

CHEHALEM

PARK & RECREATION DISTRICT SAFETY MANUAL 2019–2020



cprdnewberg.org 503.554.0283 125 S. Elliott Road Newberg, OR 97132

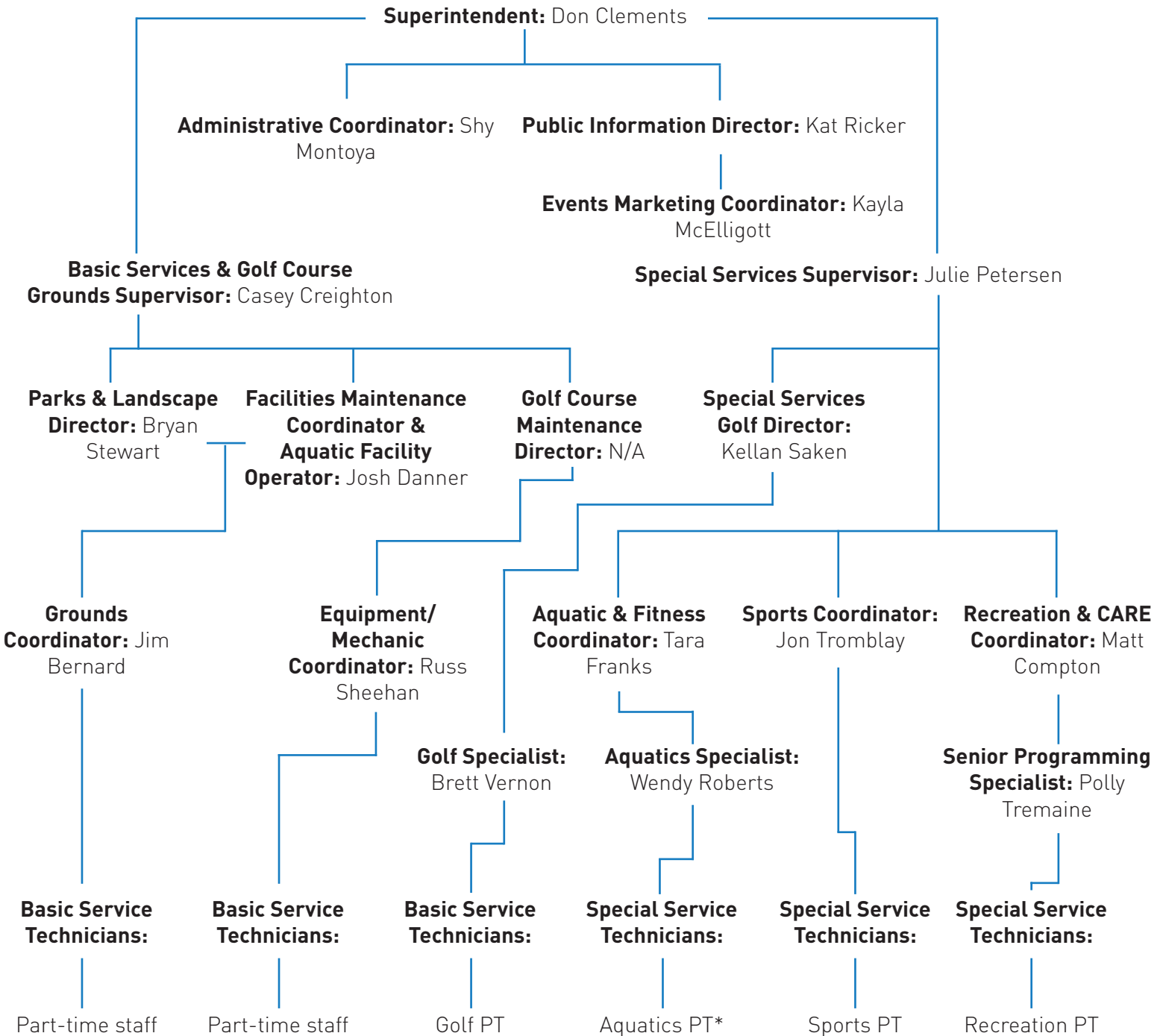
Registration 503.537.2909 1802 Haworth Ave. Newberg, OR 97132

**Chehalem Park &
Recreation District's
mission is to connect
and enrich our
community through
parks, recreation,
open spaces, natural
areas, and educational
opportunities.**

TABLE OF CONTENTS

CPRD Administrative Staff Organizational Chart	4
Emergencies	
Emergency Notification Protocol	6
Closures And Cancellations Due To Inclement Weather	8
Abuse Recognition	11
Catastrophic Emergencies	
Bomb Threat Protocol	14
Disaster Protocol	16
Active Shooter Threat	17
First Aid & Employee Safety	
Hazard Communication Plan (Condensed Version)	20
Safety Data Sheet	22
First Aid & Bloodborne Pathogen Kit(s) Checklist	24
Use of Bloodborne Pathogen Kit	25
Exposure Control Plan	26
Ergonomics	28
OSHA Job Safety & Health	31
Departmental Plans & Protocols	
Emergency Protocol for Environmental or Intruder Danger	34
Emergency Evacuation Plan C.A.R.E. & Preschool Specific	35
Chehalem Aquatic and Fitness Center Evacuation & Power Failure	36
Emergency Resource List	38
Employee Perks & Discounts	42
Forms	
Confidential, Possible or Suspected Abuse Report	46
Medical and First Aid Report	47
Incident Report	49
Bloodborne Pathogen Training	50
Consent to Communications	51
Employee Emergency	52
Public Feedback Form	53

CPRD Administration Staff Organizational Chart



*See Emergency Notification Protocol contact list on page 6

EMERGENCIES

Chehalem Park and Recreation District Emergency Notification Protocol

In case of emergency, contact the appropriate coordinator. If they can not be reached then contact the appropriate supervisor. Contact the District Superintendent only when you are unable to reach the appropriate coordinator or supervisor.

The coordinator or supervisor will contact the Public Information Director in the following cases

- A facility closure
- A facility or park is closed or hours of operation have changed
- Parking, transportation, pick-up times are affected
- Programming schedules are affected
- News media is involved or should be involved

For specific emergencies follow the Emergency Action Plan as outlined in your staff training manual. Home numbers are not to be given out to the general public.

Name	Title	Line 1	Line 2
Don Clements	District Superintendent	503.537.4165	503.538.4774
Julie Petersen	Special Services Supervisor	503.519.7364	971.235.0278
Casey Creighton	Basic Services Supervisor	503.519.6154	
Kat Ricker	Public Information Director	971.832.4222	503.899.5696
Bryan Stewart	Parks & Landscape Director	971.832.2344	
Shy Montoya	Administrative Coordinator	503.554.0283	
Tara Franks	Aquatics Coordinator	971.237.7502	503.472.4285
Jim Bernard	Grounds Coordinator	503.209.0794	503.538.2661
Kayla McElligott	Events Marketing Coordinator	503.550.4668	971.325.5853
Matt Compton	Recreation & CARE Coordinator	503.519.5224	
Jon Tromblay	Sports Coordinator	971.281.1457	
Deanna Rice	Preschool Specialist	503.734.8514	
Polly Tremaine	Senior Programming Specialist	503.537.9404	
Wendy Roberts	Aquatics Specialist	503.538.4813	
Josh Danner	Facilities Maintenance Coordinator & Aquatic Facility Operator	971.281.1885	

Districtwide, incident-specific Emergency Action Plans (EAP) include

- Inclement Weather Emergency Facility Closure & Emergency Program Cancellation
- Bomb & Other Threatening Phone Call Procedure
- Catastrophic Disaster Protocol – Community/County/State Emergency

Does your department have an EAP or procedure for the following incidents? Do you know your role?

