



## General Security Plan



### Policy

#### **BACKGROUND**

The security and safety for people visiting Westchester County Park facilities and those attending recreation events and programs is a top priority. In the mission statement for the Department, it is the most important element in providing a "safe, clean and affordable" environment. People will not visit or will shorten their visit if they do not feel secure in the environment. PRC staff also have a duty to protect patrons under their care while in their facilities for both moral and liability reasons. Worker safety is paramount as is protecting assets under the stewardship of the Department.

#### **ENFORCEMENT**

The law enforcement agency with jurisdiction over Westchester County parkland is the Westchester County Department of Public Safety. The Department of Public Safety was originally the Westchester County Park Police and protecting citizens and visitors in park facilities remains a primary focus. The Department of Public Safety patrols park facilities, maintain precincts in large parks including Croton and Tibbetts, investigate crimes in parks and respond to emergencies.

The Department of Public Safety also operates the Park Ranger Program. Uniformed park rangers work under the supervision of county police officers to maintain a safe and enjoyable atmosphere in the county's parks. They assist park users, provide information on park rules and procedures, help in searches for lost children, perform basic first aid on occasion and make regular security checks of buildings and facilities.

The Department of Public Safety works closely with the Department of Parks, Recreation and Conservation to improve safety and security within the County's parks, buildings and recreation facilities. Department staff have frequent interaction and cooperation on numerous matters relating to security including providing security for concerts, large events as well as providing security for pools, beaches and parks.

## **GENERAL SAFETY AND SECURITY PLAN (Attached)**

The General Safety and Security Plan is available online on the parks intranet in the Playbook under section 400.

The General Safety and Security Plan includes: Accident/Incident Reporting Policy and Procedures, Background Checklist/Fingerprinting, Emergency Evacuation Procedure, Lost Person Procedure and Code Adam Procedure (Non-Waterfront), Mandatory Service During Emergencies, General Ordinance #5, Protective Equipment/OSHA Standards, Right to Know - Hazardous Materials, Risk Management Policy and Objectives, Safety and Loss Prevention Program, Safety Policy and Procedures, Security Procedures, Chemical Spill Procedures, Septic Tank Clean Out Policy, Dumpster/Construction Debris Removal Policy, Gas Usage Policy, Gas Storage Policy and Boiler Maintenance Call-In Policy.

## **FIRE SAFETY AND INSPECTION**

The Westchester County Department of Emergency is responsible for fire protection at County facilities including park and recreation facilities. Fire safety inspections are performed on County park and recreation facilities and reports are generated and sent to the Director of Operations who distributes them to the individual directors and facility managers. Any code violations are corrected and the facilities are re-inspected and new reports are generated.

## **INDIVIDUAL SECURITY PLANS**

Unique park facilities that are used for mass gatherings such as Glen Island Park and the Westchester County Center have their own individual security plans. These include the emergency evacuation plans and "Code Adam" for missing children. The plans include a security check list, notification check list, on-site communications checklist, internal responsibilities and crowd management. Other facilities such as Muscoot Farm and Camp Morty in Sal Prezioso Mountain Lakes Park have security and security plans tailored to their needs as camp facilities. In addition to the above, there is an extensive Emergency Plan and Procedures for the Indian Point Entergy Center which could affect park facilities within a ten-mile Emergency Planning Zone (EPZ).

## **COUNTY-OWNED RESIDENTIAL FACILITIES**

There are 32 County-owned residential facilities occupied by PRC employees who provide "eyes and ears" in parks and can contact the Department of Public Safety or other emergency personnel in the event of an emergency.

## **CRIMINAL BACKGROUND DISCLOSURE**

All County of Westchester agreements, with the exception of Inter Municipal Agreement contain the requirements below. This includes County-owned residential facility license agreements, concession agreements and consultant contracts.

Pursuant to Executive Order 1-2008, the County is required to maintain a record of criminal background disclosure from all persons providing work or services in connection with any County contract, including leases of County-owned real property and licenses:

- a.) If any of the persons providing work or services to the County in relation to a County contract are not subject to constant monitoring by County staff while performing tasks and/or while such persons are present on County property pursuant to the County contract; and
- b.) If any of the persons providing work or services to the County in relation to a County contract may, in the course of providing those services, have access to sensitive data (for example SSNs and other personal/secure data); facilities (secure facilities and/or communication equipment); and/or vulnerable populations (for example, children, seniors, and the infirm).

