

NOTICE OF MEETING
TUESDAY, August 13, 2013
6:00 p.m.

Park District of Highland Park
Board of Park Commissioners
West Ridge Center
636 Ridge Rd.
Highland Park, IL 60035

WORKSHOP MEETING AGENDA

- I. CALL TO ORDER
- II. ROLL CALL
- III. ADDITIONS TO THE AGENDA
- IV. HIGHLAND PARK STRINGS
- V. NSSRA CAPITAL ACQUISITION PLAN
- VI. GREENPRINT 2024 UPDATE
- VII. LIGHTNING SAFETY RECOMMENDATIONS
- VIII. SAFETY MANUAL REVIEW
- IX. ENVIRONMENTAL SCORECARD REVIEW
- X. ROSEWOOD BID PROCESS
- XI. ADVISORY COMMITTEE ASSIGNMENTS
- XII. REVIEW OF VOUCHERS
- XIII. OPEN TO PUBLIC TO ADDRESS BOARD
- XIV. **CLOSED SESSION PURSUANT TO THE FOLLOWING SECTIONS OF THE OPEN MEETINGS ACT:** Section 2(c)1 – the appointment, employment, compensation, discipline of the District including legal counsel for the District; Section 2(c)5 – the purchase or lease of real estate including discussion on whether a certain parcel of property should be acquired; Section (c)6 – the setting of a price for sale or lease of property owned by the District; Section (c) 8 – security procedures and the use of personnel and equipment to respond to an actual, a threatened, or a reasonably potential danger to the safety of employees, students, staff, the public, or public property; Section (c) 11 – litigation against or on behalf of the District or where the District finds that an action is probable or imminent; Section 2(c) 21 – the discussion of minutes lawfully closed under the Act, whether for the purposes of approval of said minutes or for conducting the semi-annual review of the minutes as set forth in section 2.06 of the Act.; Section 2(c) 29 - for discussions between internal or external auditors and the Board. Possible action by the Board on items discussed in closed session.
- XV. **ADJOURNMENT**

Persons with disabilities requiring reasonable accommodation to participate in this meeting should contact the Park District's ADA Compliance Officer, Liza McElroy, at the Park District's Administrative Office, 636 Ridge Road, Highland Park, IL Monday through Friday from 8:30 a.m. until 5:00 p.m. at least 48 hours prior to the meeting. Requests for a

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qualified ASL interpreter require five (5) working days advance notice. Telephone number 847-831-3810; fax number 847-831-0818.



MEMORANDUM

Date: August 8, 2013

To: Board of Commissioners

From: Director Donahue

Re: **HIGHLAND PARK STRINGS**

C: Executive Director McElroy

Larry Block, Founder and General Manager of the Highland Park Strings will be giving a brief update on their 35th anniversary concert series.



MEMORANDUM

Date: August 8, 2013

To: Board of Commissioners

From: Executive Director McElroy

Re: **NSSRA CAPITAL ACQUISITION PLAN**

NSSRA's 2011-2014 Strategic Plan has guided staff to accomplish one of the plan goals, to secure the most suitable permanent location for NSSRA with a partner agency. (NSSRA's administrative offices are currently located in an industrial park in Northbrook and 21 full time staff operate out of this facility).

Staff's research has focused on the facility needs of the agency and the need for a capital plan. NSSRA conducted a study to evaluate the long- term viability of the current building. Extensive deficiencies in the building confirmed the need to secure a new location for the agency.

Based on NSSRA's needs, staff has developed a plan that addresses the current and future capital needs of the agency. Prior to this plan, NSSRA's capital expenses have been funded through the operational budget. The Capital and Facility Acquisition Plan details the deficiencies of NSSRA's current building, identifies the specific baseline needs for a future location and presents a realistic capital plan for funding.

This Capital and Facility Acquisition Plan details the research and findings that should guide NSSRA to successfully accomplish this goal. The research takes into account a number of assumptions when calculating cost estimates, because the goal to relocate with a partner agency will require time, until the right opportunity with a partner presents itself.

NSSRA's goal is to raise \$770,000 of the costs from outside sources including grants and donations from NSSRF, supporters and users of NSSRA through a capital campaign. As detailed in the plan, the anticipated horizon for accomplishing the goal is 2018 with an estimated cost of \$4,681,531 and the need to finance \$2,540,000.

The Capital and Facility Acquisition Plan demonstrates the need for NSSRA to fund this plan starting in 2014 to accomplish this strategic goal. Partner agencies will see the first Capital Plan funding request as part of the NSSRA budget proposal for fiscal/calendar year 2014.

At this time no action is required. This is the first step in the dialogue related to each Partner Agency's participation and commitment to this planning initiative.



NSJra Capital and Facility Acquisition Plan



Northern Suburban Special Recreation Association

NSSRA Mission:

To enrich the lives of people with disabilities in our partner communities through quality recreation services.

NSSRA Vision:

To be leaders in recreation by providing innovative and exceptional services for people with disabilities.

Northern Suburban Special Recreation Association (NSSRA) formed in 1970 as the first special recreation association in Illinois and among the first of its kind in the country. NSSRA provides and facilitates recreation programs for more than 1,500 children, teens and adults with physical, developmental, emotional or other disabilities. NSSRA has over 800 recreation, sport, cultural, social, and leisure offerings available throughout the year, creating new experiences, opportunities for skill development, leisure time, and perhaps most importantly, friendship.

NSSRA is an intergovernmental partnership of ten park districts, two cities and one village in the northern suburbs of Chicago including the Park Districts of Deerfield, Glencoe, Glenview, Highland Park, Kenilworth, Lake Bluff, Northbrook, Northfield, Wilmette and Winnetka, the cities of Highwood and Lake Forest and the Village of Riverwoods.

Funding for NSSRA comes from three sources which include partner agency contributions, program fees and outside support from Northern Suburban Special Recreation Foundation (NSSRF), grants and donations. Contributions from the partner agencies are made proportionately based on community size and collected through a property tax levy issued by each partner.

In calendar years 2009 – 2012, NSSRA's fiscal responsibility has enabled the agency to grow its fund balance while keeping the partner agency contributions in line with the Consumer Price Index (CPI).

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Introduction

In 2010, NSSRA started a strategic planning process that resulted in the NSSRA 2011-2014 Strategic Plan. One of the initiatives of the Strategic Plan is to research and secure the most suitable permanent location for NSSRA. In response to this initiative, NSSRA Board of Directors and staff initiated a study to evaluate the long term viability of the current facility. Extensive deficiencies in the facility prompted a directive from the NSSRA board in the form of a goal, *to secure the most suitable permanent location for NSSRA with a partner agency.*

As a result of this goal, NSSRA staff, Facility Committee and Board of Directors developed this plan for the acquisition of a new NSSRA facility. Throughout the planning process, key considerations included:

- NSSRA must address existing and future facility needs.
- The plan must be financially conservative and efficient.
- The process must provide for partner agency involvement.

The recommended plan for the acquisition of a new NSSRA facility is contained in the remainder of this document. Key points include:

- Locate with one of the 13 partner agencies in the northern suburbs of Chicago.
- Address the substantial needs of private meeting space, safety issues, adequate space to conduct business, centralize training and provide some additional space for programming.
- Continue NSSRA's model to secure the majority of programming space in its partner agencies' facilities.
- Review acquisition opportunities as they arise and update overall plan status on an annual basis.

This plan has been reviewed and accepted by the NSSRA Board of Directors.

The desired outcome for NSSRA is to secure a permanent location with a partner agency that will provide NSSRA with a long term solution that is fully accessible and incorporates private meeting space for families and staff; adequate office space; on site storage; safe pick-up and drop-off for participants; and multi-use programming and training space. In addition, the facility will be in a safe, recreation setting that is centrally located within the 13 partner communities. Most importantly, this new facility will provide a needed location for participants and their families to feel welcome and have a sense of belonging. This facility will promote increased opportunities for participants to socialize, develop skills and engage in new experiences that will allow them to live life to its fullest.

Existing Facility Deficiencies

No Private Space for Families and Staff to Interact

In order for NSSRA to adequately serve its participants and families, staff must meet with families to discuss detailed information about the participants needs. Often these meetings include sensitive, personal and confidential information. Currently, there is only one main meeting space at the NSSRA facility, which is not a private meeting space. Several of the NSSRA offices have multiple staff occupying them, leaving no room for private group meetings or confidential phone conversations with families.

Unsafe Location in an Industrial Park

The current NSSRA facility is located deep in an industrial park. During the day and early evening, the roads surrounding the facility are heavily traveled by semi-trucks and industrial vehicles. Later in the evening, the industrial park is desolate and dark, potentially putting staff and participants at risk for a dangerous situation.

No Safe Pick Up/Drop Off for Participants

Due to the design of the NSSRA parking lot, there is no turnabout drive or designated area for families or NSSRA buses to safely drop-off and pick-up participants.

Not Accessible

The NSSRA facility is not accessible according to the current Americans with Disabilities Act (ADA) standards. Several of the hallways and doorways are narrow, making it difficult for those with physical disabilities to easily navigate the building. The facility also has two separate doors at the entrance, neither of which is equipped with accessible or automatic entry.

Lack of Training and Meeting Space

NSSRA trains more than 500 part-time staff annually and provides approximately 125 trainings to full-time and part-time staff throughout the year. NSSRA currently uses Partner Agency facilities to host trainings of 15 staff or more.

No Programming Space

No recreation programs are held at the NSSRA facility. Due to zoning ordinances, NSSRA is prohibited from conducting these programs on premise. As a result of this ordinance there is also no space suited for recreation programs.

Insufficient Amount of Office Space for NSSRA Staff

Six full-time staff shares three offices (two per an 80 sq. ft. office). These staff are not able to have conversations on the phone or in person about private, sensitive or confidential disability related subjects. In addition, working in a small office space with another staff is often distracting and full of interruptions which negatively impacts productivity.

Lack of Storage Space

There is a tremendous lack of storage space at the NSSRA facility resulting in more than \$4,000 annually in offsite commercial storage costs. The offsite storage requires numerous hours of lost staff time traveling to and from the storage facility to gather supplies and equipment for programs.

No Room for Future Growth

There is currently no room for growth of the NSSRA staff with the facility in its current state. All offices are currently occupied and some offices have multiple staff sharing the space. During the summer months, the facility is overfilled with an increased number of summer leadership staff, interns and supplies occupying any open space that is available.

Pending Capital Improvements

NSSRA moved into its current facility in 2001. Williams Architects conducted an existing conditions report in 2009 that found in excess of \$400,000 in capital improvements throughout the facility.

Space Needs Analysis

NSSRA staff and Williams Architects identified the space required to address NSSRA's needs for the future through a space needs analysis. The analysis concluded the need for a 15,000 sq. ft. facility as compared to the current 8,370 sq. ft. facility. The space requirements below represent a baseline of need that any new facility must minimally meet.

New Facility (15,000 sq. ft.)

Offices (4,000 sq. ft.)
Programming/Training (3,300 sq. ft.)
Meeting/Conference (3,350 sq. ft.)
Common Area/Storage (4,350 sq. ft.)

Current Facility (8,370 sq. ft.)

Offices (3,124 sq. ft.)
Programming/Training (0 sq. ft.)
Meeting/Conference (2,023 sq. ft.)
Common Area/Storage (3,223 sq. ft.)

Space Needs Analysis Details for New Facility

Offices (4,000 sq. ft.)

- 27 offices for current staff needs, interns and two offices for future expansion

Programming/Training (3,300 sq. ft.)

- Program/training rooms
- Storage area
- Program kitchen
- Kitchen storage

Meeting/Conference (3,350 sq. ft.)

- Office work room
- Copy room
- Staff lunchroom
- Conference room 1 (6-8 individuals)
- Conference room 2 (10-16 individuals)
- Board room (up to 32 individuals)
- IT room
- Washrooms

Common Area/Storage (4,350 sq. ft.)

- Vestibule with bus waiting
- Lobby
- Washrooms: Men, Women, Family
- Main storage room
- Mechanical rooms
- Elevator

Estimated Costs and Funding of New Facility

In creating the Capital and Facility Acquisition Plan, NSSRA estimated new facility construction and land acquisition costs of \$3,850,000 (without interest). Taking into account a 20 year bond issuance that includes interest costs of \$831,531, the total estimated cost for the new facility is \$4,681,531. NSSRA's goal is to have \$770,000 of the costs of the new facility supported from outside sources including NSSRF, grants, and donations through a capital campaign targeting all supporters and users of NSSRA. Partner agencies and NSSRA will fund the remaining costs through partner agency contributions, 20 year bond issuance, NSSRA fund balance allocation and sale of current NSSRA building.

The following is a detailed explanation and corresponding tables that demonstrate the estimated costs and funding sources for a new facility for the next 25 years assuming an acquisition date in 2018.

Partner Agency Contributions for New Facility: \$3,217,531

1. Partner Agency Contributions 2014 – 2018: \$616,000

Based on the estimated acquisition date of 2018, the Capital and Facility Acquisition Plan will require partner agencies to contribute \$123,200 annually until a new facility is acquired. These funds will be reserved in a capital account to be applied to the purchase of a new facility.

2. 20 Year Bond Issue 2019 – 2038: \$2,601,531

On page 9 is the Estimated Debt Service after Call Provision table from Eric Anderson of BMO Capital Markets. This table demonstrates the costs of a 20 year bond issuance by NSSRA for \$2,540,000. A call provision is embedded that allows use of funds from the sale of the building and capital funds collected from outside sources to be applied toward the payment of bonds at year eight. Please note the list of assumptions pertaining to the bond issuance.

- An estimated all-inclusive interest rate of 3.95% is being used
- \$2,540,000 is financed
- In year eight of the bond issuance, the call provision is utilized with \$770,000 going toward bond payoff coming from the sale of the building (\$500,000) and the remaining amount of funding from outside sources (\$270,000)
 - o The current NSSRA building will be sold after acquisition of the new facility. Proceeds from the sale (\$500,000) will be reserved and applied to bonds at call in year eight of bond issuance.
 - o Funds raised after the acquisition of the new facility through a capital campaign and from NSSRF for the new facility (\$270,000) will be applied to bonds at call in year eight of bond issuance.

3. Explanation of Why \$2,540,000 of the Facility Cost will be Financed Through a 20 Year Bond Starting in 2019:

Initial Estimated Facility Costs (without interest):	\$3,850,000
Cash Available for Purchase of Facility in 2018*:	<u>\$1,310,000*</u>
Amount Financed Through 20 Year Bond Issuance:	\$2,540,000

*Source of Funds Available for Purchase in 2018:

NSSRA Partner Capital Contribution 2014 – 2018 (\$123,200/year x 5 years)	\$ 616,000
NSSRA Fund Balance Allocation	\$ 194,000
NSSRF Capital Donation in 2018	\$ 250,000
Private Family Donation in 2018	<u>\$ 250,000</u>
Total Cash toward Facility in 2018	\$1,310,000

NSSRA Fund Balance Allocation: \$194,000

NSSRA will reserve \$194,000 from its fund balance into a capital account specifically for the purchase of the new facility.

Outside Funding: \$770,000

NSSRA's goal is to have \$770,000 of the new facility costs supported from outside sources including NSSRF, grants and donations from supporters and users of NSSRA. A capital campaign will be conducted for approximately two years from the point at which a new facility is secured until shortly after NSSRA has moved into the new facility.

Eric Anderson of BMO Capital Markets provided the bond issue table on page 9 which demonstrates specifically how the \$770,000 could be worked into the payment of the new facility over the next 25 years. He suggests in 2018 when the bonds are issued that support collected from outside sources (\$500,000 estimated) is used toward the purchase of the new facility. At year eight of the bond issuance the call provision is utilized at which time support collected after the bond issue (\$270,000 estimated) go toward bond payoff.

Sale of Current Building: \$500,000

The current NSSRA building will be sold after acquisition of a new facility. An appraisal report on NSSRA's building in Northbrook was conducted by Lorenz and Associates that estimated the value of the building at \$680,000. Staff is conservatively estimating that \$500,000 from the sale of the building will go toward the new facility. Eric Anderson of BMO Capital Markets recommends that \$500,000 be applied toward the purchase of the new facility at year eight of the bond issuance at which time the call provision is utilized in the amount of \$500,000 going toward bond payoff.

Total Estimated Funding for New Facility

With interest, the total estimated funding for the new facility is **\$4,681,531**.

Partner Agency Contribution	\$3,217,531
NSSRA Fund Balance Allocation	\$ 194,000
Outside Funding	\$ 770,000
Sale of Current Building	\$ 500,000
	<u>\$4,681,531</u>

New Facility Funding Sources FY 2014 - FY 2038					
Year	Partner Agency Contribution	NSSRA Fund Balance Allocation	Outside Funding	Sale of Current Building	Total Funding Per Year
FY 14	\$ 123,200	\$ -	\$ -	\$ -	\$ 123,200
FY 15	\$ 123,200	\$ -	\$ -	\$ -	\$ 123,200
FY 16	\$ 123,200	\$ -	\$ -	\$ -	\$ 123,200
FY 17	\$ 123,200	\$ -	\$ -	\$ -	\$ 123,200
FY 18	\$ 123,200	\$ 194,000	\$ 500,000	\$ -	\$ 817,200
FY 19	\$ 182,073	\$ -	\$ -	\$ -	\$ 182,073
FY 20	\$ 185,882	\$ -	\$ -	\$ -	\$ 185,882
FY 21	\$ 184,482	\$ -	\$ -	\$ -	\$ 184,482
FY 22	\$ 182,782	\$ -	\$ -	\$ -	\$ 182,782
FY 23	\$ 185,722	\$ -	\$ -	\$ -	\$ 185,722
FY 24	\$ 183,296	\$ -	\$ -	\$ -	\$ 183,296
FY 25	\$ 185,566	\$ -	\$ -	\$ -	\$ 185,566
FY 26	\$ 182,420	\$ -	\$ 270,000	\$ 500,000	\$ 952,420
FY 27	\$ 154,023	\$ -	\$ -	\$ -	\$ 154,023
FY 28	\$ 155,536	\$ -	\$ -	\$ -	\$ 155,536
FY 29	\$ 156,730	\$ -	\$ -	\$ -	\$ 156,730
FY 30	\$ 157,541	\$ -	\$ -	\$ -	\$ 157,541
FY 31	\$ 153,029	\$ -	\$ -	\$ -	\$ 153,029
FY 32	\$ 158,180	\$ -	\$ -	\$ -	\$ 158,180
FY 33	\$ 152,602	\$ -	\$ -	\$ -	\$ 152,602
FY 34	\$ 41,672	\$ -	\$ -	\$ -	\$ 41,672
FY 35	\$ -	\$ -	\$ -	\$ -	\$ -
FY 36	\$ -	\$ -	\$ -	\$ -	\$ -
FY 37	\$ -	\$ -	\$ -	\$ -	\$ -
FY 38	\$ -	\$ -	\$ -	\$ -	\$ -
Total Funding	\$ 3,217,531	\$ 194,000	\$ 770,000	\$ 500,000	\$ 4,681,531

Estimated Debt Service After Call Provision and \$270,000 Equity Injection Utilized

Assuming the call provision is utilized in the amount of \$500,000 in the eighth year, and an equity injection of \$270,000 is made at the same time, remaining debt service would look as follows in the chart to the right, with a total of \$315,414 in interest expense avoided. Note that this amount may be further reduced if the existing building is sold in year five, with such proceeds invested until the call provision is triggered in year eight.

The final five maturities are affected by the call provision, reducing interest expense in years 8.5 through year 20, and principal amounts from year 16 through year 20.

Period Ending	Principal	Coupon	Interest	Debt Service	Annual Debt Service
0.5 years	-	-	43,656.95	43,656.95	0
1 year	95,000	1.000%	43,415.75	138,415.75	182,072.70
1.5 years	-	-	42,940.75	42,940.75	0.00
2 years	100,000	1.400%	42,940.75	142,940.75	185,881.50
2.5 years	-	-	42,240.75	42,240.75	0.00
3 years	100,000	1.700%	42,240.75	142,240.75	184,481.50
3.5 years	-	-	41,390.75	41,390.75	0.00
4 years	100,000	2.060%	41,390.75	141,390.75	182,781.50
4.5 years	-	-	40,360.75	40,360.75	0.00
5 years	105,000	2.310%	40,360.75	145,360.75	185,721.50
5.5 years	-	-	39,148.00	39,148.00	0.00
6 years	105,000	2.600%	39,148.00	144,148.00	183,296.00
6.5 years	-	-	37,783.00	37,783.00	0.00
7 years	110,000	2.860%	37,783.00	147,783.00	185,566.00
7.5 years	-	-	36,210.00	36,210.00	0.00
8 years	110,000	3.170%	36,210.00	146,210.00	182,420.00
8.5 years	-	-	19,511.25	19,511.25	0.00
9 years	115,000	3.310%	19,511.25	134,511.25	154,022.50
9.5 years	-	-	17,767.75	17,767.75	0.00
10 years	120,000	3.490%	17,767.75	137,767.75	155,535.50
10.5 years	-	-	15,864.80	15,864.80	0.00
11 years	125,000	3.610%	15,864.80	140,864.80	156,729.60
11.5 years	-	-	13,770.50	13,770.50	0.00
12 years	130,000	3.730%	13,770.50	143,770.50	157,541.00
12.5 years	-	-	11,514.25	11,514.25	0.00
13 years	130,000	3.850%	11,514.25	141,514.25	153,028.50
13.5 years	-	-	9,089.75	9,089.75	0.00
14 years	140,000	3.980%	9,089.75	149,089.75	158,179.50
14.5 years	-	-	3,801.00	3,801.00	0.00
15 years	145,000	4.090%	3,801.00	148,801.00	152,602.00
15.5 years	-	-	836.00	836.00	0.00
16 years	40,000	4.180%	836.00	40,836.00	41,672.00
16.5 years	-	-	0.00	0.00	0.00
17 years	-	4.240%	0.00	0.00	0.00
17.5 years	-	-	0.00	0.00	0.00
18 years	-	4.320%	0.00	0.00	0.00
18.5 years	-	-	0.00	0.00	0.00
19 years	-	4.400%	0.00	0.00	0.00
19.5 years	-	-	0.00	0.00	0.00
20 years	-	4.450%	0.00	0.00	0.00
	1,770,000	0	831,531	2,601,531	2,601,531

NSSRA Partner Funding for New Facility

Year	New Facility Cost	NSSRA Partner Funding for New Facility																Total Per Year
		City of Highwood	Deerfield Park District	Glencoe Park District	Glenview Park District	Kenilworth Park District	Lake Bluff Park District	City of Lake Forest	Northbrook Park District	Northfield Park District	Park District of Highland Park	Village of Riverwoods	Wilmette Park District	Winnetka Park District				
FY 14	\$ 123,200	\$ 1,922	\$ 9,363	\$ 5,482	\$ 25,010	\$ 1,725	\$ 4,189	\$ 13,872	\$ 18,234	\$ 3,031	\$ 15,917	\$ 2,168	\$ 13,724	\$ 8,562	\$ 123,200			
FY 15	\$ 123,200	\$ 1,922	\$ 9,363	\$ 5,482	\$ 25,010	\$ 1,725	\$ 4,189	\$ 13,872	\$ 18,234	\$ 3,031	\$ 15,917	\$ 2,168	\$ 13,724	\$ 8,562	\$ 123,200			
FY 16	\$ 123,200	\$ 1,922	\$ 9,363	\$ 5,482	\$ 25,010	\$ 1,725	\$ 4,189	\$ 13,872	\$ 18,234	\$ 3,031	\$ 15,917	\$ 2,168	\$ 13,724	\$ 8,562	\$ 123,200			
FY 17	\$ 123,200	\$ 1,922	\$ 9,363	\$ 5,482	\$ 25,010	\$ 1,725	\$ 4,189	\$ 13,872	\$ 18,234	\$ 3,031	\$ 15,917	\$ 2,168	\$ 13,724	\$ 8,562	\$ 123,200			
FY 18	\$ 123,200	\$ 1,922	\$ 9,363	\$ 5,482	\$ 25,010	\$ 1,725	\$ 4,189	\$ 13,872	\$ 18,234	\$ 3,031	\$ 15,917	\$ 2,168	\$ 13,724	\$ 8,562	\$ 123,200			
FY 19	\$ 182,073	\$ 2,840	\$ 13,838	\$ 8,102	\$ 36,961	\$ 2,549	\$ 6,190	\$ 20,501	\$ 26,947	\$ 4,479	\$ 23,524	\$ 3,204	\$ 20,283	\$ 12,654	\$ 182,073			
FY 20	\$ 185,882	\$ 2,900	\$ 14,127	\$ 8,272	\$ 37,734	\$ 2,602	\$ 6,320	\$ 20,930	\$ 27,510	\$ 4,573	\$ 24,016	\$ 3,272	\$ 20,707	\$ 12,919	\$ 185,882			
FY 21	\$ 184,482	\$ 2,878	\$ 14,021	\$ 8,209	\$ 37,450	\$ 2,583	\$ 6,272	\$ 20,773	\$ 27,303	\$ 4,538	\$ 23,835	\$ 3,247	\$ 20,551	\$ 12,821	\$ 184,482			
FY 22	\$ 182,782	\$ 2,851	\$ 13,891	\$ 8,134	\$ 37,105	\$ 2,559	\$ 6,215	\$ 20,581	\$ 27,052	\$ 4,496	\$ 23,615	\$ 3,217	\$ 20,362	\$ 12,703	\$ 182,782			
FY 23	\$ 185,722	\$ 2,897	\$ 14,115	\$ 8,265	\$ 37,701	\$ 2,600	\$ 6,315	\$ 20,912	\$ 27,487	\$ 4,569	\$ 23,995	\$ 3,269	\$ 20,689	\$ 12,908	\$ 185,722			
FY 24	\$ 183,296	\$ 2,859	\$ 13,930	\$ 8,157	\$ 37,209	\$ 2,566	\$ 6,232	\$ 20,639	\$ 27,128	\$ 4,509	\$ 23,682	\$ 3,226	\$ 20,419	\$ 12,739	\$ 183,296			
FY 25	\$ 185,566	\$ 2,895	\$ 14,103	\$ 8,258	\$ 37,670	\$ 2,598	\$ 6,309	\$ 20,895	\$ 27,464	\$ 4,565	\$ 23,975	\$ 3,266	\$ 20,672	\$ 12,897	\$ 185,566			
FY 26	\$ 182,420	\$ 2,846	\$ 13,864	\$ 8,118	\$ 37,031	\$ 2,554	\$ 6,202	\$ 20,540	\$ 26,998	\$ 4,488	\$ 23,569	\$ 3,211	\$ 20,322	\$ 12,678	\$ 182,420			
FY 27	\$ 154,023	\$ 2,403	\$ 11,706	\$ 6,854	\$ 31,267	\$ 2,156	\$ 5,237	\$ 17,343	\$ 22,795	\$ 3,789	\$ 19,900	\$ 2,711	\$ 17,158	\$ 10,705	\$ 154,023			
FY 28	\$ 155,536	\$ 2,426	\$ 11,821	\$ 6,921	\$ 31,574	\$ 2,177	\$ 5,288	\$ 17,513	\$ 23,019	\$ 3,826	\$ 20,095	\$ 2,737	\$ 17,327	\$ 10,810	\$ 155,536			
FY 29	\$ 156,730	\$ 2,445	\$ 11,911	\$ 6,974	\$ 31,816	\$ 2,194	\$ 5,329	\$ 17,648	\$ 23,196	\$ 3,856	\$ 20,249	\$ 2,758	\$ 17,460	\$ 10,893	\$ 156,730			
FY 30	\$ 157,541	\$ 2,458	\$ 11,973	\$ 7,011	\$ 31,981	\$ 2,206	\$ 5,356	\$ 17,739	\$ 23,316	\$ 3,876	\$ 20,354	\$ 2,773	\$ 17,550	\$ 10,949	\$ 157,541			
FY 31	\$ 153,029	\$ 2,387	\$ 11,630	\$ 6,810	\$ 31,065	\$ 2,142	\$ 5,203	\$ 17,231	\$ 22,648	\$ 3,765	\$ 19,771	\$ 2,693	\$ 17,047	\$ 10,635	\$ 153,029			
FY 32	\$ 158,180	\$ 2,468	\$ 12,022	\$ 7,039	\$ 32,110	\$ 2,215	\$ 5,378	\$ 17,811	\$ 23,411	\$ 3,891	\$ 20,437	\$ 2,784	\$ 17,621	\$ 10,993	\$ 158,180			
FY 33	\$ 152,602	\$ 2,381	\$ 11,598	\$ 6,791	\$ 30,978	\$ 2,136	\$ 5,188	\$ 17,183	\$ 22,585	\$ 3,754	\$ 19,716	\$ 2,686	\$ 17,000	\$ 10,606	\$ 152,602			
FY 34	\$ 41,672	\$ 650	\$ 3,167	\$ 1,854	\$ 8,459	\$ 583	\$ 1,417	\$ 4,692	\$ 6,167	\$ 1,025	\$ 5,384	\$ 733	\$ 4,642	\$ 2,896	\$ 41,672			
FY 35	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
FY 36	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
FY 37	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
FY 38	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
Partner Total	\$ 3,217,531	\$ 50,193	\$ 244,532	\$ 143,180	\$ 653,159	\$ 45,045	\$ 109,396	\$ 362,294	\$ 476,195	\$ 79,151	\$ 415,705	\$ 56,629	\$ 358,433	\$ 223,618	\$ 3,217,531			

Facility Operations Cost Projections

In the past four years, NSSRA has incurred annual building operation costs of approximately \$46,000 for the 8,370 sq. ft. facility. Operation costs for the new facility are conservatively estimated at approximately \$55,000 per year which represents a 20% increase in costs for a 45% increase in space.

Assumptions

- 45% increase in space
- New facility will be more efficient
- Decrease in repairs/maintenance

Annual Cost Estimates

- Utilities **\$20,082**
 - Increase utility costs by 45% compared to 2012 total
 - Increased building efficiency offsets inflation in future years
- Operations **\$35,300**
 - Repairs/maintenance
(40% decrease compared to 2012 total) \$10,000
 - Cleaning service (45% increase) \$15,500
 - Trash/alarm/landscaping (45% increase) \$ 9,800

	Current Facility				New Facility
	2009	2010	2011	2012	Future Estimate
Utilities*	8,862	14,125	12,945	13,850	20,082
Operations**	31,351	37,200	33,179	32,685	35,300
Total	\$40,213	\$51,325	\$46,124	\$46,535	\$55,382

*Utilities – Electric, water, gas

**Operations – Waste removal, Cleaning service, Landscaping, Repairs/maintenance, Fire/alarm.

New Facility Benefits

Meeting Rooms

Access to three private meeting rooms in the new building as described in the plan will dramatically affect the manner in which NSSRA is able to conduct its business. Families and participants will be able to discuss private and sometimes difficult information with staff in a private, comfortable meeting room without interruption. These sensitive and confidential meetings typically occur when a family first becomes involved with NSSRA or when behavioral issues arise. This addition provides space to deliver the professional level of services that families and participants expect from NSSRA. Meeting rooms will enhance staff's ability to accomplish goals by using them regularly to meet with other NSSRA staff, partner agency staff and other community providers.

Programming/Training Space

The addition of accessible multi-purpose training/programming space and a teaching kitchen in the NSSRA building will improve NSSRA's all around service delivery. The training space will allow NSSRA to centralize its training sessions, adding efficiency to this critical operation. The dedicated space will provide contingency programming space when unforeseen circumstances at a scheduled facility results in program cancellation. In addition, this dedicated space will allow ongoing programs to be scheduled at the new facility, but will not detract from NSSRA's need to primarily program in its partner agency facilities throughout the northern suburbs of Chicago.

