



SHERIDAN COUNTY YMCA EMERGENCY ACTION PLAN

THIS EMERGENCY ACTION PLAN INCLUDES THE FOLLOWING INFORMATION
FOR THE SHERIDAN COUNTY YMCA'S FACILITY:

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INTRODUCTION

The purpose of this Emergency Action Plan is to provide guidance to those having to respond to the safety of YMCA staff, members and participants at the Sheridan County YMCA.

Common sense should dictate the reaction of YMCA personnel to any emergency situation. Not all situations can be neatly defined by categories for which hard and fast responses can be drawn. Individual judgment is still the most important factor in any situation. Being prepared and remaining calm will greatly increase the effectiveness in unexpected emergencies or disasters.

In the event of a serious disturbance, only the Executive Director will communicate and provide appropriate information to the news media.

BASIC INFORMATION

FACILITY NAME	Sheridan County YMCA
FACILITY ADDRESS	417 N Jefferson St. Sheridan, WY 82801
FACILITY PHONE #	307-674-7488
EMERGENCY / AED LOCATIONS	<ul style="list-style-type: none"> • Member Service Desk • Weight Room Desk • Youth Center Lobby Desk • On location at sporting events

EMERGENCY CONTACTS

	EMAIL/WEBSITE	NON-EMERGENCY PHONE NUMBER
Sheridan Fire-Rescue (911)	www.sheridanwy.gov	307-672-6126 307-674-7244
Sheridan Police Dept (911)	www.sheridanwy.gov	307-672-2413
Sheridan Memorial Hospital	www.sheridanhospital.org	307-672-1000
Poison Control	health.wyo.gov	1-800-222-1222
Sheridan Public Health	www.sheridancountywy.gov	307-672-5169
City of Sheridan	www.sheridanwy.gov	307-674-6483
Insurance Company	Redwoods	
Alarm System	Central Station Account #: H0232 72757 Password: Whitney	1-888-746-7539 1-888-SIMPLEX

FULL STAFF EVACUATION PROCEDURES

In case of the need to evacuate the facility and administrative staff/coordinators are available, the following procedures will be followed:

AQUATICS	<ul style="list-style-type: none"> • Sweep locker rooms - checking all restroom & shower stalls and steam rooms • Check on-deck bathroom • Check storage closet • Check mechanical room • Confirm pools are clear
AFTERSCHOOL/ CAMP	<ul style="list-style-type: none"> • Sweep upstairs youth areas
BUSINESS OFFICE	<ul style="list-style-type: none"> • Assist evacuation of drop-in • Assist evacuation of Playland
EXECUTIVE DIRECTOR	<ul style="list-style-type: none"> • Sweep East bathroom (across from Gym 3) • Assist evacuation of childcare areas
CHILDCARE	<ul style="list-style-type: none"> • Sweep childcare classrooms • Confirm all bathrooms are clear • Confirm laundry room and staff closet is clear • Confirm Infirmary is clear • Confirm play structure in lobby is clear • Confirm Youth Center lobby workspace is clear
CUSTODIAL	<ul style="list-style-type: none"> • Sweep locker rooms • Confirm main hallway offices & conference rooms are clear

<p>HEALTH & WELLNESS</p>	<ul style="list-style-type: none"> • Sweep weight / cardio rooms • Sweep Fitness Studio 1, Functional Training Studio, Strength Circuit • Confirm Fitness Studio 2 (cycling room) is clear • Sweep Fitness Studio 3, staff kitchen, office, Activity & Support Center, FES/Storage Closet • Sweep Fitness Studio 4
<p>MAINTENANCE</p>	<ul style="list-style-type: none"> • Straight to alarm • Contact SIMPLEX (alarm company) • Assist firemen
<p>MEMBERSHIP</p>	<ul style="list-style-type: none"> • Sweep Front Restrooms • Sweep Multi-Purpose Room • Sweep Workspace • Sweep Playland • Confirm Laundry room is clear
<p>SPORTS</p>	<ul style="list-style-type: none"> • Sweep track • Sweep Gym 1, 2 & 3 • Sweep Racquetball courts • Assist Childcare as needed
<p>SR DIRECTOR OF HR & CULTURE</p>	<ul style="list-style-type: none"> • Assist evacuation of Drop-in • Sweep Strategy Studio • Sweep single stall restroom • Sweep bathrooms across from Fitness Studio 3 • Assist evacuation of Health & Wellness

