

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 Morse Site Manager should follow the following procedure to notify professional staff at OFFICE OF RECREATIONAL SERVICES:

1. For a **medical emergency call #77 from any land line in the Morse Center**. For all **other emergencies call UTPD at 419-383-2600**
2. **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.
3. 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.
4. 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.
5. Throughout the situation-taking place in the building keep the Assistant Director and/or the Coordinator informed.

E. EMERGENCY PHONE NUMBERS

UTPD: 419-530-2600

Code Blue: #77 from a land line

Infection Prevention and Control 419-393-5006

SRC Guest Services Office: 419-530-3700

Environmental Health and Radiation Safety: 419-530-3600

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 main

Poison Control: (419) 383-3897

SRC Guest Entry Desk: 419-530-3733

Center Student Advocacy 419 530 3431

HSC Facility Maintenance 419 383 5353

HSC Environmental Services 419 383 1350

F. WHEN TO CALL 2600 – CAMPUS POLICE

UTPD (419 383 2600) should be called for all non-medical emergencies. The 2600 Operator will contact the proper authorities.

G. WHEN TO CALL #77 FROM A MORSE CENTER LAND LINE

Call #77 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.
- Is vomiting blood
- Is bleeding severely.
- Has trouble breathing or is breathing in a strange way.

- Has a seizure.
- Has an injury to the head, neck, or back.
- Is pregnant and becomes ill
- Down electrical wires.
- Vehicle collisions.
- Appears to have been poisoned.
- Has possible broken bones
- Fire or explosion.
- Presence of poisonous gas.
- Victims who cannot be moved easily.

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 #77 from a land line.
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

Reasons for evacuating the Morse Fitness 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 facility on the PA system to notify all patrons to leave the building safely.
2. If campus police are not already involved, call ext. 2600.

3. Notify appropriate professional staff.
4. Student Employees are to evacuate patrons from the Morse Center
5. As long as the path is clear, patrons will be encouraged to exit the facility using the stairwell across from the front desk and down the stairs to the main Dowling Hall doors.
6. If the main exit is blocked, Office of Recreational Services staff will encourage patrons to leave through stairwell by the custodial closet or the stairwell in the weight room.
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.
8. Secure the office doors and lower the gate.
9. All guests and staff should meet in parking 43 at least 250 feet away from the building.
10. Notify all patrons who wish to return to their activity to wait at the gathering points in Lot 43.
11. Do not give out any information to any public agency, e.g.: press, radio, TV, etc.
12. Complete an Incident Report form.

COMMUNICATION

A. PUBLIC ADDRESS SYSTEM

The Public Address system is located at the front desk

B. 2-WAY RADIOS

Radios will help work stations reach each other much easier. The radios are for work purposes only; please do not use them inappropriately. Remember that 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 your radio 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. Morse Center employees should use channel 1 only.

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 their co-worker of the situation.

CODE SYSTEM

BLACK: Bomb or bomb threat

BLUE: Medical Emergency

ADAM -- Missing child

CLEAN UP – Fecal Matter/Body Fluids—this is a UTrec code only, not a University wide code

VIOLET – Fight/Threatening Situation

BROWN – Missing adult

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

Fetterman

IMPORTANT TELEPHONE NUMBERS

OFFICE OF RECREATIONAL SERVICES FACILITIES

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

OFFICE OF RECREATIONAL SERVICES PROFESSIONAL STAFF

Demond Pryor, *Director of the Office of Recreational Services* 810-210-9455
Rachael Decker, *Associate Director of Programming* 419-265-1258
Nancy Burhans, *Assistant Director of Facilities Operations* 419-262-8837
Laurie Tomkinson, *Assistant Director Guest Services and Marketing* 419-351-0047
Tony North, Jr., *Assistant Director Programs and Leadership Development* 513-638-0629
Cameron Pendergraph, *Coordinator of Events and Facility Operations* 252-565-3304
Jacob Rasmussen, *Coordinator Aquatics and Challenge* 641 420 0165
David Mann, *Coordinator Intramurals Sports and Youth Camps* 269 352 5169
Billie Brunn, *Business Services Officer* 419-494-1471
Jack Knotts, *Morse Center Facility Supervisor* 419-481-0134
Jim Adamczak, *Pool Technician* 419-277-4042
Tom Richardson, *Facility Operations* 419-270-0567

UNIVERSITY OF TOLEDO PARTNERS

Medical Emergencies—call from a Morse Center land line #77
Campus Police 419-530-2600
Campus Police (non-emergency) 419-530-2601
Health Science Campus maintenance 419-383-5353
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

Land Line Phone Locations

Main desk
Main office
Main lobby (red phone on wall)
Cardiac Rehab
Women's locker room (red phone on wall)
Men's locker room (red phone on wall)
Rocket Wellness 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.**

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.

EQUIPMENT REPAIR NOTICE

- Used to document any equipment or part of the facility that may need repair or servicing. Please be specific.
- Equipment Repair Notice:
http://www.utoledo.edu/studentaffairs/rec/webforms/bm_equipment_repair.html

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 any of the UTRec facilities.
- 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 Morse 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)

Morse Center—on the wall to the left of the elevator

B. FIRE EXTINGUISHERS

Main desk

Lobby

Cardio row

Basketball courts

Racquetball courts

C. EMERGENCY BAGS

Main desk

D. FLASHLIGHTS

Main desk

INSTRUCTIONS FOR CALLING UTPD

A. CALLING UNIVERSITY OF TOLEDO POLICE DEPARTMENT

In the instance of a non-medical emergency, the Manager at the desk will call 2600 and will make sure that their co-worker knows of the situation.

