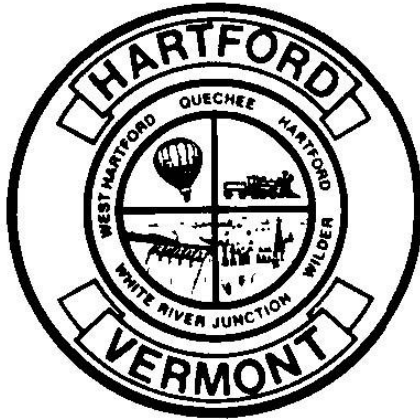


**HARTFORD, VT
PARKS AND RECREATION
DEPARTMENT**



**WENDELL A. BARWOOD ARENA (WABA)
EMERGENCY PLAN
&
OPERATIONS MANUAL**

“Our mission is to serve the needs of the community through quality parks and facilities, and by offering lifelong learning through recreational and cultural programs.”

Updated 03/11 (Given to Fire Dept and Town Manager’s Office 3/18/11)
Updated 01/13 (shared with distribution list on page 2 1/31/11)
Reviewed and Updated 02/11/14
Reviewed and Updated 10/28/14 02/11/14
Reviewed and Updated 10/23/15
Reviewed and Updated 10/18/17
Reviewed and Updated 10/25/18 (shared with distribution list)
Reviewed and Updated 10/10/19 (shared with distribution list)
Reviewed and Updated 1/25/23 (shared with distribution list)

WENDELL BARWOOD ARENA (WABA) EMERGENCY PLAN

A copy of the WABA Emergency Plan will be maintained at the following locations:

- Wendell Barwood Arena Office
- Wendell Barwood Arena Maintenance Room
- Hartford Parks and Recreation Main Office
- Hartford Emergency Services (Police and Fire Departments)
- Hartford Town Manager's Office

The plan will be reviewed and updated annually in October. All revisions will be sent to the locations above. The Superintendent of Parks and Facilities is responsible for making the revisions and distributing the plan.

I. Primary Emergency Coordinator:

- **Shane Barnes**

WABA Office	(802) 295-0005
Office	(802) 295-5036 ex. 230
Work Cell	(802) 369-5003
Home	(603) 381-7700
Email	sbarnes@hartford-vt.org

II. Secondary Emergency Coordinators & Contacts for WABA:

- **Scott Hausler**

Office	(802) 295-5036 ex. 227
Home	(603) 504-5024
Work cell	(802) 299-8757
E-mail	shausler@hartford-vt.org
- **Corey Kenison**

WABA	(802) 295-0005
Cell	(802) 356-9878
E-mail	ckenision@hartford-vt.org
- **Parks and Recreation**

Office	(802) 295-5036
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- **WABA**

Office	(802) 295-0005
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III. Telephones are located in the following areas:

- WABA Office
- WABA Staff Room

IV. Fire Alarm System

The Fire Alarm Controls are located in the lobby of the West wing of the facility. The system is to be tested and maintained annually by a certified fire alarm technician. If the system goes into alarm the building must be evacuated until the fire department arrives. If the system identifies a “trouble alarm”, contact the fire alarm technician for maintenance. The alarm system is directly tied into the Hartford Fire Department Emergency Response System and will automatically dispatch the department to the arena.

For service and maintenance contact: MG Electric Co., Enfield, NH. Phone: 603-632-3737

V. Lighting Panel Controls (see building manual for details)

Lighting throughout the building are LED fixtures. The electrical panel for the arena playing surface lights is located in the East End Mechanical Room and labeled accordingly. The electrical panel for West end arena lighting is located in the West End Mechanical Room and labeled accordingly. Motion sensors activate lighting throughout the building with the exception of the arena playing surface and locker room bathrooms. All arena surface lighting will be left on during operating hours.

VI. Ventilation – Main System

Should the fan or vents not work, check for tripped breaker in the West End Mechanical Room. The facility can still operate; however, open all exterior doors for 15 minutes after each ice resurfacing to exchange air. Notify the Superintendent of Parks & Facilities as soon as possible.

- Two ventilation shutters are located on the West side and the ventilation fan is located on the East side of the facility.
- The main ventilation system is operated manually. The on/off switches are located in the electrical room and Zamboni room.
- The system capacity: 31,500 cfm @ 1/8 static pressure
- System to be activated during the use of the propane powered Zamboni.

