

# Emergency Action Plan Handbook

The Student Recreation Center



**DIVISION OF STUDENT AFFAIRS**

**THE UNIVERSITY OF TOLEDO**

*Office of Recreational Services*

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## **INTRODUCTION**

### **A. PURPOSE**

The Emergency Action Plan (EAP) has been designed as a strategic plan to provide the administrative procedures necessary to cope with most campus emergencies. The University of Toledo's overall ability to respond to an emergency will depend upon tactical plans and the business continuity plans developed by its individual departments.

The purpose of any plan is to enable emergency responders and staff to perform essential emergency planning and response functions that will save lives; establish responsibilities necessary to performing these functions; prevent, minimize and repair damage; and ensure continuity of operations so that essential services may continue to be provided to the University and its clients.

This plan assigns roles and responsibilities to departments and individuals that are directly responsible for emergency response efforts and critical support services, and provides a management structure for coordinating and deploying essential resources.

### **B. LEGAL COMPLIANCE**

This Plan is intended to be a comprehensive administrative plan for the protection of life and property on The University of Toledo's campuses. It is compatible with the doctrines and methods expressed in the National Incident Management System (NIMS), the Incident Command System (ICS), the National Response Plan (NRP), Homeland Security Presidential Directive-5 (HSPD-5), and Homeland Security Presidential Directive-8 (HSPD-8), and other similar directives.

#### **Public Laws (PL)**

- Federal Civil Defense Act, as amended (50 USC 2251 et seq.), 1950
- Disaster Relief Act, PL 93-288, as amended (42 USC 5121 et seq.), 1974
- Superfund Amendment and Reauthorization Act (also known as the Emergency Planning and Community Right to Know Act), PL 99-499, 1986
- Robert T. Stafford Disaster Relief and Emergency Assistance Act, PL 100-707, as amended (42 USC 5131 et seq.), 1988
- Disaster Mitigation Act, PL 106-390, 2000

#### **United States Code (USC), Title 42, Public Health and Welfare**

- Chapter 68, Disaster Relief
- Chapter 116, Emergency Planning and Community Right-To-Know(EPCRA)

#### **State Statutes**

- Chapter 3345 Ohio Revised Code State Universities General Powers
- Chapter 107 Powers, Duties, Function of the Governor
- Chapter 161 Continuity of Government, emergency interim government

**C. AUTHORITY STATEMENT**

The Leadership at OFFICE OF RECREATIONAL SERVICES recognizes that during emergency situations special procedures must be followed to control and mitigate an emergency. Therefore, the Leadership, by the acceptance of this Emergency Action Plan (EAP), grants authority to those responsible individuals and/or positions named in these procedures to implement and carry out the Plan. The Administration also recognizes that those individuals authorized to respond to emergency situations shall be properly trained in those procedures and emergency techniques.

**D. EMERGENCY PHONE CHAIN**

In an emergency, the appropriate professional staff needs to be notified. The Building Supervisor should follow the following procedure to notify professional staff at OFFICE OF RECREATIONAL SERVICES:

1. **Call 911 for life threatening emergencies or crimes in progress**
2. Call UTPD at 419-530-2600 for emergencies that are not life threatening. **For life threatening emergencies call 911**
3. **Call Assistant Director of Facility Operations.** The Assistant Director of Facility Operations will call the Director of the Office of Recreational Services to let them know of the situation taking place.
4. If the Assistant Director of Facility Operations does not answer the phone, then **the Coordinator of Events and Facility Operations.** The Coordinator of Events and Facility Operations then will call the Director of the Office of Recreational Services.
5. If neither the Assistant nor the Program Coordinator answers the phone, then directly the Building Supervisor calls the **Director of the Office of Recreational Services** to advise them of the situation-taking place in the building.
6. Throughout the situation-taking place in the building keep the Assistant Director and/or the Coordinator informed.

**E. EMERGENCY PHONE NUMBERS**

UTPD non-life threatening emergencies: 419-530-2600

**911 for life threatening emergencies or crimes in progress**

Life threatening emergencies/crime in progress: 911

Infection Prevention and Control 419-393-5006

SRC Guest Services Office: 419-530-3700

Environmental Health and Radiation Safety: 419-530-3600  
530 3431

Rescue Crisis Mental Health Services: 419-255-9585

Hope Center Sexual Assault Services of Northwest Ohio: 1-866-557-7273

Plant Operations: 419-530-1000

Poison Control: (419) 383-3897

SRC Entry Desk: 419-530-3733

Center Student Advocacy 419

**F. WHEN TO CALL 911 and 2600\***

Call 911 for Emergency Medical Services. If the victim:

- Becomes unconscious.
- Has chest pain or pressure
- Has pressure or pain in the abdomen that does not go away.
- Has a seizure.
- Has an injury to the head, neck, or back.
- Is pregnant and becomes ill
- Down electrical wires.
- Crime in progress
- Is vomiting blood
- Is bleeding severely.
- Has trouble breathing or is breathing in a strange way.
- Appears to have been poisoned.
- Has possible broken bones
- Fire or explosion.
- Presence of poisonous gas.
- Drug overdose

Call UTPD at 419 530 2600 for all non-life threatening emergencies:

- Sprained ankle or other body part
- Disruptive behavior/fighting
- Suspicious behavior
- Dislocated shoulder or other joint
- Theft
- Car accident (non-life threatening)

\*Calls to 911 and 2600 both direct emergency personnel to the facility, so if unsure which number to call do not delay call to decide which number to use. It is better to call promptly than to take time to decide which number best fits the situation.

**EMERGENCIES IN THE FACILITY**

**A. INJURIES AND ACCIDENTS IN THE FACILITY**

The following procedure is to be used when a person has an accident/injury at Office of Recreational Services. For further detail, refer to emergency specific EAP.

1. Identify the emergency; assess the situation; ensure that it is safe for you to enter
2. Call code and location
3. Stop all activity around the injured person to prevent further injury.
4. Assess the situation. If the injury appears life threatening, call 911.
5. Do not move the injured person(s) unless they are in immediate danger (fire, down power line, puddle of water, etc.).
6. Do not attempt to treat the injury unless it is necessary to ensure the health and well-being of the injured person(s), AND YOU HAVE RECEIVED THE PROPER MEDICAL TRAINING, be sure to protect yourself from a possible exposure to Bloodborne Pathogens through the use of personal protective equipment (latex gloves, etc.).
7. Write up an injury report and then get follow up care.
8. Notify appropriate professional staff. If the victim is an employee, call the Worker Compensation office.

Main Campus Workers Compensation: 419-530-3655  
Health Science Workers Compensation: 419-383-4567

**B. BUILDING EVACUATION PLAN (See page 35-37 for specific responsibilities of employees on duty)**

Reasons for evacuating the Student Recreation Center include fire alarm, threats of harm to people in the facility or any other reason the Office of Recreational Services staff believes the facility to be unsafe. The following procedure is to be used in a building evacuation at OFFICE OF RECREATIONAL SERVICES.

1. Announce the evacuation of the facility on the PA system to notify all patrons to leave the building safely.
2. If campus police are not already involved, Office staff should call ext. 2600.
3. Notify appropriate professional staff.
4. Student Employees are to assist in the evacuation process by following the direction of the Building Supervisor.
5. As long as the path is clear, patrons will be encouraged to exit the facility using the center stairwell and out through main exit (except for swimmers, who will exit directly through Door 4 and into Lot 9 or the Health Education Center, depending on weather).
6. If the main exit is blocked, Office of Recreational Services staff will encourage patrons to leave through the lower level doors or east and west stairwells.
7. If there is a patron who cannot exit the facility due to a disability, Office of Recreational Services staff will need to help the patron into a stairwell as these spaces are designed to be areas of refuge (wheel chairs are available in the office storage closet).
8. Secure the office doors, customer service window, and all pool doors. Secure the door to the office with the safe.
9. Each staff member needs to update the Building Supervisor via radio on their progress or if they experience any difficulties, including patrons refusing to leave
10. All guests and staff should meet in parking lot 9 or 18 at least 250 feet away from the building.
11. Notify all patrons who wish to return to their activity to wait at the gathering points in Lot 18 and 9 (250 feet from the building).
12. Do not give out any information to any public agency, e.g.: press, radio, TV, etc.
13. Complete an Incident Report form.

## COMMUNICATION

### A. PUBLIC ADDRESS SYSTEM

You can make an announcement throughout the rec center two ways:

1. Use the microphone at the Entry desk. Hold the button at the base of the microphone down and speak slowly and clearly into the microphone.
2. Use the phone on the back desk in the office. With the handset in the cradle, press the “All Call Emergency” button. Pick up the handset and speak slowly and clearly into the mouth piece.

In the event that the PA system does not work due to a power outage or malfunction:

- a. Lifeguards evacuate the natatorium using the bullhorn kept in the pool office
- b. The Entry GSS evacuates the main floor and track using the bullhorn kept in the office
- c. The rocket evacuates the first floor using the bullhorn kept at the service center

### B. 2-WAY RADIOS

Radios are an integral part of responding to customer service issues, emergencies and staffing issues. The department’s goal is to enhance communication between workstations in a variety of circumstances. Employees should use the radios as much as possible to avoid unnecessarily leaving their workstation vacant. These radios are to be used in case of emergencies to insure that EAPs are being followed. They will also help work stations reach a supervisor much easier. The radios are for work purposes only; please do not use them inappropriately. Remember that other staff, and in some cases patrons, may be able to hear what you say over the radio, so do not use foul language or speak derogatorily. At the start of your shift, please make sure the radio in your area is turned on and working properly.

When the facility closes, please turn OFF the radio and place it in the charger. DO NOT place the radio in the charge while it is ON. Occasionally, radio batteries will go dead. In the event that a workstations radio needs to be recharged, inform a Building Supervisor as soon as possible to and they will attempt to locate an extra radio can be used as a temporary replacement.

Channel 1 = All Office of Recreational Services Employees

Channel 2 = For Emergency Communication

Channel 3 = Summer Camp General

### C. UNIVERSITY OF TOLEDO EMERGENCY CODE SYSTEM

Radio Protocol: In the instance of an emergency, the primary responder should call the corresponding code to notify the Building Supervisor, professional staff and emergency responders within Office of Recreational Services. Individuals involved in the emergency should switch to channel 2 to relay confidential information.

