



Campus Recreation

UNIVERSITY OF COLORADO **COLORADO SPRINGS**

Campus Recreation

Emergency Action Plan

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Pre-Event Preparation

The most critical aspect of emergency preparedness is ensuring that staff are equipped with the skills, knowledge, equipment, and supplies to respond appropriately in an emergency situation. To ensure that staff are properly trained and prepared, extensive training, certification programs, and in-service trainings will be utilized. This Emergency Action Plan will detail the steps that will be taken in the event of an emergency situation, as well as how the situations will be handled after the event is over.

Staff Role in an Emergency

Depending on the situation the role of student staff in an emergency may include giving first aid care to an injured person, or ensuring that the building is evacuated of users. Whatever the situation it is important that staff members remain calm, enact the appropriate procedures to deal with the situation, and maintain their own safety. In an incident, priority must be placed on the safety of facility users and occupants, without compromising the safety of the staff member.

Staff Role in Evacuations

When it is necessary to evacuate the facility, it is imperative staff members “sweep” all areas to ensure all patrons have been moved to a safe location while also maintaining their own safety. Below are a list of specific locations and responsibilities when sweeping areas during an evacuation:

- Fit Floor (2nd floor) will sweep the north and south cardio areas, free weight areas, multi-purpose room, both sets of men/women restrooms, group fitness room, and the back stairway.
- Front Desk/Building Manager will sweep the lower level including pool area, locker rooms, family changing rooms, admin office, gyms, SOLE, front stairway, and group fitness room, and athletics conditioning area
- Lifeguards (when on duty) will sweep the pool area and locker rooms
- Alpine Field staff will be responsible for clearing the field, as well as the offices, bathrooms, and observation deck.
- Staff should be aware of evacuation routes out of the building and direct participants to use the closest and safest way to exit the building.
- The primary evacuation gathering point for a Recreation and Wellness Center evacuation is the plaza in front of the Alpine Garage. If, due to safety or other circumstances that area is not available or reachable the secondary evacuation gathering point is the roundabout at the corner of Mountain Lion Way and Regent Circle to the south of the facility. A map showing these locations is included in Appendix B of this documents.
- For an Alpine Field evacuation the primary gathering point is the plaza to the east between Roaring Fork dining hall and La Plata residence hall. A map showing these locations is included in the Appendix B of this document.

Certifications

All student and professional staff working for the Campus Recreation Department must maintain current certifications in First Aid, CPR, and AED use. Classes will be offered through the department to enable employees to acquire and maintain their certifications.

Training/In-Service

The Campus Recreation Department will conduct staff training prior to the start of each semester in which the Emergency Action Plan will be reviewed and emergency scenarios will be run through and evaluated. In addition periodic in-service staff trainings for area specific staff (front desk, fitness floor, lifeguards) will involve enacting the EAP with scenario situations.

Equipment and Supplies

Automated External Defibrillators (AED)

The Recreation and Wellness Center contains 5 AED units that are spread through the facilities. The units that are stored in the wall mounted cabinets are wired to send an emergency call to Public Safety when the cabinets are opened. The batteries on the AED will be checked and noted by Campus Rec staff on a regular basis and annually by UCCS Public Safety.

AED units are in the following locations:

- Front Desk (wall mounted)
- Lifeguard Office in Pool (wall mounted)
- Outside Upstairs Group Fitness Room (wall mounted)
- Upstairs on South End of Fitness Floor (wall mounted)
- Alpine Field Office (wall mounted)

First Aid Supplies and Biohazard Clean Up

First aid kits are located at the front desk, lifeguard office, and on the North side and south side of the upstairs fit floor and Alpine Field office. Fanny packs with first aid supplies, worn by the building managers may be implemented in future.

Biohazard clean up materials and supplies are available at the front desk. Biohazard disposal container is located in the laundry room, the guard office in the aquatics area, Wellness center, and at Alpine in the office. All materials that are used in the clean-up of blood or other bodily fluids need to be disposed of in that container. Never put those materials in a normal trash can.

Building Evacuation Backpack

Public Safety has provided us with a blue back pack that is intended to be taken in the event of a building evacuation. The backpack contains some basic first aid supplies, some water, flashlight, emergency blanket and other supplies. The backpack is stored at the front desk and should be taken and worn during a building evacuation. Not only does it

contain useful supplies, but Public Safety will look for the person with the backpack when they arrive on scene as their primary point of contact for information pertaining to the evacuation.

Weather Sentry

WeatherSentry Online® is an Internet based lightning detection and weather monitoring system that sends text alerts and emails to the Building Managers iPad and the guest services desk will also have the WeatherSentry Alpine Field is equipped with a lightning detection system that alerts when there has been a lightning strike within 6 miles of Alpine Field. The system receives information on strikes in the area through the campus internet network and depending on the distance of the strike it will send an email or text to the iPads and Building Manager's email to activate a warning and the strike strobe light or an audible alarm that signals a clearing of the field. Specific protocols and operations of the system are covered under "Severe Weather".

Solenoid Button (South Gym)

In the event that a ball strikes and breaks a sprinkler head there is a red button on the wall that if pressed will stop the flow of water through the system to prevent damage to the floor. Once the button is pressed it needs to be held in to keep the water from flowing. Contact professional staff and Public Safety to coordinate shutting down the system so the button can be released.

Fire Extinguishers

Fire extinguishers are located at various points around the facility. Make note of locations and always make sure that no equipment or boxes are in front of them.

Fire Extinguishers are located in the following locations:

- a. Lobby locker rooms
- b. Next to vending machines
- c. Court C back door
- d. Court D doors
- e. Old front doors
- f. SOLE garage
- g. SOLE front doors
- h. North towel stand
- i. Water fountains on North
- j. Emergency exit on north
- k. Pool- next to locker rooms
- l. Pool- hot tub/balcony doors
- m. Across from janitors closet/back offices
- n. Weights lockers
- o. Track above court C (2)
- p. PT office
- q. Outside MPR
- r. Cardio lockers
- s. Court A
- t. Court B
- u. Between Court A & B

Eye Wash Stations

In the pool chemical and pump room eye wash stations are installed in case there is chemical contact with the eyes. There are wall mounted stations as well as a ground mounted unit that is fed with water and is activated by depressing a foot pedal.

Aquatic Rescue Equipment

The pool contains specialized equipment that can be used in aquatic rescues including rescue tubes, shepherds crooks, throw ring buoys, and two backboards.

Emergency Calling Procedure

**When dialing on campus to get an outside line, dial "9" then the desired number*

For 911 you do **NOT have to dial out, simply call 911.*

** For on campus calls only dial the last 4 digits of the phone number*

Is the emergency life threatening or involve serious injury?

- **YES?** – Call Code ECHO to "location of victim" and 9-911 for EMS **then** call UCCS Public Safety Dispatch: 255-3111

Does the situation involve a crime in progress or a threat to safety?

- **YES?** – Call UCCS Public Safety: 255-3111

Is poisoning involved?