SR DIRECTOR OF OPERATIONS	<ul style="list-style-type: none">• Communicate evacuation plan to all administrative staff via group text• Assist Facility Director at alarm• Assist Firemen• Communicate when all is clear to all program staff• Record incident and keep on file
SR DIRECTOR OF YOUTH	<ul style="list-style-type: none">• Assist in youth areas

SKELETON STAFF EVACUATION PROCEDURES

In the absence of administrative staff, the following procedures will be followed:

BUILDING SUPERVISOR	<p>Clear Gyms 1</p> <ul style="list-style-type: none">• Evacuate out North hall; door 1 or 2 - toward Heritage Towers <p>Clear 2 & 3</p> <ul style="list-style-type: none">• Evacuate out East door 3; toward the Library OR out South Door across from Executive Directors office <p>Clear Track</p> <ul style="list-style-type: none">• Evacuate out Main Entrance <p>Clear Racquetball Courts</p> <ul style="list-style-type: none">• Evacuate out Main Entrance <p>Clear East bathroom across from Gym 3</p> <ul style="list-style-type: none">• Evacuate out East Door 3 <p>Confirm Youth Center areas are clear</p> <ul style="list-style-type: none">• Evacuate out nearest entrance towards Library
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LIFEGUARDS

Clear pools

- **Evacuate** toward South side of the building to patio/grass

Sweep Family Locker room

- **Evacuate** out main entrance
 - changing room stalls
 - both private shower rooms

Sweep Basic Locker rooms

- **Evacuate** out main entrance
 - bathroom stalls
 - shower stalls

Sweep Men's & Women's Gold Locker rooms

- **Evacuate** out South Door across from Executive Directors office
 - Bathroom stalls
 - Shower stalls
 - Steam rooms

MEMBERSHIP STAFF

COORDINATOR OR SHIFT LEAD ON DUTY:

- Go straight to Alarm - follow directions on clipboard that is next to the alarm panel
- Contact Facility Director
- Assist Firemen

Sweep Front Restrooms

- **Evacuate** out main entrance

Sweep Multi-Purpose Room

- **Evacuate** out main entrance

Sweep Workspace

- **Evacuate** out main entrance

Sweep Playland

- **Evacuate** out main entrance

Confirm Laundry room is clear

- **Evacuate** out main entrance

Assist evacuation of Gym 1

- **Evacuate** out North hall; door 1 or 2 - toward Heritage Towers

Assist evacuation of Gyms 2 & 3

- **Evacuate** out East door 3; toward the Library OR out South Door across from Executive Directors office

Assist evacuation of Racquetball Courts

- **Evacuate** out Main Entrance

Assist evacuation of Track

- **Evacuate** out Main Entrance

HEALTH & WELLNESS STAFF	<p>Sweep Fitness Studio 1</p> <ul style="list-style-type: none"> • Evacuate out North hall; door 1 or 2 - toward Heritage Towers <p>Sweep Functional Training Studio</p> <ul style="list-style-type: none"> • Evacuate out North hall; door 1 or 2 - toward Heritage Towers <p>Sweep Strength Circuit</p> <ul style="list-style-type: none"> • Evacuate out North hall; door 1 or 2 - toward Heritage Towers <p>Sweep Weight / Cardio Rooms</p> <ul style="list-style-type: none"> • Evacuate out North hall; door 1 or 2 - toward Heritage Towers or Cardio room exit doors <p>Sweep Fitness Studio 2 / ASC</p> <ul style="list-style-type: none"> • Evacuate out ASC doors toward Heritage Towers <p>Sweep Restrooms</p> <ul style="list-style-type: none"> • Evacuate out door 1 - toward Heritage Towers <p>Sweep Strategy Studio, Single Stall Restroom & Fitness Studio 4</p> <ul style="list-style-type: none"> • Evacuate out FS4 door toward Heritage Towers
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<p>EVACUATION ROUTES & EXITS</p>	<ul style="list-style-type: none"> • Evacuation locations are dependent on where the fire is located. In the event you cannot evacuate to exit listed, you will evacuate to the next closest and safest exit
<p>NOTIFICATION</p>	<ul style="list-style-type: none"> • Once the building has been evacuated you will contact: <ul style="list-style-type: none"> ○ Sr Director of Operations: <ul style="list-style-type: none"> ■ Desiree Pearce: 307-461-3586 ○ Executive Director: <ul style="list-style-type: none"> ■ Liz Cassiday: 307-257-3851
<p>EMERGENCY KITS / INFORMATION</p>	<ul style="list-style-type: none"> • Emergency kits (Go bags) will be taken when possible in the event of an unexpected emergency once evacuated • Childcare & Afterschool Programs will have an updated roster with each child’s emergency contact information that will be taken
<p>EVACUATION SITES</p> <p>For cold weather evacuations</p>	<ul style="list-style-type: none"> • Heritage Towers 428 N Jefferson St Sheridan, WY 82801 307-674-8825 • Sheridan County Library 335 E Alger Sheridan, WY 82801 307-674-8585 • Kids Life 444 W Alger Sheridan, WY 82801 307-760-0133

