Purpose: The purpose of this policy is to notify employees of Recreational Sports of general emergency action procedures for the Ramsey Student Center, Pound Hall, Rec Sports Outdoor Complex and Club Sports Complex.

Scope: Policies and procedures listed apply to all UGA Recreational Sports student staff trained in the facility operations at the Ramsey Student Center and Pound Hall

I. Areas to Evacuate for All Emergencies
   a. Aquatics
      i. All Pools
      ii. Lifeguard Office
      iii. Pool Courtyard
      iv. Pump Room
      v. Family Changing Rooms
      vi. Locker Rooms
      vii. UGA Training Rooms and Swimming/Diving Offices
      viii. Spectator Seating
   b. Informal Recreation
      i. Gym Central
      ii. Racquetball Courts
      iii. Main Lobby/Rec Sports Main Office
         1. Membership service staff will assist in evacuation of Main Office
      iv. Boxing Studio
      v. GA Office
      vi. Squash Courts
      vii. Gym East and Gym West
   c. Strength and Conditioning
      i. S&C 1 and 2
      ii. Spectator Hallway
      iii. Volleyball Arena
      iv. Mind and Body Studio
   d. Outdoor Recreation
      i. Outdoor Rec Center
      ii. Climbing Wall
      iii. Bouldering Wall and Court Yard
   e. First Floor Exit:
      i. Use Gym East or Gym West or Bouldering Courtyard
      ii. Natatorium will exit through Pool Court Yard
      iii. Keep patrons across Carlton Street
   f. Second Floor Exit:
      i. Direct patrons to exit the facility from Main Lobby and guide them to the area in front of the East Campus Deck approximately 500 feet from the building
   g. Third Floor Exit:
II. Medical Emergencies

a. When a minor medical emergency (cut/scrape, vomit, ankle sprain, etc.) occurs a detailed injury report must be completed following the event and the Facility Manager must be notified.

b. If the situation becomes more serious, UGA Police and Emergency Services (911) must be called and the Facility Manager must complete an accident/incident report.

c. **Pound Hall:** Procedure is the same as above, but the Facility Manager should notify a professional staff supervisor.

d. **All Managers:** Make sure to document an injury report for the event and gather as much information about the patron as possible (without causing further injury or stress) during the emergency period. Never attempt to diagnose an injury, but always provide an accurate description of what occurred.

III. Severe Medical Emergency

a. When a severe medical emergency (cardiac arrest, unconsciousness, concussion, broken bone, etc.) takes place employees should notify the Facility Manager.

b. The first responder or Facility Manager (depending on who is the first responder) must dial UGA Police and Emergency Services (911).

c. The first responder must care for the injury appropriately until Emergency Services arrive or he/she becomes too tired to continue.

d. AEDs are located in S&C II, Admissions Desk, and across from the track (Ramsey) and inside the door and at the Admissions Desk (Pound Hall).

e. **Pound Hall:** Procedure is the same as above, but the Facility Manager should notify UGA Police and Emergency Services (911) and notify a professional staff supervisor.

f. **All Managers:** Make sure to document an injury report for the event and gather as much information about the patron as possible (without causing further injury or stress) during the emergency period. Never attempt to diagnose an injury, but always provide an accurate description of what occurred.

IV. Fight or Combative Person(s)

a. Notify the UGA Police (911) immediately and contact the Facility Manager and a professional staff supervisor if applicable.

b. Remain calm and wait for instructions from UGA Police if provided.

c. Keep others away and do not attempt to break up a fight. Your goal is to keep the greatest number of people safe as possible.

d. Ask patrons not to take any cell phone footage of the situation.

e. Evacuate the building or other areas as directed by UGA Police if necessary.
f. Complete an incident report with patron(s) information and a detailed description of the event.

g. **Pound Hall:** Procedure is the same as above, but the Facility Manager should notify a professional staff supervisor.

V. **Student/Member Crisis Response**

a. If you are in contact with a student who appears to be an immediate threat to his or her own safety or that of others, call UGA Police (911).

b. Crisis situations include:
   i. Stated intention to commit suicide or inflict serious harm to self
   ii. Stated intention or obvious behavior indicating an imminent threat to harm others

c. Non-emergency situations in which the student does not pose an immediate threat to self or others, but exhibits behavior revealing a potential for harm may be referred to:
   i. Counseling and Psychiatric Services (CAPS) at (706) 542-2273 OR
   ii. Office of the Dean of Students at (706) 542-7774 OR UGA Police (911).

d. **Pound Hall:** Procedure is the same as above.

