

## **LAKE HERRICK PAVILION AND CLASSROOM EMERGENCY ACTION PROCEDURES (EAP)**

**Purpose:** The purpose of this policy is to notify employees of Recreational Sports of general emergency action procedures for the Lake Herrick Pavilion and Classroom. Employees should reference emergency action procedures for their respective areas.

- I. Areas to Evacuate for All Emergencies
  - a. Facility Operations:
    - i. Lake Herrick Pavilion
    - ii. Lake Herrick Classroom
    - iii. Restrooms
    - iv. Kitchen
  
- 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. IM Fields Deck
    - ii. E01 Surface Lot
    - iii. Intramural Field #6
  
  - c. Evacuation Procedures, when the alarm goes off:
    - i. The Police and Fire Department will be notified with the activation of the Alarm.
    - ii. 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.
    - iii. Assist individuals who may need assistance to move to a safe area.
    - iv. Secure any departmental property that needs to be secured/locked (i.e. cash registers, computers, keys)
    - v. 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.
    - vi. Event Staff will meet with emergency personnel.
    - vii. Prevent patrons from re-entering the facility until directed to do so by the police.
    - viii. Staff need to notify the professional staff member ASAP.
    - ix. No one should give any statements as to what happened to any patrons or reporters.

- d. Additional Fire Prevention Information:
  - i. Fire Extinguishers are located outside of and within the following areas
    - 1. Lake Herrick Classroom (x 2)
    - 2. Lake Herrick Kitchen
- e. Reopening after a Fire Alarm:
  - i. When we are cleared to re-open the facility:
    - 1. Staff should communicate with UGA PD to receive the all-clear. Once given the all clear, one staff is to return to the pavilion. At least one staff person needs to stay outside with patrons. As soon as area is ready, staff will give an ALL CLEAR for patrons to re-enter the facility.

### III. SEVERE WEATHER/LIGHTNING

- a. In the instance of a severe thunderstorm involving lightning, there are two primary objectives in responding:
  - i. Clearing the pavilion and surrounding areas
  - ii. Moving all patrons and staff to lightning safe structures
- b. 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.” Lightning-Safe Structures at Lake Herrick are as follows:
  - i. Classroom (away from windows)
  - ii. Kitchen
  - iii. Restrooms
  - iv. Storage room
  - v. Basement level of the IM Fields Parking Deck
- c. Emergency response for lightning needs to be enacted if:
  - i. Lightning is spotted
    - 1. Lightning refers to cloud-to-ground lightning
  - ii. The WeatherBug app denotes lightning with a 10- mile radius of the facility.
- d. If lightning is spotted, or it is determined that lightning poses an emergency risk, Lake Herrick pavilion and surrounding grassy areas should be cleared as safely and efficiently as possible.
  - i. In the situation of a delay due to lightning, the first strike incurs a 30-minute delay. Every subsequent strike resets the 30-minute delay.

### IV. WINTER WEATHER ADVISORY

- a. In the situation of a Winter Weather Advisory, a combination of snow, sleet, and/or freezing rain is expected. According to the National Weather Service,

advisories indicate weather conditions that are expected to cause significant inconveniences and may be hazardous.

- b. If a winter weather results from a Winter Weather Advisory, Lake Herrick will be prepared, and the Event Staff will respond accordingly:
  - i. Clear Lake Herrick Pavilion and surrounding grassy areas
  - ii. Move all equipment indoors

## V. 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, weather apps (like Weather Bug), weather related websites, etc., for severe weather updates.
  - i. Look for information about Athens-Clarke County and immediately relay information to all staff on duty.
- d. If a tornado warning is issued for our area:
  - i. Staff should notify all personnel of the severe weather threat.
  - ii. Employees should evacuate patrons to either the basement floor of the IM Fields Parking Deck or the restrooms at Lake Herrick.
  - 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 IM Fields Parking Deck or restrooms until all clear is given.

## VI. 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 regard to evacuation assembly areas.
- f. If UGA Police issue an order to evacuate:
  - i. The Event Staff have the responsibility to notify patrons to evacuate the facility and to coordinate the evacuation of the building.
    - 1. Event Staff should notify other departments via radio (if applicable) that there is a threat of violence and the facility needs to be evacuated.
    - 2. Direct patrons to exit facility using nearest exit.
    - 3. Meet emergency vehicles at the fire lane by the IM Fields Parking Deck and tell them any information you have.
    - 4. Keep patrons in front of the IM Fields Parking Deck (near IM Field #6) or on either of the E-01 Surface lots.
    - 5. Prevent patrons from re-entering the area until directed to do so.
    - 6. If patrons ask why they are being evacuated, tell them the UGA Police have instructed us to evacuate.

## VII. 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.

## VIII. 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 staff 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. Meet emergency vehicles at the fire lane by the IM Fields Parking Deck and tell them any information you have such as location of threat.
  - 5. 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.

#### IX. MEDICAL EMERGENCIES

- a. If the situation is determined as in need of medical personnel:
  - i. Notify the Police at 911 immediately. This can be done by dialing 911 via cell phone by Event Staff.
  - 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. Event staff should meet first responders and direct them 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. 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. Lake Herrick Pavilion (on post in front of kitchen)

X. 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 in the kitchen.
- b. Treat all blood and body fluids as if they are infectious materials!
- c. 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.
- 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. Make sure that all spill contents are double bagged and properly sealed. Then place bag(s) in the nearest trash can.
- 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.

XI. 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.

XII. 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.

XIII. 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

#### XIV. 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](http://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](http://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](mailto: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](http://www.facebook.com/osepuga)