In those situations, the persons who must provide a criminal background disclosure ("Persons Subject to Disclosure") include the following:

- a.) Consultants, Contractors, Licensees, Lessees of County-owned real property, their principals, agents, employees, volunteers or any other person acting on behalf of said Contractor, Consultant, Licensee, or Lessee who is at least sixteen (16) years old, including but not limited to Sub consultants, subcontractors, Sub lessees, or Sublicenses who are providing services to the County, and
- b.) Any family member or other person, who is at least sixteen (16) years old, residing in the household of a County employee who lives in housing provided by the County located on County property.

## **SAFETY & SECURITY POLICIES AND PROCEDURES**

### **400 Accident/Incident-Reporting Policy**

In the event of an incident, the Administrative Supervisor or his/her representative will determine the seriousness of the incident/accident and follow procedural steps. All accidents resulting in bodily injury to any person, whether or not employed by the County, and all incidents resulting in property damage, or destruction or illegal taking of county property, shall be reported immediately to the Director of Risk Management, who will advise the County Attorney.

#### **401 Accident/Incident-Reporting Procedures**

Do not make any statement concerning fault or payment of any bills or expenses. Advise person to contact Risk Management or the County Attorney's Office for information.

Incident/Accident Report Forms relating to patron incidents, Worker's Compensation and Report of Accident Form for Automobile Liability are received in the PRC administrative office and forwarded to the Finance Department and/or the Office of Risk Management for further processing and recording. Patron Incident Report forms are to be completed online, promptly and accurately, by the Superintendent or Manager for any person injured on park property (either not a county employee, or a county employee not on duty at the time of injury), or for any personal property damaged while on park property. The electronically completed form is received in the PRC administrative office and is assigned an Incident Number. A copy of this form is sent electronically to the Director of Risk Management within 48 hours. One copy is kept on file in the PRC office. For any accident or incident that requires police involvement, get the police incident report number and request a copy within five days of the incident.

The filing of a Patron Incident Report Form with the county does not automatically mean that the county is responsible to pay the claimant for damages. The claimant is responsible for filing an "Independent Formal Notice of Claim" (Form T-1183) with the County's Attorney office within 90 days of the incident. Bills must be attached and all papers notarized. Telephone calls from the claimant should be directed to the County Attorney's Office.

An Employee Injury or Illness Report is completed by the employee for any county employee injured while on the job.

Incident Report forms filed for stolen or vandalized equipment must be complete and accompanied by a Police Report within 5 business days after the incident. These forms are available from the PRC Administration Office. *Appendix 1-Forms-Property Loss Report*

#### **402 Background Checklist/Fingerprinting**

A background check and documentation from references is required for all prospective Westchester County employees. Checklists are provided and must be completed prior to appointment. Fingerprinting is performed on all new full-time employees. No offers of employment may be made prior to the completion of the pre-clearance/background check process.

*Appendix 1-Forms -Background Checklist & Reference Check Script*

#### **403 Emergency Evacuation Procedure**

In the event of a fire or other emergency (including a bomb threat), evacuation of personnel may be crucial to life safety. These procedures help ensure a quick and orderly evacuation. For large-scale disasters follow the directions of the Office of Emergency Management. For each facility, a Fire Warden and one alternate shall be appointed to serve as communication link with the Fire Department. They will wear armbands in an emergency so as to be easily identifiable. In the event of a fire or other emergency, the Safety Officer or Fire Warden shall direct the evacuation of the floor in accordance with established procedures.

- a) In the event of a fire, the person discovering the fire will immediately pull the nearest fire alarm or call 911. For other emergencies, the employee shall notify his/her Supervisor, who will take the appropriate action.
- b) In the event of evacuation, do not use elevators.
- c) The Fire Warden will:
  - i. select the safest evacuation route, and check the status of any exit prior to entering.
  - ii. make sure all occupants of the building are notified.
  - iii. assemble disabled persons in the designated area so that firefighters may evacuate them immediately if necessary.
  - iv. direct persons to move quietly and as quickly as possible, without running, to a sidewalk 300 feet from the building.
- d) Once the building has been declared safe to re-enter by the Fire Department, the Fire Warden will relay this information to all persons.

#### **404 Fire, Bomb-Threat Emergency**

There are procedures that the County has established for the evacuation of the building in which your offices are located. Directions for vacating the building will be provided through a combination of the alarm systems and verbal instructions received from the Department's Safety Officer.