VI. **Active Shooter**

a. Ensure your own safety first. If it is possible for you to safely aid patrons and other staff members, use the following information to help clear the facility.

b. Notify the UGA Police (911) immediately.

c. If you can do so safely:
   i. Pull fire alarm as exiting.
   ii. Notify all other managers via radio, that there is a threat of violence and the facility needs to be evacuated.
   iii. Direct patrons to exit facility using nearest exit.
   iv. Meet emergency vehicles at the road and tell them any information you have, such as location of threat.
   v. Keep patrons as far away from building as possible.

d. Take action! Use the necessary precautions and actions to protect your life.

e. **RUN:** Flee the area as quickly and as far away as possible to avoid danger.

f. **HIDE:** If flight is impossible, lock, and barricade the door with large objects or anything moveable, turn off lights, stay quiet, and be prepared to fight or throw objects at the shooter.

g. **FIGHT (LAST RESORT):** ONLY if running or hiding is impossible, attempt to incapacitate the active shooter by either throwing items (books, book bags, laptops, computers, desks, chairs, etc.) or use physical force to stop the shooter.

h. Remain in place (unless you are in immediate danger) until an “all clear” is given by law enforcement.
i. **NOTE:** If you come into contact with responding law enforcement officials, do not carry anything in hand that could be misrepresented as a weapon. Always approach law enforcement with empty hands and understand that they may not assist you immediately as the main objective is to identify the threat (shooter) first.

j. **Pound Hall:** Procedure is the same as above, Facility Manager should notify a professional staff supervisor in addition to UGA Police (911).

### VII. Bomb Threat

a. Bomb threats usually come by telephone. If you receive a bomb threat, remain calm and obtain as much information as possible from the caller:
   i. Accent/vocal tone
   ii. When will the bomb explode?
   iii. Did you place the bomb?
   iv. Who placed the bomb?
   v. What kind of bomb is it?
   vi. Why did they place the bomb?
   vii. What will cause it to explode?
   viii. What is your address?
   ix. Where is it right now?
   x. What is your name?
   xi. What does it look like?

b. **UNDER NO CIRCUMSTANCES IS IT PERMISSIBLE TO USE A CELL PHONE.**

c. Notify the Police (911) immediately via a landline phone (**DO NOT USE A CELL PHONE**) and provide the information you have obtained. Describe the caller’s voice (accent, vocal tone), any background noises you heard, and the exact wording of the message.

d. Do not touch suspicious packages. Be sure to inform the UGA Police of any suspicious packages, items or people in the area.

e. Follow instructions from the UGA Police and other the first responders in regards to evacuation assembly areas.

f. Call the Admissions Desk from a landline at (706) 542-1454 to begin EAP and to locate Facility Managers.

g. **Pound Hall:** Procedure is the same as above. Notify UGA Police (911) and a professional staff supervisor. Follow all instructions provided by UGA Police.

h. **UGA Police Issue an Evacuation:**
   i. Facility Managers should notify other departments via radio that there is a threat of violence and the facility needs to be evacuated.
   ii. Lock the cash register drawer and take the key and a radio.
   iii. Each area should evacuate their respective areas listed above.
   iv. Direct patrons to exit facility using nearest exit.
v. Remove vehicle barriers outside building.
vi. Meet emergency vehicles at the road and tell them any information you have.
viii. Prevent patrons from re-entering the facility until directed to do so.
ix. If patrons ask why they are being evacuated, tell them the UGA Police have instructed us to evacuate.

VIII. Suspicious Package
a. Do not open or touch the suspicious item. If you have opened it, remain calm.
b. Notify the UGA Police (911) immediately.
c. Do not move the letter or package or examine it further.
d. Keep others out of the area. Close off the area if possible.
e. If possible, limit the use of two-way radios and cell phones near the suspicious item.
f. If the package is leaking a substance or powder and you came into contact with the substance, keep your eyes, nose, mouth, or any part of your face away. Do not touch others or let others touch you.
g. Wash your hands and arms from the elbow down with soap and hot water.
h. Do not attempt to clean or cover anything that might have spilled from a package.
i. Follow all instructions given by the Police.
j. **Pound Hall:** Procedure is the same as above. Notify UGA Police (911) and a professional staff supervisor. Follow all instructions provided by UGA Police.

