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FOR HEALTHY LIVING
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MUSCATINE COMMUNITY YMCA

EMERGENCY ACTION PLANS



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MUSCATINE COMMUNITY YMCA EMERGENCY ACTION PLAN (EAP)

A. PURPOSE

THE PURPOSE OF THIS EMERGENCY ACTION PLAN (EAP) IS TO ESTABLISH A SYSTEM FOR MANAGING EMERGENCIES THAT MAY AFFECT STAFF, MEMBERS SAFETY, FACILITIES AND THE OPERATION OF THE MUSCATINE COMMUNITY YMCA. THIS PLAN SEEKS TO PREVENT EMERGENCIES FROM OCCURRING, BUT ALSO FOCUSES ON PREPARING FOR EMERGENCIES THAT MIGHT OCCUR AND RESPONDING EFFECTIVELY USING ANY NECESSARY RESOURCES. THIS PLAN HAS BEEN DEVELOPED TO PROVIDE AN ORGANIZATIONAL AND PROCEDURAL FRAMEWORK FOR THE MANAGEMENT OF EMERGENCY SITUATIONS. THE PLAN ALSO PROVIDES FOR THE COORDINATION BETWEEN THE YMCA AND LOCAL EMERGENCY UNITS. THE PLAN MAY NOT COVER EVERY CONCEIVABLE SITUATION; HOWEVER IT DOES SUPPLY THE BASIC ADMINISTRATIVE GUIDELINES NECESSARY TO COPE WITH MOST EMERGENCIES.

B. SCOPE

THIS PLAN APPLIES TO ALL EMERGENCIES OCCURRING ON THE MUSCATINE COMMUNITY YMCA PROPERTY AND ANY EMERGENCIES OCCURRING ON SURROUNDING, NEARBY PROPERTIES AND OTHER MUSCATINE COMMUNITY YMCA MANAGED FACILITIES WHICH MAY IMPACT YMCA PERSONNEL, PROPERTY, OR OPERATIONS.

C. AUTHORITY AND REFERENCE

OCCUPATIONAL HEALTH AND SAFETY ADMINISTRATION (OSHA) 29 CFR 1910.38

D. APPLICATION

THIS PROGRAM APPLIES TO ALL EMPLOYEES, MEMBERS, VOLUNTEERS AND VISITORS AND ENCOMPASSES ALL BUILDINGS AND GROUNDS OPERATED AND MANAGED BY THE MUSCATINE COMMUNITY YMCA.

E. RESPONSIBILITY FOR COMPLIANCE

THE DEVELOPMENT AND ADMINISTRATION OF THIS EMERGENCY ACTION PLAN WILL BE THE RESPONSIBILITY OF THE EXECUTIVE DIRECTOR AND THE SAFETY COORDINATOR.

F. EMERGENCIES

1. EMERGENCY: ANY INCIDENT WHICH AFFECTS AN ENTIRE BUILDING OR BUILDINGS, AND WHICH WILL DISRUPT THE OVERALL OPERATIONS OF THE YMCA. OUTSIDE EMERGENCY SERVICES WILL NORMALLY BE REQUIRED, AS WELL AS MAJOR EFFORTS FROM DESIGNATED YMCA SUPPORT SERVICES SERIOUSLY IMPAIRED OR HALTED THE OPERATIONS OF THE FACILITY.

IN SOME CASES, SEVERE PROPERTY DAMAGE MAY BE SUSTAINED. A COORDINATED EFFORT OF ALL FACILITY RESOURCES IS REQUIRED TO EFFECTIVELY CONTROL THE SITUATION. OUTSIDE EMERGENCY SERVICES WILL BE ESSENTIAL.

2. EMERGENCY RESPONSE

IN CASE OF EMERGENCY, FOLLOW THE SPECIFIC EMERGENCY RESPONSE PROCESS FOUND IN THE EMERGENCY ACTION PLAN AND CALL THE APPROPRIATE AGENCY AT THE DESIGNATED EMERGENCY AND ASSURE YOUR PERSONAL SAFETY.



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PERSON/AGENCY/INTERNAL EXTENSION	NUMBER	NUMBER
MUSCATINE FIRE/POLICE/AMBULANCE-EMERGENCY	9-1-1	
EXECUTIVE DIRECTOR/CRISIS MANAGEMENT TEAM (CMT): BRET OLSON: 114	C) 563.299.5888	
AQUATICS DIRECTOR/SAFETY COORDINATOR/CMT: JOCELYN PAXTON: 124	C) 563.272.9996	
FPS DIRECTOR/CMT/CPC: DIANA BRODERSON: 104	H) 563.264.3861	C) 563.260.7515
WELCOME CENTER (TO REQUEST 9-1-1 TO FACILITY OR FAP)	121	
MUSCATINE FIRE/POLICE/AMBULANCE NON-EMERGENCY	563.263.9922	
MAINTENANCE DIRECTOR: SHAUN YADDOF: 127	C) 563.505.1040	
DSC-FIRE & SECURITY ALARM SYSTEM	1.800.800.1600 TO CANCEL ALARM	1.800.932.3822
MUSCATINE POWER & WATER	563.263.2631	
ALLIANT ENERGY (GAS)	1.800.255.4268	
CENTURY LINK (TELEPHONE)	1.800.954.1211	

**MUSCATINE COMMUNITY YMCA
1823 LOGAN STREET
MUSCATINE, IA 52761
563.263.9996**



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FIRST AID PROVIDER

IN ORDER TO RESPOND QUICKLY AND EFFICIENTLY TO A MEDICAL EMERGENCY INVOLVING A MEMBER OR PARTICIPANT, APPROPRIATE STAFF WILL ASSUME ONE OF THE FOLLOWING ROLES:

- **FIRST AID PROVIDER (FAP)**
- **ASSISTANT FIRST AID PROVIDER (AFAP)**
- **CONTROLLER**

FIRST AID PROVIDER (FAP)

FAP'S MUST HAVE CURRENT CPR/AED FOR THE PROFESSIONAL RESCUER AND FIRST AID CERTIFICATIONS, CERTIFICATE OF HEPATITIS B VACCINATION OR WAIVER FOR HEPATITIS B VACCINATION ON FILE WITH EXPOSURE CONTROL OFFICER. **FAP'S HAVE A LEGAL RESPONSIBILITY TO RESPOND WHEN ON DUTY.**

DESIGNATED FAP AT THE MUSCATINE COMMUNITY YMCA:

- **BUILDING SUPERVISORS (MONDAY-FRIDAY 3 PM-CLOSE, SATURDAYS 9 AM-CLOSE, SUNDAYS)**
- **PROGRAM DIRECTORS (MONDAY-FRIDAY 8:30 AM-3 PM)**
- **EARLY MORNING LIFEGUARDS (MONDAY-FRIDAY 5 AM-8:30 AM, SATURDAYS 5-9 AM)**
- **LIFEGUARDS (IN CASE OF POOL COMPLEX ACCIDENTS/INJURIES)**
- **KIDS' CLUB STAFF (IN CASE OF KIDS' CLUB ACCIDENTS/INJURIES)**

ONLY DESIGNATED FAP SHOULD PROVIDE CARE OF ANY KIND.

ANY EXPOSURE TO BLOOD BORNE PATHOGENS (BBP) MUST BE REPORTED TO EXPOSURE CONTROL OFFICER AND ANY USE OF ANY FIRST AID SUPPLIES SHOULD BE REPORTED TO THE SAFETY COORDINATOR.

WALKIE-TALKIE USE & CODES

AT THE BEGINNING OF EACH DAY & AT EACH SHIFT CHANGE, FAP'S SHOULD CHECK TO ENSURE THEIR WALKIE IS IN GOOD OPERATING CONDITION. REPORT ANY WALKIE THAT IS NOT WORKING PROPERLY TO THE EXECUTIVE DIRECTOR OR THE SAFETY COORDINATOR IMMEDIATELY.

CODES

TO ENSURE THAT FAP'S RESPOND APPROPRIATELY & WITH URGENCY WHEN REQUIRED THE FOLLOWING CODES HAVE BEEN ESTABLISHED AND SHOULD BE USED WHENEVER A FAP IS CALLED AND REQUESTED TO A SCENE:

CODE GREEN: USED FOR ANY NON-EMERGENCY, NON-MEDICAL SITUATION. NO CARE REQUIRED.

EXAMPLES: ASSISTANCE WITH CONDUCT, LOCKER ROOM CHECKS, FLUID CLEAN-UP, ETC...

CODE YELLOW: USED FOR MEDICAL, NON-LIFE-THREATENING SITUATIONS. VICTIMS SHOULD BE RESPONSIVE, BREATHING, HAVE A PULSE & NO SEVERE BLEEDING.

EXAMPLES: BLOODY NOSES, TRIPS, FALLS, SPRAINS, STRAINS, BANDAIDS, COLD COMPRESSES, ETC...

CODE RED: USED FOR MEDICAL, LIFE-THREATENING SITUATIONS. REQUIRES 9-1-1 CALL. VICTIM IS UNRESPONSIVE, NO BREATHING, NO PULSE, SEVERE BLEEDING.

FAP'S SHOULD RESPOND WITH URGENCY TO ANY CODE RED.

EMERGENCY RESPONSE



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CRASH KITS & AED LOCATIONS

THERE ARE SEVERAL CRASH KITS LOCATED THROUGHOUT THE BUILDING. THE STAFF THAT WORK IN AREAS WITH CRASH KITS ARE RESPONSIBLE FOR BRINGING THE KITS WITH THEM IN THE CASE OF ANY EMERGENCY/BUILDING EVACUATION.

THE CRASH KITS WITH AN AED ARE LOCATED AT:

- THE AQUATIC STAFF OFFICE (AQUATIC STAFF)
- THE WELCOME CENTER (WELCOME CENTER/BUILDING SUPERVISOR STAFF)
- THE EXERCISE AREA (EXA STAFF)

AED'S ARE POSITIONED IN THESE AREAS SO THAT CERTIFIED FAP'S CAN RETRIEVE THEM WITHIN A 90 SECOND WALK.

A CRASH KIT WITHOUT AN AED LOCATED IN:

- THE KITCHEN (FPS STAFF)

CRASH KITS SHOULD CONTAIN:

RECUSITATION MASKS (2-3)

BAG VALVE MASKS (ADULT, CHILD, INFANT SIZES)

BANDAGES (ADHESIVE, VARIOUS SIZES)

COLD COMPRESS (MINIMUM OF 3)

GLUCOSE TABS/PASTE

ROLLER GAUZE

STERILE & NON-STERILE GAUZE

ACCIDENT/INCIDENT REPORTS (W/PEN)

TRIANGULAR BANDAGES

MEDICAL TAPE (VARIOUS TYPES)

SCISSORS

TWEEZERS

BLOOD CLEAN UP KITS (RE-JUV-NAL, BIO-HAZARD BAGS)

NON-LATEX GLOVES

BLOOD/BODILY FLUID CLEAN UP PROCEDURES

- LOCATE THE BLOOD/BODILY FLUID CLEAN UP KIT NEAREST TO YOUR LOCATION OR TO THE SPILL.
- PUT ON DISPOSABLE GLOVES AND OTHER PPE.
- SOAK UP AS MUCH OF THE MATERIAL AS POSSIBLE WITH PAPER TOWELS. PLACE THE PAPER TOWELS IN A RED BIO-HAZARD BAG.
- SPRAY THE AFFECTED AREA (ONLY IF NON-POROUS FLOORING: TILE, WOOD, ETC...) WITH RE-JUV-NAL DISINFECTANT SPRAY.
- ALLOW SPRAY TO SIT ON SURFACE FOR 10 MINUTES. MARK OFF THE AFFECTED AREA WITH CONES IF NECESSARY.
- SOAK UP DISINFECTANT SPRAY WITH PAPER TOWELS OR RINSE CLEAN WITH WATER (BE SURE NOT TO SOAK CARPETS OR ALLOW WATER TO SPREAD TO OTHER AREAS.
- DISPOSE OF ALL USED PAPER TOWELS AND GLOVES IN A RED BIO-HAZARD BAG. PLACE THE BAG IN THE BIO-HAZARD BIN NEAREST YOUR LOCATION. (THE MAIN BIO-HAZARD WASTE BIN IS LOCATED OUTSIDE IN THE MAINTENANCE AREA BY THE CHILLERS)-TO ACCESS THE CHAINED IN AREA STAFF WILL NEED TO GO THROUGH MAINTENANCE 1 WHICH IS LOCATED OFF OF THE WET HALLWAY).
- WASH HANDS WITH SOAP AND WARM WATER FOR AT LEAST 15 SECONDS.
- RETURN ANY UNUSED MATERIALS TO THEIR PROPER PLACE AND NOTIFY YOUR SUPERVISOR OF ANY RESTOCKING NEEDS.