#### CODE SYSTEM

**RED:** Fire

**BLACK:** Bomb or bomb threat

**BLUE:** Medical Emergency

**ADAM --** Missing child

**CLEAN UP –** Fecal Matter/Body Fluids

**VIOLET –** Fight/Threatening Situation

**AQUA:** Unconscious person in the pool area

**IMPORTANT TELEPHONE NUMBERS**

**OFFICE OF RECREATIONAL SERVICES FACILITIES**

Student Recreation Center	419-530-3700
Morse Center	419-383-5370

**SHARED USE FACILITIES**

Health Education Center  
Scott Park Ball Diamonds  
Fetterman

**OFFICE OF RECREATIONAL SERVICES PROFESSIONAL STAFF**

Demond Pryor, <i>Director of the Office of Recreational Services</i>	810-210-9455
Nancy Burhans, <i>Assistant Director of Facilities Operations</i>	419-262-8837

Rachael Decker, <i>Assistant Director of Programming</i>	419-265-1258
Laurie Tomkinson, <i>Assistant Director Guest Services and Marketing</i>	419-351-0047
Tony North, Jr., <i>Coordinator of Competitive Sports and Camps</i>	513-638-0629
Cameron Pendergraph, <i>Coordinator of Events and Facility Operations</i>	252-565-3304
Jacob Rasmussen, <i>Coordinator Aquatics and Camp</i>	641 420 0165
David Mann, <i>Coordinator Intramural Sports and Youth Camps</i>	269 352 5169
Billie Brunn, <i>Business Services Officer</i>	419-494-1471
Jack Knotts, <i>Morse Center Facility Supervisor</i>	419-481-0134
Jim Adamczak, <i>Pool Technician</i>	419-277-4042

**UNIVERSITY OF TOLEDO PARTNERS**

Campus Police	419-530-2600
Campus Police (non-emergency)	419-530-2601
UT Maintenance	419-530-1000
UT Counseling Center	419-530-2426
Night Watch Escort Service	419-530-3024
Main Campus Workers Compensation	419-530-3655
Health Science Workers Compensation	419-383-4567

**D. PHONE LOCATIONS**

**STUDENT RECREATION CENTER**

Entry Desk  
Main Offices  
Pool Office  
Pool Deck  
Facility Operations Office  
Service Center  
Wellness Office

**HEALTH EDUCATION CENTER**

Manager Office  
Pool Office  
ROTC Offices

## DOCUMENTATION

Appropriate documentation is essential when responding to emergencies. In the Office of Recreational Services, the following forms are used to document accidents and incidents. Use these forms only as trained by your supervisor. All forms must be completed using The University of Toledo, Division of Student Affairs reporting methods . Report only what you have heard, seen, or smelled. Do not make a medical diagnosis on reports.

### ACCIDENT REPORT FORM

- Used to document any injury of patron or employee. DO NOT MAKE A DIAGNOSIS such as “broken bone” or “sprained ankle”. Just report and treat the symptoms.
- **An individual who refuses care must sign the accident report form on the “refusal of services” line.**
- **Accident Report Forms are on Connect2 on the iPad**

### - INCIDENT REPORT FORM

- Used to document anything at all that is outside normal, routine occurrence. This documentation becomes very valuable if a patron brings up an issue from some time in the past.
- Incident Report Form are on Connect2 on the iPad

### - EQUIPMENT REPAIR NOTICE

- Used to document any equipment or part of the facility that may need repair or servicing. Please be specific.
- Equipment Repair Notices are on Connect2 on the iPad

## **CONFIDENTIALITY AND PUBLIC INFORMATION**

Staff members of the Office of Recreational Services may encounter situations and incidents that will be of a sensitive nature. Staff members are to maintain appropriate confidentiality in the following ways:

- Only the Director of Recreation should handle questions regarding injuries. Never answer anyone's questions about the condition of a person who suffered an injury at the SRC
- Addresses and telephone numbers of all students, staff and members may never be shared with non-staff members
- All information regarding Banner and Innosoft Fusion is also confidential
- The taking of photos or videos inside the building requires a photo pass. Photo passes may be obtained in the Student Recreation Center. Individuals taking photos are to be sensitive to and have the approval of the people being photographed. In addition, the use of a flash may be disruptive and even dangerous during some recreational activity
- Never leave staff phone lists, schedules, or reports with guest's information on them in plain sight

## **DEALING WITH THE MEDIA**

There will be times when reporters from the community will come into our facility and want to talk to someone in regards to either a program that we are offering, an emergency situation that has occurred, or about our opinion on a certain issue. At University Recreation we want to ensure that our department's reputation continues to be held in high regard. To help ensure that our public relation efforts for the department are fulfilled, the procedures for handling media inquiries are listed below.

*Step One:*        Ask what the topic and/or nature of the article is about.

*Step Two:*        Refer them to the Director of the Office of Recreational Services

If media asks to interview a student, they need to communicate with Director of the Office of Recreational first.

## EMERGENCY EQUIPMENT

### A. AUTOMATED EXTERNAL DEFIBRILLATOR UNIT (AED)

#### STUDENT RECREATION CENTER

Pool Lifeguard Office  
Entry Desk  
Service Center  
Competitive Sports

#### HEALTH EDUCATION CENTER

Lower Level Hallway outside of Room 1300A

### B. FIRE EXTINGUISHERS

#### STUDENT RECREATION CENTER

- Entrance to women's locker room
- Entrance to men's locker room
- West wall in auxiliary gym
- Basketball court #5 – North wall
- Basketball court #2 – North and South walls
- Basketball court #1 – East wall
- Free weight room – East wall
- Next to IM board on the main level
- On the pool deck (4)
- Main office suit, by the director's office
- Track level (8)
- Near elevator on lower level
- East game room
- West game room by the Sycamore room door
- Mechanical rooms, East and West
- Boiler room, bottom of stairs by West weight room
- Break room
- Boiler room, bottom of stairs by Door 4
- Men's locker room by drinking fountain
- Filter room
- Women's locker room, next to lockers
- Boiler room, storage area on West side
- Lower level by racquetball court #3
- Boiler room, East wall
- Lower level by stairwell to door #7
- Main level, stairwell to door #1
- Main level, stairwell to door #4

### C. MSDS/SDS

- Pool Maintenance Room
- Janitors Closet off of Cardio Area

### D. EMERGENCY BAGS

- Lifeguard Office
- Service Center
- Entry
- Competitive Sports (2)

### E. FLASHLIGHTS

- Guest Service Office
- Entry Desk
- Service Center
- Lifeguard Office

## INSTRUCTIONS FOR CALLING UTPD OR EMERGENCY MEDICAL SERVICES

### A. CALLING UNIVERSITY OF TOLEDO POLICE DEPARTMENT

In the instance of an emergency, the Guest Service Specialist will call 911 or 2600. The secondary rescuer or Building Supervisor will relay necessary information over channel 2. **911 is to be called for life threatening emergencies, and UTPD (419 530 2600) is to be called for all other emergencies.** Both numbers will bring emergency personnel to the facility so do not delay your call by trying to decide which number is best suited for your emergency. When in doubt call 911.

#### What to say to emergency personnel on the phone:

1. State: "This is an emergency".
2. Give the dispatcher
  - a. The nature of the emergency
  - b. The number and conditions of victims
  - c. Your name
  - d. The number for the Recreation Center (419-530-3700)
  - e. Your location
  - f. The location of the situation
  - g. The area that a staff person will meet emergency medical personnel
    - i. University of Toledo, Student Recreation Center
    - ii. Near the corner of Douglas and Oakwood - 2800 East Rocket Drive
3. **DO NOT HANG UP** until you are told to do so or unless there is an immediate threat to your safety.
4. If the injured guest is conscious, seek permission before calling 2600. If the injured guest is a minor (under 18 years) and accompanied by a parent or adult guardian, obtain the parent or guardian's permission to make the emergency call.
5. If the injured guest is unconscious, consent is assumed – Call 911. UTREC staff should never sign any forms from the Emergency Medical Services that may make you liable for payment of emergency services.
6. If not already on the scene, call the appropriate professional staff member.

Following is what you use when calling UTPD or 911 (just fill in the blanks) \*\*

**THIS IS            CALLING FROM THE UNIVERSITY OF TOLEDO'S \_\_\_\_\_.**  
**THERE HAS BEEN AN ACCIDENT IN THE            BUILDING/ROOM/GYM THAT REQUIRES**  
**AN EMS.            THERE ARE            PEOPLE INJURED. THE CONDITION OF THE INJURED**  
**IS/ARE            .            THE FIRST AID BEING GIVEN IS            . PLEASE COME TO THE**  
**DOOR. THE VICTIM            IS LOCATED            . THERE WILL BE SOMEONE TO MEET**  
**YOU AT THE DOOR. THE    PHONE NUMBER HERE IS    . (DO NOT HANG UP – LET**  
**UTPD POLICE/EMS HANG UP FIRST!!)**

## MEETING EMERGENCY MEDICAL SERVICES

### A. STUDENT RECREATION CENTER

#### **Student Recreation Center Lower Level**

- **Aquatics Center:** Direct to Door 4, Delivery ramp on West side of building across from the Glass Bowl
- **Locker Rooms/Direct to Door 12/ Weight Rooms/Climb Wall/Racquetball Courts/Cycle Studio/Basketball Courts/Auxiliary Gym:** Direct to the Door 12 delivery ramp on Northeast side of the building, drive is right after the Meter and Handicap Parking

#### **Student Recreation Center Main Level**

- **Main Offices/ Oak/Sycamore/Hickory/Willow/Elm/Maple Rooms/Cardio Area/Game Room:** Direct to east side entrance across from Computer Center. Can drive on sidewalk to get closer to the entrance.

#### **Student Recreation Center Track Level**

- **Track:** Direct to the Door 12 delivery ramp on Northeast side of the building, drive is right after the Meter and Handicap Parking. Take Elevator to third floor.

### 1. HEALTH EDUCATION CENTER

#### **Health Education Center Main Level**

- **Pool/ Locker Rooms/ Gym/Classrooms:** Direct to Savage Arena Parking (Lot 5) and into Lot 6 to the back entrance on the North side of the building across from the track and field facilities.

#### **Health Education Center 2<sup>nd</sup> Level**

- **Dance Studio/ ROTC Offices:** Direct to front of the building across from Lot 10. Drive onto sidewalk. Take elevator to second floor.