IX. Fire
a. The EAP will be implemented each time the fire alarm system is activated. UGA Police and fire department are automatically notified each time the fire alarm sounds.
   i. **We do not conduct unannounced drills.**
b. If there is a fire in your area, activate the fire alarm immediately.
c. If the fire is small and isolated, retrieve the fire extinguisher.
d. **Evacuation Procedures:**
   i. The Police and Fire Department will be notified of fire within the facility with the activation of the Alarm.
   ii. Managers should implement evacuation procedures to staff by informing staff on what to do (i.e. inform staff on what areas they need clear, the areas the manager will clear, and where everyone should go).
   iii. Everyone should make the announcement to patron(s) that they need to exit the facility immediately. Explain which exit they need to take to get out safely and that patrons need to be as far away from the facility as possible.
   iv. Assist individuals who may need assistance to move to a safe area.
v. Secure any departmental property that needs to be secured/locked (i.e. cash registers, computers, keys)
vi. Take a walkie-talkie with you as you implement the EAP.
vii. Staff should always be in front of the patrons so that once we receive an “all-clear” they can communicate to patrons when it’s time to come back in.
viii. Facility managers will remove the vehicle barriers in front of the surface lot and meet with emergency personnel
ix. Prevent patrons from re-entering the facility until directed to do so by the police and Facility Managers
x. Managers need to notify the professional staff member ASAP.
xi. No one should give any statements as to what happened to any patrons or reporters.

e. Fire Evacuation Assembly Area (Ramsey)
i. First Floor: Across the road from Gym West Exit.
ii. Main Lobby: Walkway in front of East Campus Deck and Surface Lot
iii. Spec Lobby: Walkway in front of East Campus Deck and Surface Lot
iv. Third Floor: Walkway in front of East Campus Deck and Surface Lot

f. Pound Hall: Parking lots outside of Pound Hall & Wheeler Gym as far away from building as possible.

g. Tips for Evacuation Procedures:
i. Do not use the elevators.
ii. Always use the stairs to exit upper floors and if smoke is present, stay low.
iii. Take your personal belongings (purse, wallet, keys, etc.) as long as these items do not hinder your ability to exit the building quickly.
iv. Follow directions given by professional staff or senior managers, fire department, and the UGA Police.
v. Assist individuals who may need assistance to move to a safe area.

h. Reopening following a Fire Alarm:
i. When we are cleared to re-open the facility: Facility Managers will call and say that it is clear for **STAFF ONLY** to return to the workstation and prepare for reopening. At least one staff person needs to stay outside with patrons and Admissions Desk Staff needs to prevent people from entering the facility until managers give the all-clear for patrons. As soon as area is ready, the managers will give an **ALL CLEAR** for patrons to re-enter the facility

X. Severe Weather/ Tornado
a. A tornado watch is issued by the National Weather Service when tornadoes are possible in the area.
b. A tornado warning is issued when a tornado has been sighted, or indicated by weather radar, in the area. A warning is more serious than a watch.
c. Monitor local TV stations, radio stations, NOAA weather radio, weather related websites, etc., for severe weather updates.

d. NOAA weather radio will automatically turn on in the event of severe weather.

e. Listen to information about Athens-Clarke County and immediately relay information to the Facility Manager on duty.

f. For lightning storms, turn off treadmills to avoid patron injuries if a line is struck.

g. NOTE: Facility Managers should contact Pound Hall (706) 542-7052 to notify them of the severe weather during Pound Hall operating hours.

h. **Pound Hall:** Procedure is the same as above. Contact a professional staff supervisor first, then the UGA Police (911) as needed. Follow the instructions provided.

i. **Tornado Warning Procedures:**

   i. Facility Managers should notify all personnel via radios of the severe weather threat.

   ii. Employees should evacuate patrons to either the locker rooms or spectator hallway, whichever is closer

   iii. Do not pull the fire alarm to alert others of a tornado warning.

   iv. Stay away from windows and exterior doors.

   v. Remain in locker rooms or Spectator Hallway until All Clear is given.