Safety

Providing a drop-off and pick-up area that is not part of the traffic pattern will eliminate a huge safety concern that exists at the current NSSRA building. Locating with a partner agency's facility will ensure that NSSRA is in a recreation setting as opposed to an industrial park. Families, participants and staff will be safer when picking up and dropping off after hours; as partner agency facilities are commonly open into the evening.

Office Space

Adequate office space for the NSSRA staff will ensure more efficient operations. Each NSSRA staff having their own office will eliminate the distractions of others in the office on the phone or preparing for programs. Adequate office space will also allow staff the flexibility to meet with families without having to find suitable meeting space or to ask their officemate to relocate. Ideally, office space located on one level will promote staff cohesiveness and improve morale.

Storage

On site storage in a new facility will save staff time and financial resources. Staff will no longer have to plan trips to and from an offsite storage unit to pick up or drop off supplies needed for programs and events. Giving this time back to staff will allow them the ability to use the time to focus more on quality programming and building family and staff relationships. Having on site storage will also eliminate the additional cost that NSSRA currently incurs to have two offsite storage units year round.

New Home with Partner Agency

Locating the NSSRA facility with a Partner Agency, in a park setting and with programmable space, establishes an NSSRA home for participants and families for many years to come. This facility creates a safe place where participants and families can join together with their friends and neighbors to share in times of joy while building lifelong relationships and unforgettable memories.

Required Process to Acquire a New Facility

Coordinating each step in the process of acquiring a new facility and selling the existing facility along with communicating the information contained within this Facility Acquisition Plan to 13 partner agencies is a complex process. It is imperative that the NSSRA Board, staff, and Partner Agency Boards act in a timely fashion to keep the process moving toward successful accomplishment of the goal. Below are specific steps, as required by NSSRA's Articles of Agreement, for the NSSRA Board of Directors and Partner Agency Boards to accomplish this goal.

1. NSSRA staff and Board communicates need and Capital and Facility Acquisition Plan with partner communities, stakeholders and Partner Agency Boards.
2. NSSRA staff and Board seek out most suitable permanent location for NSSRA.
3. Partner Agency Boards approve and ratify NSSRA Board's resolution to petition court to sell the building at 3105 MacArthur Blvd., Northbrook.
4. NSSRA Board approve contract to acquire new facility.
5. Partner Agency Boards approve contract to acquire new facility.
6. NSSRA Board approves contract to sell the building at 3105 MacArthur Blvd., Northbrook.
7. Partner Agency Boards approves contract to sell the building at 3105 MacArthur Blvd., Northbrook.

NSSRA 10 Year Capital Plan Estimate

As a cooperative agency, NSSRA operates all of its programs in partner agency facilities. As a result, NSSRA only has three areas of capital expenses including vehicles, technology and facility. Northern Suburban Special Recreation Foundation (NSSRF) has committed to funding the purchase of NSSRA's program vehicles from 2013 - 2023 at an estimated cost of \$553,00. A smaller portion of the capital expenses are NSSRA's technology costs that total \$138,000 over 10 years and the current facility costs which include improvements to the existing building and are estimated at \$102,000. On page 14 is a summary table of the total estimated NSSRA capital costs for the next 10 years. NSSRA's Capital Plan will be reviewed and approved by NSSRA's Board on an annual basis.

10 Year Summary

Year	Technology	Vehicles	Current Facility	New Facility	Total Capital Expenses to be Funded
2014	\$ 5,000	-	\$ -	\$ 123,200	\$ 128,200
2015	\$ 5,000	\$ 25,000	\$ 2,000	\$ 123,200	\$ 155,200
2016	\$ 45,000	-	\$ -	\$ 123,200	\$ 168,200
2017	\$ 9,000	-	\$ 100,000	\$ 123,200	\$ 232,200
2018	\$ 5,000	-	\$ -	\$ 123,200	\$ 128,200
2019	\$ 5,000	-	\$ -	\$ 182,073	\$ 187,073
2020	\$ 5,000	\$ 25,000	\$ -	\$ 185,882	\$ 215,882
2021	\$ 45,000	-	\$ -	\$ 184,482	\$ 229,482
2022	\$ 9,000	-	\$ -	\$ 182,782	\$ 191,782
2023	\$ 5,000	-	\$ -	\$ 185,722	\$ 190,722
Partner Total	\$ 138,000	\$ 50,000	\$ 102,000	\$ 1,536,939	\$ 1,826,939

City of Highwood	Deerfield Park District	Glencoe Park District	Glenview Park District	Kenilworth Park District	Lake Bluff Park District	City of Lake Forest	Northbrook Park District		Northfield Park District		Park District of Highland Park		Village of Riverwoods	Wilmette Park District	Winnetka Park District	Total Per Year
							Park District	Park District	Park District	Park District	Park District	Park District				
\$ 2,000	\$ 9,743	\$ 5,705	\$ 26,025	\$ 1,795	\$ 4,359	\$ 14,435	\$ 18,974	\$ 3,154	\$ 16,563	\$ 2,256	\$ 14,281	\$ 8,910	\$ 128,200			
\$ 2,421	\$ 11,795	\$ 6,906	\$ 31,506	\$ 2,173	\$ 5,277	\$ 17,476	\$ 22,970	\$ 3,818	\$ 20,052	\$ 2,732	\$ 17,289	\$ 10,786	\$ 155,200			
\$ 2,624	\$ 12,783	\$ 7,485	\$ 34,145	\$ 2,355	\$ 5,719	\$ 18,939	\$ 24,894	\$ 4,138	\$ 21,731	\$ 2,960	\$ 18,737	\$ 11,690	\$ 168,200			
\$ 3,622	\$ 17,647	\$ 10,333	\$ 47,137	\$ 3,251	\$ 7,895	\$ 26,146	\$ 34,366	\$ 5,712	\$ 30,000	\$ 4,087	\$ 25,867	\$ 16,138	\$ 232,200			
\$ 2,000	\$ 9,743	\$ 5,705	\$ 26,025	\$ 1,795	\$ 4,359	\$ 14,435	\$ 18,974	\$ 3,154	\$ 16,563	\$ 2,256	\$ 14,281	\$ 8,910	\$ 128,200			
\$ 2,918	\$ 14,218	\$ 8,325	\$ 37,976	\$ 2,619	\$ 6,360	\$ 21,064	\$ 27,687	\$ 4,602	\$ 24,170	\$ 3,292	\$ 20,840	\$ 13,002	\$ 187,073			
\$ 3,368	\$ 16,407	\$ 9,607	\$ 43,824	\$ 3,022	\$ 7,340	\$ 24,308	\$ 31,950	\$ 5,311	\$ 27,892	\$ 3,800	\$ 24,049	\$ 15,004	\$ 215,882			
\$ 3,580	\$ 17,441	\$ 10,212	\$ 46,585	\$ 3,213	\$ 7,802	\$ 25,840	\$ 33,963	\$ 5,645	\$ 29,649	\$ 4,039	\$ 25,564	\$ 15,949	\$ 229,482			
\$ 2,992	\$ 14,575	\$ 8,534	\$ 38,932	\$ 2,685	\$ 6,521	\$ 21,595	\$ 28,384	\$ 4,718	\$ 24,778	\$ 3,375	\$ 21,364	\$ 13,329	\$ 191,782			
\$ 2,975	\$ 14,495	\$ 8,487	\$ 38,716	\$ 2,670	\$ 6,485	\$ 21,475	\$ 28,227	\$ 4,692	\$ 24,641	\$ 3,357	\$ 21,246	\$ 13,255	\$ 190,722			
\$ 28,500	\$ 138,847	\$ 81,299	\$ 370,869	\$ 25,577	\$ 62,116	\$ 205,713	\$ 270,387	\$ 44,943	\$ 236,040	\$ 32,154	\$ 203,521	\$ 126,972	\$ 1,826,939			

Supporting Information



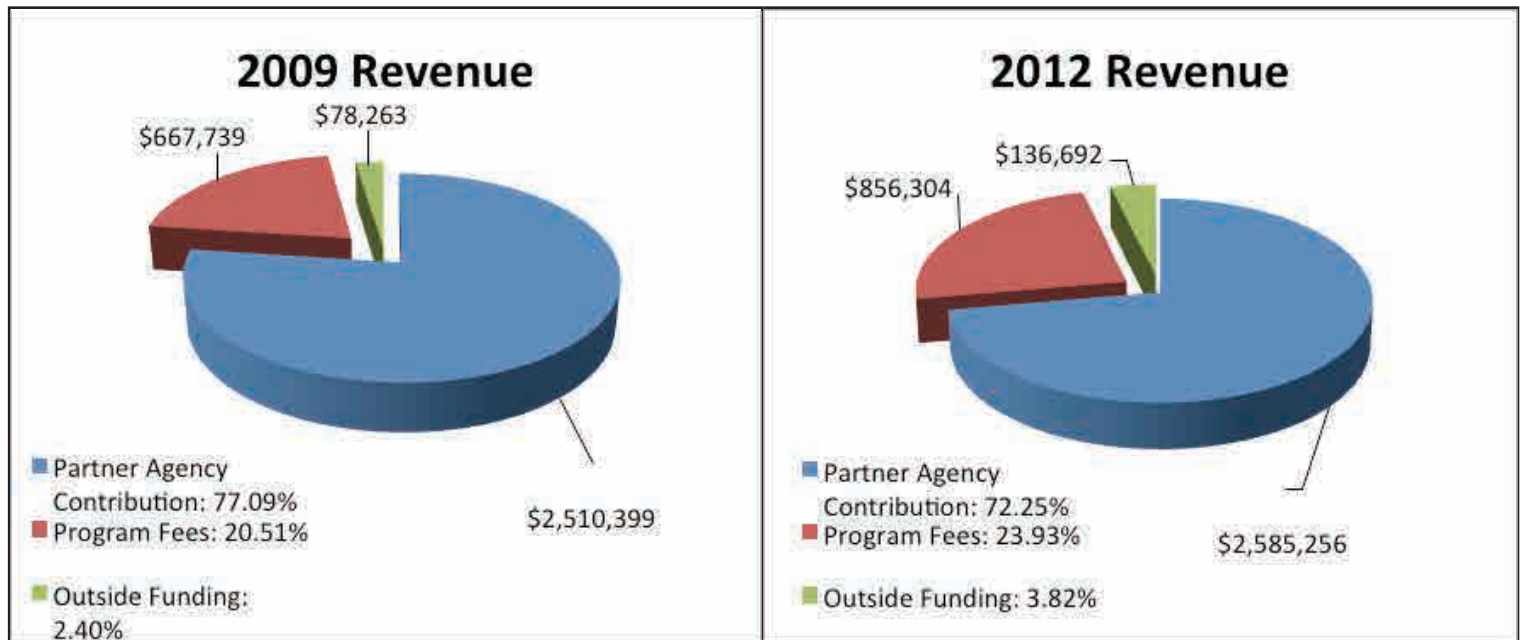
Capital and Facility Acquisition Plan

Funding Sources for NSSRA

Funding for NSSRA comes from three sources: partner agency contributions, program fees and outside support from Northern Suburban Special Recreation Foundation (NSSRF), grants and donations.

Contributions from the partner agencies comes from property taxes collected through a tax levy issued by each partner. The Illinois Park District Code and corresponding Municipal Code's section 5-8 (special recreation levy) enables each partner to assess up to \$.04 per \$100 of Equalized Assessed Valuation (EAV) specifically for special recreation services. This levy is exempt from the tax cap and is only accessible to agencies that are partners in a Special Recreation Association. NSSRA's current levy averaged for all 13 partners is 1.3 cents.

NSSRA's philosophy is to offer the same type of recreation experiences for people with disabilities as those available through our partner agency park district and recreation departments. NSSRA is committed to offer these programs and services at the same or similar fee as our partner agencies. However, the average NSSRA program is staffed at a 3:1 ratio with many programs at or near a 1:1 ratio based on ADA requirements, participant need, safety and quality programming. Supplies and special equipment also inflate NSSRA program expenses. Consequently, NSSRA program expenses are higher than partner agency expenses for the similar programs. Because NSSRA is committed to keeping participation fees in line with partner agencies, NSSRA program fees only account for about 20% of total annual revenue.

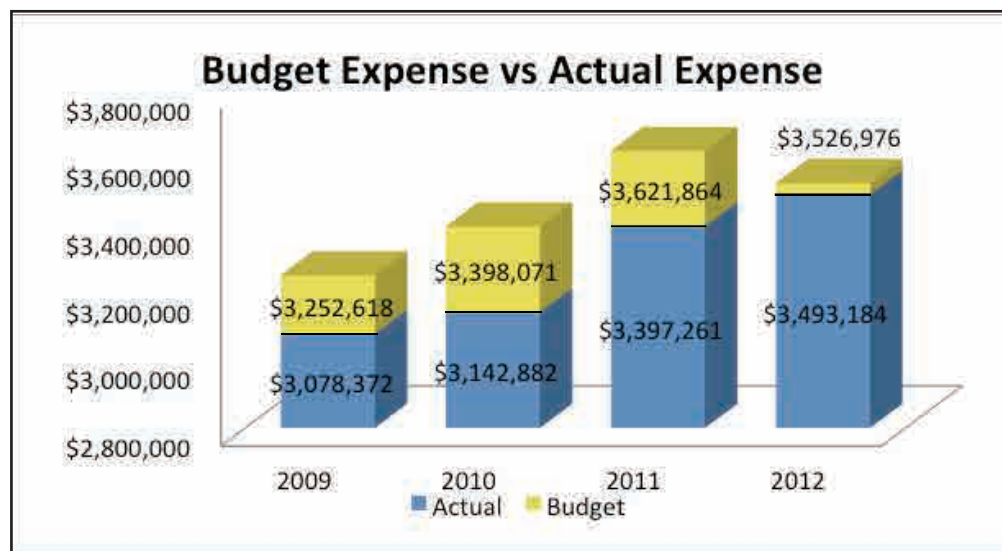


	2009		2010		2011		2012	
	Actual	% of Revenue	Actual	% of Revenue	Actual	% of Revenue	Actual	% of Revenue
Revenue								
Partner Agency Contribution	\$ 2,510,399	77.09%	\$ 2,533,835	78.12%	\$ 2,563,247	75.54%	\$ 2,585,256	72.25%
Program Fees	\$ 667,739	20.51%	\$ 672,393	20.73%	\$ 718,536	21.18%	\$ 856,304	23.93%
Outside Funding	\$ 78,263	2.40%	\$ 37,202	1.15%	\$ 111,511	3.29%	\$ 136,692	3.82%
Total Revenue	\$ 3,256,401	100%	\$ 3,243,431	100%	\$ 3,393,294	100%	\$ 3,578,253	100%

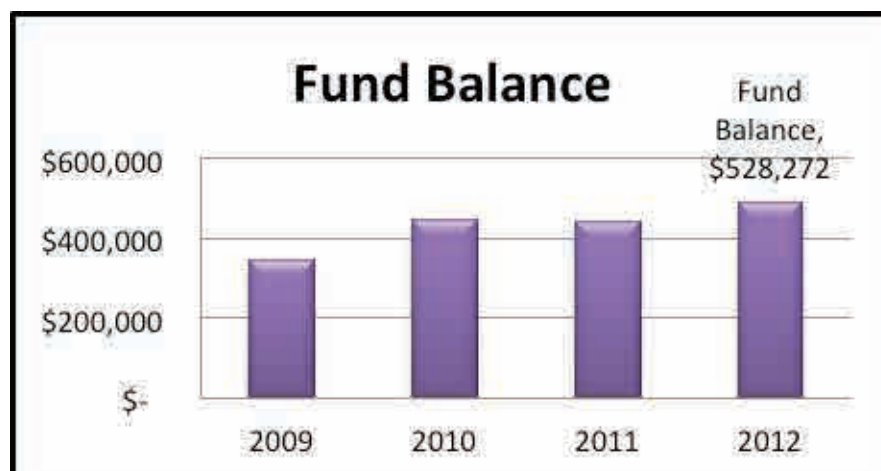
NSSRA Fund Balance Performance (2009 - 2012)

As the budget performance and fund balance history shows, NSSRA has been financially responsible in this difficult economy. There are two major reasons for the demonstrated success in the budget and the increase in the fund balance. First, NSSRA was understaffed for most of 2009 – 2010 which created a substantial reduction in expenses. More importantly, since 2009, the staff has a renewed focus on budget execution by continually monitoring the budget to be as efficient and fiscally conservative as possible. Although, NSSRA's budget has not grown dramatically since 2009, NSSRA staff has been successful in outperforming the budget resulting in actual expenses being less than budgeted expenses each year.

	2009		2010		2011		2012	
	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual
Revenue	\$ 3,254,527	\$ 3,256,401	\$ 3,411,756	\$ 3,243,431	\$ 3,460,278	\$ 3,393,294	\$ 3,518,957	\$ 3,578,253
Expense	\$ 3,252,618	\$ 3,078,372	\$ 3,398,071	\$ 3,142,882	\$ 3,621,864	\$ 3,397,261	\$ 3,526,976	\$ 3,493,184
Revenue Less Expense	\$ 1,909	\$ 178,030	\$ 13,685	\$ 100,549	\$ (161,586)	\$ (3,967)	\$ (8,019)	\$ 85,069



	2009	2010	2011	2012
Beginning Fund Balance	\$ 167,279	\$ 346,622	\$ 447,170	\$ 443,203
Change in Fund Balance	\$ 179,343	\$ 100,548	\$ (3,967)	\$ 85,069
Ending Fund Balance	\$ 346,622	\$ 447,170	\$ 443,203	\$ 528,272



NSSRA Five Year Operational Budget Projections (2013 - 2017)

The following table documents the budget projections for NSSRA's operations during the next five years based on a 3% increase each year. NSSRA's budget is evaluated on an annual basis by the NSSRA Board of Directors.

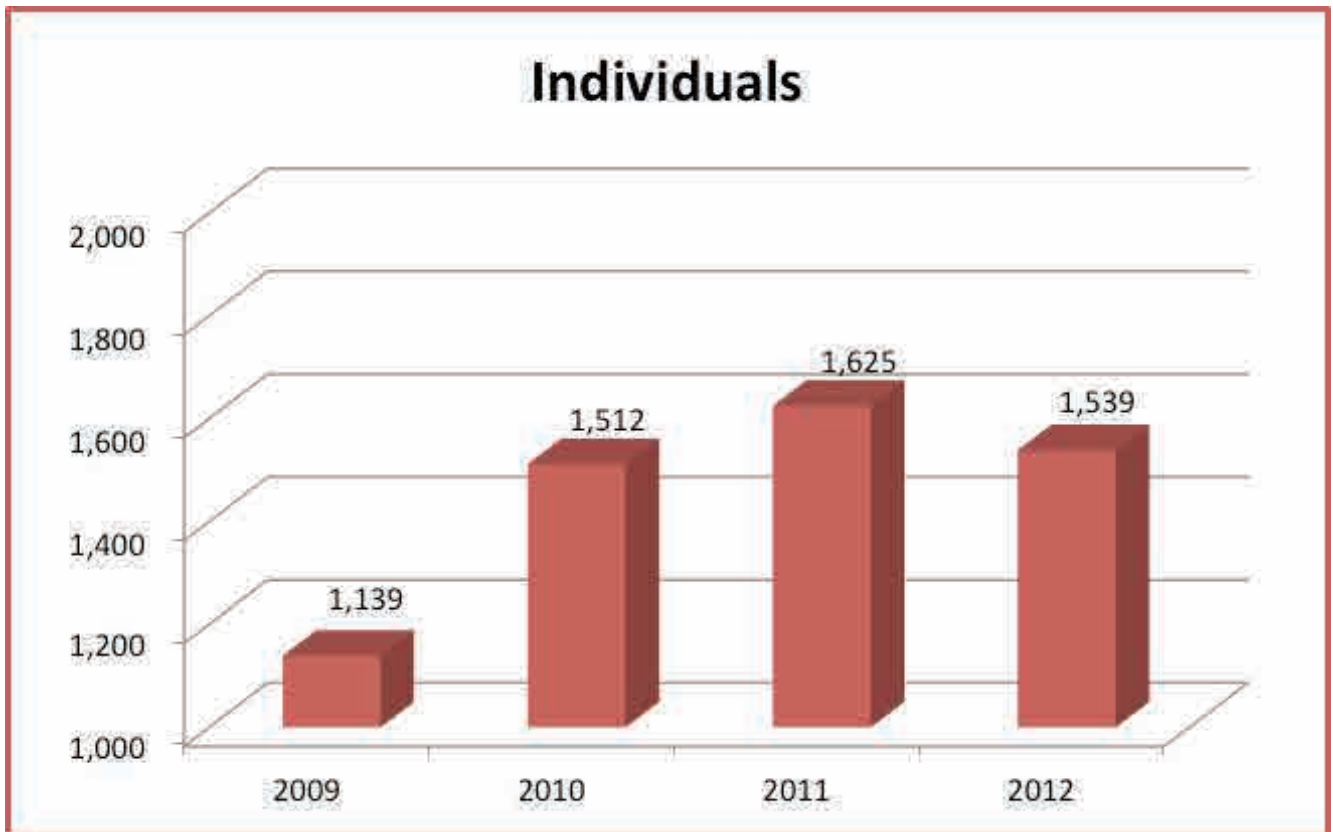
NSSRA 5 YEAR OPERATIONAL BUDGET PROJECTION

	2013	2014	2015	2016	2017
Revenue					
Partner Agency Contribution	\$ 2,607,993	\$ 2,744,409	\$ 2,819,893	\$ 2,897,505	\$ 2,977,306
Grants	185,000	190,550	196,267	202,154	208,219
Fees	819,516	844,101	869,425	895,507	922,372
Other Revenue	11,000	11,009	11,018	11,028	8,538
Total Revenue	\$ 3,686,509	\$ 3,790,070	\$ 3,896,603	\$ 4,006,195	\$ 4,116,435
Expense					
Personnel & Benefits	\$ 2,626,604	\$ 2,750,922	\$ 2,820,080	\$ 2,891,044	\$ 2,963,865
Services	793,582	816,615	841,124	865,570	890,733
Commodities	138,804	142,968	147,257	151,675	156,225
Building - Operating	48,310	49,759	51,252	52,790	54,373
Capital Expenditures	90,000	45,000	45,000	69,000	0*
Total Operating Expense	\$ 3,697,300	\$ 3,805,265	\$ 3,904,713	\$ 4,030,078	\$ 4,065,197
Net Surplus (Deficit)	\$ (10,791)	\$ (15,196)	\$ (8,110)	\$ (23,884)	\$ 51,238

*Capital Expenditures are \$0.00 for 2017 because there is no capital vehicle expense.

NSSRA Program Participation (2009 - 2012)

Participation in programming has experienced a steady increase in the past four years. NSSRA's strategic plan (2011 - 2014) has directed staff in the process of addressing the programming needs of our users, while continually striving to provide the best quality and safest programs possible.





MEMORANDUM

To: Board of Park Commissioners
From: Liza McElroy
Date: August 8, 2013
Re: **GREENPRINT 2024 SURVEY RECOMMENDATION**

The Park District of Highland Park conducted its most recent community-wide attitude and interest survey in 2009. Leisure Vision implemented that survey. Per Park District policy, needs assessment surveys should be conducted every 3-5 years. The survey data is now four years old.

As the District was preparing to launch its master planning process one year ago, it was determined that although the survey information was collected three years prior, not much had changed to negate the validity of the information. The Lakota Team strongly recommends that another needs assessment be conducted as a part of this process, given that the current survey data is four years old. It is important to survey the community now and gather current data as the District plans for the future.

The reasons for this recommendation are that much has changed since 2009 including technology, trends in recreation and the economy. Research conducted as part of the GreenPrint 2024 development indicates that demographics of Highland Park are shifting. The upcoming long-range facility and programming decisions would most certainly benefit from timely information gathered from a cross section of the entire community, in addition to the stakeholder interviews that have been conducted and the analysis of programs, parks and facilities.

Both the staff and the Lakota Group consultants agree that the addition of a statistically valid community survey will enhance the accuracy, validity, and defensibility of the master plan. The survey will also present an opportunity for the Park District to gather input on specific key topics.

Having conducted the prior PDHP survey, Leisure Vision is well positioned to work within our timeline and budget. The survey will be implemented at a cost not to exceed \$10,000. Leisure Vision will implement the survey using a combination of phone/mail. Results will be delivered in adequate time to be incorporated into GreenPrint 2024.

Staff would recommend that the Park Board Liaisons for GreenPrint 2024 and staff work with The Lakota Group and Leisure Vision in implementing the 2013 Community survey.

State of the District

Phase 3: Envision, where concepts and strategies will be developed to guide the Park District for the next ten years. The summary will contain discussion, charts, maps and graphics of analysis of the District. It will cover, at a minimum, the following topics:

- Assessment of demographics and trends
- Assessment of Park District parks.
- Assessment of Park District facilities.
- Review of environmental context and natural features.
- Evaluation of Park District programs.
- Level-of-Service analysis.



MEMORANDUM

To: Board of Park Commissioners

From: Assistant Director Malartsik

Date: August 8, 2013

Re: **LIGHTNING SAFETY RECOMMENDATION**

Cc: Liza McElroy, Executive Director

Summary and Background:

Staff was asked to provide the Board with information about our current procedures for weather situations, specifically lightning. The Park District has different severe weather policies and procedures specific to parks, facilities, athletics, camps, special events, and staff situations. Severe weather procedures include what to do in the event of a tornado or severe thunderstorm situation. All of the District's policies and procedures have been created and reviewed by PDRMA, the District's risk management agency.

District's General Procedure (non-specific to area):

- If outdoors and thunder and/or lightening are observed move immediately indoors."If thunder roars go indoors." If no indoor location is available get inside a vehicle and avoid contact with metal. If you absolutely can't get to safety, this section *may* help you slightly lessen the threat of being struck by lightning while outside. Don't kid yourself--you are NOT safe outside.
 - Avoid open fields, the top of a hill or a ridge top.
 - Stay away from tall, isolated trees or other tall objects. If you are in a forest, stay near a lower stand of trees.



MEMORANDUM

To: Board of Park Commissioners

From: Director Stumpf

c. Executive Director McElroy, Manager Meyer

Date: August 8, 2013

Re: **SAFETY MANUAL INTRODUCTION AND PARK BOARD REVIEW**

The Park District maintains a written set of procedures for creating a safe work place, proper reporting and retention of records and the handling of emergency situations. This document, the Park District of Highland Park Safety Manual, is updated regularly as standards evolve.

Every third year the Safety Manual is revised in full, examined by the Park District Risk Management Agency and brought to the board for brief review. This will be done at the August 13, 2013 Park Board Workshop. Formal action to approve the document will be requested at the August 27, 2013 Park Board Meeting.

If you'd like to page through the attached Safety Manual in advance of the Workshop, please see the contents by section on page 3. Additionally, the *General Safety Manual* table of contents can be found on pages 6 and 7; and the *Emergency Situation & Crisis Management Plan* procedures topics are listed on pages 61 and 62.

- If you are camping in an open area, set up camp in a valley, ravine or other low area. Remember, a tent offers NO protection from lightning.
- Stay away from water, wet items (such as ropes) and metal objects (such as fences and poles). Water and metal are excellent conductors of electricity. The current from a lightning flash will easily travel for long distances
- More specific procedures are practiced at the various parks and facilities throughout the District.

Recommendation:

Lightning and Storm Detection System:

The Park District does not have any mechanism for storm prediction or detection. Many surrounding Park Districts and private golf courses have lightning prediction and detection systems. Lightning prediction systems are designed to predict lightning in the area before lightning strikes allowing decisions regarding dangerous situations to be proactive, not reactive. The District's goal is to increase productivity and maximize safety by providing patrons with critical, timely lightning warning. District staff is recommending budgeting and installing these systems in the following locations next year:

Danny Cunniff Park
 Larry Fink Memorial Park
 Olson Park
 Rosewood Beach
 Sunset Valley Golf Course/Hidden Creek AquaPark
 Sunset Woods Park
 West Ridge

PDRMA's View: The Park District's Risk Management does not require any Park District to have these systems, but PDRMA recognizes that these systems are helpful in predicting and detecting severe storms. They note that when a system is installed, it is the Park District's obligation to maintain them properly.

As these systems are installed at the various parks and facilities, staff will update current policies and procedures to align with the standard established with the new equipment.

It should also be noted that none of the District's 15 rain shelters are currently grounded should lightning strike them. Staff is getting proposals on costs to ground all of the shelters and will recommend adding to next year's budget.

Financial Impact:

The estimated costs for the installation of these lightning detection systems range from \$5,000 - \$15,000 per unit. Once the research has been completed on which system would be best for the District, staff will have more definitive costs.



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**MASTER SAFETY MANUAL
EMERGENCY SITUATION MANUAL
AND CRISIS MANAGEMENT PLAN**

Reviewed and approved by Board of Park District Commissioners
August 27, 2013

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Crisis Management Plan.....	Section C



General Safety Manual

April 2013

INTRODUCTION

Safety is the top priority of the Park District of Highland Park. This manual is a guide for all employees, full-time, part-time and seasonal, as well as volunteers working in the Park District. It is a general guide to keep you, your co-workers, vendors and contractors, and our patrons and visitors safe. This general manual is supplemented by facility, program, and operation specific manuals. All employees are required to read and adhere to the information in these manuals.



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SAFETY POLICY STATEMENT

We acknowledge an obligation to provide safe working conditions for employees and a safe leisure environment for the public using our programs, facilities, and parks.

It is the policy of the Park District of Highland Park to develop, implement, and administer a comprehensive loss prevention program. Department Heads and supervisory personnel at all levels of the Park District work force are directed to make safety a matter of continuing concern, equal in importance with all other operational considerations. This program is established to emphasize that effective loss prevention is an integral part of management procedures designed to fully utilize the Park District's capital and personnel.

Every employee is charged with the responsibility of supporting and cooperating with the loss prevention program outlined in this manual. All employees are expected, as a condition of employment, to adopt the concept that the safe way to perform a task is the most efficient and the only acceptable way to perform it. Safety adherence and performance will be considered important measures of supervisory and employee evaluations at the Park District. Non-compliance with safety is considered very serious and could lead to suspension without pay or dismissal.

Executive Director

Date

President, Board of Park Commissioners

Date

ASSIGNMENT OF RESPONSIBILITY

Each employee will be directly responsible for adherence to the safety rules and procedures in this manual as well as those presented at in-service training programs.

Responsibility for enforcement of these safety procedures and for ongoing instruction and training of employees in safety begins with a commitment by the Park Board and Park District Executive Director and extends down to each Supervisor.

SAFETY COMMITTEE

Organization

A Safety Committee has been established as an ongoing committee to initiate and to implement a safety program as follows:

- a. Conducting regularly scheduled monthly meetings for the purpose of discussing accident prevention methods, safety promotion, items noted on facilities and park inspections, injury records and other pertinent subjects.
- b. Inspecting facilities and parks for the purpose of discovering potential hazards to both employees and the public and submitting inspection reports to the Safety Coordinator for follow-up.
- c. Investigating accidents and near misses for the purpose of proposing recommendations for improved preventative measures.
- d. Recommending proper protective equipment and devices.
- e. Developing safety rules and guidelines to comply with the Park District's current needs.
- f. Promoting safety and first aid training for all employees so each employee will develop good safety habits.

Membership

The Safety Committee is comprised of at least one member from each department and one member from each facility. An individual may represent both their department and facility. Members will be appointed by their department heads for two year terms. The committee is chaired by the Safety Coordinator who serves as secretary and is a non-voting member.

