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Carleton College

## **Scheduling Guidelines, Facility Policies and Emergency Action Plans Carleton College Athletic and Campus Recreation Facilities**

**DEPARTMENT RESPONSIBILITY:** Maintain Master Department Schedule to include:

Physical Education classes, Athletics, Recreation, Club, and Intramural activities in multiple locations/fields. The reservations for the most part are done on a term by term basis with a one term advanced notice. The scheduling is then completed for the entire complete season/term.

**P.E.A.R Departmental Mission:** to achieve maximum use of facility space within the resources and staff capabilities of the P.E.A.R department.

- Facilities
- Outside User Info
- Priority
- Time Lines
- Acceptance and denial processes
- Cancellation/RAIN DAY Procedures
- Policies and Conduct
- Emergency Action Plans

Note: Policies are intended as GUIDELINES not rigid rules. Flexibility and discretion is important in the decision making process.

### **P.E.A.R FACILITIES AVAILABLE TO SCHEDULE:**

#### Rec Center

Dance Studio

Racquetball/Squash Courts

Fieldhouse Courts

Classroom

#### Cowling

Gym

Dance Studio

Tennis Court

Pool

#### West Gym

Gym

Classroom

Thorpe Pool

## **OUTSIDE USER REQUESTS**

**OUTSIDE USER GROUPS:** Fields and facilities are to be used exclusively by the Carleton College Community. We do not allow outside user groups the use of our facilities or fields during the academic term. Organized activity must be approved and reserved through the Campus Recreation Department. We will consider reservations outside of the academic terms on a case by case basis. The Department Chair, Athletic Director, Recreation Director and Assistant Recreation Director will need to approve any such request before it will be scheduled.

### **OUTSIDE USER EVENT REQUESTS**

Will be approved on a case by case basis by the P.E.A.R Department administrative council. By general rule, outside user requests during the Academic Term will not be considered. Consideration may be given to requests outside the academic term with the following guidelines:

- Community Relation aspect of the event
- Cost of the event to college (facility costs, staffing, custodial)
- Potential impact of wear on facility requested
- Impact of request on Carleton users

Upon approval by P.E.A.R administrative council, outside user group must work with Assistant Recreation Director to solidify a facility use agreement, participation waivers for the event, and provide an Insurance Certificate additionally insuring Carleton College for a minimum of \$90,000.

## **SCHEDULING PRIORITY**

P.E. Classes are given first priority during the 8:30am – 3:30pm timeframe. Scheduling must be done at least one term in advance with information coming directly from the Department Chair and Registrar's Office.

Athletics are given first priority during the hours of 3:30 and 8pm. These involve all athletic competing teams and involve practice scheduling. Schedules are done at least one term in advance with the information coming directly from the head coaches and confirmed by the Athletic Director. Varsity contests are mainly reserved between the hours of 7:00 and 11:00pm.

Recreation, Club, and Intramural activities are mainly given priority in scheduling between 8:00 and 11:00 pm. Team practices and competition will mainly take place in the evenings and on weekends.

Student Organizations/Groups may reserve facility space once all the entities listed above have solidified their scheduling needs each term.

## **PRIORITY USE – BY FACILITY**

### West Gym, Cowling, Stadium

- PE 8:30am-3:30pm, Monday –Friday
- Varsity Athletics practice 3:30-8pm Monday – Friday
- Varsity Athletic competition 7:00-11:00pm Monday-Sunday
- Intramural Sports and Sport Clubs 8:00-11:00pm Sunday- Thursday and weekends.
- Dance and Aerobics Classes, Studio 8:00am-6pm Monday – Friday, Weekends shared use with intramural and sport clubs.

### Recreation Center

- PE 8:30am-3:30pm, Monday –Friday
- Varsity Athletics practice 3:30-8pm Monday – Friday
- Varsity Athletic competition 7:00-11:00pm Monday-Sunday
- Intramural Sports and Sport Clubs 8:00-11:00pm Sunday- Thursday and weekends.
- Dance and Aerobics Classes, Studio 8:00am-6pm Monday – Friday, Weekends shared use with intramural and sport clubs.
- The primary goal is to provide leisure recreation within the facility during all hours of operation. The only exception to this premise would be in the case of an all campus event (i.e. commencement).
- The scheduling process is designed for equitable allocation of space to the multiple constituencies of Carleton users.
- PE classes may be scheduled at the same time as recreation use, but not during peak hours, 7-8:30am, 12:15-1:40pm, 5-7:00pm.
- Scheduling requests to be submitted a term in advance. The Assistant Recreation Director will coordinate a planning meeting with P.E.A.R facility to review PE and Athletic needs for the facility.

