

**Kearns Oquirrh Park Fitness Center**

**EMERGENCY ACTION PLAN**



*October 6, 2022*

# TABLE OF CONTENTS

OVERVIEW and Definitions .....	1
Knowledge of the Facility.....	1
Media Interaction.....	1
KOPFC Radio Procedures.....	2
General Emergency Procedures.....	3
MINOR TO MEDIUM ACCIDENTS OR ILLNESS .....	<b>Error! Bookmark not defined.</b>
HEAD/NECK/BACK INJURIES.....	4
LIFE THREATENING ACCIDENTS OR ILLNESS.....	3
DISASTER SITUATIONS.....	5
Fire.....	5
Loss of Power.....	4
Bomb Threat.....	6
Robbery.....	4
Earthquake.....	7
Tornado.....	7
Hostile Situation.....	8
Active Shooter.....	8
EMERGENCY EVACUATION GUIDELINES.....	10
Appendices.....	11
APPENDIX 1: Facility map of fire extinguishers, Pull Stations, Exits Main Level	
APPENDIX 1: Facility map of fire extinguishers, Pull Stations, Exits Basement Level	
APPENDIX 2: Emergency Access points	
APPENDIX 3: Key Phone Numbers	
APPENDIX 4: 9-1-1 Call Takers questions	

## OVERVIEW AND DEFINITIONS

This Emergency Action Plan (EAP) provides procedures to be implemented when potential dangers affecting normal operations at the Kearns Oquirrh Park Fitness Center (KOPFC) either exist or are reported to be imminent. These procedures are designed to minimize interruption or disruption of regular activities and reduce the risk of injuries or possible loss of life of employees and patrons. The use of this Emergency Action Plan will help staff to be prepared for and respond to anticipated disruptions and potential hazards following a disaster. Any actions taken should be orderly, timely, and with consideration for the life and property of others.

To help KOPFC implement this plan, KOPFC has developed an Emergency Response Team (ERT). A member of the ERT will be available during all hours of KOPFC operation, this person is known as the ERT Lead. Schedule for the ERT Lead will be published on a weekly basis and posted in two separate locations 1) by the door leading from the front counter to the office hallway, and 2) employee breakroom.

*A KOPFC employee that identifies a person is in need from an injury or sudden illness should use proper radio codes and communicate over the radio the need for the ERT Lead to come to the designated location to render assistance.*

*The ERT Lead will be the one to oversee or be in charge of any and all first aid situations. All other emergencies will be overseen by the designated responsible public official, along with the Executive Director and ERT Lead.*

Along with their assigned radio, the ERT Lead will carry the ERT cell phone with them at all times while on the clock. The ERT cell phone is to be used in any emergency situation where communication with the Emergency call center needs to take place. The ERT Lead is responsible and is to ensure that the ERT cell phone, along with other facility 1<sup>st</sup> aid supplies, equipment, and radios are available, charged and ready for use during all hours of KOPFC operation. The ERT cell phone docking station will be located in the Aquatics Safety Supervisors office.

**\*\*If 9-1-1 is to be called the ERT LEAD will place the call from the ERT cell phone.**

## KNOWLEDGE OF THE FACILITY

All employees should:

1. Know the location of fire extinguishers and pull stations and how to use them (See Appendix 1).
2. Know all building exit routes. Keep exit routes free from obstructions (See Appendix 1).
3. Know the facility map and emergency access points. (See Appendix 2).
4. Know emergency phone numbers (See Appendix 3).
5. Become familiar with this document and know the location where copy is kept.

## MEDIA INTERACTION

1. Attorneys, media (such as local TV or newspaper reporters), insurance company representatives, or people who are simply curious may ask employees questions immediately after an emergency or at some later time. **DO NOT GIVE THEM INFORMATION.** Giving information is a breach of confidentiality. Always respect the victim's privacy. Discussing any aspect of what happened could lead to legal action. Refer anyone asking for information to your direct supervisor who will direct them to the appropriate person.
2. If people ask you questions, you could say: **"I would like to make sure you receive accurate information. The best spokesman for this would be our Executive Director."**