- **YES?** – Call Poison Control: 1-800-222-1222

Contact area/program supervisor

- Facility problems/issues – #1 Ryan Wong, #2 Damin Bowen, #3 Skyler Rorabaugh
- Pool Chemicals, Pumps, Heaters - #1 Brooke Freudenhammer, #2 Damin Bowen, #3 AQ PA
- Intramurals - #1 Skyler Cook, #2 Mallory Barger
- Club Sports- #1 Mallory Barger, #2 Skyler Cook
- Aquatics - #1 Brooke Freudenhammer, #2 Aquatics PA
- Fitness - #1 Torin Kaletsky, #2 Brooke Freudenhammer
- SOLE/Outdoors/Trails - #1 Chris Ertman, #2 SOLE GA

If above contacts are not available or the situation involves significant injury or facility damage Contact Skyler Rorabaugh

Emergency Contact Numbers

EMS	911	
UCCS Campus Police	255-3111	3111 (on campus)
Poison Control	1-800-222-1222	
UCCS Physical Plant	255-3313	

Professional Staff/ Graduate Assistant On-Call Contacts

	<u>Office</u>	<u>Cell</u>
Skyler Rorabaugh, Director	719-2557527	970-646-5818
David Fehring, Associate Director	719-255-7519	651-328-0188

Ryan Wong, Coordinator of Facilities	719-255-3463	719-314-5889
Mallory Barger, Manager Competitive Sports	719-255-7513	517-420-7391
Casi Frazier, Business Services Manager	719-255-7511	719-661-4563
Krista Herring, Program Coordinator Membership & Communications	719-255-7512	303-646-7439
Skyler Cook, Program Coordinator Competitive Sports	719-255-3429	208-559-1468
Brooke Freudenhammer, Program Coordinator of Aquatics and Special Events	719-255-5213	229-220-6679
Torin Kaletsky, Coordinator of Fitness	719-255-7525	786-390-9448
Damin Bowen, Auxiliary Facilities	719-255-3625	719-210-0363
Katie Gordon, Wellness Coordinator	719-255-4448	540-521-1548
SOLE Graduate Assistant	719-255-7509	720-441-7033

Other Useful Numbers

Auxiliary Facilities On-Call	719-439-7346
Mark Janssen, Auxiliary Facilities	719-439-7346
Wellness Center	719-255-4444
Campus Closure and Emergency Snow Line	719-255-3346

Additional Communications

Radios

The departmental radios make for an effective communication tool between staff, but can also serve an important role in and emergency in internal communications or in getting in touch with Public Safety. The radios are all equipped with an orange button on top of the unit ("Big Orange Button" – B.O.B.). Pressing this button will immediately open up communication with dispatch and will allow you to be heard across the campus radio network. You can also reach dispatch by turning the radio to channel 1 and using the radio as normal.

Codes for Radio Use (Life threatening and Non-life threatening)

Code Rules: When calling a code make sure you are calling the proper code for the situation. You will radio the proper code with your exact location:

Example: "Code ECHO to Court B, Code ECHO to Court B Code ECHO to Court B"

When a code ECHO is called, have the nearest bystander or employee call 911 and the BM or employee should immediately stop what they are doing and grab the nearest AED, Grab Bag (First Aid Bag) and a Towel and run to the location of the code. If you could not understand the location or the code called radio, "Please repeat."

Code ECHO:

- This code is for a life-threatening emergency, unresponsive person who is not breathing and/or does not have a pulse.

Code I (Injury):

- This codes is for a first aid incident involving an injury that occurred in our Recreation Center or on Alpine Field. When this code is called be prepared to perform first aid or get ice for the student.

****If a there is an injury but it is very minimal (meaning BASIC First Aid) an employee can simply radio the Code I, but say “no BM is needed at this time.”**

- **EXAMPLE:**

- “Code I to Alpine, No BM is needed at this time.”
- If it is a more serious injury then call the code and repeat 3x as usual.

Many Injuries could lead to shock or further symptoms so make sure you are ready to call 911 if needed.

Code F (Fight):

- This code is used when there a fight or altercation in the Recreation Center. A staff member should never try and break up the fight, but try and resolve it but talking to the students or if the fight has escalated calling UCCS Police 3111.

Code Red (Fire):

- This code is used when there is an active fire in the building. Activate the nearest fire alarm pull station if safe to do so and call 911- or 3111- to alert emergency personnel. If the fire is small, attempt to use a fire extinguisher if you can. If the fire does not extinguish, EVACUATE THE BUILDING IMMEDIATELY. Follow directions given by emergency personnel. Do not return to the building or move to another location unless told to do so by officials.

Code Adam:

- This is the code used if there is a missing child or person in the building. These protocols are also used for our ReckKids Summer Camp as well. The following protocols should be followed in any situation that a student or child is missing:
- Missing for 0-5 minutes
 - Alert the Front Desk or Summer Camp Program Assistant immediately. Check the area where the camper was last seen, and conduct a thorough roll call and head count again to ensure accurate accountability
- Missing for 5-10 minutes
 - Alert a professional staff member. Expand the search area and assign other staff to conduct the search. Assign other staff to continue supervising the rest of the campers and to continue conducting activities with minimal disruption. Also conduct a “paper search” by checking attendance records, or any other daily record that might shed light on the situation
- Missing for 10-15 minutes
 - Call both the Summer Camp Program Assistant and Coordinator and give a detailed description of the missing camper, e.g. physical appearance, clothing, etc. and the time he/she was last seen. Follow their instructions. Conduct another roll call and head count. Continue to expand the search area.
- Missing beyond 15 minutes
 - At 15 minutes, the pro staff member or in case of the pro staff member’s absence, the Summer Camp Program Assistant, will call 255-3111 to alert Public Safety. Call the parent/guardian to alert them of the situation. Follow instructions from Campus Recreation and Public Safety. Continue to assign staff to the search, continue supervision of other campers and activities, and continue to expand the search area. Complete an incident report

Radio Active Shooter 3x (If physically and mentally able): This is used when there is an active shooter in the building.

- EXIT the building if it is safe to do so; or... SEEK SHELTER by proceeding to a room that can be secured or barricaded, close and lock all windows and doors if possible and turn off all lights. Get down on the floor and

ensure that no one is visible from outside the room. Silence cell phones, pagers, and other devices. Call 911 or 3111 and give them the events, your location, and remain in place until instructed to exit.

- Only as a last resort when it is imminent that your life is in danger, make a personal choice to attempt to negotiate with or overpower the assailant(s) if there is no possibility of escape or hiding.
- You can use physical contact or use any object around you that you could potentially use as a weapon.
- If a shooter enters your office or classroom, try to remain calm. Call 911 or 3111 and, if possible, alert police of the shooter's location.
- If it is not safe to speak, leave the line open so the dispatcher can hear what's happening. If the shooter leaves the area, proceed immediately to a safer place and do not touch anything that was in the vicinity of the shooter.

Bomb Threat: You will NOT use a Code for a bomb threat.

Evacuate the building. **Do not use cell phones or radios within 300 feet of the area suspected of containing the explosive device.** Faculty and Staff should check for, but not disturb, unusual objects as they depart classrooms or offices. Report these unusual objects to police or other emergency personnel. Follow directions given by emergency personnel. Do not return to the building or move to another location unless told to do so by officials.

Panic Button

A panic button is installed at the front desk, under the desk at south chair cut out. When depressed the button will send an emergency call to Public Safety. When Public Safety receives the call they will immediately dispatch officers to the building and they will place a call to the front desk to try and gather more information about the situation. If it is safe to do so, staff should answer the phone and respond to the questions. To keep from giving away too much information the questions will be scripted and answers will determine the severity of the situation.

UCCS Alerts

The campus has set up a text message based system for conveying information about emergencies and campus closures. Students can register for the service through their portal. The messages sent through UCCS Alerts are also sent to the campus e-mail network.

Automated External Defibrillators (AED)

The AED cabinets are wired into the campus network and will send an emergency notification to Public Safety anytime a cabinet is opened. If you open a cabinet accidentally, call Public Safety as soon as you can and let them know it is a false alarm.