In the event of a fire alarm, it is requested that you follow the directions of the designated personnel. Do not use elevators. Use the nearest fire exit to leave the building. Walk quickly, and when outside of the building move at least 300 feet from the building entrances. You will receive instructions on when to re-enter the building.

There is an established procedure for responding to callers making bomb threats. If you receive a bomb-threat call or suspect a suspicious object, notify your immediate supervisor, and call the Westchester County Police Headquarters directly. There is also a "Bomb Threat Checklist" that you should become familiar with.

Appendix I-Forms - *Bomb Threat Checklist & Policy*

#### **405 Lost-Person Procedure and Code Adam Procedure (Non-Waterfront)**

After searching for 15 minutes in the last known location:

- Call 911 and the County Police at 864-7700
- Call your respective Director
- Call your respective Deputy Commissioner
- Fill out a Missing Person form in order to gather necessary information for police.

#### **406 Mandatory Service During Emergencies**

Each employee of Westchester County is responsible for the continuity of government services at all times. The public looks to its government officials, agencies, and employees for support, direction and management of emergency situations. In the event of an emergency, it is critical that employees remain at their workstations or assignments unless otherwise instructed by their Commissioner or Director. Depending on the nature of the emergency, it may be necessary, in a time of crisis, to call in employees who are not scheduled to work on that particular day, in order to meet the County's obligations as a public service provider.

Appendix II -Policies - *Emergency Protocol*

#### **407 Ordinance #5**

Under the Charter of Westchester County Chapter 765, Ordinance #5 lists the Laws of Westchester County that govern the operation of our parks. Chapter 134 of the Charter gives the enabling legislation.

Appendix IV- *Ordinance #5*

#### **408 Protective Equipment/OSHA Standards**

Westchester County makes every effort to safeguard its employees against any potentially harmful working conditions. To meet the Occupational Safety and Health Administration (OSHA) standards for personal protective equipment, Westchester County employees will be provided with the necessary protective equipment to perform their duties in safe and healthful conditions.

Protective equipment (including personal protective equipment for eyes, face, head, and extremities), respiratory devices, and protective shields and barriers shall be provided, used and maintained in a sanitary and reliable condition whenever necessary, to minimize potential contact with hazardous materials or environmental conditions. Please check with your site manager for the personal protective equipment list for the tasks specific for your assigned site.

#### **409 Right to Know - Hazardous Materials**

Many PRC employees use chemicals or products that may pose a health risk if improperly used. The County's Hazard Communication Program is designed to properly inform employees of the potential hazards of chemical use in the workplace, and the proper methods of protection against those hazards.

The focus of the Hazard Communication Standard is to train employees to recognize potential chemical hazards in the workplace and to maintain information on such hazards in the form of Material Safety Data Sheets. These data sheets must be readily available for use in the event of an emergency, or when requested for informational purposes.

Every PRC facility has a red binder with information regarding the types of chemicals that employees may encounter and an inventory of products at their location. Use of chemicals is monitored on an annual basis. The Westchester County Health Department's Office of Environmental Health Risk Control is available to provide technical assistance to all County Departments.

#### **410 Risk Management Policy & Objectives**

The goal of Westchester County's Risk Management program is to protect the county against the adverse financial consequences of accidental losses. The objectives of the county's Risk Management program are as follows:

- To identify risk exposure area and to identify alternatives to mitigate those exposures.
- To develop and implement a loss-prevention program in order to reduce accidents that cause injuries, and to reduce the frequency and severity of all property losses.
- To process all accident and loss notices filed by and/or against the county.

#### **411 Responsibilities of Department Heads to Risk Management**

Department Heads shall report to the Director of Risk Management any of the following changes in property under their supervision:

- Changes in building use. Changes in building use or occupancy must be submitted in writing to the Department of Risk Management, as building use bears directly on insurance rates and public liability status.
- Razed buildings.
- Changes in equipment, including the disposal of all insurable equipment.
- Property losses occurring from fire or other causes; such losses shall be reported immediately, in writing.