Call Campus Police at Extension 2600 (419 383 2600 from cell 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 Morse Center (419-383-5370)
 - e. Your location
 - f. The location of the situation
 - g. The area that a staff person will meet emergency medical personnel is to be:
University of Toledo, Health Science Campus, Morse Fitness Center, 3rd floor of Dowling Hall
3. DO NOT HANG UP until you are told to do so or unless there is an immediate threat to your safety.

B. CALLING FOR A MEDICAL EMERGENCY/CODE BLUE

1. Call #77 from any land line at the Morse Center for all medical emergencies. A five-minute response is guaranteed from the hospital
2. 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.
3. If the injured guest is conscious, seek permission before calling #77. 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.
4. If not already on the scene, call the appropriate professional staff member

Following is what you use when calling about an emergency (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. MORSE FITNESS CENTER

Go to main doors of Dowling Hall and direct upstairs to the Morse Center and to the victim

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 paper towels
 - Red Z can be used for vomit. Read directions for Red Z on bottle before using.
5. Spray DMQ on the spill area once it has been cleaned up.
6. Let the treated surface remain wet for 10 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 at the main office. Do not walk around the building with a biohazard bag in your hand.
11. Immediately wash hands with warm water and soap.
12. Complete 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 in recreational settings, 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. Inform staff of the fight/situation and location
4. After assessing, the situation and notifying the co-worker proceed 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
 - 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
2. If possible, give a short description of what is happening on the radio to co-worker
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 Academic House. 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 UTPD 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 situations

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.**

University of Toledo Telephone Bomb Threat Checklist

The U.S. Secret Service, Federal Bureau of Investigation, 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: |
| 1. When is bomb going to explode? | _____ |
| 2. Where is it right now? | _____ |
| 3. What does it look like? | _____ |
| 4. What kind of bomb is it? | _____ |
| 5. How big is the bomb? | _____ |
| 6. What will cause it to explode? | _____ |
| 7. Did you place the bomb? | _____ |
| 8. Why? | _____ |
| 9. What is your address? | _____ |
| 10. What is your name? | _____ |

Sex of caller _____ Age _____ Race _____ Length of call _____

| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--|--|--------------------------------|--------------------------------|-------------------------------|----------------------------------|---------------------------------|-------------------------------|--|--------------------------------|---|-------------------------------|---|-------------------------------|------------------------------------|-----------------------------------|---------------------------------|---------------------------------|-----------------------------------|---------------------------------|--|-----------------------------------|-------|----------------------------------|-------|--------------------------------|--|----------------------------------|--|-------------------------------|--|---|--|--|---------------------------------|------------------------------------|--------------------------------|---------------------------------------|--------------------------------|---|--|--|--------------------------------|---------------------------------|--------------------------------|--|--|--------------------------------|--|---|-------------------------------|-------------------------------------|-------------------------------------|--------------------------------|---|
| <p>Caller's Voice:</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>Background Sounds:</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> <p>_____</p> <p>_____</p> | <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>Threat Language:</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 |
| <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 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <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 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <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 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

Remarks: _____

Report call immediately to University Police, Extension 2600. Fill out completely, immediately after bomb threat.

Name _____ Department _____ Ext. _____ Date _____

E. ACTIVE SHOOTER/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 Morse Center:

- 1. Use your training to protect yourself and to lead as many people out of the building as possible**
2. Call UTPD at 2600. 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 Morse 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 2600
4. Lock all entry doors if it is safe to do so.
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

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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.

MORSE CENTER

Office/lobby/cardio row and restrooms—go to the back offices, lock and barricade the doors and sit along the back wall. Be prepared to fight by throwing things if the intruder breaks through the door.

Weight room/group fitness/courts/locker rooms—go to the Rocket Wellness offices located between the men's and women's locker rooms. Lock doors and barricade doors and be prepared to fight if the intruder breaks through a door.

F. 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. Do your best to note the robber's description (height, weight, hair color, race, gender, clothing and which way they exited the building).
4. Call UT PD at 2600 as soon as the robber leaves

Resources: iPad, two-way radios

G. 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.

H. 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

I. 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

J. 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. Staff will stay informed about the weather conditions by monitoring the 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.

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 PA that there is a tornado warning
2. Go to each area of the Morse Center and tell patrons that Lucas County is under a tornado warning and they must leave the Morse Center.
3. Patrons are directed to the basement of Dowling Hall, or they have the option to leave the building, but they **MAY NOT** stay in the Morse Center.
4. Once all patrons have left the Morse Center, lock the doors, pull the gate down and turn off the elevator just as when closing the facility for the night.
5. Proceed to the basement.
6. Complete an incident report
7. Once the tornado warning is over patrons may return to the facility.

Resources: 2-way radio, Flashlights

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:
 1. Do not use elevators: fire and smoke travel very quickly through elevator shafts.
 2. Close doors and windows
 3. 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 Morse 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. If campus police are not already involved, Office staff should call ext. 2600.
3. Notify appropriate professional staff.
4. Evacuate each area of the facility by going to each area and telling patrons they must leave.
5. If the code red is canceled discontinue evacuation procedures.
6. As long as the path is clear, patrons will be encouraged to exit the facility using the main stairwell and out through main exit of Dowling Hall.
7. If the main exit is blocked, Office of Recreational Services staff will encourage patrons to leave through the stairwells by the custodial closet or the weight room.
8. 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).
9. Secure the doors, pull down the gate.
10. All guests and staff should meet in parking lot 43 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 43 (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.

6. 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.

7. POWER FAILURE

When a power outage occurs, emergency lighting will come on, however the level of light may be low.

1. Call 419 383 5353 to alert UT Facilities that the power is out at the Morse Center and to obtain as much information from Facilities as possible about the power outage.
2. 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.
3. Take direction from Rec pro staff. Be prepared to evacuate the building.
4. Do not send student staff home
5. 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.

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.

G. 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.