Emergency Procedures

Severe Weather

Severe weather includes severe thunderstorms, floods, tornados, significant hail, significant snowfall, high winds, and frequent lightning. Any of these items which may result in loss of property or life should be considered a weather related emergency. The information line for weather related campus closures is 255-3346, closure information will also be sent out to the UCCS Alerts text message subscribers as well as to the campus e-mail network. In addition, monitor local radio, local television, 2-way radios, and internet sources (www.weather.gov) for more information should you become aware of the possibility of severe weather

Alpine and Pool Closures:

Campus Recreation reserves the right to cancel or reschedule any reservation due to inclement weather, which may cause safety concerns for participants/staff and damage to Alpine Field. We will do our best to remain open, but if activity on the field is suspended, delayed, or cancelled, we will use Campus Recreation social media and web-site, facility signage and program methods as our lines of communicating updates on operating hours. Note: You may also contact the Gallogly Recreation and Wellness Center Front Desk (719-255-7515) for Alpine Field hours of operation and closures. The pool will close based on the WeatherSentry notification system referenced in the below section titled "Lightning".

Winter Weather

The main concern with winter weather will be helping disseminate information to the patrons concerning warnings or facility closures. Monitor local media and the weather closure line for more information. In the event of an early morning campus closure, the information line for weather related campus closures is 255-3346, closure information will also be sent out to the UCCS Alerts text message subscribers as well as to the campus e-mail network. Should a closure of the facility be mandated:

- Inform the staff of the need to close the facility
- Inform the patrons the facility will be closed by utilizing the script provided at the front desk
- Provide only pertinent information regarding the current conditions outside
- If the closure of the building is mandated the Director will initiate a calling tree by contacting the professional staff who will then notify student employees of the closure.

Lightning

Our primary method of lightning detection is the WeatherSentry system installed at Alpine Field. It is based on real strike data and will calculate the exact distance from Alpine Field that the strike occurred. In the event of a strike within a 6-mile radius, the pool and field will be closed until no strikes have occurred within that 6-mile radius for 30 minutes. The strike equipment that is still utilized for alerts, will utilize a strobe light and audible horn, as well as send e-mails that will go out to professional staff, lifeguards, and program assistants. Specific protocols for lightning closures are listed below:

1. When a strike occurs within 6 miles of it is considered to be in the "warning zone". At this point, the strobe on top of the unit will turn on. Play and swimming can continue on the field and pool, but staff should be aware that there is storm activity in the area. Staff should monitor movement of the storm and allow time to reach a safe location and be out of danger by the time the storm is 6 miles away.
 - a. At Alpine Field, the supervising staff member will make a radio or phone call to the recreation center building manager on duty and let them know that a strike has occurred in the warning zone. The building manager will let lifeguards know of the status.
2. When a strike occurs within 6 miles the unit will issue a loud siren and the strobe will begin flashing. When this warning is issued the field and pool need to be cleared of people. When the threat of lightning is passed (30 minutes of no strikes in the 6 mile radius) an "all clear" siren of three short blasts will be issued and the strobe will turn off. At this point, play on the field and pool use can resume.

- a. The staff member at Alpine Field will make a radio or phone call to the building manager on duty to let them know there has been a strike within 6 miles and the pool needs to be cleared. The building manager will let lifeguards know of the status.
 - b. Depending on the severity of the lightning in the area and the time of day and early closure of the pool or field may be warranted. Before closing either area earlier than normal, posted operating hours consult professional staff so appropriate communications can be coordinated.
3. In the event of a campus network issue and the Istrike system isn't functioning or staff are overseeing programs off site, the "Flash-to-Bang" method will be used as a last resort for lightning detection. To use the Flash-to-Bang method:
 - Count the seconds from the time lightning is sighted to when the clap of thunder is heard.
 - Divide this number by five (5) to obtain how far away in miles the lightning is occurring.
 - For example, if an individual counts 30 seconds between seeing the flash and hearing the bang, 30 divided by 5 equals 6; therefore, the lightning flash is approximately 6 miles away.
 - As a minimum, the NCAA and the National Severe Storms Laboratory (NSSL) strongly recommend that all individuals leave the athletic site and reach a safe location before the flash-to-bang method of 30 seconds (6 miles).

At Alpine Field participants should be directed off the playing surface into the storage garage (with the roll down door closed), the bathrooms (with doors closed), the Recreation and Wellness Center, or into personal vehicles in the garage.

Inside the Recreation and Wellness Center, keep patrons off the patios, away from windows and discourage use of the shower until the "all clear" is issued.

Tornado Warning

If a Tornado or Thunderstorm WATCH is issued for the Colorado Springs area, monitor local media for possible warnings. These can occur with little or no warning. If a Tornado WARNING is issued for the Colorado Springs area:

- Staff should inform staff and patrons of the potential for a tornado emergency and direct them to sheltered areas inside of building and away from glass and windows. Discourage patrons from leaving the building or going outside.
- Staff should sweep their areas as they would for a building evacuation, but instead direct patrons and staff to the locker rooms on the lower floor. At Alpine Field participants should be directed to the lowest level of the parking garage, as far away from outside openings as possible.
- If you see a tornado, contact Public Safety by phone or radio and notify the rest of department staff via the radio system.
- Monitor local weather data and updates sent through UCCS Alerts
- If facility damage occurs that would necessitate a closure, consult with professional staff to assist with that coordination and assessment.
- Once the "all-clear" is given, announce such information and allow activity to resume

Flooding/Mudslide

Areas in the vicinity of the UCCS campus are susceptible to flooding from the nearby bluffs and arroyos. If flooding occurs IN our facility:

- Direct patrons to avoid the affected areas, and secure the entryways to prevent re-entry
- Contact the Auxiliary Services to cut off the electricity or other utilities to the affected area
- Contact Public Safety and initiate the calling tree to reach the appropriate professional staff member
- As it is possible and safe, attempt to use towels, mops, brooms and squeegees to prevent water from entering the building.

If flooding occurs NEAR our facility:

- Contact Public Safety, providing details of damage and specific locations

Other Severe Weather

Other severe weather such as high winds or large hail could also destroy life and/or property. High winds can create airborne debris which could present a hazard to those outdoors or near windows. Large hail can present a hazard to these same subjects and locations. In the event of high winds and/or large hail:

- Clear the patios located outside the pool and on the second floor fitness area
- Secure the doors leading to the area until at least 30 minutes after the affecting weather leaves the area
- Encourage patrons to stay clear of windows

Rain

While even heavy rain typically won't impact the operation of the Recreation and Wellness Center, the Alpine Field staff must consider the safety of the staff and players, as well as the potential risk for damage to turf areas when determining an appropriate response to rain that occurs during operating hours.

Professional staff and Alpine Field supervising staff will have final say in determining the playing status anywhere in the field. It is important that the supervisor work with the other area supervisors at the Recreation Center in determining a solution that is safe and meets the needs of the various programs.

Before making the decision to close Alpine Field for the rest of the posted hours, please consult with professional staff so appropriate communications can be coordinated. Notifications will need to be made for drop in participants, as well as for other programs or groups that may be scheduled on the field later in the day.

Weather Terms

Campus Recreation facility operations may be impacted by a variety of weather events, among them severe storms, tornadoes, and winter weather. In determining an appropriate response to inclement weather, it is important to have knowledge of some of the common terms utilized by meteorologists.

Severe Thunderstorm Watch – is issued by the National Weather Service when conditions are favorable for the development of severe thunderstorms in and close to the watch area. A severe thunder storm by definition is a thunderstorm that produces 1 inch hail or larger in diameter and/or winds equal or exceed 58 miles an hour. They are usually issued for duration of 4 to 8 hours and are normally issued well in advance of the actual occurrence of severe weather.

Severe Thunderstorm Warning – is issued when either a severe thunderstorm is imminent or occurring, as indicated by radar or spotter reports.

Tornado Watch – is issued by the National Weather Service when conditions are favorable for the development of tornadoes in and close to the watch area. They are usually issued for duration of 4 to 8 hours and are normally issued well in advance of the actual occurrence of severe weather. During the watch, people should review tornado safety rules and be prepared to move to a place of safety if threatening weather approaches.

