

# University of Mississippi Campus Recreation Emergency Action Plan

## **Purpose**

The University of Mississippi Department of Campus Recreation is committed to providing safe facilities and programs for the campus community. All staff members are responsible for the safety of themselves, as well as our patrons. The following procedures outlined in the Emergency Action Plan (EAP) should be used whenever an emergency situation occurs.

## **Staff Certifications**

All student employees *must* have an active American Red Cross Adult First Aid/CPR/AED certification (or higher certification) and attend a Campus Recreation Emergency Action Plan (EAP) training. The training covers how to handle all emergency code protocols, including shelter in place and active threat procedures. These requirements must be met in order to begin employment. Similar certifications, such as that of the American Heart Association (AHA), are not valid substitutes for employment with Campus Recreation.

- New hires already certified by the Red Cross in Adult First Aid/CPR/AED will still be required to attend an in-class session for skills review and EAP training before being officially recorded on WhenToWork as certified and able to be scheduled.

The following steps are the procedures to gain your certification:

1. **Select a Class Time:** Sign up for a course prior to CR 101 (your supervisor will provide course dates and times).
2. **Course Preparation:** You will receive an email from your supervisor explaining the steps to register and prepare for the course.
  - *You will need to create an American Red Cross login if you do not already have one.*
3. **Pay Online:** The email will provide an online payment link for \$35.00, which will secure your registration.
  - Print a copy of your proof of payment. You will need to bring it with you to the in-class portion of the course.
  - If the payment is not made before the course, you will not be admitted to attend the in-class portion of the course.
  - You will be paid for 3 hours of “time worked” for the in-person portion of the course, which will help offset your out-of-pocket cost.
4. **Complete Online Portion:** Following payment, complete the online portion of the course (the online course link will be provided in the above email).
  - Once you complete the online course, print a copy of your completion and bring it with you to the in-class portion of the course.
5. **Attend In-Class Portion:** Attend the in-class portion of the course and complete the practical components for certification.
  - Bring proof of completion of the online course and proof of payment to the in-class portion of the course.
  - The Turner Center EAP will also be reviewed during the in-class portion.
  - Be prepared to actively participate in the course, including performing strenuous activities. If you are not able to perform the skills, the instructors will not be able to give you a passing grade for the course.



- Remember, you will be paid for 3 hours of “time worked” for the in-person portion of the course.
6. **Give Supervisor Your Certificate:** You will receive an email from the Red Cross within a few days of the completion of your course with a link to receive your certification. Send a copy of the certification to your immediate supervisor.

### **Safety Equipment**

All program areas of Campus Recreation have first aid kits and biohazard kits. Kits in the Turner Center are located in the natatorium office, at the 2<sup>nd</sup> floor control desk, in the Intramural Sports and Sport Clubs (IMSC) office, and at the fitness center desk. A first aid kit and biohazard kit are both located at the South Campus Recreation Center (SCRC) front desk. These kits should be used to treat minor injuries and will contain, but are not limited to:

- **First Aid Kit Contents:** alcohol wipes, gloves, mask(s), 2x4 & strip band aids, eye pads, butterfly stitches, gauze, tape, plastic wrap, burn cream, dry ice, and glucose tabs
- **Bio Hazard Kit Contents:** gloves, towels, red bio trash bag, small spill absorbent kit, large spill absorbent, and glasses
- **Wheelchairs:** There is one available wheelchair located at each facility. Within the Turner Center, the wheelchair can be found in the 2<sup>nd</sup> floor racquetball hallway. Within the SCRC, the wheelchair can be found in the basketball storage closet (Room 133).

