Index – Alphabetically

1. Alarms 17
2. Armed Intruder 15
3. Bomb Threat 8
4. Cancellation/Closing 11
5. Chemical Emergencies 7
7. Early Defibrillation Program Protocol – Roles & Responsibilities 22
8. Electrical Shock Prevention 6
9. Emergency Procedures – General 4
10. Fire Evacuation 9
11. First Aid Kits 19
12. Inclement Weather 10
13. Location of Fire Extinguishers 20
14. Location of Pull-Station Fire Alarms 21
15. Location of Defibrillators 25
17. Natural Gas 6
18. Pool Contamination 16
19. Power Failure 6
20. Robbery 12
21. Staff Responsibilities 2
22. Telephone Numbers – Emergency 3
23. Theft 12
STAFF RESPONSIBILITIES

No two emergencies are the same. While the various steps and suggested actions outlined in this book-
let represent sound procedure, your own judgment should be the final authority until you are able to
contact your supervisor.

Unfortunately, accidents do occur. Some can be prevented but in spite of everything we do there will
always be situations that call for special actions.

Generally, your responsibilities include:

1. Preventing an incident before it happens.

2. Handling the situation using the guidelines outlined in this booklet.

3. Notifying the appropriate people after the situation with an incident or
   accident report.

It is extremely important that you:

Become familiar with and put into effect the preventative measures
suggested.

Think ahead of time what unfortunate incidents might occur. Emergencies will be rare if proper care is
taken.

Know what is contained in this booklet and make it accessible for reference in the event of an emergen-
cy.
TELEPHONE NUMBERS

Emergency Assistance 911
NOTE: There is a 7-second delay before 911 connects
Non-Emergency Assistance 346-1500
Poison Control 1-800-815-8855

EMERGENCY PHONE INFORMATION
Inform emergency personnel of the following information:

• Location of incident
• Telephone number you are calling from
• Your name/title
• What happened
• Numbers and conditions of victims
• What is being done for the victims

Any time you call the Police, Fire or EMS, notify the Front Desk staff to ensure that they are prepared for the arrival of emergency vehicles. After the emergency situation has been handled, notify the Executive Director.

Electrical/Plumbing Emergency Contacts
If a facility emergency arises, such as plumbing or electrical, please call the MOD. Using the order listed, the MOD should then call, or authorize to be called, one of the following individuals.

1. Facility Services Director 715-347-4029
2. Executive Director/CEO 715-498-3150
3. Senior Director of Operations 715-321-2210
4. Any other Director
5. Public Service 1-800-450-7260
GENERAL EMERGENCY PROCEDURES

Serious illness or injury, includes but is not limited to: severe asthma attack, cessation of breathing, blocked airway, chest pain lasting longer than 3 minutes, loss of consciousness, insulin reaction, serious burns, serious bleeding or extreme pain.

In the event of an emergency, always follow the procedures listed below:

1. Assess situation rapidly, accurately and remain calm.
   a. Is the scene safe?
   b. What happened?
   c. How many people are injured?
   d. Are there bystanders who can assist?

2. Call 911. Use land line in the area, if possible. If land line is unavailable use cell phone. Contact the MOD (347-4031) immediately. Have someone meet EMS at the nearest entrance.

   NOTE: There is a 7-second delay before 911 connects

3. Do not leave victim unattended unless absolutely necessary. Retrieval of gloves and airway masks may necessitate leaving briefly.

4. Administer the proper first aid, using appropriate personal protective equipment such as airway masks and gloves.

5. Always fill out an accident report, no matter how trivial the injury appears.
   a. Forms must be completed immediately after the accident, including all required information and details relating to the accident. Give the form to your supervisor.
   b. Complete all necessary data relating to blood borne pathogen exposure. Be sure to include all pertinent details as clearly and precisely as possible.
   c. Do not attempt to diagnose or place blame. Simply tell what happened.

6. Only discuss the incident with supervisor/MOD. Keep all information confidential—DO NOT discuss with anyone who is not a staff member. All questions from the media should be addressed to the Executive Director or Senior Director.

7. Participants who have sustained injuries that require first aid will receive a follow-up telephone call.
Employees who sustain an injury or potential exposure must complete a Workers Compensation form within 24 hours of the accident and return it to the Human Resources Director. Forms are available on the wall in the Administrative Office or in Human Resources.

If your job description does not require first aid assistance, you may still choose to assist if you have first aid training. You will be providing the assistance as a “Good Samaritan”.