Tornado Warning – is issued when a tornado is indicated by radar or sighted by spotters; therefore, people in the affected area should seek safe shelter immediately. They are usually issued for duration of around 30 minutes. In the event of a tornado warning move to the lobby locker rooms and pool locker rooms. If there is any patron unable or handicapped, a staff member will need to assist the patron to the gender neutral bathroom located outside of Group Fitness Studio 2.

Winter Weather Advisory – is issued by the National Weather Service when a low pressure system produces a combination of winter weather (snow, freezing rain, sleet, etc.) that present a hazard, but does not meet warning criteria.

Winter Storm Watch – is issued when there is a potential for heavy snow or significant ice accumulations, usually at least 24 to 36 hours in advance. Students should receive UCCS Alert.

Winter Storm Warning – is issued when a winter storm is producing or is forecast to produce heavy snow or significant ice accumulations.

A watch or advisory indicates that staff should be prepared to act because there is concern that severe weather could develop in a general area. There is generally not a need to make immediate changes to facility operations or programs. At this point, appropriate staff who are equipped with NOAA weather radios (found in main office of Alpine Field) should be monitoring the radios for updates and be prepared to inform their supervisors of relevant information.

A warning indicates that severe weather is presently occurring in a specific area. If a severe thunderstorm warning or tornado warning is issued for El Paso County, staff will need to take appropriate actions.

Fire

In the event that the facility fire alarm is activated, the facility must be evacuated whether is a false alarm or not. The facility fire alarms have an audible alarm, lights that will flash and a recorded voice giving instructions for people to exit the building. If there is a fire in the facility:

- If you see fire or smoke before the alarm has gone off activate the nearest fire alarm pull station and call 911 or notify Public Safety.
- There is a giant door that is sensory dependent on the severity of the fire and smoke and will drop down to separate the North Side and South Side of the building located in front of the vending machines and Court C. Make sure EVERYONE is clear of the door way. Since it is based on the amount of smoke in the building it could come down at any moment during a fire.
- If it is a small fire, attempt to use a fire extinguisher to put out the fire. If it does not extinguish, evacuate the building immediately. **Elevators are unsafe to use during a fire so a handicap patron on the second floor will need to be directed to the stair case on the North side of the building by Wellness, (Or away from the direction of the fire source), and fire fighters will be sent to rescue the patron and carry/escort them safely from the building.

- Sweep assigned areas and direct patrons to utilize the stairs and nearest exit to get out of the building and to the appropriate gathering point. Don't enter areas that are filled with heavy smoke or flame.
- Once building is cleared take a radio and the blue backpack (if evacuating the Recreation and Wellness Center) to gathering point.
- Check on patrons and try to keep them warm and comfortable. If it's cold outside some may be wearing workout clothing or bathing suits.
- Contact professional staff and let them know about the fire alarm.
- Wait for Public Safety and the Fire Department to respond. Do not re-enter the building until the alarm has been turned off and Public Safety indicates that the building is safe to re-enter

Below is the Building Manager's checklist when receiving the "all clear" from every program and facility area.

Fire Evacuation Check List

Start Time: _____

**Building Manager "All Campus Rec Staff please confirm when your area is clear"*

North Fitness Floor All Clear (North FCM): _____ (✓) Time: _____

- Group Fit 2 , Northside Fitness Floor, Bathrooms, laundry room, IT closet

South Fitness Floor All Clear (South FCM): _____ (✓) Time: _____

- MP Room, Southside Fitness Floor, Bathrooms, PT Suite, storage closets, balcony

Pool Locker Rooms (South FCM/LG): _____ (✓) Time: _____

- Men's Locker room, Women's Locker Room, Family Changing Rooms, hallways to Damin's office

Pool/hot tub (LG): _____ (✓) Time: _____

SOLE Center (SL): _____ (✓) Time: _____

- Storage and office area

New Gyms (GS/IMs): _____ (✓) Time: _____

- Court A and B, New storage

Group Fit One (GS): _____ (✓) Time: _____

Lobby Locker Rooms (GS): _____ (✓) Time: _____

- Men's Locker room, Women's Locker Room, Family Changing Rooms

Old Gyms (BM/IMS): _____ (✓) Time: _____

- Court C and D, Old storages

Athletic Training Room (BM): _____ (✓) Time: _____

Wellness Center (BM): _____ (✓) Time: _____

Finished Evacuation Time: _____

(Y or N) (Circle) Is there a handicap person in stair case?

**Once all clear station staff outside of exterior doors on side walk to ensure no reentry, follow public safety for further direction*

- Old Entrance and Main Entrance **Patrons should be at one of the following locations after evacuating*
- Alpine Garage
- Roaring Fork Roundabout
- In front of Cooper House on Main Spine of Campus

Active Shooter

An active shooter is a person or persons who appear to be actively engaged in killing or attempting to kill people in populated areas on campus. In most cases, active shooters use firearm(s) and display no pattern or method for selection of their victims. In some cases, active shooters use improvised explosive devices (IEDs) to cause additional victimization and act as an impediment to law enforcement and emergency services responders. These IEDs may detonate immediately, have delayed detonation fuses, or may detonate on contact. Active shooter situations are dynamic and evolve rapidly, demanding immediate response by the community and immediate deployment of law enforcement resources to stop the shooting and prevent harm to the community. Be aware that the 911 system may become overwhelmed.

Guidelines

In general, how you respond to an active shooter will be dictated by the specific circumstances of the encounter. If you find yourself involved in an active shooter situation, try to remain calm and notify Public Safety or call 9-1-1 as soon as possible if you are able.

If an active shooter is outside your building or inside the building you are in, you should always **RUN, HIDE or FIGHT**.

If you are physically and mentally able please do the following:

- Try to remain calm
- Try to warn other faculty, staff, students and visitors to take immediate shelter
- Proceed to a room that can be locked or barricaded
- Lock and/or barricade doors or windows
- Turn off lights
- Close blinds
- Block windows
- Turn off radios or other devices that emit sound
- Keep yourself out of sight and take adequate cover/protection, i.e. concrete walls, thick desks, filing cabinets
- Silence cell phones
- Have one person call Public Safety or 9-1-1 and provide:
 - Your name and location and state that "we have an active shooter on campus, gunshots fired."
 - If you were able to see the offender(s), give a description of the person(s) sex, race, clothing, type of weapon(s), location last seen, direction of travel, and identity - if known
 - If you observed any victims, give a description of the location and number of victims
 - If you observed any suspicious devices (improvised explosive devices), provide the location seen and a description.
 - If you heard any explosions, provide a description and location.
- Wait patiently until a uniformed police officer shows their identification to you provides an "all clear"
- Unfamiliar voices may be an active shooter trying to lure you from safety; do not respond to voice commands until you can verify with certainty that they are being issued by a police officer or University official
- Attempts to rescue people only should be attempted if rescue can be accomplished without further endangering the persons inside a secured area

- Depending on circumstances, consideration also may be given to exiting ground floor windows as safely and quietly as possible

If an active shooter enters the room you are in, you should:

- Try to remain calm
- Try not to do anything that will provoke the active shooter
- Only as a last resort when it is imminent that your life is in danger, make a personal choice to attempt to negotiate with or overpower the assailant(s) if there is no possibility of escape or hiding
- Notify Public Safety or call 9-1-1, if possible, and provide the information listed in the previous guideline
- Barricade the room or proceed to a safer location if the active shooter(s) leaves the area

WHERE TO RUN:

IF you decide to run from an active shooter from the campus recreation center run in the opposite direction of the shooter or gunfire.

WHERE TO HIDE:

If you decide to hide, make sure the room has a door that can be locked from the inside there are no windows. The following locations can be utilized to hide in during an active shooter:

Shelter in place locations (places that have no windows and locked doors):

- Gender Neutral Restroom (In the Front Lobby)
- Family Changing Rooms (By Pool)
- Gender Neutral Restroom (Outside Group Fit 2)
- Outdoor and Trails Coordinator's office
- PT Suite
- Break Room
- Group Fitness two studio storage **Needs unlocked**
- New Gym Storage **Needs unlocked**
- Court D storage **Needs unlocked**
- Pro Staff Offices:
 - Casi's
 - Skyler R's,
 - Mallory's
 - Chris's office

For ALPINE:

- Hide in any of the bathrooms that lock
- Garage (Close Garage Door Immediately)

Actions if you are in your office. If you feel safe to do so, this is what you would want to do:

Manager of Competitive Sports & Program Coordinator of Intramural Sports and RecKid:

- Encourage student staff and patrons to all come in Mallory's office.
- Open up new gym storage, make sure it locks.

- Lock front doors, if they haven't already been locked
- Wherever you shelter barricade the door, turn all phones on silent, get away from the door and turn off all lights.

Director of Campus Recreation:

- Encourage student staff and patrons to come in your office to take shelter
- Unlock Court D storage, make sure it locks.
- Wherever you shelter barricade the door, turn all phones on silent, get away from the door, and turn off lights.

Manager of Business Services:

- Encourage student staff and patrons to come in your office to take shelter
- Wherever you shelter barricade the door, turn all phones on silent, get away from the door, and turn off lights.

Program Coordinator, Outdoor Programs & Trails:

- Encourage student staff and patrons to come in your office to take shelter
- Ensure sole door and garage are locked
- Wherever you shelter barricade the door, turn all phones on silent, get away from the door, and turn off lights.

Back Offices for Pro Staff:

- Encourage student staff and patrons to come in the breakroom to take shelter
- Run up to 3rd floor if safe to grab students
- Wherever you shelter barricade the door, turn all phones on silent, get away from the door, and turn off lights.

Program Coordinator, Aquatics & Special Events:

- Encourage patrons to take shelter in the aquatics storage room, lock it for them.
- Lock pool doors
- If safe check all locker rooms and encourage patrons to shelter in family changing rooms.
- Wherever you shelter barricade the door, turn all phones on silent, get away from the door, and turn off lights.

What if you weren't in your office?!?!

- Depending on where you are in the facility. Know your options to shelter in place and encourage patrons to come with you. If you are around the main entrance and it is safe to do so make locking the main doors a priority.

WHEN TO FIGHT:

Only as a last resort when it is imminent that your life is in danger, make a personal choice to attempt to negotiate with or overpower the assailant(s) if there is no possibility of escape or hiding.

- You can use physical contact or use any object around you that you could potentially use as a weapon.

If you are outside and encounter an active shooter, you should:

- Try to remain calm.
- Move away from the active shooter or the sounds of gunshot(s) and/or explosion(s)
- Look for appropriate locations for cover/protection, i.e. brick walls, retaining walls, large trees, parked vehicles, or any other object that may stop bullet penetration
- Try to warn other faculty, staff, students and visitors to take immediate shelter
- Notify Public Safety or call 9-1-1 and provide the information listed in the first guideline

What to expect from responding police officers

The objectives of responding police officers are:

- Immediately engage or contain the active shooter(s) in order to stop life- threatening behavior
- Identify other threats such as improvised explosive devices
- Identify persons requiring medical care
- Identify and interview victims
- Process and investigate the crime scene

Police officers responding to an active shooter are trained to proceed immediately to the area in which shots were last heard in order to stop the shooting as quickly as possible. The responding officers may be in teams dressed in normal patrol uniforms, or they may be wearing external ballistic vests and other tactical gear. The first responding officers will be focused on stopping the active shooter and creating a safe environment for medical assistance to be brought in to aid the injured. Do exactly as the officers instruct. Put down any bags or packages you may be carrying and keep your hands visible at all times; if instructed to lie down, do so. If you know where the shooter is, tell the officers.

Keep in mind that, even once you have escaped to a safer location, the police usually will not let anyone leave the area until the situation is completely under control and all witnesses have been identified and questioned. Until you are released, remain at whatever assembly point authorities designate.

Keeping Updated

If an active shooter situation develops, the University will implement its Emergency Management Plan and will combine efforts with law enforcement to support them in their efforts to manage the event. The University will provide the most accurate and timely information available to students, faculty, staff and the community. The University has a variety of ways to disseminate information to all students both on and off campus. One of the best ones is UCCSAlerts, the campus emergency notification system, which you can sign up for at alerts.uccs.edu

Please view the “RUN, HIDE, FIGHT” video below to see how to react in an active shooter scenario.

<https://www.youtube.com/watch?v=5VcSwejU2D0>

Chemical Leak/Spill

There are very few “hazardous” chemical associated with our facility. The majority of the hazardous materials are contained in the pool chemical rooms in the form of Muriatic Acid, Soda Ash, and Calcium Hypochlorite. However, the use and transfer of these materials could result in accidental spill.

If the spill occurs OUTSIDE the building, and is not affecting those inside:

- Contact Public Safety to report the nature and location of the spill
- Determine if anyone is directly injured by the spill. If so, initiate the EAP for a major or minor injury as well. Treat the victim according to basic first aid training.
- Do not attempt to clean up the spill, avoid contact with spilled chemicals or gasses
- When safe to do so, initiate the calling tree to notify the appropriate professional staff members

If the spill occurs INSIDE the building, or if the effects of the spill can be smelled inside:

- Pull the nearest fire alarm to evacuate the building
- Announce the situation over the P.A. system, be sure to give information regarding areas to avoid and the area in which to evacuate
- Determine if anyone has been injured by the effects of the spill. If so, initiate the EAP for a major or minor injury as well. Treat the victim according to basic first aid training.
- Do not attempt to clean up the spill, avoid contact with spilled chemicals or gasses
- Contact Public Safety to report the nature and location of the spill
- Initiate the calling tree to notify the appropriate professional staff member

Gas Leak

Natural gas is used in our facility to fuel the boilers and pool heaters. The main inlet is located toward the southeast corner of the facility on the backside of the building by the pool and mechanical rooms. Should someone strike the gas line, or if there is a strong smell of natural gas inside the building:

- Pull the nearest fire alarm to evacuate the building
- Announce the situation over the P.A. system, be sure to give information regarding areas to evacuate to
- Contact Public Safety
- Initiate the calling tree to notify the appropriate professional staff members

Bomb Threat

Bomb threats can be conveyed by a number of media, but written media and telephone are the two most likely. Should we receive a bomb threat via telephone, keep the caller on the line with the following questions while having another employee contact Public Safety immediately using another phone line, the radios, or the panic button:

- Be calm and courteous with the caller. Listen...DO NOT INTERRUPT THE CALLER
- Pretend to have difficulty with hearing the caller's conversation so as to keep the caller talking
- If the caller seems agreeable to further conversation, ask the following questions being sure to jot down his/her responses precisely as they are given:
 - o What kind of bomb or device is it?
 - o How many did he/she place?
 - o When will they go off? Is there a specific time?
 - o Where is it located?
- If the building is occupied, inform the caller the device could cause injury or harm
- Did the caller seem familiar with the building/area when they described where the device is planted

All of this information should be relayed to Public Safety as soon as possible.

Evacuation should not be immediate, Public Safety will inform us of whether or not to initiate an evacuation. If an evacuation is ordered:

- Using the P.A., inform all patrons and staff there is a need to close the building, and ask them to exit the building as quickly as possible. Staff need to sweep their areas to ensure all patrons and staff are evacuated.

- Once all staff and patrons are clear of the building/area, initiate the calling tree to notify the appropriate professional staff members.

