



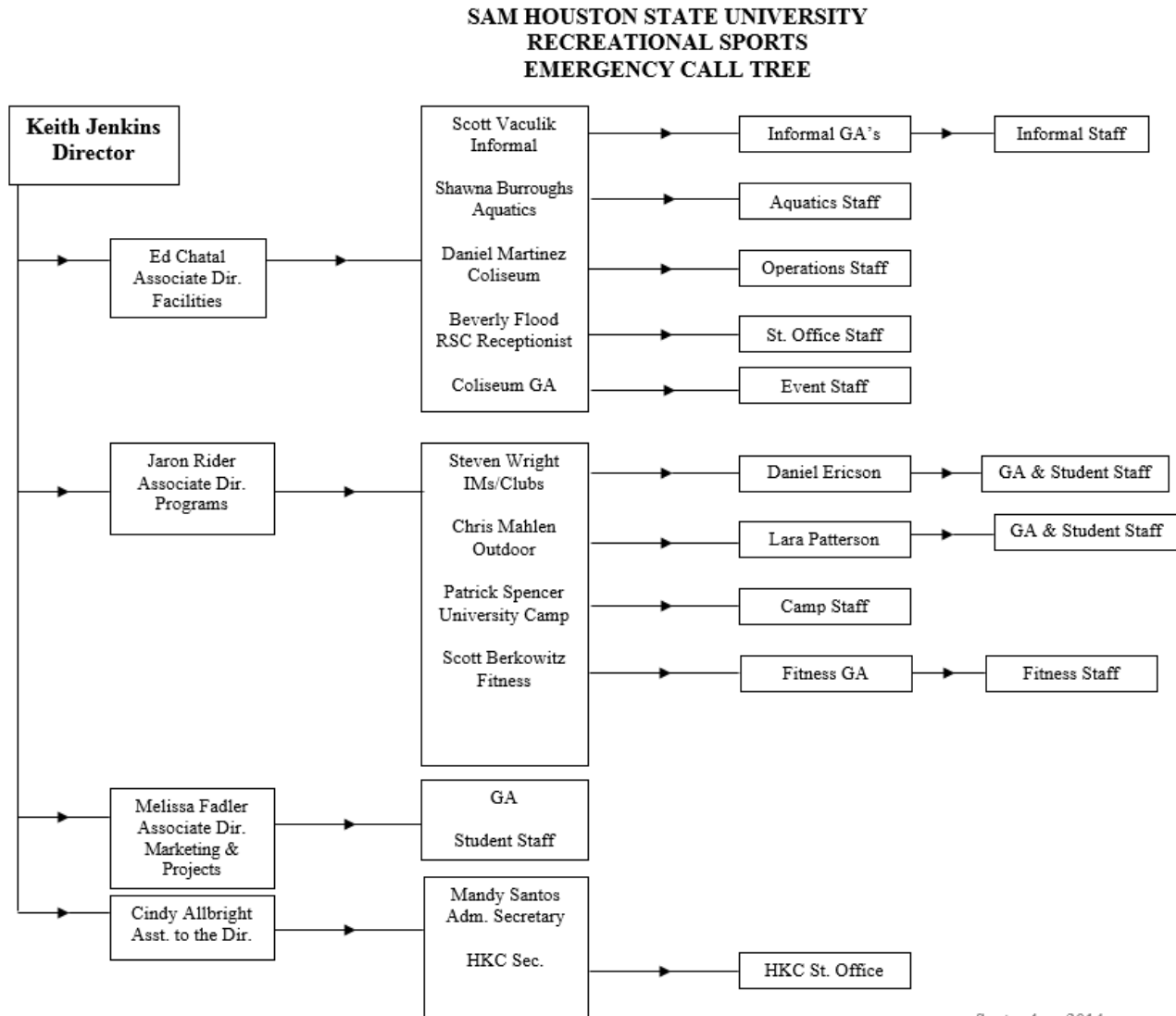
**SAM HOUSTON STATE UNIVERSITY
RECREATIONAL SPORTS DEPARTMENT**



Emergency Procedures Manual


2014-2015

SECTION I – Department of Recreational Sports Emergency Call Tree



September, 2014

SECTION II – Department of Recreational Sports Staff Phone List

RECREATIONAL SPORTS PHONE LIST FALL 2013			
NAME	EXTENSION	EMAIL	POSITION
Jenkins, Keith	41968 / (LSC) 41871	kjenkins	Director
Chatal, Ed	44889 / (COL) 44667	rca_elc	Assoc. Dir Facilities
Rider, Jaron	43656	jrider	Assoc. Dir Programs
Fadler, Melissa	43658	mfadler	Assoc. Dir/Marketing
Allbright, Cindy	44666	allbright	RSC Office Supv.
Erickson, Daniel	43358	dje014	IM/Club Coordinator
Kuczaj, Kat	41778	kgk001	Trad. Camp Coord
Mahlen, Chris L.	41947	cxm014	Sr.Asst. Dir Outdoor
Martinez, Daniel	44979	dwm004	Coliseum Ops Coord
Burroughs, Shawna	44071	sburroughs	Ast Dir Aqtcs/Safety
OPEN	41307		
Spencer, Patrick	camp 42789/43212	wpspencer	Univ. Camp Supv.
Vaculik, Scott	43657	ssv001	Asst. Dir Informal
Wright, Steven	41934	srwright	Sr.Asst. Dir IM/Clubs
<u>Secretaries</u>			
Flood, Beverly	41972	rca_baf	Secretary II
Santos, Mandy	41405	als023	Secretary-Admin
Smith, Courtney	42267	cls019	Secretary II
<u>Graduate Assistants</u>			
Radwanski, Tabitha - Inf Ops	43865	tkr004	Grad. Asst.
Caldwell, Rusty - IM	41929	trc028	Grad. Asst.
Montgomery, Brad- Informal	43865	bnm035	Grad. Asst.
Ukrazhenko, Billy-Coliseum	44720	bxu005	Grad. Asst.
Megan Hale-Marketing GA	43335	mph013	Grad. Asst.
Aquatics Pool Office	41754	revised 09/17/2013 (Fitness student assistants) Chelsea Tellechea cdt017@shsu.edu Leneice Matthis Idm019@shsu.edu 44779 Fitness Assistants	
Breakroom in 162 West	44778		
Coliseum Ticket Info	43021		
Conference Room 162	44794		
Fax Number HKC104	44340	<u>Physical address</u> 801 Bowers Blvd. #162 Huntsville, TX 77340 <u>Mailing address</u> Box 2387 Huntsville, TX 77341	
Fax Number RSC162	41913		
Fax Coliseum	44833		
IM Weather Line	41966		
Office RSC 162	41985	 RECREATIONAL SPORTS SAM HOUSTON STATE UNIVERSITY	
HKC 104 (student desk)	43361		
Marketing HKC 104	41313		
Member Services RSC164	41987		
Fitness Assessment	41967		
Rockwall /Outdoor/Rental	44739		
Spec Events (cage area)	41313		
Workroom 162 /copy room	44987		
University Camp	42789		
Weight Room Desk	43558		
EMERGENCY UPD	41000		

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

• RSC/HKC Procedures

- 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

- The Aquatic Staff is responsible for the safety and security of the Aquatic Area and its occupants.
- 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.
- 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

- 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

- 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**

- 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**

- 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**

- 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**

- Fire Alarm Pull Stations are clearly marked in each facility.

- **Fire Extinguishers**

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

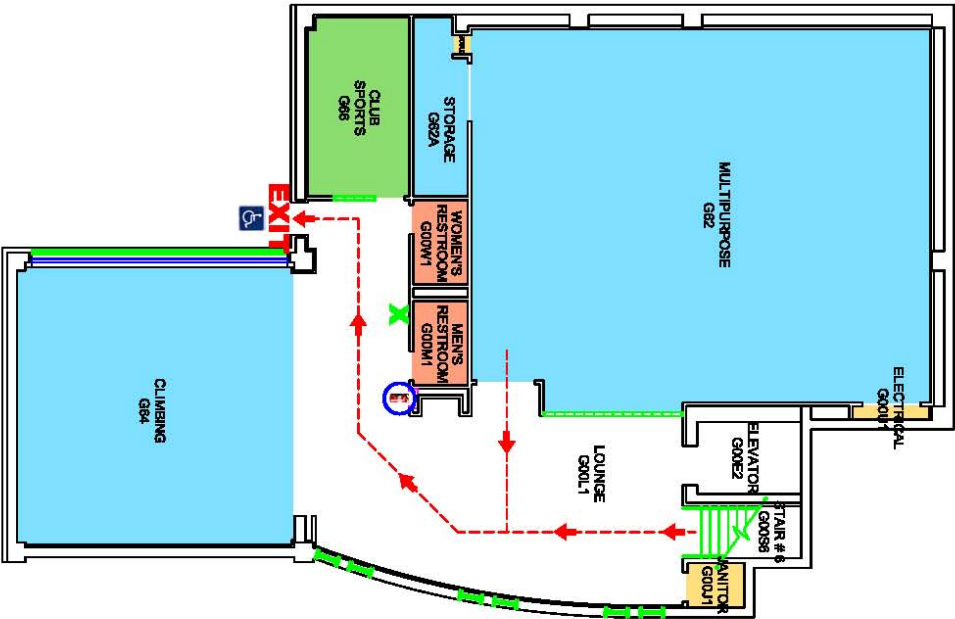
- **First Aid Kits**

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

- **AED (Automated Electronic Defibrillator) Locations**

- 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.
- 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 V -Evacuation Diagrams and Schematics

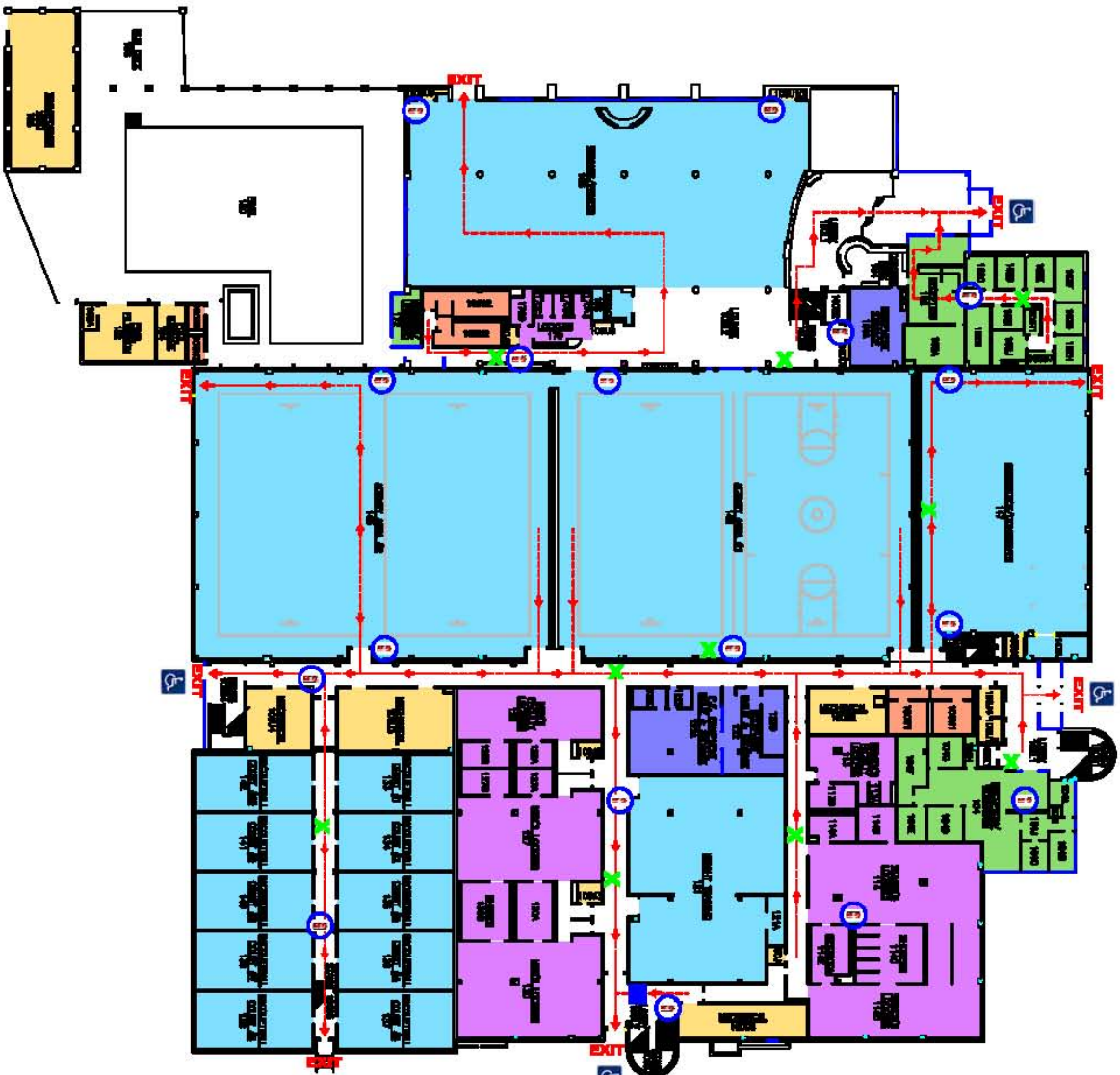


**RECREATIONAL SPORTS FACILITY
BASEMENT LEVEL
EVACUATION PLAN**








- FIRE EXTINGUISHER
- FIRE ALARM PANEL
- FIRE EXTINGUISHER HOSE CABINETS
- FACILITY EXITS
- PATHS TO FOLLOW TO EMERGENCY EXITS
- YOU ARE HERE
- HANDICAP ENTRANCE


Fire evacuation signs are provided by the Physical Plant. For updates or corrections please contact our main office at 204-1912 / Box 2067

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**HEALTH AND KINESIOLOGY CENTER/
RECREATIONAL SPORTS FACILITY
FIRST FLOOR
EVACUATION PLAN**

-  FIRE EXTINGUISHER
-  FIRE ALARM PANEL
-  FIRE EXTINGUISHER
HOSE CABINETS
-  PATHS TO FOLLOW TO
EMERGENCY EXITS
-  FACILITY EXITS
-  YOU ARE HERE
-  HANDICAP ENTRANCE

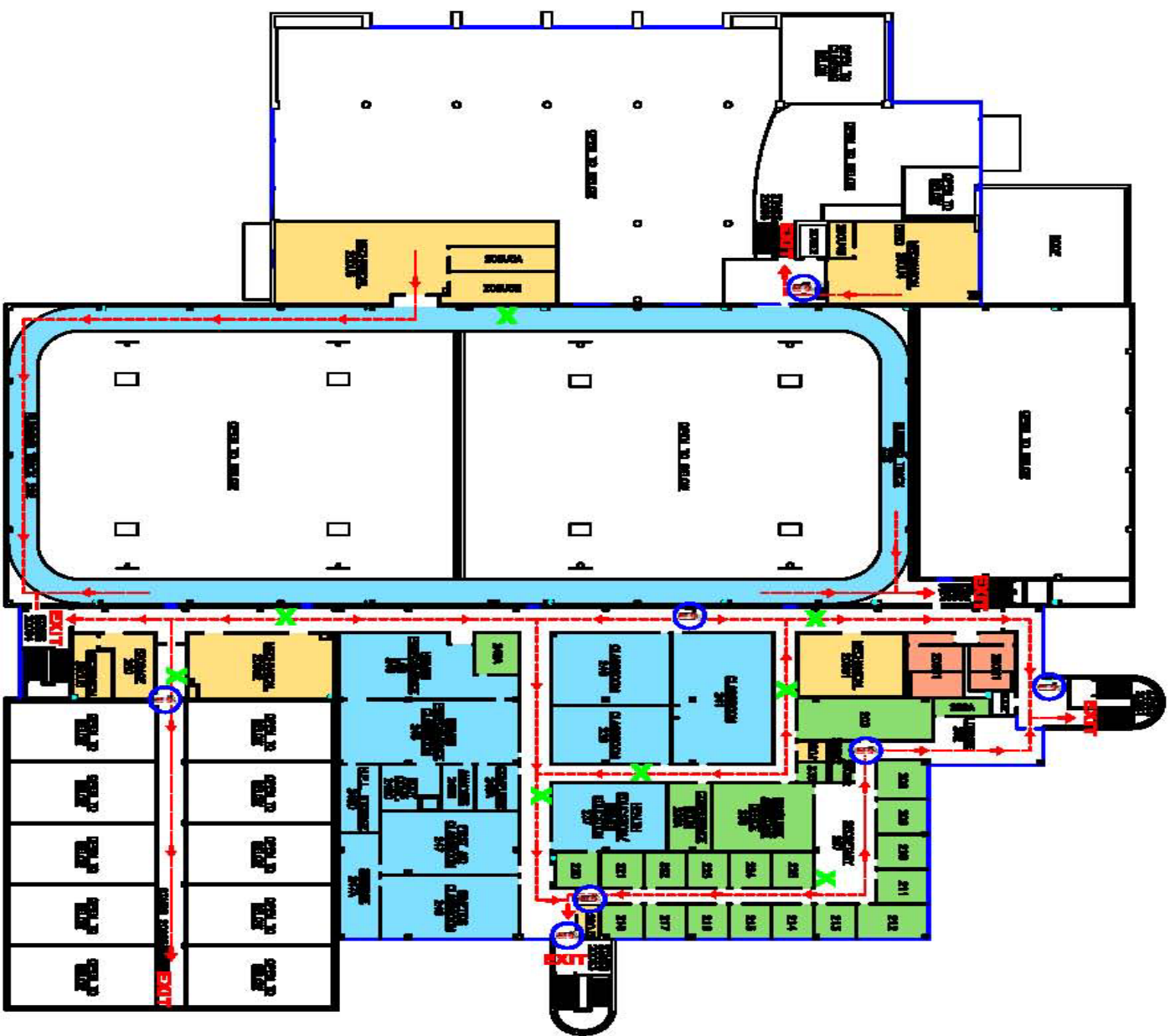


The evacuation signs are provided by the Physical Plant. For updates or questions please contact our main office at 264-1912 / Box 2587

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HEALTH AND KINESIOLOGY CENTER/ RECREATIONAL SPORTS FACILITY SECOND FLOOR EVACUATION PLAN

- FIRE EXTINGUISHER
- FIRE ALARM PANEL
- FIRE EXTINGUISHER
- HOSE CABINETS
- FACILITY EXITS
- PATHS TO FOLLOW TO EMERGENCY EXITS
- YOU ARE HERE
- HANDICAP ENTRANCE



Fire evacuation signs are provided by the Physical Plant. For updates or corrections please contact our main office at 294-1912 / Box 2257