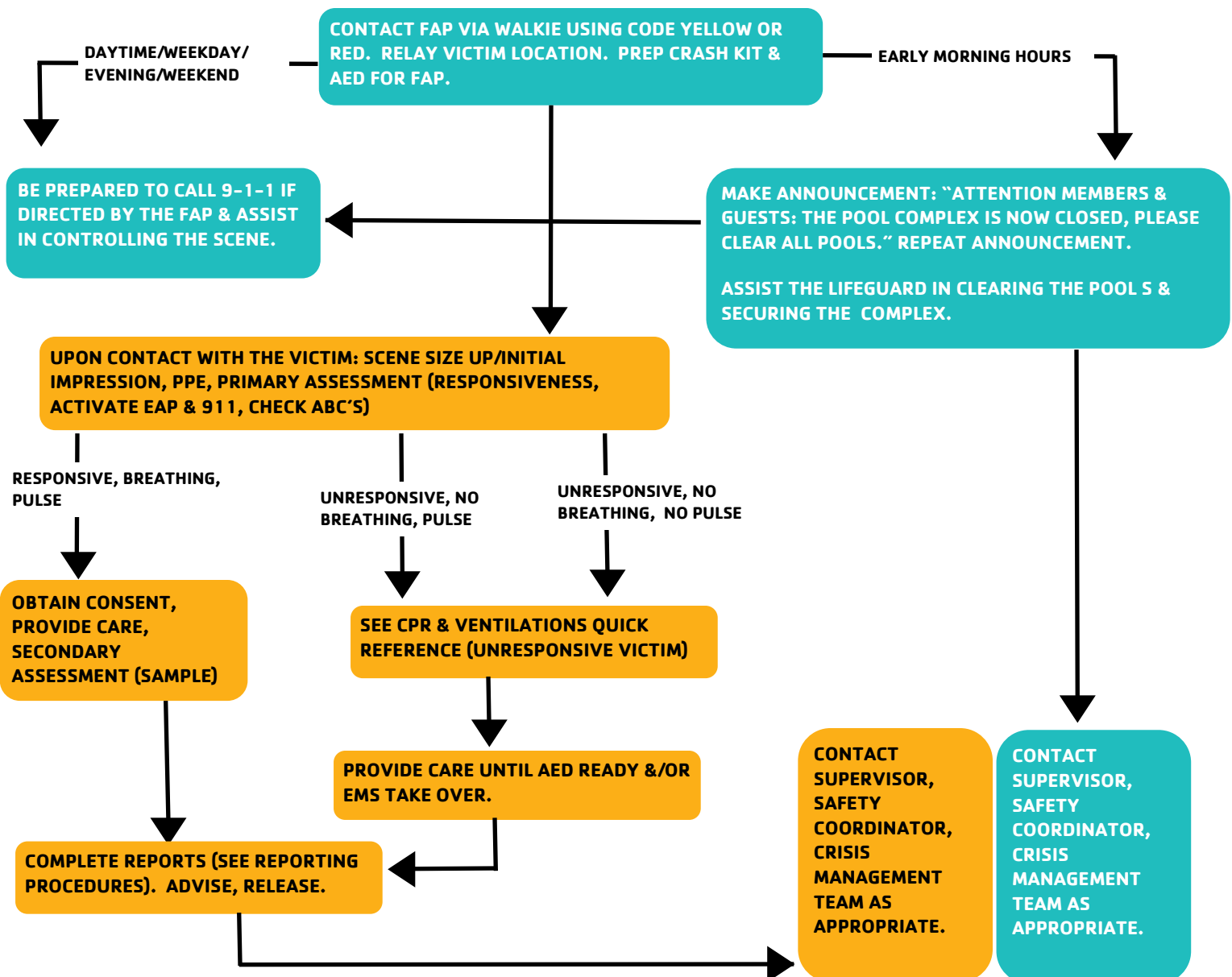
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EAP FOR ACCIDENTS/INJURIES

FIRST PERSON TO BE IN CONTACT WITH VICTIM :

- STAY WITH THE VICTIM.
- CONTACT THE WELCOME CENTER (VIA WALKIE, CALL THE FACILITY 563.263.9996, OR SEND A RUNNER).
- DIRECT WELCOME CENTER TO NOTIFY THE DESIGNATED FAP TO REPORT TO THE LOCATION OF THE VICTIM.

WELCOME CENTER ACTIONS ARE IN **GREEN BUBBLES**. FIRST AID PROVIDER ACTIONS ARE IN **YELLOW BUBBLES**.



EAP FOR ACCIDENT/INJURIES



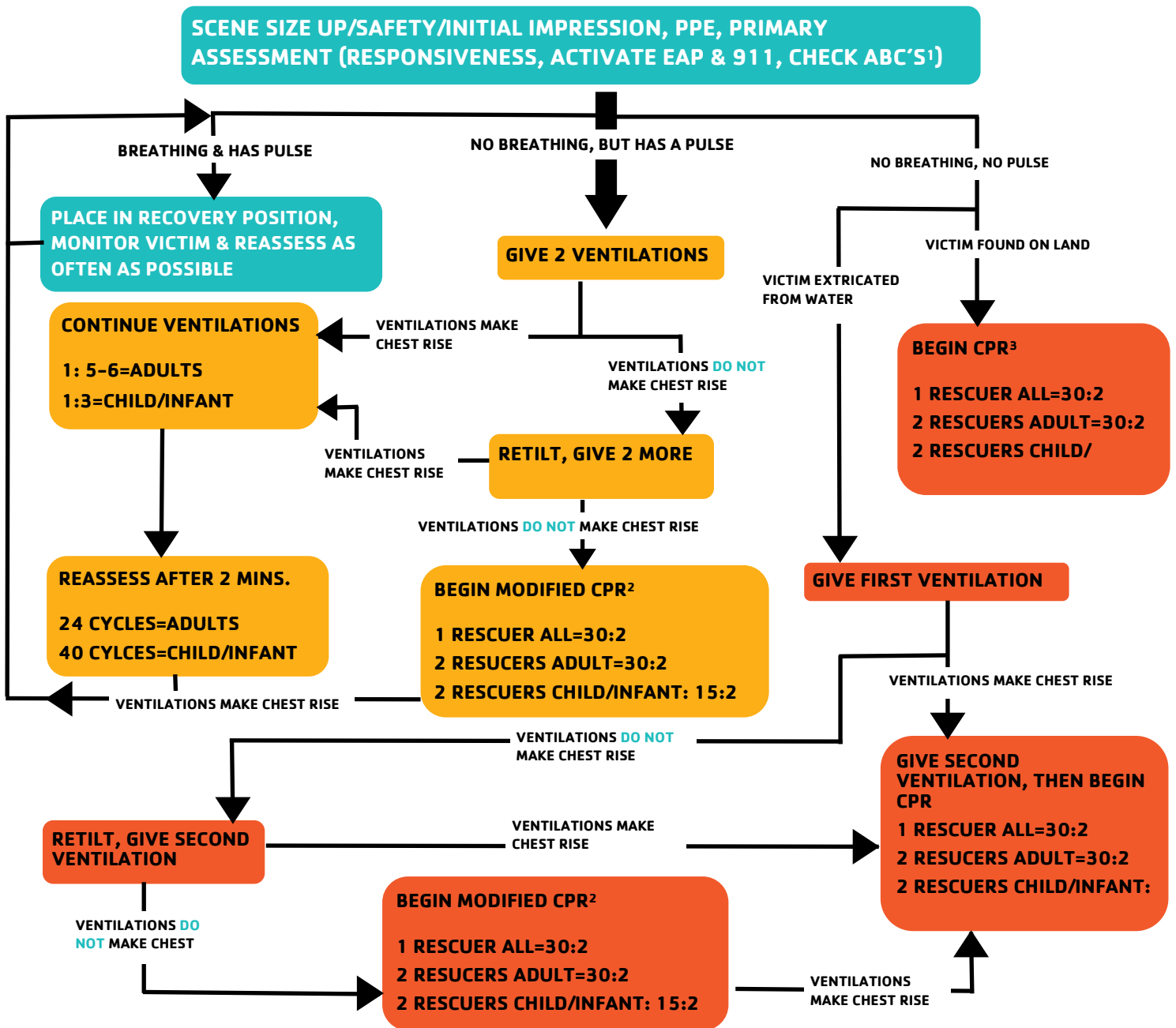
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CPR & VENTILATIONS QUICK REFERENCE UNRESPONSIVE VICTIM

¹ABC'S=AIRWAY, BREATHING, CIRCULATION

²MODIFIED CPR=CPR W/AIRWAY OBSTRUCTION

³START W/COMPRESSIONS. IF VENTILATIONS DO NOT MAKE CHEST RISE, BEGIN MODIFIED CPR





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EAP FOR POOL EMERGENCIES

ALL POOL EMERGENCIES

THE POOL EMERGENCY ALARM WILL ONLY BE ACTIVATED IN A 9-1-1 SITUATION, A VICTIM IS UNRESPONSIVE/UNCONSCIOUS, OR ASSISTANCE IS REQUIRED FOR VICTIM EXTRICATION.

FAP:

- **UPON HEARING THE POOL EMERGENCY ALARM, ENTER THE POOL COMPLEX TO ASSIST WITH RESCUE (CLEARING THE POOL IF NEEDED, PROVIDING CARE, ETC...), RETRIEVE THE AED , CRASH BAG OR ANY OTHER RESCUE EQUIPMENT REQUESTED AND ASSIST WITH FOLLOW UP CARE AS NEEDED.**
- **LIFEGUARDS MUST MAINTAIN A 25:1 SWIMMER TO GUARD RATIO SO OCCASIONALLY LIFEGUARDS MAY REQUIRE ASSISTANCE WITH CLEANING UP BLOOD OR BODILY FLUIDS, FILLING OUT REPORTS, ETC... FROM THE FAP. THEY WILL REQUEST ASSISTANCE VIA WALKIE TALKIE IF NEEDED.**

WELCOME CENTER:

- **DURING EARLY MORNING SHIFTS: UPON HEARING THE POOL EMERGENCY ALARM, CONTACT 9-1-1, NOTIFY THEM OF A POOL EMERGENCY & THAT YOU WILL RETURN A CALL WITH DETAILS AS SOON AS POSSIBLE. REPORT TO THE POOL AND ASSIST THE LIFEGUARD IF POSSIBLE.**
- **ALL OTHER SHIFTS: AWAIT DIRECTION FROM THE FAP OR GUARD BEFORE CALLING 9-1-1.**

POOL EMERGENCIES REQUIRING WATER ENTRY

SINGLE GUARD RESPONSE:

- **GUARD WILL IDENTIFY VICTIM VISUALLY.**
- **GUARD WILL MAKE APPROPRIATE RESCUE ACCORDING TO THEIR TRAINING. IF GUARD MUST ENTER THE POOL TO MAKE RESCUE, GUARD WILL USE ONE LONG WHISTLE BLAST, YELL "CLEAR THE POOL" AND ACTIVATE THE POOL EMERGENCY ALARM IF THE VICTIM IS UNRESPONSIVE/UNCONSCIOUS, NEEDS ASSISTANCE WITH EXTRICATION, OR NEEDS EMS ON THE SCENE.**
- **GUARD WILL PROVIDE FOLLOW UP CARE BASED ON THE VICTIM'S CONDITION.**

MULTIPLE GUARD RESPONSE:

GUARD ONE:

- **IDENTIFIES VICTIM**
- **GUARD WILL MAKE APPROPRIATE RESCUE ACCORDING TO THEIR TRAINING. IF GUARD MUST ENTER THE POOL TO MAKE RESCUE, GUARD WILL USE ONE LONG WHISTLE BLAST, YELL "CLEAR THE POOL" AND ACTIVATE THE POOL EMERGENCY ALARM IF THE VICTIM IS UNRESPONSIVE/UNCONSCIOUS, NEEDS ASSISTANCE WITH EXTRICATION, OR NEEDS EMS ON THE SCENE.**

GUARD TWO:

- **ACTIVATE THE POOL EMERGENCY ALARM IF NOT ALREADY ACTIVATED AND REQUIRED.**
- **CLEAR THE POOL IF VICTIM IS UNCONSCIOUS/UNRESPONSIVE AND WILL NEED THE ATTENTION OF BOTH GUARDS.**
- **OBTAIN REQUIRED RESCUE EQUIPMENT AND ASSIST WITH RESCUE AND FOLLOW UP CARE AS NEEDED.**



