



Emergency Code Guidelines

FIRE ALERT
MEDICAL EMERGENCY
FIRST AID ASSISTANCE
MISSING INFANT/CHILD
SECURITY ALERTS
EVACUATION/LOCKDOWN ALERTS
WEATHER

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FIRE ALERT

The purpose of this guideline is to identify the responsibilities of all building personnel in safely evacuating the building in the event of fire.

In the event of a fire, follow the universal **RACE** acronym

R – Rescue those in immediate danger

A – Alarm by activating the nearest fire pull box and call 911

C – Confine by closing doors to prevent spreading

E – Extinguish or Evacuate

- If there is smoke or smoldering, you may use the fire extinguisher to minimize potential damage after calling 911 and beginning the evacuation procedures.
- If there are active flames, you are not expected to fight a fire; call 911 and concentrate on evacuating the facility.

To use a fire extinguisher, remember **PASS**

P – Pull the pin

A – Aim the nozzle

S – Squeeze the trigger

S – Sweep from side to side at the base of the fire

EVACUATION

Members, guests, patients and program participants are to evacuate building completely. Use two-way radios to communicate during an evacuation (cleared areas, assistance needs, etc.) and report any individuals that may still be in the building to the Incident Commander.

Evacuation Meeting Areas: Church parking lot or top of hill in picnic area.

FIRST RESPONDER:

- Initiate R.A.C.E. protocol
- Communicate using two-way radio the location of the fire/smoke

SERVICE DESK: Communicate using emergency paging system and state “Fire Alert (location)” two times

ALL STAFF MEMBERS:

- Assist in evacuation of building to the nearest, safest exit
 - Parents will leave through nearest exit and walk around the outside of the building to meet their children at the evacuation location
- Emergency towels are available in the pool area
- Use two-way radios to communicate during the evacuation (cleared areas, assistance needs, etc.)
- Report any individuals that may still be in the building to the Incident Commander

CHILDCARE SUPERVISOR brings Sign-In/Sign-Out sheet of names for roll call

- Parents must sign out children if they choose to leave
- Childcare staff will ask to see parents’ identification if needed

INCIDENT COMMANDER:

- Collect information from managers of known individuals in the building at the time of the emergency
- Note any individuals that leave the evacuation meeting areas
- Manage communications with Emergency Responders, Staff, City of Rolla Administrator, and Power Wellness Risk

MEDICAL EMERGENCY

MEDICAL EMERGENCY – Non-responsive (unconscious) individual

The purpose of this guideline is to identify the responsibilities of all facility staff, security, and emergency personnel to respond to a non-responsive individual in need of basic life support assistance in and around the building. The decision to contact 911 for Emergency Medical Services (EMS) is NOT up to interpretation; unconsciousness is a life-threatening medical emergency.

If the AED, has been taken by EMS, Incident Commander will contact Center Director for replacements

If the mask and valve have been used or taken by EMS, Incident Commander will notify Center Director for replacements

FIRST RESPONDER:

- Verbally call for help or use two-way radio, and state “Medical Emergency (and location)” two times
- Ensure the scene is safe
- Check for signs and symptoms of cardiopulmonary or respiratory arrest and initiate basic life support procedures as trained
- If working without staff members, appoint a bystander to assist

SERVICE DESK:

- Communicate using emergency paging system and states “Medical Emergency (and location)” two times
- Contact 911 and provides all information including:
 - Entrance directions: main entrance
 - Individual’s condition; age, sex, responsiveness, breathing, pulse...
 - If working alone, interrupt the call to the 911 dispatcher at this time and state, “Could you hold please while I communicate with our emergency response team”
- Maintain communication with Incident Commander after they arrive on scene of the medical emergency.
- Notify individual’s emergency contact
- When directed to do so, use emergency paging system to clear the code, “All clear Medical Emergency, all clear”

FITNESS STAFF: Respond to location and brings primary First Aid bag and AED

SECOND RESPONDER:

- Ensure the scene is safe
- Assist in care of individual, using basic life support, as trained
- Use AED as soon as it arrives
 - Keep all two-way radios and cell phones six (6) feet away when AED is being used
 - Remember to yell “clear” before pushing the shock button
- Communicate and transfer care of individual to EMS

ALL TEAM MEMBERS: Ensure the scene is safe and assist in care of individual, using basic life support, as trained

INCIDENT COMMANDER:

- Arrive and remain on scene until code is cleared
- Manage communications with Emergency Responders, Staff, City of Rolla Contact, and Power Wellness Risk

MEDICAL EMERGENCY – Pool

The purpose of this guideline is to identify the responsibilities of all facility staff, security, and emergency personnel to respond to a non-responsive individual in need of basic life support assistance in the pool. The decision to contact 911 for Emergency Medical Services (EMS) is NOT up to interpretation; unconsciousness is a life-threatening medical emergency.

