



Emergency Response Plan (ERP)

**A supplement to the DNR/Muskegon State Park Emergency Response
Plan specific to the Muskegon Luge Sports Park**

Revised: January 2020

Purpose: The ERP dictates procedures for a variety of emergencies. The ERP has been developed to ensure an emergency plan is implemented swiftly and safely. The ERP will be reviewed bi-annually by First Aid/Safety Patrol Committee made up by appropriate sports council staff, DNR personnel, and key volunteers. Emergency plan, will be filed with DNR Local Office and local emergency response agencies.

Pre-Emergency Planning and Coordination With Outside Parties

- Bi-Annual ERP review by MSC Safety Patrol Committee
- Establish well trained staff designated as Emergency Rescue Team
- Personnel Roles, Level of Safety Training, and Lines of Authority
- Establish volunteer MWSC First Aid Safety/First Aid Patrol

ERP recognition and procedures to address emergencies within the lease area concentrated at following venues

- Luge
- Ski Trails
- Ice Skating Rink
- Snowshoe Trails
- Sledding Hill, Lodge, Parking Lot
- Outside sports park lease area

MWSC-Emergency Response Plan

Overview

Index

Emergency Alerting and Contacts

Venue First Aid Treatment Areas/Rescue Equipment

Safety Patrol- First Aid/CPR

Evacuation

Lost or Missing Guest

Incident Reporting

Attachments:

- **Rescue Route Map**
- **DNR Contact and Resource**

Emergency Alerting and Contact Information

Winter Business Hours Weather Permitting Daily 10am-10pm

Off-Season Summer Hours (Check msports.org)

Emergency Contact Information

Emergency Services- 911

(First responders will likely include fire, ambulance and police.)

Report Emergency and Location

Muskegon Winter Sports Complex -Muskegon State Park

462 Scenic Dr North Muskegon, Mi 49445

Driveway entrance entrance on east side of road ¼ mile south of Fenner Rd

Contact First Aid/Safety Patrol & Sports Complex Management:

Lodge- Channel 1 or 231-744-9629

Luge Channel 2

Private Channel Emergency Channel 3

Management In Order Of Command

Jim Rudicil 231-206-6759

Bill Bailey 231-343-9879

Dan Bonner 231-736-8947

DNR Management/Rangers (Emergency Call Only/ Do Not Give Out/ General Questions Only

Private line 231-744-9426

DNR Unit Supervisor Greg Sherburn 231-624-1541

Park Ranger Matt Schwemin 231-375-9940

Park Ranger-Josh Fogle 616-405-1379

First Aid/ Emergency Command Center - Will be located at the sports lodge.

Appropriate personnel to include management, lodge lead, Luge coaches, groomers, and Safety Patrol are required to carry two-way radios.

Sports Park Two Way Radio Communications

Lodge Channel 1

Luge Channel 2

EMT/Safety Patrol Emergencies Channel 3

Emergency Equipment and Apparatus- Ski-doo Skandic Snowmobile (studded tracks, seating for two, and tow hitch) Landscape tractor with bucket, Rescue toboggan sled,

First Aid Kits at lodge check-in, lodge garage, luge yurt

AED's located in lodge on wall of rental equipment counter and at luge/zipline yurt.

Fire extinguishers throughout, blanket..

First Aid Treatment Area Locations/ Rescue Equipment

Sports Lodge- Garage First Aid Area

The first aid treatment area will be located in the lodge garage. It will be stocked with first aid equipment for minor injuries. Guests suffering minor injuries and looking for minor first aid will be ushered to this area by staff/volunteers

Luge

Minor Injuries- Luge yurt will be stocked with first aid equipment for minor injuries.

Participants suffering minor injury and looking for minor first aid will be ushered to this area by staff/volunteers.

