

University of Wisconsin-Milwaukee

University Recreation

Emergency Action Plan

UWM University Recreation EMERGENCY ACTION PLAN

INTRODUCTION

1. Purpose

The purpose of the Emergency Action Plan, for the Department of University Recreation (UREC), is to provide an organizational structure and proper procedures for UREC Staff, University Police, and Emergency Medical Personnel to follow in the event of an emergency. This plan has been prepared to address emergencies that might occur at the Klotsche Center and Pavilion (KCP) and Engelmann Gym

2. Scope

The plan is activated during an emergency at the KCP and Engelmann Gym. This plan was created to reflect the emergencies that could affect the KCP and Engelmann Gym. It will apply to all emergencies that occur in these facilities unless the university's Emergency Operations Plan supersedes it. This Plan is designed to maximize human safety and preservation of property, minimize danger, restore normal operations of the KCP and Engelmann Gym, and assure responsive communication to all appropriate parties.

3. Training

All UREC Employees will be familiar with the organizational structure and the proper procedures of the Emergency Action Plan for the KCP and Engelmann Gym. UREC Supervisors will also maintain current First Aid, CPR, and AED certifications. Blood borne pathogens or the prevention of disease transmission training will accompany the certifications listed above.

Emergency Phone Numbers

Police Emergency (from an on campus phone)	9-911
Police Emergency (from a Cell Phone)	229-9911

Non-Emergency Phone Numbers

Police Non-Emergency	4627
Facility Services Daytime	4742
Facility Services Nights and Weekends (Heat Plant)	4652
Safety and Assurance Office	6339

Staff Phone List

	<u>Office</u>
Director: Steven Mohar	5087
Associate Director: Heath Powell	5209
Assistant Director: Jamie Grenoble	3808
Assistant Director: Valentyn Potapenko	3063
Intramural & Sport Clubs Coordinator: Skyler Harmon	6955
Intramural & Sport Clubs Coordinator: Brandon Altenburg	3384
Fitness Program Director: Sara Luellhoff	5072

Outdoor Pursuits Program Director: [vacant]	[vacant]
Events & Operations Coordinator: Andy Toumanoff	3777
Information Center Manager: Kara Horst	6564
Financial Specialist: Katelyn Reimer	5307
Facility Maintenance Specialist: Gerald Liddell	6747
Facility Maintenance: [vacant]	[vacant]

4. EMERGENCY LEVELS

The proper response and emergency level chosen is up to the discretion of the supervisor on duty at the KCP and Engelmann Gym during the time the incident occurs.

After an emergency, where a patron needs any first aid or medical attention, an accidental injury report must be filled out by a UREC employee. After this has been completely filled out put the form in the Associate Director's mailbox.

Under no circumstances should anyone speak to the press, or any other individuals that were not directly involved with the emergency, about the specifics of any emergency that occurs in the KCP and Engelmann Gym. Refer all media to the Director of University Recreation and University Relations.

If at any time a patron goes unconscious emergency personnel must be contacted immediately, even if they regain consciousness.

Code Black: Severe Medical

This is a high level medical emergency. When this type of emergency exists the UREC **employee that is on duty will have to contact campus police** (9-911 from an on campus phone) or ((414)229-9911 from a cell phone) and use the radio to alert the building manager and other employees of the situation.

When using the radio, make sure to state the code – ie CODE BLACK and the location – ie IN THE WEIGHT ROOM. Be as specific as possible... basketball court 1, PAR 110, etc. More emergency personnel will need to be present to handle the situation.

Death in the building:

- Evacuate all patrons that are in the vicinity of the person.
- Call the Director immediately.

Person goes unconscious:

No matter if they regain consciousness or not the campus police and emergency personnel must be called to check the individual over.

Seizure:

- Remove all objects that could cause harm from the area.
- Protect the individual's head.
- Let the individual's seizure pass.
- After the seizure is over, watch the individual's vital signs until the EMS take over.

Electrical Shock:

- Call campus police, if has not already been done.
- Monitor the person's vital signs until police arrive.

If you are unsure about the severity of the situation or level, call the campus police at 9-911 and they will send an officer over to assess the situation to determine if further medical help is needed.

Code Blue: Minor Medical

This is a moderate to low level medical emergency. When this type of emergency exists the UREC employee that is on duty may contact campus police and will potentially have to contact more emergency personnel. The UREC employee that is on duty will have the proper training to control and make an initial assessment of the situation. If necessary, the Director of UREC should also be contacted.

Sprain/Strain/Abrasions/Minor cuts/etc.:

- From the Equipment Room take...
 - First Aid Bag
 - Ice & Wrap
- Upon arriving at the emergency...
 - Put on gloves
 - Treat the injury with the most effective first aid procedure.