Note: The YMCA is not responsible for care or transport of injured/ill persons.
1. Contact the MOD (715-347-4031).
2. The MOD should contact the Facility Director (715-347-4029) and Executive Director (715-498-3150).
3. The MOD may be instructed to contact Wisconsin Public Service – 1-800-450-7260.
4. The MOD should notify staff and participants in each area of the building.
5. Staff should remain in their designated area with a flashlight, and assist with keeping participants calm.
6. Staff should be prepared to clear the building in the event the power failure is long term.
7. If, in any outage, you smell smoke or see flame coming from electrical outlets, immediately follow fire emergency procedures.

**Prevention of Electrical Shock**

Prevention
1. Proper usage, size and condition of wiring is required.
2. Always turn off equipment before unplugging or plugging in.
3. **DO NOT** stand in water when using electrical equipment.

**NATURAL GAS SAFETY**

1. IT’S BEST TO BE SAFE: If you smell gas RIGHT NOW—don’t touch or turn off your computer or other electrical devices—leave the area!
2. Then, contact your natural gas provider. – Wisconsin Public Service (WPS) – 1-800-450-7260.
3. After calling WPS contact the Facility Services Director and the CEO.
CHEMICAL EMERGENCIES

DO NOT underestimate the hazards associated with a chemical spill.

A major chemical spill is considered a spill which poses a health or safety hazard to others, the environment, or the facilities.

A minor chemical spill refers to: (1) a quantity and type of material which the employee normally works with; (2) where outside resources are not needed and where others, the environment, and the facilities are not at risk; and, (3) the spill can be cleaned up with appropriate spill clean-up procedures for this chemical. Clean-up of the material spilled should proceed only if the employee can identify the chemical and has been trained concerning the hazards of the chemical.

If a MAJOR SPILL occurs:
1. Evacuate area.
2. Call 911 **NOTE: There is a 7-second delay before 911 connects**
3. Contact the MOD (715-347-4031)
4. MOD will contact the Facility Director and Executive Director.

If a MINOR SPILL occurs:
1. Contact the MOD (715-347-4031).
2. Reference the SDS at the Front Desk/Maintenance Office or other appropriate reference material.
3. Wear appropriate personal protective equipment.
4. Clean up and dispose of materials as appropriate/required.

If an OUTSIDE SPILL occurs:
1. Shut all doors and windows.
2. Call 911 and wait for directions from the authorities. **NOTE: There is a 7-second delay before 911 connects**

MSDS Books are located:
1. Maintenance Office (room next to laundry)
2. Front Desk

It is your responsibility to read and understand all documents for chemicals used in your area.
BOMB THREAT

1. The staff person receiving the bomb threat (or other threatening call) should attempt to gather as much information from the source of the threat as possible. Write down what is said.

<table>
<thead>
<tr>
<th>Telephone Threat:</th>
<th>Written Threat:</th>
</tr>
</thead>
<tbody>
<tr>
<td>*DO NOT HANG UP TELEPHONE. Write down the following:</td>
<td>-Preserve until police can photograph if on walls or save if on paper.</td>
</tr>
<tr>
<td>-Specific location of bomb.</td>
<td>-Prevent others from observing threat on walls or paper.</td>
</tr>
<tr>
<td>-Type of bomb.</td>
<td></td>
</tr>
<tr>
<td>-Record the time of call was received.</td>
<td></td>
</tr>
<tr>
<td>-Detonation time.</td>
<td></td>
</tr>
<tr>
<td>-Reason for placing bomb.</td>
<td></td>
</tr>
<tr>
<td>-Voice characteristics of caller.</td>
<td></td>
</tr>
<tr>
<td>-Any background sounds.</td>
<td></td>
</tr>
</tbody>
</table>

2. Have a fellow employee call 911 to report a bomb threat in progress – or if necessary, do so yourself. **NOTE: There is a 7-second delay before 911 connects**

3. Contact the MOD (715-347-4031).

4. The Executive Director, together with the police, will make a decision whether to evacuate. If evacuation is necessary, use the same evacuation procedures as fire evacuation.