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KEYS TO A GOOD, COMPLETE REPORT

- **ALWAYS STICK TO THE FACTS: NEVER SPECULATE. IF YOU DIDN'T SEE IT HAPPEN, DO NOT SAY YOU DID.**
- **BE THOROUGH: ASSUME EVERY DETAIL IS IMPORTANT. EVEN LITTLE, MINOR DETAILS CAN MAKE A BIG DIFFERENCE, WRITE IT ALL DOWN.**
- **WRITE CLEARLY & SUCCINCTLY: IF PEOPLE CAN'T READ A REPORT IT'S WORTHLESS!! USE SIMPLE LANGUAGE & STICK TO FACTS.**
- **UNLESS YOU'RE A DOCTOR, DON'T DIAGNOSE INJURIES: ONLY WRITE WHAT YOU CAN SEE.**

WHEN TO FILL OUT AN ACCIDENT/INCIDENT REPORT

- **FILL OUT A REPORT ANY TIME FIRST AID OF ANY KIND IS ADMINISTERED, ESPECIALLY TO A MINOR, (NO MATTER HOW SMALL THE INJURY, WE NEED THE DETAILS IF A PARENT CALLS OR HAS CONCERNS).**
- **FILL OUT A REPORT ANY TIME SIGNIFICANT AMOUNTS OF BODILY FLUIDS ARE DISCHARGED.**
- **FILL OUT A REPORT IF SOMEONE NEEDS TO BE RESTRAINED OR PHYSICALLY REMOVED FROM THE PREMISES OR IF THEY MAKE VIOLENT THREATS.**
- **FILL OUT A REPORT IF YOU BELIEVE A CRIME HAS BEEN COMMITTED ON THE PREMISES (BIG OR SMALL...THEFT, HARASSMENT, ETC...)**
- **FILL OUT A REPORT ANY TIME DAMAGE IS DONE TO THE PROPERTY OR FACILITY (INCLUDING PROPERTY OF VISITORS, VOLUNTEERS, OR OTHERS, NOT JUST THE YMCA)**
- **FILL OUT A REPORT ANY TIME AN EMPLOYEE IS INJURED ON THE JOB**

WHEN IN DOUBT, FILL IT OUT.

IT'S BETTER FOR US TO HAVE TOO MUCH INFORMATION THAN NOT ENOUGH.

STAFF ACCIDENT/INJURY REPORTING PROCEDURE

IF YOU ARE INJURED WHILE ON DUTY/WHILE WORKING YOU MUST FOLLOW THESE PROCEDURES:

- **INFORM YOUR SUPERVISOR WITHIN 24 HOURS OF THE ACCIDENT/INJURY/INCIDENT**
- **HAVE A FAP PERFORM ANY FIRST AID REQUIRED**
- **FILL OUT BOTH AN "ACCIDENT REPORT" AND AN "EMPLOYEE ACCIDENT REPORT" AS SOON AS POSSIBLE AND TURN IT IN TO YOUR SUPERVISOR.**



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UTILITIES EMERGENCIES

POWER FAILURE

- **EMERGENCY BACK UP LIGHTING SHOULD COME ON IN THE EVENT OF A POWER FAILURE.**
- **SECURE AREA AND IF NECESSARY EVACUATE MEMBERS/GUESTS/STAFF FROM AREA.**
- **CONTACT MAINTENANCE DIRECTOR TO REPORT THE OUTAGE**
- **EXECUTIVE DIRECTOR (WEEKDAYS) OR BUILDING SUPERVISOR (WEEK NIGHTS & WEEKENDS) SHOULD CALL MPW TO REPORT THE POWER OUTAGE.**
- **LIFEGUARDS SHOULD ALSO CLEAR THE POOL COMPLEX AND MOVE TO THE DRY HALLWAY. POOL WILL REMAIN CLOSED UNTIL POWER IS RESTORED. GUARDS SHOULD TEST CHEMICAL LEVELS & ENSURE ALL PUMPS & MOTORS ARE OPERATIONAL BEFORE REOPENING POOL COMPLEX.**

WATER MAIN BREAK OR FLOODING

- **CONTAIN THE WATER IF POSSIBLE, SHUT OFF AT MAIN IN CLOSET IN WET HALLWAY. IF MAIN WATER IS SHUT OFF, FACILITY WILL NEED TO BE CLOSED (WE CAN NOT REMAIN OPEN WITHOUT ACCESS TO WATER).**
- **SECURE AREA AND IF NECESSARY EVACUATE MEMBERS/GUESTS/STAFF FROM AREA.**
- **CONTACT MAINTENANCE DIRECTOR TO REPORT THE ISSUE**
- **EXECUTIVE DIRECTOR (WEEKDAYS) OR BUILDING SUPERVISOR (WEEK NIGHTS & WEEKENDS) SHOULD CALL MPW TO REPORT THE ISSUE.**
- **IF MAIN WATER IS SHUT OFF, LIFEGUARDS SHOULD ALSO CLEAR THE POOL COMPLEX AND MOVE TO THE DRY HALLWAY. POOL WILL REMAIN CLOSED UNTIL ISSUE IS RESOLVED. GUARDS SHOULD TEST CHEMICAL LEVELS & ENSURE ALL PUMPS & MOTORS ARE OPERATIONAL BEFORE REOPENING POOL COMPLEX.**

TOXIC SUBSTANCES, GAS SPILLS, LEAKS, ETC...

- **SECURE AREA AND IF NECESSARY EVACUATE MEMBERS/GUESTS/STAFF FROM AREA/FACILITY.**
- **NOTIFY YOUR IMMEDIATE SUPERVISOR, GIVING AS MUCH DETAIL AS POSSIBLE.**
- **DO NOT ATTEMPT TO CLEAN UP THE MATERIAL UNLESS YOU ARE TRAINED TO DO SO.**
- **DESIGNATED PERSONNEL WILL CLEAN UP MATERIAL AS SOON AS POSSIBLE, MAKE ANY REPAIRS AS NEEDED, AND REPORT PROGRESS TO APPROPRIATE PROGRAM DIRECTOR (IF APPLICABLE) AND EXECUTIVE DIRECTOR.**
- **FILL OUT INCIDENT REPORT & WORK ORDER FORM.**
- **REFER TO SDS FOR CLEAN-UP AND FIRST AID PROCEDURES.**



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CIVIL DISORDER/VIOLENT EVENT

INDIVIDUALS INVOLVED IN A THREAT OF VIOLENCE

- **CALL FOR FAP OR BUILDING SUPERVISOR AND INFORM THE EXECUTIVE DIRECTOR.**
- **REMOVE THE THREATENING INDIVIDUAL AND THEIR BELONGINGS FROM THE AREA AWAY FROM OTHER MEMBERS/GUESTS. IF THEY REFUSE, EVACUATE THE OTHER MEMBERS/GUESTS FROM THE IMMEDIATE AREA. AT LEAST TWO (2) STAFF MEMBERS SHOULD BE WITH THE THREATENING INDIVIDUAL AT ALL TIMES.**
- **HAVE THE WELCOME CENTER CALL 9-1-1 TO REQUEST POLICE ASSISTANCE (FOLLOWING CONTACTING 9-1-1 PROCEDURES ON PAGE 3). IF THE THREATENING INDIVIDUAL IS A MINOR, CONTACT THEIR PARENTS OR GUARDIAN.**
- **FILL OUT ACCIDENT/INCIDENT REPORT (INCLUDING WITNESSES).**
- **LET THE POLICE OFFICER(S) HANDLE THE SITUATION.**
- **INFORM THE THREATENING INDIVIDUAL (AND THEIR PARENTS/GUARDIAN IF A MINOR) THAT THEY ARE SUSPENDED FROM ALL YMCA PROGRAMS AND FACILITY USAGE UNTIL THE AUTHORITIES HAVE FINISHED THEIR INVESTIGATION, THE INDIVIDUAL HAS MET WITH THE EXECUTIVE DIRECTOR, AND ALL AGREED UPON CONDITIONS ESTABLISHED BY THE Y AND THE AUTHORITIES HAVE BEEN MET.**
- **GIVE COPIES OF ALL REPORTS AND SURVEILLANCE FOOTAGE (IF APPLICABLE) TO POLICE.**

VIOLENT EVENTS THAT JEOPARDIZE THE SAFETY OF MEMBERS/GUESTS/STAFF.

MUSCATINE COMMUNITY YMCA STAFF WILL TAKE ANY VIOLENT EVENT OR THREAT MOST SERIOUSLY.

STAFF WILL ACT QUICKLY AND PROFESSIONALLY AS FOLLOWS:

ACTUAL VIOLENT EVENT (GUN VIOLENCE, MAJOR DAMAGE TO M.C.Y., OR LOSS OF CONTROL)

- **CALL FOR FAP/BUILDING SUPERVISOR AND NOTIFY THE EXECUTIVE DIRECTOR.**
- **HAVE THE WELCOME CENTER CALL 9-1-1.**
- **REMOVE MEMBERS/GUESTS/STAFF FROM THE AREA. GATHER WITNESSES AND TRY TO IDENTIFY THE ASSAILANT AND/OR THEIR VEHICLE. IF ADDRESSING THE ASSAILANT, TALK IN A LOW AND SLOW VOICE.**
- **LET THE POLICE HANDLE THE SITUATION.**
- **FILL OUT ACCIDENT/INCIDENT REPORTS DETAILING EVENTS AND MAKE COPIES FOR THE POLICE (ALONG WITH VIDEO SURVEILLANCE FOOTAGE, IF AVAILABLE).**
- **ALLOW MEMBERS/GUESTS/STAFF TO REENTER THE BUILDING AFTER THE POLICE INSTRUCT THAT THE AREA IS SAFE**



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ACTIVE SHOOTER

AN "ACTIVE SHOOTER" IS DEFINED AS...AN INDIVIDUAL ACTIVELY ENGAGED IN KILLING OR ATTEMPTING TO KILL PEOPLE IN A CONFINED AND POPULATED AREA; IN MOST CASES, ACTIVE SHOOTERS USE FIREARM(S) AND THERE IS NO PATTERN OR METHOD TO THEIR SELECTION OF VICTIMS.

IN ORDER TO PRESERVE LIFE, MOST IMPORTANTLY, QUICKLY DETERMINE THE MOST REASONABLE WAY TO PROTECT YOUR OWN LIFE. THESE GUIDELINES HAVE BEEN ESTABLISHED TO GUIDE OUR RESPONSE TO THIS EVENT TO MAXIMIZE SURVIVABILITY.

**AS SOON AS POSSIBLE AND WHEN IT IS SAFE TO DO SO, NOTIFY 9-1-1.
THE PHONE CALL TO 9-1-1 SHOULD PROVIDE THE FOLLOWING INFORMATION:**

- **DESCRIPTION OF THE SUSPECT & POSSIBLE LOCATION**
- **NUMBER & TYPE OF WEAPONS**
- **SUSPECT'S DIRECTION OF TRAVEL**
- **LOCATION & CONDITION OF ANY VICTIMS**

LAW ENFORCEMENT'S GOAL IS TO LOCATE, ISOLATE & NEUTRALIZE THE SHOOTER AS QUICKLY AS POSSIBLE. THAT IS THEIR FIRST PRIORITY-NOT VICTIMS OR SURVIVORS-DO NOT INTERFERE IN THEIR PROCESS.

AS SOON AS IT IS POSSIBLE TO DO SO WITHOUT JEOPARDIZING YOUR PERSONAL SAFETY OR THE SAFETY OF OTHERS, STAFF (TYPICALLY MEMBER SERVICES, WELCOME CENTER, FAP OR ANYONE THAT CAN DO SO SAFELY) SHOULD MAKE AN ANNOUNCEMENT VIA THE P.A. SYSTEM TO EVACUATE THE FACILITY.

RESPONSE

RUN: IF THERE IS AN ACCESSIBLE ESCAPE PATH, ATTEMPT TO EVACUATE THE FACILITY

IF YOU EVACUATE: ALL STAFF & THOSE IN THEIR CARE WILL MEET ON THE SIDEWALK OFF THE CEDAR STREET PARKING LOT, DOWN THE ONE WAY DRIVE, NEAR THE TRAIL.

