

# **BEDELL FAMILY YMCA**

1900 41<sup>st</sup> St. Spirit Lake, IA 51360

(712)336-9622

## **EMERGENCY ACTION PLAN**

## **Employee Injury**

If an employee is injured on the job, **provide appropriate first aid as needed** then take the following steps:

1. Notify on-duty manager immediately, regardless of how minor the injury may seem.
2. Fill out Incident Report form.
3. Fill out First Report of Injury (FROI) form.

## **Volunteer Injury**

If a volunteer is injured while working, **provide appropriate first aid as needed** then take the following steps:

1. Notify on-duty manager immediately.
2. Fill out Incident form.

## **EMPLOYEE INJURY**

# **Suspected Child Abuse**

YMCA staff are mandatory reporters. Staff must report if they suspect a minor is being abused or neglected, even if it's only the slightest suspicion that a child is being harmed, make the notification. **Never contact the suspected or accused abuser(s).**

## Immediate Danger

1. Contact 911 or Child Protective Services: 1-800-362-2178
2. Notify your supervisor or the on-duty manager that the report was made.
3. Make every effort to protect the child, but do not put yourself in harm's way. Let the police handle dangerous situations.
4. Complete an Incident Report form.

## No Immediate Danger

1. If the danger is not immediate, you may discuss with your supervisor or the on-duty manager before contacting 911 or CPS. **This notification/discussion does not remove your responsibility to report.**
2. Contact 911 or Child Protective Services: 1-800-362-2178
3. Complete an Incident Report form.

## **SUSPECTED CHILD ABUSE**

## **Tornado Watch vs. Tornado Warning**

A tornado WATCH means tornados and severe storms are possible. Stay alert for a warning. A tornado WARNING means a tornado or funnel cloud has been sighted or is indicated on radar.

1. Announce to all staff and members, "A tornado has been sighted in our area, all persons move calmly to the lowest level."
2. All available staff should gather at the front desk to assess where help is needed.
3. If safe to do so, staff should split up and check different areas of the facility to ensure everyone heard the announcement and is moving to the lowest level.
4. Children in childcare or child watch should not be released to their guardian until the severe weather has passed.
5. Main entry doors should remain unlocked. No one is permitted to access the pool in the event of a warning.
6. Everyone should stay sheltered in place until the warning sirens stop and an "all clear" is announced by on-duty manager.

## **Lightning**

If thunder is audible or lightning is visible:

1. Cease all outdoor activities and seek shelter until a minimum of 30 minutes have passed since last thunderclap.
2. There is no need to clear the indoor pool during a thunderstorm.

## **TORNADO – LIGHTNING**

## **Emergency in the Pool**

1. Lifeguard(s) will clear the pool and call for additional staff to help.
2. Lifeguard(s) will perform the rescue, CPR, or first aid needed.
3. On-duty manager will call 911 if needed.
4. Other team members will:
  - a. Help clear the pool and pool deck,
  - b. Acquire an AED and any other necessary equipment, and
  - c. Wait at front door to meet and escort EMS.
5. Pool will remain closed to members until on-duty manager decides it is safe to reopen.

## **Chlorine Leak**

1. Immediately evacuate any area that has an unusual odor. Do not hesitate.
2. Notify Building Manager and on-duty manager.
3. Provide first aid or call 911 if anyone is feeling sick.
4. Keep the area clear until the source of the leak is identified and remedied. The building manager will make the reopening decision.

## **AQUATIC EMERGENCY**

## **Suspected Concussion or Head Injury**

1. Immediately remove injured person from programs and have them sit in a safe, quiet area.
2. For minors, immediately notify guardian(s).
3. Discuss the signs and symptoms of a concussion with injured person and/or child's guardian(s).
4. Notify an on-duty manager.
5. Complete the Incident Report form.

## **Returning to Programming**

The on-duty manager must make the determination of whether or not the injured person is clear to return to programming. All other staff should:

1. Closely monitor participant's behavior, being sure to watch for concussion symptoms.
  - a. Symptoms: poor balance, irritability, disorientation, light sensitivity, fatigue, nausea, vomiting
2. If symptoms (re)appear, remove the participant from programming and encourage them to seek professional medical attention.
3. Notify an on-duty manager.
4. Complete the Incident Report form.

## **CONCUSSION OR HEAD INJURY**

## Searching for a Lost Child

1. **Activate the EAP** the moment a child is thought to be missing.
  - a. All available staff should report to the member services area for a briefing.  
Include description of the child if possible.
2. Available staff should split into teams and quickly:
  - a. Clear the pool and check the pool bottom; and,
  - b. Secure all exits and do not allow anyone to leave.
3. Once the pool has been checked and the exits have been secured staff should:
  - a. Search the facility, around the outside of the building, the parking lot, and any nearby properties, and
  - b. Page the child by name and ask them to visit the front desk.
4. The on-duty manager needs to contact the child's guardian(s). Call 911 if the child is not found in the first 10 minutes.