   vi. **Special Events:**

      1. If a tornado warning is issued during a special event and there are many spectators, it may not be possible to move everyone to the first floor. Direct spectators out of the main activity areas (Natatorium and Volleyball Arena) and into the hallway between the Volleyball Arena and the Natatorium and instruct them to remain away from all glass windows and doors.

   vii. **Overflow Areas:**

      1. Boxing Studio hallway, Squash Courts A & B, Custodial Hallway, rm.119

j. **Winter Storm:**

   i. The University makes one of three announcements in the event of a winter storm: The campus is open and operating on a regular schedule; the campus is closed; or the campus will delay opening until a specific time.

   ii. An all-campus Email is the primary means to distribute such announcements. The announcement is also posted to the homepage (www.uga.edu). You may also follow UGA Rec Sports on social media for updates pertaining directly to the Ramsey Center.

   iii. Up-to-date information is provided to Athens radio stations as follows:

      1. AM dial: 960 and 1340; and

      2. FM dial: 88.9, 90.5, 91.7, 97.9, 100.1, 102.1, 103.7 and 106.1.
iv. If inclement winter weather develops overnight, every attempt is made to post announcements and notify media by 6:30 a.m., but if the inclement weather develops after 6:30 a.m. on a school/work day, the same notification procedures are used.

v. Do not call UGA Police, other campus offices, or the news media, as their telephone lines need to be kept open for emergency response.

vi. **For Pound Hall:** Procedure is the same as above. Contact a professional staff supervisor as needed.

XI. **Earthquake**
   
a. **Drop Cover Hold**
   
i. Take cover immediately under a desk, chair, or table for shelter.
   
ii. Seek shelter between seating rows in a lecture hall or against a corridor wall if in a hallway.
   
iii. Assist others to safety if you can do so safely.
   
iv. Do not run outside during the shaking or use the stairways or elevators.
   
v. If outside, move to an open area, away from buildings.
   
vi. Report injuries and/or building damage to the UGA Police (911).
   
 vii. Be alert for aftershocks, do not use elevators and evacuate carefully.
   
 viii. Await instructions from first responders and do not re-enter buildings until they are deemed safe for re-entry.
   
b. **Pound Hall:** Procedure is the same as above. Contact UGA Police (911) first, then a professional staff supervisor first. Follow the instructions provided.

XII. **Biohazard Clean-Up**
   
a. If you are confronted with a situation that involves blood and other potentially infectious materials, utilize universal precautions/body substance isolation precautions. Biohazard Clean-Up Kits can be found at Admissions, the Equipment Cage Storage Area, S&C 1, S&C 2, IM Gym Central Office, Lifeguard Office, Lake Herrick and IM/ Complex Staff Office.
   
b. **TREAT ALL BLOOD AND BODY FLUIDS AS IF THEY ARE INFECTIOUS MATERIALS!**
   
c. Contact Facility Managers and inform them to isolate the spill and the area to ensure that no one is able to walk into the area or inadvertently come into contact with blood or other body fluids or create a bigger mess by trudging blood around everywhere.
   
d. Use appropriate personal protective equipment: Latex gloves are the minimum amount of protection needed. Goggles and face shields are recommended. Lifeguards should wear shoes as needed.
   
e. Contain any visible blood or body fluid. Prevent the fluid from spreading by absorbing with paper towels as needed. Wipe up spill from the outer edges to the inside. Place paper
towels in red biohazard bags. Clean up the mess so that no blood or body fluids are left to the visible eye.

f. Remove solidified material and place in the red biohazard bag. If any spill is mixed with sharp objects, such as broken glass and needles, use two pieces of cardboard to pick up any objects. **DO NOT USE YOUR HANDS.**

g. Decontaminate the area. Use a 10% chlorine bleach solution or spray with Lysol. Allow to air dry for 15 minutes. Afterwards, remove any extra decontaminate by wiping it up. **This is how pathogens are destroyed, so it is very, very important that you allow the area to air dry for 15 minutes.** Be sure to keep the area isolated while this is going on. Place all materials used to contain or disinfect a spill (including gloves) in red bag. Place the red bag in approved biohazard containers located in the wash room or lifeguard office. **DO NOT USE A REGULAR GARBAGE BAG OR PLACE A RED BAG IN A GENERAL WASTE DISPOSAL CONTAINER. MAKE SURE THAT ALL SPILL CONTENTS ARE DOUBLE BAGGED AND PROPERLY SEALED.**

h. Wash your hands thoroughly with soap and water immediately after providing care. This is a basic precaution and must be done. Do a good job washing between your fingers and getting the whole hand. Some areas provide hand sanitizers: if you can, wash first then use sanitizer. If no wash station is available, use the sanitizer and wash when you can.