### **Automatic External Defibrillator**

The Turner Center’s Automated External Defibrillator (AED)s are located at the following areas:

- Fitness Center Desk
- 2<sup>nd</sup> Floor Control Desk
- Natatorium – Aquatics Office
- Athletic Trainer (AT) Suite – *when not in use at competitions*

The South Campus Recreation Center’s Automated External Defibrillator (AED)s are located at the following areas:

- 1<sup>st</sup> Floor Control Desk
- 2<sup>nd</sup> Floor – *across from the group fitness studios, on the column between the cardio equipment overlooking Zone 2*
- Ole Miss Outdoors (OMOD) Office

Other locations:

- Intramural Fields – *with staff during competitions*
- Challenge Course – *with staff during group activities*

### **Reports**

In the event of an injury (participant requests or merits First Aid/CPR/AED response) or incident (disruptive participant, response to emergency codes below, issue that requires significant staff response), staff members will be responsible for completing an incident report to document the situation and response. Be sure to provide as much accurate information as possible and fill out the form completely. The following steps should be followed to submit an injury or incident report:

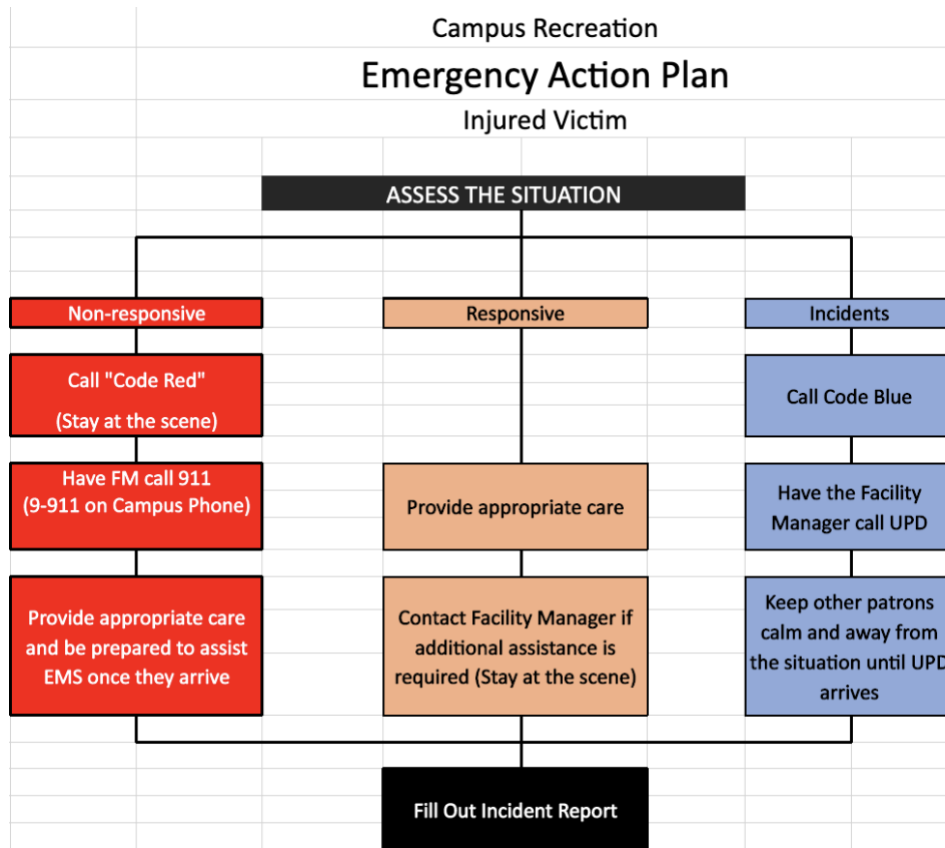
- Incident reports should be completed by the staff member who was the immediate responder to the situation.
- The incident report can be accessed on department computers and iPads at all facilities.
- Paper copies of the incident report will be available at the Outdoor Sports Complex (OSC) for use if the internet cannot be accessed.



**Activating the Emergency Action Plan (EAP)**

When an injury or incident occurs, assess the situation and use your discretion for the best course of action. Use the EAP protocol chart and the code protocols in this manual for assistance in how to handle situations that may occur while you are on shift. If at any time while working as a Campus Recreation staff member you feel a condition will impose a threat to the staff or patrons, please contact a professional staff member and/or University Police.

- **If the situation merits emergency assistance, call 911 from landline office phones or from personal cell phones.** Then, on your radio, activate our EAP and state which code is occurring, where the exact location of where the incident is taking place, and what type of assistance is needed. The program area professional staff supervisor and/or graduate assistant should also be contacted.