Responsibilities

Safety coordinator's responsibilities:

- Schedule committee meetings
- Establish the meeting agenda
- Review previous minutes and meeting materials prior to the meeting.
- Conduct committee meetings
- Prepare minutes of meetings
- Distribute minutes
- Report status of recommendations
- As assigned, prepare and distribute meeting material
- Serve as an expert resource for the committee

Committee members' responsibilities are:

- Attend and contribute to all committee meetings by providing ideas and suggestions
- Make inspections and follow-up inspections as required
- Review accidents and statistics
- Report all accidents or near accidents
- Report unsafe conditions
- Set an example for safe performance
- Induce others to work safely

Emergency response plans and crisis communication plan

The Safety Committee should develop and periodically review each Facility's/Program's Emergency Response Plan and the District's Crisis Communication Plan. The Supervisors are responsible for training their employees in the correct response to a particular emergency.

GENERAL SAFETY RULES

All personnel must follow recommended work procedures outlined for their job.

All personnel must know departmental rules regarding accident reporting, evacuation routes and fire department notification.

Departmental rules and procedures specific to departmental operations must be followed by all personnel in the department.

If there is any doubt about the safety of a work method, your supervisor should be consulted before beginning work.

Personal protective equipment must be used when potential hazards cannot be eliminated.

Personnel who perform physical labor must use proper lifting techniques. For objects heavier than 50 pounds, specific methods for safe lifting must be determined by the immediate supervisor

Personnel must never attempt to catch a falling object.

Equipment is to be operated only by trained and authorized personnel.

Pre-inspections of workstations will be conducted to identify potential hazards and to ensure that equipment or vehicles are in safe operating condition.

Personnel are responsible for maintaining an orderly environment. All tools and equipment must be stored in a designated place. Debris and waste material are to be discarded in a designated refuse container.

If your work creates a potential slip or trip hazard, correct the hazard immediately or mark the area clearly before leaving it unattended.

All accidents, near misses, injuries and property damage must be reported to a supervisor, regardless of the severity of incident or damage.

Any potentially unsafe conditions or acts are to be reported immediately to your supervisor.

Failure to report an accident or known hazardous condition may be cause for disciplinary action.

Any smoke, fire or unusual odors must be reported to your supervisor immediately.

Your immediate supervisor must be informed if you are required to take medication during work hours. Written medical evidence stating that the medication will not adversely affect your decision-making or physical ability may be required.

Your supervisor must be notified of any permanent or temporary impairment that may reduce your ability to perform in a safe manner.

Employees who operate vehicles must obey all driver safety instructions and comply with traffic signs, signals and markers.

Safety and restraint belts must be fastened before operating any motorized vehicle.

Employees who are authorized to drive are responsible for having a valid driver's license for the class of vehicle they operate. Employees must report revocation of driver's license or change in drivers license class.

Employees who operate vehicles must obey all driver safety instructions and comply with traffic signs, signals and markers.

Possession of unauthorized firearms, alcoholic beverages, illegal drugs or unauthorized medically prescribed drugs are prohibited in the work place.

Horseplay and fighting will not be tolerated in the work place.

No smoking on public property.

Personnel must assist and cooperate with all safety investigations and inspections and assist in implementing safety procedures as requested.

PERSONAL PROTECTIVE EQUIPMENT

In recognizing the Park District's commitment to minimize the risk of injury to personnel, the use of personal protective equipment (PPE) is mandatory. PPE will be required on the basis of inherent hazards for individual tasks. Personnel should understand that PPE may only represent a last line of defense against harmful agents and should always be used in conjunction with safe work practices.

The Park District will conduct a hazard assessment of the workplace to determine hazards that exist requiring the use of personal protective equipment (PPE). The District will certify in writing that a workplace hazard assessment has been performed. This written hazard assessment will contain the following:



1. The specific workplace for which the hazard assessment was performed.
2. The name and function of the person certifying that the assessment has been performed.
3. The date(s) of the hazard assessment.
4. The identification of the document as a certification of hazard assessment.

See Appendix A of this manual for the hazard assessment form to be used to identify areas within the District that require the use of personal protective equipment.

While the PPE Standard primarily affects maintenance departments, there are many recreation related work activities that require the use of personal protective equipment and will be included in hazard assessments. For example, employees who add chemicals to a pool sanitation system or clean-up body fluid spills need personal protective equipment to safely perform these duties. In addition, various art, crafts, and related recreational activities will, at times, require the use of employee personal protective equipment.

Personal protective equipment needs may arise when providing park and recreation activities to patrons. This may include proper footwear for hiking trips, life jackets for boating activities, helmets to participate in in-line hockey leagues or warm clothing for outdoor winter activities. Program supervisors will conduct patron PPE assessments as part of planning activities.

Personnel will be trained to know when personal protective equipment is necessary; what type is necessary; how it is to be worn; and what its limitations are, as well as proper care, maintenance, useful life, and disposal. The District will keep written records of training that shows it has been carried out and that employees understand it.

Before performing work requiring the use of personal protective equipment, employees **MUST** be trained in the following:

1. When PPE is necessary.
2. What PPE is necessary.
3. How to properly use and adjust PPE.
4. Limitations of PPE.
5. The proper care, maintenance, useful life and disposal of PPE.

Supervisors will enforce the use of PPE as well as any associated safety rules pertaining to work practices. Disciplinary procedures will be used in instances of disregard for the use of PPE.

Occupational Safety and Health Association (OSHA) requires that employers provide all personal protective equipment, except safety shoes and prescription safety glasses. The Park District will, to the best of its ability, provide employees with the PPE necessary to perform the assigned task in a safe manner.

Head Protection

Head protection is required whenever there is the potential to be struck by overhead hazards or flying objects. Personnel are required to wear hard hats whenever working in or around back-hoes, tractors, trenching, overhead loading or when working on a golf course. The proper hard hat for a particular situation will be provided. Shells will be periodically scrubbed and inspected for damage. Any hard hats that show signs of dents, cracks or penetration should be discarded.

Eye Protection

ANSI approved safety glasses, goggles and/or face shields will be worn where there is a potential for injury to the eyes or face from flying particles, molten metal, liquid chemicals, acids, caustic liquids, chemical gases or vapors, potentially injurious light radiation or any combination of these hazards.

Protective eye wear is required while carrying out the following job tasks/duties:

Chemical use (goggles)	Driving Open Cab Equipment
Mowing	Back Pack Blowers
Hammering, Chiseling, Chipping	Weed Trimming Equipment
Saws, Concrete Saws, Sanders	Refuse Collection
Nail Guns, Grinders	Bloodborne Pathogen Cleanup (goggles)
Dusty/Dirty Conditions (goggles)	Scraping Paint
Concrete Work	Compressed Air Use
Jack Hammers	Working Under Vehicles
Power Washers	Drilling/Drill Press
Dragging Ball Fields (goggles)	Working around High Pressure Liquid
Welding/Hot Work	Stump Removal
Snow Blower	Painting
Electrical Work	Brush Removal/Chipping/Chain Saw

The above list is not all inclusive. Employees are encouraged to wear eye protection while carrying out normal duties.

The use of eye protection pertains to supervisors, management personnel, and all visitors while they are in the hazardous areas. Emergency eye washes will be placed in all hazardous locations such as chemical rooms, battery charging areas, etc. Eye protection that has pitted or dirty lenses, scratches, is slack, worn out, sweat-soaked, or in general disrepair should be discarded. It is very important to store personal protective equipment in eyeglass cases or other containers to keep them clean and to minimize damage. Eye and face protection should be cleaned according to instructions provided by manufacturers.

Hearing Protection

Personnel exposed to noise levels greater than or equal to 85 dBA, 8 hour time-weighted average, will participate in a comprehensive hearing conservation program that includes the use of baseline audiograms and annual hearing testing. Affected personnel will wear either moldable earplugs and earmuffs. Power equipment,

such as mowers and cleaning devices will be tested periodically, but at least annually, to see if it exceeds the noise threshold. Equipment will be maintained to minimize noise levels:

- Lubricating equipment (i.e., mower decks, tractors, chippers) at regular intervals as recommended by the manufacturer.
- Replacing defective (i.e., worn-out, broken, or excessively noisy) equipment
- Repairing loose and vibrating parts.

Respiratory Protection

The following is a listing of general circumstances that require respiratory protection:

- When exposure levels exceed the permissible exposure limit (PEL) of a particular chemical (can be found on Safety Data Sheets [SDS] sheets).
- During emergencies such as in a confined space rescue, chlorine leaks, or other emergency response. Emergency response action should only be undertaken by an employee when they have been trained. Employees who have not received specific training should contact the fire department.
- When regulated by other state or federal agencies such as when district employees are using restricted pesticides and related chemicals.

The use of respirators could be applicable in many situations including painting, pesticide spraying, grinding and handling pool chemicals. SDS and job tasks will be evaluated to identify where a respirator is needed. If respirator use is determined to be required, the District will be responsible for the purchase of the respirators and accessories, the training, fit testing and medical evaluations of employees. The employee's responsibility includes proper use of the respirator and:

- Regular cleaning and disinfecting of the respirator.
- Storing respirators in a clean, convenient and sanitary location.
- Notifying a supervisor of any change in medical condition that could be complicated by using a respirator.
- Reporting any trouble with or malfunction of the respirator to a supervisor.

Employees will not be assigned tasks using a respirator unless it has been determined by a physician that they are physically able to perform work using respiratory equipment.

Although there are a few circumstances where respirator use is required there are times when dust masks should be worn. Examples include:

- Sanding paint or other materials.
- Dragging baseball infields.
- Moving soil or other materials in dry conditions.

Torso Protection

Where exposed to torso injury such as liquid chemical handling or welding torso protection such as aprons or special protective coveralls will be worn.

Hand Protection

There are numerous types of injuries that can occur to arms and hands including burns, cuts, electrical shock, amputation, and the absorption of chemicals. These types of accidents can be prevented by maintaining machine guards and through the proper selection of various gloves and sleeves. Hand and arm PPE must be worn when performing specific hazardous activities that would expose personnel to hand or arm injuries.

Foot and leg protection

Foot and leg protection will be determined by the type of job being undertaken by the employee. The wide variety of tasks makes it difficult to require employees to wear safety shoes at all times. In some cases, metal sole inserts or steel toes can make bending and kneeling difficult and can chill feet during winter months. The use of steel-toe safety shoes is required when specific jobs warrant their use. The Park District will provide each full-time employee, up to and not exceeding, a \$100 annual allowance toward the purchase of District approved shoes. Part-time/seasonal employees will be appropriated, up to and not exceeding, a \$50 allowance annually. Shoes must comply with ANSI Z41-1991, or the most current "American National Standard for Protective Footwear." Employees who provide a dated itemized receipt will be reimbursed. Any individual who has been provided this allowance and has been employed by the District for less than 30 days will reimburse the District through deduction out of the employee's final paycheck.

Working near or on water

When working on ponds, installing buoys, setting aerators, and conducting maintenance near pool areas, employees should wear Coast Guard approved life jackets to minimize their potential to be injured and drowned. When the maintenance staff are working from boats, it is a requirement that at least one ring buoy be provided with a minimum of 90 feet of line.

Traffic safety

Employees who direct traffic or work in a roadway must be fitted with a reflective vest or suit that reflects light so they are visible to moving vehicles.

ERGONOMICS

Ergonomics is the science of tailoring workplace conditions and job demands to those who do the work. The goal of effective ergonomics is to reduce or eliminate illness and injury risks, improve productivity, and increase morale. Job responsibilities often require employees to do activities that create the risk of either an immediate injury or a repetitive pattern of activity that can stress or strain the body over time, eventually causing significant injury. The Occupational Safety and Health Administration (OSHA) identifies the following five ergonomic risk factors as ones that can result in both on-the-job and off-the-job injuries:

Forceful exertions: Lifting, pinching, grasping, pushing, pulling, and carrying.

Postures: Awkward or prolonged postures, including bending or twisting at the neck and/or back, reaching overhead or below the knees, or performing tasks away from your body that require overreaching.

Contact stress: Leaning on fixed objects (kneeling, arms resting on the edge of a desk) or using a hand or foot like a hammer to strike a fixed object.

Repetition: Performing the same motion, or series of motions, over and over.

Vibration: Use of tools that vibrate, such as a jackhammer.

Ergonomic solutions decrease stress on the human body and the employees that perform the task. Since there are usually many options for getting a particular task done, it requires a team approach including employees, supervisors, and the administration to choose the best ergonomic solution for each high-risk task identified.

To minimize the chance of injury, supervisors will use job rotation and/or increase job responsibilities to provide more task variety. To be effective, change jobs and tasks so they differ in the:

- Muscles or body parts used
- Working postures
- Amount of repetition
- Pace of work
- Amount of physical exertion required
- Visual and mental demands
- Environmental conditions

They will provide recovery periods (i.e., muscle relaxation periods). Several short breaks can reduce the frequency and duration of physically demanding activities. Supervisors should pay close attention to how employees do work and encourage them to be comfortable, change positions, and stretch during work periods. Other actions

such as rearranging, modifying, redesigning, providing or replacing tools, equipment, workstations to reduce potential employee injury should be evaluated.

Sitting on the job

Sitting jobs require less muscular effort, but that does not exempt people from the injury risks usually associated with more physically demanding tasks. Sitting requires the muscles to hold the trunk, neck and shoulders in a fixed position. A fixed working position squeezes the blood vessels in the muscles reducing the blood supply to the working muscles just when they need it the most. An insufficient blood supply accelerates fatigue and makes the muscles prone to injury. Employees who work in a sitting position for long periods may suffer back pain, muscle tenderness and aches, varicose veins, stiff necks, and numbness in the legs.



There is no one or single body position that is recommended for sitting. Every worker can sit comfortably by adjusting the angles of their hips, knees, ankles and elbows. The following are general recommendations.

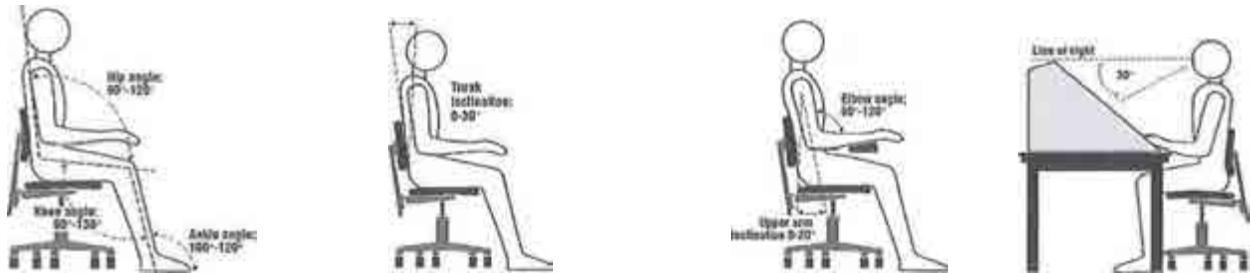
Keep the joints such as hips, knees and ankles open slightly (more than 90°). Keep the upper body within 30° of an upright position.

- Always keep the head aligned with the spine.
- Keep upper arms between vertical and 20° forward.
- Keep elbows at an angle between 90° and 120°.
- Keep forearms between horizontal and 20° up.
- Support the forearms

Keep the wrists straight and aligned with the forearms. Place the working object so that it can be seen at viewing angle of 10° to 10° below the line of sight.

- Keep shoulders low and relaxed.
- Keep elbows tucked in.
- Tuck chin in and do not bend forward when looking on and forward.
- Change positions frequently but remain within recommended ranges.
- Alternate crossed legs.
- Avoid bending to the side.
- Avoid bending forward.
- Do not slouch.
- Do not sit for more than 50 minutes at a time

Proper postures:



Lifting and back safety

Lifting, pushing, and overreaching are common causes of strains and sprains. Any job that requires you to sit or stand bent in an awkward position for long periods of time can cause excess stress and strain on muscles. Most strains and sprains affect the back, arms, and shoulders. However, there are some very simple things you can do to prevent or minimize body strains and sprains.

Many strains and sprains occur because of poor material handling.

Workers lift things that weigh too much or they lift incorrectly. Lift correctly by bending your knees, not your back. Carry loads close to your body. Injuries can occur when workers try to pull or lift a heavy or awkward object without help or lift an object while twisting from the waist. When carrying a load, avoid bending or lifting upward unnecessarily; keeping as much of the load as you can at waist level.

Get help with heavy loads.

Don't try to move or lift an object you can't handle. Instead of lifting a 75-pound load, break it down into smaller parts. If you can't break it down, get help from a mechanical device or lift it with another worker. Make sure moving equipment works properly or it will cause you to strain unnecessarily just trying to get it to work. If the wheels on a cart are not aligned, you could strain your arms, shoulders, and back trying to move it.



Change your working positions frequently.

Chronic strain due to an unchanging work position can weaken your back, arms, and shoulders. Adjust working heights to prevent slumping or excessive reaching. A vicious cycle develops when chronic strain continues; muscles become less able to withstand strenuous activity and grow more prone to injury of all kinds. Stretch during the day to increase your flexibility. Take body relaxation breaks by letting your shoulders and neck muscles go limp; swivel your head or arms or flex your hands and fingers. Take care of your whole body with exercise, proper posture, a sensible diet and adequate rest. If your muscles or ligaments have weakened over time from lack of exercise or age, you are more apt to get a strain or sprain than if you are physically fit.

Stretching

Stretching is an important component of the District's effort to reduce the effects of ergonomic risk factors both on and off the job. Over time, the excessive stress and strain on tendons, muscles, ligaments, cartilage, blood vessels, and nerves resulting from ergonomic risk factors can lead to injury. Stretching, as an ergonomic intervention, can be a useful method to providing a safer working environment for our staff. It is the intent of the District to engage in a proactive, sustained program to reducing or eliminating ergonomic-related injuries to employees. The District will educate and encourage employees to do simple reversal of posture and stretching exercises that are intended to increase worker flexibility and range of motion, improve circulation, relieve stress, and enhance coordination, both on and off the job. Employees should take several minutes a few times during the workday to stretch. See Appendix B for reversal of posture exercises.

WEATHER SAFETY

Lightning



Lightning is a violent act of nature and causes approximately 10 deaths per year in Illinois alone. In most instances, people injured by lightning are not directly hit. These non-direct hit injuries are caused by transients, currents that flow through people in the vicinity where lightning strikes to the ground. Lightning strikes occur most frequently during the spring and summer months when thunder storms are prevalent. It is the policy of the Park District that all persons working outdoors or supervising outdoor activities be aware that when lightning is observed or thunder is audible, all outdoor activities should be suspended and everyone should seek appropriate shelter.

Activities should be suspended for a minimum of 30 minutes after the last sign of lightning or thunder is noted.

When Outside:

- Avoid areas that are higher than the surrounding landscape.
- Do not use a tree for shelter.
- Keep away from metal objects, including bicycles, golf carts, umbrellas, etc.
- Avoid standing near tall or metal objects such as fences, light poles or power lines.
- Boaters and swimmers should immediately leave the water and find shelter.
- If you feel your skin tingle or your hair stand on end, squat low to the ground on the balls of your feet. Place your hands on your knees with your head between them. Make yourself as small a target as possible and minimize your contact with the ground.

When Indoors:

- When indoors, stand clear from doors and windows.
- Do not use electrical equipment, including hair dryers, curling irons, computers, etc.
- Do not attempt to unplug TVs, stereos, or computers during a storm.
- Avoid contact with sinks, faucets and related piping.
- Do not use the telephone unless for emergency use.
- Indoor pool swimmers should immediately leave the water and seek shelter away from pool deck.

Cold

Hypothermia

Fatal exposures to cold have usually been the result of accidental exposure to low air temperatures or from immersion in low temperature water. The single most important aspect of life-threatening hypothermia is the fall in the deep core temperature of the body. Pain in the extremities may be the first early warning of danger to cold stress. During exposure to cold, maximum severe shivering develops when the body temperature has fallen to 95°F. This must be taken as a sign of danger to the workers and exposure to cold should be immediately stopped for any workers when severe shivering becomes evident. Besides provisions for total body protection, the recommended objective is to protect all parts of the body with emphasis on hands, feet, and head from cold injury.

Wind Chill Factors

Since prolonged exposure to cold air or to immersion in cold water at temperatures well above freezing can lead to dangerous hypothermia, whole body protection must be provided.

Adequate insulated dry clothing to maintain core temperatures above 96.8°F must be provided to workers if work is done in air temperatures below 40°F. Wind chill and the cooling power of air are critical factors. The higher the wind speed and the lower the temperature in the work area, the greater the insulation value of the protective clothing required. An equivalent chill temperature chart should be used when estimating the combined cooling effect of wind and low air temperatures on exposed skin or when determining clothing insulation requirements to maintain the deep body core temperature.

Older workers or workers with circulatory problems require special protection against cold injury. The use of extra insulating clothing and/or a reduction in the duration of the exposure period is among the special precautions that should be considered. The precautionary actions to be taken will depend upon the physical condition of the worker and should be determined with the advice of a physician. Employees should be excluded from work in cold at 30°F or below if they are suffering from diseases or taking medication which interferes with normal body temperature regulation or reduces tolerance to work in cold environments.

Evaluation and Control of Exposure to Skin

For exposed skin, continuous exposure is not permitted when the air speed and temperature result in an equivalent chill temperature of -25°F. Superficial or deep local tissue freezing will occur only at temperatures below 30°F despite wind speed.

Hands

Special protection of the hands is required to maintain manual dexterity for the prevention of accidents:

If fine work is to be done with bare hands for more than 10-20 minutes in an environment below 60°F, special provisions should be established for keeping the workers' hands warm. For this purpose, warm air jets, radiant heaters (fuel burner or electric radiator), or contact warm plates may be used. Metal handles of tools and control bars should be covered by thermal insulating material at temperatures below 30°F.

If the air temperature falls below 60°F for sedentary, 40°F for light, 20°F for moderate work and fine manual dexterity is not required, then gloves should be used by the workers. To prevent contact frostbite, workers should wear anti-contact gloves. When cold surfaces below 20°F are within employees reach, gloves should be worn to prevent inadvertent contact by bare skin. If the air temperature is 0°F or less, the hands should be protected by mittens.

Feet

Special precautions must be taken for the feet because most employees do not work directly with the feet, as they do with their hands. Employees who are doing heavy task or those which may require them to sweat in temperatures less than 50°F should ensure the following items:

Workers should change socks and any removable felt insoles at regular daily intervals.

Whenever the workers' feet become immersed in water at air temperatures below 35°F, they should immediately change into dry boots and socks.

If a worker ever experiences sharp pains (pin-pricks) on the feet or toes, they should be immediately brought into a warming shelter. It is important to not try to heat this flesh too quickly; it will further complicate matters if the area has suffered frostbite. This area must be warmed slowly with layers to prevent the area from again being exposed to the extreme cold.

Whole Body and Skin

Provisions for additional total body protection are required if work is done in an environment at or below 40°F. At air temperatures of 35°F or less, it is imperative that workers who become immersed in water or whose clothing becomes wet be immediately provided a change of clothing and be treated for hypothermia. The workers should wear cold protective clothing appropriate for the level of cold and physical activity as follows:

- If the wind speed at the job site is increased by a draft, the cooling effect of the wind should be reduced by shielding the work area or by wearing a removable windbreak garment.
- If only light work is involved and if the clothing on the worker may become wet on the job site, the outer layer of the clothing should be impermeable to water. With more severe work under such conditions, the outer layer should be water repellent, and the outerwear should be changed as it becomes wet. If clothing is wet, the employee should change into dry clothes before entering the cold area.
- If the available clothing does not give adequate protection to prevent hypothermia or frostbite, work should be modified or suspended until adequate clothing is made available or until weather conditions improve.
- Workers handling evaporative liquid (gasoline, alcohol or cleaning fluids) at air temperatures below 40°F should take special precautions to avoid soaking of clothing or gloves with the liquids because of the added danger of cold injury due to evaporative cooling.

Work-Warming Regimen

If work is done continuously in the cold at or below 20°F, the following issues should be considered:

- Heated warming shelters (tents, trucks, rest rooms, etc.) should be made available nearby. Workers should be encouraged to use these shelters at regular intervals, the frequency depending on the severity of the environmental exposure.
- Workers are required to work in dry clothing, if none is available, work should stop until clothing dries. When entering the heated shelter, the outer layer of clothing should be removed and the remainder of the clothing loosened to permit sweat evaporation or a change of dry work clothing provided.

- Dehydration, or the loss of body fluids, occurs deceptively in the cold environment and may increase the susceptibility of the worker to cold injury due to a significant change in blood flow to the extremities. Warm sweet drinks and soups should be provided at the work site to provide caloric intake and fluid volume. The intake of coffee should be limited because of the diuretic and circulatory effects.

Extreme Cold Weather Practices

For work practices at or below 10°F, the following should apply:

- Workers should be under constant protective observation (buddy system or supervision).
- The work rate should not be so high as to cause heavy sweating that will result in wet clothing; if heavy work must be done, rest periods should be taken in heated shelters and opportunity for changing into dry clothing should be provided.
- New employees should not be required to work full-time in the cold during the first days of employment until they become accustomed to the working conditions and required clothing.
- The weight and bulkiness of clothing should be included in estimating the required work performance and weights to be lifted by the worker.
- The work should be arranged so sitting still or standing still for long periods is reduced. Unprotected metal chair seats should not be used. Workers should be protected from drafts to the greatest extent possible.
- The workers should be instructed in safety and health procedures. The training programs should include, as a minimum, instruction in:
 - a. Proper re-warming procedures and appropriate first aid treatment.
 - b. Proper clothing practices.
 - c. Proper eating and drinking habits.
 - d. Recognition of impending frostbite.
 - e. Recognition of signs and symptoms of impending hypothermia or excessive cooling
 - f. of the body event when shivering does not occur.
 - g. Safe work practices.

Special Cold Weather Recommendations

Special caution should be exercised when working with toxic substances and when workers are exposed to vibration. Cold exposure may require reduced exposure limits.

Eye protection for workers employed out-of-doors in a snow and/or ice-covered terrain should be supplied. Special safety goggles to protect against ultraviolet light and glare

(which can produce temporary loss of vision) and blowing ice crystals should be required when there is an expanse of snow coverage causing a potential eye exposure hazard.

Workplace monitoring is required as follows:

1. Protective equipment should be provided at any location where the wind chill is below 60°F so that overall safety and well being of each worker can be maintained.
2. Whenever the air temperature at a workplace falls below 30°F, the temperature should be checked at least every 4 hours.
3. The wind chill factor should be when the air temperature is below 30°F.
4. The supervisor or other responsible party should be charged with checking the temperature on a regular basis.

Trauma sustained in freezing or sub-zero conditions requires special attention because an injured worker is predisposed to cold injury. Special provisions should be made to prevent hypothermia and freezing of damaged tissues in addition to providing for first aid treatment.

Heat

Being uncomfortable is not the major problem with working in high temperatures and humidity. Workers who are suddenly exposed to working in a hot environment face additional and generally avoidable hazards to their safety and health. The following provides information on preventive measures and adequate protection necessary to prevent heat stress or injury.

Safety problems

Certain safety problems are common to hot environments. Heat tends to promote accidents due to the slipperiness of sweaty palms, dizziness, or the fogging of safety glasses. Wherever there exists molten metal, hot surfaces, steam, etc., the possibility of burns from accidental contact also exists.

Aside from these obvious dangers, the frequency of accidents, in general, appears to be higher in hot environments than in more moderate environmental conditions. One reason is that working in a hot environment lowers the mental alertness and physical performance of an individual. Increased body temperature and physical discomfort promote irritability, anger, and other emotional states which sometimes cause workers to overlook safety procedures or to divert attention from hazardous tasks.

Heat-Related Illness

Everyone is susceptible to heat-related illness, especially seniors and young children. The most severe cases of heat-related illnesses are heat exhaustion and heat stroke.

Heat stroke is the most serious of health problems associated with working in hot environments. It occurs when the body's temperature regulatory system fails and sweating becomes inadequate. The body's only effective means of removing excess heat is compromised with little warning to the victim that a crisis stage has been reached.

A heat stroke victim's skin is hot, usually dry, red or spotted. Body temperature is usually 105°F or higher, and the victim is mentally confused, delirious, perhaps in convulsions, or unconscious. Unless the victim receives quick and appropriate treatment, death can occur.



Any person with signs of symptoms of heat stroke requires immediate hospitalization. However, first aid should be immediately administered. This includes removing the victim to a cool area, thoroughly soaking the clothing with water, and vigorously fanning the body to increase cooling. Further treatment at a medical facility should be directed to the continuation of the cooling process and the monitoring of complications which often accompany the heat stroke. Early recognition and treatment of heat stroke are the only means of preventing permanent brain damage or death.

Heat exhaustion includes several clinical disorders having symptoms which may resemble the early symptoms of heat stroke. Heat exhaustion is caused by the loss of large amounts of fluid by sweating, sometimes with excessive loss of salt. A worker suffering from heat exhaustion still sweats but experiences extreme weakness or fatigue, giddiness, nausea, or headache. In more serious cases, the victim may vomit or lose consciousness. The skin is clammy and moist, the complexion is pale or flushed, and the body temperature is normal or only slightly elevated.

In most cases, treatment involves having the victim rest in a cool place and drink plenty of liquids. Victims with mild cases of heat exhaustion usually recover spontaneously with this treatment. Those with severe cases may require extended care for several days. There are no known permanent effects.

Heat cramps are painful spasms of the muscles that occur among those who sweat profusely in heat, drink large quantities of water, but do not adequately replace the body's salt loss. The drinking of large quantities of water tends to dilute the body's fluids, while the body continues to lose salt. Shortly thereafter, the low salt level in the muscles causes painful cramps. The affected muscles may be part of the arms, legs, or abdomen, but tired muscles (those used in performing the work) are usually the ones

most susceptible to cramps. Cramps may occur during or after work hours and may be relieved by taking salted liquids by mouth.

Fainting. A worker who is not accustomed to hot environments and who stands erect and immobile in the heat may faint. With enlarged blood vessels in the skin and in the lower part of the body due to the body's attempts to control internal temperature, blood may pool there rather than return to the heart to be pumped to the brain. Upon lying down, the worker should soon recover. By moving around, and thereby preventing blood from pooling, the patient can prevent further fainting.

Heat rash, also known as prickly heat, is likely to occur in hot, humid environments where sweat is not easily removed from the surface of the skin by evaporation and the skin remains wet most of the time. The sweat ducts become plugged, a skin rash soon appears. When the rash is extensive or when it is complicated by infection, prickly heat can be very uncomfortable. Prevent this condition by resting in a cool place part of each day and by regularly bathing and drying the skin.

CAUTION

Persons with heart problems or those on a *low sodium* diet who work in hot environments should consult a physician about what to do under these conditions

When working outdoors or planning outdoor activities, consider the following:

Postpone nonessential tasks.

Plan activities in the early part of the morning or later in the day.

Drink 5 to 7 ounces of cool water every 15 to 20 minutes.

Avoid beverages containing caffeine, alcohol, or large amounts of sugar. These drinks cause the body to lose water and increase the risk of heat illness.

Wear lightweight, light-colored, loose fitting clothing.

Utilize shorter, more frequent rest breaks in a cool shaded area.

Sunscreen

It is important that sunscreen be used by all employees and participants when participating in outdoor activities, such as day camp programs and working in an aquatic facility. An SPF factor of 15 or higher should be used by anyone engaging in outdoor activities.

For the most effective protection, apply sunscreen generously 30 minutes before going outdoors. When applying sunscreen, don't forget about your ears, nose and the top of

your feet. Also, staff and participants alike should be reminded to reapply sunscreen on a regular basis.