- Evacuation - Earthquake/Fire
- Break-In/Theft/Vandalism
- First Aid (Staff/Patron) & Prevention of Disease Transition
- Power Failure or Equipment Failure
- Suspected Abuse/Neglect
- Intruder Alert/Safe Room
- Violence/Weapons
- Employee Absence/Substitution
- HAZMAT/Chemical Spills

Emergency Facility Closures and Program Cancellations Due to Inclement Weather

If you are an employee, directly involved with District programs, and you feel weather conditions are unsafe for travel and that a program cancellation and or a facility closure is warranted contact the appropriate authorized individual(s) for approval. The following individuals are authorized (jointly) to close facilities and or cancel programs. Once authorization is granted the closure and cancellation information can be found on our District website's homepage by clicking the "Closures & Cancellations" button. Our website can be found at: cprdnewberg.org. Please note that the Senior Center may be used as an overnight public shelter in extreme weather conditions such a heat wave or cold snap.

If you are an employee not directly involved with programming and you are unable to report for work due to unsafe weather conditions contact your direct supervisor.

Department

Chehalem Glenn Club House
Rec & Ed, CARE, Preschool
Rec, Com Sch, & Sr Center
Sports Programs
Senior Center Programs
Aquatic & Fitness Center
Aquatic & Fitness Center
Parks & Maintenance
Facility Maintenance
Chehalem Glenn Maintenance

Specialist/Coordinator

Kellan Sasken · 503.538.5800
Matt Compton · 503.519.5224
Matt Compton · 503.519.5224
Jon Tromblay · 971.281.1457
Polly Tremaine · 503.537.9404
Tara Franks · 971.237.7502
Wendy Roberts · 503.547.7976
Jim Bernard · 503.209.0794
Josh Danner · 971.832.4089
N/A

Supervisor

Julie Petersen · 503.519.7364
Julie Petersen · 503.519.7364
Julie Petersen · 503.519.7364
Julie Petersen · 503.519.7364
Julie Petersen · 503.519.7364
Casey Creighton · 503.519.6154
Casey Creighton · 503.519.6154
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District Superintendent
Public Information Director
Events Marketing Coordinator
Administrative Coordinator

Don Clements · 503.537.4165
Kat Ricker · 971.832.4222
Kayla McElligott · 503.550.4668
Shy Montoya · 503.554.0283

District Reception Staff

As District receptionists you will play an integral part in the event of a facility closure or program cancellations. You may be required to post public announcements on our District website, cprdnewberg.org, and/or Facebook account (see appropriate heading below for detailed outline). If the authorizing supervisor/coordinator/specialist feels the emergency closure or program cancellation is of a magnitude that requires a "red ticker tape" posting across the top of our website then contact Public Information Director Kat Ricker.

District Facility Closures

Once you receive confirmation of the closure from the appropriate supervisory staff the reception staff will post the appropriate notification on

- The CPRD website, "Cancellations & Closures"
- The CPRD facebook page
- See reverse for a full outline of how to post announcements
- Compile a list of special user groups, reservations and rental parties for each facility
- Notify all (by phone and or email) of facility closure

General Program Cancellations

Receptionists will

- Work with (or contact) each coordinator and supervisor for any specific instructions unique to their programs
- Create a list of all programs that need to be cancelled: Adult Sports, Youth Sports, Community School, Recreation, Special Events, Golf Course, Senior Center
- Collect class rosters
- Assist coordinators and supervisors in calling program instructors about cancellations; have instructors assist in contacting their participants (have rosters handy to pass on names and numbers)
- Assist coordinators and supervisors in calling class rosters as requested
- Supervisory staff will post signs on the various facility doors closure information
- See specific headings below for detailed Bonnie Benedict Preschool, C.A.R.E. and Aquatic & Fitness Center closures and program cancellations
- Contact Public Information Director Kat Ricker to post on website

In the event the closure or cancellation is due to a local or districtwide power failure all district electronics including desk phones will be in-operable; where possible work from personal cell phones, tablets and (lap top) computers. See specific emergency action plan for Aquatic & Fitness Center power failure.

Aquatic & Fitness Center Emergency Closure & Cancellations

Reception/Lifeguard/Aquatic Instructional Staff

- Assist coordinator in calling all scheduled staff, program participants, pool rentals, & special user groups
- Close front desk as usual (run reports and cash out)
- Change message on phones to reflect changes
- Check with Casey Creighton as to whether or not facility maintenance personnel are to report to work as scheduled
- Assist lifeguards if necessary with closing maintenance
- Pick up trash and lost/found, water chemistry checks, put equipment away, hose/disinfect dressing rooms, turn off lights, lock building

CARE/Preschool Emergency Closure & Cancellations

Reception/CARE/Preschool Staff

- All sites are closed if public schools close due to ice/snow or other inclement weather.
- Check school district web page newberg.k12.or.us and look for the red alert banner; the hotline phone number is 503.554.5001.
- CARE/Preschool staff will notify morning families of cancellation prior to morning drop off when possible.
- School delay openings, we will offer CARE/Preschool at all sites beginning at regular times based on the safety of leader arrival.
- During school closures during the school day, the schools and CARE staff will work together to make sure all parents are notified of the closure and have participants picked up.

Posting to Facebook and Website “Closures and Cancellations”

Facebook: In order to post announcements on Facebook you must be authorized by your supervisor. You, yourself must have a Facebook page you are willing use to attach the “CPRD page”. Contact the Public Information Director for assistance.

Access your personal Facebook homepage

- Go to the left vertical menu list
- Select the Chehalem Park and Recreation page
- Post the announcement accordingly

Website: Follow the steps below to post to our Closures & Cancellations page

- Open our webpage, cprdnewberg.org
- Go to (and login) Staff Login at the bottom of the homepage (see the District Secretary if you are unaware of the login and password information)
- Click on the blue Closures and Cancellations button on the homepage
- Click Edit
- Post the appropriate announcement
- Click the Save button at the lefthand bottom of the page

Sample Announcement

Emergency Closure—Today May 25, 2019 the pool is closed until further notice due to chemical complications. We anticipate reopening later today, likely this afternoon. Watch for updated information.

If there is an emergency that rises to the level that you think it merits being posted as a red alert banner across the top of the website, then contact the Public Information Director.

Mandatory Reporting of Suspected Child Abuse Policy

Purpose

Oregon state law mandates that workers in certain professions must make reports if they have reasonable cause to suspect abuse or neglect. These people are called mandatory reporters.

Employees of Chehalem Park and Recreation District, as defined under ORS 419B.005, are obligated to report abuse either while on or off duty.

Definitions

Oregon law recognizes these types of child abuse

- Mental injuries
- Sexual abuse or exploitation
- Rape or incest
- Neglect or maltreatment
- Threatened harm
- Permitting a person under 18 years of age to enter or remain in or upon premises where methamphetamines are being manufactured
- Unlawful exposure to a controlled substance, as defined in ORS 475.005, that subjects a child to a substantial risk of harm to the child's health or safety

A child is an unmarried person under the age of 18.

Reporting Procedures

Any employee who has reasonable cause to believe that a child has been abused; or any employee who comes into contact with someone who has abused a child shall immediately notify the Oregon Department of Human Services or local law enforcement (503-538-8321) as mandated by **ORS 419B.010**. The employee shall also complete the CPRD reporting form and submit it to your supervisor.

The written report as required by ORS419B.015 should include the following information, if known

- The names and addresses of the child and parents/guardians responsible for the child's care.
- The child's age
- The nature and extent of the abuse (if known)

All district volunteers are also subject to this policy even though they are not mandatory reporters under the law. A volunteer who suspects that a child has been abused is to report the situation to the department supervisor who will assist in filling out the report and insuring the report gets to the proper authorities. 11

Immunity of Persons Making a Report in Good Faith (ORS 419B.025)

Anyone participating in good faith in the making of a report of child abuse and who has reasonable grounds for making the report shall have immunity from any liability, civil or criminal, that might otherwise be incurred or imposed with respect to the making or content of such report. Any such participant shall have the same immunity with respect to participating in any judicial proceeding resulting from such report.

Failure to Comply

Any district employee who fails to report a suspected abuse of a child as provided by this policy and the prescribed Oregon law commits a violation of ORS 419B.005(1) which is punishable by law as a Class A violation.

Training

The District shall provide written procedures and annual training for all district staff and volunteers in the prevention and identification of child abuse and on the obligations of district employees under ORS 419B.005 to report suspected child abuse. District staff will be required complete an online video training offered through oregon.gov and present a certificate of completion to their appropriate coordinator or supervisor.