- Ensure the scene is safe, and use rescue equipment to remove individual from the water
- Provide in-line stabilization if head, neck or back injury is suspected
- Do not remove a seizure victim from the water until seizure is over

If the AED, has been taken by EMS, Incident Commander will contact Center Director for replacements

If the mask and valve have been used or taken by EMS, Incident Commander will notify Center Director for replacements

LIFEGUARD ON DECK/FIRST RESPONDER:

- Initiate communication by using a two-way radio or a nearby phone to alert the staff that there is a non-responsive individual needing care “Medical Emergency in the pool” two times
- Verify the scene is safe
- Yell to clear the pool
- Perform the rescue
- Begin to care for individual as trained

SERVICE DESK:

- Communicate using emergency paging system and state “Medical Emergency (and location)” two times
- Contact 911 and provides all information including:
 - Entrance directions: main entrance
 - Individual’s condition; age, sex, responsiveness, breathing, pulse...
 - If working alone, interrupt the call to the 911 dispatcher at this time and state, “Could you hold please while I communicate with our emergency response staff”
- Maintain communication with Incident Commander after they arrive on scene
- Notify individual’s emergency contact
- When directed to do so, use emergency paging system to clear the code, “All clear Medical Emergency, all clear”

FITNESS STAFF: Respond to location and brings primary First Aid bag and AED and assist as trained.

SECOND RESPONDER:

- Ensure the scene is safe
- Assist in removing the individual from the water, using bystanders to meet all needs
- Exercise Universal Precautions, if needed
- Begin to care for individual, as trained
- Communicate and transfer care of individual to EMS

ALL TEAM MEMBERS:

- Ensure the scene is safe and assist in care of individual, using basic life support, as trained
- Use AED as soon as it arrives
 - Keep all two-way radios and cell phones six (6) feet away when AED is being used
 - Remember to yell “clear” before pushing the shock button

INCIDENT COMMANDER:

- Arrive and remain on scene until code is cleared
- Manage communications with Emergency Responders, Staff, City of Rolla Administrator, and Power Wellness Risk

FIRST AID ASSISTANCE – Responsive (conscious) individual

The purpose of this guideline is to identify the responsibilities of all facility staff and emergency personnel to respond to individuals in need of medical assistance in and around the building.

A person, able to answer questions, may still need staff members to call Emergency Medical Services (EMS). The situation needs to be assessed by trained staff to determine action.

WHEN TO CALL 911

- Signs of a heart attack
- Signs of a stroke
- Trouble breathing/choking
- Severe burns
- Extreme disorientation/strange behavior
- Severe bleeding
- Inability to transport self for needed care
- A head injury
- Major bodily injury
- Suspicion of internal bleeding

The decision to call EMS is not up to the individual, their guardian, or family; this decision should be made by the staff. Do not argue with the ill or injured individual. Call for an ambulance if additional support or advanced care is needed. The individual has the right to refuse care and transport from EMS responders. Notate “refused care from EMS” on the incident report.

FIRST RESPONDER:

- Stabilize individual, as trained
- Verbally call for help or use two-way radio or dials/instructs someone to call the Service Desk and state “First Aid Assistance (and location)” two times
- Return to the scene and care for individual, as trained
- If working without staff, appoint a bystander to assist

SERVICE DESK:

- Communicate using emergency paging system and states “First Aid Assistance (and location)” two times
- Maintain communication with Incident Commander after they arrive on scene of the medical emergency.
- Notify individual’s emergency contact if under 21 years of age
- When directed to do so, use emergency paging system to clear the code, “All clear First Aid Assistance, all clear”
- If a Medical Assistance is called for an incident outside of the building, include a call to Hospital Security

FITNESS STAFF: Respond to location and bring primary First Aid bag and AED

SECOND RESPONDER:

- Ensure the scene is safe
- Care for individual, using basic life support, as trained
- Assist with crowd control, retrieve items and cover other areas as needed

ALL TEAM MEMBERS: Ensure the scene is safe and assist in care of individual, using basic life support, as trained, if needed

INCIDENT COMMANDER:

- Arrive and remain on scene until code is cleared
- Manage communications with Emergency Responders, Staff, City of Rolla contact, and Power Wellness Risk

MISSING INFANT/CHILD

The purpose of this guideline is to identify the responsibilities of all facility staff and emergency personnel in the event of a missing infant/child. Additional staff may be needed to search for a missing infant/child.