## **BLOODBORNE PATHOGENS EXPOSURE CONTROL PLAN**

The Exposure Control Plan (ECP) is a key document to assist our organization in implementing and ensuring compliance with the standard, thereby protecting our employees. Those employees who are determined to have occupational exposure to blood or other potentially infectious materials (OPIM) must comply with the procedures and work practices outlined in this ECP. Occupational exposure is defined by OSHA as: "reasonably un-anticipated skin, eye, mucous membrane, non-intact skin, or parenteral contact with blood and other potentially infectious materials that may result from the performance of an employee's duties."

### **A. UNIVERSAL PRECAUTIONS/STANDARD PRECAUTIONS**

All employees will utilize universal precautions/Standard precautions

### **B. EXPOSURE CONTROL PLAN**

Employees covered by the Bloodborne Pathogens standard receive an explanation of this ECP during their initial training session. It will also be reviewed in their annual online refresher training. All employees can review this plan at any time during their work shifts by contacting their department director or by accessing the policy website at <http://www.utoledo.edu/policies/>. If requested, we will provide an employee with a copy of the ECP free of charge and within 15 days of the request. The Infection Prevention and Control and Environmental Health and Radiation Safety departments are responsible for reviewing and updating the ECP annually or more frequently if necessary to reflect any new or modified tasks and procedures that affect occupational exposure and to reflect new or revised employee positions with occupational exposure.

### **C. PERSONAL PROTECTIVE EQUIPMENT (PPE)**

PPE is provided to our employees at no cost to them. Training in the use of the appropriate PPE for specific tasks or procedures is provided by Environmental Health and Radiation Safety, Family Medicine, Infection Prevention and Control Departments or the department managers.

Examples of the types of PPE available to employees are as follows: Disposable gloves, utility gloves, hypoallergenic gloves, sterile gloves, facemasks, face shields, eye shields, resuscitation devices, isolation gowns, fluid resistant gowns, lab coats, aprons, surgical caps, shoe covers, mouthpieces, and goggles.

All employees using PPE must observe the following precautions:

- Wash hands immediately or as soon as feasible after removing gloves or other PPE.
- Remove PPE after it becomes contaminated and before leaving the work area.
- Used PPE may be disposed of in regular garbage, unless contaminated to the point of saturation or removed after use in isolation rooms.
- Wear appropriate gloves when it is reasonably anticipated that there may be hand contact with blood or (OPIM), and when handling or touching contaminated items or surfaces; replace gloves if torn, punctured or contaminated, or if their ability to function as a barrier is compromised.
- Utility gloves may be decontaminated for reuse if their integrity is not compromised; discard utility gloves if they show signs of cracking, peeling, tearing, puncturing, or deterioration.
- Never wash or decontaminate disposable gloves for reuse.
- Wear appropriate face and eye protection when splashes, sprays, spatters, or droplets of blood or OPIM pose a hazard to the eye, nose, or mouth.
- Remove immediately or as soon as feasible, any garment contaminated by blood or OPIM, in such a way as to avoid contact with the outer surface. The procedure for handling used PPE is as follows: PPE contaminated with blood or OPIM is disposed of in red bag (regulated) waste receptacles. Isolation gowns are placed in blue containers for transport to the contract laundry facility. Disposable isolation gowns are disposed of in the red bag waste receptacles near the point of use. See The UT Infection Prevention and Control web page: <http://www.utoledo.edu/depts/infectioncontrol/> for donning and doffing PPE instructions

### **D. HEPATITIS B VACCINATION**

The Infection Prevention and Control Environmental Health and Radiation Safety and/or Family Medicine will provide training to employees regarding hepatitis B vaccinations, addressing safety, benefits, efficacy, methods of administration, and availability at the time of hire.

The hepatitis B vaccination series is available at no cost after initial employee training and within 10 days of initial assignment to all employees identified in the exposure determination section of this plan.

Vaccination is encouraged unless:

- 1) Documentation exists that the employee has previously received the series;
- 2) Antibody testing reveals that the employee is immune; or
- 3) Medical evaluation shows that vaccination is contraindicated. If an employee declines the vaccination, the employee must sign a declination form. Employees who decline may request and obtain the vaccination at a later date at no cost. Documentation of refusal of the vaccination is kept in Family Medicine Clinic files. Vaccination will be provided by Family Medicine Clinic

Following the medical evaluation, a copy of the health care professional's written opinion will be obtained and provided to the employee within 15 days of the completion of the evaluation. It will be limited to whether the employee requires the hepatitis vaccine and whether the vaccine was administered.

## **E. POST-EXPOSURE EVALUATION AND FOLLOW-UP**

Should an exposure incident occur, employees should report the incident to their supervisor, then report to the Emergency Department for assessment, screening and treatment if needed, immediately or as soon as feasible.

### **BIOHAZARD CLEAN UP**

In Office of Recreational Services facilities, the most common biologically hazardous materials will be bodily fluids such as blood or vomit. Staff with biohazard cleanup training will respond by doing the following:

1. If necessary, mark the area with cones or caution tape.
2. Obtain the Biohazard Cleanup Kit from the Laundry Room
3. Put on a pair of gloves.
4. Clean up the spill using industrial strength papertowels
  - Red Z can be used for vomit. Read directions for Red Z on bottle before using.
5. Spray BNC-15 on the spill area once it has been cleaned up.
6. Let the treated surface remain wet for 3 minutes.
7. Wipe up area until all is clean and disinfected.
8. Place paper towels and other contaminated materials into the red Biohazard bag.
9. Carefully remove the gloves and place them in the Biohazard bag. DO NOT allow your bare skin to come into contact with the contaminated gloves.
10. Place the full Biohazard bag(s) in the bucket to transport to the Biohazard Disposal in the laundry room. Do not walk around the building with a biohazard bag in your hand.
11. Immediately wash hands with warm water and soap.
12. The Building Supervisor completes an incident report when necessary

## BEHAVIOR RELATED AND MENTAL HEALTH EMERGENCIES

### A. VIOLENT/DANGEROUS CONDUCT

Due to the nature of the activities that take place at the Student Recreation Center, disturbances may occur when aggression overtakes rational judgment. An aggressive dispute can often be resolved with a few words from a person of authority. The following procedure is for disturbances, which have escalated to be potentially dangerous to property or people.

1. Call Code Violet and location
2. Assess the situation; determine if a resolution can be found by you intervening. Never put yourself in harm's way
3. Switch to channel 2 and inform them of the fight/situation and location
4. After assessing the situation and notifying the Building Supervisor proceed with help from the Building Supervisor by...
  - a. If the situation is dangerous,
    - Radio Office to call 2600 immediately
    - Inform the office of the location and actions of the individuals creating the disturbance.
  - b. If you safely intervene, and they refuse to cooperate,
    - Radio Office to call 2600 immediately
    - Inform the office of the location and actions of the individuals creating the disturbance.
  - c. If it is unsafe to intervene
    - Stand at a safe distance away from the altercation
    - Radio Office to call 2600 immediately. If the situation could be life threatening call 911
    - Inform the office of the location and actions of the individuals creating the disturbance.
5. Do your best to ensure that other patrons do not join or walk into the altercation
6. Keep mental notes of the offending patron(s) appearance. Height, weight, gender, race, clothing and hair color, etc.
7. Assist UTPD as needed upon their arrival
8. After the situation has been dissipated by UTPD, meet with an officer to obtain all needed documentation of the incident
9. Allow normal operations to resume

Resources: iPad, two-way radios

## **B. SUICIDAL EMERGENCY**

Below are basic procedures to follow when students, parents, faculty or staff are seriously concerned about a student's health or safety (e.g., threat to self or others, unable to care for oneself, noticeable change in one's appearance or behavior, verbal statements.) The purpose of these procedures is to provide assistance to concerned "individuals" in their efforts to support a student's health, safety and academic success, and to promote the safety and the well-being of others.

1. Call **Code BLUE**, location and go to channel 2
2. If possible, give a short description of what is happening on channel 2
3. If there is concern about a student/faculty/staff/ or guest, call 2600 as soon as possible
4. Assess the situation; determine if the scene is safe. Attempt to establish rapport with the victim if possible.
5. To establish rapport, talk directly with the student, share your concern, offer your support and assistance, and inform the student that help is available.
6. Students/faculty/staff and guests may be referred to the counseling center on main campus located in the UT Medical Center on main campus across from the AcademicHouse. Services are free and confidential for students. They may be reached by phone at 419.530.2426

Resources: iPad, two-way radios, University of Toledo Counseling Center

## **C. ALCOHOL OR DRUG RELATED EMERGENCIES**

The following procedure is for alcohol related situations that could be harmful to the individual or bystanders that may be in the building.

Signs and symptoms of alcohol poisoning OR drug overdose include: confusion, unconsciousness, vomiting, seizures, slow breathing (less than 8 breaths per minute), irregular or shallow breathing, low body temperature, and incontinence of urine/feces. This is a medical emergency.

The Office of Recreational Services staff has the authority to prohibit access to any individual suspected (odor, behavior, appearance, etc.) to be under the influence of drugs or alcohol

NOTE: Do not leave an unconscious person alone and offer your help to a person who is vomiting.

1. Use your best judgment whenever approaching an individual who is under the influence. Do not put yourself in harm's way.
2. Ask to see the individual's ID. Try to get the individual's name and Rocket number
3. If the person becomes confrontational, does not exit the facility when asked, is clearly under the influence, continues to be disruptive, or exhibits the signs of alcohol poisoning, radio the Building Supervisor asking them to switch to channel 2
4. Switch to channel 2 and inform them of the **CODE VIOLET** and location
5. Send staff to meet EMS/UTPD.
6. Obtain proper documentation

## **Opioid overdose emergencies require additional actions:**

1. Symptoms of opioid overdose include unconsciousness, unresponsiveness, slowed/stopped breathing constricted pupils (“pin point pupils”), dazed look, lethargic, slurred words and poor physical coordination.
2. If you suspect a person is experiencing an opioid overdose call 911 immediately and **DO NOT TOUCH THE PERSON DIRECTLY** as they may have Fentanyl on their clothes or skin which could cause you to overdose. If you see white powder on the person’s clothes or skin do not touch them!
3. To administer care, put on the special gloves in the Overdose Kit located in an emergency bag at each facility (Entry bag at SRC, Morse Office, HEC Office and traveling Intramural bags) and have a mask from the kit ready to use.
4. Check the person’s respiration and heart rate. If they are not breathing give artificial respiration at the rate of 2 breaths every 5 seconds until you are prepared to give Narcan.
5. Give Narcan nasal treatment and continue artificial respiration/CPR if needed for 3 minutes.
6. After 3 minutes if there is still no breathing, administer a second nasal treatment.
7. Give artificial respiration and CPR if necessary until emergency personnel take over.
8. If the person becomes conscious before emergency personnel arrive do not let them leave, as they could experience a secondary overdose when the Narcan wears off. A person coming out of an overdose may be combative, so having police present is very important. Person could also vomit and/or have diarrhea.
9. If you must leave the victim, place them on their side in the Recovery Position so they cannot choke on their vomit.