SHELTER-IN-PLACE SITES

In case of the need to stay put due to unsafe exterior conditions (i.e., snow, freezing temperatures & rain), the following procedures will be followed:

AFTERSCHOOL	<ul style="list-style-type: none"> • Children will be taken downstairs to the nearest safe exit
AQUATIC CENTER	<ul style="list-style-type: none"> • Members will be taken to one of the three exterior exit doors
CHILDCARE	<ul style="list-style-type: none"> • Children will be taken downstairs to the nearest safe exit
DROP-IN	<ul style="list-style-type: none"> • Children will be taken to the <ul style="list-style-type: none"> ○ Main Entrance (primary) ○ Door 1 (secondary)
GYMS	<ul style="list-style-type: none"> • Gym 1 will be taken to Door 1 • Gyms 2 & 3 will be take to Door 3
HEALTH & WELLNESS	<ul style="list-style-type: none"> • Members will be taken to Door 1
LOCKER ROOMS	<ul style="list-style-type: none"> • Members will be taken to the Main Entrance
PLAYLAND	<ul style="list-style-type: none"> • Members & Children will be taken to the Main Entrance
RACQUETBALL COURTS	<ul style="list-style-type: none"> • Members will be taken to the Main Entrance

NATURAL DISASTERS

(Severe thunderstorms, lightening, tornadoes, snow storms)

SEVERE THUNDERSTORM SAFETY RULES

- a. **Remain calm.** Thunderstorms normally last for a short period of time.
- b. **Monitor** the storm's progress via local media.
- c. **Stay indoors** away from windows.
- d. **Gather** members and take them to the interior hallways if you feel they will not be safe continuing activity.
- e. **Check** the building for flooding/leaks

LIGHTNING SAFETY RULES

When thunderstorms are occurring or the sky becomes threateningly dark, the following actions could save lives. Do we still evacuate pools? I remember doing that in the old pool area

- f. If you are outside, move inside a building or vehicle.
- g. When there is no shelter, avoid the highest elevation in the area, crouch in the open, keeping away from trees, metal objects and water.

TORNADOES

Staff & members should know the difference between a WATCH and a WARNING

TORNADO WATCH

When there is a tornado WATCH (possibility of tornado in area) that includes the area in which your facility is located, the following minimal actions are required:

- a. All members, participants and staff are to be moved inside from all outdoor locations and to ground level away from windows.
- b. Children in childcare are to be identified by an up-to-date roster.
- c. Signs a tornado is approaching are: dark, greenish sky, wall clouds, large hail or a loud roar similar to a freight train.
- d. During a tornado WATCH, a specific person should be designated to monitor commercial radio for a tornado WARNING.
- e. "DUCK & COVER" procedures should be taught or reinforced.
- f. Begin to empty and close the Aquatic Center with urgency.

TORNADO WARNING

If a watch is upgraded to a warning for your immediate area, the following procedures must be *immediately* followed:

- a. Bring members and participants in from the outdoors and down from 2nd floors. Be certain all participants are indoors and away from exterior windows.
- b. Implement special provisions for members and participants with special needs.
- c. Instruct persons to seek cover where floors and walls meet and to place themselves in a protective position covering their head and faces with their hands and arm – “DUCK & COVER”.
- d. Keep inside doors that lead into corridors unlocked.
- e. Exterior doors should be securely latched closed.
- f. For the most protection, gather in the interior main hallways away from exterior doors and windows. (North & South of gyms ensuring gym doors are closed).
- g. Encourage members to remain in the building for their safety until the warning is over.