**CATASTROPHIC
EMERGENCIES**

Procedure for Bomb Threats and Other Threatening Phone Calls

Quick Reference

- Listen
- 911
- Call Don Clements 503.537.4165. He will contact the supervisor & Kat Ricker 971.832.4222
- Evacuate/follow directions from dispatcher

Detailed Instructions

1) Pay attention to what the caller says. Try to write down what they are saying as you have him/her on the phone.

- Note the time
- Male or female
- Distinguishing voice characteristics (accent, raspy, breathy, high or low pitch, etc.)
- Note what phone, device, or phone line

If possible, have a co-worker call 911 while you are still talking to them. Keeping them on the line increases the chances of tracing the call. If practical, ask them the following questions.

- When will the device explode?
- Where is the device?
- What does it look like?
- What kind of bomb or device is it?
- What will cause it to explode?
- Did you see or place the bomb? If yes, why?
- What is your name?
- Where are you right now?
- Are you part of a group? If yes, what group?

2) Place all the lines on hold, and call 911 (bomb threat or threat of immediate danger). Follow the instructions the dispatcher gives you. They will probably tell you to evacuate the building if it is a bomb threat.

3) Turn off the radio; the waves it transmits could activate a bomb. Receptionists – Remove the keys from the registers and notify all CPRD personnel in the building so they can execute an orderly evacuation (you will assist in the evacuation). Lock the front and side doors so no one can enter the building, but people can exit.

4) Call Don Clements at 503.537.4165 or supervisor/coordinator ASAP.

5) Don Clements or supervisor/coordinator will contact Kat Ricker at 971.832.4222.

6) Once everyone is out of the building, wait outside and contact the first responding police/fire unit and advise them of what the caller said and what you have done; for example, "We have cleared the building of people. No one is inside."

7) Depending on the situation, they may ask someone from CPRD to enter the building with them. If not, they will be asking for a detailed description of the building. They will also ask if you saw anything or anyone suspicious hanging around the building. For instance, if you received a UPS delivery or if any other package has arrived that you have not opened, notify the responding police/fire.

Do not alarm the public. Advise them that the evacuation is required and is for their own safety. Once the evacuation is complete, updated information will be provided as it becomes available.

Refer all questions from the media and public to your supervisor, the Superintendent, or the Public Information Director. Remember, anything you say may be quoted in public!

Catastrophic Disaster Protocol

Major Earthquake or Act of Terrorism

Major decisions and specific plans and will be made at the CPRD administrative level.

The CPRD Administration Office at 125 S. Elliott Road becomes the CPRD Command Center.

Information resources

- Portland-based TV news stations (KOIN, KGW, KATU)
- Local radio, KLYC 1260 AM
- Internet (FlashAlert Emergency flashalert.net)
- Community disaster emergency siren

- 1) All activities are cancelled.
- 2) All facilities are closed.
- 3) Hang Emergency Closure sign on doors with Command Center information.
- 4) Whenever possible, have parents or guardians pick up participants from their regular facilities, unless a situation requires staff to move people to the CPRD Command Center.
- 5) Do not attempt to leave. Discourage patrons from leaving facility if there is a question of danger or safety. Children are to remain at the site or facility until they can be released to parent or legal guardian.
- 6) All full-time and part-time on-duty staff must contact the CPRD Command Center by phone. Some staff may be directed to report to the CPRD Command Center.
- 7) Emergency phone numbers
 - a) CPRD staff seeking direction should contact their supervisor. If the supervisor is not available, contact superintendent Don Clements at 503.537.4165.
 - b) A person will be assigned to handle the CPRD Command Center landline 503.554.0283 for CPRD families seeking information.
 - c) Members of the public seeking information should refer to the website at cprdnewberg.org or call the CPRD receptionist at 503.537.2909.
- 8) Refer any news reporters to Don Clements 503.537.4165 or Kat Ricker 971.832.4222.

***Please note, in the event of a power failure staff should have readily available written list(s) of contact names and numbers, of not only supervisors and co-workers, but of class/activity participants as computers (and district telephone land lines that work off the internet) will not be operational.**

Active Shooter Threat RUN. HIDE. FIGHT.®

An active shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area, typically through the use of firearms. Victims are most often selected at random. The event is unpredictable and evolves quickly. Law enforcement is usually required to end an active shooter event. When an active shooter is in your vicinity, you must be prepared both mentally and physically to deal with the situation. Depending on where you are determines what you do next. You either run, hide, or fight.

See your supervisor for specific plans made for your workplace.

RUN

Have an escape route and plan in mind.

Leave your belongings behind.

Evacuate regardless of whether others agree to follow.

Help others escape, if possible.

Do not attempt to move wounded people.

Prevent others from entering an area where the active shooter may be.

Keep your hands visible.

Call 9-1-1 when you are safe.

HIDE

Hide in an area out of the shooter's view.

Lock the door or block the entry to your hiding place.

Silence your cell phone (including the vibration) and remain quiet.

FIGHT

Fight as a last resort and only when your life is in immediate danger.

Attempt to incapacitate the shooter.

Act with as much physical aggression as possible.

Improvise weapons or throw items at the active shooter.

Commit to your actions...Your life depends on it.

[Watch the video](#)

**FIRST AID +
EMPLOYEE
SAFETY**

Chehalem Park & Recreation District Hazard Communication Plan (Condensed Version)

General Information

The Chehalem Park and Recreation District management team (supervisory staff) is committed to complying with all state and federal safety regulations and the prevention of incidence or happenings which could result in personnel injury and/or illness. We require that management spare no effort in providing a safe and healthy work environment for all employees; that all levels of supervisors are accountable for the health and safety of those employees under their direction; and through this written hazard communication program share assigned responsibility to ensure performance under that responsibility.

All District departments are included in this program. The complete written Hazard Communication Plan is available to all employees and is located at the District's main office for review.

Procedures

Container Labeling: The District will verify that all containers received for use will:

- 1) Clearly and legibly state the name of the product/chemical
- 2) Note the appropriate hazard warning
- 3) List the manufacturer's name and address

It is the policy of the Chehalem Park and Recreation District that no container will be released for use until the above information is verified, present, and adequate. Departmental supervisors will ensure that all secondary containers are labeled with either an extra copy of the original manufacturer's label or with a generic label which identifies the product/chemical and lists the appropriate hazard warnings. Questions about proper labeling requirements should be addressed to your immediate supervisor.

Safety Data Sheets (SDS)

Copies of SDSs for all hazardous chemicals to which company employees may be exposed will be kept in each departmental office and at the District office. SDSs will be readily available to all employees in their work area for review at any time. Hazardous chemicals will not be used until an SDS (or appropriate SDS information) is available and employees are trained. If an SDS is missing for a hazardous chemical in use, contact your supervisor immediately.

Employee Information and Training

Prior to starting work, each new District employee will attend safety and health training to include the following:

- 1) Overview of hazard communication program requirements
- 2) Hazardous chemicals present in the workplace
- 3) Location and availability of the written hazard communication program
- 4) Physical and health effects of hazardous chemicals
- 5) Methods and observation of techniques used to determine the presence or release of a hazardous chemical in the work area.
- 6) Steps the District has taken to reduce or prevent exposure to these chemicals
- 7) How to reduce or prevent exposure to these hazardous chemicals through use of control/work practices and personal protective equipment
- 8) How to read labels and review SDSs to obtain the appropriate hazard information

Hazardous Non-Routine Tasks

Periodically, employees must perform hazardous non-routine tasks or activities. Before starting work on such projects, each affected employee will be given information by their department supervisor about the hazardous chemicals to which they may be exposed. This information will include:

- 1) Specific chemical hazards
- 2) Protective/safety measures the employee must take
- 3) Measures the company has taken to reduce the hazards, including ventilation, respirators, presence of co-workers, and emergency procedures

Examples of non-routine tasks performed by employees of the District may include

- 1) Working with pool chemicals
- 2) Application of herbicides

Informing Contractors/Volunteers

It is the responsibility of the District to provide contractors (with employees) and volunteers the following information

- 1) Hazardous chemicals to which they may be exposed while on the job site, and the procedure for obtaining SDSs.
- 2) Precautions employees or volunteers may take to lessen the possibility of exposure, by using appropriate protective measures, and an explanation of the labeling system

It is the responsibility of the District to identify and obtain SDSs for chemicals the contractor or volunteer is bringing into the workplace.