5. Do NOT touch or disturb any object that looks suspicious.

6. The MOD and designated responders will sweep the building and look for anything suspicious. If a suspicious item is found, (i.e. unusual or unexplained package, box or envelope), police will investigate.
FIRE EVACUATION

Upon discovery of fire, hazardous spill, or sound of fire alarm, all YMCA personnel, whether on duty or not, need to take the following actions:

1. Pull the nearest fire alarm (if not sounding).
2. Trace alarm source
   
   If NOT a false alarm;
   
   a. Call fire department – 911
   
   NOTE: There is a 7-second delay before 911 connects
   
   b. Employees in the immediate vicinity should attempt to fight the fire with the closest extinguisher – ONLY if there is not a threat of injury. If the fire is out of control, abandon efforts and evacuate the building.
   
   c. Evacuate the building in an orderly manner. Direct participants in appropriate evacuation routes.
   
   d. Leave lights on and close the doors.
   
   e. Assemble on the North East corner of the soccer field.
   
   f. The MOD (715-347-4031) is responsible for greeting the fire department and directing them to the location of the fire. Upon arrival, the fire department is in command.
   
   g. Do NOT allow participants to re-enter the building until you are given an all clear by the fire department, MOD or other Director. At this time, staff will re-enter the building first and assume the positions of responsibility before the participants resume their activities. If a class, child care, SACC or Preschool is in the building roll call by instructor is necessary.

An incident report must be filled out immediately and Executive Director or Senior Director must be notified.

If a false alarm;

Silence alarm and follow reset procedures.

An incident report must be filled out immediately.
INCLEMENT WEATHER

Severe Weather Procedure:

Watch:
Severe conditions developing
Be alert and ready to end all activities

If a severe weather watch is issued for the Stevens Point area, monitor events very closely. A severe weather radio is located at the front desk. Advise staff of weather conditions and test flashlights. Location of flashlights: In all First Aid Kits

Warning:
Danger imminent
Take cover in designated areas.

When severe weather conditions present an immediate danger to the city of Stevens Point, the civil defense sirens are sounded throughout the city. The following plan is to be put into action immediately:

1. Using ONE STAR, the MOD (347-4031) makes an announcement asking all participants to move to the lower level of the building – Designated Severe Weather Shelter – and to sit on the floor. Instructors should bring rosters with telephone numbers.
2. No one is allowed to occupy the upstairs—all activity is stopped.
3. Flashlights, first aid kits, spill kits and class rosters need to be brought from each program area to the lower level.
4. All occupants of the building must remain in the designated area until an all-clear signal is given by the MOD.
5. If electricity fails, flashlight and battery operated emergency lights will be your only source of light.
6. Phone usage is permitted.

Designated Severe Weather Shelter: Adult Locker Rooms
INCLEMENT WEATHER

Lightning Policy:
It is the policy of the Stevens Point YMCA that when lightning has been sighted near a center, its indoor pools will remain open. It is expected that the center staff will be responsible for the monitoring of the weather in their area and respond appropriately.

Severe Weather:
If weather is severe guards should check with the MOD to inquire about warnings in effect.
If patrons ask about warning please inform them but do not close the pools unless asked to by the MOD.
The SAFE ZONES are marked for all severe weather emergencies.
You should be prepared to direct patrons to these areas when necessary.

Tornado Warning:
Lifeguards will clear the pool and assist members to the safe zones.

Severe Thunderstorm warning:
Lifeguard follows the directions of the MOD. This may require moving people into the safe areas and clear the pool.

Power Failure:
Lifeguard will clear the pool and if hallways and locker rooms are lit have all swimmers exit the pool area. (if there is no light please keep them on the pool deck bleachers until there is light again.)
Cancellation/Closing

The YMCA will make every effort to keep its facilities and programs available to our members. However, if conditions become extreme, the following policies are in effect.

1. Programs.
   a. If the school district cancels school Before and After School Care and 4K will be cancelled. Great Escape operates a snow day program at the YMCA. Children must be pre-registered.
   b. If the YMCA is open and instructors can get to the YMCA, classes will be held.
   c. If the inclement weather occurs in the evening or on the weekend, the decision to cancel will be made by either the Executive Director or Senior Director.

2. Facility.
   a. The building will typically remain open, even if we cancel classes. However, if conditions/staffing become extreme, we will close our building. The decision to close will be made by the Executive Director, Senior Director, or the highest level of management available.

Procedures to Notify Members of Cancellation/Closing:

   a. Contact radio station (number at Front Desk).
   b. Contact class participants by telephone.
   c. Record voicemail message for incoming participant calls.

NOTE: The YMCA does NOT refund fees due to inclement
ROBBERY

1. Cooperate and obey the robber’s instructions. If possible, be observant to identify characteristics: appearance, speech, and mannerisms. Make note of these as soon as possible.