Special considerations during prolonged heat spells

During unusually hot weather conditions lasting longer than 2 days, the number of heat illnesses usually increases. This is due to several factors, such as progressive body fluid deficit, loss of appetite (and possible salt deficit), buildup of heat in living and work areas, and breakdown of air-conditioning equipment. Therefore, it is advisable to make a special effort to adhere rigorously to the above preventive measures during these extended hot spells and to avoid any unnecessary or unusual stressful activity. Sufficient sleep and good nutrition are important for maintaining a high level of heat tolerance. Workers who may be at a greater risk of heat illnesses are the obese, the chronically ill and older individuals.

When feasible, the most stressful tasks should be performed during the cooler parts of the day (early morning or at night). Double shifts and overtime should be avoided whenever possible. Rest periods should be extended to alleviate the increase in the body heat load.

The consumption of alcoholic beverages during prolonged periods of heat can cause additional dehydration. Persons taking certain medications (e.g., medications for blood pressure control, diuretics, or water pills) should consult their physicians in order to determine if any side effects could occur during excessive heat exposure. Daily fluid intake must be sufficient to prevent significant weight loss during the workday and over the workweek.

SLIP, TRIP AND FALL PROTECTION

Many people think that falls primarily occur in the construction industry where workers fall from roofs or scaffolds. The truth is that most falls can and do occur throughout all job occupations and in the home. People fall down stairs, slip down ramps, fall through floor openings, fall off chairs or trip and fall in their offices.

Falls are a leading cause of occupational death in today's workplace, second only to motor vehicle collisions. The reasoning behind this statistic is that nearly every occupation, in one way or another, performs some type of task that puts us at risk of a fall. The task could be as simple as climbing a step ladder to change a light bulb, or as complex as operating a powered lift to change light fixtures at the baseball diamond or ice rink.

It is important to remember that people have fallen from considerable heights and received only broken bones, while others fall to the floor from a standing or sitting position and die from their injuries. That is why it is important to evaluate each situation where a fall could occur and utilize the right tool, step-ladder, ladder or harness for the job.

Housekeeping

Poor housekeeping increases the risk of injury. To reduce or eliminate the risk of injury, all staff will follow good housekeeping procedures. A housekeeping inspection form is shown in Appendix C.

Good housekeeping is possibly the most visible evidence of management and employee concern for safety and health that this agency displays on a day-to-day basis. Orderliness in the workplace contributes to a safe working environment by minimizing obstacles and potential safety and health threats such as spills, trip hazards, etc.

Injuries resulting from poor housekeeping include the following potentially hazardous conditions:

- Wet and slippery floors
- Damaged floor surfaces
- Poor and inadequate lighting
- Poor storage practices, cluttered floor or work area
- Poor equipment and tool storage
- Inadequate waste disposal procedures



Factors that often contribute to accidents include:



- Being in a hurry
- Talking with co-workers or on a cell phone
- Storage in walkways, aisles and on stairs
- Improper placement of cords, hoses or other equipment
- Poor lighting
- Ice or snow

Work areas will be kept free of slip and trip hazards such as wet or loose materials, unattended open file drawers, extension cords, ropes and cables, etc. If unable to correct a hazard immediately mark the area clearly before leaving it unattended.

All personnel will follow these procedures:

- Return tools and equipment to their proper place when not in use
- Clean up spills when they occur
- Secure area and post warnings until spills or other hazards are cleaned up
- Wear appropriate footwear for the job being done
- Dispose of waste in appropriate containers
- Do not carry loads that will block your view

Examples of good housekeeping practices:



Panel board for hanging tools



Hoses and cords off the floor

3 Points of Contact

Employees/volunteers will use the 3 Points of Contact method during any activity where they are entering/exiting vehicles or mounting/dismounting equipment. The 3 Points Contact method is maintaining contact with one hand and two feet or two hands and one foot at all times when entering or exiting a vehicle

Winter Walking

No matter how carefully snow and ice are removed from agency parking lots, roadways and sidewalks, staff will likely encounter slippery surfaces when walking outdoors during the winter. It's important to always be aware of the slip, trip and fall dangers and to walk safely on icy and slippery surfaces.

To reduce or eliminate the risk of winter related slip, trip and fall incidents, all staff will follow the provisions of the agencies Safe Winter Walking Policy.

During the course of the winter season, personnel shall:

- Wear shoes or boots that provide traction on snow and ice. Avoid plastic/leather soles.
- Wear ice cleats for the following tasks.
 - Preparing outdoor ice
 - Working on the ice at Centennial Ice Arena
 - Clearing snow and ice when there is underlying ice
 - Working on trails and paths when covered with ice
 - Other times when conditions are icy and there is danger of slipping and falling.
- Give yourself sufficient time, walk slowly.
- Plan your route of travel. Look ahead when you walk. When possible, avoid inclines.
- Walk on designated walkways as much as possible. Taking shortcuts over snow piles and areas where snow and ice removal is not feasible can be hazardous.
- Use special care when entering and exiting vehicles. Use 3 Points of Contact.
- Carrying items can impair your balance. Keep your hands free
- When available, use a handrail.
- Use floor mats to remove moisture from the soles of your shoes upon entering a building. Take extra shoes with you to change from winter footwear to your indoor footwear.
- Report potential slip and fall hazards immediately.



Fall Protection When Working at Heights

The Safety Coordinator, Superintendent of Parks and/or Director of Parks are responsible for the administration of the fall protection program and have full authority to make necessary decisions to ensure success of the program. All Park District employees are responsible for safety at all times. This Park District has expressly authorized these individuals to halt any District operation where there is danger of serious personal injury due to falls.

Fall Protection Assessment

The workplace will be assessed before each assigned job for potential fall hazards. Proper fall arrest equipment will be used for jobs requiring fall protection when elimination of the fall hazard(s) is not possible. This Park District will evaluate the facilities by department to determine fall hazards. This preliminary evaluation will detail the required steps for protecting employees from fall hazards. A complete list of fall hazard locations and protective measures procedures will be maintained by the Safety Coordinator. Once a facility or specific job task evaluation has been accomplished, procedures will be developed, documented and utilized for the control of potential fall hazards.

Fall Protection Procedures

The following guidelines will be used when planning work at elevated heights.

- Involve the Safety Coordinator and other staff familiar with fall protection early in the project planning/job planning so that they can recommend appropriate fall-protection measures and equipment.
- Involve qualified engineers when load rating of anchorage points must be determined or is in doubt.
- Involve maintenance staff when anchorage points must be installed.
- Contractors are required to provide a written fall protection program which describes the Contractors' fall protection policies and procedures when they will be working at elevated heights.

Protective Materials and Hardware

Appropriate fall protection devices will be provided for potential fall hazards. Selection of the equipment will be based on the fall protection evaluation. Evaluations will be conducted by the Safety Coordinator and/or other designated fall protection personnel.

Fall Protection devices will be singularly identified; will be the only devices(s) used for controlling falls; will not be used for other purposes; and will meet the following requirements:

- Capable of withstanding the environment to which they are exposed for the maximum period of time that exposure is expected.
- Anchor points will not deteriorate when located in corrosive environments such as areas where acid and alkali chemicals are handled and stored.
- Capable of withstanding the ultimate load of 5,000 lbs. for the maximum period of time that exposure is expected.
- Fall protection devices will be standardized whenever possible.

Fall Protection Systems

When fall hazards cannot be eliminated through any other means, fall arrest systems will be used to control falls. Proper training on the use of fall arrest equipment is essential and will be provided prior to use. These systems and procedures are intended to prevent employees from falling off, onto or through working levels and to protect employees from falling objects. The Park District may utilize, but not be limited to the following fall protection systems:

- Guard rail systems;
- Hand rail and stair rail systems;
- Safety net systems;
- Fall arrest systems;
- Scaffolding.

Inspection and Maintenance

To ensure that fall protection systems are ready and able to perform their required tasks, an inspection and maintenance program will be implemented and maintained.

The following, as a minimum, will comprise the basic requirements of the inspection and maintenance program:

- Equipment manufacturer's instructions will be incorporated into the inspection and preventive maintenance procedures.
- All fall protection equipment will be inspected prior to each use, and a documented inspection at intervals not to exceed 6 months, or in accordance with the manufacturer's guidelines.
- The user will inspect equipment prior to each use and check the inspection date.
- Any fall protection equipment subjected to a fall or impact load will be removed from service immediately and inspected by a qualified person (sent back to the manufacturer).
- Check all equipment for mold, damage, wear, mildew, or distortion.
- Hardware should be free of cracks, sharp edges, or burns.
- Ensure that no straps are cut, broken, torn or scraped.
- Special situations, such as electrical conductivity and chemical effects, will be considered.

Equipment that is damaged, or in need of maintenance, will be tagged as unusable, and **will not be stored** in the same area as serviceable equipment.

Anchors and mountings will be inspected before each use by the user and supervisor for signs of damage.

WORKING WITH HAZARDOUS SUBSTANCES

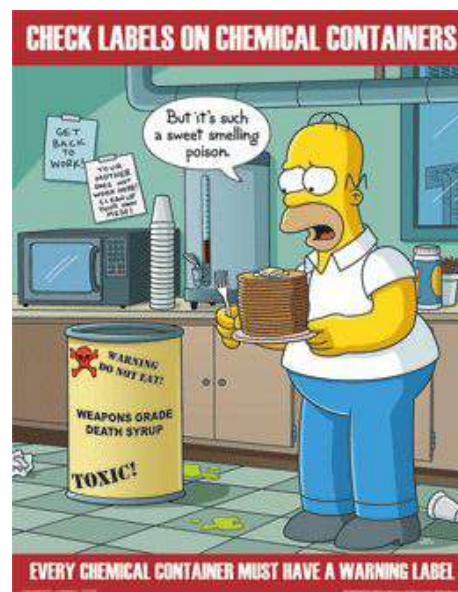
The Park District is committed to protecting you against the dangers of hazardous materials on the job. The Occupational Safety and Health Administration (OSHA) has issued a regulation that states that you have a right to know what hazards you face on the job and how you can protect yourself against them. This is your RIGHT-TO-KNOW. OSHA's Hazard Communication Standard affects everyone in the workplace who comes into contact with hazardous materials.

Chemical manufacturers must determine the physical and health hazards of each product they make, and they have to let users know about those hazards by providing information on the container label and on a Safety Data Sheet (SDS) for every product.

What Information is on the Label?

Although labels differ from company to company, all labels will contain similar types of information. The label will use words and/or symbols to tell you:

1. The common name of the substance.
2. The name, address, and emergency phone number of the company that made or imported the substance.
3. A signal word that outlines the seriousness of the substance. Signal words, ranked from the most serious to the least serious, are **Danger**, **Warning**, and **Caution**.
4. The physical hazards (Will it explode or catch fire? Is it reactive?) and the health hazards (Is it toxic? Could it cause cancer? Is it an irritant?) of the substance.
5. The precautionary measures to be taken, including basic protective clothing, equipment, and procedures that are recommended when working with this substance.
6. First aid instructions, in case of exposure.
7. Proper handling and storing instructions.
8. Special instructions concerning children.



While a lot of valuable information can be found on the label, refer to the SDS if you don't find all of the information you need.

What Information is on SDS?

The SDS is your guide to working safely with hazardous substances. This sheet provides information on everything that is known about the substance, including chemical and physical dangers, safety procedures, and emergency response techniques.

Specifically, SDS cover:

Identity, including the manufacturer's name, address and phone number, and the date the substance was produced.

Hazardous ingredients, including the substance's hazardous components, its chemical ID, and common names. Worker exposure limits to the substance and other recommended limits are also included.

Physical and chemical characteristics, such as boiling point, vapor pressure, vapor density, melting point, evaporation rate, water solubility, and appearance and odor under normal conditions.

Physical hazards, including fire and explosion, and ways to handle those hazards (such as firefighting equipment and procedures).

Reactivity, including whether or not the substance is stable, and which substances and situations to keep it away from so it won't react.

Health hazards, including how the substance can enter the body and the possible health hazards that could arise from exposure. This section also covers signs and symptoms of exposure, such as eye irritation, nausea, dizziness, etc., and whether or not the substance is carcinogenic. Emergency and first aid procedures are also outlined.

Precautions for safe handling and use, including what to do if the substance spills or leaks; how to dispose of the substance; equipment needed for cleaning up spills and leaks; proper storage and handling; and any other necessary precautions.

Control measures will lessen your exposure to the materials. This section outlines the personal protective equipment, clothing, respirators, and ventilation that should be used when handling the substance. Special work or hygiene practices are also outlined. OSHA's Right-to-Know regulation was developed to protect you on the job.

For the Right-to-Know Standard to be effective, you must:

- Respect all warnings and precautions – don't take any chances!
- Read all substance labels and MSDS sheets
- Follow warning and instructions
- Use the correct personal protective equipment when handling hazardous substances
- Know in advance what could go wrong and what to do about it
- Practice sensible, safe work habits
- Ask your supervisor, when in doubt

PREVENTING THE SPREAD OF COMMUNICABLE DISEASE

The possibility of infection from exposure to human blood or other infectious material is a risk that individuals face on a daily basis, whether at work or at play. It is the Park District's desire to exercise appropriate measures to assist in the prevention of the spread of communicable diseases and to minimize the exposure to such communicable diseases, whether it is in a work or play environment.

General Precautions and Procedures

Hand washing is the most important technique for preventing the spread of disease. Hand washing should be done frequently by staff, volunteers, and participants and is required before and after food preparation, after toileting, after contact with any body fluids, etc. The Park District provides single-use towels or hot air drying machines for such hand washing. Where soap and water is not available, antiseptic towelettes or handwipes may be used, followed as soon as possible by washing with soap and water.

Disposable gloves, which are impervious to blood, must be worn. Gloves are immediately available for use in areas where need is most predictable (first aid kits, near changing tables in day-care facilities, etc.). Care should be taken to avoid any bodily contact with blood or other body fluids of other persons. In particular, exposure of open skin lesions or weeping dermatitis or mucous membranes to blood or body fluids should be avoided. Even though gloves are used, hands must be washed with soap and water immediately and thoroughly after the gloves are removed.

Soiled surfaces and recreational materials of any kind (including i.e., van/bus seats, exercise mats, changing tables, etc.) should be promptly cleaned with disinfectants, such as household bleach (diluted 1 part bleach to 10 parts water). Bleach should not be placed directly on large amounts of protein matter (urine, stool, blood, sputum, etc.) in order to protect the employee from noxious fumes. If a mop is used, it should be rinsed in the disinfectant. These surfaces should be routinely cleaned and disinfected at the end of each work shift.

Disposable towels or tissues should be used whenever possible. After use they should be saturated with the disinfectant and disposed of in plastic bags rather than unlined containers.

When wiping up, emptying regular trash or washroom waste or sanitary napkin containers, or cleaning up sharp objects (i.e., broken glass), employees must wear non-sterile, puncture-resistant gloves.

Personnel should avoid placing their hands in trash or waste containers in order to "pack down" the trash and should otherwise handle trash with care. Puncture-proof or puncture-resistant gloves should be worn when emptying trash or garbage receptacles.

All cuts and open wounds should be covered following basic First Aid procedures. Protective coverings, band aids, bandage, etc. should be worn by all staff, volunteers or participants and are provided by the Park District. Staff and volunteers are responsible for providing protective coverings to participants who have open lesions.

Sharing of personal items, such as combs, brushes, toothbrushes, lipstick, etc. should be avoided. Whenever possible, disposable items i.e. cups and utensils should be provided and not be shared by others.

Disinfectant should be stored in a safe area that is inaccessible to participants. Note: Safety Data Sheets (SDS) should be maintained for each disinfectant.

Documentation of incidences of contact with blood or other body fluids should be made, whether or not a participant or employee is known to have a communicable disease.

Hand soap and disposable towels or tissues and gloves are available at all facilities.

Cleaning Up Blood or Other Body Fluid Spills

In situations where bleeding due to lacerations, cuts, etc. must be immediately be immediately controlled, first aiders should provide patients with compress material and encourage them to administer self-help through direct pressure on their wound(s).

Wear disposable gloves, which should be discarded following cleanup. When disposable gloves are not available or unanticipated contact occurs, wash hands and other affected areas with soap and water immediately after contact.

Clean and disinfect soiled area immediately using paper towels, soap, and water.

Disinfect area with 70%-90% isopropyl alcohol solution, or 1 to 10 chlorine bleach solution.

Rinse clothing soaked with body fluids and place in a plastic bag to be sent home.

Place soiled sanitary napkins in plastic bags, secure and dispose.

Place paper towels and disposable gloves in plastic bags and dispose of same.

Wash hands and other skin that may have come in contact with body fluids thoroughly with soap and water or other antiseptic hand cleaner or flush eyes or other mucous membranes with water, immediately or as soon as feasible following contact of such body fluids or other potentially infectious materials.

Food Handling

1. Maintain a clean area in the kitchen for serving food.
2. Utensils should be washed, rinsed and sanitized prior to food preparation.
3. Maintain a separate area of the kitchen for cleanups.
4. All leftover food, dishes, and utensils should be treated as if they were contaminated.
5. Pour liquids into sink drains.
6. Place disposable dishes in plastic-lined, covered waste receptacles.
7. Rinse dishes and utensils with warm water before placing them into dishwashers.
8. Rinse recyclables (cans, bottles, etc.) prior to placing in recycle bins.
9. Clean sinks, counter tops, tables, chairs, trays and other areas; follow up by applying an approved disinfectant.
10. Wash hands prior to removing clean dishes from the dishwasher or from cabinets.

Cleaning of Equipment

1. Wash all program equipment with soap and water and rinse thoroughly as needed. Toys that participants put into their mouths should be washed after each use and should not be shared.
2. Clean all equipment such as mats, wedges, etc., with soap and water as needed.
3. Use disinfectant solution to clean equipment when contact with blood or other body fluids has been made.
4. Clean cooking equipment thoroughly using soap and hot water.

Use of Microshield or Respirators for CPR

The microshield or respirator is designed to prevent direct physical contact between the rescuer and victim. This equipment shall be provided by the (PD, SRA, or FPD) under conditions where staff/volunteers may be required to administer CPR or artificial respiration.

1. Follow instructions for use that are provided with the mouthpiece.
2. Instructions will be in the package or within the confines of the first aid kit.
3. Discard microshields or respirators after use.
4. Wash hands immediately, or as soon as possible after removal, and disposal of equipment for CPR or artificial respiration.

SAFE VEHICLE USE

Employees must be aware that, whether they drive a Park District vehicle or their own personal vehicle on Park District business, they have a responsibility to drive safely. It is every employee's responsibility to know and comply with all traffic and safety policies, including the District's Fleet Safety Policy. Carelessness, inattention, neglect and disregard for traffic and safety rules can cause accidents. Therefore, all employees must at all times be careful, attentive, alert, and follow proper traffic and safety procedures.

Employees operating any vehicle for District business must have a valid driver's license with the proper classification for the type of vehicle being operated.

Employees are required to obey all traffic regulations. These regulations include, without limitation, the use of seat belts and mandatory use of headlights, when the vehicle's windshield wipers are operated.

District vehicles will not be used to transport District patrons, unless the vehicle and employee are authorized to do so, or in the case of an emergency.

Using a personal vehicle to transport participants in any District programs is strictly prohibited.

Vehicles used to transport passengers must be inspected prior to use. A copy of the inspection form is included in the appendices. A driver of any vehicle must conduct a walk-around inspection (360 Circle for Safety) prior to driving to check for damage, loose hardware, tire condition, dripping fluid, etc.

A driver should contact the mechanic/supervisor to report a



defective or an unsafe vehicle. A vehicle identified as unsafe should not be driven until it is re-inspected, repaired or deemed safe by a mechanic.

Use of a cellular phone while driving is strictly prohibited.

INSPECTION PROGRAM

Facility Inspections

An important aspect of the Park District safety program is the implementation of a comprehensive self-inspection program. Periodic self-inspections of buildings and grounds by Park District personnel help identify and correct hazards before an accident or injury occurs. Specially trained members of the Park District are responsible for conducting and documenting safety inspections of facilities and reviewing park and playground inspections, as part of an ongoing loss prevention program. See Appendix D for the facility inspection form

Inspection Frequency

Each Park District enclosed facility shall be inspected monthly when in operation. All open areas or park grounds shall be inspected at least once a month by the Parks and Planning Department.

Facility Fire Prevention Inspections

Each Facility Manager/Supervisor or Area Supervisor is responsible for completing their facility(s) monthly Facility Fire Prevention Inspection Report. These reports will be reviewed and kept by the Safety Coordinator.

Motor Vehicle Inspections

Each Department is responsible for the completion and documentation of the weekly vehicle inspections. These reports are to be forwarded and kept by the Director of Park Operations. Drivers will perform a 360 walk around to observe readily apparent problems each time before operating a vehicle.

Procedure in the Event of an Illinois Department of Labor Inspection

Under the requirements of the State of Illinois Safety Inspection and Education Act-1983, the Illinois Department of Labor (IDOL) is authorized to conduct inspections of municipal facilities and enforce the safety standards specified in the Occupational Safety and Health Act.

1. The IDOL inspector may or may not call to schedule an appointment. Upon the inspector's arrival, the Executive Director, Safety Coordinator and the Director of Planning and Special Projects should be notified immediately. The inspector should then be shown to the conference room at West Ridge Center.
2. During the opening conference, the inspector will outline what records will be reviewed, the purpose of the visit, the areas to be covered, etc. It is important to identify the purpose of the inspection. Some inspections are random but others are in response to employee complaints.

It is advisable that a cooperative environment is created.

3. The Park District representative **must accompany** the inspector. The inspector may take photographs/material samples and the Park District representative should do the same for agency records.

The inspector may solicit employee input at any time during the inspection and this will be done in private.

4. Minor violations should be corrected **immediately** during the course of the inspection (housekeeping, etc.).
5. A closing conference will then be held to review any violations noted by the inspector. This is an opportunity for the Park District representative to bring those minor violations corrected during the inspection to the inspector's attention, reducing the list of violations.

The agency's view of the situation should be presented and an abatement period discussed.

6. Violations must be corrected within 30 days of the closing conference date. Citations for violations will be issued in writing by IDOL within 30 days.

FIRST AID PROCEDURES

Each program, vehicle and facility must have a first aid kit on hand at all times! - practices, rehearsals, etc., as well as games and events. Contents should include:

First-aid manual

An emergency telephone list

A contents list and expiration dates

A variety of bandages for minor cuts and abrasions

Elastic bandage

A variety of gauze pads (2"x2", 3"x3", 4"x4")

At least one large trauma dressing (8"x24")

Rolled gauze (2 or 3 rolls, 3")

Medical tape (2 rolls, 1" and 2")

Antibiotic ointment

Alcohol swabs and pads

Medicine swabs (for bee stings)

Scissors

Pen light & extra batteries

Thermometer

Tweezers

Eyewash bottle

Latex gloves (at least 6 pair)

Emergency blanket

Ice packs

Disposal bag

Injuries

Program areas should be inspected for hazards. Program equipment should be checked on a regular basis by the Program Supervisor, or their designee.

It is recommended that anyone in charge of youth or adult activities that assume a risk or injury factor, be prepared with emergency first aid and CPR training.

Minor Injuries to participants

- a. Use Band-Aids and cold packs only. Do not apply any substance to the skin or wound, other than water. Do not give medications.
- b. Remind persons who have sustained minor injuries to inform their parents when they get home.
- c. Call the parents, but don't alarm them unnecessarily.
- d. In all cases of injury, fill out an accident report; no exceptions! No accident is insignificant.

Major Injuries

At any time when an employee believes that an injured person needs emergency medical treatment, **911 should be called immediately.**

- o The employee on the scene should remain in charge and stay with the victim. Calmly survey the situation and decide what steps need to be taken. Do not move an injured person unless it is necessary to prevent further injury. Reassure the victim by letting him know that you are in control and that help is on the way.
- o Send two people to phone for help. Make sure that they know how to describe your location, the situation and the injury. The people who go to the phone for help should stay where they can direct the rescue vehicle to the injured person.

When it is a life-threatening situation and you know the correct treatment, the necessary first aid/CPR should be performed.

After Emergency Medical Services has been secured, the following should be noted:

1. Activate the Facility's/Program's Emergency Response Plan, if appropriate.
2. Find out which hospital the victim is being transported to.

3. Identify and record all witnesses to the accident.
4. The other participants should be reassured that the victim is receiving proper care. You can then encourage them to continue their activity.
5. As soon as possible, notify the injured participant's parents or family.
6. Notify your Supervisor, as soon as possible. Make no statements to anyone else.
7. Complete an Accident Report and submit it to your Supervisor, as soon as possible (no longer than 24 hours after the accident). As soon as possible, write down everything that you remember about the accident; what happened, what the victim was doing, any details that you can think of, etc., and turn it in with the Accident Report.

REPORTS

Any time there is an accident or incident, a report form must be completed. It is the responsibility of the supervisor on duty to complete the form, in consultation with any employee involved in the incident. Please leave any areas designated for Human Resources (HR) blank. The completed form must be submitted to HR within 24 hours of the incident. It may be submitted by email or printed and delivered or faxed. In the event of a serious incident or injury, HR must be notified immediately by telephone, regardless of the time of day or night. See Appendix D for report forms.

Reporting Hazardous Conditions

The District maintains a safety hotline for reporting any hazardous conditions. The telephone number is 847-831-3968. The hotline is monitored daily by the Parks Department.

Service Requests

Any safety hazards which are observed, must be reported either to the immediate Supervisor or to the Safety Committee, either verbally or in writing, at the first opportunity. A service request to repair the hazard should be sent to the Director of Park Operations by the Supervisor, if appropriate.

SAFETY TRAINING PROGRAM

Each Supervisor is responsible for providing the proper orientation safety training for all new employees in their department. Furthermore, the Supervisor is responsible for the annual retraining of their employees in compliance with governmental regulation and PDRMA standards. Training and education should be an ongoing, year-round program.

Quarterly meetings should be held by each department for full-time and part-time staff to keep them constantly aware of the safety program, discuss potential hazards, make recommendations to the Safety Committee, and cover the various areas listed below.

First Aid - for those employees who are in charge of youth or adult activities.

CPR (Cardiovascular Pulmonary Resuscitation) - for all employees.

Right To Know Training - for all employees.

Fleet Safety Policy - for those employees who drive a vehicle for District business.

Emergency Response Plan - for all employees.

Crisis Communication Plan - for all employees.

Exposure Control Plan - for all employees.

Hazardous Condition Reporting Procedures - for all employees.

Accident Reporting Procedures - for all employees.

Facility Security and Safety Rules - for all employees.

Sexual Harassment Policy - for all employees.

PARK DISTRICT OF HIGHLAND PARK SAFETY MANUAL ACKNOWLEDGMENT OF RECEIPT

The Park District of Highland Park Safety Manual outlines the general safety procedures of the District and procedures specific to your department, facility or program. As an employee, you are expected to read this document thoroughly and return this completed acknowledgment receipt form which will be placed in your personnel file.

Signature of Employee

Date

APPENDICES

Appendix A: Certification of Hazard Assessment
Park District of Highland Park
Certification of Hazard Assessment

This document is a hazard assessment to determine whether hazards are present, or likely to be present, which necessitates employees to use personal protective equipment including eye, face, head, foot or hand protection.

The following work areas were evaluated during the hazard assessment:

WORK AREA	PPE NEEDED
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____
9. _____	_____
10. _____	_____
11. _____	_____
12. _____	_____

Specific Location: _____

Surveyor: _____

Date: _____ Forward To: _____

Make additional copies of this form to complete your assessment.

Appendix B: Reversal of Posture Exercises

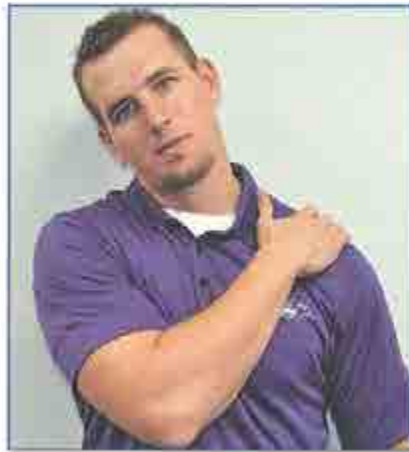


Reversal of Posture Exercises PDRMA



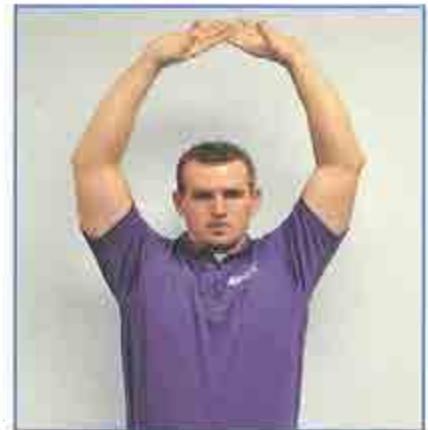
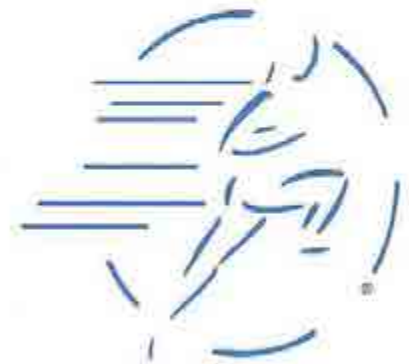
CHIN TUCK

Stand straight with head level. Place the web of your hand on your chin, gently pushing your head backwards. Attempt to make a "double chin." **Hold for 10 seconds.**



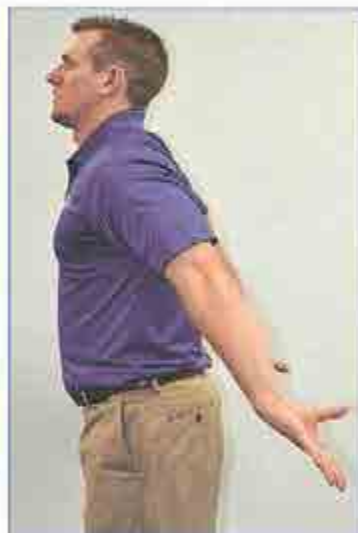
SHOULDER STRETCH

Place one hand on shoulder to stabilize it. Drop ear toward opposite shoulder. **Hold the stretch for 5 seconds and repeat on opposite side.**



SHRUG-BREATH

Inhale, cross arms, clench fists and shrug shoulders up toward the ceiling. Exhale slowly while pushing thumbs back and squeezing shoulder blades together. **Hold at the end for 5 seconds.**



OVERHEAD STRETCH

Lift arms overhead. Slowly pull your shoulder blades down and back, as if to put your elbows into your back pockets. **Hold for 5 seconds.**

Putting Patients First

For more information or to schedule an appointment
call 877-97-REHAB (877-977-3422) or visit www.accleratedrehab.com



FOREARM STRETCH 1

Start with arm straight out at chest level, fingertips up. Use the opposite hand to grab the back of the outstretched hand, pulling it back toward you. **Hold for 5 seconds and repeat on opposite side.**



FOREARM STRETCH 2

Start with arm straight out at chest level, fingertips down. Make a fist. Use opposite hand to pull your wrist toward you. **Hold for 5 seconds and repeat on the opposite side.**



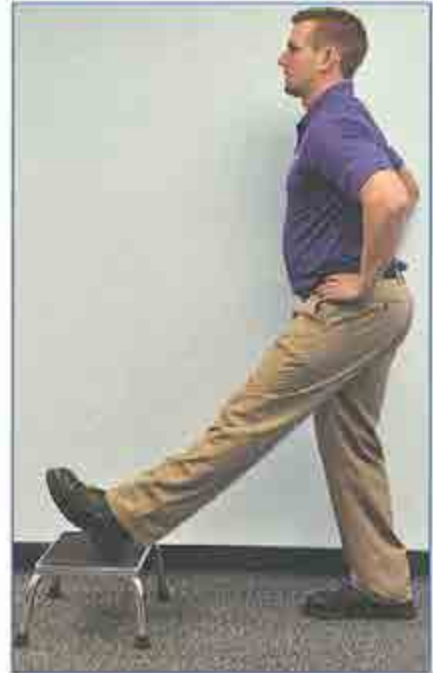
BACKWARD BEND

Place both hands toward the middle of the low back and push your hips forward, gently keeping the knees straight. Allow your back to arch and look up at the ceiling for **10 seconds**.