## Protecting a Wandering Child

If a child attempts to leave the facility without permission, or if non-custodial adult removes the child without permission:

1. One staff member should attempt to follow the child at a safe distance.
2. The on-duty manager should be contacted immediately and 911 should be contacted.

## Late Pick-Up

If a child is not picked up by their parents...

1. Notify the on-duty manager.
2. Attempt to contact any adult listed as a guardian or emergency contact.
3. If no response after 30 minutes, call the police.

**LOST CHILD – LATE PICK-UP**

## **Fire or Smoke is Visible -- Fire Alarm is Sounding**

1. Activate the facility's fire alarm system if not already activated.
2. Call 911 and share as many details as possible, including most likely ignition source.
3. If safe to do so, attempt to extinguish fire with available fire extinguisher(s).
4. Work to evacuate as many people as possible, starting with the most vulnerable groups (i.e., Children's programs, Child Care, etc.) Do NOT put your own well-being at risk.
5. If fire or smoke is not visible, attempt to identify the source of an alarm.
6. Everyone should congregate at the designated meeting space(s) (see below).
7. Complete the Incident Report.

## **Power Outage**

1. Stop all activities. Clear all activity areas and encourage guests to go to the lobby and/or leave the facility.
2. Clear the pool area. Check the bottom of the pool with flashlights to ensure it is empty.
  - a. Once clear, restrict access to pool by locking locker room doors.
  - b. The pool will remain closed until the power is back on and the building manager confirms all air and filtration systems are working properly.
3. Close fitness areas. Escort members/guests to lobby area.
4. Provide additional assistance in child drop-off and/or childcare areas. Ensure all children in drop-off areas are returned to their guardians.

## **Designated Meeting Space(s)**

- The public sidewalk south of the Bedell Family YMCA
- The Concessions Stand building North of the Bedell Family YMCA

## **BUILDING EVACUATIONS – FIRE – POWER OUTAGE**

# Important Reminders

1. Call 911 if you think there is any chance emergency medical assistance is needed. You do not need consent from the victim. When in doubt, make the call.
2. If blood or other bodily fluids are present or likely to be present use the appropriate personal protective equipment.
3. Never risk your own well-being to assist an injured person.
4. Fill out an Incident Report form as soon as the victim is stabilized or is under the care of a professional.

## Common First-Aid Procedures

- **Unconsciousness:** Call 911. Monitor airway, breathing and circulation. Check for severe bleeding and treat accordingly. Place victim in recovery position if safe to do so.
- **Breathing has stopped:** Call 911 and begin CPR.
- **Bleeding:** Call 911 if severe. Get and use appropriate PPE. Apply pressure to the wound and cover with sterile bandage. Elevate if a broken bone is not suspected. Be prepared to treat for shock.
- **Burns (mild):** Cool burn with cold running water. Do not apply ice or cover the wound with anything other than a light, sterile bandage.
- **Burns (severe):** Call 911. Get and use appropriate Personal Protective Equipment (PPE). Cool burn with cold running water. Be prepared to treat for shock.
- **Choking:** Call 911. Start and continue the Heimlich Manuever until the victim begins to breathe, cough forcefully, or goes unconscious.
- **Convulsions or seizing:** Call 911. Care for life-threatening conditions. Monitor airway, breathing, and circulation if safe to do so. Cushion victim's head and remove any dangerous objects in the vicinity.
- **Electric shock:** Call 911. Turn off power source and do not touch victim until their contact with electrical source has been broken. Monitor airway, breathing and circulation.
- **Eyes (chemicals):** Call 911. Flush eyes with cool, clean running water. Avoid impacting other eye by flushing from nose to ear.
- **Eyes (foreign object):** If an object has become embedded in the eye call 911. Stabilize the object and cover the eye with gauze. Do not attempt to remove it. Keep the good eye uncovered.
- **Falls:** Assess victim for life-threatening injuries.

## MEDICAL EMERGENCIES

## Contact with Hazardous Chemicals

1. Refer to Safety Data Sheets for appropriate First Aid. Safety Data Sheets can be found in the YMCA janitor's closet.
2. Provide First Aid or call 911 if anyone is feeling sick.
3. Notify supervisor and facilities director.
4. Complete an Incident Report form.