i. Report all exposure incidents, regardless of how minor they appear to be, to your supervisor. If you have been exposed to blood or believe you have been exposed to blood, wash off any blood from your skin with soap and warm water. Contact your supervisor immediately.

j. **THE LIFEGUARDS ARE RESPONSIBLE FOR DISPOSAL OF FULL BIOHAZARD CONTAINERS TO THE HEALTH CENTER BIOHAZARD DISPOSAL AREA.** CONTACT THE LIFEGUARD OFFICE IMMEDIATELY IF A CONTAINER IS FULL.

**XIII. Chemical Spill**

a. Notify the UGA Police (911) immediately.

b. Do not attempt to clean up the spill and remove yourself and others from the area.

c. Block off the area and do not let others enter.

d. If anyone had contact with the hazardous material, they should be isolated and await treatment by emergency personnel.

e. Provide first responders with information about the spill, chemical and the spill area.

f. Evacuate the building if first responders issue the evacuation order according to fire alarm evacuation plan. Do not pull the fire alarm unless there is a fire.

g. Re-enter the building only when an “all clear” is provided by first responders.

h. All patrons must remain on the first floor or Spectator Hallway or outside the building (For Pound Hall) until the warning has been lifted. Patrons should be encouraged to stay
in the protected areas until the All Clear signal is given either from the Professional Staff or Facility Managers.

i. **Pound Hall:** Contact UGA Police (911), the HSC Facilities Maintenance Crew Supervisor on duty (see Pound Hall Procedure), and a professional staff supervisor. Follow the instructions provided and evacuate patrons from the building.

XIV. **Missing Person(s)**

a. If someone is reported as missing, contact UGA Police (911).

b. Get as much information from the complainant as possible regarding the missing individual (physical description (gender, race, clothing, hair color, etc.) as well as individual’s last known whereabouts).

c. Notify the Facility Manager.

d. Follow all orders given by UGA Police.

e. **Pound Hall:** Procedure is the same as above. Contact a professional staff supervisor as well. Follow the instructions provided.

XV. **Emergency Equipment Locations AEDs**

a. Column adjacent to Admissions Desk

b. S&C 2

c. The GA Cave

d. The Lifeguard Office

e. Outside of Studio A near the track

f. **Pound Hall:** Inside main door & at Admissions Desk

XVI. **Portable Oxygen Tank**

a. Located in Pound Hall Admissions Desk. Note, do NOT use emergency oxygen if an AED is in use.

b. First Aid Kits & Emergency Hygiene Stations (gloves, sani-wipes)

c. Located in S&C 1 & 2

d. **Pound Hall:** Admissions Desk

XVII. **Emergency Exits and Alternates**

a. Spec Lobby

b. Pool Courtyard

c. Front Doors

d. Outdoor Courtyard

e. **Pound Hall:** Front, Back & Side Exits

f. **Wheeler Gym:** Gym Doors
XVIII. Fire Extinguisher Locations
   a. Fitness Center Main Entrance by laundry room.
   b. Gymnasium-exterior wall and cinder block wall by women’s locker room.
   c. Strength Training Area-exterior wall.
   d. Cardio Area- Along exterior wall, far end near exercise studio.
   e. Pound Hall:
      i. Stage Area
      ii. Under TVs
      iii. Locker Room Hallway
      iv. Locker Rooms
      v. Hallway to Wheeler Gym

XIX. Emergency Phones
   a. Use the S&C 2 desk phone or a radio to contact the Ramsey Admissions Desk to make an emergency call OR the Pound Hall Desk phone (706)542-7052 (from UGA campus lines only) to call 911.
   b. NOTE: You must dial “9” and then the last four digits for on-campus calls. To call off campus dial “9” and “1” (as needed) and then the number.