#### **412 Safety and Loss Prevention Program**

- Department Heads, Safety Officers, and other designated employees shall cooperate with the Department of Risk Management in implementing a Safety and Loss Prevention Program. This program is designed to reduce accidents which could cause injuries to County employees or to the public, and to reduce the frequency and severity of property losses.
- The Safety and Loss Prevention Program will consist of making periodic inspections of facilities, investigating the causes of accidents and property losses, developing training programs for employees, and distributing safety literature to all departments. Department Heads are responsible for posting such literature.
- The Director of Risk Management shall make maximum use of the services of professional insurers, brokers, and departmental safety personnel with input from field employees, to develop better safety and loss prevention procedures.
- Facility Superintendents or Managers will do daily inspections of their sites to ensure the safety of employees and the public. All employees shall bring any observed unsafe conditions to the attention of their supervisor.

#### **413 Safety Policy and Procedures (CPR/First AID and AED)**

The safety of visitors who come to our facilities is of primary concern. Every effort shall be made to provide an enjoyable and safe experience by mitigating risk, informing the public of behavioral expectations and performing regular safety inspections.



Safety inspections for PRC facilities include the following:

- All exit lights are working and exits are not blocked
- All walkways and pathways are clear, and sanded/salted if necessary
- Daily inspections required for the operation of a pool, beach or amusement park are accurately followed
- Fire extinguishers are working and identified
- First-aid kits and AED's are readily available and refreshed after use
- Identifying and remedying any potential trip or slip hazards
- Line of sight for vehicles entering, exiting and moving within the park is properly maintained (Think height of car seat, not truck you are driving)
- Non-public areas are clearly identified, and secured if possible
- No tools or power equipment are left unattended
- Parking lots are lighted, and plowed/sanded if necessary
- Playgrounds are monitored and inspected according to Playground Safety Standards
- Restrooms are checked regularly for sanitary conditions
- Signage regarding safety is prominent and clearly stated, i.e. wet floor, no ice- skating, beach closed, one-way, etc.
- Staff is in uniform and easily identifiable to the public, should there be a problem
- Trails are marked and trail maps available where possible, to reduce the risk of lost hikers
- Unattended vehicles are left in a non-public area and are locked

***There are personnel at each facility who are trained in CPR/First Aid and the use of the AED (Automated External Defibrillator). All facilities have an AED unit that is issued to them by the Department of Emergency Services, they are located in the main office and or maintenance garage. During pool and beach season one AED unit will be located in the lifeguard room at the swim facilities bathhouse. In the PRC Headquarters main office building there is an AED unit located on each floor in the main hall. Most personnel are trained in CPR/First AID and the use of the AED every two years, whereas lifeguards are trained and certified yearly.***

There are PRC personnel certified in playground safety, who act as a resource to park staff with regard to Playground Safety Standards.

#### **Appendix I- Forms – Safety & Security Inspection Checklist**

Ordinance #5 / The Laws of Westchester County set forth many of the rules and regulations regarding citizen behavior that impact public safety.

Appendix IV- Ordinance # 5



#### **414 Security Procedures (Opening, Closing, Alarm System, Key System, Fire Alarm and Fire Suppression Systems)**

Locations that are of a unique nature, draw large numbers of visitors, or require special security procedures shall have a site-specific security plan, e.g., County Center, Muscoot Farm, Croton Point Park. All other sites will follow standard security procedures.

Security refers to the protection of property and assets entrusted to the custody of the Westchester County PRC. Facilities within the Department vary, but the common ground is the protection of property and assets.

***All facilities have different and/or unique locking key systems that are specific to that facility. All keys and associated assignments are given by the facilities superintendent.***

***If a facility has a standalone alarm system, security codes are kept with the superintendent and foreman of that facility. The codes are given to specific personnel whom are responsible for the opening and closing of the facility on a daily basis.***

- Opening procedures at each facility will include checking to see that doors are locked, alarms on, vehicles parked in place, lights on, and no vandalism has occurred, prior to unlocking, unsetting the alarm, etc.
- The perimeter of every facility, whether it is a pool, beach, park, or indoor facility must be maintained and inspected daily. Broken hardware, locks, chains and fencing must be repaired immediately and a log kept of such repairs.
- During public visitation hours no county vehicle will be left unlocked and unattended in public areas. All tools, equipment and materials not attended will be removed from public access areas or the area cordoned off and hazardous items removed.
- Fuel pumping stations shall be locked when not in use and a log kept at each location to account for usage.
- Facilities having security and fire alarms must have an outside agency inspect and repair the systems on a semi-annual basis. Fire extinguishers will be clearly marked and checked on a regular basis. Spent extinguishers will be immediately recharged or replaced. Fire suppression systems have to be checked and certified yearly by an outside agency. Arrangement for yearly inspection by a contracted company is the responsibility of the site supervisor, as is making sure that inspection tags are placed on the equipment.
- Superintendents and managers will train all site staff in closing procedures, including but not limited to:
  - a. depositing all monies in a safe, or making a bank deposit
  - b. turning on security lights and checking to see that they are working
  - c. making sure all water is turned off: hoses, faucets, etc.
  - d. checking bathrooms
  - e. parking all county vehicles inside or within a secured area
  - f. locking gates, doors, etc.
  - g. securing all keys in a lock box
  - h. turning alarm system on

