

## HOFFMAN ESTATES PARK DISTRICT MEMORANDUM # M18-023

TO: A&F Committee  
FROM: Dean R. Bostrom, Executive Director  
Craig Talsma, Deputy Director / Director of Administration & Finance  
Eric Leninger, Superintendent of HR / Risk Management  
SUBJECT: Revised Park District Safety Manual  
DATE: February 19, 2018

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### **Background**

The Hoffman Estates Park District safety manual is a large document that acts as a catalogued resource for pertinent park district safety documents and our crisis communication plan. This document is compliant with our Park District Risk Management Agency's loss control recommendations. It was last revised and approved by the board in 2013.

### **Implications**

The safety manual has received several semantical updates including: updating the president of the board of commissioners, updating staff names/titles/contact information, and updating the heparks logo throughout.

A link to the safety manual, via the heparks website, is listed below:

<https://www.heparks.org/wp-content/uploads/2018/02/Park-District-Safety-Manual-Revised-Dec-2017-2.pdf>

### **Recommendations**

That the A&F committee recommends the full board approve the updated safety manual including the crisis communication plan.