Resources: iPad, two-way radios, Narcan, PPE specific to overdose situation.

## **D. ANXIETY/PANIC ATTACKS**

The following procedure is for anxiety and panic attack situations that could be harmful to the individual or bystanders that may be in the building.

Due to the nature of many activities at the Office of Recreational Services, many anxiety and panic attacks occur.

If you suspect a person to be victim to a panic attack, calmly approach the victim.

1. Introduce yourself by your name and level of training; assure them that you are here to help and that they are safe here.
2. Call **Code BLUE**, location and go to channel 2
3. If possible, give a short description of what is happening on channel 2
4. Keep the victim’s environment as low stimulus as possible by keeping bystanders and gawkers away from the scene. Escort them to a small, low-stimulus room or area if possible to do so. Maintain a calm demeanor. Monitor airway and in a position that promotes breathing, loosen tight clothing, and cool damp cloth on the back of the neck can be calming.
5. Ask the victim what they normally do in this situation and how they would like you to support them.
6. If the victim’s anxiety level does not subside or if it begins to worsen, call 2600 and tell them you have a victim with the symptoms of an anxiety attack.
7. Stay with the victim until help arrives.
8. Obtain proper documentation.

Resources: iPad, two-way radios

## **BOMB THREATS**

A bomb threat shall be known as a **Code Black**.

Bomb threats are generally a “hoax” which is made in an effort to disrupt normal business operations. However, NO bomb threat should be treated as a hoax. The following procedure is to be used if you are the recipient of a bomb threat over the telephone.

### **Threat given by phone:**

In the event a telephone call is received, and the caller announces there is or will be a bomb placed in any University of Toledo facility, the person receiving the call should:

1. Alert another staff member without caller knowing. This can be done by use of writing or gestures.
2. Staff Member not on phone, call **Code BLACK and call Campus Police at x2600**
3. Do not hang up, try to keep the caller on the line for as long as possible.
4. Remain calm and refer to the Bomb Threat Phone Checklist.
5. Attempt to gain as much information as possible while being kind and courteous to the caller.
6. Do not allow the caller to know that police are being contacted.
7. UTPD will decide if evacuation procedures are necessary. The Building Supervisor will initiate and manage such procedures. Refer to page 41-43 for evacuation procedures.

### **Suspicious parcel or package:**

As with a package or letter bomb, a bomb which has been placed in or around the facility may not have the outward appearance of a bomb. A bomb placed by an individual is normally placed in an inconspicuous location and is generally followed by a telephone threat, though not in all cases. A bomb that has been placed can have any or all of the characteristics of a package or letter bomb. If you notice a suspicious object in an area that it does not belong, or has never been before, use the following procedure.

1. Call **Code BLACK** and Campus Police at x2600
2. **DO NOT**
  - Attempt to touch or move a suspicious object
  - Remove or permit anyone else to remove materials which may aid in the investigation of the crime
  - Smoke in the vicinity of a suspected bomb. Do not permit others to smoke.
  - Accept markings, names, etc., as being legitimate. Explosives can be put in any type container. Bombs are usually camouflaged in some way to prevent detecting them before the explosion.
  - Use the telephone and tie up lines unnecessarily.
3. **Exit the area cautiously and quickly.** Refer to page 41-43 for evacuation procedures

## University of Toledo Telephone Bomb Threat Checklist

The UT Safety & Health Committee and the University of Toledo Police Department have adopted the following Telephone Bomb Threat Checklist, in cooperation with the Federal Bureau of Investigation's Bomb Data Program.

University employees receiving a telephone bomb threat are urged to notify University Police immediately at Ext. 2600 on the Health Science Campus, or x2600 on the Main Campus, and to complete the following questionnaire.

**Questions to ask:**

**Exact wording of the response:**

- |  |   |
|--|---|
| <ol style="list-style-type: none"> <li>1. When is bomb going to explode?</li> <li>2. Where is it right now?</li> <li>3. What does it look like?</li> <li>4. What kind of bomb is it?</li> <li>5. How big is the bomb?</li> <li>6. What will cause it to explode?</li> <li>7. Did you place the bomb?</li> <li>8. Why?</li> <li>9. What is your address?</li> <li>10. What is your name?</li> </ol> | <hr/> |
|--|---|

Sex of caller \_\_\_\_\_ Age \_\_\_\_\_ Race \_\_\_\_\_ Length of call \_\_\_\_\_

<p><b>Caller's Voice:</b></p> <table border="0" style="width: 100%;"> <tr> <td><input type="checkbox"/> Calm</td> <td><input type="checkbox"/> Raspy</td> </tr> <tr> <td><input type="checkbox"/> Angry</td> <td><input type="checkbox"/> Deep</td> </tr> <tr> <td><input type="checkbox"/> Excited</td> <td><input type="checkbox"/> Ragged</td> </tr> <tr> <td><input type="checkbox"/> Slow</td> <td><input type="checkbox"/> Clearing throat</td> </tr> <tr> <td><input type="checkbox"/> Rapid</td> <td><input type="checkbox"/> Deep breathing</td> </tr> <tr> <td><input type="checkbox"/> Soft</td> <td><input type="checkbox"/> Cracking voice</td> </tr> <tr> <td><input type="checkbox"/> Loud</td> <td><input type="checkbox"/> Disguised</td> </tr> <tr> <td><input type="checkbox"/> Laughing</td> <td><input type="checkbox"/> Accent</td> </tr> <tr> <td><input type="checkbox"/> Crying</td> <td><input type="checkbox"/> Familiar</td> </tr> <tr> <td><input type="checkbox"/> Normal</td> <td>If voice is familiar, who did it sound like?</td> </tr> <tr> <td><input type="checkbox"/> Distinct</td> <td>_____</td> </tr> <tr> <td><input type="checkbox"/> Slurred</td> <td>_____</td> </tr> <tr> <td><input type="checkbox"/> Nasal</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Stutter</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Lisp</td> <td></td> </tr> </table>	<input type="checkbox"/> Calm	<input type="checkbox"/> Raspy	<input type="checkbox"/> Angry	<input type="checkbox"/> Deep	<input type="checkbox"/> Excited	<input type="checkbox"/> Ragged	<input type="checkbox"/> Slow	<input type="checkbox"/> Clearing throat	<input type="checkbox"/> Rapid	<input type="checkbox"/> Deep breathing	<input type="checkbox"/> Soft	<input type="checkbox"/> Cracking voice	<input type="checkbox"/> Loud	<input type="checkbox"/> Disguised	<input type="checkbox"/> Laughing	<input type="checkbox"/> Accent	<input type="checkbox"/> Crying	<input type="checkbox"/> Familiar	<input type="checkbox"/> Normal	If voice is familiar, who did it sound like?	<input type="checkbox"/> Distinct	_____	<input type="checkbox"/> Slurred	_____	<input type="checkbox"/> Nasal		<input type="checkbox"/> Stutter		<input type="checkbox"/> Lisp		<p><b>Background Sounds:</b></p> <table border="0" style="width: 100%;"> <tr><td><input type="checkbox"/> Street noises</td></tr> <tr><td><input type="checkbox"/> Kitchen noises/dishes</td></tr> <tr><td><input type="checkbox"/> Voices</td></tr> <tr><td><input type="checkbox"/> PA system</td></tr> <tr><td><input type="checkbox"/> Music</td></tr> <tr><td><input type="checkbox"/> House noises</td></tr> <tr><td><input type="checkbox"/> Motor</td></tr> <tr><td><input type="checkbox"/> Office machinery</td></tr> <tr><td><input type="checkbox"/> Factory machinery</td></tr> <tr><td><input type="checkbox"/> Animal noises</td></tr> <tr><td><input type="checkbox"/> Clear</td></tr> <tr><td><input type="checkbox"/> Static</td></tr> <tr><td><input type="checkbox"/> Local</td></tr> <tr><td><input type="checkbox"/> Long distance</td></tr> <tr><td><input type="checkbox"/> Telephone Booth</td></tr> <tr><td><input type="checkbox"/> Other</td></tr> </table> <hr/> <hr/>	<input type="checkbox"/> Street noises	<input type="checkbox"/> Kitchen noises/dishes	<input type="checkbox"/> Voices	<input type="checkbox"/> PA system	<input type="checkbox"/> Music	<input type="checkbox"/> House noises	<input type="checkbox"/> Motor	<input type="checkbox"/> Office machinery	<input type="checkbox"/> Factory machinery	<input type="checkbox"/> Animal noises	<input type="checkbox"/> Clear	<input type="checkbox"/> Static	<input type="checkbox"/> Local	<input type="checkbox"/> Long distance	<input type="checkbox"/> Telephone Booth	<input type="checkbox"/> Other	<p><b>Threat Language:</b></p> <table border="0" style="width: 100%;"> <tr><td><input type="checkbox"/> Well spoken (educated)</td></tr> <tr><td><input type="checkbox"/> Foul</td></tr> <tr><td><input type="checkbox"/> Irrational</td></tr> <tr><td><input type="checkbox"/> Incoherent</td></tr> <tr><td><input type="checkbox"/> Taped</td></tr> <tr><td><input type="checkbox"/> Message read by threat maker</td></tr> </table>	<input type="checkbox"/> Well spoken (educated)	<input type="checkbox"/> Foul	<input type="checkbox"/> Irrational	<input type="checkbox"/> Incoherent	<input type="checkbox"/> Taped	<input type="checkbox"/> Message read by threat maker
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Remarks: \_\_\_\_\_  
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Report call immediately to University Police, Extension 2600. Fill out completely, immediately after bomb threat.