Facilities having a night security guard must have in place a watch clock system to ensure that the facility is being walked during the hours when no supervision is available. A security log will be maintained, and a checklist of nightly responsibilities provided, including monitoring of alarm systems, extinguishing lights, checking restrooms for running water, securing all doors, and contacting personnel as necessary. Night security guards are also responsible for alerting police or fire departments in an emergency.

#### **415 Chemical Spill Procedures**

This is the process the facility manager should follow in dealing with a chemical spill at your facility. The most important thing to do is protect the public and our employees from harm.

##### **I. EVALUATE SITUATION AND PROTECT PUBLIC SAFETY**

1. Identify the problem.
2. Immediately prevent oil, gasoline or other chemicals from entering a drain, stream or water body by any safe means.
3. Secure area, remove the public and protect employees.
4. Call your immediate supervisor.

##### **II. IDENTIFY SEVERITY OF THE PROBLEM**

1. Identify the chemical.
  - a. Check container label.
  - b. Check the Material Safety Data Sheet (MSDS).

##### **III. CALL THE NYS DEC IF THE SPILL IS GREATER THAN 5 GALLONS**

##### **IV. CALL THE WESTCHESTER COUNTY HEALTH DEPARTMENT TO REPORT SPILL**

1. Emergency phone number- 813-5000

##### **V. RESOURCE AVAILABLE - Call Chem Tree at 1-800-424-9300 will provide emergency advice**

##### **VI. CONTAIN SPILL**

1. If the chemical is one that is commonly used (such as motor oil) and after reading the MSDS, the spill may be contained by applying an absorbent (like kitty litter), especially if the spill is threatening to enter a drain, a water body or contaminate soil.
2. Notify the local Fire Department immediately if the chemical is FLAMMABLE.
3. If the spill is of an unknown substance, wait for guidance from the Health Department, but safely prevent spill from entering a water body

VII. DO NOT

1. FLUSH CHEMICALS INTO ANY DRAINS, TOILETS, STREAM OR WATER BODIES.
2. EXPOSE YOURSELF OR ANYONE TO FUMES, CONTAMINATION OR EXPOSURE OF ANY KIND.

VIII. CONTACT designated department head who will coordinate the Parks Department's response.

1. Work - 864-7268
2. Cell - 760-4956
3. Home - (845)278-6169

IX. CONTACT the New York State Department of Environmental Conservation (DEC) FOR ALL SPILLS WITHIN 2 HOURS OF SPILL DISCOVERY.

1-800 457-7362

X. CONTACT NATIONAL RESPONSE CENTER IF SPILL IS IN LONG ISLAND SOUND.

1-800 424-8802

XI. It is the responsibility of each Facility Manager to ensure that an **Emergency Chemical Spill Kit** is made available at each location that stores any type of chemical or petroleum remediation products to handle both chemical and petroleum spills within their facility. It should be stored in the most practical and useful location.

**Note. Any usage of this kit must follow the procedures of the above program**

Appendix II- Policies - *Chemical Spills Procedure*

**416 General Maintenance Emergency Protocol**

1. Secure the area
2. Follow in-house chain of command per your Director
3. Gather as much information as possible and contact the appropriate Assistant Director

Frank Fiore 914-760-8940	Nick Spano 914-207-3873	Russ Argila 914-760-1035
Two carpentry crews	Two electrical crews	Plumbing crew
Construction crew	Masonry crew	Tree crew
Triple A crew	Excavation crew	Welding crew
Day to day operations		Office operations

4. If you cannot reach either one, contact the Director of Operations PRC (Maintenance) at 760-4981.

**417 Space Heater Policy**

**SUBJECT:** Use of Open-Element, Ceramic and Oil-Filled Space Heaters

**ORIGINATOR:** Department of Law - Office of Risk Management October 2005

**BACKGROUND:** This policy has been developed to protect Westchester County personnel, the visiting public and county property from the inherent dangers associated with space heaters. It has become necessary to re-state this policy due to the use of space heaters by unapproved employees and the practice of heaters being left on after hours; with one incident resulting in a fire. The procedures that have been developed are based, in part, on the National Electric Code (NEC).

