 2.2 The Department shall involve all applicable safety standards, risk management standards and accepted operating standards in the design and construction of facilities and parks.
- 2.3 The Department shall involve the services of both on-staff and professional agents in providing the most safety-oriented, secure facilities possible within budgetary limitations.

3.0 Operation of Facilities

- 3.1 Facilities and parks shall be operated to offer secure day-to-day operations and to insure proper evacuations, maintenance operations and storage of equipment.
- 3.2 Employees shall adhere to maintenance schedules as applicable to their respective facility, pool or park in regards to their job position. Preventive maintenance shall assist in providing properly maintained and operating passages, locks, gates, entry and exit areas, lighting and signage.
- 3.3 Inspection of facilities by employees and supervisors will be done in accordance with the applicable form. Unsafe, broken, or non-operable equipment shall be reported immediately by work order for schedule of repair or replacements.
- 3.4 Storage of hazardous materials, cleaning supplies, solvents or other chemical materials shall be done in accordance with accepted standards and in conjunction with the Assistant Superintendent of Parks and Public Facilities.

4.0 Operation of Programs

- 4.1 Programs shall be designed with the safety and security of the participant as the top priority.
- 4.2 Instructors, coaches, leaders and any employees in a programming capacity shall make themselves aware of and further instruct their participants as to the following:
 - 4.2.a. Risk of the program
 - 4.2.b. Exits (nearest and alternate locations)
 - 4.2.c. Emergency phone numbers
 - 4.2.d. Procedures of fire drills, evacuation drills
 - 4.2.e. Hours of operation
- 4.3 Care shall be taken to schedule classes in accordance to the layout of the facility, degree of risk of class, age of participants, abilities of participants, and evacuation plan for the facility.
- 4.4 It shall be the responsibility of the program or activity instructor, leader or coach to insure that Participation Forms, Waivers, or Agreement to Participate Forms are filled out to ascertain any potential emergency or evacuation needs, physical or medical limitations, and emergency contacts.

5.0 Inspections and Forms

- 5.1 Inspection of each facility, park, and program of the Department shall be done in accordance with the Maintenance Schedule, Recreation Operations Guide, Playground Manual or Building Security Plan.

- 5.2 Inspection Forms from the appropriate manual/plan and reports for the applicable facility, park or program shall be completed and returned to the issuing department to be kept on file:

Park Evaluation Form to Parks and Public Facilities
Ballfield Maintenance Checklist to Parks and Public Facilities
Damage/Missing Items Report to Superintendent of Recreation
Playground Maintenance Checklist to Superintendent of Recreation
Accident Report Form to Administration Office
Umpire Ejection Report to Athletic Program Supervisor
Supervision Report to Superintendent of Recreation

- 5.3 Work orders will be issued upon receipt of forms, checklist or request calling for repairs with priority decided by situation and use.

- 5.3.a. Repairs affecting the safety of users of facilities and parks shall be repaired immediately.
5.3.b. Repairs affecting the security or operations of security systems will be repaired immediately.
5.3.c. Vandalism at facilities and parks shall be repaired as soon as possible.

- 5.4 Security of facilities and parks shall be visually inspected by staff upon closing. Care should be taken to assure doors, windows and gates are closed, locked and secured and alarm systems are activated. Anything strange or out of routine should be further inspected. The Park Maintenance Division, the Recreation Center Supervisor or the Park Warden should be contacted if security of a facility or park cannot be accomplished at closing.

6.0 Training

- 6.1 The Security Plan of the Asheville Parks and Recreation Department will be an integral part of the new employee and in-house training program of the Department.

6.1.a. All employees shall be oriented to this plan as part of their training program.

6.1.b. Supervisory employees will be trained as to how to train other employees in the use of this plan, the application of drills prescribed by the plan and emergency procedures prescribed by appropriate operations.

- 6.2 Training of participants, employees, and volunteers in facilities and parks of the Department shall be ongoing by the use of drills as applicable in order to practice the procedures to maintain safety and security:

- 6.2.a. Fire Drill
6.2.b. Catastrophic/Evacuation Drill
6.2.c. Gas/Spillage Drill
6.2.d. Injury/Accident Drill
6.2.e. Bomb Drill
6.2.f. Verbal/Physical Abuse

- 6.3 All training shall be accessible to all staff members and volunteers.
- 6.4 All training shall be documented with dates, topics discussed and attendance.
- 6.5 Training with personnel from the local law enforcement agencies, emergency medical management, fire department or natural resources services shall be conducted if possible.

7.0 Prevention

- 7.1 In an effort to prevent crime, vandalism and emergency situations from arising in facilities and parks of the Department, a community involvement program shall be instituted in centers and facilities where appropriate.
- 7.2 Continued efforts on the Park Watch Program shall be a top priority of the Department. Park Watch will actively recruit local citizens to assist in the physical, visual inspection of facilities and parks.
- 7.3 Activities for at-risk youth shall be a top priority for the Department. The involvement of at-risk youth in the programs will instill a feeling of ownership and reduce potential crime and vandalism.
- 7.4 The Department will support the D.A.R.E. Program instituted in the school system to help reduce and eradicate the usage of drugs and criminal activities associated with drug use.
- 7.5 The Department will continue to provide professional supervision of the programs, facilities and parks in its auspices. Properly supervised activities will remain a priority to assure safe, secure facilities and parks.

8.0 Summary

- 8.1 The general Security Plan of the Asheville Parks and Recreation Department shall consist of the following plan of action:
 - 8.1.a Selection and placement of adequate, qualified personnel
 - 8.1.b Training and in-service education for new employees on the Security Plan
 - 8.1.c Consideration in layout, design and maintenance of facilities and parks for security and safety
 - 8.1.d Consideration in the operation of programs and activities in all facilities and parks for security and safety
 - 8.1.e Inspection of each facility, park and program of the Department to assure security and safety
 - 8.1.f Expedient repair and attention to work orders to maintain security and safety
 - 8.1.g Continued training and cross-training by other emergency management agencies in the security and safety concerns
 - 8.1.h Drills to put into practice the standards set forth in the Security Plan
- 8.2 The general Security Plan of the Asheville Parks and Recreation Department shall consist of the following objectives:

- 8.2.a. Properly marked exits with emergency lighting
- 8.2.b. Posted evacuation plans for each facility
- 8.2.c. Access to telephones for emergency use
- 8.2.d. Posted emergency telephone numbers
- 8.2.e. Physical inspection of facilities by personnel to assure security upon closing
- 8.2.f. Proper reporting of repairs, accidents, and incidents
- 8.2.g. Drills to practice emergency evacuations and emergency care applications