



**Student Recreation and Wellness Center  
(SRWC)**

**Building Evacuation Plan**

Date Revised  
8/17/2016

# Risk Management and Safety

## BUILDING EVACUATION PLAN

Information regarding specific emergency incidents (i.e., fire, earthquake, violence, etc.) can be found in the UNLV Emergency Procedures. This document is located at: [rms.unlv.edu](http://rms.unlv.edu) under Emergency Response Planning. If you have any questions concerning this, please call RMS at 895-4226 or Larry Warkentin at 895-2990. Thank you.

The purpose of this document is to increase the safety awareness for students, faculty, staff and visitors while on the UNLV campus. It is vital that you evacuate the building every time the alarm sounds; and that you are aware of evacuation routes, exit points, and the location of your Emergency Assembly Area. You should also be conscious of the locations of pull alarms, first aid kits, emergency eye wash stations, and emergency showers. Additionally, if you are assigned any responsibilities in the following document you should be aware of what the position entails and be ready to assist in emergency situations.

### I. BUILDING INFORMATION

1. **Building Name:** Student Recreation and Wellness Center

2. **Building Safety Coordinator (BSC) Name:** AD Facilities, Brandon Deroshia  
Phone No.: 774-7122  
Fax No.: 774-7119  
Email: Brandon.deroshia@unlv.edu

3. **Alternate BSC Name:** Director, Erin Farrar  
Phone No.: 774-7124  
Fax No.: 774-7119  
Email: erin.farrar@unlv.edu

4. **Emergency Assembly Area (EAA) Location (minimum 150' from building):** The parking lot on the East side of the building (between the SRWC and Warner Resident Hall). Wellness will assemble by the Academic Success Center

### 5. Departments

A. Department 1 Coordinator: Campus Recreational Services  
DSC Name: Erin Farrar  
Phone No.: 774-7122  
Email: erin.farrar@unlv.edu

B. Department 2 Coordinator: Student Wellness  
DSC Name: Kathy Underwood  
Phone No.: 895-3370  
Email: Kathy.underwood@unlv.edu

**THIS FORM SHOULD BE UPDATED ANNUALLY AND SUBMITTED TO THE DEPARTMENT OF RISK MANAGEMENT AND SAFETY.**

**6. Building Safety Committee** (if applicable):

A. Member: AD FACILITIES, BRANDON DEROSHIA

Phone No.: 774-7122

Department or Unit: CAMPUS RECREATIONAL SERVICES

B. Member: DIRECTOR, ERIN FARRAR

Phone No.: 774-7124

Department or Unit: Campus Recreational Services

**7. Emergency Staff**

A **Role Taker** is a building occupant assigned to take roll call at the EAA after a building evacuation. Once the roll has been taken they should turn in their role sheets to the Building Safety Coordinator to be relayed to 1<sup>st</sup> responding agencies.

A **Floor Monitor** is a building occupant assigned to assist with a floor and building evacuation during an emergency by checking for and alerting other occupants on their way out of the building.

**A. Roll Takers**

1. Department or Unit:

Roll Taker 1: Service Attendant for SRWC

Roll Taker 2:

**B. Floor Monitors**

1. Department or Unit:

Floor Monitor 1: Building Manager for SRWC

Floor Monitor 2:

**Acronyms and Terms**

<b>Acronym</b>	<b>Term</b>
<b>BSC</b>	<b>Building Safety Coordinator</b>
<b>BEP</b>	<b>Building Evacuation Plan</b>
<b>DSC</b>	<b>Department Safety Coordinator</b>
<b>EAA</b>	<b>Emergency Assembly Area</b>
<b>EOC</b>	<b>Emergency Operations Center</b>
<b>RM&amp;S</b>	<b>Risk Management &amp; Services</b>
<b>UNLVPD</b>	<b>University of Nevada, Las Vegas Police Department</b>

Term	Definition
<b>Building Emergency Plan</b>	A document which consists of emergency information and procedures, activities for preparing for emergencies, and roles and responsibilities of building occupants.
<b>Building Safety Committee</b>	A group usually composed of members of each department in the building, generally chaired by the BSC, charged with building emergency preparedness and overseeing building safety concerns.
<b>Building Safety Coordinator</b>	A University employee who has a defined role in campus emergency/disaster preparedness: he or she prepares the BEP and serves as the communication liaison between campus service agencies and building occupants for specific circumstances enumerated in the BSC position description.
<b>Department Safety Coordinator</b>	A University employee who assists in coordinating, implementing, and documenting the department's safety program. This includes ensuring department employees are trained on their BEP(s).
<b>Floor Monitor</b>	A building occupant assigned to assist with a building evacuation during an emergency by alerting other occupants on their way out of the building.
<b>Roll Taker</b>	A building occupant assigned to take roll call at the EAA after a building evacuation.
<b>Emergency Responder(s)</b>	Trained personnel who provide assistance in an emergency. They are not building occupants and may be from the University, University Police, local fire departments, RM&S, Facilities Management, etc. In critical situations they may take charge of the building and have full authority over activities in and around the building.
<b>EAA</b>	A pre-designated safe location near a building where building occupants assemble and report to the roll taker(s) after evacuating the building.
<b>Emergency Operations Center (EOC)</b>	The headquarters for designated representatives of campus essential services, where campus response is coordinated and resources are allocated during a disaster.