ANTERIOR STRETCH

With your elbows straight, clasp hands behind the back. Lift your hands away from your back. **Hold for 5 seconds.**



HAMSTRING STRETCH

Place heel on elevated step. Keep your head and chest up, hips back and slightly lean forward. **Hold for 5 seconds and repeat for opposite leg.**

GENERAL RULES

1. If you are currently being treated for an injury, please check with your physician first.
2. Perform at the beginning of the work shift, at breaks, and at the end of the shift.
3. Each Reversal of Posture position should be held for 10 seconds each or 5 seconds for each extremity.
4. Remember to perform Reversal of Posture positions slowly.
5. The "holding time" is as important as the motion.



Appendix C: Good Housekeeping Inspection Form

Facility _____

This checklist is designed to assist in identifying housekeeping needs and correcting potential slip, trip and fall hazards. Check only those items that require remedial action.

Housekeeping Slip, Trip, Fall Checklist	Remedial Action Necessary	Remedial Action Taken
Slippery Surfaces: <ul style="list-style-type: none"> - Spilled liquid or oil - Plumbing or equipment leaks - Slippery flooring - Wet surfacing - Standing water - Ice or snow accumulation - Saturated entry mats 		
Lighting: <ul style="list-style-type: none"> - Missing or burnt out light bulb - Dark or shadowy area 		
Stairs: <ul style="list-style-type: none"> - Broken steps and/or handrails - Storage or other materials on stairs 		
Flooring <ul style="list-style-type: none"> - Damaged, curled or worn mats at doorways - Broken, heaved or cracked concrete or tile - Raised concrete (1/2 inch or greater) - Worn or curled carpeting 		
Storage: <ul style="list-style-type: none"> - Materials stored in hallways or walkways - Garbage, refuse and debris - Step stools and ladders available to reach stored items 		
Walking areas: <ul style="list-style-type: none"> - Extension cords, water hoses, air hoses, or cords in walking area - Pot holes in the gravel, concrete or blacktop - Broken or missing grates or drain covers - Refuse or garbage on the floor - Oil dry, gravel, sand, or dirt on the floor 		
Comments:		

Inspected By _____ Title _____

Date of Inspection _____

Appendix D: Inspection Form



Monthly Building Fire and Property Conservation Inspection Checklist

Building _____ Date _____

Inspector _____

Common Hazards	Yes	No	Correction Date
Housekeeping: List any areas inside or out where housekeeping is unsatisfactory. _____ _____ _____ _____	_____	_____	_____
Electrical <u>Main Electrical Panels:</u> <ul style="list-style-type: none"> • Are doors to this room locked? _____ • Are electric panel doors closed? _____ • Are breaker switches labeled/readable? _____ • Are panels cool to the touch? _____ • Is room free of combustibles? (3' all directions) _____ <u>Other Electrical:</u> <ul style="list-style-type: none"> • Any inappropriate use of extension cords? _____ • Surge protection in place for computers and checked? _____ 	_____	_____	_____
HVAC <ul style="list-style-type: none"> • Inspected, cleaned, filters changed on schedule? Last maintenance _____ Next scheduled _____ • Use of portable heaters okay relative to condition, thermostat controls, location to combustibles, unplugged at end of day? _____ 	_____	_____	_____
Smoking <ul style="list-style-type: none"> • Any evidence of smoking in non-smoking areas? _____ 	_____	_____	_____

Special Hazards	Yes	No	Correction Date
<ul style="list-style-type: none"> All flammable liquids/aerosols properly stored? 	_____	_____	_____
<ul style="list-style-type: none"> All other chemical storage appropriate? (i.e., no mixed storage of reactive chemicals – acids/caustics?) 	_____	_____	_____
<ul style="list-style-type: none"> Storage rooms clean, minimum 18" clearance overhead sprinklers? 	_____	_____	_____
Private Protection	Yes	No	
Fire Extinguishers			
<ul style="list-style-type: none"> Appropriate number and type, charged, accessible? Annually inspected and tagged? 	_____	_____	_____
Last serviced _____ Next service date _____			
Sprinklers			
<ul style="list-style-type: none"> Sprinkler riser room locked and/or valves locked? Valves in open position? Date of last 2" drain test? (Quarterly) _____ Date of last alarm/inspectors test? (Quarterly) _____ Date of last dry pipe full trip test? (Every 3 years) _____ Air pressure _____ psi current _____ psi last month? Water pressure _____ psi current _____ psi last month? Fire department sprinkler connection clear and caps in place? Smoke detectors tested and functional? Carbon Monoxide detectors present and tested (if applicable)? 	_____	_____	_____
Public Protection	Yes	No	
<ul style="list-style-type: none"> Public hydrant front of building clear? (Snow, parked cars, etc.) 	_____	_____	_____
Flood/Water Run Off	Yes	No	
<ul style="list-style-type: none"> Drains outside lower level exit doors clear of debris? Downspouts and gutters clean and directed away from building? 	_____	_____	_____
Windstorm	Yes	No	
<ul style="list-style-type: none"> Are there any loose exterior building items, subject to wind damage? (i.e., gutters, shingles, flashing, vents, lights, downspouts, etc.) Any overhanging vegetation that could cause building damage? 	_____	_____	_____
Environmental	Yes	No	
<ul style="list-style-type: none"> Inspect hazardous materials and petroleum storage areas for leaks Check secondary containment integrity (not cracked, rusted etc.)? Check container and above-ground storage tank integrity (e.g., rust, leaks, bulging drums) Is there spill control equipment (absorbent materials and booms) at fuel loading sites and where hazardous materials are stored Do waste chemical (oil, anti-freeze, parts cleaning etc.) containers have secondary containment? Are any spills immediately removed? 	_____	_____	_____

Other	Yes	No	Correctio n Date
<ul style="list-style-type: none"> • Exits clear and signs in place and illuminated? • Emergency lighting checked? • Emergency call numbers available at front desk? • First aid kit maintained? • Check condition of AED unit. 	<p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
<p>Recommendations and Comments:</p>			
<p>Recommendation follow-up and correction:</p>			
<p>Inspected by: _____</p> <p>Date: _____</p> <p>Reviewed by: _____</p> <p>Date: _____</p>			

Retain one copy of form with building files. Submit completed or amended form to Safety Office.

Appendix E: Report Forms

1	Agency name	Today's date		
2	Date of incident (mm/dd/yyyy)	Time of incident (hh/mm a.m./p.m.)		
3	Name of person completing report	Title of person completing report		
4	Business phone number	Business email		
5	How did the incident occur? (Provide a brief, factual description; do not speculate on fault, etc.)			
6	Name of the location (park, pool, community center; <i>Ex. Smith Pool, Johnson Community Center</i>) or nearest intersection where the incident occurred.			
7	Is there an address for this location?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Unknown
If yes, please provide the following:				
Street address _____				
City _____ State _____ Zip code _____				
8	Location (Specify the exact type of location/facility where injury occurred. <i>Ex. maintenance garage, sports field, aquatic outdoor, golf course, etc.</i>)			
9	Primary location (Specify exact location. <i>Ex. lap pool, cart storage, classroom, pavilion</i>)			

BODILY INJURY

If an employee was injured, please submit the form for an Employee Injury (Form 04) type of incident.

10	Was a person injured? (<i>Ex. patron, citizen, participant, volunteer</i>)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Unknown
11	If yes, please provide the following information:			
Last name _____ First name _____				
Address _____				
City _____ State _____ Zip code _____				
Home phone # _____ Work phone # _____ Cell phone # _____				
Age _____ Sex <input type="checkbox"/> Male <input type="checkbox"/> Female				
12	Is injured person an agency volunteer?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Unknown
13	Describe the injury (affected body part and type of injury; <i>Ex. contusion, bruise, laceration, sprain, break, etc.</i>)			
14	Did injured person make any statements?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Unknown
If yes, what did injured person say? _____				

1	Agency name	Today's date		
2	Date of incident (mm/dd/yyyy)	Time of incident (hh/mm, a.m./p.m.)		
3	Name of person completing the report	Title of person completing report		
4	Business phone	Business email		
5	How did the incident occur? (Provide a brief factual summary.)			
6	Name of the location (street/road/highway) or nearest intersection where the incident occurred.			
7	Is there an address for incident location? If yes, please provide the following:			
Street address				
City		State	Zip code	
8	Location			
Offsite (non-agency owned) <input type="checkbox"/>		On agency property <input type="checkbox"/>		
9	Primary location			
Highway/roadway <input type="checkbox"/>		Parking lot <input type="checkbox"/>	Other <input type="checkbox"/>	
10	Was the agency vehicle occupied? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown			
11	Agency driver last name		First name	
Address				
City		State	Zip code	
Home phone #		Work phone #	Cell phone #	
Email				
Is this driver an employee? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown				
If Yes, enter job title of employee				
Identify the type of driver				
Full-time employee <input type="checkbox"/>		Intern <input type="checkbox"/>	Non-agency employee <input type="checkbox"/>	
Part-time employee <input type="checkbox"/>		Volunteer <input type="checkbox"/>	Spouse/family member <input type="checkbox"/>	
Seasonal employee <input type="checkbox"/>				
12	Agency vehicle VIN	Make	Model	License number

1	Agency name	Today's date		
2	Date of incident (mm/dd/yyyy)	Time of incident (hh/mm, a.m./p.m.)		
3	Name of person completing the report	Title of person completing report		
4	Business phone	Business email		
5	How did the incident occur and what property was damaged? (Provide a brief factual summary.)			
6	Name of the location (park, pool, community center; Ex. <i>Smith Pool, Johnson Community Center</i>) or nearest intersection where the incident occurred.			
7	Is there an address for incident location? If yes, please provide the following:			
	Street address			
	City	State	Zip code	
8	Location (Specify the exact type of location/facility damaged, listing multiple locations/facilities if necessary. Ex. <i>maintenance garage, sports field</i>)			
9	Primary location (Identify the exact area of damage. Ex. <i>tool storage, batting cage</i>)			
10	Estimate of loss			
11	Contact person at facility			
12	Contact person's email			
13	Contact person's phone number			
14	Was damage caused by third-party (non-agency) individual? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown			
15	Has the party responsible for damage been identified? If yes, provide the following contact information for the person or persons identified:			
	Name		Street address	
	City	State	Zip code	
16	Has a police agency conducted an investigation? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown			
17	What police agency investigated the incident?		What is the police report number?	
18	Were criminal charges brought against the responsible party? If yes, what were the charges?			

1	Complete an Employee Injury Report for each employee injured.		
2	Agency name	Today's date	
3	Date of incident (mm/dd/yyyy)	Time of incident (hh/mm a.m./p.m.)	
4	Name of person completing report	Title of person completing report	
5	Business phone	Business email	
6	How did the incident occur? (Provide a one-line factual description.)		
7	Name of the location (park, pool, community center; Ex. Smith Pool, Johnson Community Center) or nearest intersection where the incident occurred.		
8	Is there an address for this location? If yes, please provide the following:		
	Street address		
	City	State	Zip code
9	Location (Specify the exact type of location/facility where injury occurred. Ex. maintenance garage, sports field, aquatic outdoor, golf course, etc.)		
10	Primary location (Specify exact location. Ex. lap pool, cart storage, classroom, pavilion)		
11	Employer's FEIN		
12	Did the employee miss more than three (3) scheduled workdays?	<input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Unknown
13	What was the employee doing when the accident occurred?		
14	How did the incident occur? (Provide a detailed factual description.)		
15	Employee last name	First name	
	Address		
	City	State	Zip code
	Home phone #	Work phone #	Cell phone #
	Best number to contact employee	Email	
	Social security number	Date of birth (mm/dd/yyyy)	Gender <input type="checkbox"/> Male <input type="checkbox"/> Female
	Marital status (divorced/married/single/unknown)	Number of dependents	Does employee speak English? <input type="checkbox"/> Yes <input type="checkbox"/> No
	Average weekly wage	Job title/occupation	

Emergency Situation Manual and Crisis Management Plan

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INTRODUCTION

This manual provides guidance for staff and volunteers of the Park District of Highland Park in the event of an emergency or crisis. As prompt action is required in the face of an emergency it is not always practical to refer to this manual during a crisis. For this reason it is important to read this manual in advance and review it periodically to refresh your understanding of procedures. The Park District provides training to supplement and interpret this manual. Ideally emergencies will be avoided if possible by following safe practices as described in the District's Safety Manual.

SEVERE WEATHER

TORNADO AND SEVERE THUNDERSTORM WATCH

1. The front desk receptionist/attendant will monitor the internet/radio and notify staff of the pending conditions.
2. Continue normal operations.
3. Watch for deteriorating weather conditions and move potential outdoor participants to indoor location if possible.
4. All outdoor activities will be stopped and participants moved indoors when lightning is detected or thunder is audible. Outdoor activities will resume a minimum of 30 minutes after the last sign of lightning or thunder is noted.

TORNADO AND SEVERE THUNDERSTORM WARNING

1. The Person in Charge should be informed immediately of the weather condition.
2. The Person in Charge will monitor the weather conditions. The Person in Charge should direct staff to alert patrons and move outdoor participants to an indoor location. Children will not be released unless accompanied by their parent.
3. All rooms in the building are equipped with a flashlight in case of a power outage.
4. At the discretion of the Person in Charge an announcement will be made to relocate all occupants of the building to the designated area of refuge. Staff should take flashlights with them.
 - A. Program staff should verify head counts of their class and then lead them immediately to the area of refuge. Upon arrival staff shall conduct a second head count and report to the Person in Charge.
 - C. Once all areas have reported to the Person in Charge the Person in Charge must then make a final sweep of the building before seeking shelter.

Staff members should stay with their group until the “all clear” is announced.

NOTES:

- If outdoors and a tornado threatens everyone should immediately seek shelter in a basement or interior room of a sturdy structure.
- Keep individuals away from areas of large glass windows and doors. Staff should instruct all individuals to face the wall in a crouched position covering their head.

- Special consideration and assistance will be needed with physically challenged individuals.
- If you cannot quickly walk to a shelter: Immediately get into a vehicle, buckle your seat belt and try to drive to the closest sturdy shelter. If flying debris occurs while you are driving, pull over and park. Now you have the following options as a last resort:
 - Stay in the car with the seat belt on. Put your head down below the windows, covering with your hands and a blanket if possible. If you can safely get noticeably lower than the level of the roadway, exit your car and lie in that area, covering your head with your hands.
- If outdoors and thunder and/or lightening are observed move immediately indoors. "If thunder roars go indoors." If no indoor location is available get inside a vehicle and avoid contact with metal. If you absolutely can't get to safety, this section *may* help you slightly lessen the threat of being struck by lightning while outside. Don't kid yourself--you are NOT safe outside.
 - Avoid open fields, the top of a hill or a ridge top.
 - Stay away from tall, isolated trees or other tall objects. If you are in a forest, stay near a lower stand of trees.
 - If you are camping in an open area, set up camp in a valley, ravine or other low area. Remember, a tent offers NO protection from lightning.
 - Stay away from water, wet items (such as ropes) and metal objects (such as fences and poles). Water and metal are excellent conductors of electricity. The current from a lightning flash will easily travel for long distances
- For further information about severe weather and lightening safety see:
 - <http://www.nws.noaa.gov/om/severeweather/index.shtml>
 - <http://www.lightning-risk.org/>
 - <http://www.lightningsafety.noaa.gov/>

MEDICAL EMERGENCIES

There are also a wide range of medical emergencies. Persons suffering from medical emergencies can also benefit when staff recognizes that an emergency exists, acts promptly to summon emergency medical services to the facility by calling 911 and provides a level of attention commensurate with their level of first-responder training until paramedics arrive on the scene.

The following is a list of potential medical emergencies. The list is *not* all inclusive. It is the responsibility of the manager on duty to activate the medical emergency plan as needed.

Lack of breathing or ineffective breathing

Blocked airway

Loss of consciousness

Chest pain

Seizure

Shock

Blunt injury trauma

Broken bone

Severe bleeding

Head, neck, or back trauma

Heat exhaustion or heat stroke

Severe sprains

Severe swelling

Serious eye injuries

MEDICAL EMERGENCY PROTOCOL

In Case of Emergency:

Assess scene safety. If the scene is safe:

1. Assess responsiveness. Tap the person's shoulder and shout "Are you OK?"
2. If the person is unresponsive follow the procedure below.
3. Evaluate the person's symptoms by speaking with the person if possible. If a medical emergency is determined or if the person is unresponsive;
4. Activate emergency response plan:
 - Call 9-1-1. Provide dispatcher with location, emergency details and notify them that an AED is being deployed at the facility.
 - Broadcast over the PA system an announcement to activate targeted responders and indicate the location of the person (e.g., "emergency responders report to lower level").
 - Assign an employee to wait at the front entry and help lead the EMS personnel to the person.
 - Continue to provide basic life support as needed and assess the person's condition until the EMS arrives.
5. Responders working with the person should communicate any important information to the EMS providers such as:

- Person's name.
- Any known medical problems, allergies or medical history.
- Time the person was found.
- Initial and current condition of the person.
- Help EMS personnel as requested.

EVACUATION PLAN

The building will be evacuated when conditions outside are safer than those inside. Examples include fire, explosion, hazardous material release in the building, natural gas leak, structural failure, suspicious substance or package.

1. Activate the fire alarm OR announce an evacuation of the building.
2. Call 911 to inform emergency services of the situation.
3. After the alarm is sounded, evacuation of the building should be started immediately. All participants should be moved to the designated gathering location.
 - A. Staff should verify head counts of their class and then lead them immediately outside to the designated gathering location. Upon arrival staff shall conduct a second head count and report to the Person in Charge
 - B. Once all areas have reported to the Person in Charge, the Person in Charge must then make a final sweep of the building before seeking shelter.

Staff members should stay with their group until the "all clear" is announced.

NOTES:

- The Person in Charge must report any missing persons to rescue personnel along with any information about their whereabouts.
- After rescue personnel have arrived the Person in Charge shall contact the crisis team to alert them of the situation. See Crisis Team Chain of Responsibility.
- Only the Police and Fire Departments can give the OK to reenter the building. The Director of Recreation Services should consult them. When it is determined that it is safe to reenter the building, the Person in Charge will notify staff to allow people back into the building.

MISSING CHILD PROCEDURE

IF YOU ARE APPROACHED BY A PARENT/GUARDIAN CLAIMING TO HAVE LOST A CHILD, IMMEDIATELY ACTIVATE THE FOLLOWING MISSING CHILD PROCEDURE.

1. Staff will ask questions regarding height, weight, hair color, age, name, etc. and immediately go to the front desk.
2. The Front Desk Supervisor will make the telephone and intercom "**CODE ADAM**" announcement when assistance is needed with a missing child within the facility.
3. The telephone/intercom system or other means to distribute information is used to announce the height, weight, hair color, age, name, etc.
4. Once Managers, Administrators and staff hear the "**CODE ADAM**" they must stop whatever they're doing to assist.
5. Staff shall immediately proceed to the closest available exit not already staffed and remain in place until further instructed. Staff must position himself/herself with a cell phone at an exit.
6. No one may exit the building once a "**CODE ADAM**" has been announced.
7. Managers and Administrators will search until the missing child is found.
8. If the child is not found within a reasonable time (about 10 minutes), staff shall call 911 immediately.
9. Once the missing child is found, a general "**ALL CLEAR**" signal will be given to all staff members in the building.

FIRE

In the event of a fire follow the procedure below.

RULES OF FIRE FIGHTING

1. Remember the Three A's

- **Activate** the building alarm system or notify the fire department by calling 911, or have someone else do this for you.
- **Assist** any persons in immediate danger or those incapable to leave the danger area on their own.
- **Attempt to extinguish** the fire only after the first two are accomplished.

2. Only fight a fire if:

- The fire is small and contained.
- If you are safe from toxic smoke.
- You have a means of escape at your back.
- If your instincts tell you it's ok.

3. Remember P A S S

Even though extinguishers come in a number of shapes and sizes, they all operate in a similar manner. Here's an easy acronym for fire extinguisher use:

P A S S -- Pull, Aim, Squeeze, and Sweep

- Pull the pin at the top of the extinguisher that keeps the handle from being accidentally pressed.
- Aim the nozzle toward the base of the fire.
- Stand approximately 8 feet away from the fire and squeeze the handle to discharge the extinguisher. If you release the handle, the discharge will stop.
- Sweep the nozzle back and forth at the base of the fire. After the fire appears to be out, watch it carefully since it may re-ignite!

If you cannot put out a fire with one extinguisher then leave the area at once, alerting others in the area and closing doors behind you!

Fires are classified according to the type of fuel that is burning. If you use the wrong type of extinguisher on the wrong class of fire, you might make matters worse. It is very important to understand the four different fire (fuel) classifications:

Class A: Wood, paper, cloth, trash, plastics—solids that are not metals.

Class B: Flammable liquids—gasoline, oil, grease, acetone. Includes flammable gases.

Class C: Electrical—energized electrical equipment. As long as it is “plugged in.”

Class D: Metals—potassium, sodium, aluminum, magnesium. Requires Metal-X, foam, and other special extinguishing agents. Typically not found in Parks and Recreation.

Most of the District's extinguishers are suitable to fight fires A, B, and C.

CHEMICAL/HAZARDOUS MATERIAL INCIDENT

1. Notify the Person in Charge immediately.
2. The Person in Charge will evacuate the building by pulling the fire alarm and making an announcement to evacuate all participants to the designated gathering location.
 - A. Staff should verify head counts of their class and then lead them immediately outside to the designated gathering location. Upon arrival staff shall conduct a second head count and report to the Person in Charge
 - B. Once all areas have reported to the Person in Charge, the Person in Charge must then make a final sweep of the building before seeking shelter.
3. Call 911 as the evacuation is taking place. Describe condition and type of hazardous material if known.
4. If possible, have appropriate personnel shut off supply line to tank or system in the case of a chemical spill and close off or dike all floor drains.
5. The Person in Charge should have the following available to the Fire Department upon its arrival:
 1. Knowledge and location of anyone remaining in the building
 - B. Floor plans and internal systems information
6. The Person in Charge shall contact the crisis team to alert them of the situation and report status and steps being taken. Indicate any assistance needed. See Crisis Team Chain of Responsibility
7. Complete a detailed Incident Report at the earliest opportunity.

If there is a hazardous material spill outside the building and you are told to "shelter in place", go inside, close all windows and vents and turn off all fans, heating or cooling systems. Take people to a safe room, seal windows and doors, and await instructions from the Person in Charge or emergency personnel. The Person in Charge should listen to emergency broadcast stations for instructions.

Staff members should stay with their group until the "all clear" is announced.

In the event a person comes in direct contact with suspected hazardous material, follow safety precautions posted on-site or listed on container. If necessary call the Poison Control Center (1-800-222-1222).

BEHAVIOR MANAGEMENT PROCEDURES

Participants are expected to exhibit appropriate behavior at all times. The following guidelines have been developed to help make Park District programs and facilities safe and enjoyable for all participants. Additional rules may be developed for particular programs and athletic leagues.

Participants shall:

- A. Show respect to all participants and staff, and take direction from staff
- B. Refrain from using abusive or foul language
- C. Refrain from causing bodily harm to self, other participants or staff
- D. Show respect for equipment, supplies and facilities

DISCIPLINE

A positive approach will be used regarding discipline. Staff will periodically review rules with participants during the program session. If inappropriate behavior occurs, prompt resolution will be sought specific to each individual's situation. The Park District reserves the right to dismiss a participant whose behavior endangers the safety of himself or others.

PROCEDURE

Upon registration or entry into a program, the parent/guardian should be solicited for any information regarding special accommodations needed (i.e. if the registration form asks, "Please describe any accommodations needed for the participant's enjoyment of this program" and the parent/guardian indicates "positive role models for behavior" or a similar response, the parent/guardian should be contacted for information about any behavior modification programs in place at school or home). Attempts should be made to utilize these in the program.

If the participant exhibits inappropriate actions, the following guidelines should be followed:

1. Program leaders should determine the severity of the action and immediately take steps to correct it. These may include but are not limited to:
 - A. Verbal warning
 - B. A supervised time-out (10-15 minutes) from the program. The type of time-out may vary according to the situation (observational: from sidelines of activity; exclusion: away from the group but within view of activity; seclusion: time-out area with staff member present away from view of activity). If physical restraint is used to protect against injury, the time-out should be documented on a conduct report.
2. Any conduct reports made should be given to a full-time Supervisor.
3. Parent should be contacted by the Supervisor or Leader in charge of the program.
4. If not already being utilized, a behavior modification program should be developed and implemented (those involved in development may include, but not be limited to, Park District staff, special recreation staff, parent/guardian, school personnel,

other support professionals). The behavior modification program should be monitored and reviewed as needed.

5. Communication between staff (program leaders, supervisory and special recreation) and parent should be ongoing regarding any further incidences of inappropriate behavior. Documentation is recommended.
6. Other related professionals (teacher, social worker, psychologist, etc.) may be consulted for suggestions.
7. If inappropriate behavior persists, removal from the program may be necessary. Options may include but are not limited to:
 - A. Transfer to another program where inappropriate behavior may be less prone to occur.
 - B. Limited/reduced timeframe that participant is allowed to attend the program.
 - C. If a late charge policy exists, an additional charge assessed for overtime responsibility for the participant if he/she is detained beyond normal program hours.
 - D. Suspension from program for a designated time period.
 - E. Removal from program.
8. Appeals by the participant and/or participant's parent/guardian may be directed to the Executive Director.

WHEN TO CONTACT THE POLICE

If a participant makes a direct threat of hurting himself, call the parent/guardian immediately. If a parent/guardian is not available, call the police.

If a participant becomes overly aggressive and violent, call the police.

CONFRONTATIONAL PERSON

1. Attempt to defuse the situation.
2. Don't argue. Use non-aggressive body language.
3. Remain on a professional level.
4. Offer to help the situation.
5. Request to continue conversation in an appropriate location away from a public area.
6. Show interest and be a good listener.

IF THE SITUATION DOESN'T CALM DOWN

1. Notify the Person in Charge.
2. The Person in Charge will notify police (if necessary) by calling 911.
3. The Person in Charge will announce a soft lock down.
3. The Person in Charge will contact staff involved after the situation has defused and will complete an incident report.

INTRUDER OR SHOOTING INCIDENT

1. Any staff member should announce a hard lockdown over the PA and then notify the Person in Charge.
2. Allow routes to exit; you want the intruder to leave.
3. The Person in Charge will notify the police – 911 – even if intruder has left the building.
4. When the situation has been resolved, each room will be visited individually with an "All Clear" message and given instructions on how to resume normal operations.
5. The Person in Charge will complete an incident report.

LARGE GROUP DISTURBANCE/ALTERCATION

**YOUR GOAL IS TO CONTAIN ESCALATION
TO THE FULLEST EXTENT POSSIBLE UNTIL THE POLICE ARRIVE.**

1. The Person in Charge will announce a soft lock down.
2. The Person in Charge will contact police – 911.
3. The Person in Charge shall assign a staff member to meet police and escort them to the location of the disturbance.
4. All staff shall clear bystanders and encourage participants to “go about their business” and not to get involved.
4. Staff should intervene to defuse the situation to the fullest extent possible without threatening staff safety.
5. When the situation becomes safe, notify a full-time staff member of the situation, steps being taken and any assistance needed.
7. The Person in Charge will complete an incident report.

HOSTAGE SITUATION

REMEMBER: TIME IS YOUR ALLY.

1. **Don't attempt to defuse, call Police 911.**
Inform 911 that this is a hostage situation and request that police respond without sirens.
2. The Person in Charge will implement a hard lock down.
3. The Person in Charge will send designee to evaluate situation (not to negotiate) until Police arrive.
4. The Person in Charge will have the head of maintenance and building floor plans available upon police arrival.
5. The Person in Charge will designate someone to meet police and medical personnel to direct to appropriate location.
6. When the situation is under control the Person in Charge shall contact the crisis team to alert them of the situation. See Crisis Team Chain of Responsibility.
7. Refer to **Role of the Employees in Dealing with the News Media** section when necessary. If situation is not quickly resolved, discuss options with police/District Administration about information flow so there is no mass panic among families of people in the building.

SOFT LOCKDOWN PROCEDURE

A soft lockdown is primarily used in two different scenarios. The first is when conditions exist outside of the building that could potentially present a threat to the safety of the patrons and staff. The second is a situation inside the building where the District or local emergency responders need to keep patrons and staff in their rooms and away from an incident or activity. During a soft lockdown patrons and staff can continue normal activities.

1. Person in Charge will announce a soft lockdown to the entire building:
"Your attention please. We are experiencing an emergency and will begin a soft lockdown now."
2. Call 9-1-1 if emergency assistance is needed.
3. All patrons and staff must remain in the building and in their rooms or areas.
6. Staff should account for all patrons or participants by taking attendance. If possible, report anyone missing to the Person in Charge either by phone or e-mail. Do not leave the room or send anyone to report this information.
4. If it is safe to do so, the Person in Charge should ask all members of the Crisis Team to report to their gathering location.
6. Confirm that all patrons and staff from outside the building have been returned to rooms. Staff may continue normal activities.
7. Person in Charge will confirm that all exterior doors are locked and monitored.
8. Initiate the soft lockdown visitor's policy - no one enters the building unless escorted by a staff member.
9. When the situation is determined to be safe the Person in Charge will announce the "All Clear" and provide further instruction to staff about resuming normal activity.

HARD LOCKDOWN PROCEDURE

A hard lockdown is used when a serious/volatile situation exists that could jeopardize the safety of patrons and staff. During a hard lockdown staff members are to ignore all fire alarms, unless he/she receives verbal instruction from the Person in Charge or local emergency responders or the conditions (i.e. fire, structural damage, etc.) warrant evacuation/relocation. Otherwise, no one is allowed to leave their rooms/ offices during a hard lockdown.

1. Person in Charge will announce a hard lockdown to the entire building:
"Your attention please. We are experiencing an emergency and will begin a hard lockdown now. Please ignore alarms unless advised otherwise or you are in imminent danger."
2. Call 9-1-1 and provide the dispatcher with the details of the incident. If it is safe to do so, send a designated person to meet local emergency responders upon their arrival
3. All patrons and staff must remain in the building and should move to rooms that can be locked. Close and lock the door.
4. Move people away from doors and windows and group them on the floor in the back of the room or in another safe area in the room.
5. Turn off all lights and AV equipment
6. Staff should account for all patrons or participants. Report anyone missing to the Person in Charge or emergency personnel either by phone or e-mail.
9. When the situation is determined to be safe the Person in Charge will announce the "All Clear" and provide further instruction to staff about resuming normal activity.

BOMB THREAT

THE CALL

****DON'T HANG UP****

****KEEP THE CONVERSATION GOING****

****ATTEMPT TO GET THE FOLLOWING INFORMATION****

Ask:

Where is the bomb?

What time will it go off?

What kind of bomb is it?

