

# Emergency Action Plan – Fire & Weather

In the event of a *fire*:

1. In case of fire alarm, notify University Police (9-9999 or use speed dial).
2. In case of *FIRE*, make the following announcement:
  - a. “Attention all REC users; please leave through the nearest exit as quickly as possible.”
3. No staff members should attempt to make rounds in the building. However, assist any disabled person(s) that you know might be in facility. Exit building behind last visible patron without endangering self.
4. If there is a wheelchair user on the track, without endangering yourself quickly move patron to area of rescue assistance. Exit rescue assistance area to outside of building. Be sure to inform firefighter immediately upon arrival.
5. If there are two staff members present, one should exit the south entrance (near Strength Center) while the other exit the north entrance (near martial arts room). Take radios to communicate with each other.
6. Once you have exited the building, usher all people at least 100 yards from the building. EXCEPTION: if inclement weather and you are SURE of a false alarm, people may stand in the entrance area between interior and exterior doors.
7. One staff member should meet firefighter to explain knowledge of situation. Immediately inform firefighter if patron is in area of rescue assistance. Direct to main alarm control panel located near doors at main north entrance (parking lot side).
8. Do not re-enter or allow anyone to re-enter the building until instructed by a firefighter (this includes a false alarm).
9. *Strength Center Personnel* should assist in ushering patrons out of the two exits in the Strength Center.
10. The *Child Center* has their own instructions to follow and should hear announcement if the “all rooms” button is pushed. Therefore, it is not necessary to assist their exit.

In the event of a *tornado/severe weather*:

If severe weather is approaching, advise students of oncoming weather in an attempt to clear the facilities well in advance of threatening conditions. In the event of threatening conditions, implement following procedures:

1. Listen for latest advisories through the media (Channel 3 or 4 on the radios, Channel 59 on TV, [www.weather.com](http://www.weather.com), and REC/MH Office radio station).
2. Ensure all staff members have a radio for constant communication.

At the REC:

1. Check tornado/severe weather safety areas (locker rooms) to be sure they are clear in case needed.
2. If a warning develops, make an announcement that the National Weather Service has declared a Tornado/Severe Weather Warning:
  - a. “A tornado/severe weather warning has been issued by the National Weather Service. Please take shelter near southeast corner of the building toward the women’s locker room.”
3. Ensure one staff member is visible and directing patrons toward locker room hallway.
  - a. Organize the area in this order:
    - i. Men’s locker room (do not go beyond the most interior row of benches due to exterior door);
    - ii. Hallway leading to men’s locker room;
    - iii. Women’s locker room (do not go beyond the deepest row of benches due to exterior door);
    - iv. Last resort: along locker room wall in field house (do not go beyond windows).
  - b. Instruct patrons to sit and if necessary sit in a tucked position with arms covering their head
4. DO NOT USE ELEVATOR.
5. Open doors to lobby near entrance turnstile to accommodate Strength Center users and guests from outside.
  - a. Strength Center Personnel should assist in ushering patrons out of the Strength Center through open lobby doors/turnstile to locker rooms.
  - b. The Child Center has their own EAP to follow and should hear announcement if the “all rooms” button is pushed. Therefore, it unnecessary to assist their exit.
6. Get the first aid kit from the front desk and join the patrons in the locker room.
7. Do not leave area until city has issued “all clear” through City Watch. Once cleared, staff member should:
  - a. Check the facility for broken glass, fallen ceiling tiles, etc. and for other unsafe situations;
  - b. Give the “okay” to patrons to leave the safety area if no damage;
  - c. Fill out incident reports for any damages and injury reports for any injuries. Place in Mo’s mailbox.

Periodically, a fire or tornado drill will occur in the building. It is important during these drills that we incorporate and practice emergency procedures. Staff may not be informed in advance of the drill but are expected to perform the appropriate steps.