

GENERAL EMERGENCY ACTION PROCEDURES (EAP)

Purpose: The purpose of this policy is to notify employees of Recreational Sports of general emergency action procedures for the Ramsey Student Center. Employees should reference emergency action procedures for their respective areas.

- 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. UGAA Training Room, 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 services staff will assist in evacuation of Main Office
 - iv. Boxing Studio
 - v. GA Office
 - vi. Squash Courts
 - vii. Gym East & Gym West
 - c. Strength & Conditioning
 - i. S&C I & II
 - ii. Spectator Hallway
 - iii. Volleyball Arena
 - iv. Mind & Body
 - 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 the 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:
 - i. All patrons should exit using Main Lobby.

- II. FIRE EAP
 - a. This EAP will be implemented every time the Fire Alarm system is activated. WE DO NOT CONDUCT UNANNOUNCED DRILLS.

 - b. Evacuation Plan: Evacuate the building immediately when the fire alarm is activated. Patrons and staff should be as far away from the facility as safely possible. The following areas should be used:
 - i. Across Carlton Street to the sidewalk. (use pedestrian crosswalks)
 - ii. Walkway in front of East Campus Deck and Surface Lot.
 - iii. Avoid using the elevator and use only exit doors and stairwells.

 - c. Evacuation Procedures, when the alarm goes off:
 - i. The Police and Fire Department will be notified of 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. Patrons will be expected to sign back in after evacuating facility.
 - x. Managers need to notify the professional staff member ASAP.
 - xi. No one should give any statements as to what happen to any patrons or reporters.

- d. Additional Fire Prevention Information:
 - i. Fire Extinguishers are located outside of and within the following areas
 - 1. First Floor
 - a. Boxing Studio
 - b. Equipment Checkout Cages Area
 - c. Laundry Room
 - d. Seating area under the stairwell
 - e. Beside Climbing Wall
 - f. Gym East
 - g. Gym West
 - h. Outside of Rec Pool Area
 - i. Women's Locker Room and Men's Locker Room
 - j. Natatorium
 - 2. Main Floor
 - a. Gym Central Hallway
 - b. Gym Central
 - c. Common Area outside of Gym Central
 - d. S&C 1
 - e. S&C 2
 - f. Spec Lobby
 - g. Natatorium Hallway
 - h. Volleyball Arena
 - 3. Third Floor
 - a. Outside Studio E
 - b. Inside Studio D
 - c. Functional Training Room
 - d. Outside Studio A&B
 - e. Track Area
- e. Reopening after a Fire Alarm:
 - i. When we are cleared to re-open the facility:
 - 1. 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

III. TORNADO/SEVERE WEATHER

- 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.
 - i. NOAA weather radio will automatically turn on in the event of severe weather.
 - ii. Listen to information about Athens-Clarke County and immediately relay information to managers on duty.
- d. If a tornado warning is issued for our area:
 - 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.
- e. Admissions/Spec Lobby Desk Staff
 - i. If directed by a Facility Manager, make the following Announcement: "A Tornado warning has been issued for our area. Everybody in the building must move to the first floor".
 1. Lock cash register and take the key.
 2. Take radio with you.
 3. Direct patrons to the locker rooms. Inform them that they will not be allowed to re-enter activity areas until the All Clear signal has been given.
 - ii. All patrons must remain on the first floor or Spectator Hallway until the warning has been lifted by the National Weather Service. 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.
 - iii. No one is allowed on the 3rd floor of the building during this time. However, if a patron decides to leave the building during a severe weather condition, they do so at their own risk.

- f. Special Events
 - i. 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.

- g. Overflow Areas
 - i. Boxing Studio hallway, Squash Courts A & B, Custodial Hallway, rm.119

IV. BOMB THREAT

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

- b. Under no circumstances is it permissible to use a cell phone.

- c. Notify the Police at **9-911** or 9-(706) 542-2200 immediately to give the information you have obtained. Describe the caller's voice, 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 Building Safety and Security Representative and the first responders in regards to evacuation assembly areas.

- f. Call admissions desk from a land line at (706) 542-1454 to begin EAP and to physically locate Facility Managers. Then, report to the main lobby to meet UGA Police.

- g. If UGA Police issue an order to evacuate:
 - i. The Facility Managers have the responsibility to notify building staffs to evacuate the facility and to coordinate the evacuation of the building.

1. Facility Managers should notify other departments via radio that there is a threat of violence and the facility needs to be evacuated.
2. Lock the cash register drawer and take the key and a radio.
3. Each area should evacuate their respective areas listed above
4. Direct patrons to exit facility using nearest exit.
5. Remove vehicle barriers outside building.
6. Meet emergency vehicles at the road and tell them any information you have.
7. Keep patrons behind sidewalk in front of East Campus Parking Deck, towards rear entrance of deck.
8. Prevent patrons from re-entering the facility until directed to do so.
9. If patrons ask why they are being evacuated, tell them the UGA Police have instructed us to evacuate.

V. SUSPICIOUS PACKAGE

- a. Do not open the suspicious item. If you have opened it, remain calm.
- b. Notify the Police at 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 hands away from your eyes, nose, mouth, or any part of your face. 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.

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.
 - i. Notify the Police at 911 or (706) 542-2200 immediately.
 - ii. Take the necessary precautions and actions to protect your well-being.
 - iii. Flee the area if you are able to do so safely and avoid danger.
 - iv. If flight is impossible, lock (or barricade) all doors, and secure yourself in a safe area.