Under NO circumstances should the gymnasiums and other rooms with wide free-span roofs be used as shelter areas.

PRIORITY I – NON-NATURAL DISASTERS

(Dangerous Person in Facility, Death, Serious Injury requiring transportation to the hospital, Missing Person, Fire/explosions, Bomb Threats, Gas leaks, Chlorine Leak, Pool Alarm, AED/CPR Procedure)

DANGEROUS PERSON IN FACILITY

ANY SITUATION THAT MAY OCCUR IN THE FACILITY WHICH AN INDIVIDUAL THREATENS THE SAFETY OF STAFF AND/OR MEMBERS

FOR ADULTS & SCHOOL AGE YOUTH

- 1. Isolate** and contain the situation by removing onlookers from the area.
- Have someone maintain visual contact with the person
- 3. Call** 911
- 4. Contact** your Supervisor, Sr Director or Executive Director
- If any staff is in harm's way, do not try to impede the dangerous person(s) until assistance arrives.
- 6. Complete** incident report encompassing all pertinent information.

FOR PRESCHOOL AGE PROGRAMS (per state licensing requirements)

- 7. Lockdown** and contain the situation by removing onlookers from the area.
- Have someone maintain visual contact with the person
- 9. Call** 911
- 10. Contact** your Supervisor, Sr Director or Executive Director
- If any staff is in harm's way, do not try to impede the dangerous person(s) until assistance arrives.
- 12. Complete** incident report encompassing all pertinent information.

DEATH

A DEATH, WHICH OCCURS ON THE PREMISES

- 1. Immediately** call 911
- 2. Contact** your Supervisor, Sr Director or Executive Director
- The Executive Director will be responsible for all communications to the media and family
- 4. Complete** incident report encompassing all pertinent information.

SERIOUS INJURY REQUIRING TRANSPORTATION TO THE HOSPITAL

ANY INJURY REQUIRING A 911 CALL AND REQUIRES AN AMBULANCE AND/OR HOSPITALIZATION

1. **Provide** immediate care to the individual within certification standards
2. **Call** 911
3. **Contact** your Supervisor, Sr Director or Executive Director
4. **Stay** with the injured person(s) until emergency personnel arrive.
5. **Complete** incident report encompassing all pertinent information.

MISSING PERSON

AN INDIVIDUAL OF WHOM IS BELIEVED TO BE MISSING ON Y PREMISE

1. Person receiving the complaint will immediately page appropriate staff via text to the current location.
2. **Gather** all the essential information about the person
 - a. Description
 - b. Clothes last worn
 - c. Where they were last seen
3. **Search** the YMCA campus.

If the above actions are unsuccessful in locating the person or it is apparent from the beginning that the person is actually missing, the search will be turned over to the appropriate law enforcement agency.

FIRE OR EXPLOSION

A FIRE IN THE FACILITY THAT PRESENTS AN IMMEDIATE THREAT TO THE MEMBERS AND STAFF, AND REQUIRES NOTIFICATION OF 911 OR OUTSIDE FIRE AND/OR LAW ENFORCEMENT AGENCIES.

1. **Remain calm.** If the fire alarm doesn't activate, pull the closest fire pull.
2. The Facilities Director, Sr Director of Operations, Membership Director or Lead membership staff will go directly to the alarm system. Follow the instructions on the clipboard hanging on the panel.
3. You will receive a call from the alarm company to verify the alarm. They will ask for your name and password (WHITNEY).
4. **Initiate** the established evacuation plan, even if there isn't a visible fire.
5. **Move** everyone a minimum of 300 feet away from the building and remain clear of approaching Emergency Responders.
 - a. If weather conditions make exiting the building unsafe, you may shelter-in-place. (Follow shelter-in-place protocol)
6. **Notify** the Executive Director, Sr Director of Operations, Sr Director of Youth & Facilities Director if they aren't in the facility.
7. **Assist** the emergency responders as needed.
8. **Stay outdoors or sheltered-in-place** until authorized to re-enter by the Fire Department.

