

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. Facility Operations:
 - i. Main Lobby/Rec Sports Main Office
 - o Membership services staff will assist in evacuation of Main Office
 - ii. Gym Central
 - iii. S&C 1 & 2
 - iv. Spectator Hallway
 - v. Volleyball Arena
 - vi. Mind & Body
 - vii. Fitness Studios
 - viii. Track
 - ix. Squash Courts
 - x. Racquetball Courts
 - xi. Boxing Studio
 - xii. GA Office
 - xiii. Gym East & Gym West
 - c. Outdoor Recreation:
 - i. Outdoor Rec Center
 - ii. Climbing Wall
 - iii. Bouldering Wall and Courtyard
- II. Exiting the Facility
 - a. First Floor:
 - i. Use Gym East, Gym West, or Bouldering Courtyard.
 - ii. Natatorium will exit through the Pool Courtyard.
 - iii. Keep patrons across Carlton Street near the Health Center or Visitor's Center.
 - b. Second Floor:
 - i. Direct patrons to exit the facility from the Main Lobby or Spectator Lobby. Patrons should evacuate to the sidewalk between the surface lot and East Campus Deck, and the sidewalk between the front lawn and East Campus Deck.

- c. Third Floor:
 - i. All patrons should exit using the Main Lobby or Spectator Lobby.
- III. FIRE EAP
- a. This EAP will be implemented every time the Fire Alarm system is activated. WE DO NOT CONDUCT UNANNOUNCED DRILLS. Never consider an evacuation a “false alarm”.
 - 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. Sidewalk across Carlton Street near Visitor’s Center or Health Center (direct patrons to use crosswalks).
 - ii. Walkway in front of East Campus Deck and Surface Lot.
 - iii. Walkway between East Campus Deck and Ramsey lawn.
 - iv. 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 when the alarm activates. A Facility Manager is also responsible for calling 911 as a secondary measure.
 - ii. Managers are responsible for delegating tasks to staff (which areas to evacuate, where to direct patrons, etc.)
 - iii. Everyone is responsible for notifying patrons that they need to exit the facility.
 - iv. Assist individuals who may need assistance to move to a safe area.
 - v. All staff must bring a two-way radio with them as they implement the EAP.
 - vi. 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.
 - vii. Facility Managers will remove the vehicle barriers in front of the surface lot and meet with emergency personnel.
 - viii. 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.
 - ix. Managers need to notify a Professional Staff member ASAP.
 - x. 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
 - o 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
 - o 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
 - o 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:
 - o Using a two-way radio, Facility Managers will notify staff it is okay for STAFF ONLY to return to their workstation and prepare for re-opening.
 - o At least one staff member needs to stay outside with patrons. Staff at the Admissions Desk need to prevent people from entering the facility until Managers give the all-clear for patrons. Managers will radio to each program area and confirm if they are ready to re-open. As soon as each area is ready, Managers will give an ALL-CLEAR for

patrons to re-enter the facility. Patrons must check back in, and guests must display their passes/receipts.

IV. TORNADO/SEVERE WEATHER

- a. A tornado watch is issued by the National Weather Service when conditions are favorable for a tornado to form.
- b. A tornado warning is issued when a tornado has been sighted 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. Should you hear the campus-wide tornado sirens, this means someone in Athens-Clarke County has spotted a tornado, and you should enact the shelter-in-place EAP.
- e. If a tornado warning is issued for our area:
 - i. Facility Managers should notify all personnel via two-way 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. If a patron decides to leave the building during a severe weather threat, they do so at their own risk.
 - vii. If there is a special event or a large amount of patrons, direct individuals to our overflow areas:
 - o Boxing Studio, Boxing Studio Hallway, Squash Courts A & B, Custodial Hallway, Classroom 119