## **KOPFC RADIO PROCEDURES**

1. Radio Communication is for **INTERNAL USE**.
2. When first turning on a radio it will take a few seconds to go through a “self-check” after which you need to confirm that the radio is on the correct Channel. Always double the radio and if needed change to the correct channel before use.
3. The On/Off switch and Volume Control are on the same knob.
4. Once on and turned up, you will hear the transmissions of others on the same channel. Please remember that patrons standing next to someone with a radio will also hear what is being said. **IT IS VERY IMPORTANT THAT WE KEEP RADIO USE PROFESSIONAL.**
5. Please make sure a conversation is not occurring before you start to talk so you don't interrupt an ongoing conversation.
6. In accident or emergency (911) situations, stay off the radio unless absolutely necessary. All non-essential radio communication should still hold off until after the emergency is cleared.
7. To talk, push and hold the large black button on the side (called PTT - Push-To-Talk), wait momentarily, and hold down while speaking. Release PTT to listen for reply.
8. When initiating a conversation with someone, you should begin by saying: [their name or title] from [your name and or title]. The person should answer, This is [name], go ahead.
9. Speak slowly and clearly and with medium volume. Soft speech cannot be heard clearly. Hold the speaker area around 1 inch from your mouth.
10. If other radios are in the vicinity, on high volume, you will get a feedback loop which will distort your conversation. Instruct others to turn down their radios or have them move away. Do the same when someone else is speaking, especially in emergency situations.
11. Belt clips, microphones, or ear pieces are available if desired. Please make sure that your radio is always labeled with a KOPFC label indicating number and radio assignment.

## **LIFE THREATENING ACCIDENTS OR ILLNESS**

1. When a life-threatening accidents or illness **is broadcasted over the radio three (3) times, the ERT Lead needs to immediately respond to the scene.**
2. All personnel with radios will “stand –by” to provide any assistance if needed.
3. ERT Lead will call 911 from the scene.
4. All radio communication will cease unless it is directly dealing with the incident.
5. Designated personnel are responsible for getting the AED to the scene of the incident.
6. An accident report must be filled out and placed in the Aquatics Safety Supervisor’s box along with witness statements collected.
7. When a minor child is involved in an incident, the parents of the child must be contacted.
8. If the *Operations Manager* is not at the facility at the time of the accident, the ERT Lead must contact them by phone. The *Operations Manager* will contact the Executive Director and any other Managers/Supervisor that are necessary.

## **DISATER SITUATIONS**

There are several situations that may occur and require the activation of this Emergency Plan. Some situations may be weather or nature related while others will result from the actions of individuals. While we cannot predict every emergency situation, we must prepare for those most likely to affect KOPFC operations. An appropriate response to any emergency situation is essential to the safety and security of employees and patrons. Following is a list of some possible situations that may occur and the appropriate response for each.

## **FIRE**

A fire affecting the facility may occur at any time and without warning. Upon detection of fire determine if an evacuation is needed, then the procedures to evacuate the area or entire facility should be followed.

\*Note that the Indoor Competition Pool Fire Alarm is not connected with the rest of the building.

1. Before taking any action turn on or move to the closest radio and listen to determine the nature of the situation.
2. Remain calm, use common sense and do not jeopardize your own personal safety.
3. If no evacuation is needed, assure staff and patrons that it was a false alarm and that everything is under control.
4. If an evacuation is needed, take a radio with you; leave the area through the closet exit away from danger, closing all doors behind you.
5. Contact ERT Lead to inform them of your location and status of the situation.
6. Instruct all to evacuate with the patrons to the nearest safe assembly spot (Tennis Center, High School, Utah Olympic Oval, Beehive Elementary, Kearns Rec Center).
7. The ERT Lead will ensure that all employees and patrons have exited the facility before leaving the building.
8. If assistance is needed the ERT Lead will designate to others areas for them to be responsible for.
9. If the Executive Director is not at the facility the ERT Lead should immediately make contact with them.
10. The Fire Marshall will determine when it is safe to reenter the building.

## **LOSS OF POWER**

1. Before taking any action, remain calm, use common sense and do not jeopardize your own personal safety by entering the scene.
2. Emergency lighting should come on within a few moments.
3. Flashlights are located under the Front Counter Computer 3 in the Security Bag. Spare flashlights and batteries are located in the Operations Managers office in the bookcase, Employee break room marked storage cupboard.
4. Maintenance should call the power company to determine how long the power will be off.
5. The ERT Lead and Manager on Duty should discuss with maintenance and determine if the facility needs to be closed.
6. If the Executive Director is not at the facility the ERT Lead should immediately make contact with them.