# SRWC Emergency Action Plan

(Updated November 2015)

## Chain of Command

In the case of all injuries or medical treatment received by participants, spectators, coaches, volunteers, or employees; the first response supervisor, along with the Building Manager shall fill out an SRWC Accident or Incident Report Form and turn it in to their supervisor within 24 hours of the accident or when returning to campus for off-campus activities. A copy of all accident or incident reports from within the SRWC must be given to the appropriate Coordinator/Supervisor to keep on file.

If EMS or Public Safety is called, the following people need to be informed (in this order):

1. Area specific supervisor
  - a. Facilities – Program Coordinator for Memberships and Front Desk Operations; Program Coordinator for Facilities
  - b. Fitness – Program Coordinator for Fitness
  - c. Intramurals/Sport Clubs – Program Coordinator for Intramurals
  - d. Natatorium – Program Coordinator for Aquatics
  - e. CRS – Administrative Assistant for Campus Recreational Services
  - f. PEX – Coordinator for PEX classes
  - g. RWZ – Administrative Assistant for Wellness Promotion
  - h. SWC – Front Desk AA III
  - i. SDM – Office Assistant
  - j. Aramark - Manager
2. Appropriate Assistant Director (AD for Programming, AD for Facilities, AD for Insurance and Business Operations)
3. Director for Campus Recreational Services, Director for Business Administration Services
4. Associate Vice President for Campus Life and Associate Vice President for Wellness
5. Vice President for Student Affairs

During and immediately following a disaster, the following individuals in the Division of Student Affairs will have decision-making authority along with Risk Management and Safety for the Student Recreation and Wellness Center in the order listed below:

1. Associate Vice President for Campus Life
2. Director for Campus Recreational Services and Facilities
3. Associate Vice President for Student Wellness
4. Executive Director for Student Affairs Maintenance

## Emergency Radio Protocol

In emergencies, use a radio or dial 911 to access other staff.

1. Notify all staff by clearly saying: “*Attention all staff members, attention all staff members*” followed by the nature of your situation
2. Notify the Building Manager that you are calling ext. 5-3668 (non-emergency) or 911 (emergency)
3. Inform the Public Safety dispatcher of the nature of your emergency. (i.e. fight, problem patron, medical emergency, etc.). The Dispatcher will need to know male/female, age, status of emergency.
4. Stay on the phone with the dispatcher until the dispatcher tells you otherwise.
5. During situations involving checking in with the Building Manager, hold radio traffic until contacted by Building Manager.

## Radio Use Policy

**THIS FORM SHOULD BE UPDATED ANNUALLY AND SUBMITTED TO THE DEPARTMENT OF RISK MANAGEMENT AND SAFETY.**

SRWC radios are to be used for professional communication amongst employees about work related activities and to execute evacuations. All primary and secondary responders on duty must have a radio with them.

If a radio is not functioning properly, the radio must be taken out of circulation and returned to your direct supervisor who is then to give it to the Assistant Director for Facilities or the Coordinator of Memberships and Front Desk Operations.

The radios are to be kept on Channel 1 for the Recreation Center, the Wellness Center radio, and School of Dental Medicine. During an emergency, keep the radio clear for BM communication unless in need of immediate assistance.

## **Emergency Plans**

### **Employee General Evacuation Expectation**

In advance each staff member should:

1. Understand the evacuation plan.
2. Recognize the sound of the evacuation alarm (evacuation can be done with or without an alarm)
3. Know at least two ways out of the building from your regular workspace, and practice using these exits.

### **General Evacuation Instructions**

1. Remain calm.
2. Leave safely and quickly. Do not push or shove.
3. Building Managers in the facility shall be responsible for ensuring that all members of the facility evacuate the area. If the Director of the SRWC & CRS and/or Assistant Director for Facilities are present they will complete a final building check after the Building Manager.
4. Accompany and assist persons with disabilities and any co-workers who appear to need calm direction or assistance. The refuge stairwell should be accessed to assist individuals with disabilities. The refuge area for the Wellness Center is stairwell 2 and for Recreation is stairwell 5 by the Natatorium. Always consult with the individual about what their needs are.
5. Take any small personal possessions that are in your immediate surroundings. Do not attempt to take large or heavy objects. Do not attempt to save possessions in other locations in the building which can put you at risk of personal injury.
6. Shut all doors behind you as you go. Closed doors can slow the spread of fire, smoke, and water.
7. Do not use elevators; proceed as quickly as possible in an orderly manner to stairways.
8. Use handrails when you are walking on stairs.
9. Leave building through designated exits. If the designated exit is blocked use closest exit.
10. Once out of the building move away from the structure.
11. Go to the appropriate assembly area. All staff is to **meet in the parking lot on the East side of the building (between the SRWC and Warner Resident Hall)** and check in with the Service Attendant. The Wellness Center will meet and assemble by the Academic Success Center.
12. Remain in the assembly area for further instructions and assist as needed. Do not re-enter the building until you are told to do so by emergency personnel.
13. Fill out all needed Incident and/or Accident Report Forms and turn them into your direct supervisor.

### **Alternate evacuation site**

If the East side of the SRWC (between the SRWC and Warner Resident Hall) is deemed unsafe, staff and patrons will gather on the North Side of the building by the Academic Success Center.

Remember to move a minimum of 150 feet from the SRWC. Keep roadways and walkways clear for emergency vehicles and workers. Stay in the designated area until otherwise instructed differently.

### **Area Specific Evacuation Responsibilities**

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**DURING SHIFT TIME CHANGES AND AN EMERGENCY OCCURS, ALL EMPLOYEES ARE EXPECTED TO REMAIN IN THEIR AREA OF RESPONSIBILITY AND ASSIST.**

**Building Manager**

- Radio all staff to evacuate building. Keep Radio with you.
- Start at 4<sup>th</sup> floor (Track Level). Make your way through the building checking every floor and room, including bathrooms, to make sure everyone has evacuated. Close all doors behind you.
- Make sure offices and group fitness room are closed and locked.
- Exit building thru East Entrance (towards campus) and meet in the parking lot at least 150 feet away from the building.
- Check in with the Access Attendant (this individual will be designated with an orange flag).
- Once checked in, assist with keeping patrons calm and answer any questions.
- Contact your immediate supervisor and communicate the situation.
- The BM is the last individual to leave the facility unless directed to leave by UNLV or emergency personnel.

**Facility Access Attendant**

- Call 911
- Grab handheld radio from the desk. In the cupboard to the left of the desk, grab the Emergency bag containing AED, First Aid Kit, Towels, orange flag, and Clipboard to check in each area.
- Exit building thru East Entrance (towards campus) and meet in the parking lot at least 150 feet away from the building.
- Hold up orange flag and check staff in as they come out of the SRWC.

**Service Attendant**

- Grab handheld radio from the desk.
- Grab the emergency gate keys from cabinet.
- Open the two fire lanes outside the west entrance by parking garage so emergency vehicles can access the building.
- Radio to the Facility Attendant (access desk) that the gates are opened.
- Stay at the fire lane until Police, Fire and/or emergency personnel arrive.
- Make sure all patrons are at least 150 feet away from the building (should be standing next to the Tropicana parking structure).
- Once emergency personnel arrive and they no longer need further assistance, circle around to the East side parking lot.
- Check in with the Facility Attendant (access desk), this individual will be designated with an orange flag.
- Once checked in assist where needed.

**Equipment Room Attendant**

- Grab handheld radio from the desk.
- Clear Equipment room and equipment storage area.
- Close Equipment Room gate.
- Clear cycling room 1<sup>st</sup> floor and close door.
- Clear racquetball courts.
- Clear Mac courts.
- Evacuate 1<sup>st</sup> Floor-Cardio Area.
- Evacuate Meeting rooms (1010, 1020), Bathrooms & Sports Club/Outdoor Rental office.
- Exit building thru East Entrance (towards campus) and meet in the parking lot at least 150 feet away from the building.
- Check in with the Facility Attendant (access desk), this individual will be designated with an orange flag.
- Once checked in assist Access Attendant with any needs they may have.

**Fitness Attendants**

**THIS FORM SHOULD BE UPDATED ANNUALLY AND SUBMITTED TO THE DEPARTMENT OF RISK MANAGEMENT AND SAFETY.**

- Grab handheld radio.
- Clear Fitness Mezzanine.
- Evacuate bathrooms on 2<sup>nd</sup> floor.
- Evacuate and close group fitness rooms on 2<sup>nd</sup> floor.
- Exit building thru East Entrance (towards campus) and meet in the parking lot at least 150 feet away from the building.
- Check in with the Facility Attendant (access desk), this individual will be designated with an orange flag.
- Once checked in assist where needed.

### **Rebel Wellness Zone Attendant**

- Grab handheld radio.
- Evacuate all employees and patrons from the RWZ offices, massage chairs, and assessment room.
- Evacuate 2nd floor restrooms.
- Exit building thru East Entrance (towards campus) and meet in the parking lot at least 150 feet away from the building.
- Check in with the Facility Attendant (access desk), this individual will be designated with an orange flag.
- Once checked in assist with keeping patrons calm and answering questions.

### **Lifeguard**

- Grab handheld radio and fanny pack.
- Evacuate entire Pool area (Lifeguards cannot leave deck until water is completely cleared).
- Evacuate equipment room and close door behind you.
- Evacuate inclusive locker room and restroom, close door behind you.
- Evacuate and close wet classroom.
- Evacuate offices and close doors behind you.
- Grab the stairwell key from the GA office and check southeast refuge stairwell for any patrons who need assistance.
- Evacuate unisex bathroom.
- Close pool gate when you leave.
- Evacuate men's and women's locker room.
- Exit building thru East Entrance (towards campus) and meet in the parking lot at least 150 feet away from the building.
- Check in with the Facility Attendant (access desk), this individual will be designated with an orange flag.
- Once checked in provide first aid if needed.

### **Programming Staff (Group X, Intramurals, Personal Trainers, PEX Instructors, Sport Clubs, Youth Camps, and other programming staff)**

- Grab handheld radios (Group X Instructors only).
- Evacuate all members in your program area. Close and lock any doors for the room you are in.
- Exit building thru East Entrance and meet in the Parking lot at least 150 feet away from the building.
- Check in with the Facility Attendant (this individual will be designated with an orange flag).
- Once checked in assist where needed.

### **Third Floor Administrative Assistant**

- Grab handheld radio.
- Evacuate the 3<sup>rd</sup> floor administrative offices.
- Evacuate the basketball courts and 3<sup>rd</sup> floor restrooms.
- Exit building thru East Entrance (towards campus) and meet in the Parking lot at least 150 feet away from the building.
- Check in with the Facility Attendant (access desk), this individual will be designated with an orange flag.
- Once checked in assist where needed.



### **Aramark - Einstein Bagels**

- Close office and storage closet doors.
- Turn off all equipment that may be a fire hazard.
- Exit building thru East Entrance (towards campus) to and meet in the parking lot at least 150 feet away from the building.
- Close gate and lock all doors.
- Exit building thru East Entrance (towards campus) and meet in the Parking lot at least 150 feet away from the building.
- Check in with the Facility Attendant (access desk), this individual will be designated with an orange flag.

### **Custodial and Maintenance Staff (Including Student Custodial Staff)**

- Grab handheld radio.
- Depending on your location in the building evacuate the building at the closest entrance.
- Circle the building to the East side parking lot at least 150 feet away from the building.
- Check in with the Facility Attendant (access desk), this individual will be designated with an orange flag.

### **Custodial and Maintenance after hour's emergency procedures:**

- If there is an emergency where you need to evacuate afterhours, evacuate out of the closest entrance and meet in the East Side parking lot at least 150 feet away from the building.
- Check in with your supervisor.
- Do a head count and make sure everyone is present.
- Call police services 895-3668 or 911 immediately.
- Contact Assistant Director for Facilities on cell phone, if unavailable, contact the Director of CRS and SRWC.

### **Wellness Center**

- Wellness Staff must clear all three floors of patients and staff.
- Use radio (Channel 1) to communicate with Facility Attendant with any needs the Health Center is having.
- Take radio with you to continue communication with staff as needed
- Check refuge stairwell #2 for any patrons who need assistance.
- Exit through North entrance and proceed to the Academic Success Center north east of the SRWC and at least 150 feet away from the building.
- Use radio communication (channel 1) to check in with the Facility Attendant (access desk) once the SHC has been evacuated.
- Once checked in provide first aid if needed.

### **School of Dental Medicine**

- Dental Staff must clear the room of patients and staff.
- Use radio (Channel 1) to communicate with Facility Attendant with any needs Dental is having.
- Take radio with you to continue communication with staff as needed.
- Exit building thru East Entrance (towards campus) and meet in the Parking lot at least 150 feet away from the building.
- Use radio communication (channel 1) to check in with the Facility Attendant (access desk) once the SHC has been evacuated.
- Once checked in provide first aid if needed.

### **Professional Staff and Graduate Assistants for SRWC, RWZ and Student Wellness**

- Grab handheld radio.
- Assist with evacuating patrons out of the building.
- Once outside work with Facilities Staff to ensure that all doors are either guarded with a staff member to ensure patrons do not enter or the doors are secured and locked.

# Emergency Situations

## Armed Assailant/Active Shooter (In the Building)

1. Remain calm.
2. Get yourself out of the way. Evacuation is the best option.
  - a. Have an escape route in mind.
  - b. Leave your belongings behind.
  - c. Keep your hands visible.
3. If you can't get out, hide in a place out of view. Lock doors behind you if possible. Turn off lights and volume on cell phones.
  - a. Block entry to your hiding place if possible
4. As a last resort, and only when your life is in imminent danger, take action.
  - a. Act with physical aggression against the assailant.
  - b. Throw items at the assailant, incapacitate the assailant with a group of people.
5. Try to contact Police Services (911 or 5-3668) or report the situation to a supervisor if safely possible. Use cell phone, face to face communication, Instant Messenger or email if available to notify staff.
6. Do not sound an alarm, announce over the sound system, or radio.
7. Do not be a hero, do not intervene, take care of yourself!
8. When law enforcement arrives:
  - a. Immediately raise hands and spread fingers.
  - b. Avoid making quick movements toward officers, such as attempting to hold on to them for safety.

## Armed Assailant/Active Shooter (Not in the Building)

1. Remain calm.
2. Do not put yourself in harm's way by locking the vestibule doors.
3. Do not pull fire alarms.
4. Use your radio to notify all staff about the active shooter on-campus.
5. Notify all patrons by making an announcement on the PA system at the front desk.
6. Turn off all lights in the facility using the main lighting panel at the front desk.
7. Make sure all patrons are away from doors and windows.
  - a. Hide in windowless rooms.
  - b. Barricade the entrance to your hiding space, lock the door.
  - c. Turn off lights in your hiding place (emergency lighting will stay on).
8. Wait for an all-clear notification from UNLV Police before leaving your hiding space.
9. If the assailant does enter the building, follow protocol for "Armed Assailant/Active Shooter (In the Building)."

## Assisting the Disabled

### **Visually Impaired People**

In the event of an emergency, tell the person the nature of the emergency and offer to guide him/her to the nearest emergency exit. Have the person take your elbow (this is the preferred method when acting as a "sighted guide") and guide them towards the nearest exit.

### **Hearing Impaired People**

Two methods of warning are:

1. Writing a note telling the person what the emergency is and the nearest evacuation route. For example: "Fire – out rear door to the right and down. Now."

2. Turning the light switch on and off to gain attention, then indicating through gestures what is happening and what response to take.

### **People Using Crutches, Canes or Walkers**

Carrying options include using a two-person lock-arm position or having the person sit in a sturdy chair, preferably one with arms.

### **Non-Ambulatory People (People in Wheel Chair)**

There are many considerations when moving a person in a wheelchair. Wheelchairs have moveable parts; some are not designed to withstand the stress of lifting. You may have to remove the chair batteries. Life support equipment may be attached. Lifting a person with a minimal ability to move may be dangerous to their well-being. *Do not move them unless it is necessary.* The refuge area for Wellness Center is stairwell 2 and stairwell 5 by the Natatorium for the Recreation side. Always consult with the person in the wheelchair regarding:

1. The number of people necessary for assistance.
2. Ways of being removed from the wheelchair.
3. Whether the seat cushion pad should be brought along with him/her if he/she is removed from the chair.
4. Whether to extend or bend extremities when lifting because of pain, catheter, leg bands, spasticity, braces, etc.
5. Being carried forward or backward on a flight of stairs.
6. The type of assistance necessary after evacuation. (*Use refuge area if the person is not in immediate danger.*)
7. Be sure to notify fire department or police there is someone in the refuge staircase as soon as they arrive.

### **Biohazards**

1. Inform Building Manager immediately in case of any situation involving human blood/bodily fluids.
2. Remember to GLOVE UP.
3. Clear the area and assist Building Manager with Biohazard clean-up. Contact custodians to assist with clean up if they are available.
4. When finished, carefully place all items that came in contact with the fluids into a biohazard bag and place bag into the biohazard disposal located in the equipment room or lifeguard office.
5. Wash hands.
6. Complete reports if needed.

### **Bomb Threats**

Bomb threats are serious matters threatening life and property.

1. Remain calm, courteous, listen without interrupting and gather as much information as possible.
2. Refer to Bomb Threat Checklist at front desk.
  - a. Remember callers voice. Listen for any background noise (bells, trains, clocks, etc.)
  - b. Record exact information
  - c. Where bomb is located?
  - d. When will it go off?
  - e. Why did the person place it there?
  - f. What kind of bomb is it?
  - g. Record the time the call came in.
3. Whoever received notification of bomb threat, notify Police Services ext. 5-3668 or 911 immediately.
4. Report the situation to Building Manager, supervisor and/or closest Professional Staff immediately.
5. If directed, assist in evacuating the facility. DO NOT SAY "We have a bomb". DO NOT use the fire alarm to evacuate the facility.
6. Do not use any cell phones, radios, pagers, or any devices that transmit a signal while in the building.
7. Face to face communication will be required by the staff.
8. Be sure to check in with the Service attendant as everyone exits the SRWC.

## **Building Lockdown**

Some emergencies on campus or in the community require the SRWC to go into building lock down. Below are some procedures to follow if you are directed to lock down the center.

- Lock all entrances to the facility including: 3 main entrances North, East and West, all 3 Einstein Bagels doors, Wellness Center door in Stairwell, Custodial/Docking area door, stairwell door and pool door.
- Do not allow anyone into the building unless approved by upper management.
- Do not leave anyone out of the building. Opening a door may put the patrons locked inside at risk.
- Keep yourself and patrons calm.
- Stand by to wait for further instruction from management or public safety.

## **Chemical Spills**

If you do not know the identity of the spilled substance, have not been trained in the proper handling of chemical procedures, or are uncomfortable cleaning the spill, immediately evacuate the area and notify the Building manager or Risk Management and Safety at ext. 54226 or Public Safety at ext. 5-3669.

### **Chemicals and Solvents**

1. If immediate fire hazard or medical assistance is required call Police Services ext. 5-3668 or 911.
2. Make your direct supervisor aware of the situation.
3. Evacuate and secure the immediate area. Seek and give assistance to any disabled or injured individuals in the area. DO NOT let individuals enter the area.
4. Wait for assistance or instructions from Police Services or other emergency personnel.
5. Risk Management will be responsible for contacting Environmental Health and Safety (Material Safety Data Sheet are available through Risk Management. They are also available at the SRWC Front Desk and in the Custodial Shop).
6. Follow normal evacuation procedures when directed.

### **Spills not involving immediate danger to life or property**

1. Confine the spill.
2. Evacuate the immediate area and limit access.
3. Notify your direct supervisor and/or building manager as needed.

## **Earthquakes**

### **During an Earthquake**

1. Stay in the building. DO NOT evacuate.
2. Take shelter under tables, desks, in doorways and similar places.
3. Keep away from overhead fixtures, windows, filing cabinets, and bookcases.
4. Assist any disabled persons out of dangerous areas and find a safe place for them.
5. If you are outside, stay outside. Move to an open area away (at least 150 feet) from the buildings, trees, power lines and roadways.

### **After an Earthquake**

1. Check for injuries: give or seek first aid where necessary.
2. Check for safety hazards: fire, electrical, gas leaks, water supply, etc.
3. Do not use telephones and roadways unless necessary. Keep them open for emergency use.
4. Do not use matches, candles, or open flame in case of a gas leak.
5. Do not operate electrical switches or appliances.
6. Be prepared for after-shocks.
7. Cooperate, keep informed, remain calm and help clean up.

*If Evacuation of the Building is ordered during or after an Earthquake*

1. Seek out those who may need assistance in the area. Exit via nearest available exit.
2. Beware of falling debris or electrical wires as you exit.

3. Make sure all staff stays in contact via the radios. Meet in the parking lot at East Entrance when building has been evacuated.
4. Wait for further instructions from emergency personnel

### **Explosions**

In the event of an explosion in the building:

1. Immediately take cover under tables, desks, or other such objects which will give protection against flying glass and debris.
2. After the effects of the explosion have subsided, call Police Services ext. 5-3668 or 911.
3. Evacuate and secure the immediate area of the explosion. Keep individuals out of the area.
4. Seek and assist injured and people with disabilities in evacuating the building. Exit via the nearest available exit.
5. Once outside, everyone will meet outside of the East entrance across parking lot. Student Wellness will meet by the Academic Success Center. Keep roadways and walkways clear for emergency vehicles.
6. Wait for further instructions from the Police Services or other emergency personnel. DO NOT re-enter the building until they instruct you to do so.

### **Fire Alarm Evacuation**

- An audible and visual alarm may occur.
- SRWC staff will evacuate immediately. DO NOT assume the alarm is false.
- All exits can be used at any given time but do not use the elevators during an evacuation.
- Know the location of fire extinguishers in your area and how to use them
- If your clothes catch fire drop to the floor and roll to smother the flame.

### **Discovery of a Fire**

1. Give verbal warning if needed.
2. SRWC staff will begin building evacuation. Follow the SRWC evacuation plan.
3. Staff should meet in the parking lot at the East Entrance to the SRWC
4. Wait for further instruction from Police Services or emergency personnel. DO NOT re-enter the building until they instruct you to do so.

### **First Aid, CPR and AED**

Radio or send a patron to the front desk to get a Building Manager when a patron or staff member needs First Aid or CPR. Provide assistance to someone needing First Aid or CPR within your qualifications. Do not administer First Aid and CPR techniques that you are not properly trained or certified for. Do not move a victim unless absolutely necessary.

### **Gas Leak**

When you smell the distinctive odor of natural gas (rotten cabbage or sulfur-type odor) evacuate the area immediately and call 911 from a campus phone. They will assess the situation and take immediate action. If the situation is identified as serious, contact the Building Manager and the SRWC staff will be instructed to evacuate the building as if the fire alarm has failed to function.

Contact the Assistant Director for Facilities and/or Director for the Student Recreation and Wellness Center, as soon as it is safe to do so to inform him/her of the situation.

Do not turn on or off lights or any other electrical equipment, including fire alarms, elevators, and fitness equipment or perform any other actions that might cause sparks or static electricity.

### **Hostage Situation**

1. Get yourself out of the way. Seek Refuge. Immediately leave the building if this does not put you and other patrons in danger.
2. Carefully avoid the attention of those taking hostage.
3. Lock doors behind you if possible.
4. Remain calm.
5. Do not be a hero, do not intervene, take care of yourself!
6. Try to contact Police Services (911 or 5-3668) or report the situation to a supervisor if safely possible. Use Yahoo IM or email if available to notify staff.
7. Do not sound an alarm, announce over the sound system or radio.

### **Power Outage**

In the event of a power outage:

1. Between 8am-5pm Monday - Friday, notify SRWC Assistant Director for Facilities by calling on their cell phone and notify the Coordinator for Membership and Front Desk Service.
2. On weekend or after hours, notify Police Services ext. 5-3668 and call the Assistant Director for Facilities on their cell phone.
3. If evacuation of the building is required, follow evacuation procedures. Seek all patrons who may need assistance exiting the building. Proceed with evacuation protocol. **DO NOT** re-enter the building until instructed to do so.

*If there is enough natural light in the building:*

1. Inform patrons that all areas not requiring power will remain open until further notice.
2. Turn off all machines at the powers source which include treadmills and stair steppers.

*If the outage occurs and there is a lack of light:*

1. Find a flashlight (Equipment Room, Service Desk, Natatorium, Fitness Mezzanine, 3<sup>rd</sup> Floor Administrative Offices, inside AED boxes on the walls).
2. Provide assistance to those in your area.
3. Due to visual impairment stay where you are at and wait for further instruction.
4. Stand by for instruction from the Building Manager or other SRWC staff (be close to radio or phone).

*In the event that people are trapped in an elevator:*

1. Tell the passengers to stay calm and that you will get help.
2. If you need to leave the area to secure help, tell the passenger you are doing so.
3. Contact the Building Manager so they can Telephone Police Services at ext. 5-3668 or the Facilities Coordinator or Assistant Director.
4. Try to keep the trapped passengers calm. Talk to them until a police officer or maintenance worker arrives to help them.

### **Problem Patron**

1. When confronted with a problem patron seek assistance from a Building Manager and contact Police Services if you have doubts about safety
2. Remain calm and polite. Hear the patron out before reacting. Attempt to understand the problem, you may be able to help them.
3. Use the word "We" when explaining rules. SRWC Facility policies will help support you up in these situations.
4. Never argue with the patron, restate the SRWC Facility policies in place of an argument.
5. Do not physically touch or crowd the patron; do not let the patron put you in a corner.
6. Self-defense is the LAST resort.

### **Robbery/Burglary**

**THIS FORM SHOULD BE UPDATED ANNUALLY AND SUBMITTED TO THE DEPARTMENT OF RISK MANAGEMENT AND SAFETY.**

During a robbery attempt, the overriding concern is SAFETY. We are not financially accountable for the money or property taken. The only responsibility we have under these circumstances is the physical well-being of ourselves and those students and visitors who may be present in the SRWC. In this situation, it is vital that you:

- Take no action that might provoke a violent response
- Do not attempt to delay or stall the robbery
- Remain calm
- Do what is asked of you, but only what is asked of you, nothing extra
- Do not volunteer information or open drawers you have not been ordered to open.
- If able to communicate on a Hand Held Radio safely follow all Radio Codes

**If a robbery attempt does occur, please remember to:**

1. Comply with the demands promptly, being careful not to move or gesture in a way that could be misunderstood as a defensive action or the triggering of an alarm.
2. Make a mental note of facial features, stature, scars, marks, peculiarities and the color of clothing that can be later used for identification.
3. When they are leaving, look out windows to try and get directions of travel, description of cars and any other details.

**If a robbery has occurred:**

1. Call 911 on a campus phone and give the dispatcher the information that you have. There is also a panic button located at the front desk, Facility Coordinator's office, Einstein's Counter, 3<sup>rd</sup> Floor Admin Office, and 3<sup>rd</sup> Floor Offices and throughout the Wellness/Health Center.
2. Write down details as soon as possible, noting what was said, weapons used, descriptions, what you handed out, etc.
3. Secure the area to protect any evidence.
4. If a note was given to you, lay it aside with as little handling as possible so that it can later be sent to the state crime lab for analysis.
5. If a weapon was fired, the ejected shell casings may prove to be valuable.

Contact the Assistant Director for Facilities and/or Director for Student Recreation and Wellness Center after calling 911.

**Threat of Violence Procedures**

As an employee, you should not jeopardize your own safety. It is important that you are able to effectively handle any emergency situation. For this reason, you should never put yourself in the middle of an altercation. In the event a fight breaks out you should do the following:

1. DO NOT ATTEMPT TO BREAK UP THE FIGHT!
2. Dial 911 from a campus phone or 895-3668 from a cell phone and inform them of the situation.
3. Call others in the building for help (if needed)
4. Try to contain the situation by not allowing a crowd to gather around the altercation.
5. Take note of everything you observe: Persons involved, actions by the parties, etc.
6. When able, contact Director of the Student Recreation and Wellness Center.

Do not wait for the situation to escalate into an act of violence.