Who are you?

Why is this going to happen?

Check: Male _____ Female _____

Speech Impediment? YES or NO (circle one)

Background Noise _____

Note: Time _____ Date _____

****KEEP THE CONVERSATION GOING****

(THE LONGER THE CONVERSATION, THE MORE THE CALLER MIGHT DISCLOSE)

ACTION AFTER THE CALL

1. Notify the Person in Charge of the situation.
Do this in-person. Avoid electronic communications.
2. The Person in Charge will notify the police and fire departments – **call 911.**
3. Confer with fire and police departments to hold classes or begin evacuation.
Do not use electronic devices for notification.
4. The Person in Charge will contact a full-time staff member to alert them of the situation whenever it is safe to do so.
5. Lock down access to outsiders.
6. The Person in Charge will complete an incident report.

WEAPON FOUND ON PROPERTY

**A WEAPON ON PARK DISTRICT PROPERTY IS A CRIME.
A WEAPON FOUND ON PARK DISTRICT PROPERTY IS EVIDENCE.**

IF A WEAPON IS FOUND ON PARK DISTRICT PROPERTY, TAKE THE FOLLOWING ACTION:

1. **Don't** handle unless necessary.
2. If necessary to handle, do so with care. Always wear rubber gloves or use a cloth to touch.
3. Have a staff member stay with the weapon.
4. Notify the Person in Charge.
5. The Person in Charge should call the police – 911.
6. Cover the weapon from view of the public (cloth, wastebasket, or a box).
7. Close off participant traffic from the area of the weapon.
8. The Person in Charge should assign someone to meet police to lead to weapon location.
9. The Person in Charge will complete an Incident Report.

GAS LEAK (KNOWN OR SUSPECTED)

1. **DO NOT activate the fire alarm system or any other electrical equipment. Leave as is.**
2. Notify the Person in Charge and maintenance immediately.
3. The Person in Charge will notify each room by making an announcement to evacuate the building by sending personnel to each room.
4. Evacuate the building immediately. All participants should be moved outside to the designated gathering location.
 - A. Staff should verify head counts of their class and then lead them immediately outside to the designated gathering location. Upon arrival staff shall conduct a second head count and report to the Person in Charge
 - B. Once all areas have reported to the Person in Charge, the Person in Charge must then make a final sweep of the building.
5. Call 911 as evacuation is taking place.
6. The Person in Charge should have available for the Fire Department upon its arrival:
 - A. Building maintenance
 - B. Location(s) of leaks if known
 - C. Knowledge and location of anyone remaining in the building
7. Floor plans and internal systems information
7. The Person in Charge notifies a full-time staff member immediately.
8. The Person in Charge will complete an incident report.

Staff members should stay with their group until the “all clear” is announced.

SUSPICIOUS SUBSTANCE

WHAT TO DO IF YOU RECEIVE A SUSPICIOUS LETTER OR PACKAGE OR IF THE LETTER OR PACKAGE IS MARKED WITH A THREATENING MESSAGE SUCH AS "ANTHRAX:"

1. Do not panic.
2. Do not try to open the letter or package.
3. Do not shake or empty the contents of the letter or package.
4. Isolate the letter or package by placing it in a plastic bag or some type of container to prevent leakage of the contents or cover the envelope or package with anything.
5. Evacuate the immediate area, close the door or section of the area, and notify a Supervisor or Administrator.
6. Ensure that all persons who have touched the mail piece wash their hands **with soap and water** to prevent spreading any powder to your face.
7. Call 911 or notify local police, EMS and/or postal service.
8. List all people who have touched the letter and/or package or were in the room or area when this letter or package was noticed or received.

WHAT IF YOU OPEN A LETTER OR PACKAGE AND SOME TYPE OF POWDER SPILLS OUT:

1. **Do not** try to clean up the powder. **Cover** the spilled contents immediately with anything (clothing, paper, trash can, etc.). Cover it carefully in order not to disturb the substance further or cause it to become airborne. Do not remove this cover.
2. **Leave** the room and **close** the door or section of the area to prevent others from entering.
3. Wash your hands with soap and water to prevent the powder from spreading to your face.
4. Report the incident to the local police and your supervisor.
5. Remove contaminated clothing as soon as possible and place it in a plastic bag or other type of container that can be sealed. Give this bag to the responding emergency personnel.
6. Shower with soap and water A.S.A.P.
7. List all people who were in the room or area and give this list to the responding Police or health authorities.
8. The Person in Charge will complete an incident report.

DEATH AT FACILITY OR IN A PARK

1. Secure area.
 - A. Disturb as little as possible.
 - B. Limit access until Police arrive.
2. Contact trained first aid personnel.
3. Contact the Person in Charge, who will be responsible to call District Administrative Personnel and Schuldt Performance.
4. Call 911 – ambulance and police.
5. Lock down building and hold classes.
6. Do not release minors participating in programs to anyone other than a parent/guardian with a photo ID.
7. Separate all witnesses until Police arrive.
(To the fullest extent possible, witnesses should not speak with each other or anyone else.)
5. The Person in Charge shall contact the crisis team to alert them of the situation. See Crisis Team Chain of Responsibility.

DOCUMENT ANY STATEMENTS MADE BY WITNESSES.

DO NOT CONDUCT INTERVIEWS WITH WITNESSES.

AFTER THE SCENE CLEARS

- The District Crisis Management Team will complete an incident report.
- Send a letter home with students briefly explaining what happened.
- Activate Employee Assistance Plan to get counselor at the facility.
- Have appropriate District personnel available the next day for debriefing and planning.
- Meet with employees and patrons for support.
- Encourage a return to normalcy.

POWER FAILURE

1. As soon as the power goes out, the Person in Charge shall ensure that all staff has flashlights. (They are located in every office.)
2. The Person in Charge will call to report the outage and check on the status of the estimated restore time. The phone number and account information are listed in the important phone numbers section of this manual on [page 4](#).
3. If the power does not return after a specific period of time after contacting the electric company to access the estimated service loss time, ask all patrons in the facility to carefully exit the building and that we are closed.
4. The Person in Charge will send staff members to each area to inform staff of the problem and advise staff that the building has closed.
5. Staff should supervise with a flashlight anyone who is entering a dark area to retrieve their belongings.
6. The Person in Charge shall send a representative around the building to turn off all lights and unplug all electronic devices that are accessible (this includes televisions).
7. The Person in Charge shall call the facility manager or department head to alert him/her of the situation (the phone system has an emergency battery backup which will last for one hour). They will decide:
 - A. Whether or not the building is going to reopen.
 - B. What essential staff should remain and who should be sent home.
 - C. What other staff members should be alerted to the situation.

POLICE EMERGENCY

1. If staff is notified of an emergency by police, follow their directions.
2. At the discretion of the Person in Charge, the following measures should be implemented:
 - A. Move all participants inside.
 - B. Secure the building.
 - C. Phone or wait for parents/buses.
 - D. Escort children out of the building.
 - E. Adults may leave at the discretion of the Person in Charge and/or by Police direction.
3. Once the emergency has been cleared, resume normal operations.

SECURING THE BUILDING

1. In the event of a threat the building may be secured to protect occupants. After notification to secure the building is received, the Person in Charge will see that each entrance to the building is closed and locked from the outside.
2. After the building is secured, no one will be allowed to enter the building.
3. Staff should be posted at each primary exit to ensure that no one enters the building while people are exiting.
4. The Person in Charge should contact the parents of minor participants.
5. No minor will be released to an adult unless proper photo identification is received.

COMMUNITY-WIDE EMERGENCY

CITY OF HIGHLAND PARK EMERGENCY OPERATION PLAN

The City of Highland Park has an Emergency Operation Plan. Below is a Disaster Threat Level Response Matrix of which the Park District would be notified and given precautions to take consummate with the event that has taken place. A representative of the Park District would be asked to be part of the Coordination Group at the Emergency Operations Center if a citywide emergency has taken place or is likely.

Also included are the City of Highland Park Evacuation Plan and the Emergency Shelter List. The Park District of Highland Park may be asked by the Emergency Operations Center to assist with equipment, manpower or facilities in the event the Evacuation Plan is activated.

DISASTER THREAT LEVEL RESPONSE MATRIX

LEVEL 1: Unusual Event

Current or possible conditions are such that close monitoring of the situation is required, for which without, continued developments have the potential to escalate to emergency or disaster status. This level should be used for slowly developing situations such as weather-related concerns, utility failures, and events not readily identified.

Terrorist Or Criminal Threat

City of Highland Park Police will notify the Executive Director or the chain of command on what actions should be taken.

Weather Threat

Refer to building weather/evacuation emergency plans and monitor your weather radio. West Ridge front desk registration will notify all facilities with weather warnings.

Other Types Of Emergencies

Police will advise other City organizations on what action to take if they call us with a disaster alert.

LEVEL 2: Special Event

An event has occurred requiring the mobilization of at least two City departments and automatic aid forces. The event would be coordinated from a Field Command Post and supported by a Press Briefing Room. This level includes limited impacted areas.

Terrorist Or Criminal Threat

City of Highland Park Police will notify the Executive Director or the chain of command on what actions should be taken.

Weather Threat

Refer to building weather/evacuation emergency plans and monitor your weather radio. West Ridge front desk registration will notify all facilities with weather warnings.

Other Types Of Emergencies

Police will advise other City organizations on what action to take if they call us with a disaster alert.

LEVEL 3: Major Event

An event has occurred requiring full mobilization of all City departments and mutual aid forces, activation of the Emergency Operations Center, limited evacuation/relocation of residents, shelter operations, crisis intervention or social services, damage assessment, or other emergency services which do not exceed the capabilities or resources of Highland Park Government. This level covers large impacted areas, major transportation accidents, hazardous materials incidents, mass casualty incidents, etc.

Crisis Management Team to assemble at Executive Director's outer office. All available maintenance and other full-time employees will be assigned duties by the Crisis Management Team.

LEVEL 4: Disaster Event

An event has occurred requiring full mobilization of all City departments and mutual aid forces, has exceeded or is expected to exceed City of Highland Park resources, activation of the Emergency Operations Center, and response from county, state and federal agencies.

Crisis Management Team to assemble at Executive Director's outer office. One member of the team will be assigned to respond to the City Operations Center as the Park District representative. This person will stay in contact with the Crisis Management Team to advise of the City's and Park District's needs. The Emergency Operations Center will advise all agencies on what action needs to be taken.

AREA EVACUATION PLAN

The City of Highland Park has certain hazards which indicate that should an emergency event occur, certain residents may be required to relocate or evacuate. There are two types of evacuations that may be utilized – “General” or “Limited.”

General Evacuation – would involve the relocation of large portions of the public from a dangerous or potentially dangerous area to one that provides safety from the event.

Limited Evacuation – would involve the relocation of one or a few families from a dangerous or potentially dangerous event to an area that provides safety.

Shelters and evacuation routes have been developed and designated in the event that an evacuation is recommended. However, even if the emergency/disaster is clearly visible to residents, certain residents may refuse to leave their homes and property. Once relocated, residents will remain in shelters as long as a danger is apparent or secure shelter in another area provided by their personal resources.

CONCEPT OF OPERATIONS

The City Emergency Services Coordinator is responsible for recommending the implementation of large-scale evacuations. The Police Chief or Fire Chief may institute a smaller scale evacuation in the event of an immediate threat to life. Residents required to evacuate will be notified of the need to relocate and the location of the nearest relocation facility. Residents in need of transportation will be directed to staging areas where shuttle vehicles will provide transport. Emergency vehicles shall remove residents to the identified staging areas.

ORGANIZATION AND RESPONSIBILITY

The responsibility for initiating a general evacuation within the City of Highland Park rests with the City Emergency Services Coordinator. The Emergency Services Coordinator shall coordinate with various members of the emergency operations staff prior to making an evacuation recommendation.

A limited evacuation may be authorized by the Police Chief or Fire Chief in the case of, but not limited to crime scene, hazardous materials incident, structure fire, etc., where there poses an immediate threat to resident safety.

DIRECTION AND CONTROL

The City Emergency Operations Center shall be the direction and control point for all major decisions concerning evacuation. The City Emergency Services Coordinator shall direct the evacuation effort from his facility located at the Public Safety Center, 1677 Old Deerfield Road. Communications to the public will be accomplished through the use of the media, emergency personnel, and other measures developed for future use.

EVACUATION

RESPONSE OPERATIONS CHECKLIST

1. If an evacuation is necessary, the City Emergency Services Coordinator will notify Lake County Emergency Services who shall notify I.E.M.A. and request activation of host area sheltering for those shelters located outside the City of Highland Park.
2. Sheltering located within the City of Highland Park will be coordinated with the assistance of the American Red Cross.
3. Following the evacuation determination, the City Emergency Services Coordinator will perform the following:
 - Issue the evacuation recommendation
 - Issue a public statement to the media
4. As directed by the City Emergency Services Coordinator, the Police Chief and Fire Chief will dispatch available equipment and manpower to notify the public via mobile PA systems and door-to-door contact.
5. Emergency vehicles will assist in traffic and staging area control to ensure orderly evacuation.
6. Police personnel will establish a perimeter around the evacuation area.
7. The City Emergency Services Coordinator will coordinate transportation resources.
8. The City Emergency Services Coordinator will provide up-to-date public information regarding the situation at the area briefings. Give up-to-date information about shelter locations, numbers of people, etc.
9. The City Emergency Services Coordinator will arrange for continuing operations and/or rapid restart of essential services to the evacuated area.

EMERGENCY SHELTERS

Braeside School, 150 Pierce
Northwood Jr. High School 945 North
Edgewood Middle School, 929 Edgewood
Ravinia School, 763 Dean
Elm Place Middle School, 2031 Sheridan
Red Oak School, 530 Red Oak
Highland Park High School, 433 Vine Avenue
Sherwood School, 1900 Stratford
Indian Trail School, 2075 St. Johns
Wayne Thomas School, 2939 Summit

The above listed schools have been identified and approved as emergency shelter facilities by the American Red Cross.

EMPLOYEE INCIDENT/ACCIDENT REPORTING PROCEDURES

Every injury should be reported immediately. The supervisor will then complete a "Supervisor Accident Investigation Form" and return it to the Human Resources Office immediately. All accidents must be reported to the Park District Risk Management Agency (PDRMA) within 24 hours or the next business day. If any injury to a staff member is severe enough that you feel an ambulance is necessary, call 911 immediately. If the injured person refuses treatment from the ambulance, that is his or her choice.

All employee injuries must be reported immediately and should be documented on an Employee Injury Report and faxed to Cathy Carlo's office immediately at 847.831.3821 regardless of the severity of the injury.

For staff injuries that do not require an ambulance, please follow the appropriate first aid and accident reporting procedures and immediately contact HR for where to send the employee for further care.

Cathy Carlo
Human Resources Manager
847.579.3111 Office
847.840.1055 Cell
847.926.0515

Renee Brainerd-Doan
Human Resources Generalist
847.579.3117 Office

IN THE EVENT OF AN EMERGENCY OR AFTER HOURS, PROCEED TO THE NEAREST HOSPITAL'S EMERGENCY ROOM.

CRISIS MANAGEMENT PLAN

ROLE OF EMPLOYEES IN DEALING WITH THE NEWS MEDIA

In a crisis situation, all information should be released from members of the Crisis Team through the designated Spokesperson for the District. Reporters may approach employees who are knowledgeable of the event or who are witnesses to the event. Employees should direct reporters and others to the District Spokesperson for their information.

IF A REPORTER QUESTIONS YOU, YOU ARE NOT TO GIVE AN INTERVIEW. IF YOU ARE APPROACHED, YOU SHOULD SIMPLY SAY, "I'M NOT THE BEST PERSON TO ANSWER YOUR QUESTIONS. YOU MAY WANT TO DISCUSS THIS WITH THE EXECUTIVE DIRECTOR (OR THE PROPER PERSON IN THE CHAIN OF RESPONSIBILITY), THE DISTRICT'S OFFICIAL SPOKESPERSON."

CRISIS MANAGEMENT

WHAT IS A CRISIS?

A crisis is a situation or event that causes, or has the potential to cause, keen public or media concern. It could be, among other things, accidental drowning, allegations of abuse, a severe vehicle accident, or a criminal act that occurred on District property. The potential crisis list is endless. If you know of a situation or event that could be of concern to the public or media, please contact the Head of the Crisis Team immediately. The Park District has appointed the Executive Director as the Head of its Crisis Team. This person will decide whether the Crisis Plan needs to be implemented or whether the situation needs to be monitored and handled carefully. If the Head of the Crisis Team is not available, a potential or immediate crisis should be reported to one of the Directors or the Safety Coordinator.

CRISIS TEAM

In the event that the designated Crisis Team Head/Official Spokesperson is absent, the following chain of responsibility will be followed in descending order. The first available staff position listed below will take temporary responsibility for implementing the District's Crisis Communication Plan. All decisions and public responses should come through a consensus of the Crisis Team members. The Crisis Team Head/Official Spokesperson will be responsible for making official statements to the media on behalf of the Crisis Team.

The following is the chain of responsibility order for the Crisis Team Head:

1. Executive Director
2. Director of Planning and Special Projects
3. Director of Finance and Personnel
4. Director of Recreation Services
5. Assistant Director of Facilities
6. Director of Park Operations

GENERAL ACTION STEPS WHEN A CRISIS OCCURS

Whenever a crisis occurs that involves injury or property damage, the first responsibility of the Crisis Team is to ensure that the District's Emergency Response Plan is implemented, local EMS services are contacted and any other actions are taken to minimize further loss. Until the crisis is controlled, **no statements should be made to the media until the Crisis Team has had time to fully assess the crisis and its impact on those involved.**

Stay calm and in control. Notify employees that a crisis exists and that all information about the crisis needs to be immediately communicated to the Crisis Management Team. Notify the Head of the Crisis Team at once and provide all known details. The Head of the Crisis Team will direct actions depending on the severity of the crisis, the need for immediate information and the time of day. If contacted, members of the Crisis Team must report to the Administrative Office or other designated location.

The following action steps should be implemented by the Crisis Team Head.

1. The Park District Risk Management Agency (PDRMA – 630.769.0332) and the District's attorney (Ancel Glink 312.782.7606) should be immediately contacted in all crises or potential crisis situations. If applicable, an Accident Report Form should be submitted to PDRMA within 24 hours.
2. Depending upon the situation, contact the President of the Board of Park Commissioners to make him/her aware of the situation, followed by notifying other Board members.
3. Continue to obtain and compile accurate information as quickly as possible so the Crisis Team can disseminate accurate information to the media, if necessary. Document all events surrounding the crisis. Staff should be assigned to monitor, and videotape if possible, television news reports. In addition, local news radio stations should be monitored to gather facts being reported. The Crisis Team should interview any staff directly involved as soon as possible. The Crisis Team may appoint fact gatherers to verify all facts necessary for the preparation of written press/media releases, a meeting with the press, and meeting with relatives and other affected parties.
4. Establish a Clerical Team to answer phone calls and relay any pertinent information to the Crisis Team. The Clerical Team, as well as the entire Crisis Management Team, should document all information received; who called, their title, time of call, etc.
5. The designated Spokesperson may address the media after the Crisis Team has prepared a statement. In some cases depending upon the facts of the crisis, the Crisis Team may not choose to make a public statement. The designated Spokesperson should speak on behalf of the District and fault should not be discussed.
6. Depending upon the type of crisis, a press release may be prepared by the Crisis Team and presented to the media.



MEMORANDUM

To: Board of Park Commissioners

From: Director Baker

Date: August 8, 2013

Re: **REVIEW OF ENVIRONMENTAL REPORT CARD**

C: Executive Director McElroy

Enclosed with this memo is a copy of the IPRA Environmental Report Card. The Environmental Report Card is an agency self-assessment guide used to measure a district's level of environmental stewardship in relation to a set of standards. These standards have been established by IPRA and are now part of the Distinguished Accreditation review.

The current self assessment score of 88% gives the Park District a good rating and provides a tool for measuring future performance.

Staff is asking for Board review and input related to the program.

The following environmental goals are being recommended for the coming year.

1. Re-establish the Park District Green Team.
2. Identify short-term initiatives where improvement can be obtained within operating budgets.
3. Schedule quarterly Team meetings to review and implement the established initiatives.
4. Incorporate mid and long-term goals into the strategic and budget planning process.
5. Develop and schedule an annual review.



An Introduction to IPRA's Environmental Report Card



Thank you for taking an interest in the Illinois Park and Recreation Association's (IPRA) Environmental Report Card. The Report Card was created by the Environmental Committee to help park agencies across Illinois assess their environmental impact and stewardship.

As park agencies, we often are the first responders of sustainability, managing green space or natural areas within our communities. Managing these resources and greening our operations is important to ensure we are good stewards of the environment. This Report Card can help!

Use the Report Card to work within your organization and assess your level of environmental stewardship practices. Find out what you are doing, what you are not doing, and most importantly what you can do in the future. There may be multiple departments or bureaus within your organization that will need to give input. So assign one staff person to coordinate filling in the Report Card.

If you can, get input from your organization's leadership team or board members, and explain the benefits of collecting this data using the Report Card. You can't manage what you can't measure, and this Report Card will help you assess your environmental impact. It will help you quantify environmental initiatives or green practices that may be important when applying for grant funding. And it can help identify areas for further assessment that impact your organization's budget such as energy efficiency improvements.

There are two versions of the Report Card. The first Report Card was developed in 2006 in response to IPRA members asking whether or not there was a tool available for agencies to evaluate their management and operations in the area of environmental protection. The original Report Card provided a general scoring and grading system out of a total of 100 possible points to help agencies assess their strengths and weaknesses. That report card will no longer be available, but can be obtained upon request.

This second Report Card, developed in 2011, is an updated version of the first report card and is more specific. There are more possibilities to consider when answering the questions. Because the total possible points are more than 100, the scoring system has changed to percentages rather than points. The grading system to assess your agency is still the same.

The Environmental Report Card is a standard an agency needs to comply with when applying for IPRA's Distinguished Park and Recreation Accreditation. The Environmental Committee's recommendation to agencies that have utilized the first Report Card is to only use it, if you want to, when you need to self-reevaluate your management and operations. This way you are comparing apples to apples. The 2011 Report Card will be the standard, and will be the version required for Accreditation. Because it is more detailed and provides additional choices to the questions, it really is not a comparative tool to the first Report Card.

Once you have completed the Report Card, you will be able to assess your organization's performance as compared to other park agencies in Illinois. Know that you are not alone! The IPRA Environmental Committee meets monthly and is comprised of dedicated green-minded professionals from a variety of park agencies. Let us know how we can help or how you want to get involved.

The Environmental Committee can be reached through the IPRA web-site: <http://www.illpra.org/>

Good luck!

**Environmental Report Card
For Park & Recreation Agencies**

INSTRUCTIONS: This is a self-evaluative tool. Please look over each category and determine who within the agency would best be able to answer the questions related to that category. Some questions are repeated in different sections. All questions require a simple "YES" or "NO" response. All "YES" responses receive 1 point, unless indicated at the end of the question. A "NO" response receives no points on that question. A "N/A" response receives no points on that question and does not affect your total points because the question does not pertain to your agency or its practices (i.e. Special Recreation Associations filling out the evaluative report card).

GENERAL		YES	NO	N/A	POINTS
1.	Does your agency have an environmental policy/plan or guidelines that help it become more environmentally responsible? (2 points)	✓			2
	a. Is this policy/plan or set of guidelines/initiatives approved by the board? If you answer YES, proceed to questions 2, 3 and 5. If you answer NO, proceed to questions 4 and 5.	✓			1
2.	Do all staff members receive an orientation and/or training in regard to your agency's environmental policy/plan?		✓		0
3.	Has your agency established a staff-led Environmental Committee or 'Green Team' to encourage implementation of environmental efforts by all staff?	✓			1
	a. Does your Environmental Committee or 'Green Team' review and update board-approved policies/initiatives?	✓			1
4.	Does your agency have a staff led Environmental Committee or 'Green Team' to encourage implementation of environmental efforts by all staff?				
5.	Does your agency make (or has your agency made) use of IPRA's Model Environmental Policy and/or Environmental Toolkit?	✓			1

TOTAL POINTS (for this section) 6 of 7 (possible)

ADMINISTRATION AND FINANCE		YES	NO	N/A	POINTS
1.	Does your agency dedicate funds in its annual operations budget to support achievement of environmental goals? (1 point for each checked below, with a maximum of 5 points) Check all that apply	✓			
	Recycling		✓		
	Energy Audits		✓		
	Natural Areas Maintenance/Management		✓		
	Natural Areas Restoration/Re-creation		✓		
	Native Landscaping		✓		
	Storm Water Best Management Practices		✓		
	Environmentally Friendly Purchasing				
	Alternative Fuel and/or Hybrid Vehicles		✓		
	Energy Conservation		✓		
	Other: Please List	Alternative Energy Technology			
	TOTAL NUMBER CHECKED	5			
		YES	NO	N/A	POINTS
2.	In the last 5 years, has your agency dedicated capital funding towards environmental initiatives? (1 point for each checked below, with a maximum of 5 points) Check all that apply	✓			
	Natural Area Restoration/Re-creation		✓		
	Natural Area Public Access		✓		
	Nature Program Facilities		✓		
	Energy Conservation		✓		
	Permeable Pavement		✓		
	Rain Gardens		✓		
	Bio-Swales		✓		
	Other: Please List				
	TOTAL NUMBER CHECKED	5			
		YES	NO	N/A	POINTS
3.	In the past 5 years, has your agency applied for grants to fund environmental goals/initiatives (i.e. recycling, environmental education, natural areas restoration, natural areas acquisition, alternative fuel use, energy conservation, etc.)?	✓			1
		YES	NO	N/A	POINTS
4.	Does your agency use a set of guidelines (EPA's Environmentally Preferred Products (EPP) program, Green Seal.org or similar) to assist in purchasing decisions of environmentally preferred products and services?		✓		0
		YES	NO	N/A	POINTS
5.	Does your agency make conscious efforts within all departments or have written criteria to purchase products that include the following. (1 point for each checked below, with a maximum of 5 points) check all that apply		✓		
	Minimal Packaging				
	Recycled and Recyclable Content				
	Renewable Resource Content				
	Minimum 30% Post Consumer Materials				
	Energy Star Rated Appliances				
	Low VOC Furnishings, Paints, etc				
	Low Toxicity Cleaning products				
	Locally Produced Materials/Products				
	Other: Please List				
	TOTAL NUMBER CHECKED	0			
		YES	NO	N/A	POINTS
6.	Does your agency seek to identify and purchase from vendors of environmentally friendly products through the IPRA Cooperative Purchase Program or similar program? (2 points)	✓			2

ADMINISTRATION AND FINANCE CONT'D		YES	NO	N/A	POINTS
7.	When seeking proposals for professional services, does your agency request environmental references/qualifications as part of the RFP process (i.e. is the firm to be selected 'green,' or if an A/E or LA firm do they have LEED AP's on staff)?	✓			1
	a. Does your agency ask bidders to provide a Statement of Sustainability to ensure bidders are also incorporating sustainability into their firm's practices, policies and procedures related to waste minimization, energy efficiency, water efficiency, staff and education.		✓		0
		YES	NO	N/A	POINTS
8.	Are procedures in place to evaluate positive enduring effects of environmental goals/initiatives?	✓			1
	a. Are procedures in place to examine the cost of impacts and efficiencies of various plans and programs following implementation?		✓		0
		YES	NO	N/A	POINTS
9.	Does your agency collaborate with other agencies/organizations on environmental efforts?	✓			1

TOTAL POINTS (for this section) 16 of 20 (possible)

FACILITY MANAGEMENT & MAINTENANCE		YES	NO	N/A	POINTS
1.	Does your agency provide opportunities for staff to recycle waste products in office areas, lunchrooms, work areas, etc.?	<input checked="" type="checkbox"/>			1
	a. Are staff encouraged to recycle via policies, training, memoranda and notices?	<input checked="" type="checkbox"/>			1
		YES	NO	N/A	POINTS
2.	Does your agency provide opportunities for patrons to recycle waste products in public areas including lobbies, classrooms, facilities, etc.?	<input checked="" type="checkbox"/>			1
	a. Are patrons encouraged to recycle via education, policies, promotion and signage?	<input checked="" type="checkbox"/>			1
		YES	NO	N/A	POINTS
3.	Are recycling containers visible, well marked and easy to locate?	<input checked="" type="checkbox"/>			1
		YES	NO	N/A	POINTS
4.	Are outside concessionaires required to minimize the use of disposable products? (2 points)		<input checked="" type="checkbox"/>		0
	a. Are outside concessionaires required to offer recycling for patrons?				
		YES	NO	N/A	POINTS
5.	Does your agency encourage the use of electronic communication to conserve paper?	<input checked="" type="checkbox"/>			1
		YES	NO	N/A	POINTS
6.	Is staff encouraged to use duplexing or double-sided copying of documents?	<input checked="" type="checkbox"/>			1
		YES	NO	N/A	POINTS
7.	When contracting printing vendors or purchasing from vendors, does your agency specify:		<input checked="" type="checkbox"/>		0
	a. Paper for printing needs that is free of chlorine-bleaching in its manufacturing?				
	b. Paper that contains 30% or more post consumer recycled content?				
	c. Other: Please List				
		YES	NO	N/A	POINTS
8.	Do restrooms and locker rooms have water saving devices (low flow showers and toilets, and motion activated faucets)? Check only one.	<input checked="" type="checkbox"/>			2
	a. Are at least 50% of fixtures low flow or motion activated?				
	b. Are at least 75% of fixtures low flow or motion activated?	<input checked="" type="checkbox"/>			
	c. Are 100% of fixtures low flow or motion activated				
		YES	NO	N/A	POINTS
9.	Do restrooms and locker rooms have hand dryers in lieu of paper towels?	<input checked="" type="checkbox"/>			1
	a. Do 100% of your restrooms/locker rooms have hand dryers?		<input checked="" type="checkbox"/>		0
		YES	NO	N/A	POINTS
10.	Does your agency conduct energy audits?	<input checked="" type="checkbox"/>			1
	a. Following audits, does your agency make changes?	<input checked="" type="checkbox"/>			1
	b. After making changes, does your agency record differences in impact?		<input checked="" type="checkbox"/>		0
		YES	NO	N/A	POINTS
11.	Is energy-efficient lighting used (compact fluorescents, T-8 fluorescents or LEDs)?	<input checked="" type="checkbox"/>			1
	a. Are 100% of new or replacement lighting needs energy-efficient?	<input checked="" type="checkbox"/>			1
		YES	NO	N/A	POINTS
12.	Are lights, where appropriate, on motion activated occupancy sensors?		<input checked="" type="checkbox"/>		0