## **BOMB THREAT**

All bomb threats must be taken seriously. If the caller is familiar with the building and specific about the location of the bomb, the call should be managed with a high degree of urgency.

1. Remain calm.
2. Do not transfer the call or put them on hold.
3. Listen first, ask questions later.
4. Take notes.
  - a. When will it go off?
  - b. Where is it located?
  - c. What type of bomb is it?
  - d. Why are you doing this?
  - e. Who are you?
5. After the caller has hung up, call 911 and request police assistance and notify the ERT Lead and or Manager/Supervisor on Duty who will communicate with KOPFC security.
6. Do not discuss a bomb threat with anyone other than the ERT Lead or On Duty Manager and the police.
7. Do not touch suspicious objects.
8. If an evacuation is needed, take a radio with you; leave the area through the closet exit away from danger, closing all doors behind you.
9. The manager/supervisor or person who answered the call will record the following information:
  - a. Time of call
  - b. Statements made by the caller
  - c. Male or Female
  - d. Does the caller have an accent?
  - e. Voice of the caller
  - f. Speech of the caller
  - g. Does the caller sound intoxicated?
  - h. Background noise
  - i. Is the voice familiar?
  - j. Time call was terminated
10. If the Executive Director is not at the facility the ERT Lead should immediately make contact with them.

## **ROBBERY**

1. Do exactly as you are told. Do not resist and **if they ask for money, give it to them.**
2. Don't make any sudden movements to upset the robber.
3. If you have to move or reach, tell them what you are going to do and why.
4. Try to get a good look at the robber so you can describe them later.
5. Give the robber time to leave, once they have left, call 911 and notify the ERT Lead and or the Manager/Supervisor on Duty.
6. Note his direction of travel when he leaves.
7. Try to get a description of their vehicle **ONLY** if you can do so without exposing yourself to harm.
8. If the Executive Director is not at the facility the ERT Lead should immediately make contact with them.

## **EARTHQUAKE**

During an earthquake, you may experience shaking that starts out gentle and within a few seconds grows violent knocking you off your feet. Or you may be jarred at first by a violent jolt as though a truck hit the facility. A second or two later you would feel the shaking as in the first example. You will find it very difficult to move from one room to another.

1. Before taking any action turn on or move to the closet radio and listen to determine nature of the situation.
2. Remain calm, use common sense and do not jeopardize your own personal safety by entering the scene.
3. If you are indoors, stay there. Get under a desk or table or stand in a doorway or corner of the facility.
4. Remember to stay clear of windows, bookcases, cabinets, mirrors and high free standing fixtures until the shaking stops.
5. All aquatics areas do your best to get patrons out of the pools as quick as possible and move them to safe locations i.e. under a desk or table or stand in a doorway or corner of the facility
6. Turn off all appliances.
7. Have maintenance determine if the utilities need to be shut off.
8. If outdoors, move away from buildings, power lines, trees and anything overhead. When the ground stops shaking, check for injuries and hazards in your area.
9. The ERT Lead / Manager/Supervisor on Duty will determine if the facility needs to be evacuated.
10. If the Executive Director is not at the facility the ERT Lead should immediately make contact with them.
11. The facility will remain closed until it can be determined when it is safe to reenter by local authorities.

## **TORNADO**

1. Before taking any action turn on or move to the closet radio and listen to determine nature of the situation.
2. Remain calm, use common sense and do not jeopardize your own personal safety by entering the scene.
3. Stay away from the entrance and exterior glass.
4. Have patrons and staff move to the locker rooms or hallways.
5. Have them sit down, putting their head in their lap.
6. Stay in the building until tornados have passed.
7. The ERT Lead or Manager/Supervisor on Duty will determine if the facility needs to be evacuated and/or closed.
8. If the Executive Director is not at the facility the ERT Lead should immediately make contact with them.
9. If the facility is closed it will remain closed until it can be determined when it is safe to reenter.

## **HOSTILE SITUATIONS**

A hostile situation is when a patron makes possible threats or actions against the facility, employees or patrons (i.e., disgruntled employees, gang behavior, abductions, disturbances etc.). These threats may be conveyed over the telephone or in person while visiting the facility.

