

EMERGENCY PREPAREDNESS PROGRAM

Purpose: To outline policies and procedures for the Facility Operations Emergency Preparedness Program, consisting of monthly audits and quarterly drills.

Scope: Facility Operations Staff

Policies and Procedures:

1. MONTHLY AUDITS

- a. Each month, all Facility Operations staff are required to complete monthly risk management audits on eLC.
- b. Each audit consists of 5 risk management questions, and 1 extra credit question that is not risk management-related. The extra credit question will **not** hurt your score.
- c. You only have 2 attempts to pass the audit with 5/6. Any score less than 83% is considered a fail.
- d. The audits are available on the 1st of each month, and due on the last day of each month.
- e. There will be no audits for December or May
- f. If you fail to complete an audit, you will receive an email from your direct supervisor. This may constitute a strike on your record.
- g. If you fail to pass an audit, you may be asked to meet with your direct supervisor or Program Assistant to discuss what you missed.
- h. If you fail more than one audit, you will be asked to take a CPR refresher course.
- i. Visit eLC at UGA and login using Single Sign On
- j. Find the course titled Rec Sports Facility Operations
- k. Visit the Content section and find the Risk Management module
- l. Please find your respective audit under Ramsey Operations or Satellite Operations. These quizzes are different, depending on which area you work for.
- m. It is preferred that you complete this audit while on shift, but not mandatory.
- n. Do not take this course with another staff member, or disciplinary action may take place.

2. QUARTERLY DRILLS

- a. Four drills will be conducted per year at random. Each drill will be led by a Program Assistant or member of the Professional Staff.
- b. These drills will require staff to practice their skills hands-on, or speak aloud what their response would be. The prompt for each drill will be chosen at random.
- c. If a Program Assistant or Professional Staff member deems the response inadequate, you may be asked to take a CPR refresher course.
- d. Should you not complete a drill when prompted, a strike may be given.