

## **EAP – MEMBERSHIP SERVICES**

**Purpose:** To guide appropriate response in the event of an emergency for staff located in the front office suite, room 201.

**Scope:** Applies to all staff, student, and non-student.

**Policy:**

I. FIRE

- a. The building evacuation plan will be implemented every time the Fire Alarm System is activated.
- b. We do NOT conduct unannounced drills.
- c. The Facility Managers have the responsibility for coordinating the evacuation of the building. They are also responsible for notifying staff and patrons when to re-enter the facility.
- d. If directed by a facility manager, make the following phone call:
  - i. Dial 911
    - 1. State your name and position.
    - 2. Inform the dispatcher the fire alarm has been activated at the University of Georgia's Ramsey Student Center.
    - 3. Do not hang up until directed to do so by the dispatcher.
- e. Evacuation Plan for a Fire Alarm:
  - i. Remove the cashier drawer and give to full time staff. If no full-time staff is available lock the cash drawer.
  - ii. Do NOT lock the main office door.
  - iii. Exit the building moving at least 500 feet from building.
  - iv. No one may re-enter the center until notified to do so by a member of the Rec Sports Full Time Staff or the Facility Managers in charge of the situation.
- f. Reopening after a Fire Alarm
  - i. When we are cleared to reopen the facility:
    - 1. Facility Managers will announce over radio that it is clear for STAFF ONLY to return to workstation and prepare for reopening. At least 1 facilities staff person needs to stay outside with patrons and Admission's Desk Staff needs to prevent people from entering facility until managers give all clear for patrons.

## II. TORNADO/SEVERE WEATHER

- a. Weather conditions are continuously monitored via National Weather Service Radios. Facility Managers are responsible for informing staff and patrons of watch and warning conditions National Weather Service radios are located at the Admission's Desk and in the Lifeguard Office.
- b. There are two basic weather conditions to be aware of: a watch or a warning.
  - i. Watch condition: Indicates that conditions are favorable for severe weather to occur. Watch Out for severe weather!
    - 1. If a watch is issued, review the Emergency Procedures in the event of a change in status to Warning
  - ii. Warning condition: Indicates that severe weather has been spotted.
    - 1. In the event of a tornado warning: Take cover immediately.
    - 2. Evacuation Plan for a Tornado Warning:
      - a. Remove the cashier drawer and give to full time staff. If no full-time staff is available lock the cash drawer.
      - b. Everyone will be directed to the locker rooms. No one will be allowed to re-enter activity areas until the "All Clear" signal has been given and should take all their belongings if they are planning to leave the building before then.
- c. All patrons must remain on the first floor (in our area they must remain inside the locker rooms) 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 has been issued from the Rec Sports Full Time Staff or Facility Managers in charge of the situation. No one is allowed on the second or third floors 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. The Aquatics Manager and Facility Manager are in charge of the locker rooms. They may communicate via radio to deliver information between the locker rooms.
- d. Special Events: Due to the large number of spectators, it is not possible to move everyone to the first floor. Spectators may be directed out of main activity areas (Natatorium, 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.

### III. BOMB THREAT

- a. Most bomb threats are received by phone. Act quickly but remain calm and obtain as much information as possible from the caller.
- b. When a bomb threat call comes in:
  - i. Remain calm and take it seriously.
  - ii. Attempt to get as much information as possible from the caller.
    1. WHERE: Where is the bomb located? (Building, Floor, Room, etc.)
    2. WHEN: When will it go off?
    3. WHAT: What kind of bomb is it? What will make it explode?
    4. WHO: What is your name? Did you place the bomb? Why?
  - iii. Try to remember the caller's exact words and any other identifying information, such as gender, accent, child/adult, time of call and any background noises you heard. Also record if the caller ID captured the number it was called from.
  - iv. Notify your supervisor. Call admissions desk from a land line at 2-1454 to begin EAP and to physically locate Facility Managers. DO NOT USE CELL PHONES.
  - v. Then, report to the main lobby to meet UGA Police.
- c. If the bomb threat is received by a handwritten note:
  - i. Notify your supervisor, a building representative and/or the Director.
  - ii. Call admissions desk from a land line at 2-1454 to begin EAP and to physically locate Facility Managers. DO NOT USE CELL PHONES.
  - iii. Do not touch suspicious packages. Be sure to inform your supervisor of any suspicious packages, items or people in the area.
- d. 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. They are also responsible for notifying staff and patrons when to re-enter the facility.
  - ii. Evacuation Plan For Bomb Threat
    1. Remove the cashier drawer and give to full time staff. If no full time staff is available lock the cash drawer.
    2. Do NOT lock the main office door.
    3. Exit the building moving at least 500 feet from building. No one may re-enter the center until notified to do so by a member of the Rec Sports Full Time Staff or the Facility Managers in charge of the situation.
- e. If patrons ask why they are being evacuated, tell them the UGA Police have instructed us to evacuate. Refer all calls and questions to University Communications (542-8090) and University Police (542-2200).

#### IV. MEDICAL EMERGENCY

- a. If you witness a medical emergency:
  - i. Call the Admissions Desk attendant at 2-1454 or (706)542-1454 to begin EAP and to physically locate Facility Managers.
  - ii. If directed by a facility manager, make the following phone calls:
    - 1. 911
    - 2. State your name and position.
    - 3. Inform the dispatcher of the medical emergency at the University of Georgia's Ramsey Student Center.
    - 4. Do not hang up until directed to do so by the dispatcher.
    - 5. Send a responsible person to meet first responders outside of the building on the street to lead the emergency responders back to the injured individual(s).
  - iii. Do not move the person unless there is an immediate threat to the injured person in that location.
  - iv. Be sure to wear personal protective equipment and avoid bodily fluids.
  - v. Report the medical injury to your supervisor once the victim receives professional medical attention.
- b. The Ramsey Center has 11 Automated External Defibrillators (AEDs) throughout the building in the following areas.
  - i. Volleyball
  - ii. Swimming/Diving
  - iii. 3rd floor academic wing
  - iv. Lifeguard Office
  - v. Strength & Conditioning II
  - vi. Lifeguard station
  - vii. 3rd Floor track
  - viii. Front Desk
  - ix. Rm 142 Racquet Ball
  - x. Kinesiology
  - xi. First floor activity area hall

V. ACTIVE SHOOTER

- a. Notify UGA Police at 911 immediately
- b. Take the necessary precautions and actions to protect your well-being.
- c. DO NOT pull the fire alarm.
- d. Flee the area if you are able to do so safely and avoid danger.
- e. If flight is impossible, lock (or barricade) all doors and secure yourself in a safe area.
- f. If barricading in a safe area, shut off the lights and stay out of sight. Remain in place until “all clear” is given by law enforcement.
- g. Take action as a last resort and only when your life is in imminent danger. Attempt to incapacitate the active shooter or active threat by either throwing items or with physical aggression.