BE SURE TO:

- **HAVE AN ESCAPE ROUTE & PLAN IN MIND**
- **EVACUATE REGARDLESS OF WHETHER OTHERS AGREE TO FOLLOW**
- **LEAVE YOUR BELONGINGS BEHIND**
- **HELP OTHERS ESCAPE, IF POSSIBLE**
- **PREVENT INDIVIDUALS FROM ENTERING AN AREA WHERE THE ACTIVE SHOOTER MAY BE**
- **KEEP YOUR HANDS VISIBLE**
- **FOLLOW THE INSTRUCTIONS OF ANY POLICE OFFICERS**
- **DO NOT ATTEMPT TO MOVE WOUNDED PEOPLE**
- **CALL 9-1-1 WHEN YOU ARE SAFE**



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ACTIVE SHOOTER

HIDE: IF EVACUATION IS NOT POSSIBLE, FIND A PLACE TO HIDE WHERE THE ACTIVE SHOOTER IS LESS LIKELY TO SEARCH

- **FIND A ROOM OR CLOSET WITH NO WINDOWS. CLOSE & LOCK THE DOOR & ATTEMPT TO BARRICADE THE DOOR.**

YOUR HIDING PLACE SHOULD:

- **BE OUT OF THE SHOOTER'S VIEW**
- **PROVIDE PROTECTION IF SHOTS ARE FIRED IN YOUR DIRECTION (I.E. A ROOM WITHOUT WINDOWS, LOW TO THE FLOOR, REMAIN QUIET & STILL)**
- **NOT TRAP OR RESTRICT YOUR OPTIONS FOR MOVEMENT**

TO PREVENT AN ACTIVE SHOOTER FROM ENTERING YOUR HIDING PLACE:

- **LOCK THE DOOR**
- **BLOCK THE DOOR WITH HEAVY FURNITURE**

IF THE ACTIVE SHOOTER IS NEARBY:

- **SILENCE YOUR CELL PHONE (INCLUDING VIBRATE MODE)**
- **HIDE BEHIND LARGE ITEMS (CABINETS, DESKS, ETC...)**
- **REMAIN QUIET**

IF EVACUATION AND HIDING OUT ARE NOT POSSIBLE:

- **REMAIN CALM**
- **DIAL 9-1-1, IF POSSIBLE, TO ALERT POLICE TO THE SHOOTER'S LOCATION**
- **IF YOU CANNOT SPEAK, LEAVE THE LINE OPEN & ALLOW DISPATCHER TO LISTEN**

FIGHT: 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:

- **ACTING AS AGGRESSIVELY AS POSSIBLE AGAINST HIM/HER**
- **THROWING ITEMS AND IMPROVISING WEAPONS**
- **YELLING**
- **COMMITTING TO YOUR ACTIONS**

IF POSSIBLE, AN "ALL CLEAR" WILL BE ANNOUNCED VIA THE P.A. SYSTEM WHEN THE SITUATION HAS BEEN ADDRESSED AND THE SCENE HAS BEEN DECLARED SAFE BY LAW ENFORCEMENT.



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BOMB THREAT/SUSPICIOUS PACKAGE

ALL BOMB THREATS SHOULD BE TREATED AS THOUGH THEY ARE REAL. REPORT ANY SUSPICIOUS PACKAGES, ACTION OR CONDITIONS AT ALL TIMES!

IF THE SOURCE OF THE THREAT COMES IN VIA A PHONE CALL:

- **ENCOURAGE THE CALLER TO GIVE AS MANY DETAILS OF THE BOMB AND ITS LOCATION AS POSSIBLE.**
- **WRITE DOWN EVERYTHING THE CALLER SAYS.**
- **TRY TO PAY ATTENTION TO BACKGROUND NOISES (LAUGHTER, MUSIC, VIDEO GAMES, DOES IT SOUND LIKE A CALL FROM A CELL PHONE OR IN A CAR, ANIMALS [DOGS BARKING], CHILDREN TALKING/CRYING).**
 - **ASK THE CALLER WHEN OR WHAT TIME THE BOMB IS GOING TO EXPLODE.**
 - **WHERE IS THE BOMB RIGHT NOW?**
 - **WHAT DOES THE BOMB LOOK LIKE?**
 - **WHY HAS THE BOMB BEEN PLACED AT THE Y?**
- **NOTIFY THE EXECUTIVE DIRECTOR IMMEDIATELY (INTERCOM 114 OR AT HOME).**
- **THE EXECUTIVE DIRECTOR WILL CALL 9-1-1 AND DIRECT A BUILDING EVACUATION.**

IF THE BOMB IS SCHEDULED TO GO OFF IMMEDIATELY:

- **THE EXECUTIVE DIRECTOR(OR FAP) WILL ACTIVATE THE FIRE ALARM FOR IMMEDIATE EVACUATION.**
- **UPON REACHING THE DESIGNATED MEETING SITE, PARTICIPANTS WILL BE DIRECTED TO PEARL VALLEY REHAB AND HEALTH CARE CENTER IF THE WEATHER IS INCLEMENT.**

IF THE BOMB IS NOT SCHEDULED TO GO OFF IMMEDIATELY:

- **ALL AREAS OF THE FACILITY WILL BE CLOSED AND ADULT PARTICIPANTS WILL BE ASKED TO COLLECT THEIR CHILDREN AND BELONGINGS AND LEAVE THE FACILITY WITH THE EXPLANATION THAT WE'VE RECEIVED A BOMB THREAT.**
- **LICENSED CHILD CARE PROGRAMS WILL FOLLOW THEIR EVACUATION PLAN.**
- **ALL CHILDREN NOT IN A LICENSED CHILD CARE PROGRAM WILL PROCEED WITH YMCA STAFF TO [PEARL VALLEY REHAB AND HEALTH CARE CENTER](#) BUILDING TO WAIT TO BE PICKED UP.**
- **CHILDREN IN CLASSES WILL EVACUATE WITH THEIR INSTRUCTOR. INSTRUCTORS SHOULD BRING THEIR CLASS ROSTERS WITH THEM TO PEARL VALLEY REHAB AND HEALTH CARE CENTER.**
- **CHILDREN NOT IN A STRUCTURED CLASS WILL BE GATHERED BY THE CHARACTER DEVELOPMENT STAFF AND OTHER PROGRAM DIRECTORS AND ESCORTED TO [PEARL VALLEY REHAB AND HEALTH CARE CENTER](#) WHERE THEY WILL CALL PARENTS TO PICK THEM UP.**
- **THE BUILDING SUPERVISORS, FAP'S AND MAINTENANCE STAFF WILL LOCK ALL ENTRANCE DOORS AND WALK THROUGH THE BUILDING TO ENSURE THAT IT IS CLEARED. THEY WILL ASSIST AS DIRECTED BY THE FIRE DEPARTMENT.**



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NATURAL DISASTERS-SEVERE WEATHER/TORNADO

OUTDOOR WARNING SIRENS: TESTING AND ACTIVATION

THE OUTDOOR WARNING SIRENS SHOULD BE SOUNDED FOR 3-5 MINUTES AND WILL BE RESOUNDED FOR THE DURATION OF THE THREAT (ABOUT EVERY 10-15 MINUTES). THERE IS NO "ALL-CLEAR" SIGNAL FROM THE OUTDOOR WARNING SIRENS.

THE OUTDOOR WARNING SIRENS WILL SOUND FOR THE FOLLOWING CIRCUMSTANCES:

TESTING

THE FIRST MONDAY OF EACH MONTH AT 11:00 AM, THE WARNING SIRENS WILL BE TESTED. IF A SEVERE WEATHER WATCH OR WARNING IS IN EFFECT FOR THE MUSCATINE AREA PRIOR TO THIS DATE AND TIME, THE SIRENS SHOULD NOT BE TESTED THAT DAY.

SEVERE WEATHER

IF THERE IS A TORNADO WARNING (ISSUED BY THE NATIONAL WEATHER SERVICE) AND/OR A TORNADO/FUNNEL CLOUD REPORTED BY A TRAINED SPOTTER.

IF THERE IS A SEVERE THUNDERSTORM WARNING (ISSUED BY THE NATIONAL WEATHER SERVICE) OR REPORTS RECEIVED FROM A TRAINED SPOTTER THAT INCLUDES WIND OF 70 MPH OR GREATER AND/OR GOLF BALL SIZED HAIL OR LARGER.

LOCAL LIFE-THREATENING EVENTS

NON-WEATHER EMERGENCIES (HAZMAT INCIDENTS, TERRORISM, NUCLEAR EMERGENCY, ETC...) THAT POSE A THREAT TO THOSE OUTDOORS AND REQUIRE ACTION TO PROTECT LIFE, SHOULD BE ALERTED VIA THE OUTDOOR WARNING SIRENS. LOCAL OFFICIALS WILL DETERMINE IF THIS IS APPROPRIATE BASED ON THE EMERGENCY.

**TORNADO/THUNDERSTORM WATCH:
CONDITIONS ARE RIGHT FOR THE
DEVELOPMENT OF TORNADOES IN/AROUND
THE WATCH AREA.**

**TORNADO/TORNADO WARNING: TORNADO
HAS BEEN SPOTTED OR INDICATED BY
RADAR**

**THE SIRENS ARE DIFFICULT TO
HEAR IN MANY AREAS IN THE
BUILDING. THOSE THAT CAN
HEAR THE SIRENS SHOULD ALERT
MEMBER SERVICES/WELCOME
CENTER WHEN THE SIRENS ARE
SOUNDING.**



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NATURAL DISASTERS–SEVERE WEATHER/TORNADO

ALL STAFF WILL BE DIRECTED TO MOVE ALL MEMBERS/PARTICIPANTS TO THE SHELTER AREA (DRY HALLWAY OR ONE OF THE BACK THREE LOCKER ROOMS). THESE ARE THE SAFEST AREAS IN THE BUILDING.

**MEMBER SERVICES STAFF (IF CLOSED, WELCOME CENTER STAFF)
WILL MAKE THE FOLLOWING ANNOUNCEMENT SEVERAL TIMES:**

“ATTENTION MEMBERS AND GUESTS: WE HAVE RECEIVED NOTICE OF A TORNADO WARNING/SEVERE WEATHER. PLEASE REMAIN CALM AND PROCEED TO THE HALLWAY IN FRONT OF THE LOCKER ROOMS WITH A STAFF MEMBER.”

AQUATICS STAFF

- **CLEAR EVERYONE FROM THE POOL COMPLEX AND DIRECT THEM TO ONE OF THE THREE LOCKER ROOMS OR INTO THE HALLWAY IN FRONT OF THE LOCKER ROOMS (AKA: THE DRY HALLWAY).**
- **TAKE THE FLASHLIGHT, TOWELS, POOL KEYS AND CRASH KIT & AED.**
- **LOCK ALL POOL DOORS AS THEY LEAVE THE POOL COMPLEX.**

ALL OTHER STAFF

- **DIRECT EVERYONE IN THE GYMS, RACQUETBALL COURTS, CYCLING ROOM, EXERCISE AREA, OUTDOOR FITNESS AREA, ADMINISTRATION, HOWE CONFERENCE ROOM, TEEN CENTER, KIDS’ ADVENTURE CENTER, OFFICES, PARLOR, Y PLAY, KIDS’ CLUB ROOM, AND MEETING ROOM TO THE DRY HALLWAY.**
- **INSTRUCTORS/Y PLAY STAFF/KIDS’ CLUB STAFF SHOULD CEASE ALL OUTDOOR ACTIVITIES IMMEDIATELY AND BRING ROSTERS, SIGN-IN/SIGN-OUT SHEETS WITH THEM TO THE DRY HALLWAY.**

DURING THE TORNADO/SEVERE WEATHER EVENT:

- **STAFF SHOULD BE POSITIONED AT BOTH ENDS OF THE DRY HALLWAY TO KEEP EVERYONE IN THE SHELTER AREA. NO ONE SHOULD GO BEYOND THE HALLWAY TOWARDS THE EXERCISE AREA OR PAST THE DRINKING FOUNTAIN/PILLAR TOWARDS THE LOBBY.**
- **BOYS & MEN SHOULD BE DIRECTED TO USE THE MEN’S ONLY LOCKER ROOM DURING THIS TIME. NO ONE SHOULD BE USING THE FAMILY LOCKER ROOMS.**
- **STAFF WILL DO THEIR BEST TO KEEP ADULTS AND CHILDREN IN THESE SAFE AREAS UNTIL THE DANGER HAS PASSED. NO ONE SHOULD BE ALLOWED OUT OF THE DRY HALLWAY OR LOCKER ROOMS INTO OTHER AREAS OF THE BUILDING UNLESS THEY ARE LEAVING THE FACILITY (THIS INCLUDES STAFF).**
- **DESIGNATED STAFF ONLY MAY BE ALLOWED INTO SPECIFIED OFFICE AREAS IN ORDER TO MONITOR WEATHER RADARS. THESE STAFF ARE DESIGNATED BY SAFETY COORDINATOR/EXECUTIVE DIRECTOR.**