1. An employee who becomes aware of a hostile patron situation in progress if possible call over the radio using the 10-33 code and alert the ERT Lead and Security.
2. Assist in isolating the incident from other persons in the building.
3. The "LEAD" or Manager on Duty and Security will determine if the facility needs to be evacuated and/or closed.
4. If the Executive Director is not at the facility the ERT Lead should immediately make contact with them.
5. Security will determine if 911 needs to be called.

## **ACTIVE SHOOTER**

An Active Shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area; in most cases, active shooters use firearms(s) and there is no pattern or method to their selection of victims. Active shooter situations are unpredictable and evolve quickly. Typically, the immediate deployment of law enforcement is required to stop the shooting and mitigate harm to victims. Because active shooter situations are often over within 10 to 15 minutes, before law enforcement arrives on the scene, individuals must be prepared both mentally and physically to deal with an active shooter situation.

### **Good practices for coping with an active shooter situation**

1. Be aware of your environment and any possible dangers
2. Take note of the two nearest exits in any facility you visit
3. If you are in an office, stay there and secure the door
4. If you are in a hallway, get into a room and secure the door.
5. As a last resort, attempt to take the active shooter down.
6. When the shooter is at close range and you cannot flee, your chance of survival is much greater if you try to incapacitate him/her.

### **ERT LEAD WILL CALL 911 WHEN IT IS SAFE TO DO SO!**

## **HOW TO RESPOND WHEN AN ACTIVE SHOOTER IS IN YOUR VICINITY**

Quickly determine the most reasonable way to protect your own life. Remember that patrons are likely to follow the lead of employees and managers during an active shooter situation.

1. Evacuate if there is an accessible escape path, attempt to evacuate the premises. Be sure to:
  - a. Have an escape route and plan in mind
  - b. Evacuate regardless of whether others agree to follow
  - c. Leave your belongings behind
  - d. Help others escape, if possible
  - e. Prevent individuals from entering an area where the active shooter may be
  - f. Keep your hands visible
  - g. Follow the instructions of any police officers
  - h. Do not attempt to move wounded people



## **ACTIVE SHOOTER CONTINUED**

2. Hide out if evacuation is not possible; find a place to hide where the active shooter is less likely to find you.

Your hiding place should:

1. Be out of the active shooter's view
2. Provide protection if shots are fired in your direction (i.e., an office with a closed and locked door)
3. Not trap you or restrict your options for movement

### **To prevent an active shooter from entering your hiding place:**

1. Lock the door
2. Blockade the door with heavy furniture

### **If the active shooter is nearby:**

1. Lock the door
2. Silence your cell phone and/or pager
3. Turn off any source of noise (i.e., radios, televisions)
4. Hide behind large items (i.e., cabinets, desks)
5. Remain quiet

### **If evacuation and hiding out are not possible:**

1. Remain calm
2. Dial 911, if possible, to alert police to the active shooter's location
3. If you cannot speak, **LEAVE** the line open and allow the dispatcher to listen

### **3. Take action against the active shooter**

As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:

1. Acting as aggressively as possible against him/her
2. Throwing items and improvising weapons
3. Yelling
4. Committing to your actions

### **When law enforcement arrives**

Law enforcement's purpose is to stop the active shooter as soon as possible. Officers will proceed directly to the area in which the last shots were heard.

1. Officers usually arrive in teams of four (4)
2. Officers may wear regular patrol uniforms or external bulletproof vests, Kevlar helmets, and other tactical equipment
3. Officers may be armed with rifles, shotguns, handguns
4. Officers may use pepper spray or tear gas to control the situation
5. Officers may shout commands, and may push individuals to the ground for their safety

## **ACTIVE SHOOTER CONTINUED**

### **How to react when law enforcement arrives:**

1. Remain calm, and follow officers' instructions
2. Put down any items in your hands (i.e., bags, jackets)
3. Immediately raise hands and spread fingers
4. Keep hands visible at all times
5. Avoid making quick movements toward officers such as holding on to them for safety
6. Avoid pointing, screaming and/or yelling
7. Do not stop to ask officers for help or direction when evacuating, just proceed in the direction from which officers are entering the premises

### **Information to provide to law enforcement or 911 operators:**

1. Location of the active shooter
2. Number of shooters, if more than one
3. Physical description of shooter(s)
4. Number and type of weapons held by the shooter(s)
5. Number of potential victims at the location

As in all situations:

1. The ERT Lead or Manager/Supervisor on Duty will determine if the facility needs to be evacuated and/or closed.
2. If the Executive Director is not at the facility the ERT Lead should immediately make contact with them.