## Chemical Spill or Leak

1. Immediately evacuate any area that has an unusual odor. Do not hesitate.
2. Notify Director of Facility Operations.
3. Provide First Aid or call 911 if anyone is feeling sick.
4. Keep the area clear until the source of the leak is identified and remedied. The Director of Facility Operations will make decision of when to reopen area.
5. Complete an Incident Report form.

## Bodily Fluid Clean Up and Exposure

If confronted with blood, vomit, feces, or other bodily fluids follow these steps:

1. Assume the bodily fluid is highly infectious with HIV/AIDS or other deadly diseases.
2. Control the area and prevent others from potential exposure.
3. Contact the custodial/maintenance team for assistance.
4. Immediately begin using appropriate Personal Protective Equipment (PPE). This includes gloves, facemask, and/or eye protection.
5. Dispose of blood contaminated materials in a specially marked plastic bag (red) for hazardous waste.
6. Immediately wash your hands after the incident with soap and hot water. If water and soap are not available, use the disinfectant and wipes from the First Aid kit.
7. Do not touch your face, eyes, or other parts of your skin while wearing gloves.
8. **If you are exposed to bodily fluids without PPE** wash the exposed area immediately with soap and hot water, report the contamination exposure to your supervisor, and seek medical attention.
9. Complete an Incident Report form.

## HAZARDOUS MATERIALS – BODILY FLUIDS

# During an Active Shooter Scenario

1. If safe to do so, **broadcast to all staff and guests** that there is an active shooter situation.
2. Immediately **attempt to exit the facility** and get to safety.
3. If you cannot escape, **seek shelter** in a room that you can lock or barricade.
4. If you cannot secure yourself, or if the attacker gains access to your hiding spot, **prepare to fight back** with any objects you can.

# Lockdown

Lockdown the facility any time a threat is believed to be outside of the building unless the threat is a bomb threat.

1. Immediately activate the EAP and call all available staff to the Member Services Desk. Call 911.
2. Systematically begin locking all facility doors, beginning with the main entrance.
3. Encourage everyone within the facility to move to a location that isn't visible from the outside.
4. Do not let anyone in the building, including employees or parents of children in programming.
5. Do not unlock the facility doors until the police have instructed you that it is safe to do so. If you have any doubts whether someone is actually a police officer, call 911 and ask for confirmation.
6. Once the situation has been resolved, complete an Incident Report form.

# Aggressive Guest(s) or Mental Health Concerns

1. Stay a safe distance away and ask guest(s) to calm down. If they do not listen, or if the situation escalates further, call 911 and notify management staff.
2. Complete an Incident Report form even if aggressive participant(s) eventually calm down and 911 is not contacted.
3. Explain situation to the Director of Facility Operations to evaluate the status of membership of the individual(s) involved.

# Bomb Threat

If you receive a bomb threat over the phone, it is important to get as many details as possible.

1. Write down the exact time of the call.
2. Try to keep the caller on the phone for as long as possible. Try to remember details about the call, like what background noise you hear, the caller's tone, etc.
3. Ask questions about where the bomb is located, what it looks like, and when it will detonate.
4. Initiate an evacuation of the building.
5. Call 911 and give them as many details as you can.
6. Do not re-enter the building until the authorities finish investigating and give an all clear.
7. Complete an Incident Report form and notify the organization's media contact.

## Emergency Response -- Order of Contact

In the event of any life-threatening emergency, the on-duty manager must be contacted. Call the following contacts in order until one is reached.

Name	Title	Cell Phone
Andrew Fisher	CEO	641-777-5432
Andy Wolf	Branch Executive	515-320-3534
Amanda Shaffer	CFO	605-366-6078
George Wigen	HR	712-320-6892

## Building or Property Emergencies

In the event of a building-related emergency, attempt to reach one of the following contacts. Call each contact in order. If no one can be reached start at the top of the list above.

Name	Title	Cell Phone
Andy Wolf	Branch Executive	515-320-3534
Andrew Fisher	CEO	641-777-5432

## Media Contact

If you are contacted by the media, refer them to the media contact listed below. Do not provide any statement or comment on behalf of the organization.

Name	Title	Cell Phone
Andrew Fisher	CEO	641-777-5432
Kyle Struve	Communications Director	319-415-8418

## Other Important Contact Information

Purpose	Company Name or Main Contact	Phone
Electric utility	Alliant Energy	800-255-4268
Gas utility	Black Hills Energy	800-694-8989
Water utility	City of Spirit Lake	712-336-1871
Fire suppression contractor	HeimanInc.	712-724-6212
Local insurance agent	Curt Petersen, Bank Midwest	712-330-5665
Insurance carrier	West Bend	262-334-5571
Alarm company	Ban-Koe Companies	952-888-0123
Poison control	Iowa Poison Control Center	800-222-1222