XX. PERSONS WITH DISABILITIES
   a. It is the responsibility of every employee to assist persons with disabilities out of the building in the event of an emergency. In addition, individuals with disabilities who may require assistance in an emergency should familiarize themselves with the features of each building they are in, including stairways, exits, phone locations, and elevator procedures. S/he is also responsible for identifying her/his needs to faculty members or supervisors and for identifying someone willing to assist them in the event of an emergency. If s/he is unable to locate someone to assist them in case of any emergency, s/he should contact the Emergency Building Coordinator.
   b. Individuals with Visual Impairments:
      i. Announce the type of emergency, offer your arm for guidance, tell the person where you are going, and ask if further help is needed once you reach safety.
   c. Individuals with Hearing Limitations:
      i. Turn lights on/off to gain the person’s attention, indicate directions with gestures, write a note with evacuation directions, and assist to safety as needed.
   d. Individuals Using Crutches, Canes or Walkers:
      i. Evacuate these individuals as injured persons, assist and accompany to the evacuation site if possible, use a sturdy chair (or one with wheels) to move the person, help carry the individual to safety.
   e. Wheelchair Users:
i. Check with the individual on their preference, determine if an evacuation chair is available, remove any immediate dangers, and immediately advise arriving first responders of special evacuation cases.

XXI. Emergency Prevention
   a. Preventative Maintenance:
      i. Employees will report any observed maintenance problems as soon as possible to any S&C professional staff supervisor or a Facility Tech Maintenance Manager/Maintenance Foreman. Hazardous conditions will be reported immediately to the Facility Manager and/or UGA Police (911). If after normal office hours notify the Facility Manager and a report to UGA Facilities Management Work Orders (after hours/holidays) (706) 542-2000.
   b. Hazardous Conditions:
      i. Employees should maintain awareness of hazardous conditions, such as threatening weather. In such conditions, employees are encouraged to periodically check local news media outlets for updated information. All personnel must be prepared to take emergency actions with little or no warning.
Scope: Policies and procedures listed apply to all UGA Recreational Sports student staff trained in the facility operations at the Recreational Sports and Club Sports Complexes.

I. Check – Call – Care – Report
   a. Pursuant to the scope of skills provided by the American Red Cross CPRO Certification, staff are able to ‘Check’ a scene to ensure the safety of both responders and victims alike.
   b. In the situation of emergency, EMS services are the default contact.
   c. Staff are provided with all necessary first aid and response equipment, including AED and CPR breathing mask, for the purpose of providing in-scope care at the scene of an emergency.
   d. Situations where first-aid and/or CPR are provided, or where EMS is contacted for an emergency, should be documented using both UGA Finance & Administration’s injury reporting system and the departmental incident reporting system.
   e. Check – Call Care – Report Procedure
      i. Checking the scene includes surveying the scene of the emergency to ensure that it is safe for the first responder to react and provide care.
         1. If the scene is deemed unsafe, remove the victims(s) away from the scene, if possible, to safety.
         2. If the scene is deemed safe, call 911 and begin providing care.
      ii. Call 911 immediately if:
         1. Victim is unconscious.
         2. Victim is not showing signs of life.
         3. Victim has experienced trouble breathing.
         4. Victim is experiencing persistent chest pain.
      iii. Provide the following information to 911 – EMS Dispatch:
         1. Name and number you are calling from.
         2. Brief description of what happened and/or what was witnessed.
         3. The exact location of the emergency:
            a. Rec Sports Complex lacks an address but can be directed as located at the intersection of River Road and College Station Road across from the Four Towers building.
            b. Club sports Complex’ address is as follows:
               i. 2435 South Milledge Avenue, Athens, GA 30605
      iv. When providing care, staff should wear the necessary protective equipment, including protective gloves and masks.
         1. Staff should avoid direct contact with any and all bodily or nondescript fluids.
         2. Protective gear is provided in the first aid kit at both the Recreational Sports and Club Sports Complexes.
         3. Location of AEDs at the Outdoor Facilities are as follows:
            a. Recreational Sports Complex Building next to EO4
            b. Tennis Court Pavilion
            c. Club Sport Complex Equipment Room
            d. On-field for all UGA Competitive Sport competitions against intra-collegiate opponents.
v. Following the provision of care and/or arrival EMS services, staff must report all incidents accordingly.
   1. For all injuries of care and and/or arrival EMS services, staff must report all incidents accordingly.
      a. For all injuries or situations where EMS services are necessary, a UGA Finance and Administration Injury Report should be completed online.
         i. If online access is not available, complete a hardcopy of the UGA Finance and Administration Injury Report form and submit to the supervising Graduate assistant as soon as possible.
      b. For all non-injury or situations where EMS services were not necessary, complete a departmental Incident Report form and submit to the supervising Graduate Assistant as soon as possible.