Minor Injury

A minor injury is one where there is no need to call EMS and injury can be treated with basic first aid, depending on the injury the patron may then continue using the facility or participating in programs. For a minor injury:

- Always take precautions to protect yourself and the staff from biohazard materials
- Check the victim to determine the nature of the injury
- Administer first aid as deemed appropriate for the injury. Do not exceed your level of training!
- Never administer medications or transport the victim yourself
- Collect the victim(s)' information as possible on the Incident Report Form

Major Injury

An injury which is considered to be an emergency (there is a need to contact EMS) should warrant the activation of the Emergency Action Plan following these procedures:

- Always take precautions to protect yourself and the staff from biohazard materials
- Check the victim to determine the nature of the injury
- Initiate the EAP and contact EMS, then notify Public Safety
- Additional staff are responsible for bringing the first aid kit and AED if they are not on scene
- Additional staff should clear the entire area of patrons
- Administer first aid as deemed appropriate for the injury. Do not exceed your level of training!
- Never administer medications or transport the victim yourself
- Utilize staff or other patrons to go outside and direct emergency personnel to the appropriate place in the building
- Collect the victim(s)' information as possible on the Incident Report Form
- Initiate the calling tree to contact the appropriate professional staff members
- Following EMS arrival:
 - o Keep the area contained until any necessary clean-up can be completed
 - o All staff should remain on-site to participate in the recovery process

Death

Any of the items listed in this section of the EAP, in addition to other causes, could result in the death of a victim. In the event of a death, it is likely the EAP has been initiated. If not, initiate the EAP and follow the steps based on the cause of the death. Some highlighted items should include:

- Contact Public Safety informing them of the possible death
- DO NOT MOVE THE VICTIM
- Initiate the calling tree to bring all available professional staff on scene
- Keep the area secure and initiate closing procedures

- Using the P.A., inform patrons and staff the building will be closing due to an incident, asking patrons to exit the building as quickly as possible. DO NOT provide the location or any other information pertaining to the incident
- Once the building has been evacuated of all patrons, secure all entrances to the building, post a staff member at the front doors. Their role is to only allow access to staff, emergency personnel, and other key agencies.
- DO NOT disseminate any information about the incident or the victim to the public or any media agencies
- All staff should remain on scene to assist/ take part in the recovery process

Criminal Activity

Preventing robberies, thefts, burglaries, and other types of criminal activity.

CRIME IN PROGRESS PROCEDURES:

- Remain calm and avoid any action that might incite the suspect to act violently. The suspect may be nervous. Further excitement by the victim can cause the suspect to panic and harm the victim or bystanders.
- Obey the suspect's instructions, even if it appears that victims cannot be harmed. Money and property are not worth the price of a life.
- Call the department of Public Safety at ext. 3111 or 255-3111, or by utilizing the radios or panic button.

AFTER CRIMINAL EVENT

- Immediately after the crime, ensure that no one has been hurt or injured.
- Close and secure the facility until the police arrive. This procedure will help preserve the scene of the crime for fingerprints and other physical evidence. This will also prevent the perpetrator from returning to the scene.
- Preserve any notes that the suspect may have written; e.g., a request for money/valuables.
- Each employee involved in the incident should write down their own description of the suspect and events. Employees should not confer with other witnesses or compare notes.

Reporting

After contacting Public Safety, and after meeting with the University Police, contact your supervisor.

Violence

The campus is committed to maintaining a safe and non-threatening work environment. Threats, acts of aggression, and violence are unacceptable in the university community and will not be tolerated.

Procedures

Report any potential or current violence in the facility immediately to the supervisor on duty and Public Safety at ext. 3111 or 255-3111, or by utilizing the radios or panic button.

In the event there is a violent incident, utilize the following

- Remain as calm as possible.
- Monitor your non-verbal cues.
- Avoid invasion of personal space.

- Avoid any type of challenging stance.
- Moderate the tone, volume, and rate of your verbal communication.
- Listen empathetically.
- Report immediately to your supervisor and Public Safety at ext. 3111 or 255-3111.

Violent behaviors categories

Aggressive:

- Argues frequently with other patrons, customers, co-workers, or supervisors.
- Shows belligerence.
- Swears or otherwise verbally abuses others.
- Physically assaults property, not people (throws things, kicks, slams fist into wall, desk, etc.).
- Spreads malicious gossip/rumors to harm others.

Highly aggressive:

- Threatens other patrons, customers, co-workers, or supervisors.
- Stalks or harasses customers, co-workers, or supervisors.
- Intentionally damages or wastes university property or merchandise.
- Refuses to obey organization's workplace violence policies and procedures.
- Vandalizes facilities.
- Sends unwanted communication to co-workers, customers, or management.

Physically violent:

- Attacks or assaults customers, co-workers, or supervisors
- Rape
- Arson
- Murder
- Suicidal threats
- Physical fight
- Destruction of property
- Utilization of weapons to harm others

Reporting

Although it is not always possible to prevent threatening statements or behaviors, as a concerned community it is our collective responsibility to report threatening statements or actions immediately. If you experience a threatening situation or know of any threats of physical violence toward anyone, whether from inside or outside the university community, it is imperative that you report it to your supervisor and the Department of Public Safety at ext. 3111.

Each report will be carefully assessed to determine an appropriate institutional response. This may include further investigation, security assistance, and/or contact with law enforcement authorities. All reports will be taken seriously and investigated promptly. Any threat or violent act by an employee or student will be considered serious misconduct and may be the basis for disciplinary action, up to and including dismissal. In addition, if the source of such inappropriate conduct is a member of the public, the response may also include barring the person(s) from the campus, termination of business relationships with that individual, and/or prosecution of the person(s) involved.

Threats, threatening behavior, or other acts of violence executed off university property, but directed at university employees is a violation of this policy. Off-site threats include, but are not limited to, threats made via the telephone, fax, electronic or conventional mail, or any other communication medium.

Suspicious Person

Anyone who is wandering through or around a facility or event, who seems to be uncertain as to where he/she is going or who appears to be in the wrong place, should be considered suspicious.

- Ask if you can be of assistance to them
- Ask the suspicious person(s) if they have a UCCS ID
- Do not physically confront the person or try to block their exit
- If not, explain the need for a valid ID card, or member sponsor for guest pass and ask the person to leave the premises or direct them to the front office to speak to a supervisor.
- If you are unsure about approaching this individual or feel the person poses a threat, contact the building manager, professional staff and if necessary the Campus Police
- If on the phone with Public Safety provide as much information about the person as you can, including description, location, or direction of travel.
- An incident report should be filled out on any suspicious person(s) that staff feel may be a threat to the facility or patrons.

Power Failure

A short term power outage may have very little impact on function and operation of facilities, but longer term outages can be more problematic and can require a response. In the event of a power outage:

- If the power doesn't come back on quickly call Public Safety to let them know and see if they know the extent or potential duration of the problem.
- Contact professional staff to make determinations on closure or if we will keep the facility open during the outage. AS long as there is adequate lighting and temperatures are at a safe level, most of the areas of the Recreation and Wellness Center can stay open. Patrons can continue to use gyms, group fitness rooms, and non-powered fitness equipment as long as conditions are safe and comfortable.
- The pool will always be closed during a power outage since the pumps and chemical systems don't function.
- When the power comes back on, contact professional staff to be sure all systems have come back on. Some air handlers and pool equipment may require a manual restart to get running again.

Post Event Recovery

Following any event which requires the activation of the EAP, there is a period of recovery during which the staff will recap the events and processes followed by a period of preparing the physical facilities and staff members for reopening. It is important to be meticulous in these processes so as to not re-open the facilities before the program and facility is ready. Below are some details on the recovery processes, please pay close attention to the need to fulfill the communications needs through reports and contacts.

Reports

For any incident or injury taking place in the facility, or as part of our programs, the supervisor or building manager should complete the appropriate report form and submit it to their direct supervisor. Once reviewed, the coordinator will communicate the contents of the report to the Director, and then the report will be filed in the injury/incident

report binder in the main office to keep on file. Copies will be forwarded to the appropriate agencies (i.e.- campus police, risk management, EMS/Fire, etc.). A copy of the incident report is included in Appendix A.

