

Emergency Phone Number List

(posted in key areas throughout facility)

Fire District (Big Rock: (630) 556-3214)	
Police Department (911) Kane County Sheriff: 630-232-6840 Dispatch Center (non-emergency): 630-232-8400 Patrol/Public Safety: 630-444-1182	
Paramedic/Ambulance (Big Rock: (630) 556-3214) Superior Ambulance Service: (630) 832-2000	
Electric Company (ComEd- (800) 334-7661)	

Company Policy

The objective of the Emergency Action Plan is to comply with the Occupational Safety and Health Administration's (OSHA) Emergency Action Plans Standard, 29 CFR 1910.38, and to prepare employees for dealing with emergency situations. This plan is designed to minimize injury and loss of human life and company resources by training employees, procuring and maintaining necessary equipment, and assigning responsibilities. This plan applies to all emergencies that may reasonably be expected to occur at **The Riverside Club for Adventure and Imagination**.

Assignment of Responsibility

Peter Searby, the Director, is the Emergency Coordinator. Their responsibility is to manage the Emergency Action Plan for **The Riverside Club**. The Director shall also maintain all training records pertaining to this plan and coordinate with local public resources, such as the fire department and emergency medical personnel, to ensure that they are prepared to respond as detailed in this plan.

The following employees can be contacted for more information about the Emergency Action plan:

Name	Position	Phone Number
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Peter Searby	Director	773-710-0251
Wesley Brown	Teacher	262-287-7601
Liam Mitchell	Teacher	978-518-9601
Monta Hernon	Communications Director	630-842-6310

Emergency Reporting

The following emergencies are to be reported to the Director or area supervisor:

- Fire
- Natural Disasters (tornado, flood, earthquake)
- Medical
- Workplace Violence
- Hazardous Material Spill
- Off Site Injury or Vehicle Accident
- **(Other Emergencies)**

4. Evacuation Plans (See Attached Routes)

Emergency evacuation escape route plans are posted in key areas throughout the buildings. All employees have been trained concerning these plans and should also be familiar with the evacuation plans for the other buildings within the company.

5. Employee Accountability Procedures after Evacuation

After evacuation, the Director and all Teachers are responsible for accounting for each employee and student group assigned to them at their predetermined rally point by conducting a head count. Each employee and student group will be accounted for by name. Each employee is responsible for reporting to his or her supervisor so an accurate head count can be made. All supervisors are required to report their head count to the Emergency Coordinator, Peter Searby, Director.

6. Rescue or Medical Duties

- **The Riverside Club** is going to rely on local resources such as hospitals or fire departments to provide rescue and medical services that are beyond the ability of employees trained in fire safety and first aid/CPR.

- **The Riverside Club** has trained employees, but DOES NOT REQUIRE certain employees to administer first aid and CPR. If the employee chooses to administer aid, then they will be acting as a "Good Samaritan" and are not included in a Bloodborne Pathogen program

Fire Emergency

When fire is discovered:

- Activate the nearest fire alarm
- Notify the local Fire Department by calling 911

Fight the fire ONLY if:

- The Fire Department has been notified
- The fire is small and is not spreading to other areas
- Escaping the area is possible by backing up to the nearest exit
- The fire extinguisher is in working condition and personnel are trained to use it

Upon being notified about the fire emergency, occupants must:

- Leave the building using the designated escape routes
- Assemble in the closest southern field by the Flag Pole
- Remain outside until the director announces that it is safe to reenter.

The Director must:

- Coordinate an orderly evacuation of teachers and students
- Perform an accurate head count of teachers and students reported to the designated area
- Notify Fire Department about missing personnel
- Provide the Fire Department personnel with the necessary information about the facility

Teachers must:

- Ensure that all employees have evacuated the area/floor
- Report any problems to the Director at the assembly area

Natural Disasters (tornado, flood, earthquake)

Tornado:

- The Director will monitor the weather conditions;
- Notify the site personnel and parents of students about the emergency by the following means: voice communications, email, and text.
- When a warning is issued by sirens or other means, all personnel and students will seek shelter in the basement in the lower level of the house in the hallway and storage room where there are no windows, where there are reinforced concrete walls.

All students and personnel shall

- Stay away from outside walls and windows
- Use arms to protect head and neck
- Remain sheltered until the tornado threat is announced to be over

Flood:

In case of a flood we shall

- Evacuate as directed by the Director
- Notify the site personnel and students about the emergency by the following means: voice communications and text.
- Evacuate to west field, which is on high ground far from the flood plain, and be ready to evacuate property in Riverside vehicles.

Earthquake:

- Stay calm and await instructions from the Director or the designated official
- Keep away from overhead fixtures, windows, filing cabinets, and electrical power
- Evacuate as instructed by the Director and/or the designated official

Medical

The Director shall call the appropriate emergency responder. Do not move the victim unless absolutely necessary.

Riverside shall provide the following information:

- Nature of medical emergency
- Location of the emergency (address, building, room number)
- Name and phone number
- Notify personnel trained in CPR and First Aid to provide the required assistance prior to the arrival of the professional medical help.

Off Site Injury or Vehicle Accident

In the event a worker is conducting working operations at any off-site location and experiences any accident or injury, the Director is to be notified immediately.

State the location, the nature of the accident, type of injury and location being transported to. Emergency Responders are authorized to exercise judgment in transportation to the appropriate medical facility.

The Director shall make appropriate notification to the worker's emergency contacts, and if practicable, meet them at the medical facility.

In the event of a transportation accident, in addition to the steps listed above, a report shall be made with the appropriate locality law enforcement.