II. Responding to a Snake Bite
   a. Staff should not directly handle or approach a snake in the situation of a bite.
   b. Staff should Request EMS services immediately upon arriving to the scene.
   c. Responding to a Snake Bite Procedure:
      i. To care for someone bitten by a pit viper, such as a rattlesnake, copperhead or cottonmouth:
         1. Call 911 Immediately
         2. Wash the wound.
         3. Keep the injured/bitten area still and lower than the victim’s heart.
         4. Remain with the victim until EMS arrives.
      ii. To care for someone bitten by an elapid snake, such as a coral snake:
         1. Call 911 Immediately.
         2. Wash the wound.
         3. Apply an elastic roller bandage:
            a. Place the end of the bandage against the skin and use overlapping turns.
            b. Wrap the body section as a whole (e.g. wrap an entire forearm or calf as part of the site of harm).
            c. Check the area above and below the injury site for warmth and color, especially fingers and toes, after applying an elastic bandage.
         4. Keep the injured are still and lower than the heart.
      iii. For any snake bite, **DO NOT:**
         1. Apply ice.
         2. Apply suction.
         3. Apply a tourniquet.
         4. Use electric shock (such as an AED).

III. Handling Bodily Fluids
   a. Bodily fluid refers to any amounts of blood, vomit, saliva, phlegm, or plasma that a patron(s) exude.
b. All blood and bodily fluids should be treated as infectious materials.
c. If confronted with blood or other potentially infectious materials, universal precaution should be utilized.
d. **Handling Bodily Fluids Procedures:**
   i. Isolate the spill and area surrounding the spill of blood, bodily fluids and/or fluid infectious material
   ii. Use appropriate personal protective equipment.
      1. Protective gloves and masks are provided in the first aid kits at both the Recreational Sports and Club Sports Complex.
      2. Contain any visible blood or bodily using the provided StarDust fluid absorption material.
   iii. Remove the solidified material and place in a red bio-hazard bag.
      1. If the spill is mixed with sharp objects, such as broken glass and needles, use two pieces of cardboard or a shovel to pick up objects.
      2. Do not use your hands
   iv. Dispose of the red bio-hazard bag in the red bio-hazard bin at either the Rec Sports or Club Sports Complex.
   v. Decontaminate the area.
      1. Use 10% chlorine bleach to wipe away leftover contaminate.
      2. Allow area to air dry.
   vi. Dispose of materials used for clean-up and safely remove protective equipment and dispose of accordingly.
   vii. Wash hands thoroughly with soap and water immediately afterwards.
   viii. Report all exposure incidents.

IV. **Tornado**
   a. Tornado Watch refers to any situation where the National Weather Service has issued a warning indicating that tornadoes are possible in the area.
   b. Tornado Warning refers to when a tornado has been sighted and/or indicated by weather radar in the area.
      i. In the situation of a Tornado Warning, the fields and courts should be cleared and patrons directed to the Intramural Sports Fields Parking Deck.
         1. In the event of programming or special event at the Lake Herrick Pavilion, patrons should be directed into the facility bathrooms and/or kitchen.

V. **Lightning**
   a. Lightning can be tracked using either the provided SkyScan Lightning detector(s) or the Weatherbug Spark Mobile app.
      i. When in use, SkyScan Lightning detectors should be set upright on a stable surface and away from any devices that may emit radio or electromagnet waves.
   b. Lightning is considered within a dangerous range when it eclipses an 8-mile perimeter from the complex of concern.
   c. Cloud-to-Ground lightning can be confirmed as lightning spotted.
d. Lightning-safe structures are defined as any sturdy, fully enclosed, substantial, and frequently inhabited building that has plumbing and/or electrical wiring that acts to electrically ground the structure.
   i. Lightning-Safe Structures at the Outdoor Complexes are as follows:
      1. Recreational Sports Building at Field 3
      2. Recreational Sports Restroom Building at Field 3
      3. Intramural Sports Fields Parking Deck
      4. Tennis Court Pavilion & Restrooms
      5. Lake Herrick Pavilion Bathrooms and Kitchen
      6. Club Sports Complex Building