<u>Turner Location</u>	<u>Program Area Phone Extensions</u>
642 All American Dr.	UPD x4911
University, MS 38677	SCRC Front Desk x4079
(662) 915-5591	TC Front Desk x5591
	Pool x7946
<u>SCRC Location</u>	IMSC x5573
980 Whirlpool Dr.	Fitness x1130
Oxford, MS 38655	OMOD x6735
(662) 915-4079	



## Emergency Codes

The code system is for when injuries/incidents occur in a facility and other staff need to be notified. Actions are listed to follow even when code is not needing to be called. If you are the only program area at a facility, and there are no other employees in the facility to inform of a code, immediately move forward to the code's actions.

**Code Red:** Call an ambulance and bring the AED

**Code Blue:** Call University Police Department

**Code Adam:** Missing person

**Code Black:** Lockdown the building

**Code Yellow:** Evacuate the building

**Code Green:** Seek shelter

**Code Red:** Call an ambulance and bring the AED

Code Red injuries include, but are not limited to: seizures, unconsciousness, broken bones, excessive bleeding, stroke, severe burns, heart attack, or any case that would require CPR. The type of emergency will dictate what actions are to be taken, but emergency services will need to be **immediately** called for life-threatening situations.

If you are the first responder to a **life-threatening** injury, take the following steps:

- Make sure the area around the victim is safe.
- Call a Code Red using the facility radio.
- Instruct the Front Desk to call 911 and get the closest AED.
  - Ex. "Fitness to front desk: we have a code red in \*area\*"
  - Inform them of the situation so that they can clearly communicate details to emergency medical services (EMS).
- Available staff should respond to area announced with the code red.
  - If you are the 2<sup>nd</sup> staff member to arrive, check to see if 911 has been called and then assist with care if needed.
  - Staff should also remove people from the area immediately around the victim and instruct them to remain calm.
  - Other staff may be needed to aid with the injured victim, crowd control, or assist emergency personnel to the site. The first individual on site OR the highest trained individual on site should take lead in giving clear, direct instructions of what is needed of other staff.
- If responsive, ask the victim if they are okay and if you can approach them to administer treatment.
  - Try to keep the person calm, and let them know that help is on the way.
- If the individual is **unresponsive**, implied consent exists. Administer appropriate care immediately.
- Once emergency personnel are on-site, CR employees should follow their instructions and remain available to assist.
- Once the incident is resolved, an incident report must be completed.



**When calling EMS, use this as a resource for providing information.**

- State where you are/what building you are in.
- State your name and that you work for Ole Miss Campus Recreation.
- State what incident occurred.
- State how many people were involved.
- State the conditions of all involved.
- State what care is being provided to those injured.
- Do not hang up the phone and continue to answer any questions the dispatcher may ask.

**Turner Center**

- When working at the Turner Center, if EMS is needed in the main building, instruct EMS they can access the front door by using All-American Drive.
- If EMS is needed at the Natatorium, instruct them to use the back entrance of the facility by coming through the back parking lot directly off of Hill Drive.
- If EMS is needed at the Tennis Courts, instruct them to use the back parking lot directly off of Hill Drive.
- A staff member should always be waiting at the entrance or designated area to flag down the ambulance and instruct EMS where to go.
- If EMS need to be on the first or third floor, have the elevator ready when they arrive.

## South Campus Recreation Center



- If EMS is needed inside of the building, instruct EMS to use the OMOD entrance at the back of the building, which can be accessed from Whirlpool Drive.
- If EMS is needed at the fields, instruct them to use the side parking lot of SCRC, which can be accessed from Whirlpool Drive.
  - Field access can be granted from the double gates on the second field (farthest from the building).
- A staff member should always be waiting at the entrance or designated area to flag down EMS where to go.

## Outdoor Sports Complex



- When working at the OSC, instruct EMS to use Insight Park Avenue to access the fields or challenge course.
- When working at the OSC, have a staff member along the road to flag down the ambulance and give directions of where the emergency is occurring.
- For additional support:
  - If you are working a Sport Club practice by yourself, radio over to the intramural staff on the IM fields to come help you provide care.
  - If you are leading a group at the challenge course, call the main desk of either the Turner Center or the SCRC to request additional assistance.

### **Code Blue:** Call University Police Department (UPD)

If a Code Blue is called, it is the responsibility of the CR staff member at the front desk to call the University Police Department. The CR staff that called the Code Blue should provide information as needed and make sure the situation does not escalate.

- **Physical Altercation:** If an altercation occurs in the facility, UPD should be called immediately. Campus Recreation staff may use their voice to try to break up the altercation. Never become involved in the incident. Staff should take note of the patrons involved and keep all other patrons away from the altercation. After the situation is under control, an incident report must be completed.
- **Weapons:** If you see an unattended weapon or an individual with a weapon(s), contact UPD immediately and have a staff member stand watch. Be discreet if the individual with the weapon(s) is nearby. Note personal features of the individual (type of weapon(s), gender, race, height, weight, clothing, etc.). Give this description to the University Police officer(s) when they arrive.



- **Disruptive Individual(s):** A disruptive individual is someone who refuses to comply with university policies, Department of Campus Recreation policies, is a harm to others/themselves, is behaving in a bizarre/unstable manner, or appears to be intoxicated/under the influence of a controlled substance. If the individual will not leave the facility after a Campus Recreation staff member has asked, UPD can be contacted. The Campus Recreation staff member needs to be able to provide their own name, location, and a description of the situation and individual involved.
- **Bomb Threat:** Any staff receiving a call alleging an explosive device should attempt to obtain as much information as possible from the caller. If you are alone, keep the caller talking as long as possible. Ask questions and write down the caller's exact words. Immediately tell another staff member to call UPD. They will provide further instructions based on information given.
  - A **Bomb Threat Information Checklist** will be kept by program area phones and is included in the appendix of the EAP.
  - Remain calm but firm if the threat of an explosion is imminent.
  - Keep clear of emergency vehicles. Be aware that UPD will take over the situation when they arrive.

### **Code Adam:** Missing Person

If a patron reports that a person is missing, immediately contact University Police. The staff member speaking with the patron should call a "Code Adam" followed by a description of the missing person. Staff should immediately begin to monitor primary exits until University Police arrive and take control of the situation. An incident report will need to be filled out following the resolution of the situation. These situations typically involve children, but are not limited to only them.

### **Code Black:** Lockdown the building

- **Active Shooter:** The first staff member to see the shooter should use a radio to contact all other staff. The Facility Manager must contact UPD.
  - **If the shooter is in or around the building, call, "Code Black: location of shooter."** This allows other staff members to know where the shooter is and to be able to plan a course of escape. If possible, evacuate all patrons via the nearest exit.
  - If you cannot evacuate, establish an area that allows you to be out of sight from doors and windows.
  - If possible, find a location that can be secured or locked, and turn off the lights.
  - Move as quietly and quickly as possible. Shut off cell phones or other devices that can alert the shooter to where you are.
  - Remain in the building until told to evacuate by UPD.
  - If the fire alarm sounds, do not evacuate the building unless you are aware of a fire or have been advised to evacuate by UPD.

<i><b>Avoid</b></i>	<i><b>Deny</b></i>	<i><b>Defend</b></i>
<ul style="list-style-type: none"> <li>• <i><b>Know your exits</b></i></li> <li>• <i><b>Leave ASAP, if possible</b></i></li> <li>• <i><b>Do not attempt to carry anything</b></i></li> <li>• <i><b>Call 9-1-1 when possible</b></i></li> </ul>	<ul style="list-style-type: none"> <li>• <i><b>Lock/secure door and barricade it</b></i></li> <li>• <i><b>Close curtains and blinds</b></i></li> <li>• <i><b>Turn off the lights</b></i></li> <li>• <i><b>Hide or build cover</b></i></li> </ul>	<ul style="list-style-type: none"> <li>• <i><b>DO NOT HESITATE</b></i></li> <li>• <i><b>Best in groups of 3-5</b></i></li> <li>• <i><b>Distract and divide shooter's attention and ability to pick targets</b></i></li> </ul>





<ul style="list-style-type: none"> <li>• <i>Move quickly and keep your hands visible</i></li> <li>• <i>Follow instructions of law enforcement</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>Call 9-1-1 when possible</i></li> <li>• <i>Keep people calm and quiet</i></li> <li>• <i>Look for items that could be used for weapons</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>Grab shooters hand to control where gun is pointed</i></li> <li>• <i>Separate shooter from weapon</i></li> </ul>
--	--	--

- **Reb Alert: Shelter in Place - Lock Down:** The Shelter in Place plan is implemented if there is a threat on campus. There is an action plan designated for each floor of both facilities. These plans are located within each program area. These action plans have different scenarios depending on the time of day. All plans have the same outcome: to ensure all the patrons get to safety.
  1. A Reb Alert will be communicated
  2. The Facility Manager will announce “Code Black: shelter in place”
  3. Other staff members will activate their specific lock down procedures unique to their program area
  4. Once the doors of the shelter in place are secured, it is your responsibility to keep all the patrons quiet and calm. Chaos will occur if the staff members do not keep control of the situation. There should be a staff member at each locked door. Quietly but firmly ask all patrons to silence their cell phones.
  5. Do not unlock the doors for any reason. When an all-clear signal is given from either the Campus Recreation closet radios or a RebAlert message, then patrons may leave the locker rooms.
  6. These processes can change depending on the staffing of the facilities during certain hours, or due to certain events. Please be familiar with area specific changes. Please contact a member of the Emergency Response Committee for further details.

### Lock Down Procedures

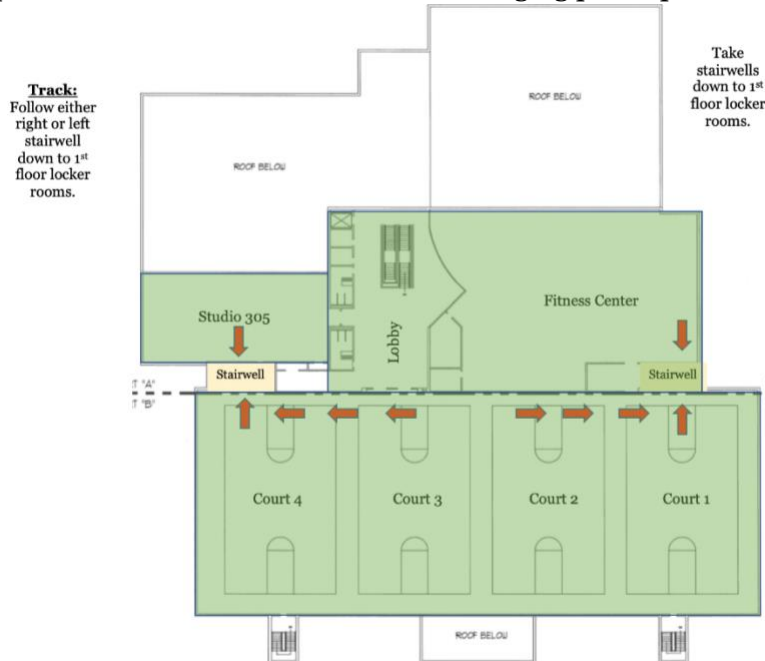
Staff members will take patrons to the assigned shelter in place locations described below. Staff members cannot mandate that patrons move to shelter in place areas. Patrons are allowed to evacuate the building if they desire. However, once shelter in place locations are secured and locked, they will remain locked.

- Staff safety is a priority and CR staff should seek shelter if patrons refuse to comply with directions.
  - It is not the responsibility of CR staff to convince patrons to seek shelter, but should provide the opportunity for them to go to the designated shelters.
- Professional staff, and other staff not mentioned below, will assist with lockdown responsibilities if present at the time of the incident.



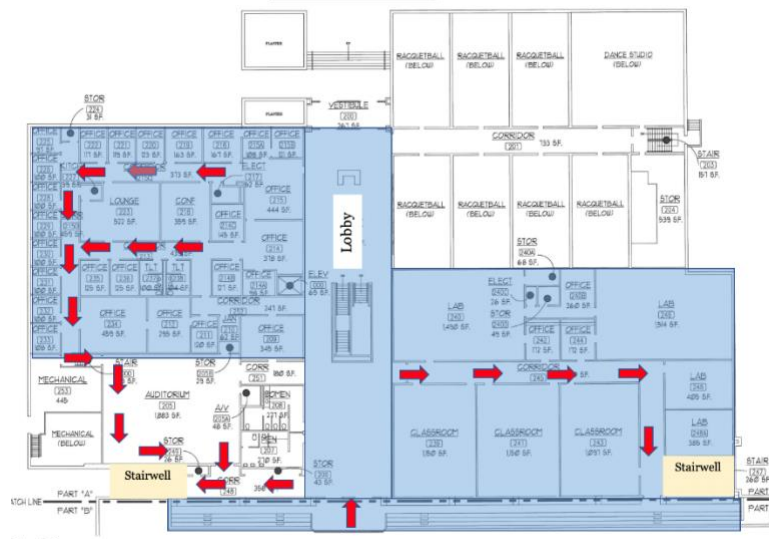
**Turner Center:**

1. **Third Level:** Participants on the third level of the facility will be directed by Fitness Staff members to either the Men’s General Locker Room (Room 108) OR the Women’s General Locker Room (Room 105) depending on which stairwell is used.
  - a. When in operation, IMSC staff will assist with bringing participants to these areas.



2. **Second Level:** Participants on the second level of the facility will be directed by Facilities Operations staff members to either the Men’s General Locker Room (Room 108) OR the Women’s General Locker Room (Room 105).
  - a. FMs and customer service representatives (CSRs) are responsible for clearing all office areas and classrooms on the second floor.

**Main Entrance**



**The Well**

3. **First Level:** Participants on the first floor of the facility will be directed by the Aquatics staff to the Men’s General Locker Room OR the Women’s General Locker Room.



- a. Lifeguards will use designated locker room keys (hanging on the EAP bulletin board in the Aquatics office – Room 101).
- b. Key 105 will lock the Women’s General Locker Room doors. It is designated with a **white** key symbol and with the surface covered in a black **W**.
- c. Key 103A/108C will lock the Men’s General Locker Room doors. It is designated with a **red** key symbol and with the “**men**” written on the surface in black.
  - i. It also includes Key 474745 to unlock the storage room where supplies are located.

Key 105 is used to lock the Women’s General Locker Room door leading to the pool deck

- a. Key 108 is used to lock the Men’s General Locker Room door leading to the pool deck.

Keys are also included (103A/108C) to unlock the general locker room closets.



- For access to the Men’s General Locker Room (Room 108), the key on the blue FM lanyard is surrounded by an **orange key ring**.
- For access to the Women’s General Locker Room (Room 105), the key on the blue FM lanyard is surrounded by a **pink key ring**.
- The key to the storage closets in both locker rooms is surrounded by a **red key ring**.

**South Campus Recreation Center (SCRC):**

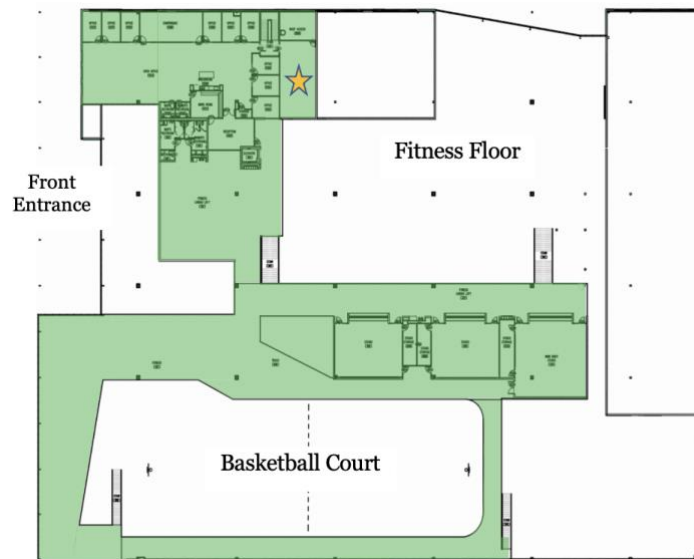
1. **Basketball/MAC Courts:** Participants on the basketball and MAC courts will be directed by CSRs to Rooms 133 and 136.
  - a. When in operation, IMSC staff will assist with bringing participants to these areas.



2. **First Floor Fitness & OMOD:** Participants in Fitness and OMOD areas on the 1<sup>st</sup> floor will be directed by Fitness and OMOD staff to Room 138.



3. **Second Floor Fitness:** Participants on the 2<sup>nd</sup> floor will be directed by professional staff and FMs to Room 205.
  - a. If in operation, group fitness instructors will bring participants to this area.



All staff should ensure that turn locks within the shelter-in-place areas (both Fac/Staff and General) are completely locked. Once the locks are turned, no further admittance into the safe room will be allowed.

**Outdoor Sports Complex:** If a shooter is present at the fields, take shelter in the nearest buildings or hide amongst the surrounding forested area. If an alert is received, CR staff are to immediately suspend activity and instruct patrons to shelters-in-place.

- Shelter-in-place facilities include the restrooms and CR sheds.
- Patrons are allowed to evacuate the premises if they desire.

### **Code Yellow:** Evacuate the building

- **Fire:** If a fire occurs and it is small enough to be controlled safely with the nearest fire extinguisher, you may attempt to contain the fire. However, if the fire is not able to be controlled, activate the fire alarm and evacuate the building. Activating the fire alarm will automatically notify dispatch services with Facilities Management.
  - When a fire alarm sounds within the building, everyone must be evacuated immediately.
  - Staff from each area will ensure their area is evacuated and convey this to the Facility Manager (via radio or in-person).
  - No unauthorized persons may enter the facility until instructed to do so by UPD or a university official.
  - All facility staff members must bring their radios with them for further communication.
  - Elevators should not be used to evacuate anyone during a fire emergency.
  - Fill out an incident report following the resolution of the situation.
- **Hazardous Material:** If a chemical emergency or hazardous smell is detected, notify a professional staff member and call the University Police Department (662-915-4911), then contact Laboratory Services (662-915-5433).
  - If the identity of the chemical is unknown; is a toxic material; produces a noxious odor, smoke, or steam; or could be potentially dangerous to the staff and patrons, leave the area and evacuate the building immediately.

- Do not clean up the spill if you have not been properly trained.
- Fill out an incident report following the resolution of the situation.

## Evacuation Procedures

### **Turner Center:**

1. All pool patrons on the first floor will exit via the back door and wait in the back parking lot.
  - a. Aquatics staff are responsible for ensuring the safety of individuals on the first floor.
2. All other individuals in the building (including individuals with the Health, Exercise Science, and Recreation Management Department) will exit via the front doors and will be directed to wait across the street from the Turner Center.
  - a. Facilities staff are responsible for the second floor.
  - b. Fitness staff are responsible for the third floor.
3. If these exits are blocked due to fire or other obstacles, patrons should exit the facility via the nearest available exit.

### **South Campus Recreation Center (SCRC):**

1. Primary exit points in the building include the front doors, OMOD exit, or other fire exits.
  - a. All staff should familiarize themselves with fire exits throughout the facility.
2. All patrons are directed to wait in the field adjacent to the SCRC.
3. If these exits are blocked due to fire or other obstacles, patrons should exit the facility via the nearest available exit.

*Once area has been cleared by the CR staff, their safety is the main priority and they should evacuate the building.*

### **Code Green:** Seek shelter

- **Tornado:** When tornado sirens sound, all activities must be suspended immediately. At the first sound of a siren, you should seek shelter immediately on the lowest level, towards the center of the building, and away from windows.
  - Be aware that sirens will sound for three minutes and then stop for two minutes.
  - Inform patrons that the sirens will stop while a warning is still in effect.
  - Wait at least 10 minutes before resuming activities.
  - If a patron wishes to leave, they can do so at their own discretion.
  - When a tornado approaches, all individuals should assume kneeling position facing the wall with heads bent down.
  - **Turner Center Shelter:** All patrons must be directed to seek shelter in the lower-level foyer (stairwell), locker rooms, and the game room.
  - **Intramural Fields & Challenge Course Shelter:** All patrons should seek shelter in the Outdoor Sports Complex restrooms.
  - **SCRC Shelter:** All patrons must be directed to the first-floor locker rooms, or storage rooms 133, 136 and 138.
  - Please be aware that sirens are tested every Wednesday at noon, unless there is threat of severe weather.
- **Lightning/Thunderstorms:** At the first sight of lightning or sound of thunder during *outdoor activities*, all activities must be suspended immediately.
  - Have all participants seek shelter immediately.
  - There will be a 30-minute delay of activity following each lightning strike or the sound of thunder.