FIRE ALARM PANEL EMERGENCY OPERATING INSTRUCTIONS

1. The Facilities Director, Sr Director of Operations, Membership Director or Lead membership staff will go directly to the alarm system. Follow the instructions on the clipboard hanging on the panel.

2. CALL

CENTRAL STATION PHONE #	ACCOUNT #	PASSWORD
1-888-746-7539	H0232 72757	WHITNEY

3. **UNLOCK** and open the main panel door. (Key stays in the door)



a.

4. **FOLLOW** instructions on display panel
5. **LET** all messages fully cycle through before touching any buttons.
6. **DO NOT SILENCE** ANY ALARMS OR TOUCH ANYTHING UNTIL SOMEONE HAS CONFIRMED THAT IT IS A FALSE ALARM OR DIRECTED TO BY FACILITY DIRECTOR, SENIOR ADMINISTRATIVE STAFF, EXECUTIVE DIRECTOR OR FIRE DEPARTMENT.

BOMB THREAT

USE A LANDLINE IF AT ALL POSSIBLE. CELL PHONES & TWO-WAY RADIOS MUST NOT BE USED UNLESS YOU ARE AWAY FROM THE BUILDING!! THE RADIO WAVES MAY CAUSE DETONATION OF EXPLOSIVE DEVICES

1. **REMAIN CALM;** if the threat was called in, stay on the line with the caller as long as you can
2. **LISTEN** to the caller and write down anything unusual
 - a. Indicate gender
 - b. Coherent, impaired, foul language, well spoken
 - c. Stutter, lisp, accent, disguised, raspy, soft
 - d. Slow speech, rapid, angry, familiar
 - e. Background sounds; animals, static, street, music, motors, train, voices
3. **ASK** the caller for details:
 - a. Where is the bomb?
 - b. What does the bomb look like?
 - c. What will cause the bomb to detonate?
 - d. When will the bomb go off?
 - e. Why are you doing this?
 - f. Who are you?
4. **PRESS *57** of the phone after the call has ended. This will enable the call to be traced. This service is used to trace harassing calls which warrant law enforcement or legal action. I had no idea you could do this?!?
5. **PULL** the fire alarm.
6. **EVACUATE** the building.
7. **NOTIFY** the Executive Director, Sr Director of Operations and your Supervisor - they will initiate the call to 911.
8. **COMPLETE** the incident report encompassing all pertinent information.

GAS LEAK

AN ACCIDENT, WHICH CAUSES GAS TO BE RELEASED INTO THE AIR. ONE OR MORE PEOPLE REPORT NATURAL GAS ODOR AND/OR LIGHTHEADED FEELING.

- 1. IDENTIFY** the odor as being a gas substance
 - 2. CALL** 911
 - 3. EVACUATE** immediate area of danger (refer to the alarm procedures). Ask for cooperation of any individuals in the area to evacuate the area of danger. Do not leave anyone in the immediate area of danger, or put yourself in harm's way! You are in control of the scene.
 - 4. NOTIFY** immediate supervisor and maintenance personnel.
 - 5. REOPEN** the facility once the Fire Department has cleared the building
 - 6. COMPLETE** an incident report encompassing all pertaining information.
-

CHLORINE LEAK

AN UNUSUALLY STRONG ODOR OF CHLORINE AND/OR SURGE OF CHLORINE INTO THE POOL WATER PRODUCING CHLORINE VAPOR.

- 1. LIFEGUARDS** will immediately evacuate all persons in the pool area.
 - 2. CALL** 911
 - 3. CONTACT** your Supervisor, Maintenance staff, Sr Director or Executive Director
 - 4. SECURE** locker room doors prior to leaving the area. Patrons will remain outside the pool area until the Fire Department has checked the pool area and the Y for hazardous chlorine vapor.
 - 5. REOPEN** the pool when the Fire Department has given approval and there are lifeguards on duty.
 - 6. COMPLETE** an incident report encompassing all pertaining information.
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POOL ALARM

ANY INJURY REQUIRING A 911 CALL AND REQUIRES AND AMBULANCE AND/OR HOSPITALIZATION.

