



Emergency Action Plan

(2021)

This Emergency Action Plan is a guide to be used in case of a medical emergency. Madison County Parks and Recreation volunteers are asked to keep it easily accessible.

Madison County Parks and Recreation Office

Manager: Jerry Carpenter
Phone: (540) 705-6326

Recreation Coordinator: Lindsay Von Herbulis
Phone: (540) 308-1247

Madison County EMS

- (540) 948-5353
- 911 if emergency

Madison County Sheriff's Office

- (540) 948-5161
- 911 if emergency

Madison County Fire Department

- (540) 948-6660
- 911 if emergency

Virginia Poison Center

- (800) 222-1222

Injury, Serious Illness, or Accident

(i.e., heart attacks, no pulse, suspected head and neck injury, severe bleeding, fractures, etc.)

- Call 911 for life-threatening emergency or when the victim cannot be transported safely otherwise.
- Clear program area and isolate the victim.
- Perform First Aid or CR using Personal Protective Equipment. DO NOT MOVE UNLESS REQUIRED TO PREVENT FURTHER INJURY.
- Notify parent/guardian immediately if not at the field.
- Notify Program Staff/Parks and Recreation Manager.
- If 911 is called, notify Staff/Parks and Recreation Director and send someone to entrance to direct emergency personnel to correct area. See Exhibit A for 911 Map and Location information.

- If at Hoover Ridge, person should meet personnel at entrance to Park
- If at E1/E2, person should meet at entrance of School Board parking area to direct to proper area on field.
- If at Hockey Rink, person should meet at entrance to parking area by American Legion Hall.
- Continue First Aid/CPR until relieved by Emergency personnel.
- Complete Incident/Accident report within 24 hours and turn in to MCPRA office.

Minor Illness or Accident

(Minor injuries/illness that do not require Emergency Personnel)

- Notify Parent/Guardian immediately to have them determine course of treatment
 - Parent/Guardian should determine if child:
 - Will be picked up or taken away from playing area
 - Should return to practice/game
 - Should be sent to hospital via Emergency personnel (see above protocol)
 - Should be treated to the best of the volunteer's knowledge of first aid
 - Begin First Aid if given permission, or if parent/guardian is unable to be contacted.
 - Notify MCPRA Manager if child receives medical attention (complete Incident/Accident Report within 24 hours)

Emergency Equipment Locations

Emergency equipment should be available in all locations. Equipment should be checked prior to each sport season and supplies should be restocked.

- Automated External Defibrillator (AED) – located in the Parks and Rec building. As you enter the front office, it is on the right side of the wall beside the doorway. Code to enter building is 2442.
- Fire Hydrant – nearest hydrant is located on Primary School Drive near the entrance off Fairground Road.
- Fire Extinguishers – located in each concession stand. They should be 10lb. minimum with Dry Chemical Class A B C Multi-purpose.
- First Aid Kits
 - Located in each concession stand or storage shed.
 - Fully stocked with PPE
 - Antibacterial wipes



- Antiseptic wipes
- Cold packs
- Excess gauze, tape, bandages of all sizes



Appendix A: Hoover Ridge Venue Map with 911 Locations



E911 Address Locations:

- Parks and Rec Office – 10 Hoover Ridge
- Red Barn – 51 Hoover Ridge
- Pavilion by Volleyball Court/Dog Park – 53 Hoover Ridge
- Carpenter Pavilion – 95 Hoover Ridge
- Hoover Ridge Concession Stand – 158 Hoover Ridge
- Camp Crockett – 335 Hoover Ridge
- H5 Softball Pressbox/Field – 221 Primary School Drive
- Hoover Ridge Pond Pavilion – 233 Primary School Drive





Madison County Parks and Recreation Authority