Name \_\_\_\_\_ Department \_\_\_\_\_ Ext. \_\_\_\_\_ Date \_\_\_\_\_

## **VIOLENT INTRUDER**

These safety procedures and guidelines are not all inclusive, but if understood, and executed properly, can increase your chances of surviving a violent intruder/active shooter and/or hostage incident.

A violent intruder is a person, or persons, actively engaged in killing or attempting to kill people in a populated area. In most cases the violent intruder has no pattern or method to the selection of their victims. A violent intruder situation evolves at a very rapid pace and can be described as being dynamic and chaotic. It is the utmost importance that you protect yourself by putting as much distance as possible between you and the intruder(s), allowing yourself to be out of sight.

These types of situations demand an immediate response by law enforcement and persons in the proximity of the intruder. The following will outline the proper protocol to take in the event of a violent intruder.

Note: The after effects of a violent intruder/active shooter and/or hostage incident can be very shocking and traumatic. The University will arrange for counseling services after such an incident for all employees.

### **ALICE TRAINING**

Office of Recreational Services will follow the ALiCE system for reacting to violent intruder situations

- A. Alert
- L: Lockdown
- i: Inform
- C: Counter
- E: Evacuate

### **Inside the Student Rec Center:**

- 1. Use your training to protect yourself and to lead as many people out of the building as possible**
2. Call 911. Call even if you hear an unidentified noise that sounds like gunfire.
3. If possible, announce on the radios and PA system what type of intruder is in the building eg. active shooter, person with a knife, person with an ax (announce weapon being used in the facility and their location).
4. Evacuate the facility if possible.
5. If evacuation is not an option, barricade yourself and be aware of alternative exits.
6. Mentally prepare and arm yourself to attack the intruder if your barricade is breached.
7. Remember that humans flinch if something is thrown towards their face and eyes.
8. Get out and away to safety if you can. Fighting back is always the last option. Try to escape if possible.
9. Never hold onto a gun or weapon if you disarm it from the intruder. Place it in a bucket or trash can and assign someone to stand by the covered weapon.
10. Use your first aid knowledge to help the injured if it is safe

### **On Campus Outside of the Student Rec Center:**

1. Announce type of violent intruder on the two-way radio
- 2 Use your training to protect yourself and to lead as many people to safety as possible.**
3. Call UTPD at 419 530 2600 to learn more about the situation on campus
4. Lock all entry doors and arm the building if it is safe to do so. Extra dog keys are located in the drawer at control and in Operations Assistants' hip packs. The Building Supervisor can ask other staff members to help lock the doors. Only do this if the intruder is at a reasonable distance from Office of Recreational Services and being in view from the windows does not put staff members in danger.
5. Calmly announce over the PA system that a violent intruder has been spotted on campus. Patrons are to report to the nearest Office of Recreational Services staff person in view.
6. Office of Recreational Services Staff will direct all patrons who come to them to the nearest safe room. Safe rooms are rooms that can be locked to prevent entry from an outsider or view from the outside.
7. Turn off the lights and remain silent. Stay alert and mentally prepare and arm yourself in case your hideout is breached. Office of Recreational Services Staff are to do their best to keep others calm while hiding.
8. Remain in hiding until the all clear has been given by the Building Supervisor over the radio, until the hiding place is no longer safe or until UTPD comes to let you out of the room.

Resources: iPad, two-way radios, PA system

### **If the violent intruder has entered your IMMEDIATE AREA**

1. Use your training to protect yourself and to lead as many people out of the building
2. Remain Calm & Stay Alert
3. If possible, announce on the radios and PA system that there is a violent intruder in the facility and their location.
4. DO NOT do anything to provoke the assailant(s) (i.e. sudden movements)
5. Follow the assailant(s) EXACT directions
6. If you or someone else is on the phone with the police, DO NOT hang up. Leave the line open so the call can be traced and the dispatcher can hear what is going on
7. If the assailant(s) begin shooting and there is no place for cover or hiding, only then, should you try the following\*:
  1. Negotiate with the assailant(s)
  2. Try to overpower the assailant(s)
  3. Flee the immediate area
  4. Have an escape route in mind before you begin fleeing
  5. DO NOT run in a straight line
  6. Do not carry anything that would slow you down

**\*The decision to negotiate, overpower or flee will have to be made quickly based on which option gives you the best chance at survival. Only you will know when to make one of these decisions. All of these last resort decisions are very dangerous and may risk the lives of other persons nearby, but certainly no more dangerous than doing nothing.**

Note: The after effects of a violent intruder and/or Hostage incident can be very shocking and traumatic. The University will arrange for counseling services after such an incident for all employees.

Note: These safety procedures and guidelines are not all inclusive, but if understood, and executed properly, can increase your chances of surviving a violent intruder and/or Hostage incident.

## SAFE COVER POSITIONS

Safe Cover positions in the Student Recreation Center can be used when evacuation is not possible.

Persons in Primary Safe Cover Positions should always remember to:

- Try to position yourself and others behind any object that could disrupt bullet penetration (i.e. desks, file cabinets, concrete walls, etc.)
- Stay low. Keep your head down.

Note: You may need to find a Secondary Safe Cover Positions when:

- You are out in an open area and you determine trying to reach your Primary Safe Cover Position (or any locked/barricaded area) would be too dangerous.
- You reach your Primary Safe Cover Position but the door has already been locked/barricaded.
- You are in your Primary Safe Cover Position and you have determined the immediate area has become too hostile to remain in (i.e. the violent intruder(s) have entered your immediate area and opened fire). Remember to keep your head down and to run in a zigzagging pattern (if being shot at) while proceeding to your Secondary Safe Cover Position.

### **1. STUDENT RECREATION CENTER MAIN LEVEL**

#### **ENTRY DESK:**

All persons should proceed to the Oak/Double Meeting room make sure doors are shut and locked/barricaded, proceed to the wall out of sight of the doors, and get down on the floor.

#### **OAK/SYCAMORE/HICKORY ROOM:**

All persons should proceed to the Oak/Double Meeting room make sure doors are shut and locked/barricaded, proceed to the wall out of sight of the doors, and get down on the floor.

#### **CARDIO AREA**

All persons should proceed to the Oak/Double Meeting room make sure doors are shut and locked/barricaded, proceed to the wall out of sight of the doors, and get down on the floor.

#### **WILLOW ROOM/ELM ROOM/GAME ROOM**

All persons should proceed to the Oak/Double Meeting room make sure doors are shut and locked/barricaded, proceed to the wall out of sight of the doors, and get down on the floor.

#### **MAPLE ROOM**

All persons should remain in the room make sure doors are shut and locked/barricaded, proceed to the wall out of sight of the doors, and get down on the floor.

#### **PROFESSIONAL OFFICES**

All persons should proceed to the closest room that can be locked/ barricaded.

#### **OBSERVATION DECK**

All persons should proceed to the Oak/Double Meeting room make sure doors are shut and locked/barricaded, proceed to the wall out of sight of the doors, and get down on the floor.

## **2. STUDENT RECREATION CENTER LOWER LEVEL**

### **LOWER LEVEL EAST FITNESS/WEIGHT ROOM**

Use your training to protect yourself and to lead as many people out of the building.

### **CYCLE STUDIO**

*Instructor will* shut and lock the doors of the Cycling room, and direct all persons in the immediate area to proceed to the West wall of the Cycling Room and get down on the floor.

### **BASKETBALL COURTS/RACQUETBALL**

Use your training to protect yourself and to lead as many people out of the building

### **LOWER LEVEL WEST FITNESS/VOLLEYBALL/BADMINTON/RACQUETBALL**

Use your training to protect yourself and to lead as many people out of the building

### **FITNESS STUDIO/TRX AREA**

*Instructor will* shut and lock the doors of the Fitness Studio, and direct all persons in the immediate area to proceed to the East or West wall of the Fitness Studio and get down on the floor.

### **WELLNESS CENTER/BOULDER WALL**

All persons should proceed into the Wellness Center, make sure doors are shut and locked/barricaded, proceed to the west wall and get down on the floor.

### **NATATORIUM**

All persons should proceed into pool storage, make sure doors are shut and locked/barricaded, proceed to the west wall and get down on the floor.

## **3. STUDENT RECREATION CENTER TRACK LEVEL**

### **TRACK**

All persons should proceed to the exit door corners, and remain out of sight.

### **E. ARMED ROBBERY**

The following procedures are to follow when there is robbery taking place in the building.

1. Remain calm, follow the robber's orders, do not make any sudden movements
2. Give the robber what they want
3. Hit the panic button underneath the Guest Services Office desk if possible to do so.
4. Do your best to note the robber's description (height, weight, hair color, race, gender, clothing and which way they exited the building).
5. Call UTPD at 2600 as soon as the robber leaves

Resources: iPad, two-way radios, panic button at Guest Service Office desk

## **F. HOSTAGE SITUATIONS**

1. Remain Calm and stay alert
2. Be patient (time is on your side)
3. Do not do anything to provoke the hostage taker(s) (i.e. sudden movements)
4. Follow the hostage taker(s) exact directions
5. Do not speak unless you are spoken to and only when necessary
6. Avoid arguments with the hostage takers
7. Be observant. If you are released, you may be able to help others with your observations
8. Be prepared to speak with police on the phone

Resources: iPad, two-way radios

Note: The after effects of a violent intruder and/or hostage incident can be very shocking and traumatic. The University will arrange for counseling services after such an incident for all employees.

Note: These safety procedures and guidelines are not all inclusive, but if understood, and executed properly, can increase your chances of surviving a violent intruder and/or hostage incident.

## **G. TERRORIST ATTACK**

The following procedure is to be used in the event that a terrorist attack occurs within the building and how to react to the situation.

1. Remain calm, stay alert and assess the situation. Assess the safety of yourself and others inside the Student Recreation Center.
2. Evacuate or lockdown Student Recreation Center if needed
3. Observe and identify any victims. Give them the appropriate medical care if it is safe to do so.
4. Provide emotional support for staff or patrons if able to do so.