- 1. OBTAIN** A.E.D./First Aid Go Bag
 - 2. ASSESS** the situation in the pool from the lifeguard on duty
 - 3. CALL** 911
 - 4. PROVIDE** immediate care to the individual.
 - 5. CONTACT** your Supervisor, Sr Director or Executive Director.
 - 6. STAY** with the injured person(s) until emergency personnel arrive.
 - 7. COMPLETE** an incident report encompassing all pertaining information.
-

PRIMARY ASSESSMENT FOR LAND EMERGENCIES

1. SCENE SIZE UP

- a. Put on PPE (personal protective equipment) if readily available. If not readily available, do not delay care, but take caution and put PPE on as soon as possible.
- b. Determine that there are no hazards in the area before approaching.
- c. Form an initial impression as to what has occurred.

2. ASSESSMENT

- a. Shout-Tap-Shout
- b. Use name if you know it
- c. Tap on the shoulder or shake for an adult, foot for an infant
- d. If non-responsive, Immediately designate an individual to call 911, get help and bring AED to the scene
- e. Determine if there is breathing using ear to mouth, looking at the chest and feeling for breaths on ear for 5-10 seconds
- f. If no breathing is noticed, perform CPR

AUTOMATED EXTERNAL DEFIBRILLATOR (A.E.D.)

IF AN AED IS NOT IMMEDIATELY AVAILABLE; PERFORM CPR UNTIL THE AED ARRIVES ON THE SCENE. USE OF THE AED IS AUTHORIZED FOR EMERGENCY RESPONSE PERSONNEL TRAINED IN CPR AND USE OF THE AED.

1. USING AED

- a. Turn on AED.
- b. Apply electrode pads (according to diagram on back of electrode pads) to the victim's bare chest:
 - i. Peel electrodes, one at a time from the backing liner
 - ii. Shave chest hair if it is so excessive that it prevents a good contact between electrode pads and skin.
 - iii. Wipe the chest clean and dry if the victim's chest is dirty or wet.
 - iv. Press electrode pads firmly to the skin.
 - v. Stand clear of the victim while the machine evaluates the victim's rhythm.

2. SHOCK ADVISED

- a. Clear area; make sure no one is touching the victim.
- b. Push the SHOCK button on AED when prompted.
- c. After shock is delivered, the device will prompt resume CPR.
- d. If there is a definitive sign of life such as, normal breathing and movement, stop CPR and assess if there is breathing.

3. NO SHOCK ADVISED

- a. If no shock is advised, the device will prompt to continue with CPR.
- b. If there is a definitive sign of life such as, normal breathing and movement, stop CPR and assess if there is breathing.
- c. AED will automatically re-evaluate the victim's heart rhythm after approx two minutes.
- d. Continue with cycles of CPR and AED when prompted until EMS arrives.
- e. Leave AED attached to the victim until EMS arrives and disconnects AED.
- f. Turn over care to EMS personnel.
- g. Victim must be transported to the hospital.
- h. Complete an incident report encompassing all pertaining information.

PRIORITY II – NON-NATURAL DISASTERS

(Assault on staff and/or members, Disruption, Facility break-in, Medical emergency not requiring hospitalization, Power Failure, Theft, Vandalism)

ASSAULT ON STAFF AND/OR MEMBERS

AN INCIDENT WHERE A STAFF OR MEMBER IS PHYSICALLY STRUCK BY ANOTHER PERSON(S)

1. **ALERT** another staff person to assist
 2. **SEPARATE** the individuals and determine if one or more parties need to vacate the premises for safety reasons.
 3. **CONTACT** your Supervisor, Sr Director or Executive Director.
 4. **ADMINISTER** First-aid if needed
 5. **IDENTIFY** the individual(s) involved
 6. **OFFER** the individual(s) involved an option to file a police report.
 7. **COMPLETE** an incident report encompassing all pertaining information.
-

DISRUPTION

AN INCIDENT THAT CAUSES A DISRUPTION TO THE NORMAL ATMOSPHERE OR NORMAL ACTIVITY OF THE Y AND CAN BE HANDLED INTERNALLY (i.e. VERBAL CONFRONTATION)

1. **IDENTIFY** the disruption
 2. **ATTEMPT** to move the situation from the view of other members.
 3. **CONTACT** your Supervisor, Sr Director or Executive Director.
 4. **COMPLETE** an incident report encompassing all pertaining information.
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FACILITY BREAK-IN

AN APPARENT TRESPASS INTO THE FACILITY AFTER CLOSE, WHERE DAMAGE OCCURS OR PROPERTY IS MISSING.