The three pages following are an example of a Safety Data Sheet; please review the format and be sure you know where to locate this information at your worksite.

SAMPLE SDS

R-0004

MATERIAL SAFETY DATA SHEET

MANUFACTURER: TAYLOR TECHNOLOGIES, INC
31 LOVETON CIRCLE
SPARKS, MD 21152
TELEPHONE: 410-472-4340

1. PRODUCT IDENTIFICATION

CATALOG NO.: R-0004
PRODUCT NAME: pH Indicator Solution (Phenol Red)
CHEMICAL FAMILY: Sulfonphthalein dye solution

2. INGREDIENTS

INGREDIENT	CAS NO.	%	NATURE OF HAZARD
Nonhazardous ingredients, each	NA	<1	None
Deionized water	7732-18-5	to 100	None

3. PHYSICAL/CHEMICAL CHARACTERISTICS

STATE: Liquid APPEARANCE: Clear, red ODOR: Phenolic
BOILING PT (F): 212 pH: 7.7 SPECIFIC GRAVITY: 1
VAPOR PRESSURE (mm Hg): 17 VAPOR DENSITY (AIR=1): .6
PERCENT VOLATILE BY VOLUME: 98 SOLUBILITY IN WATER: Soluble

4. FIRE, EXPLOSION HAZARD AND REACTIVITY DATA

FLASH PT: NA METHOD: NA
FLAMMABLE LIMITS: LEL: NA UEL: NA
EXTINGUISHING MEDIA: NA
SPECIAL PROCEDURES: Wear self-contained (positive pressure if available)
breathing apparatus and full-protective clothing
FIRE/EXPLOSION HAZARDS AND HAZARDOUS DECOMPOSITION PRODUCTS: May emit toxic
fumes of carbon oxides, nitrogen oxides, ammonia.
NFPA CODE: Health: 0 Flammability: 0 Reactivity: 0 Specific: NA
CONDITIONS TO AVOID: Extreme heat, temperatures.

5. HEALTH HAZARD DATA

INGREDIENT: NA
TOXICITY: NA
PEL: NA TLV: NA
STEL: NA

ROUTE(S) OF ENTRY: Inhalation Ingestion X Skin X
TARGET ORGAN(S): Eyes, skin
CARCINOGENICITY: NTP No IARC No OSHA No
HEALTH HAZARDS AND SYMPTOMS OF EXPOSURE:
EYES: Contact may cause irritation.
SKIN: Contact may cause staining.
INGESTION: Large quantities may cause gastrointestinal irritation.
INHALATION: NA
MEDICAL CONDITIONS AGGRAVATED BY EXPOSURE: Eye and skin conditions

6. PRECAUTIONARY MEASURES

PROTECTIVE EQUIPMENT: General purpose gloves, safety glasses, lab coat
HANDLING: Avoid contact with eyes, skin, and clothing. Avoid breathing chemical. Wash thoroughly after handling.
STORAGE: Cool, dry area. Avoid direct sunlight.

7. EMERGENCY AND FIRST AID PROCEDURES

EYE AND SKIN CONTACT: Immediately flush eyes with water for 20 minutes or until chemical is removed. Call physician. Wash skin thoroughly with soap and water.

INGESTION: Give large amounts of water. Call physician. Treat symptoms as needed. DO NOT give anything by mouth to a person who is unconscious, rapidly losing consciousness, or convulsing.

INHALATION: NA

8. SPILL AND DISPOSAL PROCEDURES

SPILL OR RELEASE: Absorb with vermiculite or other inert material. Containerize for later disposal.

DISPOSAL: Incineration or other method to comply with all local, state, and federal regulations.

NA = Not applicable
ND = Not determined
NE = Not established

This Material Safety Data Sheet has been prepared in accordance with 29 CFR Part 1910.1200 and contains information believed to be accurate and complete at the date of preparation. However, no warranty is expressed or implied. Advice given under "Spill and Disposal Procedures" assumes compliance with federal, state, and local regulations regarding the disposal of hazardous waste.

DATE PREPARED: February 2007

First Aid & Bloodborne Pathogen Kit(s) Checklist

All Staff must be aware of the location of these kit(s). Check and restock kits regularly. For supply re-order contact your immediate supervisor. Check with you supervisor for your first aid and CPR certification renewal dates. Please stay current in all your emergency certifications.

First Aid Kit Supplies

- Bandages, various sizes
- Ice bags or packs, disposable.
- Gauze Pads, various sizes
- Tape
- Disposable Gloves
- Pocket/Resuscitation Mask
- Antiseptic Wipes
- Accident and Incident Forms

Bloodborne Pathogen Supplies*

- Face Mask
- Ziploc Baggies & Trash Bags
- Sharps Container
- Red Z, or Kitty Litter
- Disinfectant Spray
- Shovel or Scoop
- Paper Towels
- Disposable Gloves
- Directions for Use of Bloodborne Pathogen Kit
- Handling and Disposing of Contaminated Fluids

Recommended, No Required

- Finger Splints
- Ace Bandages
- Triangular Bandages
- Thermometer
- Space Blanket
- Juice/Crackers
- Roller Bandages
- Tweezers

- Butterfly Bandages
- Scissors
- Space Blanket
- First Aid Handbook

***Some sites may separate the bloodborne pathogen clean up items into a separate kit.**

Directions For Use of Bloodborne Pathogen Kit

The contents of this kit are to be used only in the case of an injury, accident or health issue that would produce blood or other bodily fluid spill. It is extremely important that once the material in this kit is used, that the kit be turned into you supervisor to be re-stocked. All kits are to be checked on a regular basis.

Contents & Use

MASK

To be worn if blood is spurting from a wound or there is a chance that blood or bodily fluids could be sprayed into the eye of the attendant.

GLOVES

Three sizes of gloves are available in zip lock bags (S, M, L). They are marked according to size and must always be used when rendering first aid or cleaning up split bodily fluids.

PAPER TOWELS

These are to be used to assist in cleaning up any spills.

RED Z

Red Z, kitty litter or other agent is to be sprinkled onto spill site causing fluid spill to gel or harden. Once gelled or hardened it can then be picked up with a plastic scoop or shovel.

SCOOP/SHOVEL

This is to be used to scoop up the gelled fluid spill.

DISINFECTANT SPRAY

This is to be sprayed on the cleaned area of the spill site. It is not to be sprayed into a wound or on a person.

TRASH BAGS

All items mentioned above are to be placed in a double bagged plastic sack and placed in the garbage. Do not place any infected materials back into the box. Make sure the bags are tied shut with a twist tie. Place filled trash bag in an area, not accessible to public, ready for maintenance to pick up. Use biohazard waste container where available.

SHARPS CONTAINER

Sharps containers are part of our exposure control plan. This red container may not be stored in the bloodborne pathogen kit, know the location of your site's sharps container. It is to be used for the placement of needles, or any other sharp object (such as broken glass) that may be infected with blood or other bodily fluids. Once the container is full, turn it into your supervisor to be emptied.

GERMICIDAL (DISPOSABLE) WIPES

Germicidal wipe, antibacterial towelette or hand sanitizer is to be used to clean hands, or any personal areas (if soap and water are unavailable) after rendering first aid or cleaning up a bodily fluid spill.

Chehalem Park and Recreation District Exposure Control Plan Handling and Disposing of Contaminated Fluids

Health department information about the transmission of bloodborne diseases such as Meningitis, Tuberculosis, HIV (AIDS) and Hepatitis focuses on “bodily fluids” or “biological contaminants” as the carrier of these infectious bloodborne pathogens. These biological contaminants include drainage from cuts and scrapes, vomit, urine, feces, nasal mucus, saliva, semen and blood. In order for any bloodborne disease to be transmitted, four conditions must be met.

