
Wellness Center Emergency Action Plan

GENERAL INFORMATION

Information Concerns

In all emergency situations, our first concern is always for the people involved. Their safety and comfort is our most important goal.

Concerns about liability and insurance should never take precedence over the safety and comfort of members, guests, and staff. Compassion and care on or part do not constitute an admission of liability.

However, because insurance and liability are complex matters, the Director is the appropriate person to answer these kinds of questions. If you are asked questions about Antioch's insurance coverage which you cannot answer or are uncertain of, refer such questions automatically to the Wellness Center Director, Monica Hasek.

Reporting Requirements

It is absolutely critical that accurate information on every emergency is gathered and processed according to our emergency reporting procedures.

- Staff are required to use the Wellness Center Incident/Accident Report form located at the front desk or at the lifeguard stand.
- If additional information regarding the Incident/Accident needs to be recorded please attach pages to the Incident/Accident Report
- All Incident/Accident Reports must be turned into the Manager on duty immediately.
- The facility Director will maintain a file of all incident/accidents reported.

Media

DIRECT ALL QUESTIONS TO THE WELLNESS CENTER DIRECTOR, MONICA HASEK

The Wellness Center Director Monica Hasek is the only person who is to speak with representatives of the news media. Staff is to direct all requests for information and questions from the media or public about emergencies to the Director, Monica Hasek.

Staff will be informed of general information, which may be communicated to members of the public.

*Remember where the media is concerned, there is no such thing as **ÖFF THE RECORD.**

EMERGENCY TELEPHONE NUMBERS

Our Address: 240 E. S College

FIRE (fire/serious accident)	8-911	
Police (emergency)	8-911	
Fire (non-emergency)	8-937-767-7206	
Police (non-emergency)	8-937-767-7842	
Antioch Security	Ext. 9999 or 8-937-361-0782	
Poison Control	8-937-222-2227	
Monica Hasek	Facility Director	937-604-6919 cell
Angela Moore	Operations Manager	937-532-9347 cell
Valerie Claggett	Operations Manager	937-532-0208 cell
Beth Baker	Aquatics Manager	937-829-2488 cell
Reggie Stratton	Director of Physical Plant	937-478-2704 cell
Josh Miller	AFTER HOURS/ EMERGENCY	937-605-8960 cell
Matt Desjardins	Assoc. Dir. of Communications	937-319-6139 (office) 540-455-7964 cell

*When using a facility phone “8” must be dialed first, followed by the area code, then the local number.

If using a cell phone simply dial the local number.

Phoning 911

(If asked to call by Building Supervisor/Program Staff/Public)

1. Use phone located nearest to the injury.
2. Describe the type of emergency and identify who you are and your relationship to the emergency.
3. Location: Wellness Center at Antioch College – 240 E.S. College. Street
4. If medical, give victim's condition:
 - Is the victim conscious?
 - Is he victim breathing?
 - Does the victim have a pulse?
 - Is the victim bleeding? From where? How much?
 - Is there a possible head/neck/spine injury?
 - Is there a possible broken bone?
 - Age and sex of victim
 - Any other available information
5. Specify to EMS the best approach to the building – Main doors by the circle. Or parking lot if in the South Gym.
6. Post a staff person outside to “flag down” EMS and **lead** EMS personnel to the location of the victim.
7. **DO NOT HANG UP** until all necessary information has been received and understood by the dispatcher. Let the dispatcher tell you that it is okay to hang up now.

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STAFF/MEMBER/GUEST INJURY

Serious Illness/Accident

(Heart attacks, non-breathing victim, severe bleeding, drowning, fractures, possible fractures, etc.)

1. In the event of a sudden or serious illness/accident, clear the program area (or Pool) and isolate the injured individual.
Remember, you are still responsible for all program participants in the area.
2. Whether or not you are certified in first aid/CPR, send a responsible person to notify a Staff Member of the emergency. The Staff Member can then clear the area/pool.
3. Perform first aid and/or CPR/AED, as needed using proper Personal Protective Equipment (i.e. gloves and pocket mask). Do not **move** the individual unless the problem is life threatening.
4. CALL 911. Remember from a facility phone you must first dial 8.
5. Continue to administer first aid/CPR/AED until relieved by the EMS personnel.
6. When the immediate emergency has passed, complete a Wellness Center Injury/Accident Report with accurate names and addresses if witnesses. Please be sure to indicate if a possible blood borne pathogen exposure has occurred. An exposure occurs when an employee performs "unsafe" first aid or when skin to skin/blood contact is made with specific eye, mucous membrane, non-intact skin, or prenatal fluid. (if an exposure occurs, notify the Manager on Duty immediately. Staff must have a post exposure exam/vaccination and follow-up within 24 hours.) See your supervisor for details.
7. The Director or Manager will make a follow-up call to the injured person.

If the member/guest refuses emergency care or treatment, including EMS, document such on the Wellness Center Incident/Accident Report. Watch **over** the individual to make sure that they are okay. Use your best judgement on whether or not to go ahead and call 911. Sometimes it's better to let them get checked by EMS and then refuse EMS.