IF ADULT MEMBERS/GUESTS DO NOT WISH TO REMAIN IN THE FACILITY DURING A TORNADO/SEVERE WEATHER:

- **CLEARLY STATE THAT THE WEATHER IS DANGEROUS AND RECOMMEND THAT THEY REMAIN INSIDE UNTIL THE DANGER HAS PASSED.**
- **IF THEY STILL WISH TO LEAVE, WE CANNOT FORCE THEM TO STAY. ESCORT THEM TO THE WELCOME CENTER.**
- **MINORS (PERSONS UNDER THE AGE OF 18 YEARS), WILL NOT BE ALLOWED TO LEAVE THE FACILITY UNTIL THE WARNING HAS EXPIRED OR A PARENT/GUARDIAN OVER THE AGE OF 18 YEARS RETRIEVES THEM IN PERSON.**
- **STAFF MEMBERS WILL MONITOR LOCAL MEDIA FOR ADDITIONAL INFORMATION REGARDING THE EVENT AND WILL DETERMINE WHEN IT IS SAFE TO RELEASE MEMBERS/PARTICIPANTS FROM THE SAFETY OF THE HALLWAY AND LOCKER ROOMS.**



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NATURAL DISASTERS–WEATHER EXTREMES

EXTREME HEAT

SMALL CHILDREN, ELDERLY AND INDIVIDUALS WITH SPECIAL NEEDS ARE MORE SUSCEPTIBLE TO WEATHER EXTREMES. PROTECT OUR MEMBERS & PARTICIPANTS DURING EXTREME HEAT BY:

- **REDUCING ACTIVITY LEVELS IN THE HOTTEST PART OF THE AFTERNOON.**
- **STAY IN THE COOLEST PLACE AVAILABLE (AIR-CONDITIONED SPACES ARE BEST).**
- **EAT LIGHT FOODS**
- **DRINK LOTS OF WATER AND OTHER FLUIDS, EVEN IF PEOPLE SAY THEY AREN'T THIRSTY.**
- **HOLD CLASSES, PLAY, ETC...EARLER OR LATER IN THE DAY. STAY INDOORS BETWEEN NOON-4 PM IF POSSIBLE.**
- **STAY OUT OF THE SUN AS MUCH AS POSSIBLE. WHEN OUTSIDE, PROVIDE SHADED AREAS (UMBRELLAS, TREES, ETC...)**

WINTER WEATHER

WINTER WEATHER CAN BRING STRONG WINDS, BLIZZARD CONDITIONS WITH BLINDING SNOW, SEVERE DRIFTING AND DANGEROUS WIND CHILLS. PROTECT OUR MEMBERS & PARTICIPANTS DURING WINTER WEATHER CONDITIONS BY:

- **STAYING UP-TO-DATE ON THE CURRENT WEATHER CONDITIONS AND FORECASTS, BY LISTENING TO RADIO, WATCHING TV & EMERGENCY CHANNELS.**
- **BE KNOWLEDGEABLE OF THE WIND CHILL REPORTS TO DETERMINE IF OUTDOOR ACTIVITIES ARE ACCEPTABLE AND FOR HOW LONG.**
- **DRESS CHILDREN WARMLY WHEN PARTICIPATING IN OUTDOOR ACTIVITIES INCLUDING: SEVERAL LAYERS OF CLOTHES, BOOTS, GLOVES/MITTENS, AND HATS.**
- **LIMIT THE AMOUNT OF TIME SPENT OUTSIDE. BRING PARTICIPANTS IN REGULARLY.**
- **MAKE ARRANGEMENTS FOR EARLY PICK UP BY CONTACTING PARENTS/GUARDIANS OR OTHER CARETAKERS WHEN WINTER WEATHER IS SEVERE (BLIZZARDS, DRIFTING, ETC...)**



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EARTHQUAKE

IF YOU ARE INSIDE A BUILDING:

- **DROP DOWN ONTO YOUR HANDS AND KNEES SO THE EARTHQUAKE DOESN'T KNOCK YOU DOWN. DROP TO THE GROUND (BEFORE THE EARTHQUAKE DROPS YOU!)**
- **COVER YOUR HEAD AND NECK WITH YOUR ARMS TO PROTECT YOURSELF FROM FALLING DEBRIS.**
- **IF YOU ARE IN DANGER FROM FALLING OBJECTS, AND YOU CAN MOVE SAFELY, CRAWL FOR ADDITIONAL COVER UNDER A STURDY DESK OR TABLE.**
- **IF NO STURDY SHELTER IS NEARBY, CRAWL AWAY FROM WINDOWS, NEXT TO AN INTERIOR WALL. STAY AWAY FROM GLASS, WINDOWS, OUTSIDE DOORS AND WALLS, AND ANYTHING THAT COULD FALL, SUCH AS LIGHT FIXTURES OR FURNITURE.**
- **HOLD ON TO ANY STURDY COVERING SO YOU CAN MOVE WITH IT UNTIL THE SHAKING STOPS.**
- **STAY WHERE YOU ARE UNTIL THE SHAKING STOPS. DO NOT RUN OUTSIDE. DO NOT GET IN A DOORWAY AS THIS DOES NOT PROVIDE PROTECTION FROM FALLING OR FLYING OBJECTS, AND YOU MAY NOT BE ABLE TO REMAIN STANDING.**

IF GETTING SAFELY TO THE FLOOR TO TAKE COVER WON'T BE POSSIBLE:

- **IF GETTING SAFELY TO THE FLOOR WILL BE DIFFICULT, ACTIONS BEFORE AN EARTHQUAKE TO SECURE OR REMOVE ITEMS THAT CAN FALL OR BECOME PROJECTILES SHOULD BE A PRIORITY TO CREATE SPACES.**
- **IDENTIFY AND STAY AWAY FROM WINDOWS AND OBJECTS THAT COULD FALL ON YOU. THE EARTHQUAKE COUNTRY ALLIANCE ADVISES GETTING AS LOW AS POSSIBLE TO THE FLOOR. PEOPLE WHO USE WHEELCHAIRS OR OTHER MOBILITY DEVICES SHOULD LOCK THEIR WHEELS, BEND OVER, AND REMAIN SEATED UNTIL THE SHAKING STOPS. PROTECT YOUR HEAD AND NECK WITH YOUR ARMS, A PILLOW, A BOOK, OR WHATEVER IS AVAILABLE.**

IF YOU ARE OUTSIDE WHEN YOU FEEL THE SHAKING:

IF YOU ARE OUTDOORS WHEN THE SHAKING STARTS, MOVE AWAY FROM BUILDINGS, STREETLIGHTS, AND UTILITY WIRES. ONCE IN THE OPEN, "DROP, COVER, AND HOLD ON." STAY THERE UNTIL THE SHAKING STOPS.



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EAP FOR BUILDING EVACUATION

IN THE EVENT THAT BUILDING EVACUATION IS REQUIRED, ALL STAFF WILL WORK TOGETHER TO ENSURE THE SAFETY OF MEMBERS, GUEST & STAFF.

EVACUATION MAY BE REQUIRED FOR THE FOLLOWING SCENARIOS: FIRE, POWER OUTAGE, BOMB THREAT/TERRORISM, ACTIVE SHOOTER, CHEMICAL SPILLS/GAS LEAKS, OTHER LIFE-THREATENING EMERGENCIES.

TO EFFECTIVELY, QUICKLY AND SAFELY EVACUATE THE FACILITY STAFF WILL FOLLOW THESE GENERAL EAP:

- 1. GATHER ALL REQUIRED ITEMS (KEYS, CRASH KITS, ETC...) & COMPLETE ALL TASKS OUTLINE IN "STEP 1" FOR YOUR SPECIFIC DEPARTMENT.**
- 2. CLEAR YOUR ASSIGNED AREAS/ZONES FOLLOWING THE DESIGNATED ROUTE OUTLINED IN "STEP 2" FOR YOUR SPECIFIC DEPARTMENT.**
- 3. EXIT THE FACILITY USING THE LISTED EXITS AND PROCEED TO THE DESIGNATED MEETING LOCATION. DO NOT RETURN TO THE FACILITY UNTIL CLEARED BY EMERGENCY PERSONNEL.**

ALL STAFF AND PARTICIPANTS IN THEIR CARE WILL MEET ON THE SIDEWALK OFF OF THE CEDAR STREET PARKING LOT. (DOWN THE ONE-WAY DRIVE, NEAR THE TRAIL)

REFER TO THE TABLE & MAP FOR YOUR DESIGNATED RESPONSIBILITIES, ZONES & AREAS TO CLEAR OF MEMBERS/GUESTS/STAFF, AND ROUTES TO EXIT THE FACILITY BASED ON THOSE RESPONSIBILITIES AS WELL AS ALTERNATE ROUTES SHOULD YOUR PRIMARY ROUTE BE BLOCKED.

***IN INCLEMENT WEATHER AQUATICS STAFF WILL ESCORT MEMBERS/GUESTS TO PEARL VALLEY REHAB AND CARE CENTER FOR SHELTER.**



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EAP FOR FIRE

ALL STAFF AND PARTICIPANTS IN THEIR CARE WILL MEET ON THE SIDEWALK OFF OF THE CEDAR STREET PARKING LOT. (DOWN THE ONE-WAY DRIVE, NEAR THE TRAIL)

THE BUILDING IS EQUIPPED WITH AN AUTOMATIC ALARM AND SPRINKLER SYSTEM. THE ALARM WILL SOUND IN THE BUILDING AS WELL AS ALERT THE SECURITY COMPANY WHO WILL THEN ALERT THE PUBLIC SAFETY BUILDING THAT A FIRE IS IN PROGRESS. THE FIRE ALARM SYSTEM CAN BE ACTIVATED BOTH MANUALLY, BY PULLING ON THE ALARM BOXES, OR AUTOMATICALLY AS A RESULT OF HEAT. THE SPRINKLER SYSTEM IS HEAT ACTIVATED AND WILL TURN ON IN AREAS WHERE THE TEMPERATURE GOES ABOVE THE SET POINT. THERE ARE ALSO SEVERAL FIRE EXTINGUISHERS LOCATED THROUGHOUT THE BUILDING.

IN THE EVENT OF AN EMERGENCY IN THE EVENING OR ON A WEEKEND WHEN STAFF IS LIMITED, STAFF SHOULD NOT HESITATE TO ASK MEMBERS/GUESTS TO ASSIST WITH ESCORTING EVERYONE OUT OF THE BUILDING OR CHECKING SPECIFIC AREAS.

- IF SMOKE OR FIRE IS OBSERVED, ACTIVATE THE FIRE ALARM SYSTEM AND CALL 9-1-1.
- EVACUATE THE BUILDING ACCORDING TO THE EVACUATION PROCEDURES.
- TAKE EVERYONE IN YOUR CARE TO THE DESIGNATED MEETING LOCATION. KEEP PEOPLE OUT OF THE DRIVEWAY, IN THE EVENT EMERGENCY PERSONNEL USE THAT ROUTE TO ARRIVE AT THE FACILITY.
- ONLY TRAINED STAFF SHOULD USE FIRE EXTINGUISHERS AND ONLY IF THE FIRE IS SMALL. ALWAYS USE FIRE EXTINGUISHERS IN PAIRS.
- DO NOT RETURN TO THE FACILITY UNTIL AUTHORIZED BY THE FIRE DEPARTMENT OR OTHER EMERGENCY PERSONNEL.
- NEVER RESET THE ALARM PANEL-THIS WILL BE DONE BY THE FIRE DEPARTMENT OR OTHER EMERGENCY PERSONNEL AFTER THEY HAVE OBTAINED VITAL INFORMATION.

EAP FOR BEFORE OR AFTER NORMAL BUSINESS HOURS FIRE

IN THE EVENT OF A FIRE ALARM BEFORE OR AFTER BUSINESS HOURS ALL STAFF SHOULD EXIT THE FACILITY USING THE CLOSEST EMERGENCY EXIT DOOR AND PROCEED TO THE DESIGNATED MEETING AREA.