V. 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 or two-way radio.

- c. Using a landline phone, notify the Police at **9-911** or 9-(706) 542-2200 immediately. 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. If UGA Police issue an order to evacuate:
 - i. Facility Managers must initiate the evacuation with the help of their staff.
 - o Facility Managers should notify other departments that there is a threat of violence, and the facility needs to be evacuated.
 - o Direct patrons to exit the facility using the nearest exit.
 - o Managers should remove vehicle barriers outside building and meet emergency personnel outside.
 - o Keep patrons on the sidewalk between the East Campus Deck and the surface lot, or the sidewalk between the East Campus Deck and the Ramsey lawn.
 - o Staff must prevent patrons from re-entering the facility until an ALL-CLEAR is received.
 - o If patrons ask why they are being evacuated, tell them the UGA Police have instructed us to evacuate.

VI. SUSPICIOUS PACKAGE

- a. Do not open the suspicious item. If you have opened it, remain calm.
- b. Using a landline phone, notify the Police at **9-911** 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. Under no circumstances is it permissible to use a cell phone or two-way radio.
- 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 anything that might have spilled from a package.
- i. Follow all instructions given by the Police, and initiate an evacuation if instructed to do so.

VII. 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. If you are able to do so safely, flee the area and run as far from the facility as you can.
- iv. If flight is impossible, lock and barricade all doors, and secure yourself in a safe area. Avoid rooms with windows, and turn off all electronic devices and two-way radios. Do not open the door for anyone.
- v. Remain in place until an “all clear” is given by law enforcement.
- vi. “Fight” 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. If you can do it safely:
 - Notify all other staff via two-way radio that there is a threat of violence and the facility needs to be evacuated.
 - Direct patrons to exit facility using nearest exit.
 - As you evacuate, keep your hands empty and visible at all times.
 - Meet emergency vehicles at the road and tell them any information you have such as location of threat, description of the aggressor, number of victims, etc.
 - Keep patrons as far away from the building as possible.

VIII. MEDICAL EMERGENCIES

- a. If a medical incident occurs, contact the Facility Managers via two-way radio immediately. If the situation is determined as in need of medical personnel:
 - i. Notify Emergency Services immediately. This can be done at the Admissions Desk by dialing 9-911 on the landline, or 911 via cell phone.
 - 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, and do not hang up until instructed to do so by the operator or emergency personnel.
 - iv. Send a staff member or Manager to remove the vehicle barriers and meet emergency personnel. Direct them into the building and to the exact location of the injured person.
 - v. Do not move the person unless there is an immediate threat to the injured person in that location.
 - vi. Ask a Manager or staff member via two-way radio to bring you a “Go-Bag” for all emergency supplies and first aid materials.
 - vii. 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.
 - viii. Report the medical injury to your supervisor once the victim receives professional medical attention.
 - ix. 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.
 - x. During a non-life-threatening medical or first aid incident, Ramsey Student Center staff may radio to Aquatics and ask for the “down guard” for additional assistance if needed. This only applies during the pool’s operating hours.

- 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. AED locations:
 - i. Admissions Desk
 - ii. S&C 2
 - iii. GA Cave
 - iv. Lifeguard Office
 - v. Outside of Studio A, near the track
 - vi. “Go-Bags” at Admissions Desk, Lifeguard Office, Fitness Monitor Closet, and Outdoor Challenge Course

IX. BIOHAZARD CLEANUP

- 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 trash. 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.

X. 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. Block 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. If there is a fire, initiate the evacuation process.
- g. Provide first responders with information about the spill and/or chemical, if you have any.
- h. If first responders issue an evacuation, initiate the evacuation process.
- i. Re-enter the building only when an “all-clear” is provided by first responders.

XI. GENERAL DISTURBANCE/PATRON ALTERCATION

- a. Notify the Police at 911 immediately.
- b. Remain calm and wait for instructions from the Police.
- c. Do not attempt to negotiate with the crowd unless directed by the Police.
- d. Do not attempt to conduct crowd control measures or to intervene unless instructed to by the Police.
- e. Evacuate the building or other areas as directed by the Police.
- f. 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.

XII. 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

XIII. 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