COLISEUM LOWER LEVEL EVACUATION PLAN



FIRE EXTINGUISHER



FIRE EXTINGUISHER HOSE CABINETS



FIRE ALARM PANEL



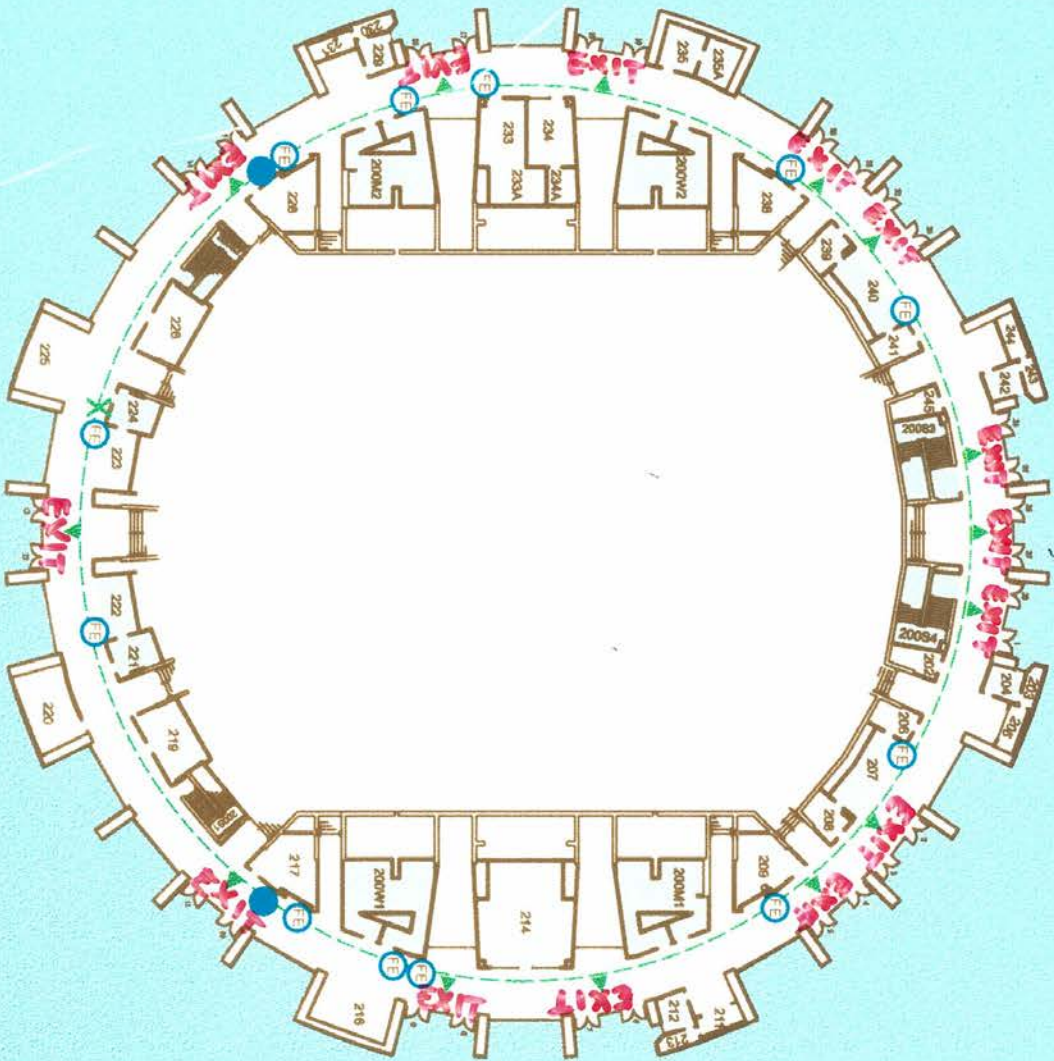
FACILITY EXITS



PATH TO FOLLOW TO EMERGENCY
EXITS



YOU ARE HERE



COLISEUM CONCOURSE LEVEL EVACUATION PLAN

- FE FIRE EXTINGUISHER
- FIRE EXTINGUISHER HOSE CABINETS
- EXIT FACILITY EXITS
- PATH TO FOLLOW TO EMERGENCY EXITS
- X YOU ARE HERE

SECTION VI – SHSU Emergency Procedure Quick Reference

- **Bomb Threats/Suspicious Items:**

- Pay close attention to the exact words the caller is using; document the call.
- Contact University Police at **936-294-1000** (4-1000 on campus).
- Do not touch or handle suspicious items or packages.
- Keep others away from area.
- Notify your supervisor.
- Check [Today @ Sam](#) 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:**

- Contact University Police at **936-294-1000** (4-1000 on campus).
- Give your name, location, what is happening and number of people involved (shooters/victims) if known.
- If possible, exit the building or area immediately.
- 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:**

- Evacuate the building immediately using building emergency plan procedures.
- Do not use the elevators.
- Assist those with mobility problems.
- Contact University Police at **936-294-1000** (4-1000 on campus).
- Report to supervisor at the designated site.
- Do not re-enter the building until instructed by authorized personnel.

- **Hazardous Materials:**

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

- **Medical Emergencies:**

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

- **Severe Weather:**

- Stay away from windows.
- Take immediate shelter.
- Monitor local radio and television stations.
- Check [Today @ Sam](#) for University closings.
- Contact University Police at **936-294-1000** (4-1000 on campus).

Refer to the SHSU Response Plan at <http://www.shsu.edu/safety> for more information.

A Member Of The Texas State University System

Revised January 7, 2011