2. Contact 911  **NOTE: There is a 7-second delay before 911 connects**

3. Notify MOD (715-347-4031). MOD will contact the Executive Director and complete an incident report.

THEFT

Theft of YMCA Property

In the event of a theft of YMCA property, follow these procedures:

1. Assess the situation.
   a. What happened
   b. Any witnesses

2. Contact the MOD (715-347-4031)

3. The MOD will contact the police from a private area.

4. The MOD will complete an incident report.

Theft of Personal Property

In the event of a theft of a member or participant’s personal property, follow these procedures:

1. Assess the situation.
   a. What happened
   b. Any witnesses

2. Contact the MOD (715-347-4031)

3. The MOD will complete an incident report and allow the member to contact the police from a private area. The MOD should not contact the police directly. If statements are needed, the police will contact the YMCA.

Information regarding any suspects should be kept confidential and only shared with the police.
MISSING CHILD
ONE STAR PROCEDURE

MISSING CHILD PROCEDURE
The staff member who determines a child is missing should begin a search by first checking with other staff and children where the missing child was last seen. The search should start immediately with the place the child was last seen, the child room, and nearby bathrooms. If the child is not found with a simple search the Executive Director (715-498-3150) or MOD (715-347-4031) will be notified and he/she will start the all staff search “ONE STAR – Missing Child”. In the event that the Executive Director or MOD can not be immediately notified the staff should start the “ONE STAR – Missing Child” procedure.

1. Use the Phone Intercom System “1*”
   To access the phone intercom system:
   - On display phone:    On non-display phone:
     Press the button labeled: Press 1
     ONE STAR            Press *
     Press 0

   Announcement:
   - In calm, clear voice state “ONE STAR, MISSING CHILD” followed by the child’s name, age, what they were wearing and the last known location of the child. Repeat the announcement.

2. Staff/Customer Procedures: Upon hearing the ONE STAR announcement all available staff (do not leave any child unattended) will immediately begin following procedures (a missing child takes priority):
   - Front Desk Area Staff/Directors: One staff stationed at the front doors (have all members/participants remain in the building). All other staff to begin search of all upper locker rooms, bathrooms, all pool areas and hallways, Family Prime Time/Youth Fitness, outdoor parking lot areas and soccer fields. (One staff remain at front desk to handle concerns and listen for alarm doors etc.)

   - Briggs/Division Street Staff/Directors: One staff stationed at staff entrance and one staff at the Briggs Street entrance (have all members/participants remain in the building). All other staff to begin search of hallways, bathrooms, Teen Center, non-staffed rooms, gym, racquetball courts, all outdoor areas including: play ground, staff parking lot, Division Street, Briggs Street, and Salvation Army Area
• **Program/Room Staff with children:** Remain as needed with children (do not leave children unattended). Account for all children in your area/program and search room for missing child.

*Be sure to search areas thoroughly yet quickly! The child may be hiding, so be sure to look under tables and other places a child could hide. This entire search should be performed in minutes.*

3. **CHILD IS FOUND:** Staff that found child should dial intercom, as stated on previous page, and say “all clear child has been found”. Lockdown and search can be stopped.

4. **CHILD IS NOT FOUND:** If the child is not found in a matter of minutes the Director of the area or MOD will call 911 to notify the police of a missing child. Further procedures will be given by the Police.

5. **CONTACTING PARENTS:** Calls to parents will only be made by a Director or MOD. Depending on the situation (maybe the parent picked up the child) a call to a parent may be made prior to calling the police.

6. **FOLLOW UP:** Questions and concerns regarding the incident should be directed to the Executive Director. Staff comments regarding the incident should not be made unless directed by your Executive Director. The Executive Director will follow up with incident reports etc.
ARMED INTRUDER

RUN–HIDE–FIGHT

Type of Incident: Armed Intruder

1. If and only if you have time and are completely safe use the Phone Intercom System and activate ONE STAR.

To access the phone intercom system:

- **On display phone:**
  - Press the button labeled:
  - ONE STAR
- **On non-display phone:**
  - Press 1
  - Press *
  - Press 0

**Announcement:**
- In calm, clear voice state “someone is in the building who is not safe, we need to get safe.”

Follow these procedures:

**(1st Option) RUN**
- If there is an escape path, attempt to evacuate
- Evacuate whether others agree or not.
- Leave your belongings behind.
- Help others escape, IF POSSIBLE.
- Prevent others from entering the area.
- Call 911 when you are safe.

**(2nd Option) HIDE**
- Lock and/or blockade the door
- Silence your cell phone
- Hide behind large objects.
- Remain very quiet.

**(3rd Option and ONLY AS A LAST RESORT) FIGHT**
- Attempt to incapacitate the shooter
- Act with physical aggression.
- Improvise weapons.
- Commit to your actions.

Contact YMCA management staff ONLY after you are safe and authorities are on the scene.

https://www.youtube.com/watch?v=5VcSwejU2D0
Contamination to the pools must be taken seriously. For the safety of our members, guests, and staff, it is critical we follow the guidelines provided by the Centers for Disease Control & Prevention, as well as those provided by local health authorities.

In order to maintain the highest standards of water quality, the following procedures must be incorporated for ALL human waste and vomit in the pool.

1. Immediately clear the pool.
2. Notify the MOD (715-347-4031). If there is contamination and the pool is closed, all areas of the pool deck will also be closed to reduce the possibility of spreading any contamination.
3. The MOD should inform the front desk staff of the situation. If additional lifeguards are available, the MOD will determine whether to open the other pool and relocate activities. **IF RELOCATING, ALL PARTICIPANTS MUST FIRST TAKE A THOROUGH SOAP SHOWER BEFORE ENTERING THE OTHER POOL TO PREVENT CROSSCONTAMINATION.**
4. Once the pool has been cleared, lifeguards should attempt to clean up as much of the contamination as possible, working so as not to spread it in the process.
   - If you are seeing fecal contamination assume that it is a solid stool. A diarrhea discharge will appear as a cloud or mist in the water. There is no material to clean up diarrhea discharge.
   - If the person is identified please ask if they have had any recent illness or fever and record on the contamination report.
5. Once all contamination has been removed from the pool, lifeguards will begin to fill out a contamination report with the date, time, which pool, type of contamination, and free chlorine level present in the pool.
6. **A. Solid Stool & Vomit:** Lifeguards will determine the length of the pool shutdown, referring to the chlorine vs. time chart on the contamination report. For solid stool and vomit, the duration will begin when the last piece has been removed from the pool.
   **B. Diarrhea Discharge:** For diarrhea discharge, the Aquatic Director or Facility Services Director should be contacted immediately so an action plan can be made. **DO NOT REOPEN THE POOL FOLLOWING A DIARRHEAL DISCHARGE,** as it needs to be treated as a cryptosporidium event, which requires special care.
7. Once the length of the pool shutdown has been determined, the MOD should inform the Front Desk staff, members and guests. Signs should be posted by the MOD for pool shutdowns exceeding 30 minutes.
8. If an aquatic class is cancelled, participants will have the option of a class make up or a credit. For delayed or relocated classes, no credit will be given. Front Desk staff should assist with calling participants if a class needs to be cancelled.
EMERGENCY ALARMS

There are four kinds of Emergency Alarms at the YMCA.

1. **FIRE ALARMS**
   Refer to page 9 for instructions.

2. **EMERGENCY EXIT ALARMS**
   These alarms are placed on various doors to help control traffic flow. They may also help alert staff of an emergency in that area.
   If the alarm sounds;
   a. The nearest staff person should obtain a key (master is located at Front Desk) and quickly move to the door that is alarming.
   b. Staff should shut off alarm.
   c. Staff should investigate why the alarm sounded.
   d. If there is an emergency, alert other staff to follow their emergency assignments.
      a. If no emergency, let staff know and reset door.

3. **FAMILY LOCKER ROOM ALARMS**
   These alarms are placed in the Family Locker Rooms to signal an immediate need for assistance. The alarms only sound in the Program Desk area, of the Front Desk.
   If a Family Locker Room alarm sounds;
   a. Program desk staff should immediately go to the Family Locker Room to determine the cause of the alarm.
   b. Staff should shut off alarm. In the case of a false alarm, staff can return to original post.
   c. If there is an emergency, staff person who responds should communicate with the Front Desk and call 911 if needed. Once contact has been made with emergency services, staff person should alert other staff to follow their emergency assignments.
4. **POOL ALARM**

These alarms are placed in the pools to signal that a lifeguard needs immediate assistance. The alarms only sound in the Program Desk area, of the Front Desk.

If a pool alarm sounds;

a. Program desk staff should immediately go to the pool with AED and towels to determine the cause of the alarm. If you are the only desk person call the MOD. * First priority get the Pool!

b. Staff should shut off alarm. In the case of a false alarm, staff can return to original post.

c. If there is an emergency, staff person who responds should communicate with the guards and call 911 from the pool area if needed. Once contact has been made with emergency services, staff person should alert other staff to follow their emergency assignments.

**POOL EMERGENCY ALARM LOCATIONS**
## First Aid Kit Supplies:

<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>5 Ice Packs</td>
<td>1 Eye Shield</td>
</tr>
<tr>
<td>10 Antiseptic Towelettes</td>
<td>20 Pairs of Non-Latex Gloves</td>
</tr>
<tr>
<td>1 Combination Dressing</td>
<td>10 Gauze Pads—various sizes</td>
</tr>
<tr>
<td>4 Gauze Rolls</td>
<td>25 Bandages</td>
</tr>
<tr>
<td>1 Roll of Athletic Tape</td>
<td>1 Bio-Hazard Kit</td>
</tr>
<tr>
<td>1 CPR Face Mask</td>
<td>1 Scissors</td>
</tr>
</tbody>
</table>

## Bio-Hazard Spill Kit Supplies:

<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 Bottles of Red Z (use on vomit, urine, etc.)</td>
<td>1 Scraper</td>
</tr>
<tr>
<td>1 Face Shield</td>
<td>1 Pair of Non-Latex Gloves</td>
</tr>
<tr>
<td>2-3 Bio-Hazardous Bags</td>
<td>Hand Cleaner</td>
</tr>
</tbody>
</table>

## First Aid Kits Locations:

<table>
<thead>
<tr>
<th>Location</th>
<th>Location Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Office</td>
<td>Bottom Wood Cabinet in Lunch Area</td>
</tr>
<tr>
<td>Adventure Alley</td>
<td>Metal Storage Cabinet Hallway Between Adventure Alley &amp; Toy Room</td>
</tr>
<tr>
<td>Adventure Pool</td>
<td>Storage Area Left of Entrance</td>
</tr>
<tr>
<td>All Purpose Room</td>
<td>Above Stereo System</td>
</tr>
<tr>
<td>Activity Center</td>
<td>On Top of Storage Cabinet</td>
</tr>
<tr>
<td>Fitness Center</td>
<td>Metal Filing Cabinet on North Wall</td>
</tr>
<tr>
<td>Fitness Studio</td>
<td>On Plastic Storage Bin</td>
</tr>
<tr>
<td>Front Desk</td>
<td>Upper Cabinet Above Towel Storage</td>
</tr>
<tr>
<td>Great Escape Sites</td>
<td>Traveling Backpack First Aid Kits</td>
</tr>
<tr>
<td>Group Cycling Room</td>
<td>On Counter</td>
</tr>
<tr>
<td>Group Day Care Kitchen</td>
<td>Backpack First Aid Kit on Refrigerator</td>
</tr>
<tr>
<td>Group Day Care Rooms (All)</td>
<td>Traveling Backpack First Aid Kits</td>
</tr>
<tr>
<td>Gym</td>
<td>Gym Sports Closet</td>
</tr>
<tr>
<td>Gymnastic Center</td>
<td>Wooden Storage Cabinet by door</td>
</tr>
<tr>
<td>Gymnastic Center</td>
<td>“Coaches Corner” in Red Cooler</td>
</tr>
<tr>
<td>Outside Youth Sports</td>
<td>Traveling Backpack First Aid Kits</td>
</tr>
<tr>
<td>Preschool Rooms (All)</td>
<td>Traveling Backpack First Aid Kits</td>
</tr>
<tr>
<td>Training Pool</td>
<td>Under Lifeguard Stand</td>
</tr>
<tr>
<td>Teen Center</td>
<td>On Top of Storage Cabinet</td>
</tr>
<tr>
<td>Toy Room</td>
<td>Metal Storage Cabinet Hallway Between Adventure Alley &amp; Toy Room—Toy Room Shelf Above Coat Rack—Adventure Alley</td>
</tr>
<tr>
<td>St. Michael’s Hospital</td>
<td>Cabinet above sink</td>
</tr>
</tbody>
</table>
## Location of Fire Extinguishers

<table>
<thead>
<tr>
<th>Location</th>
<th>Wall</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adventure Pool</td>
<td>North Wall</td>
</tr>
<tr>
<td>Adventure Pool</td>
<td>Southeast Wall</td>
</tr>
<tr>
<td>Adventure Pool</td>
<td>Southwest Wall</td>
</tr>
<tr>
<td>Facility Maintenance Director Office</td>
<td>West Wall</td>
</tr>
<tr>
<td>Activity Center</td>
<td>North Wall Upon Entrance</td>
</tr>
<tr>
<td>Fitness Center</td>
<td>Underneath Fitness Center Main Desk</td>
</tr>
<tr>
<td>Fitness Center</td>
<td>Boiler Room (South Room)</td>
</tr>
<tr>
<td>Core Room</td>
<td>South Wall</td>
</tr>
<tr>
<td>Group Day Care Corridor</td>
<td>Maintenance Room</td>
</tr>
<tr>
<td>Group Day Care Corridor</td>
<td>Hallway Between Kinder Kids &amp; Wobbler Rooms</td>
</tr>
<tr>
<td>Group Day Care Kitchen</td>
<td>East Wall</td>
</tr>
<tr>
<td>Group Day Care Storage Room</td>
<td>North Wall by Preschool B Door</td>
</tr>
<tr>
<td>Gymnastic Center</td>
<td>South Wall</td>
</tr>
<tr>
<td>Laundry Room</td>
<td>North Wall</td>
</tr>
<tr>
<td>Lobby</td>
<td>Northwest Wall by Main Entrance</td>
</tr>
<tr>
<td>Lobby East Corridor</td>
<td>Hallway Outside Female Locker Room</td>
</tr>
<tr>
<td>Old Lobby</td>
<td>North Wall by Life Elevator</td>
</tr>
<tr>
<td>SMART room</td>
<td>West Wall Upon Entrance</td>
</tr>
<tr>
<td>Preschool Room B Office</td>
<td>North Wall by Preschool B Door</td>
</tr>
<tr>
<td>Preschool Corridor</td>
<td>Hallway Outside Preschool Room A</td>
</tr>
<tr>
<td>Ramp Corridor</td>
<td>Northeast Wall</td>
</tr>
<tr>
<td>Ramp Corridor</td>
<td>Northwest Wall</td>
</tr>
<tr>
<td>Snack Area/ Door by Big Brothers, Big Sisters</td>
<td>West Wall</td>
</tr>
<tr>
<td>Teen Center</td>
<td>North Wall</td>
</tr>
<tr>
<td>Teen Center Corridor</td>
<td>Hallway by West Teen Center Door</td>
</tr>
<tr>
<td>Area outside Gymnastics Office</td>
<td>Hallway North Side</td>
</tr>
<tr>
<td>Wet Corridor</td>
<td>North Wall Outside Male Locker Room</td>
</tr>
<tr>
<td>Wet Corridor</td>
<td>North Wall Outside Youth Fitness Center</td>
</tr>
</tbody>
</table>
### Location of Pull-Station Fire Alarms

<table>
<thead>
<tr>
<th>Location</th>
<th>Location Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Office Back Corridor</td>
<td>South Wall By Back Parking Lot</td>
</tr>
<tr>
<td>Adventure Pool</td>
<td>(2) West Wall by Emergency Doors</td>
</tr>
<tr>
<td>Boiler Room/Basement Corridor</td>
<td>South Wall Outside Boiler Room</td>
</tr>
<tr>
<td>Facility Maintenance Corridor</td>
<td>North Wall</td>
</tr>
<tr>
<td>Fitness Center</td>
<td>North Stairwell Entrance, South Wall</td>
</tr>
<tr>
<td>Fitness Center</td>
<td>North Wall by Emergency Door</td>
</tr>
<tr>
<td>Group Day Care Corridor</td>
<td>West Doors by Gymnastic Center</td>
</tr>
<tr>
<td>Group Day Care Corridor</td>
<td>Southeast Doors by Tykes Room</td>
</tr>
<tr>
<td>Core Room</td>
<td>West Wall by Emergency Door</td>
</tr>
<tr>
<td>Gymnastic Center</td>
<td>Northwest Wall</td>
</tr>
<tr>
<td>Lobby</td>
<td>(2) Both Sides of Inside Doors</td>
</tr>
<tr>
<td>Lower Women’s Locker Room</td>
<td>West Wall Outside Women’s Locker Room</td>
</tr>
<tr>
<td>Old Lobby</td>
<td>Northeast Wall</td>
</tr>
<tr>
<td>Racquetball Entrance Corridor</td>
<td>South Wall Outside Racquetball Entrance</td>
</tr>
<tr>
<td>Ramp Corridor</td>
<td>Northeast Wall</td>
</tr>
<tr>
<td>Toy Room</td>
<td>West Wall by Emergency Door</td>
</tr>
<tr>
<td>Training Pool</td>
<td>South Wall by Storage Room</td>
</tr>
</tbody>
</table>
Emergency Action Plan