VII. Refrigeration/Chiller

- For repairs/emergencies contact:
 - a. Emerald Environmental Technologies – Andrew Grignon (781) 308-3868

VIII. Air Quality- Carbon Monoxide & Nitrogen Dioxide Monitoring When Propane Zamboni is in use

- Testing with portable Multi-Rae device will be done by trained staff and is only required when operating the propane powered Zamboni when the public is in the facility.
- Testing and documentation follows the Massachusetts Department of Public Health requirements # 105CMR 675.000
- Test samples are taken 20 minutes after re-surfacing has ended. This test shall be done twice during the week and once on weekends. All samples are taken at center ice or from the center of the bleacher area.
- Written procedures and all test records will be kept in the Zamboni room notebook labeled “Gas Test Info”.
- Guidelines: 35 ppm vent the building, 65 ppm vent building and contact the Hartford Fire Department, 125 ppm evacuate the building and contact the fire department.

IX. Evacuation Plan

- Fire pull alarm pull stations are located throughout the facility to signal evacuation.
- The PA system can be used by the fire department to evacuate people from the building. This system is to be controlled by the fire department during evacuation.
- The attendant will inform all patrons within the building to evacuate during an alarm
Check for complete evacuation:
 - a. All rooms must be cleared, including electrical, maintenance, concession and rest rooms. This includes all room at the East end of the building as well.
 - b. Once patrons are out of the facility, they are asked to meet in front of the main doors beyond the front parking lot of the facility.
 - c. Only authorized personnel engaged in the emergency functions are allowed to re-enter before the authorities in command have announced an “all-clear”.

X. Arena Attendant duties in the event of an emergency (providing the emergency is not “life threatening”).

- Facility personnel will evacuate people from the facility and direct emergency efforts until emergency services arrive. Throw fire alarm switch if determined necessary.
- Staff phones until emergency personnel arrive.
- Provide access to all rooms for emergency response personnel.
- Provide information relating to the facility, i.e. the mechanical, refrigeration and ventilation systems.

XI. Emergency Coordinator(s) Responsibilities (providing the emergency is not “life threatening”).

- Move onto the site when called upon.
- Direct emergency efforts until emergency services arrive.
- Assist the emergency services by providing facility operational information as needed.
- Follow-up actions.
- Complete necessary reports.
- Ensure facility is safe to reoccupy.

XII. Media Response

In the event the facility must be closed, the Emergency Coordinators (Superintendent and/or Director) will notify the local radio stations and change the “hot line” recording announcing the facility is closed. Meeting with the public media will be done once normal conditions are restored.

XIII. Medical Procedures

- Injured patron
 - a. Call 911.
 - b. First Responder response.
 - c. Follow the Bloodborne Pathogen clean-up procedures.
 - d. Complete accident report and contact either Shane Barnes or Scott Hausler.

XIV. Emergency Procedures

- The staff personnel will activate internal facility alarms when one or more of the following conditions exists:
 - a. Fire and/or smoke
 - b. Spill or contaminate spreading beyond the room of origin.
 - c. Any airborne contamination which has potential of endangering humans and/or the environment.
- In the event of a hazardous spill, staff will contact the Hartford Fire Department.
- The Primary Emergency Coordinator will identify or will have skilled personnel assess the hazard's aftermath to determine adequate clean up and expense.
- Full written report is made by the Primary Emergency Coordinator and submitted to the Director of Parks and Recreation.

XV. Hazardous Material

- Safety Data Sheets (SDS) are located in a yellow three-ringed binder on the wall shelf next to the desk in the staff room.
- Hazard Assessment forms for employee information is located in the SDS binder.

XVI. Sewer Pump Station

The sewer pump station controls are located outside the east end of the facility. Approximately 50 ft from the east end exit doors. The pump station controls should be checked weekly to make sure the breaker is not tripped and the system is operating. The main breaker for the pump controls is located in the east end mechanical room. If the system has malfunctioned, an alarm at the outside controls will sound. If the system goes into alarm, contact Shane Barnes or Stearns Septic Service at (603) 442-9500.

- The system is equipped with a grinder pump and alarm bell system.

XVII. Mechanical Overhead Doors

Should mechanical openers not work, use the pull chains located on each overhead door to disconnect door from mechanical opener. DO NOT attempt to repair doors, as heavy-duty springs can be hazardous.

- Located on both ends of maintenance room and storage room West end of building.
- Controlled from remote controllers and wall mounted switches next to the work bench in the Zamboni Room and next to each door in the Cold Storage. Contact Shane Barnes and/or Overhead Door Company of Rutland VT (802) 281-5711.