**POLICY:** It is the position of the County leadership that no space heating devices will be permitted in County work site locations. The only allowable exception to this policy will be in accordance with the 1990 Americans with Disabilities Act.

**PROCEDURE:** In order to use a space heater, a waiver must be obtained by following the steps below:

1. A physician's written advice, attesting to the medical necessity of a space heater, must be provided to Risk Management and your department supervisor.
2. The manufacturer supplied device specifications, which accompany the heater when purchased, are to be provided to Risk Management for the device to be used.
3. If approval is given for space heater, a numbered, heater specific label will be issued and placed on the approved heater in an open, visible location. \* THE ONLY SPACE HEATERS ALLOWED IN COUNTY BUILDINGS WILL BE HEATERS WITH THIS NUMBERED LABEL FROM RISK MANAGEMENT\*
4. Our preference for use is the oil-filled type space heater. This is the safest currently on the market. Other types (open-element, ceramic, etc.) will be considered on a case by case basis by Risk Management and DPW. All space heaters put into use must first be approved by Risk Management and bear the approval sticker.
5. Use of heaters without the approval sticker will not be tolerated. Violators will be subject to disciplinary action.

#### **USAGE:**

1. Manufacturers generally supply installation instructions with equipment. Therefore, "any listed and labeled equipment shall be installed, used, or both in accordance with any instructions included in the listing and labeling," NEC Article 110-3 (b)
2. All cords and plugs connected to electrically heated appliances rated at more than 50 watts and producing temperatures of more than 250 degrees Fahrenheit shall be provided with the approved heater cord listed in Table 440-4 NEC Article 422-8 (a).
3. Each electrical appliance shall be placed as to provide ample protection between the appliance and adjacent combustible material, NEC Article 422-10.
4. Space heaters shall not be hooked up to extension cords.
5. It will be the sole responsibility of the approved user to ensure the heater is turned off when not in use and at the end of every day. (This does not include the lowering of the heaters thermostat. The heater must be in the OFF position so it does not produce heat during non-work hours).

#### **418 Pesticide Policy**

The following pesticide use policy is operative to all PRC facilities:

**Policy Statement:** The Westchester County Department of Parks, Recreation and Conservation is aware of and sensitive to environmental issues regarding the use of pesticides in its facilities. While the use of pesticides is, at times, necessary for the protection of the environment and public safety, PRC must insure that pesticide use is restricted; to be applied by qualified individuals, used according to label directions

and that all proper environmental and public safety precautions are employed. The concept of integrated pest management (IMP) will be incorporated into the overall philosophy of this Department. Furthermore, the most environmentally safe pesticides will be considered prior to any application. Potential hazards to public safety and wildlife will receive top priority.

#### **Guidelines:**

1. At least one full-time permanent employee at each PRC facility, that utilizes pesticides, will be certified by New York State to apply pesticides. Each facility will be responsible to maintain proper records and follow all NYSDEC rules and regulations pertaining to pesticide use.
2. All pesticides purchased and used by PRC will be registered by the USEPA and registered for use in New York State.
3. The County Forester will serve as Pesticide Officer and oversee the PRC Pesticide Program.
4. At least one sign will be posted at every facility entrance using pesticides prior to any application. Such signs will be at least 8" x 10" and state the following: "Please Note: Pesticides have been applied in this facility. You are cautioned not to enter the treated area until the material has dried. For further information, please contact the supervisor." Do not remove this sign for 24 hours.
5. A complete copy of Annual Pesticide Use records from each PRC facility is to be filed with the Pesticide Officer by December 15 of each year.