- v. Remain in place until an “all clear” is given by law enforcement.
- vi. Take action as a last resort and only when your life is in imminent danger. Attempt to incapacitate the active shooter by either throwing items or with physical aggression.
- vii. Get to safety
- viii. If you can do it safely:
 - 1. Pull fire alarm as exiting
 - 2. Notify all other managers via radio that there is a threat of violence and the facility needs to be evacuated
 - 3. Direct patrons to exit facility using nearest exit
 - 4. Remove all vehicle barriers outside building
 - 5. Meet emergency vehicles at the road and tell them any information you have such as location of threat
 - 6. Keep patrons as far away from the building as possible
- ix. If patrons ask why they are being evacuated, tell them UGA Police have instructed us to evacuate

VII. MEDICAL EMERGENCIES

- a. If a medical incident occurs, contact the Facility Managers via radio immediately. If the situation is determined as in need of medical personnel:
 - i. Notify the Police at 911 immediately. This can be done at the admissions desk by dialing 9-911 or via cell phone by facility managers.
 - ii. Provide the emergency dispatcher with your name, the exact location of the emergency in the facility, number of people injured, and a description of the medical emergency.
 - iii. Stay on the phone for instructions of how you can assist.
 - iv. Send staff and manager personnel to remove emergency vehicle barriers and to meet first responders. Direct first responders to the location of the injured patron(s).
 - v. Do not move the person unless there is an immediate threat to the injured person in that location.
 - vi. Be sure to wear personal protective equipment and avoid body fluids. If a body fluid spill occurs, follow Biohazard clean-up procedures to properly clean the area and dispose of materials used to clean the area.
 - vii. Report the medical injury to your supervisor once the victim receives professional medical attention.
 - viii. Managers: Make sure to document an incident report for the event and gather as much information about patron as possible (without causing further injury or stress) during the emergency period.
- b. If it is necessary to perform CPR on an unconscious patron:
 - i. Begin proper CPR protocol immediately. Continue CPR procedures until emergency personnel arrive on the scene to take over the situation.

- c. Location of nearest Automatic External Defibrillator (AED):
 - i. Admissions Desk
 - ii. S&C 2
 - iii. The GA Cave
 - iv. The Lifeguard Office
 - v. Outside of Studio A, near the track

VIII. 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 can walk into the area or inadvertently come into contact with blood or other body fluids.
- 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 a designated bag. 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, do not use your hands to pick up any objects.
- g. Decontaminate the area. Use Bioesque or another approved disinfectant. Allow to sit for 5 minutes to properly disinfect. Afterwards, remove any extra decontaminate by wiping it up. 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 a designated bag. Place the materials in a general waste disposal container. Make sure that all spill contents are bagged and properly sealed.
- h. Wash your hands thoroughly with soap and water immediately after providing care. If hand sanitizer is available, wash first and then utilize hand sanitizer.
- 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.

IX. CHEMICAL SPILL

- a. Notify the Police at 911 immediately.
- b. Do not attempt to clean up the spill.
- c. Remove yourself and others from the area.
- d. Cordon off the area and do not let others enter the area.
- e. If anyone had contact with the hazardous material, they should be isolated and await treatment by emergency personnel.
- f. Do not pull the fire alarm unless there is a fire.
- g. Provide first responders with information about the spill, chemical and the spill area.
- h. Evacuate the building IF first responders issue the evacuation order according to fire alarm evacuation plan.
- i. Re-enter the building only when an “all clear” is provided by first responders.

X. GENERAL DISTURBANCE/PATRON ALTRACATION

- a. Notify the Police at 911 immediately.
- b. Notify your supervisor, professor, building representative or Dean, as appropriate.
- c. Remain calm and wait for instructions from the Police.
- d. Do not attempt to negotiate with the crowd unless directed by the Police.
- e. Do not attempt to conduct crowd control measures or to intervene unless instructed to by the Police.
- f. Evacuate the building or other areas as directed by the Police.
- g. Remember, in any situation that a general disturbance/ patron altercation occurs, you must fill out an incident report with patron(s) information and a detailed description of the event.

XI. EMERGENCY CONTACTS

- a. The UGA Police Department is the primary contact for all campus emergencies.
Emergency (UGA Police) – 911
- b. UGA Police – Emergency – Hearing Impaired (706) 542-1188

- c. UGA Police (Non-Emergency) (706) 542-2200
- d. UGA Dean of Students/BARC (706) 542-7774
- e. UGA Environmental Safety Division (706) 542-5801
- f. UGA Facilities Management Work Order Desk (706) 542-7456
- g. UGA Facilities Management Work Orders (*after hours*) (706) 542-2200
- h. UGA Office of Emergency Preparedness (706) 542-5845
- i. UGA Fire Safety Office (non-emergency) (706) 369-5706
- j. UGA BioSafety Office (706) 542-2697
- k. UGA Radiation Safety Office (706) 542-5801
- l. Athens-Clarke County Communications (Non-Emergency) (706) 546-5900
- m. University Health Center (706) 542-1162
- n. St. Mary's Hospital (706) 389-3000
- o. Athens Regional Medical Center (706) 475-7000

XII. EMERGENCY NOTIFICATION

- a. 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:
 - i. 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.
 - ii. UGAALERT Desktop (<http://sitesoft.uga.edu/>) scrolls across computers connected to the network whenever the UGAALERT system is activated.
 - iii. UGA Home Page - (www.uga.edu) the official Website for weather closings and emergency event information updates.
 - iv. Campus Outdoor Warning Sirens - Four campus sirens activated by Athens-Clarke county during tornado warnings for the county.
 - v. UGA Cablevision Emergency Screen Capture - Emergency messages will be displayed on the TV screens on all University controlled TV stations.
 - vi. UGA Arch News - (archnews@uga.edu) Email notification method for crime updates and inclement weather closings.
 - vii. Twitter- @UGAOEP, @UGAAlert, @universityofga, @UGAEVENTS
 - viii. Facebook- www.facebook.com/osepuga