Resources: iPad, two-way radios

## **H. SEXUAL MISCONDUCT**

If someone approaches you and wishes to report an incident of sexual misconduct:

You must immediately let them know that you are a mandatory reporter and must report any misconduct of a sexual nature. If they would like to report something confidentially, you can provide them with appropriate resources immediately with the information on the Sexual Misconduct Resource Guide found at <http://www.utoledo.edu/title-ix/sexual-misconduct/pdf/sexual-misconduct-resource-guide.pdf>

If this is something that just occurred and they are distraught or need medical assistance, call UTPD at 419 530 2600. If this occurred in the past, ask if they would like you to contact UTPD if it occurred on campus or local police if it occurred off campus.

If the person does not want to report the incident you may assist the person with making an appointment with the Center for Student Advocacy and Wellness by calling 419 530 3431 or connecting them with an advocate from the YWCA HOPE Rape Crisis Center by calling 1 866.557 7273.

If the person does want to continue telling you about the incident you may listen to them but should not show any judgement about the incident or state what the university will do. Provide them immediately with the Sexual Misconduct Resource Guide, <http://www.utoledo.edu/title-ix/sexual-misconduct/pdf/sexual-misconduct-resource-guide.pdf>.

After you are done speaking to the person about the sexual misconduct incident, an incident report must be filled out. It is best if the report is done with the person's input if possible so that you get the information recorded accurately.

If you suspect sexual misconduct in progress:

1. Follow the procedure for disruptive behavior
2. Call UTPD at 2600
3. Assess the situation; determine if a resolution can be found by you intervening. Never put yourself in harm's way
4. If it is unsafe to intervene, stand at a safe distance away from the situation, verify that 2600 has been called.
5. Do your best to ensure that other patrons do not join or walk into the situation
6. Keep mental notes of the offending patron(s) appearance. Height, weight, gender, race, clothing and hair color, etc. If possible take a video or photograph.
7. Keep track of the location within the facility of everyone involved
8. Assist UTPD as needed upon their arrival
9. After the situation has been dissipated by UTPD, meet with an officer to obtain all needed documentation of the incident
10. Allow normal operations to resume
11. Contact Assistant Director Facility Operations, Nancy Burhans at 419 262 8837. If not response contact Coordinator Events and Facility Operations, Cameron Pendergraph at 252 565 3304.

Resources: iPad, two-way radios, Counseling Center

## **I. MISSING CHILD**

1. Look around the immediate area for the child. Ask other campers or patrons if they have seen the child.
2. If you are a counselor who is responsible for watching other children, do not leave the children you are watching alone without supervision to look for the lost child.
3. If the child cannot be found, call **CODE ADAM** to alert the building and inform them of the situation.
4. Give the Building Supervisor a detailed description of the child
5. Call UTPD at 2600
6. The Building Supervisor should then make an announcement stating that there is a missing child and give a description of the child.
7. The Building Supervisor and other staff members should walk around the building and look for the child until the child is found.
8. Fill out an incident report after the child has been found.

Resources: iPad, two-way radios, camp photo of child

## WEATHER RELATED EMERGENCIES

### A. TORNADO/SEVERE WEATHER

**Tornado WATCH:** Conditions are favorable for a tornado to develop. The weather radio in the office area will notify the Guest Service Specialist of the weather conditions. The Building Supervisor and CSA will keep in contact with the 2-way radio if conditions for a tornado exist by monitoring the weather radio, television, and internet.

1. Front Office will:
  - a. Notify Building Supervisor
  - b. All professional staff on duty
2. The Building Supervisor will then inform all employees that a watch has been issued and instruct them to review the procedures to be followed and be prepared to move all users to the lower level.

### **Outdoor Intramural Facilities**

In the event of a severe weather watch, the Office of Recreational Services professional staff or Building Supervisor shall contact the Intramural Site Manager, to notify the staff of the current weather situation.

If the weather becomes potentially dangerous during the watch, professional staff or the Intramural Site Manager should make the decision to cancel the games and clear the Intramural Facilities immediately. Intramural Site Manager should inform the Office of Recreational Services staff of this decision.

**Tornado WARNING:** Tornado has been seen in the area.

When a **Tornado WARNING** occurs, Lucas County will sound the alarms for approximately 3 minutes will sound **long continuous sirens**.

1. Announce over the radio that there is a Tornado Warning
2. Entry Welcome Station will make a PA Announcement: **“Attention Office of Recreational Services members and guests. The National Weather Service has issued a Tornado WARNING for Lucas County until \_\_\_am/pm. Our staff will immediately begin directing all users to designated shelter space, which is located in the lower level of the building. Please calmly follow our directions to seek safe shelter.**
3. Entry will pull down the gate at the entry desk and prop open one of the emergency exit doors
4. All Employees will clear their assigned areas, direct, and accompany patrons into the locker rooms (see shelter procedures for more details on clearing floors)
5. Manager needs to give a 2-way radio to a staff member of the opposite sex so there is communication between staff in locker rooms
6. The Building Supervisor double-checks with GSS that office door is locked and double check that the pool doors, locker rooms doors are locked. Accompany patrons into the locker room
7. Communicate with the Building Supervisor and Professional Staff to monitor the weather
8. Once the tornado warning is over allowing patrons to go back into all areas of the facility.
9. Contact appropriate Professional Staff
10. Complete and file an incident report

Resources: 2-way radio, Emergency weather radio, Flashlights

## **B. SHELTER PROCEDURES**

**Note:** In the event that a **Tornado warning** is issued, the following list describes where each area is to seek shelter. It is very important to be able to guide occupants to their specific shelter area as quickly and efficiently as possible, Tornados can hit as quickly as 3 minutes after the warning is called.

All occupants of The Office of Recreational Services should proceed to the lower level.

Primary Tornado Shelter Location: Men's and women's locker room on the lower level.

Secondary Location: Wellness Center and Laundry Room

Third Location: Along the inside (north) wall of the east and west workout floor

It may not be possible to move all occupants, into this area so it is necessary to be aware of specific things to AVOID if the shelter area cannot be reached. These include:

- a. Wide expanse ceilings
- b. Areas containing windows, display cases, or other glass
- c. Large open areas
- d. Areas with a large amount of debris

**\*Note:** If an area of proper protection cannot be reached, find the lowest point in the area and take cover under the most secure object you can find.

## **C. ROLES AND RESPONSIBILITIES OF STAFF ON DUTY**

### ***Building Supervisor***

- Clear patrons who are on track level and the back of the building—Maple, Break Room, Fitness Studio
- Encourage exiting individuals to move into the locker rooms. Patrons are allowed to exit the facility if they so choose.
- Coordinate the evacuation process with staff by noting who has cleared their area and who is in the locker rooms.
- If there is no Rocket Scheduled, perform the duties of the Rocket
- Communicate with Lifeguard Staff about locking the facility
- Make sure the Main Office Suite door is locked and the gate at entry has been pulled down upon staff exiting. Prop one emergency exit door open for outside participants seeking shelter
- Position yourself at the entrance of the locker room so you can see facility.
- Once the tornado warning is over restrict patron access to the facility until all Office of Recreational Services staff is at their stations and ready to go.
- Notify appropriate professional staff.
- Write up incident report

### ***Lifeguards (Lower Level)***

- Clear the pools, spa, sauna and patio.
- Lock Patio Doors
- Get bin of towels and flip-flops for patrons to utilize.
- Usher swimmers into the locker rooms and distribute towels and flip flops; be sure to note that all items given out must be returned.
- Lock the locker rooms
- Declare your area cleared to the Building Supervisor over the radio.
- Gather with patrons in the locker rooms
- Wait for further instruction to be conveyed over the radio.

***Entry Station ( Main Floor):***

- Announce the Tornado Warning on the PA system to notify all patrons to go to the locker rooms or leave the building safely.
- Clear the Lobby.
- Clear the Pin Weight Room.
- Clear the Willow Room if it is use.
- Clear the Full Oak entering from the double doors and exiting into the cardio area
- Clear the Cardio Area
- Declare your areas cleared to the Building Supervisor over the radio.
- Gather with patrons in the locker rooms
- Wait for further instruction to be conveyed over the radios

***Operations Assistant (Rocket):***

- Clear all activity areas on the first floor: all 6 gym courts, both racquetball courts, climb cave, Wellness suite, west fitness area, east fitness area, free weight room, abs/stretching area, cycling room, wrestling room and TRX area
- Declare your area cleared to the Building Supervisor over the radio.
- Gather with patrons in the locker rooms
- Wait for further instruction to be conveyed over the radios

***Guest Services Specialist (Main Floor Office):***

- Call 2600.
- Secure the office doors, customer service window.
- Secure the door to the office with the safe.
- Clear the Office Suites
- Cross into the Aquatics Center and clear the observation deck and observation deck restrooms
- Clear the Aquatics Graduate Office
- Lock Aquatics Graduate Office and Observation Deck
- Declare your area cleared to the Building Supervisor over the radio.
- Gather with patrons in the locker rooms
- Wait for further instruction to be conveyed over the radios

***Operations Assistant (Service Center):***

- Once all equipment has been returned; exit the Service Center through the laundry room, clearing anyone from the area
- Stand in front of the Services Center and give patrons directions to exit the building if they choose
- Assist Building Supervisor with monitoring patrons in locker rooms
- Declare your area cleared to the Building Supervisor over the radio.
- Gather with patrons in the locker rooms
- Wait for further instruction to be conveyed over the radios

***Challenge Specialist (Lower Level):***

- Clear Climb Wall Area
- Declare your area cleared to the Building Supervisor over the radio.
- Gather with patrons in the locker rooms
- Wait for further instruction to be conveyed over the radios

***Instructors (1<sup>st</sup> Floor/Lower Level):***

- Clear Instruction Area in use.
- Declare your area cleared to the Building Supervisor over the radio.
- Gather with patrons in the locker rooms
- Wait for further instruction to be conveyed over the radios

***Wellness Clinic (Lower Level):***

- Clear Wellness Clinic and Professional Staff Office.
- Declare your area cleared to the Building Supervisor over the radio.
- Gather with patrons in the locker rooms
- Wait for further instruction to be conveyed over the radios

***Intramural Staff (Lower Level):***

- Clear area in use.
- Declare your area cleared to the Building Supervisor over the radio.
- Gather with patrons in the locker rooms
- Wait for further instruction to be conveyed over the radios

***Program Facilitators (High Ropes and All Floors):***

- Clear the ropes course or program areas.
- Escort patrons to the locker rooms
- Declare your area cleared to the Building Supervisor over the radio.
- Gather with patrons in the locker rooms
- Wait for further instruction to be conveyed over the radios

**D. ALL CLEAR**

The all clear siren is a series of short blasts. The Office of Recreational Services staff will also check with the UTPD to verify that the warning has expired.

