

# EMERGENCY PROCEDURES

## YOUTH SPORTS



### Dial 911 to report an emergency requiring police, fire or EMS:

Remain calm, act quickly, aid others when possible. Always know your surroundings:  
Note exits, places of refuge, tools available for life safety or self-defense.



## SEVERE WEATHER

### Cancellation due to weather:

- A decision to cancel the program before it begins will be made at least **1-hour before the earliest scheduled game**.
- Youth Sports Coordinators will contact the Center Staff who are then required to notify teams and coaches.
- For cancellations after scheduled game time, the site supervisor will remain at league site to inform participants of the cancellation and of the notification processes in place for future notification.
- If conditions are questionable for practices/In-house Leagues, call the field weather line regarding closures, then contact the Youth Sports Lead for additional information and notify teams and coaches of cancellations.
- For cancellations after scheduled practice time, the coach will remain on site to inform parents of the cancellation. Center Staff will be notified and responsible for participants who remain after the scheduled program time.
- **720-865-6978** for field closures due to inclement weather (posted by 2:00 p.m. weekdays, 7:30 a.m. weekends)
- **720-865-0595** for game cancellations at league sites (updated by 5:00 p.m. weekdays, 8:00 a.m. weekends, and as needed as weather and playing field conditions change)

### Severe weather safety rules:

#### TORNADO:

**If OUTDOORS:** Seek indoor shelter if time permits. If you must stay outside, get into a ditch, ravine or other low-lying area. Do not let children leave your site unless accompanied by their guardian.

**If INDOORS:** Follow instructions from Recreation Center staff. Go to a basement, interior room or stairwell. Stay away from doors, windows and high ceiling rooms (i.e. gymnasiums).

The National Weather Service (NWS) is the only official source of emergency watches, warnings, alerts, and information related to severe weather conditions.

- **Tornado Watch** – general in nature noting that conditions are favorable for tornados to develop
- **Tornado Warning** – a tornado has been sighted by trained observers, or radar has spotted a developing tornado. Steps to seek shelter must be taken immediately!

Denver's Outdoor Warning Siren System is only sounded when the NWS issues a Tornado Warning or other emergency notification that may require sheltering. Sirens will only be sounded in that part of the City where the threat is identified. The system has only one tone and will sound for 3 minutes.

#### LIGHTNING:

Outdoor games/practices must be delayed for 20 minutes if there is a lightning strike within 10 miles. Only two delays are permitted before cancelling the game/practice. A lightning strike includes visual lightning and/or audible thunder.

Ensure all staff and participants move into substantial buildings or hard-topped vehicles. Dugouts or open-sided pavilions do not provide adequate protection against lightning.



## MEDICAL EMERGENCY

- Call 911. Be prepared to inform the operator of the following:
  - ✓ Your name and phone number
  - ✓ The building’s street address or the name of Park with closest cross streets
  - ✓ The person’s name that is in need of assistance if known
  - ✓ Any information about the type of symptoms observed
- Remain on the phone until the 911 Operator has all the information they need
- If in a recreation center, call the supervisor and provide them the same information that was given to 911
- Stay with the individual needing medical assistance. Ask that another employee meet the emergency responders to escort them to the individual’s location
- Provide medical assistance to the level of your training



## SUSPICIOUS PERSON / OBJECT

- Employees have a responsibility to act if they see suspicious persons, activities, or objects. The basic idea is that **IF YOU SEE SOMETHING – SAY SOMETHING**. If it’s not an emergency, you can call Park Rangers 303-331-4050 to respond and assist.
- Always call 911 if you need emergency assistance. Be prepared to inform the operator of the following:
  - ✓ Your name and phone number
  - ✓ The building’s street address or the name of Park with closest cross streets
  - ✓ Full description of what you observed or are watching
  - ✓ Any information about threats, weapons or other critical information that could help responders
- Remain on the phone until the 911 Operator has all the information they need
- If in a recreation center, call the supervisor and provide them the same information that was given to 911



