

# Chico State Recreational Sports Emergency Action Plan

ANYTHING LIFE THREATENING (or if you are unsure) CALL 911

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### ANYTHING LIFE THREATENING (or if you are unsure) CALL 911

In any emergency situation the initial response is the most important factor in saving lives and reducing harm. This plan does not cover all emergency situations and common sense should always be used when assessing an emergency. These are general principles that apply in any emergency situation:

- **Stay Alert:** Know what is going on so you can react appropriately.
- **React Based on the Situation:** Every incident is different and no “checklist” will apply to every situation. Always do what prevents yourself and others from getting hurt.
- **Report:** You may have the one piece of information that will prevent an incident or help resolve one. Even if the information seems trivial, report it to your supervisor or the University Police Department (UPD) at 898-5555.
- **Follow Instructions from Emergency Personnel:** During an incident there is not time for a debate. Instructions from police, firefighters, or other emergency personnel on the scene always take precedence over any other instructions you receive.
- **Maintain Personal Accountability:** Knowing that everyone is safe is critical in an emergency. Make sure you know the whereabouts of everyone you are responsible for.
- **Planning/Supervision:** Safety during Recreational Sports activity can be attained only through appropriate planning for and supervision of all Rec sports activities. Reasonable attention to all possible preventive measures will not eliminate sports injuries. Each Recreational Sports event, as well as all out-of-season practices and skills sessions, should be supervised by an appropriate Recreational Sports Department employee. The supervisor should be aware and prepared to implement appropriate emergency response procedures.

During a campus-wide emergency, you may be notified by one of the following means:

- Text and/or telephone message
- Email: the subject line on these messages will be “Emergency Notification”
- Emergency personnel: instructions from the emergency personnel at the scene take precedent over instructions received over any other medium.

In a campus-wide emergency, the University Police Department is responsible for managing overall incident activities at the scene of an emergency. It is the responsibility of the Rec Sports employees to follow directions given by the incident commander.

## General Overview

### A. Emergency Plan Personnel

With Recreational Sports activities, the first responder to an emergency situation is typically a member of the Recreational Sports Training staff. However, the first responder in some instances may be student employee, coach or other institutional personnel. Certification in cardiopulmonary resuscitation (CPR), AED, prevention of disease transmission, and emergency plan review is required for all Recreational Sports personnel associated with all activities.

The emergency team may consist of a number of healthcare providers including physicians, Certified Recreational Sports Athletic Trainer (ATC), emergency medical technicians (EMT), student employees/assistants, coaches, event managers, participants and possibly bystanders.

Roles of these individuals within the emergency team may vary depending on who is the supervisor of the activity. There are four basic roles within the emergency team:

1. Emergency Care. Care in an emergency situation should be provided by the most qualified individual on the scene. Individuals with lower credentials should yield to those with more appropriate training.
2. Equipment retrieval. Should be someone familiar with the types and location of the specific equipment needed. Student assistants, event managers, and coaches are good choices for this role.
3. EMS activation. Once the situation is deemed an emergency or a life-threatening EMS should be called, then stay on the phone unless directed otherwise by the dispatcher. Activating EMS should be someone who is calm under pressure, communicates well over the telephone, familiar with the location and address of the event.
4. Crowd control and direct EMS to the scene. Help in anyway needed by those providing care. This includes helping control the crowd and giving space to personnel providing care. Once EMS is activated, and on the way, this person should then proceed to direct EMS to the scene of the emergency. Depending on access, they should have keys to any locked gates or doors that may slow the arrival of medical personnel. Student assistants, event managers, and coaches are good choices for this role.

## **B. General Emergency Procedure:**

If you are present at any Recreational Sports event or the WREC, and you are witness to a major accident or incident, you should follow these steps:

1. Remain calm and assess the situation
  - a. Call for help (this step might vary depending on the situation and the resources available)
  - b. Call 911 (notify a supervisor after doing so)
2. Send another employee or participant to help direct the medical personnel to the emergency.
3. Check for ABC's and assess if life saving techniques are needed. Perform CPR, if certified and provide care as appropriate **WITHIN THE SCOPE OF THEIR CERTIFICATION**

For major accidents, the code word **“Wildcat”** and the location of the emergency (i.e. **“Wildcat, Acker Gym”**), will be transmitted via radio by the first responder to summon additional career staff to the scene.

A **major accident or incident** is defined as a life-threatening illness/injury, possibility of permanent disfigurement, a fatality, or extensive property damage to the facility.

Examples include:

- Any incident resulting in 911 being called
- Persistent or sudden chest pain
- Difficulty breathing
- Uncontrollable bleeding
- Severely altered level of consciousness or unconscious/unresponsive
- Injuries involving trauma (falls, head injuries, burns, etc.)
- Significant facility damage (flooding, fire, etc.)

A **minor accident or incident** is defined as a non-life-threatening injury or illness that results in first aid being performed or non-critical transportation to a medical facility.

Examples include:

- Strains, sprains, simple fractures
- Minor cuts or abrasions
- Debris, dust, or chemicals in eyes
- Violence, threatening behavior, reported sexual harassment, stealing, or other unethical behavior.

## **C. Emergency Notification/Equipment:**

There are several likely scenarios for how staff might be notified of an emergency. It is important for staff to assess the situation, respond quickly, and to notify professional staff either during or immediately after the emergency. To

be an effective first responder during an emergency, employees must be aware of what to do during an emergency and the location of emergency equipment (first-aid kits, AEDs, etc.).

1. Duress Alarms: These alarms are located within the WREC only and are on the wall, about chest height, white in color and are indicated by an alarm sign. These alarms ring at the WREC front desk and will continue to sound until it is manually shut off. There are 13 duress alarms through the WREC:
  - i. First floor weight area (center of the south wall-2<sup>nd</sup> street side)
  - ii. Women's Locker Room (just inside the entrance door)
  - iii. Men's Locker Room (just inside the entrance door)
  - iv. Single use locker room (just inside the entrance door)
  - v. Climbing Wall (just inside the entrance door)
  - vi. MAC Court (near the drinking fountains)
  - vii. Pool (near the drinking fountains)
  - viii. Second floor cardio area (center of the south wall – 2<sup>nd</sup> street side)
  - ix. Running Track (far west wall-near the train tracks)
  - x. (4) Group exercise rooms (one in each room)
2. Emergency equipment:
  - i. WREC:
    1. AED's: Front desk, Pool Office, 2<sup>nd</sup> floor near GX room 230
    2. First Aid kits/supplies: Front Desk and Pool Office
  - ii. Acker Facility/Fields:
    1. AED's: Shurmer Gym Entrance, Acker Gym Entrance, Yolo Hall, Rec Sports portable AED
    2. First Aid kits/supplies: Acker 126, provided to each supervisor when on duty
3. See Appendix D for campus map of AED's

#### **D. Documentation:**

After the immediate situation has been addressed, follow the guidelines below for notifying the appropriate supervisor(s) of the incident. Reporting and documenting incidents allow hazards to be addressed, procedures to be modified, and training opportunities to be provided. Following an emergency situation, a Connect2 incident report should be completed by Rec Sports staff or student employee.

Reports for Incidents and Injuries should be reported to the following Recreational Sports Staff:

- 1) Police report (Sport Club off campus/travel) – Sport Club Coordinator
- 2) Police report (On campus Sport Club/Intramural events) - Competitive sports coordinator

- 3) Injury/Incident Report – submitted online by club officers or student employees
- 4) Vehicle Accident – submitted online by club officers or student employees
- 5) Emergency room, Doctors notes or any medical record – Recreational Sports Athletic Trainer, student employees should never accept any medical information from a participant.

**Major accident/incident:** Following any major accident/incident report it to your Recreational Sports supervisor immediately. For evening and weekend shifts, the event supervisor on duty will use the call down list to report the major incident. If 911 is contacted, utilize the call down list (Appendix B) to inform the Rec Sports full-time staff of the situation. If the first person on the list cannot be reached, continue down the list until contact is made.

**Minor accident/incident:** Notify your supervisor as soon as the situation has been managed. For evening and weekends, let the supervisor on duty know about the incident and complete an injury or incident form. If 911 is contacted, utilize the call down list (Appendix B) to inform the Rec Sports full-time staff of the situation. If the first person on the list cannot be reached, continue down the list until contact is made.

**Reporting:** For all situations, an injury or incident report must be completed as soon as possible. Witnesses may be needed to add personal statements. Obtain witness names and phone numbers. It is important that information be written in a detailed, clear, and precise manner. These must be submitted in a timely manner.

**Informal Reporting:** There may be situations that are not considered an emergency but still offer something to be learned about what was observed. A building/operational issue that does not need immediate attention but should be addressed is one example where staff should be notified using informal reporting. Another example is a “near miss”, which is defined as an incident where serious harm could have happened but an intervention prevented it. Examples of a near miss include:

- Unfamiliar or suspicious person inside or outside the facility
- Participants in a facility with all of the lights off/not adequate lighting
- Hazardous field conditions (too wet, broken sprinkler, etc)

When in doubt, report any issues to your supervisor in a timely manner. And remember, employees should not speak with the media regarding any issues involving the WREC and Rec Sports.

## **E. Campus Closure**

The general concept is that the campus will remain open if there is no immediate danger to the campus community (faculty, staff, students). The president of the University will make the decision to close the campus.

## Being A First Responder During an Emergency

### A. Injury or Illness:

For life threatening injuries or illness, call 911. Administer aid until emergency personnel arrive. Initiate Call Down Procedures and complete an Accident Report.

Examples include:

- Unconsciousness
- Stroke
- Seizures
- Chest Pain, Difficulty Breathing
- Profuse Bleeding

For non-life-threatening injuries/illness, administer first aid as appropriate.

Examples include:

- Twisted ankle, wrist and/or back pain (e.g. musculoskeletal disorders)
- Minor cuts or abrasions that might require medical attention
- Debris, dust, or chemical in eyes (use eye wash first if available)

During regular business hours, students should be directed to the CSU, Chico Student Health Center Services at 530-898-5241. If possible, call the Student Health Services in advance of their arrival to ensure that personnel are able to assist with the injury.

For any minor injury or illness that has occurred when the Student Health Center is closed, direct the injured party to seek medical assistance as appropriate (see Appendix A for Chico area map)

### B. Injuries at Competition or Events:

All approved Rec Sports on-campus and off-campus activities will have a CPR-certified representative present during the event. In the event that emergency services are needed; participants, club leaders and event supervisors should work together to assist the Athletic Trainer or EMT in any way possible. Afterward, the student employee/club officer will take the lead in completing the Injury/Incident Report.



### C. Heat Illness:

A variety of situations may occur involving heat related illness and you should know how to respond accordingly. Air temperature, humidity, and radiant heat (being in direct sunlight) are the largest factors when considering heat illness. If a participant is experiencing any Red Flags while participating in a Rec Sports activity they should be removed from competition, assessed (talk to them, ask questions) and EMS should be activated. If, you are not comfortable with the situation then EMS should be called.

#### RED FLAGS

|                      |                                      |                    |
|----------------------|--------------------------------------|--------------------|
| Stop sweating        | Loss of consciousness                | Collapse           |
| Loss of coordination | Irregular breathing (any difficulty) | Unable to walk     |
| Pale or Flushed Skin | Difficulty drinking water            | Rapid/racing pulse |

**HEAT CRAMPS-** Symptoms- excessive sweating, muscle pain; spasm, tightening or fatigue, body temp >101 degrees F  
Treatment- ingest water (sip, don't chug). Light stretching and ice the muscle. Gentle massage can be comforting. **DO NOT** return to activity while actively cramping because they reoccur, which may cause muscle damage.

**HEAT EXHAUSTION-** Symptoms- profuse sweating, pale skin, increased body temperature (100-104 degrees F), dizziness, hyperventilation, rapid pulse.  
Treatment- ingest water slowly. Place in a cool environment, sponge with cool water, or immerse in cool water. Very gently massage limbs, if comforting.  
**SEND TO WellCat Student Health Center (530) 898-5241 or Enloe Prompt Care (530) 898-5241**  
(If it occurs after hours).

**HEAT STROKE-** Symptoms may include- Collapse, loss of consciousness, flushed hot skin, little or no sweating, shallow breathing, rapid/strong pulse, increased body temp (<104 degrees F can cause brain damage). **Participant will usually experience signs of heat cramps or heat exhaustion before heat stroke.**  
Treatment- if possible, immerse in cool/cold water (use a tarp/ice/water...pool), sponge with cold water, and air fan body. **Transport to the hospital ASAP. Call 911.** Do not wait to see how they are doing. This can turn life-threatening in a very short amount of time.

### D. Orthopedic Injuries:

In the event of a sprain, strain, possible fracture, dislocation, etc.:

- Make sure they have blood flow. Check for a pulse in the wrist or ankle (along the 2<sup>nd</sup> toe line). Squeeze the nail beds to make sure they return to a nice pink color quickly.
- Stabilize the injury and ice if possible. Call 911 as necessary. If there is a dislocation, sustain an obvious fracture, or fracture with displacement **DO NOT MOVE THEM, Call 911.**

## E. Head Injury and Concussion Management:

- A concussive event can occur by a blow to the body, not just the head.
- A concussive event does NOT have to be a serious impact and can look very minor/unimportant.
- If a participant is suspected of having a concussion, remember that any activity that increases blood pressure can cause bleeding. Remove from ALL activity (shagging balls, running, lifting weights, etc.)

### Assess the situation

Know these RED FLAGS of a concussion. We are not here to diagnosis a concussion but assess the situation and being aware of the RED FLAGS help to know when the situation warrants the removal from activity, offering help and possibly activating EMS.

**RED FLAGS:** Following a head injury if any of these Signs & Symptoms occur, please seek immediate medical attention:

|                       |                        |   |
|-----------------------|------------------------|---|
| Worsening Headaches   | Seizures/Convulsions   | Unable to recognize people/place        |
| Increased confusion   | Unclear/Slurred speech | Unsafe/Unusual changes in behavior      |
| Repeated vomiting     | Unable to stay awake   | Blood or Fluid leaking from ears        |
| Loss of consciousness | Weakness/numbness      | Difficulty using arms/legs or breathing |

### Emergency Care

If you suspect that a person has a head, neck or spinal injury, call 9-1-1 or UPD (898-5555).

What should I do if a participant has a head injury during an activity?

- Immediately address safety concerns. If the person is unconscious (knocked out). Check for the ABCs.
- Airway: Check that the mouth and throat are not blocked
- Breathing: Be sure the person is breathing normally
- Circulation: Check that the person's heart is beating regularly
- Approach the person from the front so that the person can see you without turning his or her head.

- Tell the person to respond verbally to your questions, rather than nodding or shaking his or her head.
- Have the person remain in the position in which he or she was found until EMS personnel arrive and take over.

### **Providing Care**

- When a participant shows any signs, symptoms, or behaviors consistent with a concussion, the participant shall be removed from the activity, practice or competition.
- If a head injury is suspected (we are not here to diagnosis a concussion but assess the situation and being aware of the RED FLAGS), do not let the participant return to play until examined and cleared by a health care provider trained in evaluating and managing these types of injuries.
- Do not let the participant return to play until examined and cleared by a health care provider trained in evaluating and managing these types of injuries.
- When available, the participant will be evaluated by a healthcare provider (ATC) with experience in the evaluation and management of concussions or sent to the WellCat SHC. If a healthcare provider is NOT available, use common sense, ask the participant to sit down so we can help and ask for assistance from Rec Sports Staff over the radio or begin the “Wildcat” procedure.
- Participants showing any signs and symptoms of a concussion **shall not return** to activity for the remainder of the day and an Injury Report must be submitted.
- Participants will be provided with a concussion fact sheet upon a suspected concussion: preferably a roommate, guardian, or someone that can assist in follow the instructions.
- To return to activity following a diagnosed concussion, a medical clearance shall be determined by a WellCat Student Health Center physician or another physician. Participants that sustain a concussion outside of their activity will be managed in the same manner as those sustained during Rec sports activity.

### **Treatment**

When a participant shows any signs, symptoms, or behaviors consistent with a concussion, the athlete shall be removed from practice or competition. When available, the participant will be evaluated by a healthcare provider with experience in the evaluation and management of concussions or sent to the WellCat SHC. If a healthcare provider is unavailable and there are personnel that can initiate the use of the SWAY screening system a new event should be created. The participants information collected and symptoms should be assessed. Participants showing any signs and symptoms of a concussion **shall not return** to activity for the remainder of the day and an Injury Report must be submitted. Participants will be provided with a concussion fact sheet upon a suspected concussion: preferably a roommate, guardian, or someone that can assist in follow the instructions. To return to activity following a diagnosed concussion, a medical clearance shall be determined by a WellCat Student Health Center physician or another

physician. For head injuries during Sport Club activities the Sport Club Concussion Protocol should be followed. Participants that sustain a concussion outside of their activity will be managed in the same manner as those sustained during Rec sports activity.

If a participant sustains a concussion outside of intramural play but, while participating in an intramural activity they exhibit signs of concussion, they will be removed from the game and need to receive clearance by a Student Health Center physician and/or Recreational Sports Athletic Trainer prior to returning to play.

#### **F. In the Event of a Sting/Bite or Allergic Reaction:**

Many people, especially younger people, do not know if they are allergic. Treat the sting with ice; ask if they are allergic or know if they are. IF there is a reaction, do not let them return to activity as it will speed up blood circulation and increase the reaction. Keep an eye on those who have been stung. Reactions can come on a few minutes after they think they are fine. If they have difficulty breathing, swelling, develop hives/rash, change in skin color, dizziness, or complain of feeling weird- CALL 911 immediately. Anaphylaxis can progress rapidly and become life-threatening.

#### **G. Incidents/Injuries During Travel:**

Travel poses the greatest risk of severe injury for all participants. In the event of an incident/injury related to travel, participants should follow the protocol below:

- In the event of an accident, the priority is to clear move-able vehicles from the roadway to prevent further accidents and/or injury.
  - Assess the severity of any injuries to any occupants as minor (i.e. cuts, scrapes, bruises, mild strains or sprains), moderate (i.e. more severe strains or sprains, breaks, moderate bleeding), or severe (i.e. head, back, neck injuries, loss of consciousness, impaired breathing, heavy bleeding, impaired cardiac function).
  - If the vehicle damage is minor (i.e. dented fender, bumper, etc.) exchange insurance information with any other drivers and continue on. **Report the incident to the Recreational Sports Department.**
  - If damage to vehicles is significant or injuries occur, call 911 to report the accident and seek medical help if necessary. Never continue the trip in a vehicle with significant damage or damage to safety equipment such as lights, mirrors, or windows.

- IF SEVERE OR LIFE-THREATENING INJURY OCCURS, AFTER SEEKING MEDICAL HELP, CONTACT APPROPRIATE RECREATIONAL SPORTS STAFF MEMBER IMMEDIATELY FOR FURTHER INSTRUCTIONS. (See Appendix B for Call Down List)

#### **H. Blood or Bodily Fluids:**

- Always wear disposable gloves if possible
- Always thoroughly wash your hands with soap and water for at least thirty seconds after the exposure to such liquids
- Do not exceed your level of training
- If cleanup of blood or bodily fluids is needed, contact the Rec Sports Athletic Trainer, or full-time staff on duty, to ensure that proper procedures are followed
- For a more detailed explanation see Appendix F

## **Hazardous Weather**

Recreational Sports full-time staff members regularly monitor the weather to determine the impact on department-sponsored outdoor events. If severe weather is forecasted, and event cancellation is warranted, participants and employees will be immediately notified.

Obviously, at times it becomes necessary to cancel or suspend activities at the point of play due to weather. Coaches, club officers, or Sport Club Supervisors are authorized to close playing fields or end outdoor activity at any point of play under any of the conditions listed below. This list is in no way exhaustive and should not replace common sense. If outdoor conditions appear unsafe, activities should be canceled or suspended until the weather has sufficiently passed.

When activity is suspended, coaches, club officers, and/or Event Supervisors will clear participants from outdoor facilities and playing areas. Participants should seek shelter by going into the Acker Gymnasium building, appropriate off-campus shelter, or returning home.

#### **A. Rain/Snow:**

A light rain or unlikely snow on a field that is in good condition may not be enough to cancel an activity. However, light rain or snow at practice on a field that is already saturated would probably require cancellation. Anytime that rain creates slippery field conditions, it is time to cancel practice. For games, once play has started, it will continue until and unless cancellation is called by the officiating staff on site.

**B. Fog:**

Heavy fog, or any other type of weather that creates a lack of visibility, will result in the cancellation of the activity at the discretion of the Recreational Sports staff. For games and competitions, the officiating staff will use their discretion regarding the ability to safely continue under foggy conditions.

**C. Freeze:**

Like snow, freezing temperatures in Chico are unlikely. However, if freezing conditions exist, the field conditions are likely both slippery and very hard. Thus, cancellation of the activity is warranted and should be enacted by staff on site.

**D. Lightning:****Chain of Command**

1. Who monitors the weather forecast and changing weather?
  - a. General Rec Sports Staff: will monitor weather 1 day prior and day of
    - I. Intramural: Recreational Sports ATC/staff and Intramural Managers
    - II. Sport Club: Recreational Sports ATC/staff, coaches, safety officers and trip leaders; game site administrator for games.
2. Who makes the decision both to remove from and ultimately to return a team to the field?
  - a. Recreational Sports ATC/staff and game site administrator for games.
3. Who informs coaches, participants and spectators to remove all personnel from the outdoor venue and seek shelter?
  - a. Recreational Sports ATC/staff and event supervisors
4. How will information be shared?
  - a. In-person or by cell phone call

**Where to find local weather forecast and warnings**

1. The Weather Channel - <http://www.weather.com>
2. NOAA Weather Radar App
3. WeatherBug App
4. Accuweather - <http://www.accuweather.com>

**Lightning Procedures**

Prior to outdoor events the weather will be monitored for storms and the possibility of lightning. If lightning is forecasted in the area at the time of the scheduled event, it may be cancelled and rescheduled out of caution. A discussion within Rec Sports staff will determine when this action is taken. Please note during Sport Club competitions Rec Sports staff will discuss the lightning procedure with the game officials to determine the proper procedures based upon their sport's governing body. These procedures will take precedent over the Rec Sports lightning procedures.

During an outdoor event the 30/30 lightning safety rule should be followed. The weather will be monitored during the event by Rec Sports staff and if lightning is detected in the area; staff, coaches, participants and safety officers will be notified. When lightning is seen or thunder is heard, the event will undergo a weather delay for a minimum of 30 minutes. The fields will be cleared of participants and coaches then provided shelter inside the Acker Facility. Spectators will be asked to leave and seek shelter (i.e. personal car, other indoor shelter). If no lightning is detected for 30 minutes, activity may resume after a return to play decision has been made by the appropriate staff. If lightning is detected during the 30-minute period the clock will reset and a new 30-minute period will begin. Rec Sports will not delay an event for more than 60 minutes, if this situation should arise the event will be cancelled and rescheduled if possible.

### **Safety Procedures**

1. Facilities
  - Indoor facility (fully enclosed building with wiring and plumbing.
  - Automobile/team bus with metal roof and windows closed
  - If neither or these are available, Last alternative: a ditch, ravine, or valley
2. Unsafe
  - It is unsafe to be outdoor if lightning is within 5 miles
  - Standing next to large trees, flag poles, or light poles
  - Standing water (pools), showers, telephones and metal objects
  - Avoid being in contact with, or in proximity to, the highest point of an open field. Open fields & spaces, hills and dugouts convertible cars and golf carts

### **Basic First-aid Procedures**

Observe the following basic first-aid procedures to manage the victim of a lightning strike.

1. Survey the scene – make sure thunderstorms are gone
2. Activate the local emergency management system
3. Move the victim carefully to a safer location, if needed
4. Evaluate and treat for apnea and asystole – breathing and heart beat
5. Evaluate and treat for hypothermia and shock
6. Evaluate and treat for fractures
7. Evaluate and treat for burns

**Right to Leave**

All individuals should have the right to leave a Recreational Sports venue or activity, without the fear of repercussions or penalty, in order to seek safe structure or location if they feel they are in danger.

**More Information**

For More information see NATA positional statement for lightning safety.

National Athletic Trainers Association Position Statement:

Lightning Safety for Athletics and Recreation

(<https://natajournals.org/doi/pdf/10.4085/1062-6050-48.2.25>)

**E. Hazardous Air Quality/Smoke:**

If the air quality index rating (AQI) is <150, there should be NO outside activities.

EPA information on wildfire/smoke and AQI:

<https://www.epa.gov/wildfire-smoke-course/wildfire-smoke-and-your-patients-health-air-quality-index>

<https://www.epa.gov/smoke-ready-toolbox-wildfires/wildland-fire-publications-fact-sheets-and-other-resources>

**Where to find local AQI**

1. AirNow website – <http://airnow.gov>
2. AirNow App
4. Accuweather - <http://www.accuweather.com>

**F. Earthquake:**

During an earthquake:

1. Remain calm.
2. If indoors, immediately seek refuge UNDER a desk or table or another stable item.
3. Cover the back of your neck and head and hold on to the desk or table.
4. If outside, get to the nearest open space away from buildings, overhangs, and utility poles.

After the earthquake stops:

1. Evaluate the situation.
2. Check for personal injuries.



3. Protect yourself at all times and be prepared for aftershocks.
4. Evacuate the building if necessary, using the Emergency Evacuation Procedures.
5. Notify UPD of any injuries or immediate health hazards.
6. Do not leave the campus until you are sure that the surrounding areas are safe (streets, highways, bridges).
7. Do not return to a building until directed to do so by UPD or other emergency personnel (fire department) or designated representative (FMS).

## Hazardous Field/Facility Conditions

Prior to any activity, the field/facility should be pre-inspected to ensure the venue is safe for activities. For practices, the event supervisors (and coaches and safety officers) should inspect the facility prior to use.

Event supervisors may encounter field/facility conditions that he/she cannot correct. In this situation, it may be necessary to move the event to an alternate facility or cancel the event. A field that is not well lit or a dangling light cover in the gym are just two examples of such situations. Depending on the nature of the situation, event supervisors or safety officers should call their supervising Recreational Sports Staff member for further instructions. Then if directed by the staff member, leave a message detailing the hazard with Facilities Management Services (FMS) at 898-6222. This action may allow FMS to correct the problem early the following morning, thus limiting the impact on the next day's user groups.

## Power Outage

### Indoor Facilities:

- Immediately stop all activity.
- Instruct everyone to stay where they are.
- Activate emergency response plan:
  - Use flashlight to locate lantern in Acker 126.
  - Move participants and spectators to an outside location that is safe, refer to Appendix C for evacuation locations.
  - Contact team(s) leaders/captains and account for all participants.
  - Use cell phone and contact UPD 530-898-5555.
- Once power has been restored, activity may resume.

### Outdoor Facilities:

- Immediately stop all activity.
- Instruct everyone to stay where they are.
- Activate emergency response plan:
  - Use flashlight/lantern to locate lantern in Acker 126.
  - Use available lighting to help participants locate their belongings and

- clear the fields
  - Contact team(s) leaders/captains and account for all participants.
  - Use cell phone and contact UPD 530-898-5555.
- Once power has been restored, activity may resume.

#### Off Campus Facilities:

- Immediately stop all activity.
- Instruct everyone to stay where they are.
- Activate emergency response plan:
  - Use available lighting (flash light/cell phone light) to help participants locate their belongings and clear the space/facility
  - Contact team(s) officer board and account for all participants.
  - Use cell phone and contact facility contact and Sport Club Coordinator
- Once power has been restored, activity may resume.

## Bomb Threat/Suspicious Person/Threatening Behavior

### A. Bomb Threat

If you see a suspicious object or potential bomb at your practice or game venue, DO NOT HANDLE THE OBJECT. In the case of suspicious objects, immediately take the following steps:

- Clear the area immediately and direct other people to block entry to the area until help arrives.
- Call University Police at 530-898-5555.
- Give a complete description of the object and location, and wait for further instructions.

If you receive a phone call threatening that a bomb or explosive device has been placed in the facility or venue, attempt to keep the caller on the line and ask the following questions:

- When is the bomb going to explode?
- Where is the bomb right now?
- What kind of bomb is it?
- What does it look like?
- When is the bomb set to explode?
- How can it be deactivated?

After getting as much information about the bomb threat as possible, note the exact time of the call, the caller's gender, accent, or jargon used, and immediately call University Police at 530-898-5555 with a full description of the call. UPD will decide whether or not to evacuate the building. If the bomb threat is received through the mail

do not further handle the envelope, letter, or package. Call the University Police Department at 911 or 898-5555.

## **B. Suspicious Person**

Participants or staff may occasionally come in contact with people who appear to be mentally ill, under the influence of alcohol/drugs, or may have the intent to instigate criminal acts (theft, violence). In any of these cases, it is important to recognize the potential problem and to either move your activities away from the suspicious person or take steps to have campus police contact or remove the suspicious person. Participants and staff are NOT recommended to confront persons whose behavior may be unpredictable or potentially violent. Leave any contact to the professionals at UPD or the Chico Police Department.

## **C. Civil Disorder or Demonstration**

Civil disorders can include picketing, marches, parades, sit-ins, rallies, trespassing, and riots. Most campus demonstrations will be peaceful and everyone should attempt to carry on with business as normal.

- In most cases prior warning of demonstrations can be expected and adequate precautions can be taken before the event.
- A threatening disturbance should be reported immediately to UPD at 911 or 530-898-5555
- University administration and the University Police Department will assess the situation. Participants who refuse to disperse may be arrested for violation of Penal Code Section 409, failure to disperse.
- If the normal course of business is disrupted, the offending person should be asked to leave. If they refuse, call UPF at 911 or 530-898-5555

## **D. Immediate Threat/Violence Committed**

Call 911 or UPD (911 on campus phone or 530-898-5555 from cell phone) immediately if a person commits an act of violence.

## **E. Intimidating Situation**

Call 911 or UPD (911 on campus phone or 530-898-5555 from cell phone) if an immediate threat. If a person has communicated a direct or indirect threat of physical or mental harm against you or anyone else in any form (e.g. oral or written, gestures, expressions). If you are not in immediate physical danger, contact your supervisor.

## F. Active Shooter

- Do not wait, take action.
- If able to do so safely, report the incident to University Police by calling 911.
- If you're not in a safe location:
  - **Run:** Evacuate if this is a safe option. Evaluate whether or not you can safely evacuate the building or area. If the decision is made to evacuate:
    - Walk or run to the nearest exit. Get away from the danger.
    - Be prepared to run with your hands up in the air. Police need to know you are unarmed.
    - Take shelter. Consider hiding behind buildings, large rocks, trees or other natural features to conceal your location. Call 911 once in a safe location.
    - Do not return to the area until you are sure it is safe or if directed
  - **Hide:** If it is not safe to evacuate, HIDE. Turn off cell phones. Remain in place until you are sure the danger has passed or if instructed to do so by Police. A complete sweep of the building will occur once the threat has been eliminated
  - **Fight:** If you are confronted and have the ability FIGHT! Throw items on your desk at the assailant, use fire extinguishers, and/or other office supplies. The distraction may buy time and save lives.

## CSU, CHICO EMERGENCY PREPAREDNESS PROGRAM SHELTER IN PLACE LOCATIONS

This guide provides safe locations to take shelter during a fire emergency. It is important that you become familiar with these locations now, rather than during an emergency!

**DO NOT USE ELEVATORS DURING AN EMERGENCY!**  
Instead go to the locations listed below:

|                             |  |
|-----------------------------|--|
| Acker Gymnasium             | 2 <sup>nd</sup> Floor: Near Classroom 201, stay 10-20 ft. back from top of stairs  |
| Arts & Humanities*          | 2 <sup>nd</sup> & 3 <sup>rd</sup> Inside stairwells  |
| Ayres Hall                  | 2 <sup>nd</sup> Floor: Classroom 216   |
| Bell Memorial Union*        | 2 <sup>nd</sup> Floor: Corridor behind study lounge<br>3 <sup>rd</sup> Floor: Gallery near stair access  |
| Butte Hall                  | 2 <sup>nd</sup> & 3 <sup>rd</sup> Floors: West or North stairwell<br>4 <sup>th</sup> – 7 <sup>th</sup> Floors: North stairwell/ South only if needed (limited space)   |
| Glenn Hall                  | 2 <sup>nd</sup> Floor: East or West stairwell<br>3 <sup>rd</sup> Floor: East or West stairwell   |
| Holt Hall                   | 2 <sup>nd</sup> Floor: Inside East Main stairwell or inside West Main stairwell<br>3 <sup>rd</sup> Floor: Inside West Main stairwell   |
| Kendall Hall                | 2 <sup>nd</sup> Floor Restrooms at end of hallways   |
| Langdon Engineering Center  | 2 <sup>nd</sup> Floor: Exterior balcony near stairs<br>3 <sup>rd</sup> Floor: Exterior balcony near stairs   |
| Meriam Library              | 2 <sup>nd</sup> Floor: Any stairwell<br>3 <sup>rd</sup> Floor: Any stairwell<br>4 <sup>th</sup> Floor: North or South stairwells   |
| Modoc Hall                  | 2 <sup>nd</sup> Floor: Classroom 224   |
| O'Connell Technology Center | 2 <sup>nd</sup> Floor: North stairwell or Computer Science Dept. Office, room 215.<br>3 <sup>rd</sup> Floor: Either stairwell (in corner next to water pipe)<br>4 <sup>th</sup> Floor: North stairwell behind roof access gate or MME Office room 419. |
| Performing Arts Center      | 2 <sup>nd</sup> Floor: Classroom 210   |
| Physical Science            | 2 <sup>nd</sup> Floor: East stairwell or Room 216.<br>3 <sup>rd</sup> Floor: East stairwell or at elevator near Room 305.  |
| Plumas Hall                 | 2 <sup>nd</sup> floor: Either stairwell (continued)  |

|                              |   |
|------------------------------|---|
| Plumas Hall <i>continued</i> | 3 <sup>rd</sup> Floor East stairwell only   |
| Student Health Center        | 2 <sup>nd</sup> Floor: North Stairwell by room 237  |
| Student Services Center*     | 2 <sup>nd</sup> thru 4 <sup>th</sup> Floors: Use stairwells at ends of corridors  |
| Tehama Hall                  | 2 <sup>nd</sup> Floor: West stairwell<br>3 <sup>rd</sup> Floor: East or West stairwell<br>4 <sup>th</sup> Floor: West stairwell <b>only</b> (by Rm 401) |
| Trinity Hall                 | Rooms 223 or 239  |
| Wildcat Recreation Center*   | 2 <sup>nd</sup> Floor: Emergency Exit stairwell near fitness area/stationary bikes or stairwell at back side of running track                           |
| Yolo Hall*                   | Department Office: Room 243 or 244  |

\* Building has a Fire Sprinkler System. It is safe to shelter in any location away from the fire area if you cannot reach the designated shelter in place locations.

### Important Information:

All campus buildings have Floor Evacuation Coordinators (FEC's) on each floor that have been trained to assist others during evacuations. Please speak to College or Department office staff regarding evacuation procedures; they will alert the Floor Evacuation Coordinators so they can be aware of your specific needs for assistance during an emergency.

It is critical that others know you will be taking shelter. These areas are checked by FEC's during the evacuation; however, we need to be certain that First Responders (Fire/Police) know where you are. If you are taking shelter call 911 immediately to report your location.

Also, visit the Campus Emergency Preparedness website and review "Evacuation Procedures for People with Mobility Impairments." This will provide you with information to help you become better prepared for an emergency. The first step is to form a plan that works for you! Then, share your plan with others!

If you need any help forming a plan or have questions related to your personal emergency preparedness, please contact the Accessibility Resource Center, Student Services Center 170, (530) 898-5959.

For more information contact the campus Emergency Preparedness Manager, Yvette Streeter, Department of Environmental Health & Safety.  
(530) 898-5126 or [ystreeter@csuchico.edu](mailto:ystreeter@csuchico.edu)

## G. Non-emergency Procedures

If you are not in immediate physical danger, but you have information or concerns regarding workplace violence, contact your supervisor.

## Missing Person

Missing person incidents can include a child missing at a Recreational Sports event, or an adult participant that goes missing during a trip. Either situation must be handled quickly and efficiently in order to ensure the safety of all and avoid possible serious outcomes.

### A. Missing Child at Recreation Sports Event

- If an individual reports to any Recreational Sports employee, club officer, or coach that a child is missing at a Recreational Sports event, particularly summer camps, the supervisor in charge of the event will become the leader in the search for the child. The supervisor will obtain a detailed and accurate description of the child including:
  - Gender

- Race
- Height
- Weight
- Age
- Eye and hair color
- Any distinguishing characteristics
- Location or area last seen
- Clothes worn
- The supervisor will use whatever means of communication (walkie-talkies, cell phones, pa system) to initiate a search for the child. The supervisor will also designate staff and/or participants to monitor exits to the event while other staff and/or participants search for the child.
- If using these techniques, the child is not found within 10 minutes, call University Police at 530-898-5555. If the child is found and merely lost, reunite them with their parent/guardian.
- If the child is found accompanied by someone other than a parent or legal guardian, staff shall attempt to delay their departure without putting the child, other staff, club members, or patrons at risk or in harm's way. University Police should be notified and provided with a detailed description of the person accompanying the child.

#### **B. Missing Member of a Traveling Party**

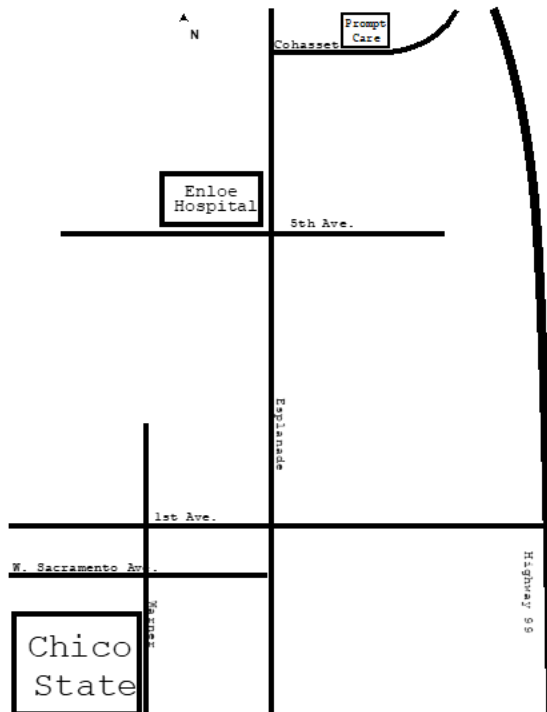
- Although club members and other participants of a traveling party for an off-campus trip are rarely if ever minors, the supervisor is responsible for the whereabouts of all those listed on the manifest of the trip.
- If a member of the traveling party reports to any other member of the traveling party that one or more of the parties are missing while on a trip, the Recreational Sports staff should be immediately notified.
- The supervisor will take charge of the search for the missing travel party members by first ascertaining who is missing when they were last seen, and a physical description of the missing member including the following:
  - Gender
  - Race
  - Height
  - Weight
  - Age
  - Eye and hair color
  - Any distinguishing characteristics
  - Location or area last seen
  - Clothes worn
- The supervisor, where possible, should gather together the rest of the travel party and determine if anyone knows where the missing member may be. If not possible to gather the party together, the supervisor will use whatever

communications mean necessary to find out from other members of the travel party if they know where the missing member may be.

- After checking with the rest of the travel party, and a thorough search of the area where the missing person should be (i.e. stadium, locker rooms, hotel, restaurant, bathrooms, etc.) the supervisor should seek to contact management from whatever facility at which they are missing the travel party member. For example, if missing from a hotel, contact hotel manager, if missing from playing site, contact host site manager. Use the local facility management to help broaden the search for the missing travel party member.
- If, after contacting all remaining members of the travel party, searching the area for the missing person, and seeking help from local management, your efforts still do not turn up the missing travel party member, local law enforcement should be contacted by dialing 911. AFTER SEEKING HELP FROM LOCAL LAW ENFORCEMENT, CONTACT A STAFF MEMBER IMMEDIATELY FOR FURTHER INSTRUCTIONS.

## Appendix A: Emergency Contacts

| Chico Emergency Contacts                                |  |  |
|---|--|--|
| Contact   | Phone  | Address  |
| EMS   | 911  |  |
| Chico Police  | 895-4981   |  |
| Chico State Police                                      | 898-5555   |  |
| Enloe Hospital  | 332-7300   | 1531 Esplanade                                       |
| Enloe Ambulance Service                                 | 332-7784   | (Ambulance only)                                     |
| Enloe Prompt Care                                       | (530) 898-5241                                   | 560 Cohasset Road<br><i>Open from 10AM to 9:30PM</i> |
| Recreational Sports<br>Athletic Trainer<br>Matt Burkett | (530) 898-6626 (Office)<br>(530) 801-1646 (Cell) | Acker 126  |
| WellCat Services  | (530) 898-5241                                   | 601 Warner Street                                    |
|   |  |  |



## Appendix B: Call Down Procedures

If an emergency occurs, the first step is to notify the following:

1. Call UPD (530-898-5555)
2. Call Appropriate Supervisor

### Call Down Procedures

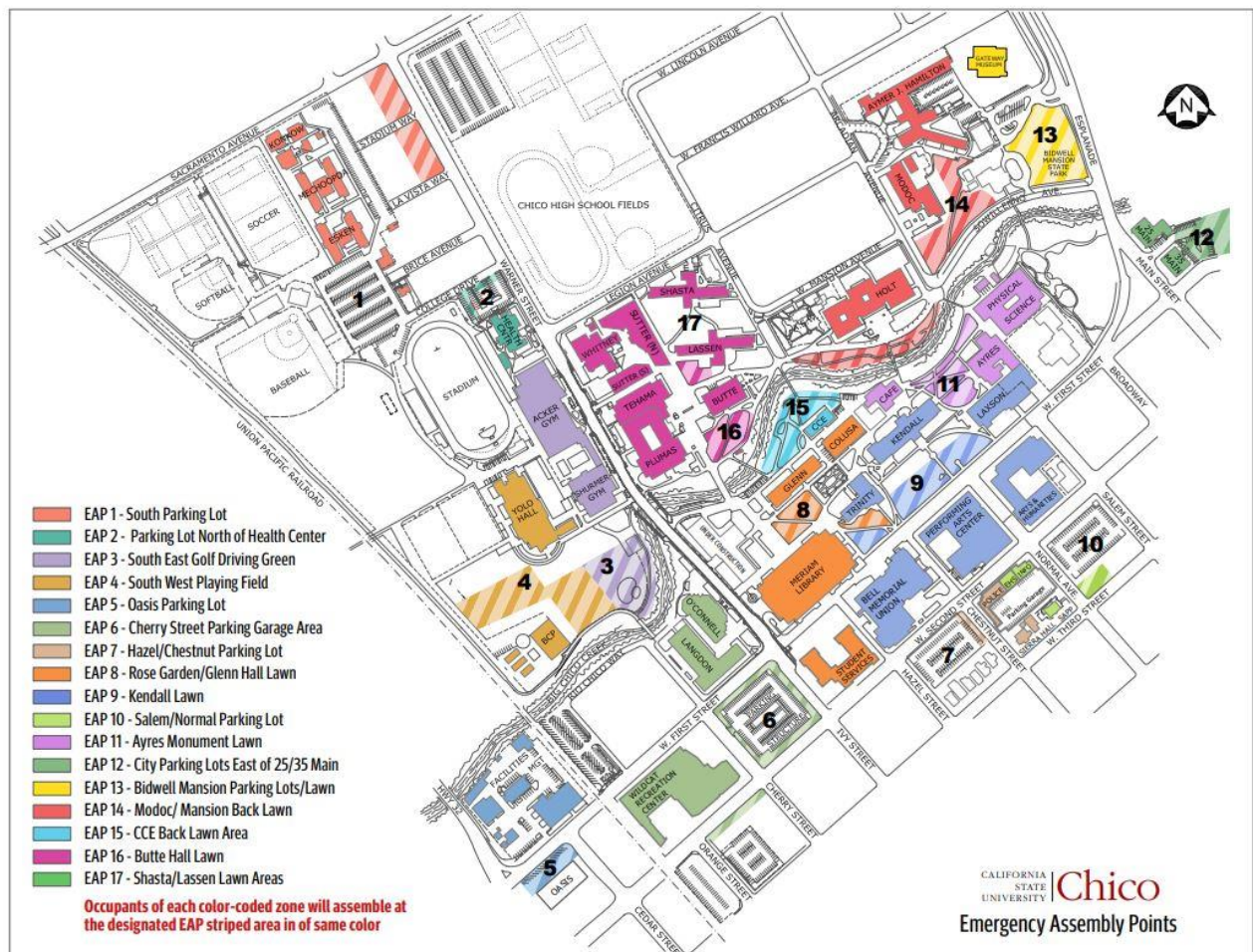
Call down procedures must be put into effect as soon as possible after gaining control of the emergency and notifying emergency personnel (UPD & Appropriate Supervisor). In case of an emergency call the immediate Supervisor right away and have the following details of Who, What, When, Where, Outcome (transported, friend took them to hospital, event cancelled, etc). Continue calling down the list until someone is reached. Staff should be notified in the following order:

| <u>On-Campus Call Down List</u>  | <u>Off-Campus Call Down List</u>   |
|--|--|
| Amanda Knutson<br>Competitive Sports Coordinator<br>(O) 530-898-6211<br>(C) 217-737-4773 | Tony Perez<br>Sport Club Coordinator<br>(O) 530-898-5348<br>(C) 530-632-4103 |



|   |   |
|---|---|
| <p>Tony Perez<br/>Sport Club Coordinator<br/>(O) 530-898-5348<br/>(C) 530-632-4103</p>                | <p>Amanda Knutson<br/>Competitive Sports Coordinator<br/>(O) 530-898-6211<br/>(C) 217-737-4773</p>    |
| <p>Matt Burkett<br/>Athletic Trainer<br/>(O) 530-898-6626<br/>(C) 530-801-1646</p>                    | <p>Matt Burkett<br/>Athletic Trainer<br/>(O) 530-898-6626<br/>(C) 530-801-1646</p>                    |
| <p>Steve Riccomini<br/>Asst. Director/Intramural Coord.<br/>(O) 530-898-4784<br/>(C) 530-521-9099</p> | <p>Steve Riccomini<br/>Asst. Director/Intramural Coord.<br/>(O) 530-898-4784<br/>(C) 530-521-9099</p> |
| <p>Kendall Ross<br/>Director of Recreational Sports<br/>(O) 530-898-4727<br/>(C) 530-520-1592</p>     | <p>Kendall Ross<br/>Director of Recreational Sports<br/>(O) 530-898-4727<br/>(C) 530-520-1592</p>     |

## Appendix C: Site Specific Emergency Action Plans



- **Emergency Action Plan: Acker Gym**

### Emergency Personnel:

During Recreational Sports activity, the first responder to an emergency situation is typically a member of the Recreational Sports professional staff. However, the first responder in some instances may be a coach or a CPR certified student employee.

### Emergency Communication:

Fixed telephone line in the lobby of basketball court for activity. A cellular phone is also appropriate if available and functional. Emergency Equipment: AED is located in the lobby of Acker Gym. Additional supplies and equipment maintained in Recreational Sports Training Room.

## Roles of First Responders

1. Immediate care of the injured or ill participants
2. Emergency equipment retrieval
3. Activation of the emergency medical system (EMS)
  - 911 call (provide name, address, telephone number; the number of individuals injured; condition of injured; first aid treatment; specific directions; other information as requested)
  - Notify campus police at 898-5555
4. Direction of EMS to scene
  - Open appropriate gates
  - Designate individual to "flag down" EMS and direct to scene
  - Scene control: limit the scene to first aid providers and move bystanders away from the area

### **Venue Directions:**

Acker Gym is located on Warner Street between the Student Health Center and Shurmer Gym, across the street from Whitney Hall. 535 Warner Street Chico, CA

### **Court level entrance:**

Enter from Warner Street through the main lobby.

## **• Emergency Action Plan: Shurmer Gym**

### **Emergency Personnel:**

During Recreational Sports activity, the first responder to an emergency situation is typically a member of the Recreational Sports Training staff. However, the first responder in some instances may be a coach or a CPR certified student employee.

### **Emergency Communication:**

Fixed telephone line in the lobby just outside the gym for activity. A cellular phone is also appropriate if available and functional. Emergency Equipment: AED is located in the lobby of Shurmer Gym. Additional supplies and equipment maintained in Recreational Sports Training Room.

### **Roles of First Responders**

1. Immediate care of the injured or ill participants
2. Emergency equipment retrieval
3. Activation of emergency medical system (EMS)
  - 911 call (provide name, address, telephone number; the number of individuals injured; condition of injured; first aid treatment; specific directions; other information as requested)
  - Notify campus police at 898-5555
4. Direction of EMS to scene

- Open appropriate gates
- Designate individual to "flag down" EMS and direct to scene
- Scene control: limit the scene to first aid providers and move bystanders away from the area

### **Venue Directions:**

Shurmer Gym is located on Warner Street just north of Big Chico Creek. The Shurmer gym is on the south end of the Acker-Shumer building. 535 Warner Street Chico, CA

### **Court level entrance:**

Enter from Warner Street through the southeast entrance doors.

## **• Emergency Action Plan: University Stadium**

### **Emergency Personnel:**

During Recreational Sports activity, the first responder to an emergency situation is typically a member of the Recreational Sports staff. However, the first responder in some instances may be a coach or a CPR certified student employee.

### **Emergency Communication:**

Fixed telephone line on the west side under the bleachers for activity. A cellular phone is also appropriate if available and functional. Emergency Equipment: Portable AED from the Recreational Sports Training Room during ATC supervised activities. . Additional supplies and equipment maintained in Recreational Sports Training Room.

### **Roles of First Responders**

1. Immediate care of the injured or ill participant
2. Emergency equipment retrieval
3. Activation of the emergency medical system (EMS)
  - 911 call (provide name, address, telephone number; the number of individuals injured; condition of injured; first aid treatment; specific directions; other information as requested)
  - Notify campus police at 898-5555
4. Direction of EMS to scene
  - Open appropriate gates
  - Designate individual to "flag down" EMS and direct to scene
  - Scene control: limit the scene to first aid providers and move bystanders away from the area

### **Venue Directions:**

University Stadium is located west of Acker Gym and the Student Health Center. Access University Stadium off Warner Street to College Drive.

### **Entrance:**

There are three gates one can use to enter University Stadium. Use the most appropriate gate for the situation.

- Northeast gate via student health center parking lot.
- Northwest gate via University Stadium parking lot.
- Southeast gate via access road around the west side of University Stadium.

### **• Emergency Action Plan: Fields 6/7**

#### **Emergency Personnel:**

With Recreational Sports activity, the first responder to an emergency situation is typically a member of the Recreational Sports staff. However, the first responder in some instances may be a coach or a CPR certified student employee.

#### **Emergency Communication:**

Fixed telephone line on the west side under the bleachers for activity. A cellular phone is also appropriate if available and functional. Emergency Equipment: Portable AED from the Recreational Sports Training Room during ATC supervised activities. Additional supplies and equipment maintained in Recreational Sports Training Room.

### **Roles of First Responders**

1. Immediate care of the injured or ill participant
2. Emergency equipment retrieval
3. Activation of the emergency medical system (EMS)
  - 911 call (provide name, address, telephone number; the number of individuals injured; condition of injured; first aid treatment; specific directions; other information as requested)
  - Notify campus police at 898-5555
4. Direction of EMS to scene
  - Open appropriate gates
  - Designate individual to "flag down" EMS and direct to scene
  - Scene control: limit the scene to first aid providers and move bystanders away from the area

### **Venue Directions:**

Field 6/7 is located west of Acker Gym and the Student Health Center. Access Fields 6/7 from Warner Street by turning west onto College Drive then turning south towards the stadium and field 6/7 are on the right.

## **Entrance:**

There are three gates along the east side one can use to enter Fields 6/7. Use the most appropriate gate for the situation, including the northeast gate for EMS access.

## **• Emergency Action Plan: Field 10 B**

### **Emergency Personnel:**

With Recreational Sports activity, the first responder to an emergency situation is typically a member of the Recreational Sports staff. However, the first responder in some instances may be a coach or a CPR certified student employee.

### **Emergency Communication:**

Fixed telephone line on the west side under the bleachers for activity. A cellular phone is also appropriate if available and functional. Emergency Equipment: Portable AED from the Recreational Sports Training Room during ATC supervised activities. Additional supplies and equipment maintained in Recreational Sports Training Room.

## **Roles of First Responders**

1. Immediate care of the injured or ill participant
2. Emergency equipment retrieval
3. Activation of the emergency medical system (EMS)
  - 911 call (provide name, address, telephone number; the number of individuals injured; condition of injured; first aid treatment; specific directions; other information as requested)
  - Notify campus police at 898-5555
4. Direction of EMS to scene
  - Open appropriate gates
  - Designate individual to "flag down" EMS and direct to scene
  - Scene control: limit the scene to first aid providers and move bystanders away from the area

## **Venue Directions:**

Field 10B is located on the northwest end of campus, west of the Soccer Stadium. For EMS access from Warner Street turn west on College Drive, then proceeding through the parking lot toward Nettleton Stadium where the access road can be found on the north side.

## **Entrance:**

There are two entrances one can use to enter Field 10 B. Use the most appropriate gate for the situation, including the southeast access path for EMS access.

- West gate is for entrance and evacuation
- Southeast access path between the Soccer Stadium and the Softball Field

## • **Emergency Action Plan: WREC**

### **Emergency Personnel and Equipment:**

With Recreational Sports activity, the first responder to an emergency situation is typically a member of the Recreational Sports staff. However, the first responder in some instances may be a coach or a CPR certified student employee. At the WREC, most professional staff members have designated responsibilities (found in WREC staff manual) and should understand their role during an emergency.

**AEDs:** 1.) Front desk 2.) Pool office and 3.) Second floor near GX230

**First Aid kits/supplies:** 1.) Front desk 2.) Pool office

### **Emergency Communication:**

There are several likely scenarios for how staff might be notified of an emergency. It is important for staff to assess the situation, respond quickly, and to notify professional staff either during or immediately after the emergency. To be an effective responder during an emergency, staff must be aware of locations of duress alarms and emergency equipment (first-aid kits, AEDs, etc.).

### **Roles of First Responders:**

1. Immediate care of the injured or ill participant
2. Emergency equipment retrieval
3. Activation of the emergency medical system (EMS)
  - 911 call (provide name, address, telephone number; the number of individuals injured; condition of injured; first aid treatment; specific directions; other information as requested)
  - Notify campus police at 898-5555
4. Direction of EMS to scene
  - Open appropriate gates
  - Designate individual to "flag down" EMS and direct to scene
  - Scene control: limit the scene to first aid providers and move bystanders away from the area

### **Evacuation Procedures:**

Once the alarm sounds: Remember **WREC**:

Wear – When available put on an orange safety vest.



Radio – Take a radio, if available. Be prepared to respond to the Building Manager.

Evacuate – Know your duties and calmly begin evacuation. Use a loud and authoritative voice: “Everyone must leave the building immediately”

Cherry – Emergency Assembly Point for members and staff is the parking structure across Cherry Street

## **Venue Directions:**

The WREC is located at 150 Cherry Street, west of the parking structure between 1<sup>st</sup> and 2<sup>nd</sup> Street.

**Entrance:** There are 2 entrances that medical personnel can enter the facility. The main entrance located on the West side of the building. The pool area can be accessed through the emergency entrance on the southwest side of the pool on 2nd Street.

**Duress Alarms:** These alarms ring at the WREC front desk only (not building wide like a fire alarm). The alarm will continue to sound until it is manually shut off. There are 13 duress alarms throughout the building:

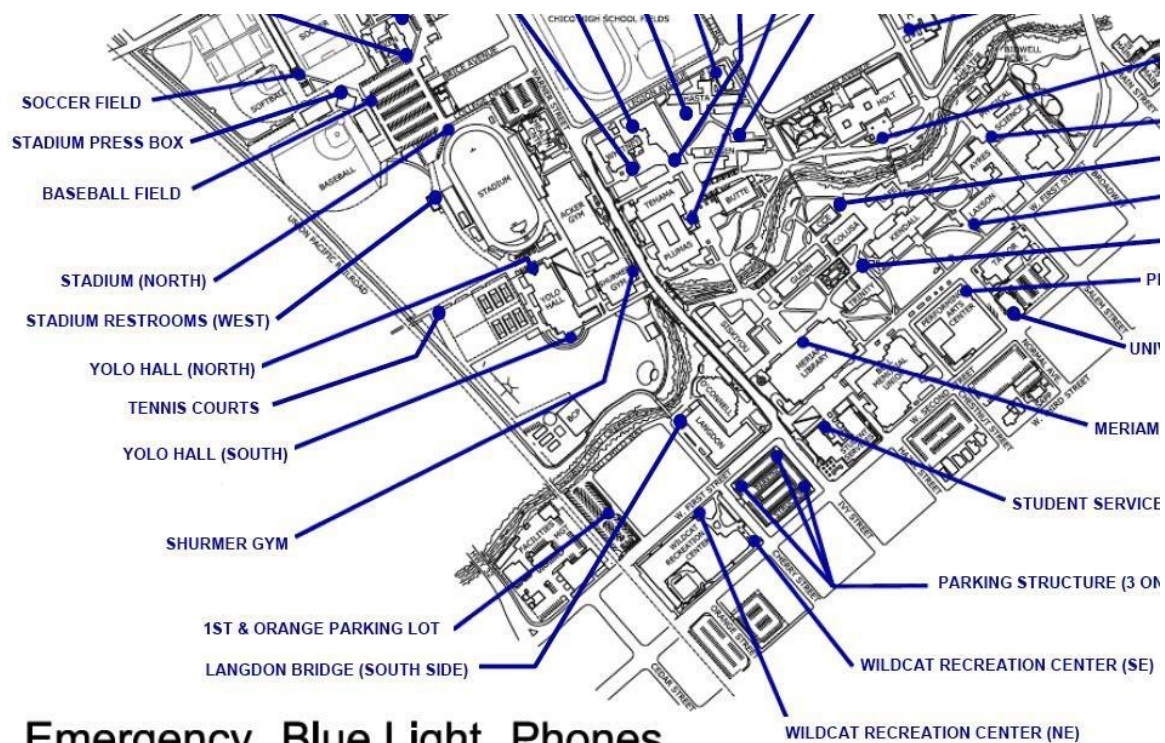
1. First Floor Weight Area (center of south wall)
2. Women’s Locker Room (just inside door)
3. Men’s Locker Room (just inside door)
4. Family Locker Room (just inside door)
5. Climbing Wall (just inside door)
6. MAC Court (near drinking fountains)
7. Pool (near drinking fountains)
8. Second Floor Cardio Area (center of south wall)
9. Running Track far west wall)
10. (4) Group Exercise Rooms (one in each)

## **Appendix D: Blue Light Phone Locations**



## Blue Light Emergency Phones

- Located throughout campus and can be used as well for fast effective communication with Emergency Personnel. Locate the nearest Blue Light Phone at the beginning of your shift.
- The nearest Blue Light Phone to the Stadium and Fields 6 & 7 is on the Field 6 & 7 bathroom (pictured). See map below for more.



## Emergency Blue Light Phones

A guide to the location of Blue Light Emergency Phones used to obtain University Police Assistance.



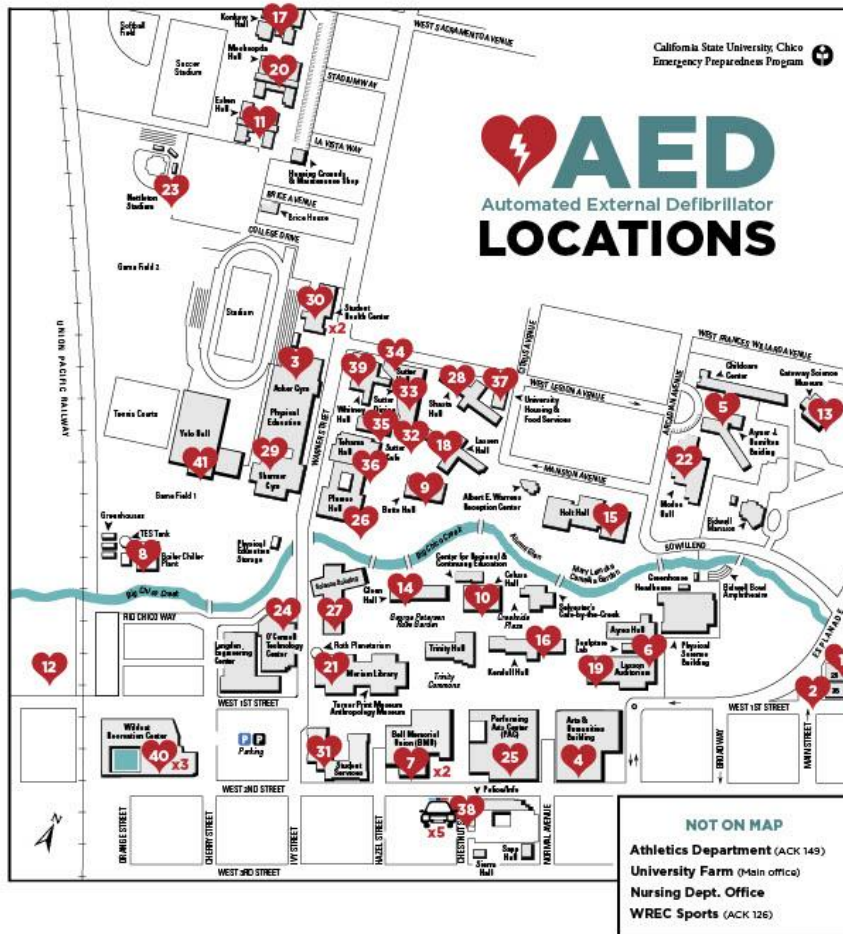
## Appendix E: AED locations

An AED will be located at the athletic training station or scorer's table at all outdoor events.

In the WREC there are 3 AEDs: 1.) Front desk 2.) Pool office and 3.) Second floor near GX230

In Acker Facility there are 2 AEDs: They are located near the entrance/exit doors of the gym lobby.





1. 25 Main St. (Lobby)
2. 35 Main St. (KCHO lobby)
3. Acker Gymnasium (Main lobby opposite concessions)
4. Arts & Humanities (2nd floor lobby at NW stairs)
5. Aymer J. Hamilton (AJH) (Near room 124)
6. Ayres Hall (1st floor corridor near room 107)
7. Bell Memorial Union (Convention Center & Room 220)
8. Boiler Chiller Plant
9. Butte Hall (Lobby corridor near room 101)
10. Colusa Hall (Main lobby right of office)
11. Esken Hall (Main lobby)
12. FMS Admin Building (Near front door)
13. Gateway Science Museum (Office)
14. Glenn Hall (1st floor corridor near room 106)
15. Holt Hall (1st floor near room 189)
16. Kendall Hall (1st floor near room 113)
17. Konkow Hall (Embassy room)
18. Lassen Hall (Main lobby)
19. Laxson Auditorium (Lobby near restrooms)
20. Mechoopda Hall (Main lobby)
21. Meriam Library - The Grove (1st floor in The Grove outside room 130)
22. Modoc Hall (1st floor corridor at north stairs)
23. Nettleton Stadium (Ticket booth)
24. O'Connell Technology Center (Corridor near south lobby)
25. Performing Arts Center (Near room 144—Harlan Adams)
26. Plumas Hall (Near room 108)
27. Science Building (Lobby room 100 near room 126C)
28. Shasta Hall (Main lobby)
29. Shurmer Gymnasium (Corridor by room 101)
30. Student Health Center (1st floor corridor and 2nd floor corridor)
31. Student Services Center 1st Floor (Elevator lobby)
32. Sutter Wildcat Den (South Wall)
33. Sutter Dining (By Pizazz)
34. Sutter Hall (2nd floor North Tower lobby)
35. Sutter Multi-Purpose Building (UHUB) (1st floor Entertainment Center)
36. Tehama Hall (1st floor lobby near room 106)
37. University Housing Office
38. University Police Patrol (5 units)
39. Whitney Hall (Lobby near front desk)
40. Wildcat Recreation Center (Front desk, lifeguard office, and 2nd floor)
41. Yolo Hall (Main lobby southeast)

## **Appendix F: Blood-borne Pathogens**

### **Blood-borne Pathogens**

Blood carries pathogens that can lead to serious disease and you should protect yourself and know what to do during a blood injury.

1. Before an event, cover any open wounds with appropriate dressing.
2. Supplies are available on campus during a blood injury and subsequent clean-up. Always wear gloves! Additional Personal Protective Equipment (PPE) such as a mask and eye protection are available in the Athletic Training Room (Acker 126).
3. Dispose of glove following use, never use a damaged glove (hole or torn), and wash hands with soap afterwards.
4. If a blood injury is to occur, remove participant from activity and assist the by applying an appropriate dressing.
5. During an event, recognition of bleeding is the responsibility of everyone, please report and get the injured person the medical attention needed.
6. Indoor surfaces contaminated with blood should be cleaned in accordance with the following procedures:
  - a. Apply gloves (and additional PPE's if needed)
  - b. Contain the spill with gauze, towels or absorbent (EZ-RED; found in blood kit).
  - c. After the blood is removed, the surface area of concern should be cleaned and disinfected with an appropriate decontaminate.
7. Outdoor surfaces should be rinsed with plenty of water and Rec Sports Staff member should be notified.
8. Following a blood incident any surfaces that were in contact with blood should be cleaned with disinfectant (I.e. SaniZide) according the directions on the label.
9. Place all contaminated items into a bag before disposing into the appropriate receptacle.
10. If needed additional assistance is needed or if there is corresponding emergency the UPD should be called at this point 530-898-5555.
11. If there is a "Large Blood Spill" or if you are concerned with the injury the Wildcat Procedure should be followed. Accidents of high severity including emergencies or uncontrollable bleeding warrant a "Wildcat" call over the walkie

talkie. This will alert all supervisors on duty, and they will hurry to the scene with a first aid kit and an AED.

12. Finally, all personnel involved with Rec Sports activities should be trained in basic first aid and infection control, including the preventive measures outlined previously.

#### BBP resources

[https://library.skillport.com/courseware/Content/cca/ehs\\_hsf\\_c92\\_sh\\_enus/output/html/jaehs\\_hsf\\_a92\\_sh\\_enusco101.html](https://library.skillport.com/courseware/Content/cca/ehs_hsf_c92_sh_enus/output/html/jaehs_hsf_a92_sh_enusco101.html)

<https://www.osha.gov/sites/default/files/publications/bbfact01.pdf>

[https://library.skillport.com/courseware/Content/cca/ehs\\_hsf\\_c92\\_sh\\_enus/output/html/jaehs\\_hsf\\_a92\\_sh\\_enust1001.html](https://library.skillport.com/courseware/Content/cca/ehs_hsf_c92_sh_enus/output/html/jaehs_hsf_a92_sh_enust1001.html)

#### Add link to complete version

## **Appendix G: Shelter In-Place**

Recreational Sports participants and staff will be notified about the need to “shelter in place” from the campus emergency messaging system (if they are registered) or via the radio by a supervisor. Once a notification has been received:

1. Staff should calmly, yet assertively, ask people to quickly relocate to the nearest location of safety.
2. Pro Staff will use the any other method to quickly alert those not easily reached by radio.
3. Staff should encourage everyone to remain sheltered until an “all clear” is received but not attempt to physically restrain anyone who attempts to leave.
4. The “all clear” message will be sent via phone, campus emergency messaging system or the PA system located throughout campus.

## **Appendix H: Fire Emergencies**

If there is a fire, explosion, or smoke in a building, take the following steps:

1. Pull the fire alarm located around campus and call 911 or
2. Radio your supervisor to pull the fire alarm and call 911



3. Evacuate the building, if indoors. Or proceed to a safe location, if outdoors.
4. If smoke is present, stay close to the floor.
5. Once outside, proceed to the designated WREC Emergency Assembly Point (sidewalk in front of the parking structure on Cherry Street)
6. Stay at the designated Emergency Assembly Point until the fire department or designated representative has given the “all clear” to re-enter the building.

If you are trapped in a room:

1. Keep the door shut and put a wet towel at the base of the door, if possible.
2. Call 911 and tell them your location
3. Because smoke rises, stay as close to the floor as possible

**IF YOUR CLOTHING IS ON FIRE, STOP, DROP, AND ROLL.**

**IF YOU HAVE RECEIVED FIRE EXTINGUISHER TRAINING AND ARE COMFORTABLE IN EXTINGUISHING AN INCIPIENT STAGE FIRE, you may attempt to extinguish the fire with a fire extinguisher if ALL of the follow conditions are met:**

- The fire alarm has been activated and all occupants have been evacuated
- If the fire is small and has not spread from its originating point
- You have the correct type of extinguisher
- Your exit is clear and you can extinguish the fire with your back to the exit door

**REPORT ALL FIRES TO 911.**

## **Appendix I: Other Emergencies**

**UTILITY FAILURE:** Examples of utility failures may include electrical outages, plumbing failure/flooding, natural gas leaks, steam line breaks, ventilation problems, and/or elevator failures. In the event of a failure, IMMEDIATELY NOTIFY THE SUPERVISOR ON DUTY. In the event that a supervisor is not available, call UPD at 911 or 898-5555.

### **EARTHQUAKE:**

1. Remain calm.
2. If indoors, immediately seek refuge UNDER a desk or table or other stable item.
3. Cover the back of your neck and head and hold on to the desk or table.
4. If outside, get to the nearest open space away from buildings, overhangs, and utility poles.

After the earthquake stops:

1. Evaluate the situation. Check for personal injuries. Protect yourself at all times and be prepared for aftershocks.
2. Evacuate the building if necessary, using the Emergency Evacuation Procedures.

3. Notify UPD of any injuries or immediate health hazards.
4. Do not leave the campus until you are sure that the surrounding areas are safe (streets, highways, bridges).
5. Do not return to a building until directed to do so by UPD or another emergency personnel (fire department) or designated representative (FMS).

**BIOLOGICAL/MEDICAL WASTE RELEASE:** If there is a biological/medical waste release in your area, you should take the following steps:

1. Contact your supervisor or WREC custodial staff
2. Evacuate the area, if necessary
3. Call UPD at 911 or 898-5555, if necessary

**CIVIL DISORDER OR DEMONSTRATION:** Civil disorders can include picketing, marches, parades, sit-ins, rallies, trespassing, and riots. Most campus demonstrations will be peaceful and everyone should attempt to carry on with business as normal.

- In most cases prior warning of demonstrations can be expected and adequate precautions can be taken before the event.
- A threatening disturbance should be reported immediately to UPD at 911 or 898-5555. University administration and the University Police Department will assess the situation. Participants who refuse to disperse may be arrested for violation of Penal Code Section 409, failure to disperse.
- If the normal course of business is disrupted, the offending person should be asked to leave. If they refuse, call UPD at 911 or 898-5555.

## **Appendix J: Assisting Persons with Special Needs**

Individuals with mobility or sensory impairments (hearing or vision) may need assistance evacuating the building. Do not use elevators if there is a fire or situation that could affect electricity/power.

### **ASSISTING VISUALLY IMPAIRED PERSONS:**

1. Guide the person with you as you leave the building. Remember to move slowly and communicate clearly with the individual.
2. Advise the individual, well in advance, of any hazards or obstacles in their path.
3. When you have reached safety, advise the individual of their location and that you are getting assistance. Before leaving, make sure the individual does not need any further help.

### **ASSISTING DEAF/HARD OF HEARING PERSONS:**

1. Do whatever is necessary to get the person's attention.
2. Gesture about what is happening and what to do (i.e. follow me, get down).
3. Write on a board or paper the nature of the emergency or the evacuation route.

**ASSISTING MOBILITY IMPAIRED PERSONS:**

1. First ask the individual if they have medical/health needs, advice, or requirements.
2. Do not use elevators. Do not attempt to transfer a person from a wheelchair unless absolutely necessary. If needed, seek help to safely assist the person.
3. If located upstairs, take the person to a designated “area of refuge” (stairwell, near the restrooms in the cardio area, stairwell near the heavy bags on the track), explain to them that you will direct emergency personnel to this designated area for evacuation.

**Immediately radio Building Supervisor.**

4. Individuals using canes, crutches, or walkers should evacuate themselves except in the event that rapid evacuation is deemed essential.