FACILITY MANAGEMENT & MAINTENANCE CONT'D		YES	NO	N/A	POINTS
13.	Is energy efficiency included as a specification when purchasing/replacing major appliances (i.e. EPA Energy Star rating)?	✓			1
		YES	NO	N/A	POINTS
14.	Are hot water heaters and hot water pipes insulated?	✓			1
		YES	NO	N/A	POINTS
15.	Are on-demand/tankless hot water heaters utilized where appropriate?		✓		0
		YES	NO	N/A	POINTS
16.	Do facility HVAC systems included energy-saving features such as min./max. settings to reduce use during down time, interior recycling, regular cleaning and efficiency inspections, etc.?	✓			1
	a. Are particulate filters (with MERV8 rating or better) used in HVAC systems?	✓			1
		YES	NO	N/A	POINTS
17.	Does your agency promote the use of environmentally-friendly, low toxicity and/or fragrance free cleaning products that meet Green Seal, LEED or other standards? (2 points)	✓			2
		YES	NO	N/A	POINTS
18.	Does your agency seek to minimize the use of petroleum-based cleaners, solvents and inks?		✓		0
		YES	NO	N/A	POINTS
19.	To improve and protect indoor air quality does your agency seek to purchase low VOCs (volatile organic compounds) products?	✓			1
	a. Does your agency seek to purchase carpets that meet Carpet and Rug Institute Green Label or other standards?	✓			1
		YES	NO	N/A	POINTS
20.	Does your agency consider the use of sustainable, reclaimed and/or local materials when remodeling/renovating facilities?	✓			1
	a. Are building materials removed during remodeling/renovation reclaimed or recycled?	✓			1
		YES	NO	N/A	POINTS
21.	Does your agency properly dispose of/recycle any of the following per Material Safety Data Sheets (MSDS) or manufacturer's labels (1 point for each checked below, with a maximum of 5 points) check all that apply	✓			
	Energy Efficient Lighting		✓		
	Batteries		✓		
	Electronics		✓		
	Ink and Toner Cartridges				
	Paints		✓		
	Cleaning Products		✓		
	Other: Please List				
	TOTAL NUMBER CHECKED			5	
		YES	NO	N/A	POINTS
22.	Does your agency have an integrated pest management program in place to reduce the use of pesticides within facilities? (2 points)	✓			2
		YES	NO	N/A	POINTS
23.	Does your agency make use of alternative energy systems to provide energy and/or conserve energy, such as passive or active solar systems, wind energy, or geo-thermal energy at any of your facilities? (2 points)	✓			2

TOTAL POINTS (for this section) 33 of 41 (possible)

FLEET MAINTENANCE AND MANAGEMENT		YES	NO	N/A	POINTS
1.	Does your agency perform regular engine tune-ups and scheduled preventative maintenance of motorized vehicles and equipment?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1
		YES	NO	N/A	POINTS
2.	If you perform regular maintenance, does your agency recycle and/or properly dispose of all vehicle fluids and engine parts?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1
		YES	NO	N/A	POINTS
3.	Does your agency properly use, store and dispose of hazardous materials according to Material Safety Data Sheets (MSDS) and/or manufacturers labels, as required by law?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1
		YES	NO	N/A	POINTS
4.	Does your agency have a safety policy and training procedures in place regarding the handling of hazardous waste?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1
		YES	NO	N/A	POINTS
5.	Does your agency provide the appropriate work environment with appropriate ventilation and safety gear for employees when handling hazardous materials, as required by law?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1
		YES	NO	N/A	POINTS
6.	Does your agency have a program to conserve fuel and energy with respect to fleet operations (e.g. mileage/fuel efficiency tracking, no idling policy)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0
		YES	NO	N/A	POINTS
7.	Does your agency actively fund or apply for grants that promote and provide the Means for the use of clean energy (i.e. bio-diesel, liquid propane/LPG, compressed Natural gas/CN, use of electric utility or golf carts, etc.)? (2 points)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0
		YES	NO	N/A	POINTS
8.	As part of your Equipment Asset Program, what percentage of your total fleet has been replaced with alternative fuel and/or hybrid vehicles? Check only one.				1
0% - 0 points					
1-10% - 1 point		<input checked="" type="checkbox"/>			
11-20% - 2 points					
21-30% - 3 points					
30-50% - 4 points					
>50% - 5 points					
		YES	NO	N/A	POINTS
9.	Does your agency limit the use and refueling of, or not use at all, gas powered equipment and vehicles during ozone action days or when the Air Quality Index exceeds 100 (orange coded days) or higher?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1

TOTAL POINTS (for this section) 7 of 10 (possible)

PARKS & NATURAL RESOURCES MANAGEMENT		YES	NO	N/A	POINTS
1.	Does your agency have natural resource management plans in place for District natural areas?	✓			1
		YES	NO	N/A	POINTS
2.	Does your agency dedicate funds in its annual operations budget for natural resource best management practices? (1 point for each checked below, with a maximum of 5 points) Check all that apply	✓			
	Restoration of Natural Areas		✓		
	Re-creation of Natural Areas		✓		
	Control Exotic Species		✓		
	Increase Biodiversity/Wildlife Habitat		✓		
	Storm water Best Management Practices (bio-swales, rain gardens, permeable paving)		✓		
	Improve Water Quality		✓		
	Bank Stabilization		✓		
	Sediment & Erosion Control		✓		
	Integrated Pest Management Program (to reduce pesticide use w/in parks)		✓		
	Alternative/Biological Pest Control Practices in lieu of traditional chemical solutions		✓		
	Other: Please List				
	TOTAL NUMBER CHECKED		5		
		YES	NO	N/A	POINTS
3.	Does your agency actively apply for grants to fund natural resource best management practices? (1 point for each checked below, with a maximum of 5 points) Check all that apply	✓			
	Restoration of Natural Areas		✓		
	Re-creation of Natural Areas		✓		
	Control Exotic Species		✓		
	Increase Biodiversity/Wildlife Habitat		✓		
	Storm water Best Management Practices (bio-swales, rain gardens, permeable paving)		✓		
	Improve Water Quality		✓		
	Bank Stabilization		✓		
	Sediment & Erosion Control		✓		
	Integrated Pest Management Program (to reduce the use of pesticides w/in parks)				
	Alternative/Biological Pest Control Practices in lieu of traditional chemical solutions				
	Other: Please List				
	TOTAL NUMBER CHECKED		5		
		YES	NO	N/A	POINTS
4.	Does your agency take precautions or protective measures during and after construction/development to protect soils in existing landscapes?	✓			1
		YES	NO	N/A	POINTS
5.	Does your agency use low environmental impact snow melt products (i.e. beet juice, calcium magnesium acetate)?		✓		0
	a. If you answered NO, does your agency modify application rates to limit/reduce the impact on surrounding areas?	✓			1
		YES	NO	N/A	POINTS
6.	Does your agency try to reduce the use of fertilizers and pesticides in parks by; (1 point for each checked below, with a maximum of 4 points) Check all that apply	✓			
	Utilization of drought and disease resistant native plant species		✓		
	Elimination of mowing in some areas		✓		
	Reduction of the number of applications or using a single-application product		✓		
	Use of Integrated Pest Management (IPM)		✓		
	TOTAL NUMBER CHECKED		4		

PARKS & NATURAL RESOURCES MANAGEMENT CONT'D		YES	NO	N/A	POINTS
7.	Does your agency provide a no-mow buffer of native vegetation around water bodies to: (1 point for each checked below, with a maximum of 3 points) Check all that apply	✓			
	Reduce Erosion			✓	
	Reduce Non-Point Source Pollution			✓	
	Defer Canada Geese			✓	
	TOTAL NUMBER CHECKED			3	
		YES	NO	N/A	POINTS
8.	Is landscaping around facilities designed with energy conservation in mind? (1 point for each checked below, with a maximum of 4 points) Check all that apply	✓			
	Windbreaks/buffers				
	Shade Trees Along Southern Exposures of Buildings				
	Shade Trees Around Paved Areas			✓	
	Drought Tolerant Native Plants			✓	
	TOTAL NUMBER CHECKED			2	
		YES	NO	N/A	POINTS
9.	Does your agency incorporate native plantings into the landscape at: (1 point for each checked below, with a maximum of 5 points) Check all that	✓			
	Administrative Offices				
	Recreational Building Facilities			✓	
	Aquatic Facilities			✓	
	Maintenance Facilities				
	Active-Use Park Landscapes (i.e. sign beds, entry areas, parking lot islands, beds around playgrounds and shelters)			✓	
	Golf Courses			✓	
	TOTAL NUMBER CHECKED			4	
		YES	NO	N/A	POINTS
10.	Is your agency responsive to private landowner activities that impact your agency's natural resource best management practices? (1 point for each checked below, with a maximum of 3 points) Check all that apply.	✓			
	Encroachment			✓	
	Illegal Dumping			✓	
	Other: Please List _____				
	TOTAL NUMBER CHECKED			2	
		YES	NO	N/A	POINTS
11.	Does your agency properly dispose of any of the following per Material Safety Data Sheets (MSDS), manufacturer's labels or other authority's regulations? (1 point for each checked, with a maximum of 5 points) Check all that apply.	✓			
	Fertilizers			✓	
	Pesticides			✓	
	Excavated material				
	Construction material				
	Other hazardous materials: Please List _____				
	TOTAL NUMBER CHECKED			2	
		YES	NO	N/A	POINTS
12.	Does your agency distribute/have available resources to explain natural resource best management practices?	✓			1

TOTAL POINTS (for this section) 31 of 32 (possible)

PLANNING & OPEN SPACE PRESERVATION		YES	NO	N/A	POINTS
1.	Does your agency seek to acquire any of the following types of natural resource areas? (1 point for each checked below, with a maximum of 5 points) check all that apply	✓			
	Remnant Prairies		✓		
	Wetlands		✓		
	Rivers, Streams, Tributaries				
	Ponds/Lakes		✓		
	Floodplains				
	Greenways/Corridors		✓		
	Woodlands		✓		
	Other: Please List				
	TOTAL NUMBER CHECKED		5		
		YES	NO	N/A	POINTS
2.	For the above natural resource areas checked, are they identified to be acquired for any of the following reasons? (1 point for each checked below, with a maximum of 5 points) check all that apply	✓			
	Protect/Provide Habitats		✓		
	Increase Biodiversity		✓		
	Improve Water Quality		✓		
	Control Exotic Species				
	Erosion Control		✓		
	Other: Please List		Public Education	✓	
	TOTAL NUMBER CHECKED		5		
		YES	NO	N/A	POINTS
3.	Does your agency include natural resource best management practices when developing plans for park properly? (1 point for each checked below, w/ a maximum of 5 points) Check all that apply	✓			
	Restoration of Natural Areas		✓		
	Re-creation of Natural Areas		✓		
	Control Exotic Species				
	Increase Biodiversity/Wildlife Habitat				
	Native Landscaping		✓		
	Storm water Best Management Practices (bio-swales, rain gardens, permeable paving)		✓		
	Improve Water Quality				
	Bank Stabilization				
	Sediment & Erosion Control		✓		
	Other: Please List				
	TOTAL NUMBER CHECKED		5		
		YES	NO	N/A	POINTS
4.	Does your agency actively apply for grants to fund natural resource best management practices and projects? (1 point for each checked below, with a maximum of 5 points) Check all that apply	✓			
	Restoration of Natural Areas		✓		
	Re-creation of Natural Areas		✓		
	Control Exotic Species		✓		
	Increase Biodiversity/Wildlife Habitat		✓		
	Native Landscaping				
	Storm water Best Management Practices (bio-swales, rain gardens, permeable paving)		✓		
	Improve Water Quality		✓		
	Bank Stabilization		✓		
	Sediment & Erosion Control		✓		
	Other: Please List				
	TOTAL NUMBER CHECKED		5		

PLANNING & OPEN SPACE PRESERVATION CONT'D		YES	NO	N/A	POINTS
5.	Does your agency provide access for the public to recreate in natural/preserved areas by means of (1 point for each checked below, with a maximum of 5 points) Check all that apply	✓			
	Boardwalks		✓		
	Trails		✓		
	Fishing Piers		✓		
	Viewing Platforms		✓		
	Canoe/kayak launches				
	Other: Please List				
	TOTAL NUMBER CHECKED		4		
		YES	NO	N/A	POINTS
6.	Does your agency increase public awareness of natural/preserved areas with: (1 point for each checked below, with a maximum of 5 points) Check all that apply	✓			
	Interpretive Signs		✓		
	Educational Brochures/Pamphlets		✓		
	Educational Posters		✓		
	Agency Program Brochure		✓		
	Website		✓		
	Events/Programs		✓		
	Public Meetings				
	Other: Please List				
	TOTAL NUMBER CHECKED		5		
		YES	NO	N/A	POINTS
7.	Does your agency create/maintain relationships with any of the following to ensure community-supported protection of open spaces: (1 point for each checked below, with a maximum of 4 points) Check all that apply	✓			
	Other Government Agencies		✓		
	Not-for-Profit Organizations		✓		
	Private Landowners		✓		
	Other: Please List				
	TOTAL NUMBER CHECKED		3		
		YES	NO	N/A	POINTS
8.	Does your agency partner with organizations and/or local developers in order to provide information on living around natural resource areas or manmade detention/retention sites?	✓			1
		YES	NO	N/A	POINTS
9.	Does your agency's planning and maintenance departments work together to incorporate natural resource best management practices into traditional park and building facility site plans?	✓			1

TOTAL POINTS (for this section) 34 of 34 (possible)

PROGRAMMING		YES	NO	N/A	POINTS
1.	Does your agency own and operate a nature center?	✓			1
	a. If you answered NO, does your agency provide on-going nature education or nature interpretive programming?				
PROGRAMMING		YES	NO	N/A	POINTS
2.	Does your agency partner to provide specific programming (e.g. Audubon Society, local garden clubs, Master Gardeners, conservation organizations, soil and water conservation districts, extension services, etc.)	✓			1
PROGRAMMING		YES	NO	N/A	POINTS
3.	Does your agency provide programs regarding sustainable living (e.g. native or organic gardening, low environmental impact, composting, etc.)	✓			1
PROGRAMMING		YES	NO	N/A	POINTS
4.	Does your agency proactively educate residents regarding wildlife issues on ways to avoid conflicts?		✓		0
PROGRAMMING		YES	NO	N/A	POINTS
5.	Does your agency inform the community of sustainable landscape options that would help resolve issues? (i.e. algal blooms in ponds and excessive goose droppings on lawns)	✓			1
PROGRAMMING		YES	NO	N/A	POINTS
6.	Do staff members consider any of the following "green" criteria when preparing for programs and purchasing program supplies? (1 point for each checked below, with a maximum of 5 points) Check all that apply.	✓			
	Minimal Packaging				
	Recycled and Recyclable Content				
	Renewable Resource Content				
	Minimum 30% Post Consumer Materials				
	Low VOC Furnishings, Paints, etc.			✓	
	Low Toxicity Cleaning Products			✓	
	Locally Produced Materials/Products			✓	
	Other: Please List				
	TOTAL NUMBER CHECKED			3	
PROGRAMMING		YES	NO	N/A	POINTS
7.	Does your agency clearly communicate its expectation of waste reduction and recycling efforts for: (1 point for each checked below, with a maximum of 5 points) Check all that apply		✓		
	Facility Rentals				
	Special Events				
	Program Participants				
	Contracted Vendors / Program Instructors				
	Other: Please List				
	TOTAL NUMBER CHECKED			0	
PROGRAMMING CONT'D		YES	NO	N/A	POINTS
8.	Does your agency have and/or support a volunteer program to aid in the following? (1 point for each checked below, with a maximum of 3 points) Check all that apply.	✓			
	Land Stewardship			✓	
	Environmental Education			✓	
	Other: Please List			✓	
	TOTAL NUMBER CHECKED			3	
PROGRAMMING		YES	NO	N/A	POINTS
9.	Are program staff provided training and encouragement from supervisors in energy and resource conservation (e.g. thermostat settings, lights, recycling, etc.)?	✓			1

PROGRAMMING CONT'D		YES	NO	N/A	POINTS
10.	Does your agency actively fund: (1 point for each checked below, with a maximum of 3 points) Check all that apply	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Environmental Programs		<input checked="" type="checkbox"/>		
	Interpretive Initiatives (i.e. signage, brochures, displays, etc.)		<input checked="" type="checkbox"/>		
	Other: Please List _____				
	TOTAL NUMBER CHECKED			2	
		YES	NO	N/A	POINTS
11.	Does your agency apply for grants for: (1 point for each checked below, with a maximum of 3 points) Check all that apply	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Environmental Programs		<input checked="" type="checkbox"/>		
	Interpretive Initiatives (signage, brochures, displays, etc.)		<input checked="" type="checkbox"/>		
	Other: Please List _____				
	TOTAL NUMBER CHECKED			2	
		YES	NO	N/A	POINTS
12.	Does your agency clearly communicate its expectation of energy conservation programs for: (1 point for each checked below, with a maximum of 5 points) Check all that apply	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	Facility Rentals				
	Special Events				
	Program Participants / Facility Users				
	Contracted Vendors / Program Instructors				
	Other: Please List _____				
	TOTAL NUMBER CHECKED			0	

TOTAL POINTS (for this section) 15 of 18 (possible)

GRAND TOTAL OF ALL THE SECTIONS COMBINED 142

TOTAL POSSIBLE POINTS 162

PERCENTAGE 88 %

GRAND TOTAL POINT REVIEW

90% - 100% Your agency is an environmental leader in the field and has reason to be proud.

70% - 90% Your agency is doing a very good job, and should keep up the good work. Look at those questions for which you answered NO, and develop strategies to address those.

50% - 70% Your agency is doing a good job, and certainly more than most public agencies. Look at those questions for which you answered NO, and develop a strategy to address those.

30% - 50% Your agency is doing OK, and should be proud of what it has accomplished, but still has much to work on.

30 or less Your agency has no where to go but up in terms of improving its environmental practices.

FINAL QUESTION - Does your agency have a representative on IPRA's Environmental Committee? YES or NO

Signature

Date

Board review and approval for Distinguished Park and Recreation Accreditation

Date



MEMORANDUM

To: Board of Park Commissioners

From: Director Stumpf

c. Executive Director McElroy

Date: August 9, 2013

Re: **ROSEWOOD DEVELOPMENT PROJECT BID PHASE SCHEDULE**

Below is the schedule for all steps within the Park Districts Rosewood project bid phase. You will see that the pre-bid meeting with prospective contractors is scheduled this week.

Construction Documents Available	August 1
Transmit Final Legal to local paper	August 5
Publish Legal Notice	August 8
Bidding	August 5- August 27
Pre-bid Meeting	August 15
Bid Opening	August 27
Review and Analysis	August 27-September 5
*Construction Team Board presentation	September 10

Also for your information, the USACE GLFER project abbreviated bid schedule is as follows:

Project Posting & Release	August 8-9
Bid Opening	September 9

*The bid results will be discussed during the Workshop meeting. Staff would recommend that a special meeting take place immediately following the September 10 Workshop for bid approval. This will allow contractors time to take advantage of Fall construction conditions.



MEMORANDUM

Date: August 8, 2013

To: Board of Commissioners

From: Executive Director McElroy

Re: **ADVISORY COMMITTEE ASSIGNMENTS**

Attached is a list of the Advisory Committees with the names of the Board members whom requested to serve as liaisons for the various committees. The assignments will be reviewed at the Workshop meeting and finalized at the regular Board meeting in August.

Park District of Highland Park

Advisory Committees

Athletics	Brian Kaplan , Cal Bernstein
Rec Center	Barney Ruttenberg; Brian Kaplan, Lori Flores Weisskopf
Tennis	Barney Ruttenberg, Cal Bernstein
ICE	Scott Meyers
Hidden Creek	Brian Kaplan, Lori Flores Weisskopf
Parks	Lori Flores Weisskopf
Golf	Brian Kaplan, Cal Bernstein, Scott Meyers
Lakefront	Barney Ruttenberg, Lori Flores Weisskopf
Recreation General	Barney Ruttenberg , Lori Flores Weisskopf , Cal Bernstein
Heller	Lori Flores Weisskopf
Senior Program	Brian Kaplan
Youth Program	Lori Flores Weisskopf
Sustainability	Barney Ruttenberg ; Brian Kaplan

Updated 8/9/2013



To: Executive Director/Board of Commissioners
From: Director of Finance
Date: August 13, 2013
Subject: Bills presented for the Board's review on August 13, 2013.
Checks written July 19, 2013 through August 8, 2013

BILLS

DATE

AMOUNT

July 31, 2013	\$	588.75
August 8, 2013	\$	680,409.66
Bank Drafts	\$	301.00
TOTAL	\$	681,299.41



Park District of Highland Park, IL

Expense Approval Report

By (None)

Payment Dates 7/19/2013 - 8/8/2013

Vendor Name	Payment Number	Payable Number	Payable Date	Description (Payable)	Amount
TYLER TECHNOLOGIES, INC	173714	025-66036	03/27/2013	West Ridge Business Office - I	125.00
DK ORGANICS, LLC.	173638	2-53283	05/22/2013	Superfine	71.76
ANCEL, GLINK, DIAMOND, BUS	173606	34290	05/08/2013	Professional fees thru April 30	6,585.00
TYLER TECHNOLOGIES, INC	173714	025-71447	06/13/2013	West Ridge Business Office - I	125.00
CRYSTAL MANAGEMENT &	173632	21389	06/14/2013	Cleaning services July 2013	7,557.33
TYLER TECHNOLOGIES, INC	173714	025-71669	06/20/2013	West Ridge Business Office - I	437.50
CHRISTINA BALDWIN	173589	1348451	06/23/2013	Refund	318.75
FULL PACKAGE ATHLETICS INC	173646	7085	06/25/2013	Senior Sport camp clinic	640.00
FULL PACKAGE ATHLETICS INC	173646	7085	06/25/2013	Senior Sport camp clinic	640.00
FULL PACKAGE ATHLETICS INC	173646	7086	06/25/2013	Senior Sport camp clinic	640.00
FULL PACKAGE ATHLETICS INC	173646	7086	06/25/2013	Senior Sport camp clinic	640.00
Full Package Boys Basketball	173647	7087	06/25/2013	Girls Play Strong camp instruc	520.00
TYLER TECHNOLOGIES, INC	173714	025-72972	06/26/2013	West Ridge Business Office - I	1,375.00
ASSOCIATED ATTRACTIONS	173610	14259	06/27/2013	Parade float 2013	1,200.00
K H KIM TAEKWONDO	173671	060313	06/03/2013	Spring 2013 class fee	5,814.90
CONTINENTAL CONSTRUCTIO	173628	6002013018	06/30/2013	Centennial Ice Arena generat	33,300.00
CREEKSIDE PRINTING	173631	07101303	07/10/2013	Fall 2013 Brochure	2,760.32
CREEKSIDE PRINTING	173631	07101303	07/10/2013	Fall 2013 Brochure	3,450.24
CREEKSIDE PRINTING	173631	07101303	07/10/2013	Fall 2013 Brochure	1,552.68
CREEKSIDE PRINTING	173631	07101303	07/10/2013	Fall 2013 Brochure	2,415.28
CREEKSIDE PRINTING	173631	07101303	07/10/2013	Fall 2013 Brochure	2,415.28
CREEKSIDE PRINTING	173631	07101303	07/10/2013	Fall 2013 Brochure	1,725.20
RICOH AMERICAS CORP	173697	5000290972	07/10/2013	Ricoh 07/06/13-08/05/13	74.51
RICOH AMERICAS CORP	173697	5000290972	07/10/2013	Ricoh 07/06/13-08/05/13	194.49
MICHAEL STANLEY LANDSCAP	173682	8505	07/10/2013	Weekly maintenance	5,583.00
MICHAEL STANLEY LANDSCAP	173682	8505	07/10/2013	Weekly maintenance	336.00
MICHAEL STANLEY LANDSCAP	173682	8505	07/10/2013	Weekly maintenance	1,089.00
TYLER TECHNOLOGIES, INC	173714	025-73533	07/11/2013	West Ridge Business Office - I	1,031.25
THE LAKOTA GROUP, INC.	173710	13006-04	07/11/2013	Professional fees	10,525.53
DIRK URBAN	173637	244	07/11/2013	Beach pavilion graphics	200.00
RICOH USA, INC	173699	5026833536	07/11/2013	Ricoh 06/11/13 - 07/10/13	446.66
DANIEL CREANEY COMPANY	173635	36934	07/12/2013	Central Park addition	1,908.50
COMCAST	173624	8771100560216556	07/13/2013	RCHP:Service WIFI	52.95
COMCAST	173624	8771100560216556	07/13/2013	RCHP:Service WIFI	81.90
GRANDI BROS.	173649	A575890	07/14/2013	1 Echo trimmer head	27.95
NORTH SHORE GAS	173688	1500039847933	07/15/2013	RCHP	425.49
CALL ONE	173617	101076530000	07/15/2013	July/August 2013	51.05
CALL ONE	173617	101076530000	07/15/2013	July/August 2013	279.19
CALL ONE	173617	101076530000	07/15/2013	July/August 2013	86.97
CALL ONE	173617	101076530000	07/15/2013	July/August 2013	90.43
CALL ONE	173617	101076530000	07/15/2013	July/August 2013	452.41
CALL ONE	173617	101076530000	07/15/2013	July/August 2013	25.96
CALL ONE	173617	101076530000	07/15/2013	July/August 2013	15.32
CALL ONE	173617	101076530000	07/15/2013	July/August 2013	279.19
CALL ONE	173617	101076530000	07/15/2013	July/August 2013	558.38
CALL ONE	173617	101076530000	07/15/2013	July/August 2013	229.72
CALL ONE	173617	101076530000	07/15/2013	July/August 2013	25.36
CALL ONE	173617	101076530000	07/15/2013	July/August 2013	482.06
CALL ONE	173617	101076530000	07/15/2013	July/August 2013	25.53
CALL ONE	173617	101076530000	07/15/2013	July/August 2013	21.30
CALL ONE	173617	101076530000	07/15/2013	July/August 2013	123.79
CALL ONE	173617	101076530000	07/15/2013	July/August 2013	45.95
CALL ONE	173617	101076530000	07/15/2013	July/August 2013	15.32
CALL ONE	173617	101076530000	07/15/2013	July/August 2013	25.45

Expense Approval Report

Payment Dates: 7/19/2013 - 8/8/2013

Vendor Name	Payment Number	Payable Number	Payable Date	Description (Payable)	Amount
CALL ONE	173617	101076530000	07/15/2013	July/August 2013	40.84
CALL ONE	173617	101076530000	07/15/2013	July/August 2013	361.72
CALL ONE	173617	101076530000	07/15/2013	July/August 2013	84.77
CALL ONE	173617	101076530000	07/15/2013	July/August 2013	370.54
CALL ONE	173617	101076530000	07/15/2013	July/August 2013	40.84
CALL ONE	173617	101076530000	07/15/2013	July/August 2013	475.08
CALL ONE	173617	101076530000	07/15/2013	July/August 2013	21.31
CALL ONE	173617	101076530000	07/15/2013	July/August 2013	347.89
CALL ONE	173617	101076530000	07/15/2013	July/August 2013	45.95
STATE FIRE MARSHALL	173704	9498672	07/15/2013	Boiler Inspection fee - pool he	200.00
INTEGRYS ENERGY SERVICES I	173656	28128467-1	07/16/2013	3100 Trail Way Dr April/May	50.76
INTEGRYS ENERGY SERVICES I	173656	28128467-1	07/16/2013	3100 Trail Way Dr April/May	2,326.89
INTEGRYS ENERGY SERVICES I	173656	28128467-1	07/16/2013	3100 Trail Way Dr April/May	6,244.75
Evapco, Inc	173642	0869516-IN	07/16/2013	Centennial Ice Arena ATC-E C	48,127.00
INTEGRYS ENERGY SERVICES, I	173657	1402280-01	07/16/2013	West Ridge, Centennial, Larry	395.08
INTEGRYS ENERGY SERVICES, I	173657	1402280-01	07/16/2013	West Ridge, Centennial, Larry	1,909.09
INTEGRYS ENERGY SERVICES, I	173657	1402280-01	07/16/2013	West Ridge, Centennial, Larry	310.70
INTEGRYS ENERGY SERVICES I	173656	28128467-1	07/16/2013	3100 Trail Way Dr May/June	44.17
INTEGRYS ENERGY SERVICES I	173656	28128467-1	07/16/2013	3100 Trail Way Dr May/June	1,684.08
INTEGRYS ENERGY SERVICES I	173656	28128467-1	07/16/2013	3100 Trail Way Dr May/June	4,784.58
INTEGRYS ENERGY SERVICES I	173656	28206629-1	07/16/2013	2821 Ridge Rd (Heller Nature	481.91
INTEGRYS ENERGY SERVICES I	173656	28261007-1	07/16/2013	1801 Sunset Rd	123.02
INTEGRYS ENERGY SERVICES I	173656	28261007-1	07/16/2013	1801 Sunset Rd	246.10
INTEGRYS ENERGY SERVICES I	173656	28261007-1	07/16/2013	1801 Sunset Rd	246.10
INTEGRYS ENERGY SERVICES I	173656	28261013-1	07/16/2013	Fink Park, Maint Barn, indoor	61.65
INTEGRYS ENERGY SERVICES I	173656	28261013-1	07/16/2013	Fink Park, Maint Barn, indoor	1,845.76
INTEGRYS ENERGY SERVICES I	173656	28261051-1	07/16/2013	Ravine Dr Sec Apt	28.53
INTEGRYS ENERGY SERVICES I	173656	28261208-1	07/16/2013	Hidden Creek Aqua Park	4,453.48
NORTH SHORE SCHOOL DIST	173689	071713	07/17/2013	2014 Dance recital school ren	100.00
NORTH SHORE BASEBALL ACA	173687	071713	07/17/2013	Senior Sport & Girls Play Stro	270.00
NORTH SHORE BASEBALL ACA	173687	071713	07/17/2013	Senior Sport & Girls Play Stro	900.00
NORTH SHORE BASEBALL ACA	173687	071713	07/17/2013	Senior Sport & Girls Play Stro	450.00
WILL ENTERPRISES, INC	173719	162971	07/17/2013	Youth & adult t-shirts	655.98
GRANDI BROS.	173649	A575904	07/17/2013	2 stihl auto cut heads, 1 air fil	78.35
TARGET BANK	173709	00028951204	07/18/2013	Supplies	13.17
TARGET BANK	173709	00028951204	07/18/2013	Supplies	13.55
TARGET BANK	173709	00028951204	07/18/2013	Supplies	7.59
TARGET BANK	173709	00028951204	07/18/2013	Supplies	19.92
TARGET BANK	173709	00028951204	07/18/2013	Supplies	49.68
TARGET BANK	173709	00028951204	07/18/2013	Supplies	12.23
TARGET BANK	173709	00028951204	07/18/2013	Supplies	52.96
TARGET BANK	173709	00028951204	07/18/2013	Supplies	90.23
TARGET BANK	173708	00028951205	07/18/2013	Supplies	134.02
TARGET BANK	173708	00028951205	07/18/2013	Supplies	228.79
TARGET BANK	173708	00028951205	07/18/2013	Supplies	28.49
TARGET BANK	173708	00028951205	07/18/2013	Supplies	9.40
TARGET BANK	173708	00028951205	07/18/2013	Supplies	59.45
TARGET BANK	173708	00028951205	07/18/2013	Supplies	65.68
TARGET BANK	173708	00028951205	07/18/2013	Supplies	46.49
TARGET BANK	173708	00028951205	07/18/2013	Supplies	22.88
TARGET BANK	173708	00028951205	07/18/2013	Supplies	33.74
TARGET BANK	173708	00028951205	07/18/2013	Supplies	51.36
TARGET BANK	173708	00028951205	07/18/2013	Supplies	2.96
TARGET BANK	173708	00028951205	07/18/2013	Supplies	2.97
TARGET BANK	173708	00028951205	07/18/2013	Supplies	35.18
LIONS CLUB OF H.P. & HIGHW	173677	2032	07/18/2013	Reimburse for US Navy coupo	63.00
Zonatherm Products, Inc	173720	13527	07/18/2013	1 Auto transfer switch,start u	95,400.00
ARLINGTON PUBLISHING CO	173609	1977	07/18/2013	Full page display ad summer 2	1,595.00
RICOH USA, INC	173700	5026903091	07/18/2013	Ricoh 06/20/13 - 07/19/13	201.76
RICOH USA, INC	173698	5026903092	07/18/2013	Ricoh 06/20/13 - 07/19/13	138.92