- a) A pathogen is present (through direct or indirect contact)
- b) A sufficient quantity of the pathogen is present to cause disease
- c) A person is susceptible to the pathogen
- d) The pathogen must pass through a viable entry site (eyes, mouth, mucous membranes or a break, of sufficient size, in the skin)

Those employees who administer first aid or may otherwise incur occupational exposure to potentially infectious materials will be best protected through the use of District’s Exposure Control Plan. The following procedures are precautionary measures against exposure and disease transmission. These prudent actions are to be followed by all employees.

These universally recognized precautions require the assumption that all bodily fluids (biological contaminants) be deemed “infectious” for any and all bloodborne pathogens. Treat any biological substance as potentially infectious.

The use of gloves and other personal protective equipment (PPE) is required for all tasks in which an individual may come into contact with potentially harmful biological contaminants. The type of PPE required (such as gloves/face mask/eye shield/repellent gowns) will depend on the task. Such tasks include (but not limited to):

- a) Cleaning any surface or equipment soiled with bodily fluids such as blood, urine, vomit, and feces. Any contaminated surface must be cleaned after each use and at the end of the day with soap and water and then rinsed with an EPA approved disinfectant. Only District approved staff may clean up potentially infectious materials.
- b) Handling contaminated sharp objects and broken glass: Needles, syringes, broken glassware and other sharp objects found on district property must be picked up with the use of puncture-proof gloves, mechanical devices such as a broom, brush and dust pan and/or the District’s body fluids precaution kit. Any such items must be disposed of in an appropriate “sharp” or other “biohazard” waste container.

c) Disposing of regulated waste with gross biological contamination or emptying trashcans. All wastebaskets used to dispose of potentially infectious materials must be lined with a plastic bag liner that is changed daily. Infectious materials must be double plastic bagged and tied shut when placed in wastebaskets. Where present dispose of infectious materials in a biohazard waste container.

d) Rendering first aid: If at all possible, have the patron provide care for his or her own minor bleeding injuries. This includes encouraging patrons to apply their own band-aids. If direct first aid assistance is required and exposures to potentially infection material through splashes, spray, spatter or droplets can be reasonably anticipated then maximum protection through the use of PPE such as gloves/face mask/eye shield/breathing barriers/repellent gowns is required. Serious first aid may only be administered by those individuals appropriately trained and approved by the District as first responders.

Complete and effective handwashing (using an antibacterial soap) for at least thirty seconds should follow any first aid event or contact with potentially infectious materials. In the event handwashing facilities are not readily available, thorough cleansing using an antiseptic cleanser and paper towels or antiseptic towelette is necessary. Hands must be washed with soap and running water as soon as possible.

Stay safe and well! Tips for Workplace Ergonomics

What is ergonomics?

The study of human capabilities in relationship to work demands. Many jobs require workers to maintain certain body positions for long periods of time which may result in musculoskeletal problems; or certain repetitive job tasks that may result in repetitive stress injuries, or RSI's.

Why is this important to us, as employees?

Understanding ergonomics and developing an “ergo-eye” will assist us in developing and maintaining a “physically” safe work environment. This will reduce the occurrence of employee accident/injury and thus time away from the job.

As employees we need to consider

- Personal factors—our abilities, age, gender, fitness level, activities outside the workplace
- The equipment and tools used
- The design of equipment—The need for redesign
- The work environment—lighting, temperature, weather
- Type of task—time spent doing the same repetitive motion over and over, time spent in a single position, the force required to complete the task (weight)

Be proactive. Help prevent injuries

Beware of the warning signs, the “toos;” make changes when you notice that you are:

- Too awkward
- Too tired (muscle fatigue, sleeplessness)
- Too thirsty too long at one task
- Too hot/cold, too uncomfortable (discomfort)

Contributing factors include

- Awkward posture, repetitive motion
- Forceful exertion, pressure points
- Vibration, weight/size of items lifted/carried
- Temperature, weather
- Lighting, length of time spent doing a single task
- Standing surface

Ergonomic Improvements

Develop and maintain good posture while sitting, standing, squatting

- Strengthen and maintain “core or trunk muscles”

Know/find out proper way to lift/move an item

- Bend at the knee and lift with the legs
- Keep the “load” within the best or preferred work zone (see reverse)

Administrative

- Develop an “ergo-eye” and report problems to your supervisor
- Use Safety Gear

Resources

- Your Supervisor
- A Safety Committee member
- Book: “Easy Ergonomics”
- The Internet - alexandertechnique.com/ergonomics.htm
- You! Brainstorm and keep your “ergo-eye” open

Review

- Know your responsibilities as an employee
- Be proactive—If it hurts/might hurt/or is questionable, don't do it!
- Consult your supervisor
- Know the **best** and **preferred** work zones—see reverse for illustrations

Best and Preferred Work Zone

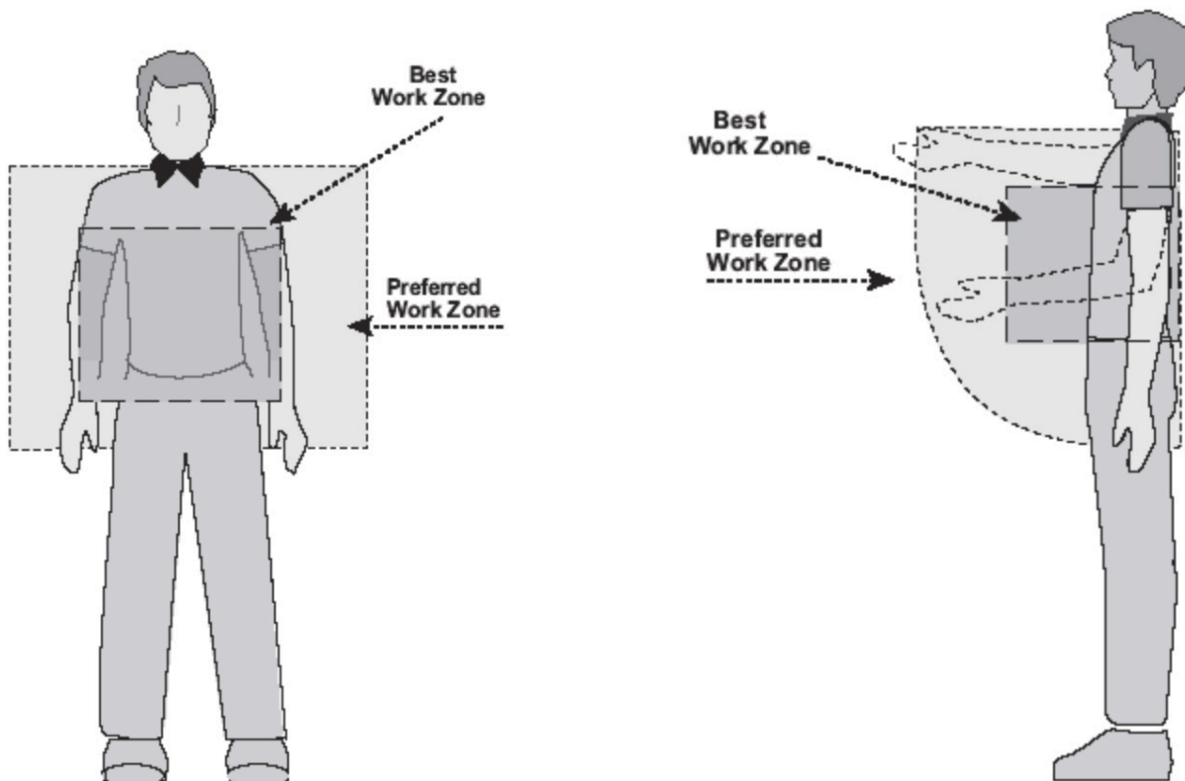
Performing work within the best and preferred work zones shown below facilitates productivity and comfort. Work is safest when lifting and reaching is performed in these zones. Working outside these work zones results in non-neutral postures that may increase the risk of injury. It is particularly important to perform heavy lifting tasks within the best work zone.

