

## 8.6.1 - In-Service Training for Staff on General Security and Emergency Management

*Standard:* Through in-service training, agency personnel shall understand their role in ongoing security and emergency management. In-service training should inform staff of their role in response to critical incidents and emergencies and provide specific procedures for routine operations.

*Suggested Evidence of Compliance:* Provide documentation of in-service training programs on general security and emergency management, including a dated outline of the presentation topics and a roster of participants.

Informational reference in the *Management of Park and Recreation Agencies*, (2010), 3rd Ed., Chapter 22 – Law Enforcement and Security, p. 636.

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### Agency Evidence of Compliance:

The Park District of Oak Park offers programs and services in a wide-variety of settings. The topic of security and emergency management, including specifically, Violence in the Workplace, Critical Incident Communication, and Suspicious Individuals, is introduced to each employee as part of the Orientation Presentation<sup>1</sup> led by the HR & Safety Risk Manager. Specific training related to each area at the Park District is then provided to staff, either as its own separate training, or for seasonal operations, often as a portion of a larger training plan, including Pool Staff Training<sup>2</sup>, Rink Supervisor In-Service<sup>3</sup>, Community Center Staff Training<sup>4</sup>, and Camp Staff Training<sup>5</sup>. Beginning in 2015, the Park District will also be conducting lock-down exercises<sup>6</sup> with the Oak Park Police Department to train staff and assess readiness for this type of emergency situation. The agendas for each will be similar to the Gymnastics & Recreation Center Lock Down Exercise<sup>7</sup>.

### Documentation:

1. [08.06.01\\_Orientation-Presentation.pdf](#)
2. [08.06.01\\_Pool-Staff-Training.pdf](#)
3. [08.06.01\\_Rink-Supervisor-In-Service.pdf](#)
4. [08.06.01\\_Community-Center-Supervisor-Training.pdf](#)
5. [08.06.01\\_Summer-Camp-Staff-Training.pdf](#)
6. [08.06.01\\_2015-Lock-Down-Exercise-Calendar.pdf](#)
7. [08.06.01\\_GRC-Lock-Down-Exercise.pdf](#)

Agency Self Assessment: MET

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