Serious Injury- Luge yurt will have a field response bag with all necessary first aid equipment EXCEPT an AED. Participants suffering more severe injuries will be dealt with in their respective locations as appropriate. If a patient is ambulatory they may be moved inside the garage or luge yurt. If a patient is not ambulatory they will be treated on-site and either transported or stabilized to wait for EMS.

Remote Rescue- Snowmobile/Rescue Sled stocked with first aid kit and blankets.

External Equipment Resources

DNR

- *See Attached*

FIRST AID/ CPR/ AED

Establish procedures for the administration of emergency first aid services within the complex lease area. To include first aid by Safety Patrol and emergency treatment/ trail rescue by Emergency Rescue Patrol.

Safety Patrol

Made up of staff and volunteers who have been adequately trained in

- First Aid CPR and AED
- Radio Protocol
- Annual ERP Training.

Emergency Rescue Patrol Designated staff shall make up the designated Emergency Rescue Patrol. Designated personnel shall be trained in

- First Aid/CPR,
- AED
- Safe rescue equipment operation.
- Knowledge of best rescue routes for each venue
- Staff and volunteers will not move participants suspected of head, neck, or back injuries. Exceptions include staff with appropriate certifications (EMT), or when staying stationary would be an immediate risk to life or limb of participant or rescuers.

Minor First Aid (Safety Patrol & Emergency Rescue Patrol)

In case of minor injuries including blisters, minor wounds, dizziness, etc. participants will be advised to go to the medical area at sports lodge. Transported if necessary.

First aid caregiver will treat minor injuries. If the minor injury requires substantial treatment or prolonged recovery medical team will notify injured emergency contacts and arrange for a transfer of care.

First aid caregiver will recover participant information and fill out an incident report

Serious Injury. Medical Emergency Extraction (Emergency Rescue Patrol)

- AED and first aid kits located in designated areas
- Safety Patrol notified and dispatched to emergency
- Safety patrol assesses injury and decides appropriate first aid
- Injuries requiring extraction- Notify 911 with the following patient information, location, age, details of the injury and any treatments given. Notify sports complex management, DNR personnel and security with the same information.
- Trail Rescue - Trained Safety Patrol personnel will utilize snowmobile/ rescue sled to respond to trail emergencies
- Safety Patrol to designate staff person to meet first responders at site entrance and guide them to the injured party.
- Perimeter established by Safety Patrol to enable adequate care and access by first responders
- Safety Patrol will recover participant information and fill out an incident report

Evacuation

General procedures for evacuation of one of our venues due to weather, power outage, fire, etc.

- In case of an emergency the director or on site management will hail lead rescue personnel and switch all emergency communications to channel 4. Emergency services (911) notified if deemed necessary.
- Lead personnel will inform staff and volunteers of evacuation and team up to begin an orderly evacuation of venue.
- Participants will be instructed to begin walking back to the lodge or designated area of safety determined by management.
- Announcements will be given over loudspeaker if appropriate.
- Snowmobiles will be used to transport first responders, additional staff, DNR officials to areas of emergency.

Lost or Missing Child/Guest

Child is identified missing by a guest.

Step 1: Obtain gender, age, name, height, hair color, clothing etc. Parent guardian of the missing child is instructed to wait at the sports lodge.

Step 2: Find out what activity child was taking part in and last known location

Step 3: Missing child information is relayed to security, event area captains, and trail volunteers

Step 4: When child is found, radio contact made to all search child shall be brought to sports lodge

- If the child is not located within a reasonable amount of time 911 shall be notified. Take into consideration child age, outdoor weather conditions,
- In cases of extreme cold call 911 immediately

Incident Reporting/ Follow Up

First aid caregivers will recover participant information to adequately fill out DNR incident report. (See attached)

First aid caregivers to inventory first aid kit and replenish as needed.

Designated Media Spokesperson/s:

Jim Rudicil/ DNR officials- All employees and volunteers will be instructed not to make incident related comments to the media rather send media to spokespersons

Additional Notes:

