Emergency Procedures Manual

2014-2015
SECTION I – Department of Recreational Sports Emergency Call Tree

SAM HOUSTON STATE UNIVERSITY
RECREATIONAL SPORTS
EMERGENCY CALL TREE

Keith Jenkins
Director

Ed Chatel
Associate Dir. Facilities

Jaron Rider
Associate Dir. Programs

Melissa Fadler
Associate Dir. Marketing & Projects

Cindy Albright
Asst. to the Dir.

Scott Vaculk
Informal

Shanna Burroughs
Aquatics

Daniel Martinez
Coliseum

Beverly Flood
RSC Receptionist

Coliseum GA

Informal Staff

Informal GA’s

Aquatics Staff

Operations Staff

St. Office Staff

Event Staff

Steven Wright
IMC-Clubs

Chris Mahlen
Outdoor

Patrick Spencer
University Camp

Scott Berkowitz
Fitness

Daniel Ericson
GA & Student Staff

Lara Patterson
GA & Student Staff

Camp Staff

Fitness GA

Fitness Staff

GA

Student Staff

Mandy Santos
Admin. Secretary

HKC Sec.

HKC St. Office

September, 2014
### SECTION II – Department of Recreational Sports Staff Phone List

#### RECREATIONAL SPORTS PHONE LIST FALL 2013

<table>
<thead>
<tr>
<th>NAME</th>
<th>EXTENSION</th>
<th>EMAIL</th>
<th>POSITION</th>
</tr>
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<tbody>
<tr>
<td>Jenkins, Keith</td>
<td>41968 / (LSC) 41871</td>
<td>kjenkins</td>
<td>Director</td>
</tr>
<tr>
<td>Chatal, Ed</td>
<td>44889 / (COL) 44667</td>
<td>rca_elc</td>
<td>Assoc. Dir Facilities</td>
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<tr>
<td>Rider, Jaron</td>
<td>43656</td>
<td>jrider</td>
<td>Assoc. Dir Programs</td>
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<tr>
<td>Fadler, Melissa</td>
<td>43658</td>
<td>mfadler</td>
<td>Assoc. Dir/Marketing</td>
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<tr>
<td>Allbright, Cindy</td>
<td>44666</td>
<td>allbright</td>
<td>RSC Office Supv.</td>
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<tr>
<td>Erickson, Daniel</td>
<td>43358</td>
<td>dje014</td>
<td>IM/Club Coordinator</td>
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<tr>
<td>Kuczaj, Kat</td>
<td>41778</td>
<td>kgk001</td>
<td>Trad. Camp Coord</td>
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<tr>
<td>Mahlen, Chris L.</td>
<td>41947</td>
<td>cxm014</td>
<td>Sr.Asst. Dir Outdoor</td>
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<tr>
<td>Martinez, Daniel</td>
<td>44979</td>
<td>dwm004</td>
<td>Coliseum Ops Coord</td>
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<tr>
<td>Burroughs, Shawna</td>
<td>44071</td>
<td>sburroughs</td>
<td>Ast Dir Aqtics/Safety</td>
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<td>OPEN</td>
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<td>Spencer, Patrick</td>
<td>camp 42789/43212</td>
<td>wspencer</td>
<td>Univ. Camp Supv.</td>
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<td>Vaculik, Scott</td>
<td>43657</td>
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<td>Asst. Dir Informal</td>
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<td>Wright, Steven</td>
<td>41934</td>
<td>srwright</td>
<td>Sr. Asst. Dir IM/Clubs</td>
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<tr>
<td><strong>Secretaries</strong></td>
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<tr>
<td>Flood, Beverly</td>
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<td>Secretary II</td>
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<td>Santos, Mandy</td>
<td>41405</td>
<td>als023</td>
<td>Secretary-Admin</td>
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<td>Smith, Courtney</td>
<td>42267</td>
<td>cls019</td>
<td>Secretary II</td>
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<td><strong>Graduate Assistants</strong></td>
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<td>Radwanski, Tabitha - Inf Ops</td>
<td>43865</td>
<td>tkr004</td>
<td>Grad. Asst.</td>
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<td>Caldwell, Rusty - IM</td>
<td>41929</td>
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<td>Montgomery, Brad - Informal</td>
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<td>Ukrazenko, Billy - Coliseum</td>
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<tr>
<td>Megan Hale - Marketing GA</td>
<td>43335</td>
<td>mph013</td>
<td>Grad. Asst.</td>
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<tr>
<td><strong>Aquatics Pool Office</strong></td>
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<tr>
<td><strong>Breakroom in 162 West</strong></td>
<td>44778</td>
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<tr>
<td><strong>Coliseum Ticket Info</strong></td>
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<tr>
<td><strong>Conference Room 162</strong></td>
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<tr>
<td><strong>Fax Number HKC104</strong></td>
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<tr>
<td><strong>Fax Number RSC162</strong></td>
<td>41913</td>
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<tr>
<td><strong>Fax Coliseum</strong></td>
<td>44833</td>
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<tr>
<td><strong>IM Weather Line</strong></td>
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<tr>
<td><strong>Office RSC 162</strong></td>
<td>41985</td>
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<tr>
<td><strong>HKC 104 (student desk)</strong></td>
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<td><strong>Marketing HKC 104</strong></td>
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<td><strong>Member Services RSC164</strong></td>
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<td><strong>Fitness Assessment</strong></td>
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<td><strong>Rockwall/Outdoor/Rental</strong></td>
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<td><strong>Spec Events (cage area)</strong></td>
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<td><strong>Workroom 162/copy room</strong></td>
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<td><strong>University Camp</strong></td>
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<td><strong>Weight Room Desk</strong></td>
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<td><strong>EMERGENCY UPD</strong></td>
<td>41000</td>
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</tbody>
</table>

**Notes:**
- **Fitness student assistants**
  - Chelsea Tellechea  cdt017@shsu.edu
  - Leneice Matthias  ldm019@shsu.edu

**Physical address**
801 Bowers Blvd. #162
Huntsville, TX 77340

**Mailing address**
Box 2387
Huntsville, TX 77341

[Logo: Recreational Sports]
SECTION III – Department of Recreational Sports Procedures for Evacuation, Lock-Down and Shelter-In-Place

• RSC/HKC Procedures
  o The RSC Staff will be responsible for the safety and security of all occupants in the RSC and HKC. In the event of an evacuation, all building occupants will follow the evacuation plan outline in Section V. In the event of a shelter-in-place or lock-down emergency, RSC/HKC staff will direct all occupants away from all front door and lobby areas and wait for further instructions. Individual and specific responsibilities are as followed:
    ▪ Facility Supervisor (SUP): Will secure and lock all entrances to the facility. They will also be responsible for monitoring university channel communication and the monitoring of facility staff communication as well if no Assistant Supervisor.
    ▪ Assistant Supervisor (AS): (IF ON DUTY) Will assist SUP will lock down facility. AS will also be responsible for communication between RSC Staff.
    ▪ Member Services (MS): Will Monitor Main Entrance of facility while staying behind counter and away from all windows.
    ▪ Front Door 1 (FD1): Will have a radio and monitor ground level EXIT of the RSC.
    ▪ Equipment Issue (EI): will assist Member Services from behind the counter.
    ▪ Front Door 4 (FD4): Will move into gym and assist the Hallway worker with monitoring entrances and exits.
    ▪ Hallways: Will move away from line of site with the doors and monitor entrances and exits in hallway.
    ▪ Gym One and Gym Two - Stay in gym and assist patrons with questions.
    ▪ Racquet Ball Courts and Hallway- Staff will also move to gym with Hallway workers and FD4.
    ▪ Weight Room – Staff will move people into the gyms and wait for further instructions.
    ▪ Climbing Gym - Staff will move people away from windows and monitor ground level for activity.

• Aquatics Area
  o The Aquatic Staff is responsible for the safety and security of the Aquatic Area and its occupants.
  o Lifeguards will lock all gates and facility entrances around the pool area. They will then move indoors to the Computer Station located between the RSC and the HKC.
  o Lifeguards will ensure that all occupants, currently in the facility, do not exit in a lock-down or shelter-in-place situation. Lifeguards will also make sure that nobody enters the facility during a lock-down.

• RSC Office Suite 162
  o Full and part-time staff working in office suite 162 is responsible for vacating everyone in the office in the event of an evacuation, as per the evacuation plan listed in Section V. In the event of a lock-down or shelter-in-place emergency, reception staff will lock the office suite and then forward main office phone lines to conference room 162 A (4-4794). Everyone in the office suite should then proceed to the conference room and await further instructions.

• HKC Office Suite 104
  o Full and part-time staff working in office suite 104 is responsible for vacating everyone in the office during an evacuation, as per the evacuation plan listed in Section IV. In the event of a lock-down or shelter-in-place emergency, all occupants should go to conference room 104 F. Everyone will wait for further instructions.
• **Johnson Coliseum**
  o Coliseum Staff will be responsible for the safety and security of all occupants in the facility. During a facility lock-down or shelter-in-place emergency, the Facility Operations Coordinator will lock all 28 exterior doors and the east tunnel door. Operations Coordinator, or designated representative, will inform all building occupants that the facility has gone into lock-down mode. In most cases, occupants will remain in place and wait for further instructions. In the case of tornadic activity, occupants will proceed to the lower level of the Coliseum.

• **University Camp**
  o The University Camp will adhere to all University policies and procedures and shall be operating from a separate and evolving site specific Emergency Procedures Manual.

**SECTION IV – Location of Emergency Equipment**

• **Emergency Exits**
  o All Exits are clearly marked in each facility. Please refer to the diagram below in Section V for a review of all exits.

• **Fire Alarm Pull Stations**
  o Fire Alarm Pull Stations are clearly marked in each facility.

• **Fire Extinguishers**
  o Supervisors for each facility will be responsible for knowing where each extinguisher is located.
  o Extinguishers are clearly marked on evacuation diagrams located around each facility.
  o Department employee manuals also have locations shown.
  o Refer to attached diagrams below in Section V for fire extinguisher locations.

• **First Aid Kits**
  o Facility Supervisors, Assistant Supervisors and Lifeguards carry Fanny Packs with supplies.
  o First Aid Cabinet is located behind the Member Services Desk marked 164 on diagrams around facility.
  o Johnson Coliseum has First Aid Kits located in both Rooms 204 and 117.

• **AED (Automated Electronic Defibrillator) Locations**
  o **Johnson Coliseum**
    ▪ There is an AED located on the concourse level, beneath Section Q.
    ▪ All graduation events require EMS services and they carry an AED. EMS will be located in Office 117 on the ground level.
    ▪ During all Athletic events, the SHSU training staff will carry an AED. Training staff will be located at playing court.
  o **Recreational Sports Center**
    ▪ The first AED is located behind the Member Service’s Desk (RSC 164).
    ▪ The second AED is located outside of the HKC 104 Office Suite.
    ▪ The Aquatic AED is located in the Pool Manager Office (RSC 172).
SECTION VI – SHSU Emergency Procedure Quick Reference

• **Bomb Threats/Suspicious Items:**
  o Pay close attention to the exact words the caller is using; document the call.
  o Contact University Police at 936-294-1000 (4-1000 on campus).
  o **Do not** touch or handle suspicious items or packages.
  o Keep others away from area.
  o Notify your supervisor.
  o Check [Today @ Sam](http://www.shsu.edu/safety) for University Emergencies or updates from the KatSafe communication system, which will allow Sam Houston State University to send time-sensitive notifications via voice messages, emails, and text messages. This service will help us provide a safer environment, enhance emergency preparedness and keep our staff and students better informed.

• **Disruptive Behavior:**
  o Contact University Police at 936-294-1000 (4-1000 on campus).
  o Give your name, location, what is happening and number of people involved (shooters/victims) if known.
  o **If possible,** exit the building or area immediately.
  o **If exit is impossible,** get to a room, lock or barricade the door, keep quiet, remain in place until all clear is given by law enforcement officials.

• **Fire – In case of fire or when the fire alarm sounds:**
  o Evacuate the building immediately using building emergency plan procedures.
  o **Do not** use the elevators.
  o Assist those with mobility problems.
  o Contact University Police at 936-294-1000 (4-1000 on campus).
  o Report to supervisor at the designated site.
  o **Do not** re-enter the building until instructed by authorized personnel.

• **Hazardous Materials:**
  o Contact University Police at 936-294-1000 (4-1000 on campus).
  o Provide information on type and size of spill (if known).
  o Evacuate the immediate area and building as directed.
  o Get decontamination instructions from authorities.
  o **Do not** re-enter area until all clear is given by authorized personnel.

• **Medical Emergencies:**
  o Contact University Police at 936-294-1000 (4-1000 on campus).
  o Provide your name, location number injured and description of injuries.
  o Stay on the phone for instructions on what to do.

• **Severe Weather:**
  o Stay away from windows.
  o Take immediate shelter.
  o Monitor local radio and television stations.
  o Check [Today @ Sam](http://www.shsu.edu/safety) for University closings.
  o Contact University Police at 936-294-1000 (4-1000 on campus).

Refer to the SHSU Response Plan at [http://www.shsu.edu/safety](http://www.shsu.edu/safety) for more information.

*SHSU Emergency Procedure Quick Reference*

A Member Of The Texas State University System

Revised January 7, 2011