



Emergency Risk Communications Plan

Approved: *Arthur Shepherd*
Arthur Shepherd, Director

Review & Approval Date: August 17, 2021

Review & Revision Date: _____

St. Mary's County Dept. of Recreation and Parks
23150 Leonard Hall Drive
Leonardtown, MD 20650
(301) 475-4200 ext. 1800

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Purpose

The purpose of this plan is to train staff to effectively communicate with the public and experts during a catastrophic event that attracts significant media attention, such as a health emergency or weather emergency. It identifies staff roles and procedures to be followed during the crisis. This document is reviewed annually and updated as needed. Any revised editions are to be approved by the Director of Recreation & Parks.

Emergency Response Protocols

Staff Roles

Emergency Situation

A danger is present outside of the Department facility or in a park and poses a potential threat of harm or endangerment to staff and participants. Staff's priority is to ensure the safety of participants and notify help immediately.

The 3 R's

- **RECOGNIZE** the threat.
- **REMOVE** participants from the area and to a safe, indoor area.
- **REMAIN** in designated space and call 911 or the non-emergency line at 301-475-8008.

Once emergency personnel have been contacted, assign a staff to contact the supervisor. If the supervisor is not available, contact the Division Manager. If staff is unable to contact either, contact the Department Director. During business hours, staff can always contact the main office at 301-475-4200 ext. *1800.

Urgent Situations

In the event of a situation involving a citizen, staff or child that requires additional assistance from a supervisor but does not pose a potential threat of harm or endangerment, contact the appropriate supervisor. If unavailable, the Division Manager should be contacted.

External Communication (Media Coverage)

The only employee authorized to discuss information with the news media is **the Director of Recreation & Parks and the County Public Information Officer (PIO)**. Any employee approached by the news media should notify a supervisor and direct the reporter to the Department Director. The Director may further delegate communication responsibilities at his/her discretion based on subject expertise.

It is understood that Department staff may have to handle initial contact with the media. If so, do the following:

- **DO NOT** make any statements regarding the incident.
- **DO NOT** respond with "No Comment".

- Make a generalized statement to the media, reinforcing the Department person of contact.

“The Director of Recreation & Parks is the designated spokesperson and has all of the current information related to the incident. He/she may be reached at the main office in Leonardtown for further questions.”

Emergency Contact Information

IN THE EVENT OF AN EMERGENCY, CALL 911

St. Mary’s County Emergency Communications – Non-Emergency #: (301) 475-8016

St. Mary’s County Sheriff’s Office – Non-Emergency #: (301) 475-8018

Main Office Phone 301-475-4200, then press * then the extension number

Recreation and Parks Staff Contact List

ADMINISTRATION	301-475-4200
Department Director	x1812
Project Manager	x1811
Fiscal Specialist	x1810
RECREATION DIVISION	
Recreation Manager	x1804
Registrar	x1801
Front Desk	x1800
Fiscal Specialist	x1805
Admin Coordinator	x1820
Therapeutic Specialist	x1802
SPORTS	
Sports Coordinator	x1830
Leonard Hall (Evening)	x1831
Leonard Hall Fax Line	301-475-4982
Community Standards	x1803
YOUTH & CAMPS PROGRAMS	
SAC & Camps Coordinator	301-373-4689
Recreation Specialist	301-373-5410
Hollywood Recreation Center Fax Line	301-373-8400
GYMNASTIC CENTER	
Program Director	301-862-1462
Front Desk (Receptionist)	301-862-1462
Gymnastics Center Fax Line	301-863-5383
GREAT MILLS SWIMMING MILLS POOL	
Program Coordinator	301-866-6562