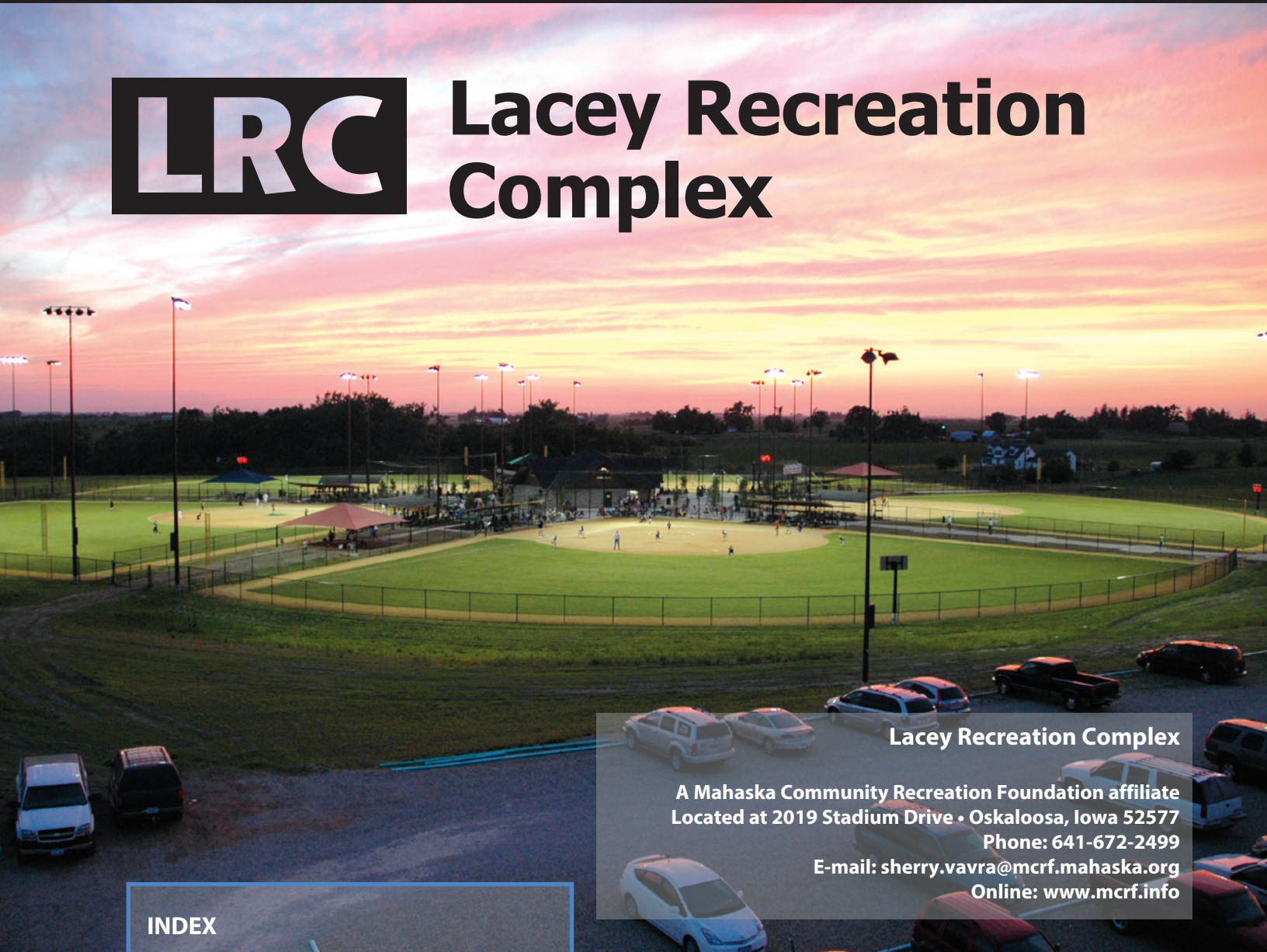




# Lacey Recreation Complex



## Lacey Recreation Complex

A Mahaska Community Recreation Foundation affiliate  
Located at 2019 Stadium Drive • Oskaloosa, Iowa 52577  
Phone: 641-672-2499  
E-mail: [sherry.vavra@mcrf.mahaska.org](mailto:sherry.vavra@mcrf.mahaska.org)  
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**Lacey Advisory Board Committees:**  
Youth Fulfillment • Facility Development  
• Promotions and Fund Raising  
• Finance and Operations

**Statement of Purpose:**  
To utilize the Lacey Facility by providing quality education, recreation, and conservation opportunities for the Mahaska Community

## 1. HEALTH AND SAFETY POLICY STATEMENT

It is the policy of the Lacey Advisory Board and MCRF staff to work continually toward improving the overall health and safety of the environment at the Lacey Recreation Complex.

It is the Board's intent to provide a safe and healthy environment in all areas, for all users. The Lacey Advisory Board considers no phase of the operation more important than the health and safety of our team members and the public.

It is expected that each of the user groups will implement their own written safety guidelines and that their members will abide by them and those of the Lacey Recreation Complex. The user groups will supply an updated copy of their safety procedures/ safety manual annually to the staff of the Lacey Complex. A copy will be kept with the facility safety plan at the Lacey Office and at each concession stand. User groups will also provide proof of insurance coverage for the activities and staff, including a statement of indemnification and "hold harmless" clause for of the facility. User groups should use common sense and take responsibility for their own conduct and behavior. Respect for the facility must be shown at all times.

The Lacey Recreation Complex will host safety meeting(s) annually for all user groups to discuss emergency procedures, first aid locations, emergency contact numbers and names, etc. Local Emergency Response Organizations will be given an updated map of the complex annually to show emergency entrance for complex and facilities. The Emergency Organizations will be invited to visit Lacey Complex and discuss routes as needed.

Separate instructions and training will be provided for those using specific equipment or materials requiring detailed instructions for safe use (riding mowers, chemicals, etc.).

With the cooperation of all, we will actively pursue a safe environment in all aspects of operation.

## 2. PERSONAL PROTECTIVE EQUIPMENT (PPE)

In order to ensure the health and safety of our team members and to ensure the most efficient operations, the following procedure is adopted. The Lacey Advisory Board expects that all users utilize Personal Protective Equipment. The location of Personal Protective Equipment is clearly marked on the facility map, posted in concession buildings and Exhibit A of this manual.

All users are expected to wear Personal Protective Equipment while operating machinery and performing varied projects that could cause injury/damage to the body. It is the responsibility of all users and supervisors to comply with or enforce this procedure.

Users who disregard the use of Personal Protective Equipment will be asked to sign a release of liability.

A list of Personal Protective Equipment available to users of the facility is as follows:

|              |                          |
|--------------|--------------------------|
| Eye Goggles  | CPR mouthpieces          |
| Ear plugs    | Sun Protection           |
| Latex gloves | Antibacterial Hand Wipes |
| Face Mask    | Soap and water           |

In some cases flushing with water is necessary to remove chemicals from skin. Follow MSDS requirements when responding to chemicals spills or body contact.

## 3. MATERIAL SAFETY DATA SHEETS - MSDS

All chemicals stored at the Lacey Complex will be listed and the MSDS sheets for each will be collected in the safety plan, in case of an emergency requiring this information.

The MSDS binders are located in the concession stand(s) at each field. The binders are labeled MSDS.

Possible hazards, procedures to protect against chemical hazards, directions for cleaning hazardous spills, and signs and symptoms of exposure are found on Material Safety Data Sheets.

Each chemical used for cleaning, painting, etc. will have an MSDS sheet in the MSDS binder available for review at anytime by any team member.

## 5. FIRE EXTINGUISHERS

Fire extinguishers are located at the concession buildings. The location of all fire extinguishers is clearly marked on the facility map posted in concession buildings and included in the back of this manual. Fire extinguishers will be examined annually.

## 6. FIRST AID/AED MACHINES

An AED machine will be stored in a metal box cabinet (unlocked) and attached to the outside of the concessions building at Babe Ruth, Youth Soccer and 5-plex. At the stadium an AED cabinet is located at the south end attached to the inside of the building.

Maintaining AED's (MCRF maintenance staff)

- Check the status, service indicator light, and audio service alarm weekly.
- Check pads for expiration annually: February prior to health and safety meeting
- Follow audio instructions when using AED

The facility will provide an emergency first aid kits in all AED cabinets.

User groups will provide and administer all first aid supplies for the specific needs of their activity.

## 7. EMERGENCY RESPONSE PLAN

The location of emergency vehicle entrances will be determined and communicated to the fire department, emergency ambulance service and local authorities annually. If required, helicopter evacuation of injured people will be the closest field not in use, in relationship to the facility where the injured person is located. (E.g., the football field for baseball/softball, an unused soccer field adjacent to the in use soccer field, etc.)

Volunteers will be directed to assist emergency vehicles to the proper entrance and access ways when an ambulance/emergency vehicle is required.

Scheduled activities and season calendars will be regularly updated/posted on MCRF website for the complex. William Penn will schedule calendars in-house for the stadium but reservation can be made via telephone

Viewing for the EMS can be accessed regularly for their information and planning purposes.

## 8. EMERGENCY COMMUNICATIONS

The PA system will be the primary communication tool in case of an emergency in which all persons present at the Recreation Complex will need notification. Cell phones and word of mouth are secondary communication tools.

Emergency Contact List for Lacey Recreation Complex Personnel is as follows:

|                     |                  |              |
|---------------------|------------------|--------------|
| Facilities Manager: | Chad Rietveld    | 641-660-5808 |
| Executive Director  | Sherry Vavra     | 641-660-7504 |
| Recreation Manager  | MaKenzie McCarty | 641-670-0123 |
|                     | MCRF Office      | 641-672-2499 |

Emergency contact information for user groups must be turned in to one of the above contacts prior to each season. A list of officers and phone numbers should be included.










Revised 1-14-2020

Finance and Operations Committee



# LEGEND

## Lacey Recreation Complex Map

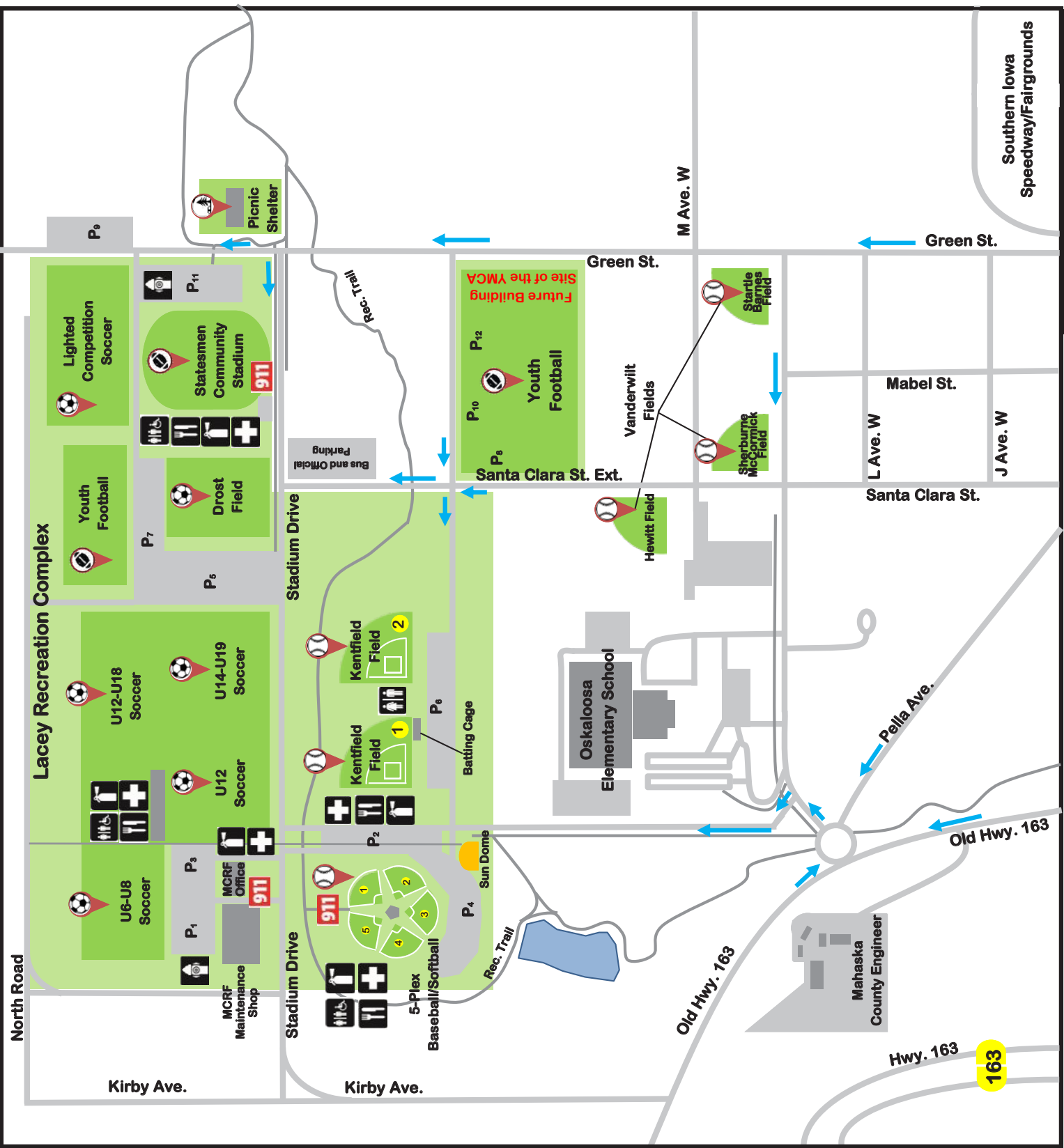
-  Access to Complex
-  Concessions
-  First Aid
-  Fire Extinguisher
-  Fire Hydrant
-  Restrooms
-  No Parking-Emergency Access
-  Parking
-  Lacey Complex

Parking Lots north of Stadium Drive are odd numbered; parking lots south of Stadium Drive are even numbered:

- Parking 1: U6-U8 Soccer
- Parking 3: U12 Soccer
- Parking 5: U14-U19 Soccer
- Parking 7: Home Stadium
- Parking 11: Visitor Stadium
- Parking 2: 5-Plex & Kentfield Fields
- Parking 4: Overflow 5-Plex
- Parking 6: Kentfield Fields
- Parking 8: Youth Football
- Parking 10: Youth Football
- Parking 12: Youth Football

Lacey Recreation Complex  
 2019 Stadium Drive  
 Oskaloosa, Iowa 52557  
 Phone: (641)672-2499

1/14/2020



Southern Iowa  
 Speedway/Fairgrounds