## ACTIVE SHOOTER

<b>RUN</b> (Escape if Possible)	<b>HIDE</b> (If no chance for escape)	<b>FIGHT</b> (last resort)
<ul style="list-style-type: none"> <li>• Have an escape plan/route in mind</li> <li>• Leave your belongings behind</li> <li>• Keep your hands visible</li> </ul>	<ul style="list-style-type: none"> <li>• Hide in an area where the shooter can’t see you</li> <li>• Block entry to your hiding place and lock the doors</li> <li>• Silence your mobile devices</li> </ul>	<ul style="list-style-type: none"> <li>• As a last resort and only when your life is in imminent danger</li> <li>• Fight to incapacitate or disable shooter, NOT to apprehend</li> <li>• Throw any available objects, act with physical aggression</li> </ul>

**Follow all orders from emergency personnel. Call 911 as soon as safely possible.**

## RECREATION CENTER EMERGENCY PROCEDURES

Youth Sports activities are held in several different Recreation Centers. Youth Sports personnel must familiarize themselves with the emergency evacuation procedures of each facility they work in. Discuss the plans with the Recreation Center Supervisor or other experienced center personnel. Make sure you know and understand the evacuation routes and assembly areas for each building you are in.

The primary responsibility of Youth Sports employees during a building evacuation is to ensure quick and orderly evacuation of all participants they are responsible for. Once outside the building, direct participants to the designated assembly area and account for all personnel. Notify emergency personnel immediately if any participants or employees are unaccounted for.

These procedures apply to all emergency events when evacuation is required. Failure to evacuate, including for fire drills, is unlawful and punishable by summons and possible fines under *Section 1-13 (a) of the Denver Revised Municipal Code* and *Section 405.10 of the Denver Fire Code*.



### LOCKOUT

- Safety concern or threat is **OUTSIDE** of the facility - and not a direct or immediate threat
- Lock all exterior doors and windows
- Stay inside the facility
- No one may enter until Lockout is lifted
- Activities within the facility can typically proceed during the Lockout
- Lockout is typically initiated and terminated based on advice from Police



### LOCKDOWN

- Safety concern or threat is **INSIDE** of the facility - or is an immediate threat
- Lock all internal doors and windows, turn off lights
- Stop activities, stay quiet and out of sight
- Silence cell phones
- Lockdown may be initiated by staff - and is typically terminated based on advice from Police



### SHELTER-IN-PLACE

- Typically due to severe weather
- Stay away from windows!
- Leave exterior offices and close doors
- If trapped in an external office, seek protection under a desk
- Go to a secure interior location (stairwells, elevator lobby, restrooms)
- Avoid gymnasiums and other high ceiling areas
- Remain in safe area until all danger has passed
- Follow directions of Emergency Personnel



### EVACUATION

- In the event of a building alarm or official notification, evacuate the building using the nearest exit (or alternate if exit is blocked)
- Do not use elevators!
- Follow directions given by emergency personnel
- Assist persons with disabilities or special needs.
- Gather at your designated Rally location
- Wait for direction from emergency personnel

## YOUTH SPORTS CONTACT INFORMATION

### Northeast Region

Staff Name	Recreation Center	Position	Email	Phone # (wk)
Dion Futch	Central Park	Center Coordinator	dion.futch@denvergov.org	720-865-0750
Kayla Fisher-Taylor	Green Valley Ranch	Center Coordinator	kayla.fishertaylor@denvergov.org	720-865-4370
Nia Mitchell	Hiawatha Davis Jr.	Center Coordinator	nia.mitchell@denvergov.org	720-865-0590
Bobby Macias	Martin Luther King Jr.	Center Coordinator	robert.macias@denvergov.org	720-865-0530
Vernon Jackson	Montbello	Center Coordinator	vernon.jackson@denvergov.org	720-865-0580
Kassandra Castro		Center Supervisor	kassandra.castro@denvergov.org	
Tobias Ortegon	St. Charles	Center Coordinator	tobias.ortegon@denvergov.org	720-865-2190
Joshua Rogers	Swansea	Center Supervisor	joshua.rogers@denvergov.org	720-865-0540
Joshua Tafoya		Center Coordinator	joshua.tafoya@denvergov.org	