## **SHELTER-IN-PLACE**

Describes a condition where the recommended action is for all people in a building to stay in or seek a room/area that can be locked or secured. If a threat is from a person or persons during the shelter in place recommendation, the most secure room or area should be used. If the threat is from a weather condition, interior rooms or spaces are recommended, avoiding exterior windows or glass walls, if possible. Communication with the Executive Director needs to be established as soon as possible

The shelter in place order should remain in effect until the appropriate authorities have cancelled the order.

When it is necessary to shelter in place, you should:

- Remain calm
- If outside, seek cover in the nearest building. Do not wait until you see or smell the hazard to seek shelter. Resist the urge to go outside and "check it out".
- Once inside, find an interior room or hallway and await further instructions. Stay away from exterior windows.
- Close and lock all exterior doors and windows (to avoid inadvertent opening).
- Station staff at all entry/exit points. Block off entry/exit points if necessary.
- If threat is from toxic contamination, turn off heating, cooling, and ventilation systems.
- Do not answer phones calls
- Communicate work with programs, instructors, daycare etc. to help ensure the safety of patrons
- Limit staff in vulnerable areas
- If you are inside, stay there, even if you do not normally work or reside in that building.
- Do not leave until an "all clear" is received.

## **LOCK DOWNS SITUATIONS**

A Lockdown is a procedure used when there is an immediate threat to the building occupants. In the event of a lockdown, patrons, and staff would be instructed to secure themselves in the area they are in and not to leave until the situation has been curtailed. This allows emergency responders to secure the patrons and staff in place, address the immediate threat and remove any innocent bystanders from immediate danger to an area of safe refuge.

If a safe/secured place to gather is needed the gymnasium will be the designated safe waiting area. Locker rooms can still be used with caution.

### **Procedures**

- Follow same procedures as “Shelter in place”
- Stay in your room or office and barricade the door.
- Remain quiet.
- Do not attempt to leave the building or room.
- Wait until emergency personnel give you an “all clear!”

**If faced with an active shooter incident, there are THREE things you can do that make a difference. RUN, HIDE, FIGHT.**

### **Soft Lock Down**

During a soft lockdown lock interior door **and continue activities**. This type of lockdown might occur when a missing child search is underway and there is no danger to students and staff. Station staff personnel at all exit points, patrons can still come and go with caution.

### **Hard Lock down**

During a hard lockdown, **all doors, and windows, including interior doors, are locked, and secured, and there is no outside access.**

1. Station staff personnel at all entry/exit points.
2. If possible, have police block driveway entrance/exit points.
3. Inform all programs in progress of lock down, if needed after program has ended have patrons go to secure waiting area.

## **EMERGENCY EVACUATION GUIDELINES**

1. Before taking any action turn on or move to the closest radio and listen to determine nature of the situation.
2. Remain calm, use common sense and do not jeopardize your own personal safety by entering the scene.
3. Watch for unstable structures, electrical wires, toxic fumes, chemical spills, fires, etc.
4. If a potential danger is suspected or discovered notify the ERT Lead.
5. The ERT Lead and or the Manager on Duty will assume the responsibilities of directing the emergency and assess the situation to determine the next actions that are to be taken.
6. If the facility is to be evacuated, the ERT Lead will pull the fire alarm, call 911 and communicate to employees and patrons of the situation and the actions that are to be taken.
7. We expect those employees that are responsible for minors because they are here for a program to stay with those children until the children’s parents arrive to take custody of them.
8. If the Executive Director is not on the facility premises the Manager/Supervisor on Duty should make contact with them.

9. If it is safe to do so, we expect all employees to assist patrons in evacuating to the nearest emergency exit doors towards safety. Instruct all to evacuate with the patrons to the nearest safe spot (Tennis Center, High School, Utah Olympic Oval, Beehive Elementary, and / or Kearns Rec Center)