e. **Lightning Detected Procedures:**
   i. **During Competitive Sports Programming:**
      1. Facility Operations staff should collaborate with Competitive Sports staff to implement a rain delay and/or cancellation of scheduled programming.
      2. Upon implementation of delay and/or cancellation, all fields and courts should be cleared of patrons
         a. Patrons should be directed to either lightning-safe structures at the complex and/or their vehicles.
         b. Patrons must be within the structures if directed lightning-safe structures.
         c. The top-level of the Intramural Fields Parking Deck is not considered a lightning-safe structure.
      3. In the situation of a rain delay of scheduled program, the delay occurs on a recurring 20-minute clock that resets with each subsequent lightning seen following the initial.
   ii. **During Informal Programming:**
      1. Facility Operations staff should implement a rain delay and clear the fields and courts of all patrons.
      2. The delay should be pursuant to 20-minute clock that resets with each subsequent lightning seen.
   iii. **During Special Events:**
      1. Facility Operations staff should coordinate with event programmers and implement a rain delay and/or cancellation of event programming.

VI. **Winter Weather**
   a. Winter Weather refers to any combination of snow, sleet, freezing rain and/or hail.
   b. Closure of the Outdoor Complexes occurs as a result of a Winter Weather Advisory issue from the National Weather Service or University President’s Office.
   c. In the situation of Winter Weather, all fields and courts should be closed and cleared of patron immediately.
   d. If deemed necessary, patrons should be directed to Lightning-Safe structures to avoid harm caused from Winter Weather.
e. In the situation of Winter Weather, the main water valve at the Club Sport Complex building must be shut off and water lines within the building cleared.
f. Field gates should be locked with M89-keyed padlocks in the situation of anticipated or occurring prolonged winter weather.

VII. Suspicious Person(s)

a. Reports or notice of suspicious persons at the Outdoor Complexes should be reported immediately to University police services.
   i. Staff should not approach person(s).
   ii. Staff should notify University police services via the non-emergency line to report person(s).
   iii. If the person(s) appear to carry intent to harass, assault or injure others, call 911 immediately.

VIII. Active Shooter(s)

a. Staff should not, and are not expected, to put themselves in harm’s way in the situation of an active shooter at the Outdoor Complexes.
   i. If possible, call 911 immediately.
   ii. Staff should remove themselves and as many others as possible from the area of threat and away from the Outdoor Complexes.
   iii. If escape is not possible, staff are advised to lock themselves within a building at the Outdoor Complexes and remain without drawing attention until authorities arrive.

Emergency Contacts:
The UGA Police Department is the primary contact for all campus emergencies.

Emergency (UGA Police) 911
UGA Police – Emergency – Hearing Impaired (706) 542-1188
UGA Police (Non-Emergency) (706) 542-2200
UGA Dean of Students/BARC (706) 542-7774
UGA Environmental Safety Division (706) 542-5801
UGA Facilities Management Work Order Desk (706) 542-7456
UGA Facilities Management Work Orders (after hours) (706) 542-2200
UGA Office of Emergency Preparedness (706) 542-5845
UGA Fire Safety Office (non-emergency) (706) 369-5706
UGA BioSafety Office (706) 542-2697
UGA Radiation Safety Office (706) 542-5801
Emergency Notification:
The following methods may be used to notify the campus community of various emergency events that may impact students, staff, faculty, and visitors on the campus:

**UGAALERT** - UGA’s emergency mass notification system (www.ugaalert.uga.edu). Program (706) 542-0111 into your cell phone as “UGAALERT” to recognize alert calls.

**UGAALERT Desktop** (http://sitesoft.uga.edu/) scrolls across computers connected to the network whenever the UGAALERT system is activated.

**UGA Home Page** - (www.uga.edu) the official Website for weather closings and emergency event information updates.

**Campus Outdoor Warning Sirens** - Four campus sirens activated by Athens-Clarke County during tornado warnings for the county.

**UGA Cablevision Emergency Screen Capture** - Emergency messages will be displayed on the TV screens on all University controlled TV stations.

**UGA Arch News** - (archnews@uga.edu) Email notification method for crime updates and inclement weather closings.

**Twitter** - @UGAOEP, @UGAAlert, @universityofga, @UGAEVENTS

**Facebook** - www.facebook.com/osepuga