#### **419 Gas Usage Policy**

**Fuel Sheets** - Gas and diesel sheets are to be filled out every time fuel is pumped. All information needs to be entered including a date next to each usage. Make sure to write legibly and include tenths of a gallon with each entry. When using gas cans, you must attach a fleet number. If a gas can is used to fill multiple pieces of equipment, please list the fleet numbers for all the equipment. Each signature should have a printed name next to it to help identify the user. When a new sheet is started verify that the pump meter reading at close of the old sheet matches the pump meter at start of the new sheet. A new sheet needs to be used each week. **On a weekly basis, the original sheet must be sent by interoffice mail to PRC Administration.**

**Security** - Pumps must be secured by cutting off power to them and locking them up when not in use. A limited number of employees should have access to them. When possible a routine should be established to fill vehicles and equipment at a designated time each day. For the remainder of the day, power to the pumps should be off and the pumps should be secured. **There will be a zero tolerance policy for misuse.**

#### **420 Gas Storage Policy**

- Any gas dispensing facility must comply with Health Department Bulk Storage Regulations including 10- day reconciliations, record keeping, safety procedures and signage.
- Any spill must be reported to the NYSDEC Spi11 Hotline (1-800-457-7362) and the County Health Department, along with Ted Kozlowski (760-4956).

- The only time a spill is NOT called in is if it is less than 5 gallons, contained on impervious surface and did not enter soil or water bodies, and totally cleaned
- Veeder Root and gasoline systems are under contract with American Petroleum (845) 778-5110 and any service must be provided by them.

#### **421 Septic Tank Clean Out Policy Subject:**

Septic Tank - Clean Out Policy

**Originator:** Director of Operations PRC (Maintenance) 8/22/08

**Purpose:** This policy has been developed as part of a preventive maintenance program to assure that all septic tanks located within the Parks Department are annually pumped out to ensure proper operation of all septic systems and to eliminate any potential health & safety hazard.

**Responsibilities:** It is the responsibility of General Maintenance to expedite and oversee the annual contract. General Maintenance will coordinate all scheduling, monitor spending and maintain yearly records.

It is the responsibility of each Facility Supervisor to contact General Maintenance by the first of May each year to schedule their facilities tanks to be pumped out. All tanks shall be pumped out no later than June 1<sup>st</sup>.

##### **Policy Procedures:**

- a) Contact the office of General Maintenance (231-3470) to schedule and coordinate the removal of sanitary waste. Please provide the location, number of tanks to be pumped out and their capacities.
- b) Once a schedule has been determined you will receive a return call providing you with a date and approximate time.
- c) Expose tank clean out ports prior to the trucks arrival. Do not remove covers until the truck is on site and ready to remove waste. All holes must be left secured to protect against incident.
- d) Upon removal of waste, please close off ports and backfill all holes.
- e) Forward all service receipts immediately to General Maintenance through inter office mail. Each facility shall maintain a separate file on site, including tank locations (map), tank capacities and a
- f) record of clean outs.
- g) **All request for the jet pump truck or any other additional services provided under the contract, you must first receive prior approval from General Maintenance.**

**Note:** If your tanks require additional clean outs throughout the course of the year due to heavy usage, please follow the same procedures.

#### **422 Dumpster/Construction Debris Removal Policy**

**Subject:** Dumpster Policy

**Originator:** Director of Operations PRC (maintenance) 8/22/08

**Purpose:** The objective of this policy is to enable the removal of domestic and construction debris at our facilities and is in the best interest of the County as it promotes the public health and protects the environment.

**Responsibilities:** It is the responsibility of the Administration Division to expedite a five-year contract for solid waste. It is the responsibility of the Bureau of Purchasing to expedite an annual contract for metal only. General Maintenance is responsible to coordinate all scheduling, monitor spending and maintain annual records for both contracts.

#### **Policy Procedures:**

- h) Contact Franco Fiore (231-3476) for approval for General Maintenance to schedule and coordinate the delivery for a dumpster. Please specify the type of dumpster, justification for the need, the material it's to be used for (concrete, tires, stumps, metal, domestic or construction debris), the facility and site location where the dumpster needs to be placed.
- i) Once approved and a schedule has been determined you will receive a return call providing you with a date and approximate time of delivery.
- j) Upon delivery, immediately forward all receipts to General Maintenance through inter office mail.
- k) Each facility has approximately three weeks to fill the Dumpster.
- l) Once a dumpster is filled and ready for pick up you must confirm its contents, and then contact the Office of General Maintenance to coordinate the pickup. If a second dumpster is needed, please specify a pick up and a request for an additional drop off.