IF PRESENT

- MAINTENANCE/CUSTODIAL STAFF SUPERVISOR WILL ENSURE THAT ALL STAFF HAVE EXITED THE BUILDING ONCE THEY HAVE ARRIVED AT THE MEETING PLACE.
- LIFEGUARD AND WELCOME CENTER STAFF WILL ENSURE THAT ALL MEMBERS AND GUESTS HAVE EXITED THE FACILITY BEFORE EXITING AND PROCEEDING TO THE DESIGNATED MEETING PLACE.



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EAP FOR BUILDING EVACUATION: WEEKDAY/DAYTIME

STAFF/DEPARTMENT	STEP 1: THINGS TO TAKE & DO	MAP ZONE	STEP 2: AREAS TO CLEAR	PRIMARY EXIT	SECONDARY EXIT
AQUATICS* MAINTENANCE STAFF	<ul style="list-style-type: none"> CLEAR POOLS ESCORT SWIMMERS THROUGH EMERGENCY EXIT (DO NOT USE PATIO EXITS) TAKE CRASH KIT & AED, TOWELS, & KEYS LOCK ALL POOL DOORS 	PURPLE	<ul style="list-style-type: none"> POOL COMPLEX WOMEN & GIRLS AND MEN & BOYS DAILY USE LOCKER ROOMS (CHANGING & TOILET STALLS). MAINTENANCE 1 BOCCE COURT (VISUAL) FAMILY LOCKER ROOMS 1 & 2 	WET HALLWAY EMERGENCY EXIT	MAIN ENTRANCE
WELCOME CENTER MEMBER SERVICES	<ul style="list-style-type: none"> CALL 9-1-1. INFORM THEM WE ARE EVACUATING THE FACILITY NOTIFY MAINTENANCE & FAP VIA WALKIE TALKIE OF EMERGENCY TAKE CRASH KIT, AED & BUILDING KEYS 	RED	<ul style="list-style-type: none"> HELP ESCORT STAFF, MEMBERS & PARTICIPANTS THROUGH MAIN ENTRANCE/EXIT ASSIST WITH CLEARING RED ZONE 	MAIN ENTRANCE	KIDS' CLUB EXIT
FPS STAFF BBBS	<ul style="list-style-type: none"> TAKE KITCHEN CRASH KIT 	YELLOW	<ul style="list-style-type: none"> YPLAY & PLAYGROUND FPS OFFICE PARLOR & OFFICE C.D. OFFICE MEETING ROOM KIDS' CLUB KITCHEN GYM 2 & CLOSET 	CHILD CARE EMERGENCY EXIT (BETWEEN KIDS' CLUB & Y PLAY)	EXERCISE STUDIO 1 EMERGENCY EXIT Y PLAY EMERGENCY EXIT
MEMBER SERVICES EXECUTIVE DIRECTOR ADMINISTRATION	<p>MEMBER SERVICES/EXECUTIVE DIRECTOR:</p> <p>MAKE BUILDING EVACUATION ANNOUNCEMENT: "ATTENTION MEMBERS & GUESTS: WE ARE EVACUATING THE FACILITY. PLEASE REMAIN CALM & PROCEED TO THE NEAREST EXIT WITH A YMCA STAFF MEMBER"</p>	RED	<ul style="list-style-type: none"> ADMINISTRATION SPECIAL OLYMPICS & BBBS OFFICES HOWE CONFERENCE ROOM PUBLIC RESTROOMS KIDS' ADVENTURE CENTER LAUNDRY 	MAIN ENTRANCE	WET HALLWAY EMERGENCY EXIT
EXA & HPS STAFF MAINTENANCE	<ul style="list-style-type: none"> TAKE CRASH KIT & AED BUILDING KEYS/AREA KEYS 	BLUE	<ul style="list-style-type: none"> EXERCISE AREA, OFA & HPS OFFICES RACQUETBALL COURTS (1-5) INDOOR CYCLING ROOM MAINTENANCE 2 GYM 3 & TRACK EXERCISE STUDIO 2 EXERCISE STUDIO 1 	EXERCISE STUDIO 1 EMERGENCY EXIT	GYM 3 EMERGENCY EXIT EXA EMERGENCY EXIT
CHARACTER DEVELOPMENT SPECIAL OLYMPICS	<ul style="list-style-type: none"> BUILDING KEYS/AREA KEYS 	GREEN	<ul style="list-style-type: none"> TEEN CENTER GYM 1 & GYM 1 CLOSET WOMEN'S ONLY LOCKER ROOM (SAUNA & STEAM ROOM) MEN'S ONLY LOCKER ROOM (SAUNA & STEAM ROOMS) 	WET HALLWAY EMERGENCY EXIT	EXA EMERGENCY EXIT MAIN ENTRANCE
KIDS' CLUB STAFF Y PLAY STAFF INSTRUCTORS (TEACHING CLASSES) 22	<ul style="list-style-type: none"> CLASS ROSTERS SIGN IN/SIGN OUT SHEETS/BOOKS TAKE A HEAD COUNT/ATTENDANCE TO ENSURE ALL CHILDREN ARE PRESENT ONCE YOU ARRIVE AT MEETING LOCATION 		CLOSEST EMERGENCY EXIT TO YOUR LOCATION		



CRASH KIT LOCATION



AED LOCATION



EMERGENCY EXIT



FIRE EXTINGUISHER LOCATION



SEVERE WEATHER SHELTER AREA

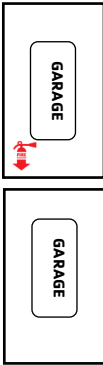
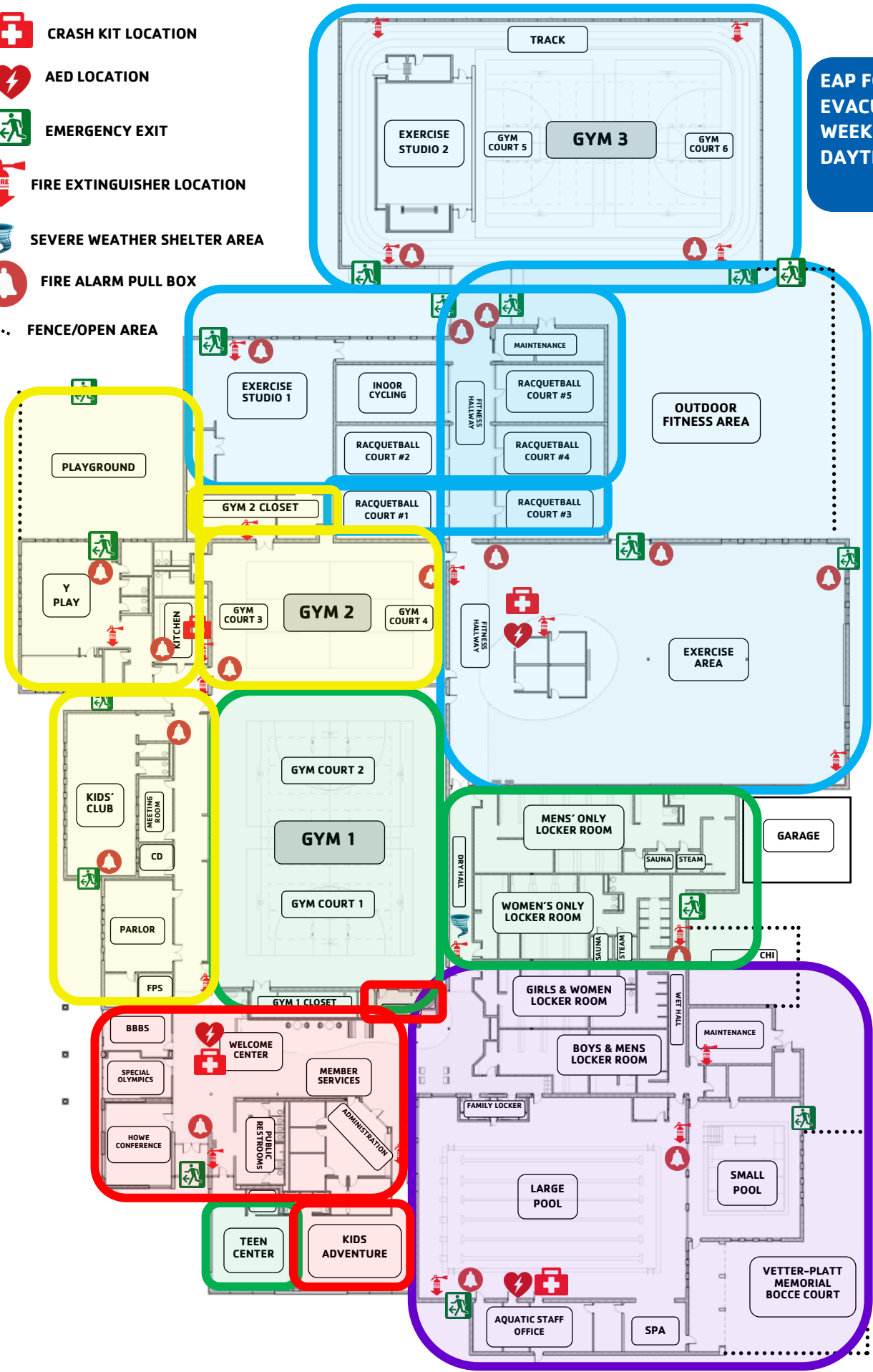


FIRE ALARM PULL BOX



FENCE/OPEN AREA

EAP FOR BUILDING
EVACUATION-
WEEKDAY/
DAYTIME





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EAP FOR BUILDING EVACUATION

EAP FOR BUILDING EVACUATION-WEEKEND/EVENING

ALL STAFF AND PARTICIPANTS IN THEIR CARE WILL MEET ON THE SIDEWALK OFF OF THE CEDAR STREET PARKING LOT. (DOWN THE ONE-WAY DRIVE, NEAR THE TRAIL)

REFER TO THE TABLE & MAP FOR YOUR DESIGNATED RESPONSIBILITIES, ZONES & AREAS TO CLEAR OF MEMBERS/GUESTS/STAFF, AND ROUTES TO EXIT THE FACILITY BASED ON THOSE RESPONSIBILITIES AS WELL AS ALTERNATE ROUTES SHOULD YOUR PRIMARY ROUTE BE BLOCKED.

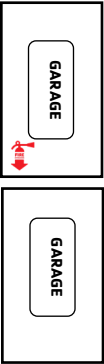
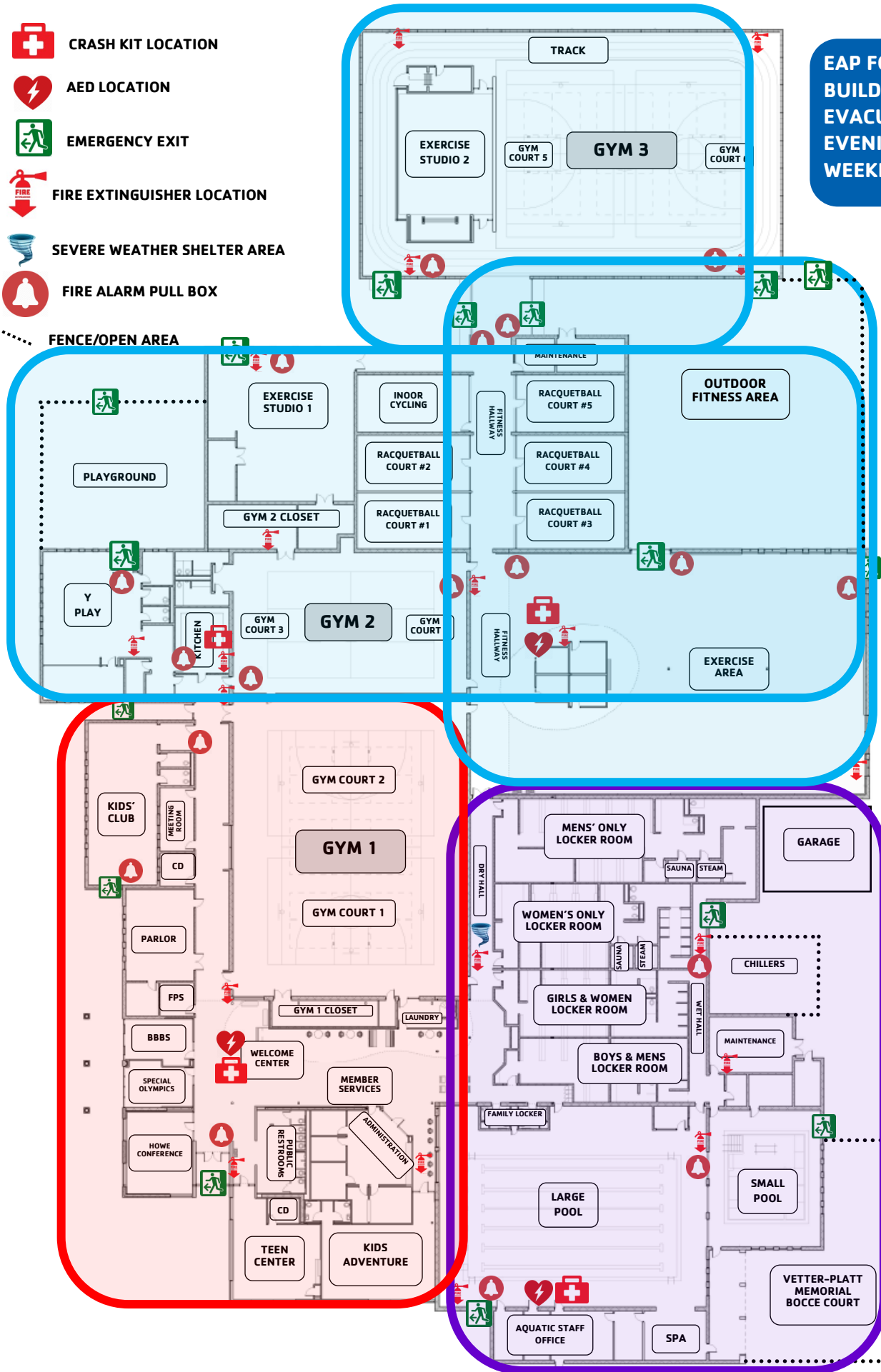
***IN INCLEMENT WEATHER AQUATICS STAFF WILL ESCORT MEMBERS/GUESTS TO PEARL VALLEY REHAB FOR SHELTER**