A threat or act of violence can be verbal, made in gesture, or be unwanted physical contact such as pushing, grabbing or any other form of personal contact.

Threats can be in the form of verbal communication, gestures or simply implied. In any event, Police Services will be responsible for responding to, evaluating, resolving the situation, and documenting all details of the threat. Do not take any threat lightly, or ignore such situations.

Violence in the workplace is almost always preceded by obvious signs or threats before the actual violence takes place. Report any activity that you believe qualifies as a threat.

If you have taken out a Restraint Order by a court of law, Police Services will be glad to work with you by providing additional security measures such as personal escorts and extra monitoring of your office or classroom areas.

### **Vandalism**

- All crimes should be reported immediately to a Building Manager or a supervisor. If there is immediate danger, call UNLV Public Safety at ext. 5-3668 or by dialing 911.
- It is important that evidence of forcible entry, cut or broken locks, etc. be preserved for investigative purposes.
- If any vandalism is discovered in the building, SRWC Staff will take pictures of the damage and call University Police to investigate.

## **EMERGENCY/SAFETY EQUIPMENT**

### **Automated External Defibrillators (AED)**

Below is a list of locations inside the SRWC where an AED can be found

- Natatorium (Pool deck)
- 1<sup>st</sup> floor front desk
- 1<sup>st</sup> floor Student Wellness lobby
- Adjacent to the Group Fitness room 2020
- 2<sup>nd</sup> floor Fitness Attendant desk
- 3<sup>rd</sup> floor gymnasium by the elevator
- 4<sup>th</sup> floor track by the elevator

An SRWC facilities staff member will test the AED's throughout the center once a month. The AED policy was developed by the UNLV Risk Management and Safety office in accordance with Nevada State Law.

### **Emergency Response Audit Procedures**

1. Each professional staff member will be responsible for auditing their own student staff members each semester.
2. A copy of the audit will be kept on file in the respective program area with the supervisor.
3. Audits can be done in a group or individual setting; it is up to the discretion of the professional staff member.

### **First Aid/CPR/AED/Lifeguard certification process**

1. At the beginning of each semester, First Aid, CPR/AED and Lifeguard classes will be offered for staff required to complete certifications for their area of work.
2. It will be the responsibility of the professional staff to get any late hires certified.
3. All staff are required to complete online Blood borne Pathogens training once a year. Select working areas may also be required to complete in-class training depending on their responsibilities in the SRWC.  
<http://rms.unlv.edu/training/bloodbornepathogens/>
4. Records for BBP should be kept with the respective professional staff supervisor

### **First Aid Kits**

First Aid Kits are accessible to all offices, program and activity areas.

First Aid kits are located in the following areas:

- Equipment room 1<sup>st</sup> floor
- Front Desk Emergency Bag



- Natatorium guard office
- Outdoor Adventures
- Custodial/Docking area
- RWZ Front Desk
- Behind the fitness desk on the 2<sup>nd</sup> floor
- 3<sup>rd</sup> floor administrative offices.

It is the responsibility of the Facilities Coordinator to work with our first aid supply vendor and restock.

All Building Managers are equipped with first aid kit fanny packs that are to be kept on them while on duty. These kits contain basic precaution equipment and minor first aid necessities.

### **First Response Requirements**

All staff responsible for first response in emergencies shall have the following:

- Current First Aid/CPR/AED Training and Lifeguarding for Aquatics
- Trained in proper blood borne pathogen protocols
- Have an awareness of where AED and First Aid Supplies are located
- Emergency Radio on person (or approved substituted means to contact EMS) for all on-campus activities

### **Front Desk Evacuation Bag**

The front desk emergency bag includes the AED, First Aid Kit, towels, flashlight, clipboard, and needed forms. The west side gate keys are attached to the clipboard.

### **Generator**

The generator is located behind the SRWC and is inspected by Student Affairs Maintenance. It supplies the SRWC with power during a power failure.

### **Handheld Radios**

Handheld radios are kept in all SRWC specific areas. The radios are used as a communication line for the SRWC, RWZ, Wellness Center, and Dental School staff.

The radios are to be kept on Channel 1 for the Recreation Center, the Wellness Center, and School of Dental Medicine.

### **Off Site Emergency Equipment**

Emergency equipment for all off-site programs will be stored and maintained by that specific Coordinator.

### **Required Safety Equipment**

All equipment will be outfitted with the proper safety devices per manufacturer's recommendations.

All workplace safety is in accordance with Occupational Safety and Health Administration (OSHA) guidelines (<http://www.osha.gov>). Material Safety Data Sheets (MSDS) are located in the SRWC Custodial/Docking Area and the front desk.

### **Record-Keeping of Accident/Incident Reports**

A copy of all incident and accident reports will be kept in respective program areas with the supervisor and archived by program area per guidelines specified in the department. If warranted in certain accidents the professional staff member or Graduate Assistant will call and check up on the patron to see if they are doing well.