**Note: Please do not fill the dumpster with any chemicals, flammables or any other items other than what was specified.**

#### **423 Boiler Maintenance Call-In Policy**

##### **Heating Complaint Procedures:**

When your facility has a heating problem, the following information and steps are required:

- a) First check to make sure you have **power** to the unit (**Check the shut off switches and breaker**). Make sure you have **oil** and the **thermostat setting** is correct.
- b) If the unit has power and oil, you should then obtain all pertinent information related to the problem. (**It can't just be "we have no heat" we need to know if the boiler or furnace is not operating or any other information pertaining to the issue**)
- c) Each heating unit will have a secure hotline sticker placed on it. It will provide you with a site ID number and a unit ID number. Both of these numbers will be required when calling in a complaint. (In the event the sticker is missing or can't be read, please refer to notebook that is with each unit which would also state required information)
- d) During **normal working hours M-F** you should then call General Maintenance with all of the above information. We will then dispatch the complaint to the contractor (Currently Johnson Controls) **In order to track response time, please contact General Maintenance with the arrival time of the contractor.**



If a problem occurs during off hours or on a weekend only **facility supervisors** are authorized to call the contractor directly. All **tenants and concessionaires** must contact the facility supervisor assigned to their location if they're experiencing a problem, whereas the facility supervisor will then proceed to call the information into contractor.

(All emergency calls must be reported to General Maintenance on the next business day)

**The emergency call in number is 1-866-854-4572.**

It's extremely important that all service reports from Johnson Controls are promptly forwarded to General Maintenance. It is equally important that a site employee oversee all work being performed, especially during the annual & mid-season preventive maintenance. Before you sign off on any reports, make sure that the mechanics have filled out the log book that's attached to each unit and be sure the in and out times are documented on each service report. If any of these requirements are not fulfilled, please note it and contact General Maintenance immediately.

Remember we are being charged extra for all the nuisance calls. It's important that you check the above mentioned items before calling in a complaint.

**All heating complaints that occur within The Ice Casino will be reported to Frank Carrieri following the same procedures. The County Center will continue their current procedures with the oversight of Franco Fiore. Both The Ice Casino and the County Center will report all major issues to General Maintenance.**

Note: If you are receiving an oil delivery, please shut the unit switch off just prior to delivery, and then turn it back on 20 minutes after delivery is completed. (This will help sediment settle before being drawn into the oil filters)

**Reminder** - please keep all heating unit rooms clean, well lit, and free of any debris. These areas are not storage rooms and absolutely at no time should there be any flammable materials stored within or nearby.

#### **424 Open Carry Weapons and Active Shooter Training.**

##### **Sec. 765.141. - Firearms and weapons.**

- No person, except a police officer or peace officer shall possess a firearm of any size or description or any instrument, appliance or substance designed, made or adapted and used primarily as a weapon, or ammunition for it, except when the same is held or carried for the purpose of being used to shoot a target from designated firing lines or firing positions in the Sportsmen's Center in the park known as Blue Mountain Reservation in the Town of Cortlandt and then only if he or she possesses a legal permit to carry same. No person shall discharge a firearm, air gun, spring gun or other instrument or weapon in any park or in such a manner that a projectile enters or is likely to enter any part of the park except in the performance of official duties and except when the same is discharged at a target from designated fire lanes or firing positions at the Sportsmen's Center at the park known as Blue Mountain Reservation in the Town of Cortlandt. Toy, cap, blank and starter pistols are not allowed in the parks.

## Active Shooter Training

- Active shooter training is conducted by The Department of Public Safety (Westchester County Police Department) for all PRC personnel. The training is done in person at The Westchester County Center as well as online via a web link provided by The Department of Public Safety.
- <https://www.westchestergov.com/home/all-press-releases/7770-westchester-holds-active-shooter-training-at-countycenter>

## Security Plan Authority

The chain of command for any serious incident is the same at every facility owned and operated by WCPRC.

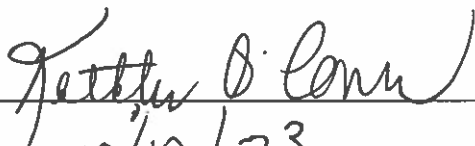
These facilities including parks, pools, golf courses, beaches, and The County Center all follow the same course of action:

1. The "frontline" employees secure the area, or talk down the disturbance;
2. Then the site manager is contacted, who in turn, attempts to handle the situation;
3. If this is not effective, the site manager or his/her designee immediately contacts the Westchester County Police. If the incident demands immediate medical attention, the police contact the local EMS;
4. Each facility has a list of every Facility Manager's name, phone number, cell phone and other important contact information

Approved by:

Kathleen M. O'Connor  
Commissioner – Parks, Recreation & Conservation

Signature:

  
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Date: 10/13/23  
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Last Review: October 2023

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