Expense Approval Report

Payment Dates: 7/19/2013 - 8/8/2013

Vendor Name	Payment Number	Payable Number	Payable Date	Description (Payable)	Amount
CARDNO JFNEW	173618	61340	07/18/2013	Skokie Woods professional se	2,882.47
MICHAEL STANLEY LANDSCAP	173682	8520	07/18/2013	West Ridge asphalt walk resto	5,030.00
MIDWEST FENCING ACADEM	173683	071913	07/19/2013	Summer 2013 registration fee	75.24
CHICAGO FIRE JUNIORS NORT	173621	071913	07/19/2013	Girls Play Strong camp 7/15 -	160.00
SUNBURST SPORTSWEAR, I	173706	111928	07/19/2013	Senior sports camp shirts	58.82
ADP, INC.	173599	423577270	07/19/2013	ADP HR/Benefits Solution	691.60
ADP, INC.	173599	423577270	07/19/2013	ADP HR/Benefits Solution	2,315.36
ADP, INC.	173600	423577555	07/19/2013	Autopay II Processing 07/15/1	230.00
ADP, INC.	173600	423577555	07/19/2013	Autopay II Processing 07/15/1	770.00
CRAFTWOOD LUMBER	173630	168485	07/02/2013	Supplies	39.30
CRAFTWOOD LUMBER	173630	168512	07/02/2013	Supplies	76.11
CRAFTWOOD LUMBER	173630	168532	07/02/2013	Supplies	14.02
COMCAST	173625	8771100560000158	07/20/2013	Deer Creek Courts:Service TV	10.63
COMCAST	173623	8771100560025398	07/20/2013	SVGC:Service	40.44
ILLINOIS DEPT. OF REVENUE	DFT0000038	June 2013	07/20/2013	June 2013	177.00
ILLINOIS DEPT. OF REVENUE	DFT0000038	June 2013	07/20/2013	June 2013	107.00
ILLINOIS DEPT. OF REVENUE	DFT0000038	June 2013	07/20/2013	June 2013	17.00
LAUTERBACH & AMEN, LLP	173675	2275	07/22/2013	Professional services rendere	17,000.00
CENTERPOINT ENERGY SERVI	173620	4503701	07/22/2013	Aquatic Park NSG 0179425, R	332.99
CENTERPOINT ENERGY SERVI	173620	4503701	07/22/2013	Aquatic Park NSG 0179425, R	704.05
RICOH USA, INC	173701	5026931355	07/22/2013	Ricoh 06/24/13 - 07/23/13	59.74
COMCAST	173627	8771100560326629	07/22/2013	ADMIN:Cable/Internet	134.85
GRANDI BROS.	173649	A575916	07/22/2013	4 carburetors, 2 trimmer hea	269.70
MARY LASKEY	173681	032013	07/23/2013	Camp photography	260.00
DAN HEUSER	173633	072313	07/23/2013	Professional fee 07/23/13	60.00
3301-NCPERS - IL IMRF	173595	072313	07/23/2013	NCPERS Group Life Insurance	80.00
Jose Antonio Marban	173670	072313	07/23/2013	Reimbursement for vehicle w/	135.00
RICOH USA, INC	173702	5026960231	07/23/2013	Ricoh 06/24/13 - 07/23/13	239.54
RICOH USA, INC	173702	5026960231	07/23/2013	Ricoh 06/24/13 - 07/23/13	625.24
PEARL PUBLICATIONS LLC	173693	072413	07/24/2013	Full page color HP fall-winter-	1,025.00
AIR COMFORT CORP	173602	102622	07/24/2013	Centennial Ice Arena	18,282.00
ABSOLUTE HOME IMPROVEM	173597	13605	07/24/2013	Roof repair	2,000.00
FRIENDLY FARMS LTD	173645	3176	07/24/2013	Camp Sunshine supplies 7/24	700.00
COMCAST	173626	8771100560326645	07/24/2013	Heller Nature Center:Service	134.85
NORTH SHORE GAS	173688	1500021101775	07/25/2013	2900 Trail Way, Cunniff Park S	38.90
NORTH SHORE GAS	173688	1500026370346	07/25/2013	3100 Trail Way	38.03
TYLER TECHNOLOGIES, INC	173714	025-75108	07/25/2013	West Ridge Business Office - I	7,644.00
TYLER TECHNOLOGIES, INC	173714	025-75109	07/25/2013	West Ridge Business Office - I	3,304.95
Herb Rivers	173651	072513	07/25/2013	4th of July tournament umpir	114.00
WAYNE ROBACHESKI	173718	072513	07/25/2013	4th of July tournament umpir	285.00
TONY ROSS	173712	072513	07/25/2013	4th of July tournament umpir	570.00
BRUCE SHUDY	173616	072513	07/25/2013	4th of July tournament umpir	114.00
COREY KING	173629	072513	07/25/2013	4th of July tournament umpir	114.00
JAY BACH	173660	072513	07/25/2013	4th of July tournament umpir	285.00
AL LEVY	173603	072513	07/25/2013	4th of July tournament umpir	171.00
ANDY KUBECK	173607	072513	07/25/2013	4th of July tournament umpir	114.00
JAY ZIMMERMAN	173661	072513	07/25/2013	4th of July tournament assign	648.00
Jim Statza	173665	072513	07/25/2013	4th of July tournament umpir	228.00
IVAN PALAMORE	173658	072513	07/25/2013	4th of July tournament umpir	228.00
Dan Thomas	173634	072513	07/25/2013	4th of July tournament umpir	228.00
ED SOLGER	173641	072513	07/25/2013	4th of July tournament fees	342.00
BEN GRAY	173612	072513	07/25/2013	4th of July tournament umpir	57.00
LOU WHITE	173678	072513	07/25/2013	4th of July tournament umpir	57.00
Jim Pazik	173664	072513	07/25/2013	4th of July tournament umpir	171.00
DARIUS ARDELEAN	173636	072513	07/25/2013	4th of July tournament umpir	228.00
Tim Hublein	173711	072513	07/25/2013	4th of July tournament umpir	228.00
DRUE HOFFMAN	173640	072513	07/25/2013	4th of July tournament umpir	171.00
JOE FIDDLER	173656	072513	07/25/2013	4th of July tournament umpir	342.00
JOHN DORAN	173657	072513	07/25/2013	4th of July tournament umpir	228.00
MIKE DORAN	173685	072513	07/25/2013	4th of July tournament umpir	171.00

Expense Approval Report

Payment Dates: 7/19/2013 - 8/8/2013

Vendor Name	Payment Number	Payable Number	Payable Date	Description (Payable)	Amount
KEN FANTI	173672	072513	07/25/2013	4th of July tournament umpir	57.00
MARC ECKLAND	173679	072513	07/25/2013	4th of July tournament umpir	228.00
MIKE JULIAN	173686	072513	07/25/2013	4th of July tournament umpir	114.00
BILL HORGAN	173613	072513	07/25/2013	4th of July tournament umpir	228.00
PHIL FOLINO	173694	072513	07/25/2013	4th of July tournament umpir	344.00
Mike Boyer	173684	072513	07/25/2013	4th of July tournament umpir	57.00
AARON FINK	173596	072513	07/25/2013	4th of July tournament umpir	228.00
MARK GUERRO	173680	072513	07/25/2013	4th of July tournament umpir	171.00
LESTER GIBSON	173676	072513	07/25/2013	4th of July tournament umpir	228.00
NORTH SHORE YACHT CLUB	173690	072513	07/25/2013	Contribution for mobile office	574.40
GRANT BOYLE	173650	10106	07/25/2013	Photography fee	140.00
CENTERPOINT ENERGY SERVI	173619	4507571	07/25/2013	Aquatic Park NSG 0179425, R	3,689.58
CENTERPOINT ENERGY SERVI	173619	4507571	07/25/2013	Aquatic Park NSG 0179425, R	367.95
AEREX PEST CONTROL	173601	926813	07/25/2013	Service	57.00
NORTH SHORE GAS	173688	8500006974564	07/26/2013	1390 Sunset Rd	145.39
NORTH SHORE BASEBALL ACA	173687	072613	07/26/2013	Field coordinators June 2013	140.00
NORTH SHORE BASEBALL ACA	173687	072613	07/26/2013	Field coordinators June 2013	200.00
NORTH SHORE BASEBALL ACA	173687	072613	07/26/2013	Field coordinators June 2013	2,035.00
NORTH SHORE BASEBALL ACA	173687	072613	07/26/2013	Field coordinators June 2013	150.00
NORTH SHORE BASEBALL ACA	173687	072613	07/26/2013	Field coordinators June 2013	200.00
ALLSTAR ASPHALT, INC	173604	072613	07/26/2013	Old Elm, West Ridge	4,036.50
ALLSTAR ASPHALT, INC	173604	072613	07/26/2013	Old Elm, West Ridge	6,709.50
CRAFTWOOD LUMBER	173630	169818	07/26/2013	Supplies	17.01
INTEGRYS ENERGY SERVICES I	173656	25778270-2	07/26/2013	Egandale sec. light at boating	140.71
ADP, INC.	173598	423896297	07/26/2013	Autopay II Processing 07/19/1	174.48
ADP, INC.	173598	423896297	07/26/2013	Autopay II Processing 07/19/1	584.15
UW/NORTH SHORE/HIGHLAN	173715	0111208400	07/29/2013	United Way	80.00
CREEKSIDE PRINTING	173631	07291304	07/29/2013	Athletics Brochure 2013	6,108.00
GARY KANTOR	173648	072913	07/29/2013	Camp workshops 7/9/13 & 7/	1,045.00
Aaron Berndt	173588	1351558	07/29/2013	Refund	45.00
Family Service Prevention Edu	173591	1351564	07/29/2013	Refund	45.00
Yuridia Ocampo	173594	1351590	07/29/2013	Refund	45.00
Ernie Quire	173590	1351599	07/29/2013	Refund	45.00
Julla Villaneva	173592	1351611	07/29/2013	Refund	45.00
Tom Gindorff	173593	1351632	07/29/2013	Refund	45.00
GRANDI BROS.	173649	A575848	07/03/2013	green generator & weed whip	70.90
GRANDI BROS.	173649	A575848	07/03/2013	green generator & weed whip	99.90
MARY LASKEY	173681	042013	07/30/2013	Camp photography	480.00
CRAFTWOOD LUMBER	173630	169923	07/30/2013	Supplies	9.49
TOWNSHIP HIGH SCHOOL	173713	201405	07/30/2013	Auditorium rental HP String c	108.17
ILLINOIS GIRLS LACROSSE ASS	173654	527	07/30/2013	Girls Play Strong camp clinic	80.00
HI-LAND ART & FRAME	173653	702	07/30/2013	Supplies	44.10
HI-LAND ART & FRAME	173653	704	07/30/2013	Supplies	10.79
HI-LAND ART & FRAME	173653	706	07/30/2013	Supplies	21.58
PARK DISTRICT RISK MGMT A	173692	073113	07/31/2013	Property/Liability/Workers Co	303.75
PARK DISTRICT RISK MGMT A	173692	073113	07/31/2013	Property/Liability/Workers Co	5,065.42
PARK DISTRICT RISK MGMT A	173692	073113	07/31/2013	Property/Liability/Workers Co	9,380.17
PARK DISTRICT RISK MGMT A	173692	073113	07/31/2013	Property/Liability/Workers Co	10,345.00
PARK DISTRICT RISK MGMT A	173692	073113	07/31/2013	Property/Liability/Workers Co	1,809.50
JOHN F. CAWOOD III	173668	002	07/31/2013	Ravine education program ser	10,280.37
PARK DISTRICT RISK MGMT A	173691	073113	07/31/2013	Health Invoice	16,057.40
AUDE WILKINS-PETTY CASH	173611	073113	07/31/2013	Reimburse petty cash	20.00
PARK DISTRICT RISK MGMT A	173691	073113	07/31/2013	Health Invoice	27,275.69
PARK DISTRICT RISK MGMT A	173691	073113	07/31/2013	Health invoice	19,377.82
PARK DISTRICT RISK MGMT A	173691	073113	07/31/2013	Health Invoice	749.46
PARK DISTRICT RISK MGMT A	173691	073113	07/31/2013	Health invoice	4,721.87
GARY KANTOR	173648	073113	07/31/2013	July 2013 class fee	147.40
PARK DISTRICT RISK MGMT A	173691	073113	07/31/2013	Health invoice	3,119.86
PARK DISTRICT RISK MGMT A	173691	073113	07/31/2013	Health Invoice	776.53
PARK DISTRICT RISK MGMT A	173691	073113	07/31/2013	Health invoice	435.89

Expense Approval Report

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Vendor Name	Payment Number	Payable Number	Payable Date	Description (Payable)	Amount
PARK DISTRICT RISK MGMT A	173691	073113	07/31/2013	Health invoice	1,313.92
PARK DISTRICT RISK MGMT A	173691	073113	07/31/2013	Health invoice	531.47
PARK DISTRICT RISK MGMT A	173691	073113	07/31/2013	Health invoice	328.59
PARK DISTRICT RISK MGMT A	173691	073113	07/31/2013	Health invoice	3,453.31
PARK DISTRICT RISK MGMT A	173691	073113	07/31/2013	Health invoice	5,116.74
PARK DISTRICT RISK MGMT A	173691	073113	07/31/2013	Health invoice	2,014.75
HIGHLAND PARK BANK & TRU	173652	073113	07/31/2013	Gift card prizes - North Shore	4,464.75
PARK DISTRICT RISK MGMT A	173691	073113	07/31/2013	Health invoice	6,343.33
PARK DISTRICT RISK MGMT A	173691	073113	07/31/2013	Health Invoice	1,881.22
PARK DISTRICT RISK MGMT A	173691	073113	07/31/2013	Health Invoice	1,634.25
PARK DISTRICT RISK MGMT A	173691	073113	07/31/2013	Health invoice	5,366.46
AUDE WILKINS-PETTY CASH	173611	073113	07/31/2013	Reimburse petty cash	24.50
PARK DISTRICT RISK MGMT A	173691	073113	07/31/2013	Health invoice	5,223.63
AUDE WILKINS-PETTY CASH	173611	073113	07/31/2013	Reimburse petty cash	20.25
AUDE WILKINS-PETTY CASH	173611	073113	07/31/2013	Reimburse petty cash	6.40
AUDE WILKINS-PETTY CASH	173611	073113	07/31/2013	Reimburse petty cash	23.33
Forest Preserve District of Co	173643	2013-0271	07/31/2013	Special event permit 10/19/1	50.00
ALLTOWN BUS SERVICE, INC	173605	510993	07/31/2013	July 2014 Camp bus Invoice	4,914.36
ALLTOWN BUS SERVICE, INC	173605	510993	07/31/2013	July 2014 Camp bus invoice	4,914.36
ALLTOWN BUS SERVICE, INC	173605	510993	07/31/2013	July 2014 Camp bus Invoice	5,897.23
ALLTOWN BUS SERVICE, INC	173605	510993	07/31/2013	July 2014 Camp bus invoice	10,052.10
ALLTOWN BUS SERVICE, INC	173605	510993	07/31/2013	July 2014 Camp bus Invoice	13,938.91
ALLTOWN BUS SERVICE, INC	173605	510993	07/31/2013	July 2014 Camp bus invoice	4,914.36
ALLTOWN BUS SERVICE, INC	173605	510993	07/31/2013	July 2014 Camp bus Invoice	4,020.85
ALLTOWN BUS SERVICE, INC	173605	510993	07/31/2013	July 2014 Camp bus invoice	3,853.35
ALLTOWN BUS SERVICE, INC	173605	510993	07/31/2013	July 2014 Camp bus Invoice	7,259.85
ALLTOWN BUS SERVICE, INC	173605	510993	07/31/2013	July 2014 Camp bus invoice	6,031.26
ALLTOWN BUS SERVICE, INC	173605	510993	07/31/2013	July 2014 Camp bus Invoice	2,903.94
ALLTOWN BUS SERVICE, INC	173605	510993	07/31/2013	July 2014 Camp bus invoice	1,608.33
ALLTOWN BUS SERVICE, INC	173605	510993	07/31/2013	July 2014 Camp bus Invoice	4,914.36
ALLTOWN BUS SERVICE, INC	173605	510993	07/31/2013	July 2014 Camp bus invoice	502.56
ALLTOWN BUS SERVICE, INC	173605	510993	07/31/2013	July 2014 Camp bus Invoice	4,914.36
ALLTOWN BUS SERVICE, INC	173605	510993	07/31/2013	July 2014 Camp bus invoice	2,457.18
ALLTOWN BUS SERVICE, INC	173605	510993	07/31/2013	July 2014 Camp bus Invoice	2,457.18
ALLTOWN BUS SERVICE, INC	173605	510993	07/31/2013	July 2014 Camp bus invoice	4,914.36
ALLTOWN BUS SERVICE, INC	173605	510993	07/31/2013	July 2014 Camp bus Invoice	72.87
MICHAEL STANLEY LANDSCAP	173682	8525	07/31/2013	Weekly maintenance	6,758.75
MICHAEL STANLEY LANDSCAP	173682	8525	07/31/2013	Weekly maintenance	509.00
MICHAEL STANLEY LANDSCAP	173682	8525	07/31/2013	Weekly maintenance	1,373.00
RACE TIME INC	173695	8630	07/05/2013	06/30/13 supplies	63.00
RACE TIME INC	173695	1630	07/05/2013	06/30/13 supplies	745.37
JOHN STUTZ	173669	070613	07/06/2013	2nd payment for travel baseb	2,100.00
CRAFTWOOD LUMBER	173630	168665	07/07/2013	Supplies	6.00
COMCAST	173622	8771100560078907	07/08/2013	RCHP:Service TV	91.42
LAKE FOREST PARKS AND REC	173674	020813	08/01/2013	Group sailing, paddleboarding	250.00
ANDY MOFFAT	173608	080113	08/01/2013	Tournament total for 2013	175.00
S.U.A.	173703	166	08/01/2013	July 2013 umpire fees	58.00
S.U.A.	173703	166	08/01/2013	July 2013 umpire fees	564.00
BRUCE POWELL	173615	24249	08/01/2013	Professional fees Circus camp	271.00
ALLTOWN BUS SERVICE, INC	173605	510992	08/01/2013	June 2013 Bus Camp Invoice -	2,233.80
ALLTOWN BUS SERVICE, INC	173605	510992	08/01/2013	June 2013 Bus Camp Invoice -	2,233.80
ALLTOWN BUS SERVICE, INC	173605	510992	08/01/2013	June 2013 Bus Camp Invoice -	2,680.56
ALLTOWN BUS SERVICE, INC	173605	510992	08/01/2013	June 2013 Bus Camp Invoice -	11,169.00
ALLTOWN BUS SERVICE, INC	173605	510992	08/01/2013	June 2013 Bus Camp Invoice -	2,233.80
ALLTOWN BUS SERVICE, INC	173605	510992	08/01/2013	June 2013 Bus Camp Invoice -	4,244.24
ALLTOWN BUS SERVICE, INC	173605	510992	08/01/2013	June 2013 Bus Camp Invoice -	6,701.40
ALLTOWN BUS SERVICE, INC	173605	510992	08/01/2013	June 2013 Bus Camp Invoice -	1,787.04
ALLTOWN BUS SERVICE, INC	173605	510992	08/01/2013	June 2013 Bus Camp Invoice -	2,233.80
ALLTOWN BUS SERVICE, INC	173605	510992	08/01/2013	June 2013 Bus Camp Invoice -	223.36
ALLTOWN BUS SERVICE, INC	173605	510992	08/01/2013	June 2013 Bus Camp Invoice -	2,233.80

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Vendor Name	Payment Number	Payable Number	Payable Date	Description (Payable)	Amount
ALLTOWN BUS SERVICE, INC	173605	510992	08/01/2013	June 2013 Bus Camp Invoice -	1,116.90
ALLTOWN BUS SERVICE, INC	173605	510992	08/01/2013	June 2013 Bus Camp Invoice -	1,116.90
ALLTOWN BUS SERVICE, INC	173605	510992	08/01/2013	June 2013 Bus Camp Invoice -	13.25
ALLTOWN BUS SERVICE, INC	173605	510992	08/01/2013	June 2013 Bus Camp Invoice -	2,233.80
CHICAGO FIRE JUNIORS NORT	173621	080213	08/02/2013	Senior sport camp 7/30,8/01,	240.00
JENETTE RUNGE	173663	HPPD1310	08/03/2013	07/28/13 Professional fee	185.00
STEVE OLSON PRINTING & DE	173705	8302	08/05/2013	Suppltes	229.00
MARY LASKEY	173681	052013	08/06/2013	Senior camp 08/01/13 photog	420.00
Doug Kessel	173639	080613	08/06/2013	Mens softball "A" bracket cha	250.00
BRIAN EVANS	173614	080613	08/06/2013	College prep season and tour	500.00
RICK YOLING	173696	080613	08/06/2013	Mens team tournament cham	250.00
FRANK MASTRO	173644	080613	08/06/2013	Umpire fees	2,788.50
James McCraren	173659	080613	08/06/2013	Men's softball champions	250.00
KEN KOTULA	173673	080613	08/06/2013	Men's team season champion	250.00
Full Package Boys Basketball	173647	080613	08/06/2013	Summer basketball prep clinic	1,347.50
VALERIE LORIMER GRAPHIC D	173716	080613	08/06/2013	HP Stings 2013-2014 concert	804.00
VISION INTERNET PROVIDERS,	173717	25216	08/06/2013	Web hosting monthly fee	400.00
JEFF SCHWARZ	173662	2926190693190	08/06/2013	Adult softball officials	1,632.00
Illinois Table Tennis Club	173655	004	08/07/2013	2 table tennis tables	1,500.00
Full Package Boys Basketball	173647	080713	08/07/2013	Girls Play Strong camp Instruc	520.00
SUSIE BRUGIONI	173707	080713	08/07/2013	Regular & post season tourna	500.00
				Grand Total:	681,299.41

Report Summary

Fund Summary

Fund	Payment Amount
01 - GENERAL CORPORATE	121,901.92
29 - RECREATION	319,398.45
70 - CAPITAL PROJECTS	239,999.04
Grand Total:	681,299.41

Account Summary

Account Number	Account Name	Payment Amount
01-11-000-620506	AUDIT EXPENSE	17,000.00
01-11-000-620515	PAYROLL PROCESSING S	1,096.08
01-11-000-620519	DUPLICATING EXPENSE	452.97
01-11-000-620524	MARKETING/SPECIAL PR	229.00
01-11-000-620530	PROFESSIONAL FEES	17,110.53
01-11-000-620540	MAINTENANCE CONTRA	460.00
01-11-000-630582	EMPLOYEE HEALTH & LI	16,057.40
01-11-000-630584	LIABILITY INSURANCE	5,369.17
01-11-000-630585	PROPERTY INSURANCE	9,380.17
01-11-000-630587	WORKMEN'S COMPENS	10,345.00
01-11-000-630589	EMPLOYMENT PRACTICE	1,829.50
01-11-000-640616	MATERIALS & SUPPLIES	76.47
01-11-000-661588	ELECTRICITY	123.02
01-11-000-663591	TELEPHONE	960.05
01-11-000-663592	CABLE/INTERNET	322.65
01-11-208200	LIFE INSURANCE	80.00
01-11-208400	EMPLOYEE REIMB OR C	80.00
01-14-000-620543	LANDSCAPE SERVICES	12,341.75
01-14-000-630582	EMPLOYEE HEALTH & LI	27,275.69
01-14-000-640688	LUMBER MATERIALS	9.49
01-14-000-640701	LANDSCAPE MATERIALS	71.76
01-14-000-652851	LANDSCAPE EQUIPMEN	446.90
01-14-000-652902	MISC EQUIPMENT	234.90
01-14-000-661588	ELECTRICITY	431.21
01-14-000-662589	NATURAL GAS	76.93
01-14-000-663591	TELEPHONE	41.28
29-11-000-620515	PAYROLL PROCESSING S	3,669.51
29-11-000-620519	DUPLICATING EXPENSE	819.73
29-11-000-620574	STAFF DEVELOPMENT	134.02
29-11-000-630582	EMPLOYEE HEALTH & LI	19,377.82
29-11-000-663591	TELEPHONE	279.19
29-11-208300	SALES TAX	284.00
29-11-259000	TRANSFERS AND REFUN	588.75
29-22-000-620502	ADVERTISING AND PRO	1,025.00
29-22-000-630582	EMPLOYEE HEALTH & LI	749.46
29-22-000-640616	MATERIALS & SUPPLIES	140.00
29-22-000-640686	PHOTOGRAPHIC	1,345.00
29-24-000-620540	MAINTENANCE CONTRA	845.00
29-24-000-620568	PUBLICATIONS	2,760.32
29-24-000-630582	EMPLOYEE HEALTH & LI	4,721.87
29-24-000-662589	NATURAL GAS	395.08
29-24-000-663591	TELEPHONE	788.10
29-24-417-693417	MARTIAL ARTS	5,814.90
29-24-420-693420	YOUTH DANCE & PIANO	100.00
29-24-557-693557	VARIETY	222.64
29-26-000-620568	PUBLICATIONS	6,108.00
29-26-000-630582	EMPLOYEE HEALTH & LI	3,119.86
29-26-000-640616	MATERIALS & SUPPLIES	228.79
29-26-000-661588	ELECTRICITY	4,257.07
29-26-000-663591	TELEPHONE	25.36

Account Summary

Account Number	Account Name	Payment Amount
29-26-127-693127	BOY'S TRAVEL BASKETB	58.00
29-26-145-693145	BOYS TRAVEL BASEBALL	2,240.00
29-26-156-693156	TOURNAMENTS	6,749.00
29-26-165-693165	GIRL'S PLAY STRONG CA	8,698.16
29-26-180-693180	BOYS TRIPLE A/MAJORS	200.00
29-26-187-693187	BOYS SINGLE/DOUBLE A	2,035.00
29-26-190-693190	ADULT SOFTBALL	6,420.50
29-26-194-693194	GIRLS JUNIOR/ROOKIE S	150.00
29-26-200-693200	CLINICS	2,003.48
29-26-322-693322	SPORTS CAMP	9,568.16
29-26-395-693395	SUMMER BASEBALL	764.00
29-28-000-620568	PUBLICATIONS	271.00
29-28-000-630582	EMPLOYEE HEALTH & LI	776.53
29-28-315-693315	CAMP SUNSHINE	9,521.61
29-28-320-693320	KIDS CREW	36,227.89
29-28-322-693322	SPORTS CAMP	8,936.98
29-28-325-693325	CAMP BIG/LIL TOP	12,171.76
29-28-326-693326	SWEAT SHOP	19,992.51
29-28-341-693341	JR. SPORTS CAMP PLUS	6,299.31
29-29-000-630582	EMPLOYEE HEALTH & LI	435.89
29-29-214-693214	HIGHLAND PARK STRING	912.17
29-29-796-693796	FIRECRACKER 4	842.11
29-29-823-693823	INDEPENDENCE DAY	1,339.11
29-31-000-620540	MAINTENANCE CONTRA	2,462.00
29-31-000-630582	EMPLOYEE HEALTH & LI	1,313.92
29-31-000-640616	MATERIALS & SUPPLIES	75.60
29-31-000-652100	EQUIPMENT REPAIRS	200.00
29-31-000-661588	ELECTRICITY	4,453.48
29-31-000-662589	NATURAL GAS	4,022.57
29-31-000-663591	TELEPHONE	507.59
29-33-000-630582	EMPLOYEE HEALTH & LI	531.47
29-33-000-640616	MATERIALS & SUPPLIES	17.01
29-34-000-630582	EMPLOYEE HEALTH & LI	328.59
29-34-000-640616	MATERIALS & SUPPLIES	574.40
29-34-000-661588	ELECTRICITY	140.71
29-34-000-663591	TELEPHONE	21.30
29-38-000-620519	DUPLICATING EXPENSE	59.74
29-38-000-620568	PUBLICATIONS	3,450.24
29-38-000-630582	EMPLOYEE HEALTH & LI	3,453.31
29-38-000-661588	ELECTRICITY	11,029.33
29-38-000-662589	NATURAL GAS	1,909.09
29-38-000-663591	TELEPHONE	169.74
29-41-000-630582	EMPLOYEE HEALTH & LI	5,116.74
29-41-000-663591	TELEPHONE	40.77
29-42-000-620502	ADVERTISING AND PRO	1,595.00
29-42-000-620545	MISCELLANEOUS CONTR	40.44
29-42-000-620568	PUBLICATIONS	1,552.68
29-42-000-630582	EMPLOYEE HEALTH & LI	2,014.75
29-42-000-640639	NORTH SHORE AMATEU	4,464.75
29-42-000-662589	NATURAL GAS	145.39
29-42-000-663591	TELEPHONE	402.56
29-42-116-693116	GOLF CAMP	7,148.16
29-49-000-620519	DUPLICATING EXPENSE	446.66
29-49-000-620540	MAINTENANCE CONTRA	7,730.65
29-49-000-620568	PUBLICATIONS	2,415.28
29-49-000-630582	EMPLOYEE HEALTH & LI	6,343.33
29-49-000-662589	NATURAL GAS	1,497.49
29-49-000-663591	TELEPHONE	455.31

Account Summary

Account Number	Account Name	Payment Amount
29-51-000-630582	EMPLOYEE HEALTH & LI	1,881.22
29-53-000-630582	EMPLOYEE HEALTH & LI	1,634.25
29-53-773-693773	LEARN TO SWIM	155.42
29-55-000-620540	MAINTENANCE CONTRA	10.63
29-55-000-620568	PUBLICATIONS	2,415.28
29-55-000-630582	EMPLOYEE HEALTH & LI	5,366.46
29-55-000-640616	MATERIALS & SUPPLIES	1,500.00
29-55-000-651038	BUILDING REPAIRS	2,000.00
29-55-000-661588	ELECTRICITY	1,845.76
29-55-000-662589	NATURAL GAS	310.70
29-55-000-663591	TELEPHONE	515.92
29-56-000-640621	TOURNAMENT EXPENSE	175.00
29-56-008-693008	YOUTH TENNIS CAMP	7,874.08
29-61-000-465000	BEEKEEPING/HONEY	17.00
29-61-000-620519	DUPLICATING EXPENSE	201.76
29-61-000-620520	EDUCATION AND TRAINI	24.50
29-61-000-620568	PUBLICATIONS	1,725.20
29-61-000-630582	EMPLOYEE HEALTH & LI	5,223.63
29-61-000-640604	CUSTODIAL SUPPLIES	57.00
29-61-000-640616	MATERIALS & SUPPLIES	271.61
29-61-000-661588	ELECTRICITY	481.91
29-61-000-663591	TELEPHONE	415.15
29-61-245-693245	PUBLIC PROGRAMS	56.40
29-61-532-693532	SAND TRACKERS	3,577.04
29-61-534-693534	COAST GUARDIANS	3,577.05
29-61-566-693566	TREKKERS	7,507.61
29-61-567-693567	OUTDOOR ADVENTURE	35.18
70-11-912-720806	EQUIPMENT	161,809.00
70-11-912-720814	LAND IMPROVEMENTS	33,300.00
70-11-913-620530	PROFESSIONAL FEES	1,908.50
70-11-922-720814	LAND IMPROVEMENTS	2,882.47
70-11-951-720814	LAND IMPROVEMENTS	4,036.50
70-11-967-620530	PROFESSIONAL FEES	10,280.37
70-11-990-720814	LAND IMPROVEMENTS	11,739.50
70-11-991-720806	EQUIPMENT	14,042.70
	Grand Total:	681,299.41

Project Account Summary

Project Account Key	Payment Amount
None	681,299.41
Grand Total:	681,299.41