- Games or practice may resume when the storm has cleared, passed, or the closest lightning is beyond the 10-mile radius.
- **Intramural Fields & Challenge Course Shelter:** All patrons should seek shelter in the Outdoor Sports Complex restrooms and Campus Recreation sheds.
  - After all patrons have been removed from activity areas, all staff members should also seek shelter.
  - All patrons and staff shall remain in the designated shelter area until instructed to resume activities by the Facility Manager, professional staff member, or university officials.
  - If severe weather is about to occur, a Campus Recreation professional staff/graduate assistant will give notice of what action should be taken. If a professional staff member/graduate assistant is not on-site, the Facility Manager should contact the Director or the designated professional staff member.

If the university announces closure due to inclement weather, an announcement will be sent to the staff as soon as possible. If it is determined that the facilities will be open, the hours will be given. If the University announces closure due to weather, the Campus Recreation professional staff will determine the hours of operation.

- If inclement weather is forecasted for the following day, an announcement will be posted by 10:00 p.m. the night before indicating building hours. If you have questions, contact your area supervisor.

### **Other possible incidents:**

- **Illnesses:** If you come across an individual who appears to be ill, advise them to stop participating in activities. Make sure they are coherent and able to answer simple questions. If necessary, contact the Facility Manager or a Campus Recreation professional staff member or graduate assistant for assistance.
  - Do not leave the individual alone – encourage them to contact a friend/family/roommate to take them home; to an urgent care facility; or to a hospital.
  - After non-life-threatening situations are resolved, an incident report must be completed.
- **Minor Injury:** Minor injuries include but are not limited to the following: sprains, strains, illness, abrasions, and minor cuts. In the event of a minor injury, first aid kits should be used to treat the injured person.
  - When a minor injury occurs, staff on duty will follow the protocols set forth by the American Red Cross. This includes but is not limited to the following injuries: sprains, strains, illness, abrasions, and minor cuts. *Staff members should not attempt to perform skills outside of their scope of practice.*
  - Staff may offer to call an ambulance for an injured participant, offer an office phone to call a friend/family/roommate, but staff should never offer to drive an injured participant while on duty.
- **Blood Borne Pathogens**
  - Student staff members must use universal precautions whenever warranted:
    - Wear the appropriate gloves and other protective equipment.
    - Observe proper procedures for cleaning contaminated objects.
    - Practice proper hand washing immediately following contact.
  - The following procedures should be used when cleaning up bodily fluids:
    - Wipe up fluid with a towel or gauze.



- Use the 1:10 bleach solution on any area that was in contact with blood or bodily fluids.
- Allow solution to set for at least ten minutes.
- Place all biohazard "red bag" items in biohazard waste containers located in the following areas:
  - **Turner Center:** Athletic Training Suite/Laundry Room.
  - **SCRC:** Laundry Room.
- **Theft:** If a patron reports their items as stolen, call UPD so that a report can be filed. In addition to the UPD report, an incident report will need to be filled out for CR documentation.
- **Power Outage:** If the power fails at a facility, all participants should be instructed to stop activity in the affected area to prevent injury due to lack of light. Lifeguards should immediately clear the pool. If possible, patrons should be moved to a well-lit area until the lights are restored.
  - **Outdoor Sports Complex:** First, check to see if the lights can be manually turned on in the pump room. If that does not work, verify with your direct supervisor whether there is a power outage or if lights were not correctly scheduled. If the lights cannot be manually turned on, and they are appropriately scheduled, contact Facilities Management. Verify with your direct supervisor if programming needs to be suspended.
  - If the light schedule is correct and the lights cannot be manually turned on, contact Facilities Management (662-915-7087).
  - **SCRC/Turner:** If the lights go out or the entire facility loses power, let patrons know they are welcome to stay until power is restored, but CR staff are unsure of how quickly power can return.
  - Verify with your direct supervisor if programming needs to be suspended.

### Appendixes

- 1) Emergency Contacts
- 2) Bomb Threat Information Checklist