1. **FIRST** person to notice a facility break-in should not touch anything and should exit the facility until law enforcement has cleared the building.
 2. **CALL** non-emergency police; 307-672-2413.
 3. **CONTACT** your Supervisor, Sr Director or Executive Director.
 4. **GIVE** all pertinent information to the police.
 5. **CONTACT** the Facility Director if repairs are needed.
 6. **COMPLETE** an incident report encompassing all pertaining information.
 7. **DIRECTOR/DESIGNEE** will make the appropriate notification of the incident.
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MEDICAL EMERGENCY NOT REQUIRING HOSPITALIZATION

AN ACCIDENT THAT REQUIRES MEDICAL ATTENTION (FIRST AID) OTHER THAN HOSPITALIZATION

- 1. EVALUATE** the type of injury
 - 2. ADMINISTER** first-aid
 - 3. CONTACT** your Supervisor
 - 4. COMPLETE** an incident report encompassing all pertaining information.
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POWER BUMP OR FAILURE

IF POWER BUMP OR FAILURE IS OTHER THAN TEMPORARY, THE BUILDING SHOULD BE CLEARED.

- 1. CHECK** all systems to ensure they are shut down to prevent anything from becoming damaged (Aquatic Center)
 - 2. EVACUATION** and control. Assist in clearing the building in an orderly manner paying particular attention to wet areas.
 - 3. CONTACT** your Supervisor, Facility Director, Sr Director or Executive Director.
 - 4. COMPLETE** an incident report encompassing all pertaining information.
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THEFT

AN INCIDENT WHERE A STAFF OR MEMBERS PERSONAL ITEMS HAVE BEEN TAKEN BY ANOTHER PERSON

- 1. IDENTIFY** the property that has been stolen.
 - 2. SEARCH** the location and surrounding areas of where the property was located.
 - 3. NOTIFY** the appropriate law enforcement agency using a non-emergency phone number 307-672-2413.
 - 4. PROVIDE** law enforcement agencies with all the pertinent information.
 - 5. COMPLETE** an incident report encompassing all pertaining information.
-

VANDALISM

ANY ACT THAT CAUSES YMCA STAFF/MEMBER PROPERTY TO BE DAMAGED OR ALTERED

1. **IDENTIFY** the property that has been damaged or altered.
 2. **NOTIFY** your supervisor or facility director
 3. **NOTIFY** the appropriate law enforcement agency using a non-emergency phone number 307-672-2413.
 4. **PROVIDE** law enforcement agencies with all the pertinent information.
 5. **COMPLETE** an incident report encompassing all pertaining information.
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HOSTAGE/ROBBERY

1. **DO NOT** attempt to make any contact with the subject involved or any apprehensions.
2. **CALL** 911
3. **CONTACT** your Supervisor, Sr Director or Executive Director.
4. **EVACUATE** and disperse staff and members from surrounding areas to a safe location
5. **DO NOT** pose in challenging stances such as standing directly opposite someone, hands on hips or crossing your arms.
6. **AVOID** any physical contact, finger pointing or long periods of fixed eye contact.
7. **NOTICE** the tone, volume and rate of your speech.
8. Do **NOT** make sudden movements which can be seen as threatening.
9. Do **NOT** challenge, threaten or dare the individual.
10. Do **NOT** criticize or act impatiently toward the agitated individual.
11. Do **NOT** attempt to bargain with a threatening individual.
12. Do **NOT** make false statements or promises you cannot keep.
13. Do **NOT** take sides or agree with distortions.
14. Do **NOT** invade the individual's personal space. Make sure there is a space of 3'-6' between you and the individual.

The ultimate desired conclusion in a hostage situation is the safe release of the innocent and the arrest of the subject without death or injury to anyone. It is the law enforcement agency's responsibility to terminate the situation in a tactical manner.