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Minor Illness/Accident

1. In the event of a minor illness/accident, you are responsible for all member/guests in the area and may require assistance to provide continued safety.
2. **Send for a Staff Member** immediately. In the event that the situation becomes serious/life-threatening, and there is no Staff Member present, CALL 911 immediately. Refer to the Phoning 911 instruction sheet. Check the list for details.
3. Begin to perform first aid using proper Personal Protective Equipment.
4. If the incident involves a child, a Staff Member must call a parent and inform them as to the nature of the problem. Let the parents decide if they want:
 - a. Emergency transportation
 - b. To come pick up the child
 - A Child may not leave the facility on their own!
5. Complete the Wellness Center Incident/Accident Report with accurate information. Please be sure to indicate if a possible blood borne pathogen exposure has occurred. An exposure occurs when an employee performs “unsafe” first aid or when skin to skin/blood contact is made with specific eye, mucous membrane, non-intact skin, or prenatal fluid. (if an exposure occurs, notify in the Manger on Duty immediately. Staff must have a post exposure exam/vaccination and follow-up within 24 hours.) See your supervisor for details.
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BLOOD AND BODY FLUID CLEAN UP

1. Locate the **HAZARDUS/BLOODBORNE SPILL KIT** at one of the following locations: Pool Office, Front Desk.
2. Put on **gloves**
3. **Cover FLUID** with granulated spill congealer.
4. Use dust pan and scooper in Spill Kit to **clean/pick** up hazardous material.
5. Put into plastic **Biohazardous Waste** bag (**red**) and seal
6. Mix 3 oz. of bleach to one gallon of water in a bucket and mop floor or surface until clean.
7. Dispose of the "**RED**" bag and gloves. A Manager will see to proper disposal of the "**RED**" bag.
8. Wash hand with anti-bacterial soap and hot water.
9. Return Hazardous/Blood borne Spill Kit to proper place. Notify Manager if restock is necessary.

FIRST AID

Tooth Loss

Tooth Saver System may be available at the front desk or in the pool first aid kit, if available use this option first.

If the victim's tooth is knocked out, get emergency dental care. It is sometimes possible to successfully re-implant permanent teeth that have been knocked out. But this is only an option if you follow the steps below immediately - before you see a dentist.

1. Handle tooth by the top only, not by the roots.
2. Don't rub or scrape it to remove debris. This can damage to root surface, making the tooth less likely to survive.
3. Gently rinse the tooth in a bowl of tap water. Do not hold it under running water.
4. You may try to replace the tooth in the socket within the first 15 minutes. If it doesn't go all the way, they can try to bite down gently, on gauze or a moistened tea bag to help keep it in place. Hold the tooth in place until you see a dentist.
5. If the tooth can't be replaced, immediately place the tooth in whole milk, your own saliva, or a warm mild salt water solution X teaspoon of salt to 1 quart water.
6. THE TOOTH MUST NOT DRY OUT!!!!
7. Seek medical attention from a dentist or emergency room immediately.

Loss of Limb

Treat victim for severe bleeding as needed and call EMS.

1. Rinse the amputated body part with tap water.
2. Wrap amputated body part in a dry sterile gauze.
3. Place the wrapped body part in a clean and waterproof plastic bag and seal the bag.
4. Place the sealed plastic bag in ice water, making sure no water can get into the bag and that the body part does not get wet.
 - ❖ Do not place the body part on ice, this can cause irreversible tissue damage.
5. Transport the body part to the hospital along with the injured person.

Antioch College has established a Workplace Accident and Injury Reduction Program (W.A.I.R.) that promotes safe and healthful working conditions. Leadership, Faculty and Staff are responsible for implementing the program and continued participation will be established, measured and maintained through the following practices:

- Monthly review of safety incidents and accidents by Safety Committee during safety meetings.
- Participation by all in safety programs, orientation, training, safety council meetings and other safety events.
- Injury Illness reporting (See Incident/accident Reporting Procedure “Attachment A”)
- Personal accountability and enforcement via annual employee review process.
- Internal monthly auditing by Safety Team.
- Annual report to Director of Finance & Operations by Safety Program Administrator.

Methods used to identify, analyze and control new or existing hazards, conditions and operations are as follows:

- Maintenance Request to address unsafe equipment or conditions.
- Safety Team Inspections
- Incident Accident Reporting
- Trending and Analysis

Communication of work-related hazards and controls will be accomplished by the following methods:

- Monthly training on all appropriate safety topics for college Facilities and Housekeeping Staff
- Annual Safety training for all Staff and Faculty
- New Student Safety Orientation (Occurs annually in the Fall term)
- E-mail and Postings

Workplace accidents will be thoroughly investigated and corrective/preventive actions or measures implemented and followed up per the company’s Incident Accident Reporting procedure. (See “Attachment A”- Incident Accident Reporting Procedure)

Safe work practices and rules will be enforced by the following methods:

- Personal Accountability-Annual Employee Reviews
- Disciplinary Action