Early Defibrillation Program Protocol

Roles and Suggested Responsibilities

The automatic external defibrillator (AED) will enable designated responders in the YMCA to deliver early defibrillation to victims in the first critical moments after a sudden cardiac arrest. Responders’ use of the AED should not replace the care provided by emergency medical services (EMS) providers, but it is meant to provide a lifesaving bridge during the first few critical minutes it takes for advanced life support providers to arrive. Upon arrival of the EMS providers, patient care should be transferred.

Medical Director

The Medical Director has authority over the entire AED program and its participants. General responsibilities include the establishment and maintenance of the guidelines for care included in this protocol. In addition, the Medical Director also ensures quality assurance to protocols, proper training and provides positive reinforcements to individuals and the system, as well as corrective instruction.

*YMCA Executive Director will contact the Medical Director in case of AED use. See telephone numbers listed below for Executive Director.

AED Coordinator

The AED Coordinator is an employee of the YMCA who is the primary liaison between the YMCA’s AED program and the Medical Director. The person has responsibility for maintaining all equipment and supplies. All trainings for the AED will be facilitated through and filed by the Human Resources Department. The Executive Director will forward on any incident data to the Medical Director and hold any necessary post-incident debriefing sessions for any employees involved.

AED Coordinator: Executive Director

Phone Number (work): 342-2980 ext. 309

Phone Number (cell): 498-3150

Designated First Responders

Specific individuals are targeted and trained to use the AED in a sudden cardiac arrest emergency. These individuals are trained and operate under the direction of the Medical Director.

A list of Designated First Responders is maintained by Human Resources.
In Case of Emergency, Initiate Chain of Survival

Early Access – Early CPR – Early Defibrillation – Early Advanced Care

Activate 9–1–1

- Assess scene safety
- Assess responsiveness
- Activate emergency response plan
  - Call 9–1–1
  - Call Manager on Duty
  - Broadcast ONE STAR over telephone system
- Check ABCs (Airway, Breathing and Circulation)

Early CPR

- Perform CPR until the AED unit arrives

Early Defibrillation

Instructions for one-rescuer approach:

- When defibrillator arrives:
  - Place unit near head of patient on same side as the rescuer
  - Turn on the unit
  - Bare and prepare chest (cut or tear away clothing, if excessive chest hair, save or clip, dry the chest if wet)
  - Follow the unit’s verbal and visual prompts
  - Apply electrodes/pads (follow drawings on pads)
  - Allow unit to analyze
  - If indicated, deliver shock by pressing the shock button on the AED

- Continue care per AED unit instructions
Early Advanced Care Life Support

Have designated person wait for EMS personnel at front entry of building and help them through building to the victim.

- Responders working on the victim should communicate any important information to the EMS providers such as:
  - Victim’s name
  - Any known medical problems, allergies or medical history
  - Time the victim was found
  - Initial and current condition of victim
  - Information from the AED unit’s screen:
    - Number of shocks delivered
    - Length of time defibrillator has been used
  - Help EMS personnel as requested

Post – Use Procedure

Responder Post-Use Procedure

- The AED Coordinator will do the following after any AED use:
  - Notify Medical Director
  - Conduct employee incident debriefing, as needed
  - Complete incident follow-up report as deemed necessary by the Medical Director
  - Restock any used electrodes/pads, batteries, razors or gloves. Inspect unused supplies for any damage or old expiration dates
  - Clean the AED unit if needed. Review User’s Guide for list of appropriate cleaning agents

Monthly and After Each Use

- Inspect the exterior and connector for signs of damage
- Use monthly AED maintenance checklist
- Ensure all supplies, accessories and spares are present and are in operating condition. Check expiration dates and any obvious signs of damage.
AED Station Inventory

Suggested minimum quantities of supplies:

- One AED
- One carrying case
- One User’s Guide
- One set of adult electrodes/pads
- One set of pediatric electrodes/pads
- One installed battery
- One mouth barrier device
- One pair of scissors
- Two sets of gloves
- 4 x 4 gauze
- Towels
- Monthly Checklist
- Razor

Location of AED Stations

1. Front Lobby (next to check-in desk)
2. Fitness Center (outside men’s locker room)
3. Outside All-Purpose Room (next to kitchen entrance)