STAFF/DEPARTMENT	STEP 1: THINGS TO TAKE & DO	MAP ZONE	STEP 2: AREAS TO CLEAR	PRIMARY EXIT	SECONDARY EXIT
AQUATICS*	<ul style="list-style-type: none"> CLEAR POOLS ESCORT SWIMMERS THROUGH EMERGENCY EXIT (DO NOT USE PATIO EXITS) TAKE CRASH KIT, AED, TOWELS, & BUILDING KEYS LOCK ALL POOL DOORS 	PURPLE	<ul style="list-style-type: none"> POOL COMPLEX BOCCE COURT (VISUAL) MAINTENANCE (LOCK) FAMILY LOCKER ROOMS 1 & 2 ALL LOCKER ROOMS (CHANGING STALLS, SAUNAS & STEAM ROOMS) 	WET HALLWAY EMERGENCY EXIT	MAIN ENTRANCE
WELCOME CENTER MEMBER SERVICES (IF PRESENT)	<ul style="list-style-type: none"> CALL 9-1-1. INFORM THEM WE ARE EVACUATING THE FACILITY MAKE BUILDING EVACUATION ANNOUNCEMENT: "ATTENTION MEMBERS & GUESTS: WE ARE EVACUATING THE FACILITY. PLEASE REMAIN CALM & PROCEED TO THE NEAREST EXIT WITH A YMCA STAFF MEMBER" TAKE CRASH KIT, AED, & BUILDING KEYS 	RED	<ul style="list-style-type: none"> TEEN CENTER PUBLIC RESTROOMS KIDS' ADVENTURE CENTER ADMINISTRATION LAUNDRY BBBS & SPECIAL OLYMPICS OFFICE HOWE CONFERENCE ROOM 	MAIN ENTRANCE -CHILD CARE HALLWAY	KIDS' CLUB EXIT MPR EAST
BUILDING SUPERVISOR		BLUE	<ul style="list-style-type: none"> MPR NORTH (CLOSET & RESTROOMS) MPR SOUTH EXA & OFA RACQUETBALL COURTS CYCLING ROOMS ELLIPTICAL ROOM MPR EAST & CLOSET 	MPR EAST	MAIN ENTRANCE- CHILD CARE HALLWAY
KIDS' CLUB STAFF Y PLAY STAFF INSTRUCTORS (TEACHING CLASSES)	<ul style="list-style-type: none"> CLASS ROSTERS SIGN IN/SIGN OUT SHEETS/BOOKS TAKE A HEAD COUNT/ATTENDANCE TO ENSURE ALL CHILDREN ARE PRESENT ONCE YOU ARRIVE AT MEETING LOCATION 		CLOSEST EMERGENCY EXIT TO YOUR LOCATION		
ALL OTHER STAFF IF PRESENT	<ul style="list-style-type: none"> TAKE CRASH KIT & AED FROM EXA IF POSSIBLE TO EVAC SITE ASSIST WITH EVACUATING ALL ROOMS, MEMBERS/GUESTS, ETC... ASSIST THOSE WITH MOBILITY ISSUES 		CLOSEST EMERGENCY EXIT TO YOUR LOCATION		

-  CRASH KIT LOCATION
-  AED LOCATION
-  EMERGENCY EXIT
-  FIRE EXTINGUISHER LOCATION
-  SEVERE WEATHER SHELTER AREA
-  FIRE ALARM PULL BOX

**EAP FOR
BUILDING
EVACUATION-
EVENING/
WEEKEND**

FENCE/OPEN AREA





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LOCKDOWN/MISSING CHILD (PERSON)

IN THE EVENT OF A REPORTED MISSING CHILD/PERSON OUR FIRST STEP IS TO QUICKLY SEARCH THE AREA WHERE THE CHILD/ PERSON WAS LAST KNOWN TO BE TO DETERMINE IF THEY ARE TRULY MISSING.

- OBTAIN A DESCRIPTION OF THE MISSING CHILD (NAME, AGE, ETC...)
- IF THE CHILD WAS IN A PROGRAM/CLASS: GATHER CLASS (REFERRING TO ROSTER/SIGN-IN/SIGN-OUT SHEETS), QUICKLY ASK OTHER CHILDREN IF THEY HAVE SEEN THE CHILD OR KNOW WHERE THE CHILD MAY HAVE GONE.

IF YOU DETERMINE THAT THE CHILD IS TRULY MISSING NOTIFY MEMBER SERVICES THAT THERE IS A REPORT OF A MISSING CHILD.

EAP FOR FAP/BUILDING SUPERVISOR DURING LOCKDOWN

THE FAP/BUILDING SUPERVISOR IS DESIGNATED AS THE SEARCH COORDINATOR IN THE EVENT OF A LOCKDOWN/MISSING CHILD INCIDENT. THE FAP/BS IS RESPONSIBLE FOR FILLING OUT AN INCIDENT REPORT FOLLOWING THESE PROCEDURES. BELOW IS A CHART OF THE RESPONSIBILITIES OF THE FAP/BS DURING A LOCKDOWN.

<u>TIMELINE</u>	<u>STEPS TO TAKE</u>
WHEN NOTIFIED OF MISSING CHILD	<ul style="list-style-type: none"> • REPORT TO AREA CHILD WAS LAST SEEN (OR WAS SUPPOSED TO BE) & COMPLETE A SEARCH OF THE AREA. • IF CHILD IS NOT FOUND: REQUEST VIA WALKIE TALKIE FOR MEMBER SERVICES/WELCOME CENTER TO BEGIN MISSING CHILD PAGES AND LOCKDOWN PROCEDURES. NOTE THE TIME THE LOCKDOWN BEGINS.
WHEN NOTIFIED OF MISSING CHILD ON WEEKEND/EVENING (LIMITED STAFF)	<ul style="list-style-type: none"> • ENSURE THAT MEMBER SERVICES/WELCOME CENTER HAS CONTACTED 9-1-1 & REQUESTED OFFICER ASSISTANCE IN SEARCHING THE BUILDING FOR A MISSING CHILD.
5 MINUTES INTO LOCKDOWN (IF CHILD HAS STILL NOT BEEN FOUND)	<ul style="list-style-type: none"> • CONTACT MEMBER SERVICES WITH DETAILED DESCRIPTION OF CHILD (NAME, AGE, GENDER, CLOTHES, ETC...) AND DIRECT TO CONTINUE WITH PAGING SEQUENCES. • CONTINUE WITH SEARCH EFFORTS
15 MINUTES INTO LOCKDOWN (IF CHILD HAS STILL NOT BEEN FOUND)	<ul style="list-style-type: none"> • DIRECT MEMBER SERVICES TO CALL 9-1-1 AND REPORT A MISSING CHILD. • CONTINUE WITH SEARCH EFFORTS UNTIL CHILD IS FOUND OR DIRECTED BY AUTHORITIES TO DISCONTINUE SEARCH
IF CHILD IS FOUND	<ul style="list-style-type: none"> • CONTACT MEMBER SERVICES TO MAKE "ALL CLEAR/CANCEL LOCKDOWN" PAGES. • CIRCULATE BUILDING TO NOTIFY STAFF IN AREAS OF THE BUILDING THAT CANNOT HEAR THE PA SYSTEM THAT LOCKDOWN HAS BEEN CANCELLED.

ONCE IT IS DETERMINED THAT WE ARE STARTING LOCKDOWN PROCEDURES STAFF WILL HEAR THESE ANNOUNCEMENTS:

ATTENTION Y STAFF: ALL EXIT DOORS NEED TO BE SECURED, PLEASE REPORT TO YOUR ASSIGNED AREA.

THIS INDICATES TO THE STAFF THAT WE HAVE A REPORT OF A MISSING CHILD WITHOUT CAUSING PANIC, ALERTING ANY POTENTIAL ABDUCTOR THAT WE ARE AWARE OF THE INCIDENT, AND LIMITS OUR SEARCH AREA SO THAT HOPEFULLY WE CAN FIND THE CHILD QUICKLY WITHOUT INCIDENT.

STAFF SECURING THE MAIN ENTRANCE SHOULD:

- CHECK LARGE GYM BAGS AS MEMBERS EXIT THE FACILITY.
- ANY MEMBERS WITH CHILDREN WITHIN THE ESTIMATED AGE RANGE OF THE MISSING CHILD WILL BE ASKED TO HAVE MEMBERSHIP CHECKED AND TO VERIFY CHILD'S IDENTITY. PLEASE DIRECT TO WELCOME CENTER/MEMBER SERVICES. STAFF CAN VERIFY IDENTITIES VERBALLY IF NECESSARY.

LIFEGUARDS: CLEAR THE POOL DURING AN EVENING/WEEKEND MISSING CHILD LOCKDOWN. THIS ENSURES THAT YOU CAN EFFICIENTLY WATCH ALL POOL EXIT DOORS AS WELL AS THE WET HALL EXIT AND MAINTAIN SWIMMER SAFETY.

LOCKDOWN/MISSING CHILD



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LOCKDOWN/MISSING CHILD

DURING LOCKDOWN STAFF HAVE THE RESPONSIBILITY OF SECURING ALL FACILITY EXIT DOORS. SEE THE CHARTS BELOW FOR DESIGNATED EXITS/AREAS.

THE ONLY EXIT WE WILL ALLOW MEMBERS AND GUESTS TO LEAVE THE FACILITY FROM DURING A LOCKDOWN WILL BE THE MAIN ENTRANCE.

PLEASE REPORT TO YOUR ASSIGNED EXIT DOOR FIRST. ONCE ALL THE EXIT DOORS HAVE BEEN SECURED, EXTRA STAFF MEMBERS SHOULD REFER TO THE CHART BELOW TO SECURE ADDITIONAL AREAS IN THE BUILDING.

EXIT DOORS	STAFF
POOL EXIT DOORS & WET HALL DOOR	AQUATIC STAFF
MAIN ENTRANCE	WELCOME CENTER/MEMBER SERVICES/EXECUTIVE DIRECTOR
GYM 3 EMERGENCY EXITS, EXERCISE STUDIO 1 EMERGENCY EXIT & GYM 3 VESITBULE	EXA STAFF/HPS STAFF/SPECIAL OLYMPICS
KIDS' CLUB EXIT	KIDS' CLUB STAFF/C.D. STAFF
CHILD CARE EMERGENCY EXIT	FPS STAFF/BBBS
Y PLAY EXIT	FPS STAFF
EXERCISE AREA EXITS	EXA STAFF/HPS STAFF
OUTDOOR FITNESS AREA EXTRANCE/EXIT	EXA STAFF/HPS STAFF
MAINTENANCE EXIT & WET HALL DOOR	MAINTENANCE STAFF

IF MORE THAN ONE PERSON HAS REPORTED TO THE DESIGNATED AREA FROM THE SAME DEPARTMENT, PLEASE SEE THE CHART BELOW TO FIND ADDITIONAL AREAS THAT NEED TO BE SECURED.