## **FACILITY RELATED EMERGENCIES**

### **A. CHEMICAL ACCIDENT/HAZARDOUS MATERIAL**

Chemical releases can be classified into two distinct categories:

#### **Incidental Releases**

Incidental releases are small isolated releases of chemicals such as cleaning solvents that do not present or have the potential to cause injuries or require evacuation other than the immediate release area. Incidental releases can be cleaned up by personnel who have received proper training under the OSHA Hazard Communication Standard 29 CFR 1910.1200 and have the proper safety equipment. This type of incident would not require the response of the Local Fire Department, or outside agency.

#### **Emergency Releases**

Emergency releases are those incidents that involve large quantities of chemicals and/or have the potential to cause injuries. A release that requires the response of the Emergency Response Team and/or local fire department would be considered an emergency release. For the purpose of this Emergency Action Plan only Emergency Releases will be addressed.

### **B. PROCEDURES FOR EMERGENCY CHEMICAL RELEASES**

1. Clear the area of all guests, instruct staff and guests to evacuate the building and secure the area.
  - a. All persons should be at least 300 feet away from the suspected source of the leak
  - b. Prevent sources of ignition (cigarettes, electrical equipment, etc.)
  - c. If the situation appears to be a serious release, activate the fire alarm pull station and begin evacuation of the involved building.
2. Call UT Campus Police (2600) from another location
  - a. Give them your name
  - b. Inform them of the nature of problem
3. Inform them of the exact location of the chemical release
4. Call Safety and Health (3600). After hours, call Assistant Director of Facility Operations.
5. Send one employee if available to meet the Emergency Response Team and lead them to the incident area.
6. Advise the Emergency Response Team on their arrival if all personnel are accounted for.
  - a. If an employee or visitor is missing, advise response team as to the last known location of the individual.
7. Provide assistance to the emergency response team as requested.

Resources: Eye wash and emergency shower station located in the pool receiving area in chlorine storage room, Chemical clean up gloves, Caution tape, Material Safety Data Sheet

## **B. FIRE**

The following will outline specific procedures that shall be addressed by the facilities staff to minimize the occurrence and impact from a fire emergency. There are no unusual fire hazards present at the facility. Special emphasis on housekeeping and storage procedures are practiced in the maintenance and custodial areas due to the fact that flammable and combustible materials are used and stored in these areas.

In the event that a fire pull is activated accidentally, the building must be still evacuated. When calling 2600 tell the dispatcher that the alarm was set off accidentally but evacuation following usual protocol.

### **1. R.A.C.E.**

Any person suspecting or discovering a fire shall implement the actions described in the **R.A.C.E.** acronym:

**RESCUE:** any person in immediate danger from the fire if it does not endanger your own life.

**ALARM:** sound the alarm by calling extension x2600 (HSC, MC, SPC) to report the fire and activating the nearest pull station (these are red boxes located on the wall in main exit corridors). Please stay on the line until the building name and location has been repeated back to you by the telephone operator or police dispatcher.

**CONFINE:** confine the fire by closing all doors and windows. Turn off fans and air conditioners.

**EXTINGUISH or EVACUATE:** locate the nearest fire extinguisher and use it to extinguish the fire if it is small in size; if not, evacuate the area immediately. Remember to TURN LIGHTS ON . . . light aids in controlling the situation.

### **2. Follow the **P.A.S.S. procedure** for using a fire extinguisher:**

**PULL** the pin after breaking the plastic seal on the extinguisher.

**AIM** the nozzle of the extinguisher at the base of the fire.

**SQUEEZE** the handles together.

**SWEEP** from side-to-side until the fire is extinguished.

NOTE: Under most circumstances, these procedures can be done together, if sufficient personnel are available and are clear in their duties.

### 3. PROCEDURES WHEN A FIRE IS FOUND

1. In the event that a fire is spotted in the facility, it is extremely important to know the evacuation procedure. It is also imperative that the following procedure be initiated. Immediately trigger the fire alarm by using one of the wall pull stations.
2. Call **Fire** and give them the exact location of the fire. Guest Services will call 2600 and provide the location of the fire.
3. When a **Fire** is announced:
  - a. Do not use elevators: fire and smoke travel very quickly through elevator shafts.
  - b. Close doors and windows
  - c. Take direction from Security Officer on duty, Toledo Fire officials, or Environmental Health and Radiation Safety personnel only.
4. **ONLY IF YOU HAVE BEEN TRAINED** - Attempt to put out the fire using a fire extinguisher only if it is **a small fire using the P.A.S.S. technique - Pull - Aim - Squeeze - Sweep**. Confine fire by closing doors as you leave the area. Evacuate the facility using the evacuation procedure found below.
5. **CANCELLATION**: Campus Security Officer on duty makes the final decision to cancel the Code Red in consultation with local fire authorities. Upon notification from the Campus Security Officer on duty, the Building Supervisor will announce "Evacuation is now complete" three (3) times.

### 4. FIRE FALSE ALARM

**\*\*If there is NO FIRE and alarm stops – Make the following PA announcement\*\***

**“ATTENTION OFFICE OF RECREATIONAL SERVICES MEMBERS AND GUESTS, THIS HAS BEEN A FALSE ALARM. PLEASE RESUME NORMAL OPERATION AND ACTIVITIES.”**

Resources: - 2-way radios, Fire extinguishers, First aid kits

## **5. EVACUATION PROCEDURES**

Reasons for evacuating the Student Recreation Center include fire alarm, threats of harm to people in the facility or any other reason the Office of Recreational Services staff believes the facility to be unsafe.

1. Announce the evacuation of facility on the PA system to notify all patrons to leave the building safely
2. In the event that the PA system does not work due to a power outage or malfunction:
  - a. Lifeguards clear the natatorium using the bullhorn kept in the pool office
  - b. The Entry GSS clears the main floor and track using the bullhorn kept in the office
  - c. The rocket clears the first floor using the bullhorn kept at the service center
2. If campus police are not already involved, Office staff should call ext. 2600.
6. Notify appropriate professional staff.
7. Student Employees are to assist in the evacuation process by following the direction of the Building Supervisor.
8. As long as the path is clear, patrons will be encouraged to exit the facility using the center stairwell and out through main exit (except for swimmers, who will exit directly through Door 4 and into Lot 9 or the Health Education Center, depending on weather).
9. If the main exit is blocked, Office of Recreational Services staff will encourage patrons to leave through the lower level doors or east and west stairwells.
10. If there is a patron who cannot exit the facility due to a disability, Office of Recreational Services staff will need to help the patron into a stairwell as these spaces are designed to be areas of refuge (wheel chairs are available in the office storage closet).
11. Secure the office doors, pull down customer service window, and all lock pool doors. Secure the door to the office with the safe.
12. Each staff member needs to update the Building Supervisor via radio on their progress or if they experience any difficulties, including patrons refusing to leave.
13. All guests and staff should meet in parking lot 9 or 18 at least 250 feet away from the building.
14. Notify all patrons who wish to return to their activity to wait at the gathering points in Lot 18 and 9 (250 feet from the building).
15. Do not give out any information to any public agency, e.g.: press, radio, TV, etc.
16. Complete an Incident Report form.

## **6 EVACUATION ROLES AND RESPONSIBILITIES FOR STAFF ON DUTY**

### ***Building Supervisor***

- Make sure Office Staff has dialed 2600 to confirm they are coming.
- Clear patrons who are on track level
- Clear back of the building: Maple, Break Room, Fitness Studio
- Encourage exiting individuals to move into Lot 18 or Lot 9, as congregating right outside the doors can cause congestion for Emergency Response Personnel entering the building with equipment.
- Coordinate the evacuation progress by noting who has cleared their area and exited.
- Communicate with Lifeguard Staff about exiting the facility
- Make sure the Main Office Suite door is locked and the gate at entry has been pulled down upon staff exiting.
- Meet Emergency Response Personnel at the Fire Control Panel location in the Main Office.
- Position yourself at a point where you will be the first person to re-enter the building. Restrict patron access until all Office of Recreational Services staff is back in the facility and ready to go.
- Notify appropriate professional staff.
- Write up incident report

### ***Lifeguards (Lower Level)***

- Clear the pools, spa, sauna and patio.
- Lock Patio Doors
- Get bin of towels and flip-flops for patrons to utilize.
- Usher swimmers to Door 4 area and distribute towels and flip flops; be sure to note that all items given out must be returned.
- Clear both locker rooms (if you do not have opposite gender lifeguards on duty, announce yourself before entering) and encourage patrons to exit locker room out to the main hallway.
- Lock the Locker Rooms
- If inclement weather, swimmers may stand at Door 4, ready to exit the building if necessary
- Communicate with the Building Supervisor about exiting the building with swimmers.
- Exit the building when the Building Supervisor indicates to over the radio.
- Declare your area cleared to the Building Supervisor over the radio.