Best Work Zone

- As far forward as your wrist when you hold your arm slightly bent
- As wide as the shoulders
- Upper level at about heart height
- Lower level at about waist height

Preferred Work Zone

- As far forward as your hand when you hold your arm out straight
- A foot on either side of the shoulders
- Upper level at shoulder height
- Lower level at tip of fingers with hands held at the side





OSHA[®]
Occupational Safety
and Health Administration

Job Safety and Health IT'S THE LAW!

All workers have the right to:

- A safe workplace.
- Raise a safety or health concern with your employer or OSHA, or report a work-related injury or illness, without being retaliated against.
- Receive information and training on job hazards, including all hazardous substances in your workplace.
- Request an OSHA inspection of your workplace if you believe there are unsafe or unhealthy conditions. OSHA will keep your name confidential. You have the right to have a representative contact OSHA on your behalf.
- Participate (or have your representative participate) in an OSHA inspection and speak in private to the inspector.
- File a complaint with OSHA within 30 days (by phone, online or by mail) if you have been retaliated against for using your rights.
- See any OSHA citations issued to your employer.
- Request copies of your medical records, tests that measure hazards in the workplace, and the workplace injury and illness log.

This poster is available free from OSHA.

Employers must:

- Provide employees a workplace free from recognized hazards. It is illegal to retaliate against an employee for using any of their rights under the law, including raising a health and safety concern with you or with OSHA, or reporting a work-related injury or illness.
- Comply with all applicable OSHA standards.
- Report to OSHA all work-related fatalities within 8 hours, and all inpatient hospitalizations, amputations and losses of an eye within 24 hours.
- Provide required training to all workers in a language and vocabulary they can understand.
- Prominently display this poster in the workplace.
- Post OSHA citations at or near the place of the alleged violations.

FREE ASSISTANCE to identify and correct hazards is available to small and medium-sized employers, without citation or penalty, through OSHA-supported consultation programs in every state.

Contact OSHA. We can help.



1-800-321-OSHA (6742) • TTY 1-877-889-5627 • www.osha.gov

DEPARTMENT
PLANS &
PROTOCOLS

CARE/Preschool Emergency Protocol for Environmental or Intruder Danger

In the event of an emergency, the first priorities are the health and safety of patrons and staff; the protection of district property and the communication of accurate information to parents, patrons, and the public.

- 1) If your program is located in one of the Newberg School District buildings, the Newberg School District Emergency Guidelines handbook will be followed. You must know the location of this information.
- 2) If your program is located at the Community Center, Preschool or other CPRD facility the following protocol will be followed:
 - a) Remain calm and aware
 - b) Access the emergency and call 911 or your supervisor
 - c) Gather the children in your care into the designated safe area or room. Take your emergency supplies (First Aid kit, emergency phone lists and phone, medicines, flashlight, water, etc.) Lock the area and stay away from windows and doors.
 - d) Contact your supervisor
- 3) Your supervisor and the emergency response team will give you instructions as to how to proceed. The chain of command will be in place and managers will have assigned responsibilities to insure the safety of all. Do not contact parents, etc. until told to do so. Keep the phelines open so that the emergency team or your supervisor can contact you.
- 4) Do not release children to anyone you do not know or who is not on the pick-up list. Identify any one you are unsure of, as this is a potentially risky situation.
- 5) Parents or others who call to ask information on their children or the emergency should be reassured that everything is being handled in an appropriate manner. Refer them to our District website at cprdnewberg.org and give them the CPRD reception phone number, 503.537.2909 to contact for further updates. Keep the conversation as short as possible.
- 6) News reporters or others may call for information; tell them to contact Don Clements at 503.537.4165 or Kat Ricker at 971.832.4222 for information.

Important telephone numbers

Aquatic Center: 503.537.2909
Community Center: 503.538.1079
Dundee CARE: 503.554.0914
Ewing Young CARE: 503.538.3789
Preschool: 503.538.4602
Senior Center: 503.537.9404

Crater CARE: 503.554.8354
Edwards CARE: 503.537.4100
Mabel Rush CARE: 503.209.0368
Austin CARE: 503.476.6713

Emergency Evacuation Action Plan

C.A.R.E. and Preschool Specific

In the event of an emergency situation that requires an evacuation of _____, one of the following plans shall be implemented. In all situations, the CARE or Preschool leader in charge when evacuating shall:

- Take an accurate account of all children and staff as they leave the facility
- Bring any necessary medications/supplies and emergency information forms
- Take the site cell phone to be used for emergency notifications

1) If the emergency is determined to be very localized, children will remain in a designated safe area of the site during the event with the leaders.

2) If the emergency environment is confined to the immediate area of the facility, e.g. fire or toxic fumes and the group cannot stay on the premises, the children will be evacuated to a safe location (such as the Chehalem Armory or Chehalem Aquatic Center) by emergency transportation (such as bus) where all will remain accompanied by the leaders while family/guardian/emergency contacts are notified of the situation.

- a)** Children will only be released to people whom are approved for pick up and a photo ID will be necessary to insure safe exit.
- b)** If possible, a sign will be placed on the door of the site prior to vacating the area stating where the children have been transported to with contact information.

3) In the event of exposure to toxic materials or gases, and a physical examination is recommended by emergency services; children will be transported to Providence Newberg Medical Center where they will be examined by a health professional and family/guardian/ emergency contacts will be notified.

4) In the event of a major environmental hazard that necessitates a larger mass evacuation area due to earthquake, hurricane, etc. children will be transported to a Red Cross designated mass shelter by bus where they will remain accompanied by the leaders while family/guardian/emergency contacts are notified and arrangements are made for their pick up.

Reminder: staff will remain with and care for the children at all times during an event. Attendance will be checked whenever children are moved. Staff will bring or carry any and all necessary medication, supplies and emergency records.

Other important telephone numbers

Recreation Coordinator, Matt Compton: 503.519.5224
Aquatics Coordinator, Tara Franks: 503.538.7454
Special Services Supervisor, Julie Petersen: 503.519.7364

Chehalem Aquatic & Fitness Center Power Failure Evacuation

Contact the appropriate supervisors and inform them of the situation.

Tara · 971.237.7502

Wendy · 503.547.7976

Troy · 971.832.4089

Casey · 503.519.6154

Emergency lighting should come on in lobby, pool areas and locker rooms. Personal smart phones are equipped with a flashlight app and can be used for additional lighting. Desk phones will not function. Have personal cell phones available.

If there is a threat to personal safety of staff/patrons, refer to general procedure for **Emergency Building Evacuation** found in the **Aquatic Staff Manual**. If it is truly just a power outage follow the steps below.

Pool(s)/Spa/Universal Dressing Areas and Locker Rooms

·Move all patrons to an area on the competition pool bleachers

Once in the bleacher area

·Have patrons buddy up with the people they came with to make sure all are accounted for

·Explain to patrons:

·If the power returns within ten minutes then the pool will return to regular schedule; at the appropriate time admit patrons to the water in an orderly fashion

a) If patrons with on-site transportation want to leave immediately set up staggered send offs, in manageable numbers, to the locker rooms to change (no showers)

·If the power does not come back on (within the 10 minutes) or the failure occurs within 20 minutes of closing then set up staggered send offs, in manageable numbers, to the locker rooms to change (no showers)

·Once changed, the patrons will move to the waiting area (see below)

Weight Room

·AC and electronics will not operate during power failure; with use of manual buttons turn off electronics

·Clear area; any unattended minors must be ushered to the main lobby for pick up (see below)

·All patrons will be ushered to the waiting area

Reception Area/Managers Office

- Turn off all electronics

Waiting Area, Clearing the Facility

- All patrons will congregate in the main lobby to await pick-up (the classrooms can be used as an overflow waiting for large groups)
- A staff member should wait with patrons; monitoring child pick up
- Allow patrons to use cell phones to request pick-ups if they don't have their own
- Using the emergency pick-up roster, note child's name, time and name of the party picking them up
- Children who have been dropped off must be picked up by a parent, emergency contact or other approved individual. Do not allow children to walk home
- At least two (for safety) staff members should wait until all patrons have cleared the building.