Vomit or blood:

- From the Equipment Room take...
 - First Aid Bag
 - Red Biohazard Bag(s)
 - Black trash bag
- In the bag will be a disinfectant spray that must be sprayed on the bodily fluids.
- After spraying the fluid apply protective gloves and wipe up the fluid with as many towels as needed.
- Throw the contaminated towels into the red biohazard bag(s).
- Throw the red contaminated bags in a black trash bag and then in the garbage.
- Mop the area.
- Call campus police if there is any doubt to the severity of the injury.

Code Red: Fire

This is a high level emergency. **Immediately call the Police Emergency Number.** Lastly call the Director.

Fire in the Building:

- Pull the fire alarm.
- The UREC Supervisor is to use the radios to tell all other UREC workers their responsibilities during this emergency.
- The UREC Supervisor makes an announcement in Rm. G102, the Fire Command Center. There is a key on the supervisor ring labeled G102 to get into the room. Once in the room

open the panel that has the PA system in it. Hit the all speakers button and make the announcement. The supervisor should escort all emergency personnel to the locations in the building they need to go. They also need to make sure all patrons are out of the building.

- The UREC Lead Worker makes an announcement at the IC PA sound system.
- The IC worker is responsible to clear the Klotsche Arena and the commons area. Direct all people to the proper exits.
- The ER worker is responsible to clear the PARs, classrooms, racquetball courts and locker rooms. Direct people toward the proper exits. Give patrons in the shower extra towels to wrap themselves in.
- The Weight Room worker is responsible to clear the weight room and Pavilion gym. Direct people to the proper exits.
- The Cardio Room worker is responsible to clear the cardio room and the suspended track. Direct people toward the proper exits.
- The Lifeguards are responsible to clear the pool. Guards will escort patrons that were in the pool to Sabin Hall. On the pool key ring is a key to Sabin Hall.
- All members that were asked to leave the building should be taken to Sabin Hall during inclement weather.
- Please review the evacuation maps that are provided these links.
<https://secure.faa.uwm.edu/Drawings/PAV/evac.pdf>
<https://secure.faa.uwm.edu/Drawings/KC/evac.pdf>

Code Yellow: Disaster

Code Violet: Violence

Abusive language:

- Ask the patron to refrain from using that type of language in the facility.
- Call campus police if any threats are made.

Abusive Behavior/Assaultive Behavior/Fighting/Disorderly Conduct/Theft:

- Ask the individual or individuals to leave the building.
- Call campus police (if they have not already been called) and ask victim/victims and witnesses to stay on the scene.

Dealing with Confrontation

- Be knowledgeable. Know the policies and procedures and where to go for more information.
- When talking with an upset person, stand a little to one side of the person if there is not a counter between you. Do not stand face to face or corner them.
- Do not touch the person, give them their space.
- Listen. This is VERY important. Do not interrupt the person unless they are being abusive. Let them tell the whole story and then inform them of the policy or what is going to happen. Letting them express their frustration can help even if they do not get the answer they want. It feels good to be heard.
- Keep a calm, soft voice. If you feel yourself getting upset take a deep breath, think, and then speak.
- State only the facts. Do not argue. This may mean that you will have to repeat yourself

many times.

- Do not use fighting words. Do not give the person anything to fight against.
- Use phrases like...
 - “I understand what you are saying.”
 - “Our policies state...”
 - “I will be willing to listen when you are speaking calmly.”
- Give them information they can’t argue with.
 - My job is to enforce policy and the UREC policy states...”
 - “If you would like you may speak with a building manager.”
- If the person keeps walking off, won’t listen to you, or will not end the behavior, inform them of the policy they are breaking and the procedure that you are required to follow. This may ultimately mean calling campus police to have the person removed.
- Call a Building Manager for any situation that you are unable to quickly resolve.
- Building Managers have the authority to suspend disorderly patrons.
- Fill out an Incident Report on anyone that you have an issue or problem with. Report everything. Even things you are able to resolve. Documentation is a valuable resource.

Code Brown: Intruder-Shooter

Gunman in the building:

- The first employee to see the gun must use the radio to contact all other employees.
- The building supervisor must contact campus police and other emergency personnel or assign someone else to contact the emergency personnel.
- Evacuate all members that aren’t in harms way.