ROBBERY

1. **COOPERATE** by obeying the robber's instructions. *DO WHATEVER THEY WANT!*
2. **IDENTIFY** the characteristics of the individual
 - a. Height
 - b. Appearance
 - c. Speech
 - d. Tattoos or any other distinguishing marks
 - e. Clothing

Time and identification information is of the utmost importance. Act as quickly and safely as possible.

INTOXICATED PERSON

AN INCIDENT WHERE A STAFF OR MEMBER HAS REASONABLE SUSPICION THAT A PERSON(S) ARE UNDER THE INFLUENCE.

1. **ASSESS** the situation to determine the level of intoxication and any potential risks to the individual or others.
2. **CONTACT** your supervisor or lead person on shift if needed.
3. **ENSURE** the intoxicated person does not pose danger to themselves or others. If they do, take immediate action to ensure everyone's safety by
 - a. separating them from the general population
 - b. provide medical assistance if needed
4. **APPROACH** the intoxicated person calmly and quietly mention that there is concern and offer assistance.
 - a. providing water and a safe place to rest
 - b. contact a friend or family member to come pick them up
5. **DEPENDING** on the severity of the situation, law enforcement may need to be contacted.
6. **MAINTAIN** professionalism and treat the intoxicated person with dignity and respect, regardless of the circumstances.
7. **COMPLETE** an incident report encompassing all pertaining information.

MISSING CHILD

THE 1ST OR ORIGINAL STAFF MEMBER TO BE APPROACHED BY A PARENT/GUARDIAN OF A MISSING CHILD SHOULD STAY WITH THE PARENT/GUARDIAN UNTIL THE CHILD IS FOUND. IDEALLY, WE WOULD LIKE THE PARENT/GUARDIAN TO REMAIN IN A CENTRAL LOCATION WITH STAFF.

- 1. REASSURE** the parent/guardian that we will help find the child and that you will initiate the child search protocol.
- 2. CONTACT** an available Director in the building to take over the situation.
- 3. REMAIN CALM** while communicating with the parent/guardian and other staff.
- 4. AT LEAST 3 STAFF** members should be recruited to help in the search. One should search the upstairs, one down stairs and one outside the Y.
- 5. FOLLOW** the following procedures for each scenario:
 - a. A child scheduled to ride the bus
 - i. call the school the child attends immediately and ask if they are aware of the child's actions after school.
 - ii. Call the bus barn. (Numbers are located on the following pages.)
 - b. A child is a Y program
 - i. Confirm where the child was last seen.
 - ii. What areas were they seen?
 - iii. When do they last remember seeing the child?
 - c. A parent is trying to locate a child using the facility
 - i. Find out the area they may be located in. For example; pool, gym, etc.
 - ii. Get assistance from other staff to search those areas.
 - d. Any other situations
 - i. get assistance from other staff members to search.
- 6. ASK** the parent to either remain with the 1st original staff person or provide cell phone information so they can be reached if the parent insists on going to check a different location in.
- 7. ONCE THE CHILD IS FOUND** make sure to communicate with everyone looking that they can stop the search.
- 8. A CONVERSATION** should be had with the child about the seriousness of not wandering off or asking for help if they were left.
- 9. COMPLETE** an incident report encompassing all pertaining information.

SCHOOL CONTACT LIST

SCHOOL DIST #2	PHONE NUMBER	PRINCIPAL
Bus Barn	672-3105	Shawn Stevens
Coffeen	674-9333	Paige Sanders
Highland Park	672-2113	Molly Swan
John C Schiffer	673-8730	Mike Swan
Meadowlark	672-3786	Jennifer Black
Sagebrush	672-9059	Justin Rohrer
Sheridan Jr. High	672-9745	Timm Cooper / Lucas Dow
Sheridan High	672-2495	Scott Cleland Casey O'Connor Levi Jensen
Story	683-2316	Mike Swan
Wright Place Middle	672-9745	Timm Cooper / Lucas Dow
Woodland Park	674-7937	Alison Vold

SCHOOL DIST #1	PHONE NUMBER	PRINCIPAL
Big Horn Elementary	672-3497	Brian Lawson
Big Horn Middle School	674-8190	Brian Lawson
Big Horn HS	674-8190	Al Sparkman
Tongue River Elementary	655-2206	Ryan Fuhrmann
Tongue River Middle	655-9533	Jennifer Fiedor
Tongue River HS	655-2236	Lynch