FIRST RESPONDER:

- If child is missing or abduction is suspected, contact Service Desk and state “Missing Infant/Child” two times
- Describe missing child by: name, age, clothing and whether the individual is male or female

SERVICE DESK:

- Communicate using emergency paging system and state “Missing Infant/Child” two times
- Press security alert button at Service Desk
- Contact 911 and provide all information available
- Maintain communication with Incident Commander after they arrive on scene
- When directed, use emergency paging system to clear the code, “All clear Missing Infant/Child Alert, all clear” two times

INCIDENT COMMANDER:

- Arrive and remains on scene until code is cleared
- Direct the facility search until Emergency Responders arrive
- Communicate with the parent or legal guardian of the child
- Manage communications with Emergency Responders, Staff, City of Rolla contact, and Power Wellness Risk

ALL STAFF MEMBERS:

- Secure exits and parking lot entry/exit until Emergency Responders arrive
- Search all areas of the building and grounds for missing infant/child – **check pools first**
- Lockdown the facility and block the doors and check the bags of anyone wishing to leave the building
 - Be polite. Explain that a child is missing, and everyone leaving the facility needs to be checked

MISSING ADULT

The purpose of this guideline is to identify the responsibilities of all facility staff and emergency personnel in the event of a missing adult. Additional staff may be needed to search for a missing adult.

DISCOVERING STAFF MEMBER:

- Verbally call for help or Contact Service Desk and state “Missing Adult” two times
- Describe missing adult by: name, age, clothing and whether the individual is male or female

SERVICE DESK:

- Communicate using emergency paging system and state “Missing adult” two times
- If the person has not been found in a reasonable time, call 911 to report the missing adult.
- Maintain communication with Incident Commander after they arrive on scene
- When directed, use emergency paging system to clear the code, “All clear, Missing adult alert, all clear” two times

INCIDENT COMMANDER:

- Arrive and remain on scene until code is cleared
- Direct the facility search until Emergency Responders arrive or adult is found
- Communicate with the family or emergency contact of adult
- Manage communications with Emergency Responders, Staff, Building Management and Power Wellness Risk

SECURITY ALERTS

The purpose of this guideline is to identify the responsibilities of all facility staff in the event of a situation in which immediate and potential threats of violence are made in and around the building which would require Security assistance including armed intruders, altercations and/or threatening behavior.

ARMED INTRUDER

The purpose of this guideline is to initiate a prompt response to an armed intruder and/or situation that addresses the personal safety of employees, members, guests, patients, and vendors.

ALL BUILDING OCCUPANTS:

RUN Evacuate if possible.

HIDE If evacuation is not possible, move to a room/area with a door and barricade/lock if possible

- Direct everyone to:
 - Silence phones and turn off lights to give the appearance of an empty room or area
 - Wait quietly for the all clear before leaving the barricaded area or reentering the fitness center
 - Present your hands above your head, follow instructions of law enforcement when they arrive

FIGHT If you cannot run or hide, you have no choice but to fight in an attempt to disarm the assailant

FIRST RESPONDER:

- If safe to do so, contacts 911 and states “there is an armed intruder”
 - Inform the Operator of the following, if possible, without jeopardizing yourself: location, number of individuals, male or female, physical description of the armed intruder(s) (height, weight, hair, clothing, etc.), what kind of weapon and how many, did they say anything, the last direction they were heading
- If safe to do so, contact the Service Desk
- If safe to do so, alert all staff on two-way radio

SERVICE DESK:

- If safe to do so, alert all staff on two-way radio
- If safe to do so, communicate using emergency paging system and state “Armed Intruder (and location)” two times
- If safe to do so, leave buildings, evacuating all encountered individuals, and use a cellular phone to contact 911.

ALL STAFF MEMBERS:

- If safe to do so, immediately attempt to evacuate the building, following Evacuation Procedures where possible
- If safe to do so, direct parents as to the outdoor location of their children

CHILDCARE SUPERVISOR: If safe to do so, evacuate or hide with children brings Sign-In/Sign-Out sheet

INCIDENT COMMANDER:

- Collect information from managers of known individuals in the building at the time of the emergency.
- Note any individuals that leave the evacuation meeting area
- Manage communications with Emergency Responders, Staff, City of Rolla Administrator, and Power Wellness Risk

ALTERCATIONS/THREATENING BEHAVIOR

The purpose of this guideline is to provide employees with procedure to be followed in the event of an altercation (member-member, member – staff) or display of threatening behaviors or verbal threats

FIRST RESPONDER Verbally call for help or use two-way radio or phone and give location of the situation and brief description of the situation (number of people involved, description of those involved)

SERVICE DESK:

- Communicate using emergency paging system and states “Security Alert (and location)” two times
- If there is a lack of staff members or situation is not controllable, call 911.
- Maintain communication with Incident Commander after they arrive on scene
- When directed to do so, uses paging system to clear the code, “Security Alert, all clear” two times

ALL STAFF MEMBERS that are available in the building respond to location

INCIDENT COMMANDER:

- Arrive and remain on scene until code is cleared
- Manage communications with Emergency Responders, Staff, City of Rolla contact, and Power Wellness Risk

Hostage

The purpose of this guideline is to identify the responsibilities of all facility staff in the event of a situation in which a person or persons has been taken hostage within the center or on the campus.

DISCOVERING TEAM MEMBER contacts Service Desk using two-way radio phone and give location of the situation and brief description of the situation (number of people involved, description of those involved)

SERVICE DESK

- Alerts all staff on two-way radio, states “Hostage Alert (and location)” two times
- Contacts **911**

ALL TEAM MEMBERS

- All available team members in building should respond to location
- If additional assistance is needed, notify the Service Desk to make calls requesting further assistance

FOLLOW UP: When the Hostage Alert has been canceled, announce “Hostage Alert all clear.” Complete an Incident report, call and email incident report as directed on the Incident Reporting policy and procedure.

If the Code White is in another building on the Campus: Notification will come from hospital Security on how to proceed and a Code Yellow (lock down) may be issued.

EVACUATION/LOCKDOWN ALERTS

The purpose of this guideline is to identify the responsibilities of all facility staff in the case of a building evacuation or lockdown due to an emergency or threat.

EVACUATION PROCEDURES

Members, guests, patients and program participants are to evacuate building completely. Use two-way radios to communicate during the evacuation (cleared areas, assistance needs, etc.) and report any individuals that may still be in the building to the Incident Commander.

Evacuation Meeting Areas: church parking lot or top of hill picnic area

FIRST RESPONDER/WITNESS contact Service Desk and gives location and description of situation

SERVICE DESK: Communicate using emergency paging system and state "Evacuation Alert, all members, guests and employees must evacuate the building" two times

ALL STAFF MEMBERS assist in evacuation of building to the nearest, safest exit

- Use two-way radios to communicate during the evacuation (cleared areas, assistance needs, etc.).
- Parents will leave through nearest exit and walk around the outside of the building to meet their children at the evacuation location
- Emergency towels and warming blankets are available in the pool area

CHILDCARE SUPERVISOR: Bring Sign-In/Sign-Out sheet of names for roll call

INCIDENT COMMANDER:

- Arrive at evacuation location and remains on scene until code is cleared
- Collect information from managers of known individuals in the building at the time of the emergency.
- Note any individuals that leave the evacuation meeting area
- Manage communications with Emergency Responders, Staff, City of Rolla contact, and Power Wellness Risk

LOCKDOWN PROCEDURES

SERVICE DESK: Communicate using emergency paging system and states "Shelter In Place. The building is under lock down until further notice. No one is to leave or enter" two times

ALL STAFF MEMBERS:

- Ensure all doors are secured and locked where possible
- Ensure signage is posted on entrances/exits regarding lockdown
- Ensure members, guests, participants and patients keep away from windows
- Direct parents as to the location of their children

CHILDCARE SUPERVISOR: Bring checklist of names for roll call

INCIDENT COMMANDER: Manage communications with Emergency Responders, Staff and Risk Managers

BOMB THREAT

The purpose of this guideline is to initiate a prompt response to a bomb threat that addresses the personal safety of employees, members, guests, patients, and vendors.

TELEPHONE BOMB THREAT

FIRST RESPONDER attempts to keep the person in conversation while signaling others to evacuate (write down that it is a bomb threat). Be Calm, Be Courteous, Listen, Do Not Interrupt

- Let the caller talk and listen with polite interest about their cause
 - Gather/write down as much information about the following facts about the call/caller:
 - Caller's voice: Male or female? Old or young? Tone? Disguised or taped?
 - Background sounds: Machinery? Animals? Motors? Traffic? Static?
 - Displayed phone number
- Do not hang up phone, even after call is over; keep the line open.
- If able, press security button or have another member press security button to alert hospital security.
- If able, have another staff member call 911 and report threat or call 911 when call is over and await instructions.

WRITTEN BOMB THREAT

FIRST RESPONDER

- Avoid handling the note as much as possible, keep others from touching it.
- Call 911 and wait for further instructions.

SUSPICIOUS PACKAGE

FIRST RESPONDER

- Do not touch the suspicious package
- Clear everyone from the area of the suspicious package. If possible, close doors and/or secure access to the area.
- Call 911 and wait for further instructions.

INCIDENT COMMANDER: Manage communications with Emergency Responders, Staff, Security and Power Wellness Risk

UTILITY OUTAGE

The purpose of this guideline is to initiate safety measures in the event of a power, telephone, or elevator failure, or IT system loss. If core business systems are down, utilize backup check-in procedures as outlined in the Service Desk Handbook

Emergency lighting will last for less than an hour and is not meant to continue business as usual, it is designed to assist in safe egress, or evacuation of the facility. If power is not restored in 15 minutes, Incident Commander will begin Evacuation Procedures. Pools and showers cannot be used during a power outage. Individual may retrieve their personal belongings, if safe to do so, from locker rooms and offices, as determined by the Incident Commander.

Staff members should remain until this process is completed and remain until posted closing hour at the discretion of the Incident Commander. A sign should be placed on main entrance stating, "We are currently closed due to a power outage, please call before traveling back to the Center to check for reopening. Thank you for your understanding."

TELEPHONE FAILURE: SERVICE DESK OR ADMINISTRATIVE STAFF: Contact Power Wellness IT department (866.637.3499).

IT SYSTEM LOSS: SERVICE DESK OR ADMINISTRATIVE STAFF: Contact Power Wellness IT department (866.637.3499). If core business systems are down, utilize backup check-in procedures as outlined in the Service Desk Handbook

ELEVATOR OUTAGE

The purpose of this guideline is to identify the responsibilities of all facility staff, security, and emergency personnel to respond to an elevator outage in the building.

FIRST RESPONDER:

- Using two-way radio, immediately report elevator outage to Center Management (Center Director, Manager on Duty) and notify the Service Desk of the elevator outage
 - If working without team members, appoint a bystander to assist
- Elevator Occupant Check Procedure
 - **Do NOT attempt to pry open doors or access the elevator shaft** under any circumstances. This is extremely dangerous and should only be done by trained elevator technicians or emergency personnel.
 - Assess for Occupancy
 - Verify that the elevator is out of service
 - Stand clear of the elevator doors. DO NOT attempt to open the doors manually
 - Listen for signs of elevator occupancy – voices, movement, banging/knocking, emergency alarms
 - If it is confirmed or likely that there are occupants in the elevator, have Service Desk or another responder/bystander call Emergency Services (911) immediately.
 - If possible, communicate with occupants to stay clear of the doors and not to attempt to exit the elevator
 - Notify individual's emergency contact

SERVICE DESK:

- Communicate using two-way radio and emergency paging system and state "Elevator Outage" two times
- Notify Facility Management of the outage and determine if they may have access to the elevator's built in communication system to assist in determining communication with any elevator occupant(s)
- Maintain communication with Responders and Incident Commander to determine if additional emergency support is needed. If there are occupants in the elevator, contact Emergency Services (911) immediately

FITNESS STAFF: Respond to location and brings primary First Aid bag and AED

SECOND RESPONDER(S):

- Place “Out of Order” signage at all elevator access points
- Ensure the scene is safe and assist in crowd control, if needed

INCIDENT COMMANDER:

- Arrive and remain on scene until all occupants of elevator have been rescued
 - If there are no occupants in the elevator, ensure that “Out of Order” signage has been placed at all access points
- Identify individuals requiring elevator access (e.g., those using wheelchairs, walkers, or with mobility impairments)
 - If a member or guest **cannot safely navigate the stairs** and **must exit or relocate within the building**, the following protocol applies:
 - **Do not attempt to carry or assist them down stairs manually.**
 - Contact **non-emergency medical transport services** (e.g., local EMS or third-party providers) to provide safe stair descent using appropriate mobility devices (e.g., stair chair)
 - Remain with the individual or designate a team member to stay with the individual until assistance arrives. Provide comfort, communication, and reassurance
- Provide updates to members and staff periodically, especially those affected by mobility concerns.
- Manage communications with Center Director, Emergency Responders, Team Members, The Centre at Rolla, Security and Power Wellness Risk
- Complete Incident Report

HAZARDOUS MATERIALS ALERT

The purpose of this guideline is to identify the responsibilities of all facility staff and emergency personnel when responding in the event of a bodily fluid contamination, hazardous spill, or chemical release.

FIRST RESPONDER:

- Call Service Desk and give location and description of situation
- Begin to evacuate the spill area

SERVICE DESK:

- Communicate using emergency paging system and states "Hazardous Materials Alert (and location)" two times
- Maintain communication with Incident Commander after they arrive on scene
- When directed to do so, use emergency paging system to clear the code, "All clear Hazardous Materials Alert, all clear" two times

FITNESS STAFF: Respond to location and bring primary First Aid bag and AED

ENVIRONMENTAL SERVICES (EVS):

- If spill is small, uses Personal Protective Equipment (PPE) and spill kit to clean up, as trained
- If the size of the hazardous spill is beyond the capabilities of staff to clean up and/or threatens the safety of the patients, visitors and staff, activate Evacuation Procedures

SECOND RESPONDER(S):

- Respond to the Hazardous Materials Alert and assist with crowd control/evacuation
- Identify and print appropriate Safety Data Sheets (SDS), either by locating the closest SDS binder or utilizing the SDS direct dial number located on the nearest phone.

INCIDENT COMMANDER: Ensure biohazardous materials are placed in designated bio-hazard containers. Manage communications with Emergency Responders, Staff, Security and Power Wellness Risk

WEATHER ALERT

The purpose of this guideline is to identify the responsibilities of all facility staff responsibilities to help ensure the safety of members, patients, guests and staff, and to provide procedure for staff to assist during severe weather situations.

Severe weather procedures for snow storms, ice storms, flooding, and similar conditions will be based on the weather alerts issued by county emergency services. The Fitness Center, programs and services will operate as follows depending on the level of weather alert issued.

WEATHER ALERT - SEVERE STORM WARNING

Severe Storm Warnings issued by the National Weather Service include the dangers of severe lightning, hail, and ice. Business continues as usual with heightened awareness. Indoor programs continue as usual; any staff member who is uncomfortable performing their assigned task during a severe warning will have the full support of Management. Must inform Incident Commander.

- Fitness Center operations and the decision to either remain open or close due to inclement weather will be made by the Center Director
- All staff should remain at work until this determination has been made
- If the decision to close is made, follow the procedures for Evacuation Alert
- The decision to re-open will be made by the Center Director, and communication will be made to staff that are scheduled to work

FITNESS STAFF: Inform members, guests, and patients who are already in the facility, to be aware that if conditions change for the worse, they should be ready to take shelter in a designated Tornado Shelter area

INCIDENT COMMANDER:

- Manage documentation and communications with Emergency Responders, Staff, Center Director, and Power Wellness Risk

TORNADO WATCH: When the conditions are favorable to produce a tornado the National Weather service will issue a Tornado Watch. Business continues as usual with heightened awareness.

INCIDENT COMMANDER:

- Monitor an online weather station or app for the duration of the weather event.
- Manage communication with members, guests and staff, as they enter the building, that the area is under a Tornado Watch and if conditions worsen, they will be asked to go to the appropriate tornado shelter.

TORNADO WARNING: When a tornado has been sighted, or is approaching, the area the National Weather Service will issue a Tornado Warning.

INCIDENT COMMANDER:

- Communicate using emergency paging system and states "Severe Weather Alert – Attention all available personnel – We are under a Tornado Warning – Please direct patrons to the locker rooms for shelter." two times
- Manage team in assisting leading all patrons to designated Tornado Shelters
- Manage communications with Emergency Responders, Staff, Building Management and Power Wellness Risk

ALL STAFF MEMBERS assist in leading patrons to designated Tornado Shelters

- Anyone not willing to go to the locker room must leave the building
- If safe to do so, parents/guardians are permitted to meet their child(ren) in the designated Childcare area Tornado Shelter to be with their children. Children may not be in the adult locker rooms.

APPENDICES

ROLE DEFINITIONS

REFERENCE

INCIDENT REPORTING

INCIDENT REPORTING POLICY & PROCEDURE

INCIDENT REPORTING CHECKLIST

INCIDENT REPORT

WORKER'S COMPENSATION

WORKER'S COMPENSATION POLICY & PROCEDURE

WORKER'S COMPENSATION CHECKLIST

WORKER'S COMPENSATION HIPAA FORM

EMERGENCY GUIDELINES ACKNOWLEDGEMENT FORM