Facility Closure

- Once all patrons have cleared the building remaining staff members (moving together) will check the entire facility area by area and room by room to make sure all is clear
- Close all areas of the building following (as close to) normal procedures as possible
- Make sure all light switches and appropriate breakers are turned off and the building is secure (locked)

Emergency Resource List

Aquatic Center

SDS Book: Tara's office on table

CPRD Forms: Top left drawer in dark tan filing cabinet and in file folders on counter in Lifeguard room.

Hazard Communication Plan: In SDS book - EAP section and Staff manual

Safety Seminar Packet: 2nd drawer Right hand light tan filing cabinet Tara's office

Fire Extinguisher: 1 in front lobby by vending machines, 1 in front of women's changing room, 1 by rec pool entrance, 1 by rec pool mechanical door, 1 on west side of bleachers in competition pool, 1 on east side of bleachers in competition pool, 1 by mechanical door of competition pool, 1 in the pool mechanical room by back entrance

First Aid Kit: On deck in front of Tara's office, Leisure Pool. On deck south side in Competition pool. Extra first aid supplies are in the Lifeguard room.

Blood Bourne Pathogens Kit: On deck in front of Tara's office on First aid cart Leisure Pool, On deck south wall on first aid cart competition pool.

AED: Front desk back office on wall (Right side of door), Leisure pool north wall next to backboard, Competition pool south wall by backboard.

Preschool

SDS Book: Located in office

CPRD Forms: Located in office

Hazard Communication Plan: Located in office

Safety Seminar Packet: Located in office

Fire Extinguisher: 1 behind the back door, 1 upstairs in the hallway

First Aid Kit: 1 in the kitchen, 1 in the little office under the stairs

Blood Bourne Pathogens Kit: 1 in the kitchen, 1 in the little office under the stairs

AED: None

Community Center

SDS Book: In the kitchen on the top of the refrigerator

CPRD Forms: In the kitchen on the top of the refrigerator

Hazard Communication Plan: In the kitchen on the top of the refrigerator

Safety Seminar Packet: In the kitchen on the top of the refrigerator

Fire Extinguisher: Main Hall, activity room, kitchen, second playroom. 1 upstairs in the hallway

First Aid Kit: In the kitchen on the top of the refrigerator

Blood Bourne Pathogens Kit: In the kitchen on the top of the refrigerator

AED: None

Park Shop

SDS Book: Main Office

CPRD Forms: Main Office

Hazard Communication Plan: Main Office

Safety Seminar Packet: Main Office

Fire Extinguisher: In shop and in each truck

First Aid Kit: In shop and in each truck

Blood Bourne Pathogens Kit: In shop and in each truck

AED: None

District Office West

SDS Book: On shelf by copier in District Office West

CPRD Forms: On shelf by copier in District Office West

Hazard Communication Plan: On shelf by copier in District Office West

Safety Seminar Packet: On shelf by copier in District Office West

Fire Extinguisher: 1 By front door, 1 in document supply room, 1 outside document supply room

First Aid Kit: Drawer behind front counter

Blood Bourne Pathogens Kit: Drawer behind front counter

AED: None

District Office East

SDS Book: On shelf by copier in District Office West

CPRD Forms: On shelf by copier in District Office West

Hazard Communication Plan: On shelf by copier in District Office West

Safety Seminar Packet: On shelf by copier in District Office West

Fire Extinguisher: 1 in south hall, 1 in east hall, 1 in lunch room, 1 in storage room

First Aid Kit: Community School Office

Blood Bourne Pathogens Kit: Community School Office

AED: Kitchen

Golf Course

SDS Book: Behind front counter

CPRD Forms: Behind front counter

Hazard Communication Plan: Behind front counter

Safety Seminar Packet: Behind front counter

Fire Extinguisher: Next to front entrance of Clubhouse, in kitchen, next to entrance to cart barn, in event tent

First Aid Kit: Behind front counter

Blood Bourne Pathogens Kit: Behind front counter

AED: Kitchen

Golf Maintenance Shop

SDS Book: Lunchroom

CPRD Forms: Lunchroom

Hazard Communication Plan: Lunchroom

Safety Seminar Packet: Lunchroom

Fire Extinguisher: Lunchroom, shop, & under tractor barn

First Aid Kit: Lunchroom, shop

Blood Bourne Pathogens Kit: Lunchroom, shop

AED: None

Armory

SDS Book: Janitor Closet

CPRD Forms: First Aid kit in Kitchen

Hazard Communication Plan: First Aid kit in Kitchen

Safety Seminar Packet: First Aid kit in Kitchen

Fire Extinguisher: South wall

First Aid Kit: In kitchen

Blood Bourne Pathogens Kit: In kitchen

AED: None

Youth Building

SDS Book: In Armory janitor Closet

CPRD Forms: In Kitchen

Hazard Communication Plan: First Aid kit in Kitchen

Safety Seminar Packet: First Aid kit in Kitchen

Fire Extinguisher: In kitchen

First Aid Kit: In kitchen

Blood Bourne Pathogens Kit: In kitchen

AED: None

Chehalem Cultural Center

SDS Book: At the front desk

CPRD Forms: At the front desk

Hazard Communication Plan: At the front desk

Safety Seminar Packet: At the front desk

Fire Extinguisher: 1 in the elevator room, 1 in mechanical room, 2 in Grand Ballroom, 1 in main lobby, 1 in soon to be newer kitchen, 1 in black box theater, 1 in office room 107, 1 in room 104, 1 in room 102, 1 in hallway in between room 101 and 102, 1 upstairs in hallway in between room 201 and 202

First Aid Kit: At the front desk

Blood Bourne Pathogens Kit: At the front desk

AED: In the staff kitchen

Senior Center

SDS Book: Janitorial closet

CPRD Forms: Main office filing cabinet

Hazard Communication Plan: Janitorial closet

Safety Seminar Packet: Main office book shelf

Fire Extinguisher: Main office and multi purpose room

First Aid Kit: Main office book shelf

Blood Bourne Pathogens Kit: Main office book shelf

AED: Main office by the closet

Chehalem Park and Recreation District Employee Parks and Discounts

Aquatic and Fitness Center

Part Time Employees—CAFC Senior/Adult/Student Quarterly Membership

- This package is for the very part time hourly (temporary or seasonal) employee and includes fitness center, pools (schedule permitting, including water x classes), hot tub and sauna (age restrictions may apply).
- It is an employee only membership (family members are not included).

Full Time Employees—CAFC Family Quarterly Membership

- This package is for full time hourly or salaried personnel and may include tenured seasonal full-time employees; our board of director's and their families qualify for this package.
- Employee/Board Member and spouse plus all children, or full-time students living at home, will be eligible to use fitness center, pools (schedule permitting including water x classes), hot tub and sauna (age restrictions may apply).

Membership Upgrade – Part Time Employees

- To upgrade from an individual (adult or senior) employee to one of the following memberships pay the following fees:

a) Adult Couple	\$55
b) Senior Couple	\$42
c) Family	\$91

Weight Room Orientations

All employees and family members (18 years and up) using the Fitness Center are encouraged participate in a fee-based orientation prior to use of the weight room. Those family members 17 years of age and younger are required to participate in a fee-based orientation by appointment only; check with the receptionist for cost and appointment schedule. Orientation cards must be completed, signed and returned for each lifter.

C.A.R.E and Preschool

All employees and their family · Contact Matt Compton 503-519-5224

·40% discount on C.A.R.E & preschool

Golf

Full Time Employees · Contact Kellan Sasken 503-538-5800

·Bucket of balls for driving & putting

·Golf course play if space is available

Recreation

All Employees and their family

·30% off of classes and activities

F O R M S



Chehalem Park & Recreation District

Confidential

Possible or Suspected Abuse Report

ORS.419B.010 requires that "Any public or private official having reasonable cause to believe that any child with whom the official comes in contact has suffered abuse or that any person with whom the official comes in contact has abused a child shall immediately report or cause a report to be made"

Public officials include all Chehalem Park and Recreation District employees and volunteers.