### Northwest Region

Staff Name	Recreation Center	Position	Email	Phone # (wk)
Kiyo Brown	5090 Broadway	Center Coordinator	kiyo.brown@denvergov.org	720-865-2150
Cisco Mora	Ashland	Center Coordinator	francisco.mora@denvergov.org	720-865-5010
Oddie Vasquez-Jimenez	Aztlan	Center Coordinator	odalys.vasquez-jimenez@denvergov.org	720-865-4380
Raquel Chavez	Glenarm	Center Coordinator	raquel.chavez@denvergov.org	720-865-3380
Joshua Araiza	Johnson	Center Coordinator	joshua.araza@denvergov.org	720-865-5660
Christina Kastler	Scheitler	Center Supervisor	christina.kastler@denvergov.org	720-865-0640
David Osio	Twentieth Street	Center Coordinator	david.osio@denvergov.org	720-865-0520

### Southeast Region

Staff Name	Recreation Center	Position	Email	Phone # (wk)
Oliva Booth	Carla Madison	Center Coordinator	olivia.booth@denvergov.org	720-865-5580
Ben Escalante	Cook Park	Center Coordinator	ben.escalante@denvergov.org	720-865-0610
Tiffany Brennan		Center Coordinator	tiffany.brennan@denvergov.org	
Adrienne Ballinger	Eisenhower	Center Coordinator	adrienne.hurd@denvergov.org	720-865-0730
Mike Kennedy	Harvard Gulch	Center Coordinator	michael.kennedy@denvergov.org	720-865-0905
Joey Roybal	La Familia	Center Coordinator	joey.roybal@denvergov.org	720-865-2170
Jacob Pacheco		Center Supervisor	jacob.pacheco@denvergov.org	
Brandon Aguilar	Montclair	Center Coordinator	brandon.aguilar@denvergov.org	720-865-0560
Max Sedig	Washington Park	Center Coordinator	max.sedig@denvergov.org	720-865-3400
Sky Zarou		Center Coordinator	skylar.zarou@denvergov.org	

### Southwest Region

Staff Name	Recreation Center	Position	Email	Phone # (wk)
April DeLeon	Athmar	Center Supervisor	april.deleon@denvergov.org	720-865-2180
Roman DeLeon	Barnum	Center Coordinator	roman.deleon@denvergov.org	720-865-0350
Rachel Valdez	College View	Center Coordinator	rachel.valdez@denvergov.org	720-865-5650
Aaron Morales		Center Supervisor	aaron.morales@denvergov.org	
Rudy Sandoval	Harvey Park	Center Coordinator	rudy.sandoval@denvergov.org	720-865-0550
Kim Andrade	La Alma	Center Coordinator	kimberly.andrade@denvergov.org	720-865-2200
Derek Quezada	Rude	Center Coordinator	derek.quezada@denvergov.org	720-865-0570
Sydney Weaver	Southwest	Center Coordinator	sydney.weaver@denvergov.org	720-865-0670
Charlie Ellis		Center Supervisor	charles.ellis@denvergov.org	

## Youth Sports Team

Staff Name	Area of Responsibility	Email	Phone # (wk)
Kelli Garrison	Senior Recreation Supervisor	kelli.garrison@denvergov.org	720-865-0692
Casey Light	Youth Sports Program Administrator	casey.light@denvergov.org	720-865-0577
April Barra	Administrative Support Assistant	april.barra@denvergov.org	720-865-0570
Quinn Lemke	Team Sports Coordinator	quinn.lemke@denvergov.org	720-865-0693
Ming Chew	Tennis & Individual Sports Coordinator	terming.chew@denvergov.org	720-865-0690

### Additional emergency contact numbers:

Name	Reason	Phone #
Child Abuse Hotline	Suspicion of Child Abuse or Questions	1-844-264-5437
OUCH Line	Work related injuries	303-436-6824
Park Rangers Hotline	Park Related Issues	303-331-4050