University of Colorado Colorado Springs
Campus Recreation
Injury/Accident Report

Date Received (Safety Staff)

To be used for all injuries which occur within Campus Recreation Facilities or during a Campus Recreation Program. This report is required for all incidents involving bodily injury and is to be filled out by Campus Recreation staff. **Please Print Clearly with Pen**

Date of Injury ____/____/____

Time of Injury ____:____ am / pm

☐ *Rec Employee Injured While Working*
<https://www.cu.edu/risk/forms/employees-injury-report-form> (must be completed within 4 working days of the accident)

See Reports Attached on next page:

Name of Injured Person: _____ Team Name (if applicable): _____
Gender: _____ Age _____ Name or Parent/Guardian if under 18 _____
Address: _____ City, State Zip : _____
Campus or Home Phone Number: ____ (____) _____
ID Classification: ☐ Student ☐ Fac/Staff ☐ Affiliate/Associate ☐ Guest/Community ☐ Other _____

DETAILS OF INJURY

TYPE	BODY PART AFFECTED		LOCATION	DESCRIPTION
<input type="checkbox"/> Bleeding	<input type="checkbox"/> Head	<input type="checkbox"/> Back	<input type="checkbox"/> Left	_____
<input type="checkbox"/> Bruise	<input type="checkbox"/> Face	<input type="checkbox"/> Ribs	<input type="checkbox"/> Right	_____
<input type="checkbox"/> Cut or Abrasion	<input type="checkbox"/> Neck	<input type="checkbox"/> Chest	<input type="checkbox"/> Front	_____
<input type="checkbox"/> Fainted (needs 911 call)	<input type="checkbox"/> Arm	<input type="checkbox"/> Leg	<input type="checkbox"/> Back	_____
<input type="checkbox"/> Possible Fracture	<input type="checkbox"/> Wrist	<input type="checkbox"/> Knee	<input type="checkbox"/> Upper	_____
<input type="checkbox"/> Possible Joint Injury	<input type="checkbox"/> Hand	<input type="checkbox"/> Ankle	<input type="checkbox"/> Lower	_____
<input type="checkbox"/> Possible Muscle Injury	<input type="checkbox"/> Finger	<input type="checkbox"/> Foot	<input type="checkbox"/> Other _____	_____
<input type="checkbox"/> Possible Shock	<input type="checkbox"/> Abdomen	<input type="checkbox"/> Toe		_____
<input type="checkbox"/> Other _____	<input type="checkbox"/> Shoulder	<input type="checkbox"/> Other _____		_____

DETAILS OF ACCIDENT

ACCIDENT LOCATION: (check facility and write specific name of area)

Facility: ☐ GRWC(Gallogly Recreation & Wellness Center) ☐ Alpine Field ☐ Mountain Lion Stadium ☐ Trails
☐ Other _____

Exact Location of Accident (detailed location/room): _____

PROGRAM & ACTIVITY DURING WHICH ACCIDENT OCCURRED:

(Check appropriate program and write specific name of activity i.e. what was the victim doing?)

Program: ☐ Drop in Rec ☐ Rec Program/Class ☐ Club Sport ☐ Intramural Sport
☐ Rental (Non-Rec Sponsored) ☐ Special Event (Rec Sponsored) ☐ Other _____

Activity: (write in- i.e. basketball/practice/Zumba/swimming/treadmill/lacrosse/etc.) _____

DESCRIPTION OF THE ACCIDENT (Include only the facts. Describe events resulting in injury; what and how it happened; your observations. Use backside or second sheet of paper if necessary.): _____

Rec Equipment Involved/Damaged?: ☐ No ☐ Yes Description/Name: _____ ID number: _____

ACTION TAKEN

Name of Responder(s): _____

Was First Aid Rendered: ☐ Yes ☐ No

Victim Self Treated: ☐ Yes ☐ No

FIRST AID TREATMENT PROVIDED (check all that apply):

☐ Adhesive Bandage ☐ Control Bleeding ☐ Ice ☐ Injury Immobilization ☐ Treated for Shock
☐ Other _____

EMERGENCY SERVICES ASSISTANCE

911 Called: ☐ Yes ☐ No

Public Safety Called: ☐ Yes ☐ No

911 Requested by Participant: ☐ Yes ☐ No

Public Safety Requested by Participant ☐ Yes ☐ No

If 911 was called include the following information:

TRANSPORTED BY EMS: ☐ Yes ☐ No

If No, then who: _____ Relationship to Victim: _____ Student ID# _____

METHOD of TRANSPORT: ☐ Ambulance ☐ Public Safety ☐ Personal Vehicle ☐ Other _____

TRANSPORTED TO: ☐ Unknown ☐ Hospital ☐ Urgent Care ☐ Wellness Center
☐ Home ☐ Other _____

BASIC PRECAUTIONS REPORT

Was there blood or Other Potential Infectious Material (OPIM) present:

☐ No Blood or OPIM was present

☐ Blood or OPIM was present but victim self treated

☐ Blood or OPIM was present and Campus Recreation employee provided direct assistance.

What was the volume of OPIM:

☐ Minor to Moderate Volume (disinfect, place blood spill clean up materials (ie paper towels, gloves, etc.) in white/clear bag, and place in dumpster)

☐ Large Volume (place saturated blood spill clean up materials in Red Biohazard bag and place in Red Biohazard Bin located in the laundry room, Wellness Center, Alpine or Lifeguard Office)

Note: Any Rec towels that are unsaturated, place in regular laundry to be washed

ADDITIONAL NOTES (as needed):

WITNESSES

Note to Campus Recreation Employee: Needed for only serious or critical injuries. Witnesses who saw the injury occur should be included and written statements should be taken (separate sheet of paper).

Name of Witness: _____ Address: _____ Phone: () ____ - ____

Name of Witness: _____ Address: _____ Phone: () ____ - ____

REFUSAL OF ASSISTANCE

I have been advised by Campus Recreation Staff that I should be treated and/or evaluated. I am refusing this assistance.

Participant Signature: _____ Participant Printed Name: _____

I (Rec Employee) advised the participant that he/she should be treated and/or evaluated. My signature indicates participant refused assistance and also would not sign above.

Rec Staff Signature: _____ Rec Staff Printed Name: _____

EMPLOYEE SIGNATURES Form must be completed and turned into Area Coordinator within 24 hours of injury.

Form Completed By (signature) _____ Print Name: _____ Date ____/____/____

Supervisor on Duty (if none leave blank) _____ Print Name: _____ Date ____/____/____

Rec Area Coordinator (reviewed) _____ Print Name: _____ Date ____/____/____

RISK MANAGEMENT COMMITTEE MEMBER ONLY

Date Entered into Database: _____ Initial: _____

University of Colorado - Colorado Springs
Campus Recreation
Incident Report

Date Received: (Safety Team)

Date of Incident ____/____/____ Time of Incident ____:____ am / pm

Name of Person (s) Involved: _____ Gender: ____ Age ____ Gender: _____

Name or Parent/Guardian if under 18 _____ Address: _____

City, State Zip _____ Campus or Home Phone Number _____ ()

OR ☐ No individual present/or witnessed with incident

ID Classification: ☐ Student ☐ Fac/Staff ☐ Affiliate/Associate ☐ Guest/Community ☐ Other _____

Nature of Incident

TYPE: ☐ Conduct Violation ☐ Lost/Misplaced Item ☐ Blood/OPIM
☐ Security/Safety ☐ Equipment/Facility ☐ Other _____

DETAIL:

- | | |
|--|---|
| <input type="checkbox"/> Confiscated ID | <input type="checkbox"/> Drugs/Alcohol/Intoxication |
| <input type="checkbox"/> Ejection | <input type="checkbox"/> Fight/Physical Confrontation |
| <input type="checkbox"/> Financial/Cash Discrepancy | <input type="checkbox"/> Footwear |
| <input type="checkbox"/> Graffiti/Vandalism | <input type="checkbox"/> Lock on Day Use Locker |
| <input type="checkbox"/> Inconsistent with reservation (no show, wrong location, wrong day/time) | |
| <input type="checkbox"/> Refusal to Abide by Campus Recreation values/guidelines | |
| <input type="checkbox"/> Verbal Altercation | <input type="checkbox"/> Unsecured Door/Area |
| <input type="checkbox"/> Vomit/Blood/Fecal Matter Clean-up | |
| <input type="checkbox"/> Other _____ | |

DESCRIPTION (item, event, person, organization or activity): _____

☐ BM contacted ☐ Campus Rec Administrative Staff ☐ Public Safety ☐ State/Local Police
☐ Other _____

FACILITY: ☐ GRWC (Gallogly Recreation & Wellness Center) ☐ Alpine Field ☐ Trails
☐ Mountain Lion Stadium
☐ Other _____

Rec Equipment Involved? <input type="checkbox"/> No <input type="checkbox"/> Yes		Description/Name/Room _____	ID number _____
---	--	-----------------------------	-----------------

Address: _____

[illegible]

EMPLOYEE SIGNATURES *Form must be completed and turned into Area Coordinator within 24 hours of incident.*

Form Completed By

Signature _____ Print Name: _____ Date ____/____/____

Building Manager on Duty

Signature _____ Print Name: _____ Date ____/____/____

AREA COORDINATOR FOLLOW-UP

Date Reviewed: ____/____/____ Initial: _____

Notes: _____

Updated 06/25/1

Communication

For any incident in which Campus Police, EMS, Fire Department, or other agency is contacted, the supervisor or building manager should initiate, or delegate, the Calling Tree for Emergencies at the earliest opportunity so as to notify professional staff of the need for recovery support.

For incidents requiring evacuation such as fire, chemical or gas leaks, or major mechanical failure, the supervisor or building manager should find the incident commander (fire or campus police) once evacuation is complete and all staff is accounted for. The incident commander may request your assistance in other communications to other outside agencies as well.

Do not communicate details of the event to media or patrons. If you have requests from the media for information, forward those requests to professional staff who will deal with it following campus guidelines. Respect the privacy of persons that may have been injured by not using names of individuals involved in an incident or injury.

Staff Responsibilities in Recovery

First-hand accounts of staff and patrons can play a vital role in post-event recovery. All staff on shift at the time of the incident, as well as new staff coming on shift, should assist in obtaining information from witnesses of the incident. Use the Incident Report Form (Appendix A) to obtain such information. If resources are not readily available to obtain the accounts, record the full name and contact information of the witnesses so they can be contacted at a later time.

Staff will hold additional responsibilities in helping keep the scene secure until it is deemed to be safe for occupation. Please stay on site until directed to leave by your direct supervisor unless you are in need of medical attention yourself.

Your supervisor and other professional staff will direct you in the needs for a staff debriefing. Debriefing gives the staff an opportunity to record their accounts of the incident, to get/give immediate feedback on the positive and negative aspects of the EAP response, establish whether or not counseling services are necessary, and facilitates communication on what needs to be done to return to operating status.

Risk Mitigation Plan

- Regular inspection of facilities to ensure safe playing surfaces
- Routine maintenance and inspection of fitness equipment to ensure proper working condition and safety.
- Regular inspection of sports, outdoors, and fitness equipment to ensure proper condition for safe usage.
- Regular testing of pool and spa water to ensure proper water chemistry, clarity and temperature.
- Regular inventory and inspection of safety equipment, medical supplies, and first aid kits
- Monitoring of lighting levels in activity areas to ensure adequate lighting for safe activity
- Monitor function of PA system to ensure emergency building coverage
- Provide proper chemical resistant protective clothing for dealing with pool chemicals or other potentially hazardous materials
- MSDS sheets will be posted in plain view in any area where hazardous chemicals are present.
- Maintain adequate and appropriately trained staffing levels to supervise, monitor user activity, and enforce rules in the facility, on the intramural fields, or on an outdoor trip.
- Provide participants with appropriate instruction on how to participate safely in activities (ex: weight lifting, rock climbing, group fitness...).
- Thoroughly train staff on the Emergency Action Plan, first aid, and CPR/AED so they are prepared to respond in an emergency situation.

Appendix A

Forms and Checklists

AED Daily Checklist

[illegible]

Aquatics Fecal/Biohazard Response Plans

FECAL RESPONSE

For any type of accidental fecal release (AFR):

- Direct all bathers to leave the pool and spa
- Remove as much of the material as possible using a scoop or net
- Dispose of material in the restroom. If disposed of in trash can, remove bag and container from deck. Place bag in dumpster, and disinfect container, replace container with new bag
- Clean and disinfect scoop or net and place in the pool during disinfection process
- Notify aquatics director of situation and steps taken

Disinfection processes:

For a formed stool –

- We will raise the free available chlorine to 10ppm for eight (8) hours before reopening pool
- Once the chlorine levels are reduced to a normal level we will reopen the pool

For a diarrheal discharge or vomit –

- We will raise the free available chlorine to 20ppm for 24 hours before reopening the pool
- Backwash the filters following the full 24-hour period
- Once the chlorine levels are reduced to a normal level we will reopen the pool

BIOHAZARD RESPONSE

For any type of potentially infectious spilled body fluids, on the deck or in the locker room facilities, such as blood, urine, vomit, and feces:

- Isolate the area from all patrons
- Utilize the biohazard clean-up kit in the lifeguard office
- Take precautions using gloves, goggles, and apron
- Directions for using the kit are included in the kit
- Place the biohazard bag in the appropriate container
- Complete an incident report, turn it in to the aquatics director
- DO NOT SIMPLY RINSE BIOHAZARD MATERIAL DOWN THE DRAINS OR INTO THE POOLS

University of Colorado

Release from Responsibility, Assumption of Risk and Waiver

Name _____
Activity _____ Date _____
Address _____

Phone Number (____)_____ Fax Number (____)_____

I exercise my own free choice to participate in the above designated Activity. **I understand and assume all associated risks. I agree to assume all risk of personal injury or loss, bodily injury (including death), damage to or loss or destructions of any personal property occurring in connection with or arising out of participation in**

(Activity Name)

I hereby release and discharge, indemnify and hold harmless the Regents of the University of Colorado, and their member officers, agents, employees and any other persons or entities acting on their behalf, and the successors and assigns for any and all of the aforementioned persons and entities, against all claims, demands, costs and expenses, and causes of action whatsoever, either in law or equity, arising out of or in any way connected with any loss and/or bodily injury and/or disability, arising from my participation in the Activity.

I have had sufficient time to review and seek explanation of the provisions contained above, have carefully read them, understand them fully, and agree to be bound by them. After careful deliberation, I voluntarily give my consent and agree to this Release, Assumption of Risk and Waiver.

In the event of an emergency, I grant the University of Colorado permission to authorize emergency medical treatment for _____, (participant) for the duration of his/her participation in this Activity. **I understand that University of Colorado does not carry or provide health or accident insurance that responds to injury or illness as a result of my participation in this Activity.**

Medical Health Insurance Company _____ Policy # _____
Emergency Contact/Phone _____

If the participant is under 18 years of age, the parent or guardian in consideration of this request accepts the above terms and grants permission for the student's participation.

Participant Signature (Parent or Guardian if under 18) Date

Appendix B

Floor Plans and Maps

Recreation and Wellness Center Evacuation Points