XVIII. Bleacher Heaters

If heaters will not operate with wall timers located on beams above bleachers, check for tripped breaker in East End Mechanical Room. Should the units malfunction or propane odors are present, contact Dead River (603-298-9503) and notify the Fire Department immediately. Do not attempt to fix or troubleshoot the system. Turn off breakers and follow the above notifications. Follow procedures for evacuating the building, if occupied, until the system has been shut off or repaired.

- Located overhead of the bleachers.
- The dual catalytic system is propane fueled with timer switches mounted on support beams directly behind top level of bleachers.

Zamboni

If the Zamboni cannot operate adequately or safely, call Shane Barnes or Scott Hausler. Corey Kenison, the Parks and Recreation Mechanic, may be able to resolve some issues. For major repairs and parts contact Scott Brown at Farmer Brown Services (508-820-5471). Scott is the only official “*authorized Zamboni repair service*” and can trouble shoot any problem. Often, he can help correct problems over the phone. If the ice cannot be resurfaced within two to three hours, then the facility must be closed and renters notified.

- The propane fueled unit is located in the Cold Storage Bay during operating season and the off season.
- Fuel is provided by Cota & Cota (802-295-0000) and propane cylinders are stored outside in a locked cage on the northwest corner of the building.
- The electrically powered unit is located in the Zamboni Bay during operating season and in the Cold Storage Bay during the off season.

Zamboni Contingency Plan

Telephone numbers

Shane Barnes 1-802-369-5003 cell
 1-603-381-7700 home

Scott Hausler 1-603-504-5024 home
 1-802-299-8757 cell

Corey Kenison 1-802-356-9878 cell

Farmer Brown Zamboni Services
 1-978-897-7550 office

Scott Brown 1-508-820-5471 cell

In the event that the Zamboni breaks down and is out of service for more than a few hours, the following arrangements are in place to continue ice makes with other equipment.

1. If the Parks and Recreation mechanic cannot repair the machine in a timely manner, immediately call Scott Brown for directions and/or assistance.
2. Contact all affected rental groups. Karen McNall in the Parks and Recreation office is able to assist. Group contact information is posted in the Lobby Office and the Staff Office. Set out closed signs next to building entrance and parking lots.
3. Drain all water from our Zamboni and park it in a safe place inside the building. Park it so it can be repaired..

If replacement parts are located out of Town, either send someone ASAP or have parts sent overnight freight.

XIX. Hot Water System

The facility can still operate with only cold water. Cleaning of snow and slush from the Zamboni will take longer. Should the unit not be working, call Shane Barnes or Alliance Mechanical

(802) 864-4000. The preferred water temperature setting is 140 degrees. A certified technician must perform all repairs and adjustments.

- Located in Zamboni room for cleaning/melting purposes.
- Do not attempt to repair.

XX. Scoreboard

- See manual of instruction hanging next to console unit in penalty box.

XXI. Heating and Air Handling System (Munters Unit and Trane System)

The West end of the building is equipped with its own heating and air handling system. The heating boiler controls the heat and domestic hot water system. The air handling system is a roof top Munters air exchanger. The West end air quality and heat is controlled by these systems. All controls are located in the West End Mechanical Room. The air exchanger is controlled by the Trane Controls. The system manual is located in the mechanical room. Breakers that control the Munters Unit are located in the West End Mechanical Room.

- For service on the Munters Unit contact Alliance Mechanical (802) 864-4000.
- For service on the boiler system contact Alliance Mechanical (802) 864-4000.
- Replace Munters filters as needed. Tie off the extension ladder to the side of the building to access the roof. Filters are located in the cold storage of the facility. Shut the system down at the unit. Open filter doors and replace with new filters. The Pleated Paper Filters are to be changed seasonally. The Aluminum Air Filter should be changed in the spring. Close and secure doors before turning the control switch back to the on position.
- Filter Replacement: The Munters Unit has a total of 3 filters. When replacing filters, contact AAF International. Reference Customer Code: 98099582. Phone (502)637-0011.
AAF Part Numbers: 170-112-700 Pleated Paper Filter 20"x20"x2"
316-002-500 Alum Air Filter 16"x20"x2"

XXII. Roof Drains

The West end roof has three (3) roof drains that manage rain water. Each drain cover should be checked and cleaned each season. Specifically during the fall season when leaves accumulate on the roof and can plug drains.

- When accessing the roof. Use the extension ladder and tie off at the top using a rope or rubber bungee cord. Remove leaves and debris from around the drain. Pull the cover off and clean before replacing the cover.
- Roof drains need to be checked and cleaned seasonally to prevent clogging and water build up on the roof.

XXIII. Public Address System

- Located behind the penalty/scores box. The system has a wireless microphone. The microphone is located in the staff room next to the Zamboni Room.