YOU MAY NEED TO OBTAIN KEYS TO GAIN ENTRY INTO THESE AREAS.

THERE SHOULD BE ONE STAFF PERSON SECURING EACH EXIT DOOR/AREA, & ONE STAFF PERSON CHECKING AND CLEARING THE AREAS LISTED . IF ALL AREAS ARE COVERED ANY EXTRA STAFF SHOULD REPORT TO A LOCKER ROOM TO HELP LOOK IN LOCKERS, SAUNA/STEAM ROOMS, AND LAVATORY STALLS.



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LOCKDOWN/MISSING CHILD

THE ONLY EXIT WE WILL ALLOW MEMBERS AND GUESTS TO LEAVE THE FACILITY FROM DURING A LOCKDOWN WILL BE THE MAIN ENTRANCE.

PLEASE REPORT TO YOUR ASSIGNED EXIT/AREA FIRST.

ADDITIONAL STAFF FROM THOSE DEPARTMENTS SHOULD CHECK AND CLEAR AREAS BELOW

ANY ADDITIONAL STAFF BEYOND THAT SHOULD ASSIST WITH CLEARING LOCKER ROOMS, BATHROOMS (STALLS, SAUNA, STEAM ROOMS, ETC...)

<u>AREA OF THE BUILDING</u>	<u>STAFF</u>
FAMILY LOCKER ROOMS 1 & 2	ADMINISTRATION
KIDS' ADVENTURE CENTER	ADMINISTRATION
HOWE CONFERENCE ROOM	ADMINISTRATION
PUBLIC RESTROOMS	ADMINISTRATION
BOYS & MEN DAILY LOCKER ROOM	MAINTENANCE/ADMINISTRATION
MEN ONLY LOCKER ROOM	MAINTENANCE/ADMINISTRATION
TEEN CENTER	CD STAFF/BBBS STAFF
KIDS' CLUB ROOM	CD STAFF/BBBS STAFF
Y PLAY	FPS STAFF/BBBS STAFF
KITCHEN	FPS STAFF/BBBS STAFF
GYM 1 (COURTS 1 & 2)-GYM 1 CLOSET	CD STAFF/SPECIAL OLYMPICS
GYM 2 (COURTS 3 & 4) , GYM 2 CLOSET, & RESTROOMS	CD STAFF/SPECIAL OLYMPICS
GYM 3 (COURTS 5 & 6) & STORAGE	CD STAFF/SPECIAL OLYMPICS
EXERCISE STUDIO 1	EXA STAFF/HPS STAFF
EXERCISE STUDIO 2	EXA STAFF/HPS STAFF
INDOOR CYCLING STUDIO	EXA STAFF/HPS STAFF
RACQUETBALL COURTS 1-5	EXA STAFF/HPS STAFF
OUTDOOR FITNESS AREA	EXA/HPS STAFF
EXERCISE AREA	EXA/HPS STAFF



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LOCKDOWN/MISSING CHILD

EAP FOR MEMBER SERVICES (WELCOME CENTER IF MEMBER SERVICES IS CLOSED)

THE FAP/BUILDING SUPERVISOR WILL BE IN CONSTANT CONTACT WITH THE MEMBER SERVICES/WELCOME CENTER DURING THE LOCKDOWN. IT IS IMPORTANT TO MAKE ANNOUNCEMENTS CLEARLY WHEN DIRECTED, HELP THEM KEEP TRACK OF TIME, GET INFORMATION REGARDING THE MISSING CHILD, ETC... BELOW IS THE STEPS TO TAKE IN CONJUNCTION WITH THE STEPS THE FAP WILL TAKE DURING A LOCKDOWN.

TIMELINE	STEPS TO TAKE/ANNOUNCEMENTS TO MAKE
WHEN FIRST NOTIFIED OF SUSPECTED MISSING CHILD	<ul style="list-style-type: none"> NOTIFY FAP/BUILDING SUPERVISOR & EXECUTIVE DIRECTOR OF SUSPECTED MISSING CHILD
WHEN NOTIFIED OF MISSING CHILD ON WEEKEND/EVENING (LIMITED STAFF)	<ul style="list-style-type: none"> AFTER DIRECTED BY FAP TO BEGIN LOCKDOWN CALL 9-1-1 AND REQUEST OFFICER ASSISTANCE TO SEARCH THE FACILITY FOR THE MISSING CHILD. DESIGNATE ANOTHER STAFF PERSON OR TRUSTED MEMBER/GUEST TO GUARD THE MAIN ENTRANCE.
WHEN DIRECTED BY THE FAP/BUILDING SUPERVISOR	<ul style="list-style-type: none"> START ANNOUNCEMENT SEQUENCES BY MAKING ANNOUNCEMENT 1 ANNOUNCEMENT 1: ATTENTION Y STAFF: ALL EXIT DOORS NEED TO BE SECURED, PLEASE REPORT TO YOUR ASSIGNED AREA. REPEAT ANNOUNCEMENT 1 & NOTE THE TIME LOCKDOWN BEGAN. 10-15 SECONDS AFTER ANNOUNCEMENT 1, MAKE ANNOUNCEMENT 2 ANNOUNCEMENT 2: __ CHILD'S NAME __, PLEASE REPORT TO MEMBER SERVICES. __ CHILD'S NAME __, PLEASE REPORT TO MEMBER SERVICES.
AFTER MAKING ANNOUNCMENTS 1 & 2	<ul style="list-style-type: none"> NOTIFY STAFF IN ADMINISTRATION OF SUSPECTED MISSING CHILD/LOCK DOWN (THEY CANNOT HEAR PAGES) TAKE A WALKIE TALKIE & REPORT TO YOUR ASSIGNED DOOR.
5 MINUTES INTO LOCKDOWN (WHEN CONTACTED BY FAP/BS)	<ul style="list-style-type: none"> WHEN DIRECTED BY FAP/BS MAKE ANNOUNCEMENT 3. ANNOUNCEMENT 3: ATTENTION MEMBERS AND GUESTS WE ARE LOOKING FOR __ (CHILD'S NAME) __. HE/SHE IS __ YEARS OLD, AND HAS __ HAIR AND __ EYES. WHEN HE/SHE WAS LAST SEEN HE/SHE WAS WEARING A __ SHIRT AND __ SHORTS/PANTS. IF YOU SEE THIS CHILD OR HAVE ANY INFORMATION REGARDING THIS CHILD, PLEASE REPORT TO A STAFF MEMBER IMMEDIATELY. REPEAT ANNOUNCEMENT 3.
15 MINUTES INTO LOCKDOWN (WHEN CONTACTED BY FAP/BS)	<ul style="list-style-type: none"> CONTACT 9-1-1 TO REPORT MISSING CHILD, GIVING THEM AS MANY DETAILS AS POSSIBLE. OBTAIN CONTACT INFORMATION FOR PARENTS/GUARDIAN SO EXECUTIVE DIRECTOR/PROGRAM DIRECTOR CAN CONTACT AND KEEP THEM INFORMED.
IF CHILD IS FOUND	<ul style="list-style-type: none"> MAKE CANCELLATION ANNOUNCEMENT: ATTENTION Y STAFF: LOCKDOWN IS CANCELLED EFFECTIVE IMMEDIATELY. PLEASE RESUME NORMAL ACTIVITY. IF ANNOUNCEMENT TO MEMBERS/GUESTS HAS BEEN MADE ALSO MAKE THIS ANNOUNCEMENT: ATTENTION MEMBERS AND GUESTS: __ (CHILD'S NAME) __ HAS BEEN FOUND. YOU MAY RESUME YOUR ACTIVITIES AND WE THANK YOU FOR YOUR ASSISTANCE.



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REPORTING “RED FLAG” BEHAVIOR (SUSPECTED CHILD ABUSE)

PLEASE NOTIFY YOUR SUPERVISOR IMMEDIATELY OF ANY “RED FLAG” BEHAVIOR YOU SEE REGARDING OTHER STAFF OR PROGRAM PARTICIPANTS. IF YOU FIND THAT YOU ARE IN VIOLATION OF COMMITTING A “RED FLAG” BEHAVIOR YOU SHOULD SELF-REPORT TO YOUR SUPERVISOR.

“RED FLAG” BEHAVIORS WOULD INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- STAFF ALLOWING CHILDREN TO SIT ON HIS/HER LAP
- STAFF TICKLING CHILDREN
- STAFF GIVING PARTICIPANTS GIFTS
- STAFF WHO ARE NOT AUTHORIZED TO BE IN A ONE-TO-ONE RATIO WITH A CHILD
- STAFF WHO NEGLECT OR LEAVE CHILDREN UNSUPERVISED
- STAFF WHO PHYSICALLY, VERBALLY, SEXUALLY, OR MENTALLY ABUSE CHILDREN
- STAFF WHO TOUCH PARTICIPANTS IN THEIR BATHING SUIT AREA
- STAFF WHO CONTACT PARTICIPANTS USING PERSONAL SOCIAL MEDIA(FACEBOOK, TWITTER OR TEXTING)
- STAFF WHO USE COMPUTERS TO ACCESS PORNOGRAPHIC SITES
- STAFF WHO TAKE PICTURES OF PARTICIPANTS ON HIS/HER PERSONAL DEVICES
- STAFF WHO MEET PROGRAM PARTICIPANTS OUTSIDE YMCA ACTIVITIES

STEPS FOR REPORTING “RED FLAG” BEHAVIOR /SUSPECTED CHILD ABUSE

THE CENTRAL POINT OF CONTACT (CPC) AT THE MUSCATINE COMMUNITY YMCA IS THE FAMILY PROGRAM SERVICES DIRECTOR.

ALL SUSPECTED CHILD ABUSE INCIDENTS SHALL BE REPORTED TO THE DEPARTMENT OF HUMAN SERVICES (DHS), AND WILL BE KEPT IN THE STRICTEST CONFIDENTIALITY. THESE INCIDENTS WILL ONLY BE DISCUSSED WITH THE REPORTING STAFF MEMBER, THEIR SUPERVISOR, CPC, EXECUTIVE DIRECTOR AND AUTHORITIES OR DIRECTED BY THE SUPERVISOR OR EXECUTIVE DIRECTOR.

CHILD ABUSE REPORTS MADE TO DHS WILL BE DONE AS QUICKLY AS POSSIBLE AND ALWAYS WITHIN 24 HOURS. THE CHILD’S IMMEDIATE SAFETY IS ALWAYS THE FOREMOST PRIORITY.

ALL STAFF, MEMBERS, AND GUESTS WILL BE TREATED IN THE SAME MANNER OF RESPECT REGARDLESS OF THEIR RACE, POSITION IN THE YMCA/COMMUNITY, ETC.

STEPS FOR REPORTING SUSPECTED ABUSE:

- **IF WITNESSING THE ABUSE, STAFF WILL ASK THE MEMBER OR GUEST TO REFRAIN FROM THE ABUSIVE BEHAVIOR; IMMEDIATELY PROTECT THE CHILD FROM FURTHER ABUSE IN THE LEAST CONFRONTATIONAL MANNER POSSIBLE AND SEEK ASSISTANCE FROM FAP.**
- **IF POSSIBLE, OBTAIN THE NAME OF PARTIES INVOLVED IN THE INCIDENT.**
- **NOTIFY SUPERVISOR AND/OR CPC OF INCIDENT OR CONCERNS/SUSPICIONS.**
- **FILL OUT AN INCIDENT REPORT.**
- **CPC WILL WORK WITH STAFF TO REPORT SUSPECTED CHILD ABUSE BY A PARENT/GUARDIAN/CAREGIVER TO DHS. ABUSE OF A CHILD BY SOMEONE OTHER THAN THEIR PARENT/GUARDIAN/CAREGIVER SHOULD BE REPORTED TO THE POLICE.**

CHILD ABUSE REPORTING HOTLINE: 1-888-270-3864

FOR MORE INFORMATION REFER TO THE “CHILD ABUSE PREVENTION TRAINING” SECTION OF THE SAFETY MANUAL.

REPORTING “RED FLAG BEHAVIOR” (SUSPECTED CHILD ABUSE)

 CRASH KIT LOCATION

 AED LOCATION

 EMERGENCY EXIT

 FIRE EXTINGUISHER LOCATION

 SEVERE WEATHER SHELTER AREA

 FIRE ALARM PULL BOX

 FENCE/OPEN AREA

**MUSCATINE
COMMUNITY YMCA-
BUILDING MAP
V.2021**