Code Silver: Bomb Threat

Bomb in the building:

- Any person receiving a call alleging a bomb or other device should attempt to obtain as much information as possible from the caller.
- Important things to do initially: write down the time of the call, device location, type of device, and detonation time.
- Try to determine the caller’s identity:
 - male or female
 - approximate age
 - origin of call (local, phone booth, cell phone)
 - caller’s voice (slow, fast, loud, foreign, calm, emotional, etc.)
 - are there background noises
 - does caller appear familiar with campus, ect...
- Contact the University Police at 9-911. If you are alone, keep the caller talking as long as possible.
- Engage caller in conversation. Ask questions and write down callers exact words.
 - What type of device is it? Chemical, Biological, or Explosive
 - When is device going to explode?
 - Time remaining and device location?
 - What does it look like?
 - What would cause it to detonate or release its contents?

- How do you deactivate the device?
- Do you know who placed the device?
- Where are you (the caller) now?
- Callers name and address?
- Remain calm and polite but firm.
- If the caller explains that the bomb will go off if people leave the building then keep everyone inside. If the threat of an explosion is imminent, activate the fire alarm to initiate building evacuation. Evacuate the building quickly and calmly by way of the nearest exit. Upon exiting, proceed to a safe distance from the building. Keep clear of emergency vehicles.
- Do not reenter the building until the "all-clear" has been given

Code Grey: Weather

Tornado:

- If there is a tornado warning "in effect", the UREC Building Manager needs to use the radios to tell all other UREC workers their responsibilities during this warning.
- The UREC Building Manager makes an announcement in Rm. G102, the Fire Command Center. There is a key on the supervisor ring labeled G102 to get into the room. Once in the room open the panel that has the PA system in it. Hit the all speakers button and make the announcement. Repeat the announcement three times. The supervisor should escort all emergency personnel to the locations in the building they need to go. They also need to make sure all patrons are in the proper places.
- The UREC Lead Worker makes an announcement at the IC PA sound system. Repeat the announcement three times.
- The IC worker is responsible to clear the Klotsche Arena and the commons area. Direct all people to the locker rooms and the racquetball courts.
- The ER worker is responsible to clear the PARs and classrooms. Direct people to the locker rooms and the racquetball courts.
- The Life Guards are responsible to clear the pool and direct people into the locker rooms, and then lock the pool doors.
- The Weight Room worker is responsible to clear the weight room and Pavilion gym and direct people to the locker rooms and racquetball courts.
- The Cardio Room worker is responsible to clear the Cardio Room and the suspended track and direct people to the locker rooms and racquetball courts.
- All people in the athletic offices can stay in the athletics area but they need to proceed to a place that has no windows.
- The designated shelter areas are provided on the evacuation maps that are located on the following links.
<https://secure.faa.uwm.edu/Drawings/PAV/evac.pdf>
<https://secure.faa.uwm.edu/Drawings/KC/evac.pdf>

Power surge:

- Inform patrons that the lights will come back on in 10-20 minutes and check to make sure that they come back on.
- Lifeguards must clear out the pool.
 - When power is restored, the lifeguards must make sure the red light is off. That

means the circulation pump for the pool is running. If the red light stays on then call Health, Gerald, and Physical Plant.

Extended power outage:

- Call campus police (if they have not already been called) and try to figure out the problem.
- If power doesn't come back on and the problem persists, obtain approval from campus police and the Director to close the building.

Lifeguards must clear out the pool and check the red light if power is restored.

Stuck Elevator or Person Stuck in Elevator:

- Call the campus police and let them handle the situation.
- Assist them when needed.

Code Orange: Chemical

Chemical emergency or Gas Leak:

- Call campus police, if it has not already been done.
- If the identity of the chemical or gas is unknown, or it is a toxic material and could be potentially dangerous to the staff or patrons in the building, evacuate the building as described below under Level 1 for "Fire in the building".
- If it is a localized occurrence and doesn't pose a threat to the general building occupants then isolate the area by closing doors or using other means to restrict access, and post a warning sign or station a staff member in the area to ensure isolation until campus police arrive.
- Let campus police control the situation.

Code Pink: Missing Person

Abducted staff member, UWM student, Klotsche Center Member, or child:

- Call campus police.
- Do a complete search of the building to look for the individual.
- Gather information from the last person that saw the abducted individual.
 - Important information includes: person's name, age, sex, hair color, height, weight, clothes they were wearing and color, and last known location.
- Continue searching the building until all emergency personnel arrive.
- Call the Director immediately.

Post-Emergency Psychological Counseling

Recognizing that traumatic events often produce short and long term psychological concerns, counseling will be offered to all students, faculty, and staff who desire such intervention. This service will be offered as soon as practical after the emergency is concluded.

Student counseling is handled through the Student Affairs Division. Faculty and staff can obtain confidential assistance through the Symmetry, Employee Assistance Program at 256-4800 or (800) 236-7905 or on-line at https://www4.uwm.edu/hr/dev/faculty_and_staff/eap.cfm