Report Numbers DHS State Child Welfare: 1-800-822-3903
 Newberg/Dundee Police: 503-538-8321

Record of Report

Agency to which the report is made _____

Reporting employee/volunteer _____

Date of report _____ Time _____

Information

Name of Child _____

Parent or Guardian _____

Address _____

Phone _____

Child's birthdate _____ Age _____

Occurrence

Date and time of alleged occurrence _____

Nature and extent of the alleged abuse _____

Other pertinent information regarding the abuse _____

Staff/Volunteer Signature _____ **Date** _____



Chehalem Park and Recreation District

Medical & First Aid Report

To be completed and turned in to immediate supervisor within 24 hours

Individual's Personal Information

Day/Date of Aid _____ Time _____ Department _____

Name of Individual _____ Age _____ Gender _____

Address _____ Phone _____ Email _____

Description of Medical or First Aid Event

Site & Location (Be specific) _____

Recommendations

- No recommendation ()
- Seek Medical Attention ()
- Go to Hospital ()
- EMS/911 Called ()
- Other ()

Released to

- Resumed Activity ()
- Self ()
- Parent/Guardian ()
- EMS/911 ()
- Other ()

Event description (what, where, how, why) - Please use bullet/point format _____

Describe condition of the individual (signs and symptoms) _____

Describe first aid administered and by whom _____

Follow up _____

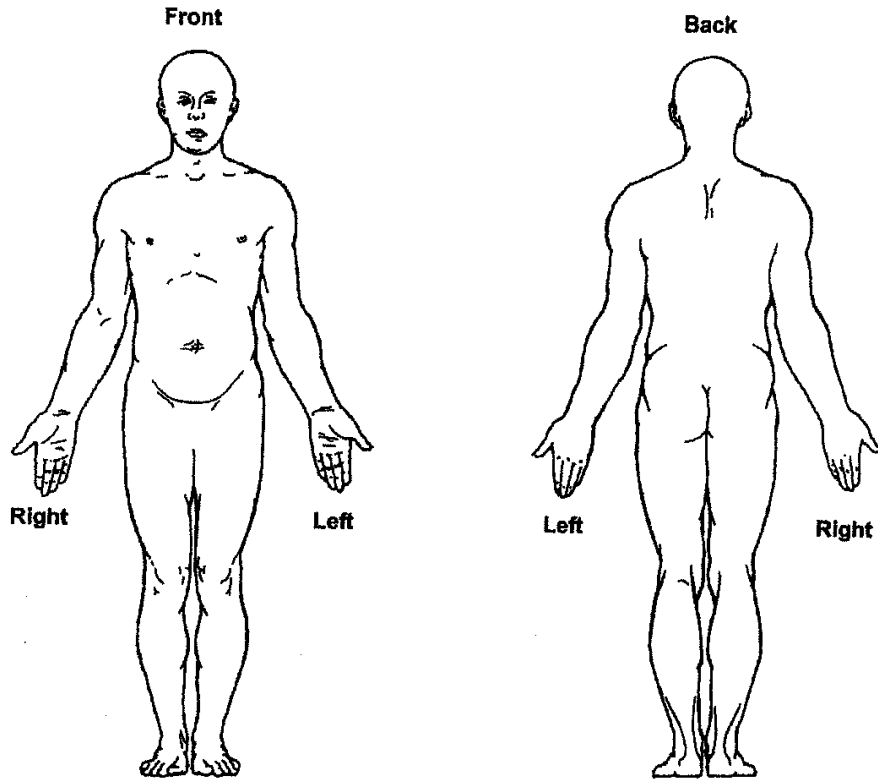
CPRD Personnel

Reporting CPRD Personnel _____ Department _____ Date _____
(Employee/Instructor/Coach/Volunteer)

Signature of Supervisor _____ Date _____

→ Please turn to back side to complete form

Please mark the area of injury or discomfort on the chart below.



Please use the space below to further describe the event or individual's condition if needed: _____

Additional Comments: _____

I certify, as attested by my signature below, that all information I have given is true and contains no false statements and/or misrepresentations.

Print *Individuals* Name: _____ Date: _____

Individual's Signature: _____ Parent/Guardian Signature: _____

Print Witness Name: _____ Witness Signature: _____

Date: _____ Phone: _____ Address: _____



Chehalem Park and Recreation District

Incident Report

To be completed and turned in to immediate supervisor within 24 hours

Day/Date _____ Time _____ a.m./p.m.

Name _____ Phone _____ Address _____

Name _____ Phone _____ Address _____

Name _____ Phone _____ Address _____

Description of Incident (Use reverse side if more space is needed) _____

Location (Write name on the line)

Newberg School _____

Other School _____

Sport Complex _____

CPRD Facility _____

CPRD Park _____

Other _____

Follow-up

Informed of rules/policies

Warning/Cautioned

Ejected/Suspended

Report to Police

Other _____

Released to

Parent/Guardian

Removed from Site

Other _____

Ejection/Suspension

Reason for Ejection _____

_____ Length of Suspension _____

_____ Parents called? Yes No Date called _____

Police called? Yes No

Supervisor notified? Yes No

Follow up? Yes No By whom? _____ Date called _____

Person Reporting Incident _____ Phone _____

Signature of Facility Supervisor _____ Date _____

*This form is to be completed and returned to appropriate supervisor
as soon as possible within 24 hours of incident.*



Bloodborne Pathogens Training Orientation Form 7A

Name _____

Title _____

Department _____

Parent/Guardian

Phone

Address _____

Please read, sign below, and return this form to your supervisor.

I have completed the bloodborne pathogens training orientation and am familiar with the procedures that have been established by Chehalem Park and Recreation District.

Signature

Date

Supervisor Signature

Date



Chehalem Park and Recreation District

Consent to Communications

I. Consent to Districtwide Communications

Name _____ Date _____

I consent to CPRD contacting me through email and/or text for districtwide announcements, not limited to, but including facility and programming weather, disaster, and traffic interruptions. This communication is separate from any departmental communication.

Signature

Email _____

Phone number _____ Phone Carrier _____

Human Resources Copy

II. Consent to Departmental Communications

Name _____ Date _____

I consent to CPRD contacting me through email and/or text for departmental communication.

Signature

Email _____

Phone number _____ Phone Carrier _____

Department Supervisor Copy



Employee Emergency Information Form

Employee Name _____

Address _____

Phone _____

Email _____

Date of Birth (MM/DD/YYYY) _____

Title _____

Department _____

Today's Date (MM/DD/YYYY) _____

Immediate Supervisor Name _____

Location _____

Phone _____

Emergency Contact

Person(s) you wish to be notified in event of injury, illness or emergency

Name _____

Address _____

Day Phone _____

Other Phone _____

Optional Medical Information

Physician _____

Phone _____

Medical Conditions _____

Medication _____

It is your decision and responsibility to provide emergency contact information if you believe it necessary for our health and safety while at work. This information is confidential and will be stored in your employer's personnel file.

Employee Signature

Date



Give us your feedback

What are you commenting on?

Activities

- Adults 50+
- Aquatics
- C.A.R.E. Childcare
- Community School Recreation
- Sports

Facilities

- Bonnie Benedict Preschool
- Chehalem Armory
- Chehalem Aquatic & Fitness Center
- Chehalem Community Center
- Chehalem Cultural Center
- Chehalem Glenn Golf Course
- Chehalem Senior Center

General

- Litter
- Parking
- Parks
- Playground
- Restroom
- Website
- Other

What is your comment?

What is your recommendation?

We are here to serve you. If you would like to discuss something, let us know and we will contact you.

Would you like us to contact you? Yes No

Preferred method of contact Phone Email

Optional

Name

Address

Phone

Email

Other ways to make your voice heard

- **Attend a Board meeting.** The Chehalem Park and Recreation District Board of Directors generally meets the fourth Thursday of each month. The public is welcome. Due to the holidays, the board meets only if necessary in November and December. Visit our website for meeting locations and details.
- **Give us a call.**
Administration Office (503) 554-0283
Registration Desk (503) 537-2909
- **Go online.** You can leave feedback for CPRD on our website at cprdnewberg.org, through Facebook, Twitter, and our blog.