### ***Entry Station (1<sup>st</sup> Floor):***

- Announce evacuation of facility on the PA system to notify all patrons to leave the building safely.
- Clear the Lobby.
- Clear the Pin Weight Room.
- Clear the Willow Room if it is use.
- Clear the Full Oak entering from the double doors and exiting into the cardio area, Cardio Area
- Clear the Cardio Area
- Declare your areas cleared to the Building Supervisor over the radio.
- Exit the facility through the west doors and cross Stadium Drive into Lot 9
- Gather patrons in the back of Lot 9 gathering point.
- Wait for further instruction to be conveyed over the radios

***Operations Assistant (1<sup>st</sup> Floor/Lower Level):***

- Clear all activity areas on the first floor: all 6 gym courts, both racquetball courts, climb cave, Wellness suite, west fitness area, east fitness area, free weight room, abs/stretching area, cycling room, wrestling room and TRX area
- Declare your area cleared to the Building Supervisor over the radio.
- Gather with patrons in the locker rooms
- Wait for further instruction to be conveyed over the radios

***Guest Services Specialist (1<sup>st</sup> Floor):***

- Call 2600.
- Secure the office doors, customer service window.
- Secure the door to the office with the safe.
- Clear the Office Suites
- Cross the lobby and clear the observation deck and observation deck restrooms
- Clear the Aquatics Office
- Lock Observation Deck
- Declare your area cleared to the Building Supervisor over the radio.
- Exit the facility through the east doors into Lot 18.
- Gather patrons in the back of Lot 18 gathering point.
- Wait for further instruction to be conveyed over the radios

***Operations Assistant (Service Center):***

- Stand in front of the Service Center and give patrons directions to exit the building
- Clear the locker rooms
- Declare your area cleared to the Building Supervisor over the radio.
- Exit the facility through the west doors and cross Stadium Drive into Lot 9
- Gather patrons in the back of Lot 9 gathering point.
- Wait for further instruction to be conveyed over the radios

***Climb Wall Specialist (Lower Level):***

- Clear Climb Wall Area
- Declare your area cleared to the Building Supervisor over the radio.
- Exit the facility through the west doors and cross Stadium Drive into Lot 9
- Gather patrons in the back of Lot 9 gathering point.
- Wait for further instruction to be conveyed over the radios

***Instructors (1<sup>st</sup> Floor/Lower Level):***

- Clear Instruction Area in use.
- Declare your area cleared to the Building Supervisor over the radio.
- Exit the facility through the west doors and cross Stadium Drive into Lot 9
- Gather patrons in the back of Lot 9 gathering point.
- Wait for further instruction to be conveyed over the radios

***Wellness Clinic (Lower Level):***

- Clear Wellness Clinic and Professional Staff Office.
- Declare your area cleared to the Building Supervisor over the radio.
- Exit the facility through the west doors and cross Stadium Drive into Lot 9
- Gather patrons in the back of Lot 9 gathering point.
- Wait for further instruction to be conveyed over the radios

***Intramural Staff (Lower Level):***

- Clear area in use.
- Declare your area cleared to the Building Supervisor over the radio.
- Exit the facility through the west doors and cross Stadium Drive into Lot 9
- Gather patrons in the back of Lot 9 gathering point.
- Wait for further instruction to be conveyed over the radios

**7. PRIMARY AND SECONDARY EXITS STUDENT RECREATION CENTER**

**Student Recreation Center Lobby/Oak**

- Primary Exit: Evacuate facility through East or West main entrance doors.
- Secondary Exit: Evacuate using west emergency exit at the end of the west hallway.

**Cardio/Sycamore/Hickory**

- Primary Exit: Evacuate facility through East or West main entrance doors.
- Secondary Exit: Evacuate using west emergency exit at the end of the west hallway.

**Willow Room/Elm Room/Game Room**

- Primary Exit: Evacuate through lobby and use East or West main entrance doors
- Secondary Exit: Evacuate using east emergency exit door at the end of the east hallway

**Maple Room/Staff Lounge**

- Primary Exit: Evacuate through staff lounge, down stairs to Door 12 receiving area.
- Secondary Exit: Evacuate facility through East or West main entrance doors

**Professional Offices**

- Primary Exit: Evacuate facility through East or West main entrance doors
- Secondary Exit: Take the door that leads to the game room and proceed to the east hallway to the emergency exit.

**Observation Deck:**

- Primary Exit: Evacuate through lobby and use East or West main entrance doors.
- Secondary Exit: Evacuate through guard office to Door 4 pool deliveries.

**Student Recreation Center Lower Level Fitness/Weight Room**

- Primary Exit: Evacuate using emergency doors on the North wall of courts 1-3
- Secondary Exit: Evacuate using west emergency exit doors at the end of the west hallway

**Cycle Studio**

- Primary Exit: Evacuate using emergency doors on the North wall of courts 1-3
- Secondary Exit: Evacuate using west emergency exit doors at the end of the west hallway

**Basketball Courts/Racquetball**

- Primary Exit: Evacuate using emergency doors on the North wall of courts 1-5
- Secondary Exit: Evacuate using west/east emergency exit doors at the end of the west/east hallway

**Auxiliary Gym**

- Primary Exit: Evacuate using emergency doors on the North wall of 4-5
- Secondary Exit: Evacuate using east emergency exit doors at the end of the east hallway

### **Lower Level West Fitness**

- Primary Exit: Evacuate using emergency doors on the North wall of 4-5
- Secondary Exit: Evacuate using east emergency exit doors at the end of the east hallway

### **Fitness Studio/TRX Area**

- Primary Exit: Evacuate through Door 12, receiving area.
- Secondary Exit: Evacuate through doors on North side of basketball courts.

### **Wellness Center/Boulder Wall**

- Primary Exit: Evacuate using emergency doors on the North wall of 4-5
- Secondary Exit: Evacuate using east emergency exit doors at the end of the east hallway

### **Natorium/Outdoor Volleyball Courts**

- Primary Exit: Evacuate through pool delivery out to Door 4
- Secondary Exit: Evacuate through volleyball courts, the outside gate is located and requires key.

### **Student Recreation Center Track Level**

- Primary Exit: Emergency exit doors to the left and right back corners
- Secondary Exit: Exit to the left of center front of the track, above Maple Room

## **8. EVACUATION OF PERSONS WITH DISABILITIES**

**\*Note:** Persons with disabilities have special needs in the event of an emergency. It is very important to know how to address these problems and needs should a situation arise. The following procedures show how to address the needs of people with various disabilities.

### **1. Persons in Wheelchairs**

- a. If in an area of immediate danger, assist them in moving to a safer area immediately.
- b. If they are on a floor with an exit, stay with them until the crowd thins and then direct and/or assist them to the proper exit. If on a floor where an immediate exit is not present, assist them in moving to the nearest elevator if applicable (elevators do not function if a fire alarm has been triggered) or the nearest stairwell. Ask the person "what is the best way for them to negotiate the stairs." If you are unable to assist the person to the top of the stairs, inform them that you must get help. Find the nearest Emergency Response person and inform them of the position of the disabled person.

### **2. Visually Impaired Persons**

- a. Explain to them the nature of the emergency and guide them to the proper exit. If a guide dog is present it will not interfere with your attempt to assist. If climbing or descending a stairwell is necessary, do so after the crowd has thinned. Guide them to a safe area outside the building, orient them as to where they are, and provide any further assistance that is necessary.

### **3. Hearing Impaired Persons**

- a. A person with impaired hearing may not be aware of an emergency, therefore an alternate warning technique may be needed, such as writing a note or speaking slowly to allow them to read lips or the use of gestures. As quickly as possible, inform them what is happening and direct them to the proper exit. Provide any additional assistance that may be necessary.

## 9. POWER FAILURE

When a power outage occurs, emergency lighting will come on, however the lights will be low, and the fire alarm system will not work after 15-30 minutes without power, so it is important to react quickly:

1. The Building Supervisor has the lifeguards close the pool. Evacuate all swimmers (in water and on deck) and lock pool doors.
2. The Building Supervisor calls x1000 to alert UT Facilities that the power is out at the Student Recreation Center and to obtain as much information from Facilities as possible about the power outage.
3. Call the Assistant Director Facility Operations. If she does not answer call the Coordinator Facility Operations. If he does not answer call the Director of Recreational Services. When calling give as much information as possible about the cause and estimated length of time that the power will be out.
4. Take direction from Rec pro staff. Be prepared to evacuate the building.
5. Do not send student staff home
6. Staff coming in for the next set of shifts should be informed to call back just prior to the start of their shift starting to find out if they should report to work.
7. If the Student Recreation Center is closed due to a power outage, contact all student staff scheduled for the next shifts and inform them not to report. Pro staff contacts Marketing Assistant Director to alert patrons that the facility is closed.

Resources: 2-way radio, Flashlights

## **TERMINATING THE EMERGENCY**

This section of the Emergency Action Plan will deal with those activities necessary to support employees and students during and following an emergency situation and those activities necessary to restore operations at The University of Toledo.

### **A. RECOVERY OF OPERATIONS**

The recovery of building operations and services will be based on the extent of damage suffered to the building. UT Building Supervisor will need to prioritize activities that can be accomplished with available staff and resources. Immediately following the emergency phase of the incident the Building Supervisor, Assistant Director of Facility Operations and Director will begin the implementation of the university business recovery plan.

### **B. DOCUMENTATION**

Documentation of emergency activities is of critical importance following the emergency situation. All records and forms used during the incident to document activities must be retained for future reference.

### **C. RESPONSIBILITY FOR INCIDENT DOCUMENTATION**

1. Following an emergency situation, the Building Supervisor will have the responsibility of collecting all records and forms used during the incident. These will be used for several purposes such as incident investigation, insurance claims, and potential legal actions.
2. The Building Supervisor must prepare a report documenting activities that took place during the emergency situation.
3. The report of the Building Supervisor and all related documentation will be submitted to The University of Toledo Risk Management for review and necessary follow-up actions.

### **D. RESPONSIBILITY FOR DAMAGE ASSESSMENT**

The Office of Recreational Services Assistant Director of Facilities & Director will have the main responsibility for conducting the damage assessment following an incident. Assistance will be obtained as needed from facility personnel and outside organizations, such as structural engineers and local government officials.

### **E. POST-EMERGENCY ACTIVITIES**

Post-emergency activities are those that tend to the welfare of facility personnel and provide for a review of facility actions during the incident.

### **F. INJURIES SHOULD BE REPORTED AS FOLLOWS**

Please report employee (including student employee) injuries or illnesses to the Workers Compensation office as soon as possible.

## **F. INCIDENT DEBRIEFING**

- Office of Recreational Services will debrief all Code Blue Calls and other EAP actions that are of sensitive or traumatizing character.
- Office of Recreational Services Leadership and staff may ask staff workers who responded or saw any EAP action to report to a debriefing meeting.
- Debriefing meetings will be arranged as soon as possible, within one week of the EAP action being engaged.
- In the debriefing meeting, a timeline of events will be established and written out. Constructive criticism will be given so that staff members will know what to improve on and so that Leadership members can establish if a change/improvement in EAP procedures needs to be made.
- Debriefing meetings are not meant as a means to call out staff members, tear them down or shame them. Improvement of our EAP is the true goal.
- Group support will be offered for traumatic experience. The counseling center may be called for their service and staff members will be asked to share their thoughts, fears and feelings about the incident.
- Leadership will follow up with staff members on an individual basis to ensure that all staff members are in good mental health following the incident.

## **H. CRITIQUE**

The critique of the incident is a review of what actions took place during the incident, both good and bad. A critique is not designed to place blame, but rather to allow for the flow of ideas and recommendations to improve the emergency action plan and the facility policies and procedures.