### Individual Reservations

#### Rec Center

- Courts (tennis, handball, racquetball, wallyball, squash, volleyball, and basketball). A court may be reserved no earlier than 48 hours in advance.
- Consecutive play is not allowed, except in the case of an intramural tournament or league. Only one reservation can be made per phone call.
- Concurrent reservations are not permitted, nor are reservations made in the name of others.

#### Climbing Wall and Bouldering Cave

- Recreational climbing allowed during supervised time.
- Times dependent on the number of trained staff available.
- Times will be allocated for PE classes, activity classes and open recreation.

### Fitness/Weight Room

- Varsity or sport club team practice restricted to one team per session.
- Teams should not exceed 20 individuals.
- Practices to be coordinated through the Assistant Director of Recreation.

### Dance Studio

- PE classes, Varsity, and recreational programs will be scheduled at the start of each term.
- Individual use of the room will be allowed by reserving space 48 hours in advance.

### Squash/Racquetball/Tennis

- PE classes and recreational programs will be scheduled at the start of each term.
- Classes and organized activity will be scheduled around peak hours 12:15-1:40pm and 5-7pm.
- Drop in's are allowed, and reservations can be made no more than 48 hours in advance

### Fieldhouse

- Athletics, PE classes, recreation programs and sport clubs will be scheduled at the start of each term
- Exclusive use of the fieldhouse should be kept to a minimum. Whenever possible, one court and/or one jogging lane should be available for open recreation.

### COWLING

#### Gym

- Primary user group: PE classes, varsity practice, intramurals and Sport Clubs.
- Coaches, instructors and captains are responsible for supervision of facility during practice times.

#### Studio

- Primary user group: PE classes, dance, Sport Clubs.
- Coaches, instructors and captains are responsible for supervision of facility during practice times.

Pool – see below (Cowling and West (Thorpe) Pools)

### WEST GYM

#### Gym

- Primary user group: varsity team practice, PE classes, intramurals and Sport Clubs.
- Coaches, instructors and captains are responsible for supervision of facility during practice times.

- Varsity Team practice schedule. When possible teams should coordinate their lifting/conditioning schedules to minimize overcrowding. In season teams have first choice of prime time.

Pool – see below (Cowling and West (Thorpe) Pools)

## STADIUM

### Weight Room

- Primary user group: varsity team practice.
- Coaches responsible for supervision of facility during practices.
- Recreation use limited to Monday- Thursday, 11am – 7pm, Friday, 11am-5pm and Sundays, 1pm-5pm.
- Varsity Team practice schedule. When possible teams should coordinate their lifting/conditioning schedules to minimize overcrowding. In season teams have first choice of prime time for weight workouts

### Cowling and West (Thorpe) Pools

#### Recreation Use

Swim times coordinated between the two facilities to allow recreation users the option of a weekly morning, lunch time, afternoon, and evening swim time. Weekends should have at least one two-hour session each day for lap swim.

Note: Times subject to availability of lifeguards. Whenever possible the lifeguard coordinator will endeavor to maintain similar hours each term.

#### Athletic Practice/Competition

West gym (Thorpe Pool) first priority given to meeting the needs of the swim/diving team and synchronized swimming. Hours: early morning 6:00-7:30am, afternoon 2:30-4:30pm, evenings 6:00-8:00 p.m.

#### Varsity Training (conditioning)

Conditioning sessions limited to availability of time and lifeguards.

#### PE Instructional Classes

Cowling Pool priority times 8:30am-12:30 p.m., 1:30-4:30pm

Thorpe Pool priority times 8:30am-11:30am,

#### Sport Clubs

Scheduling limited to available evening hours and weekends. Clubs must have an approved lifeguard on the deck at all times. Pool available between 6:00-10:00pm depending on which facility has open recreation hours.

#### Staffing

1. A Certified lifeguard must be on deck whenever the pool is open. The group requesting the pool is responsible for hiring a lifeguard. Intoxicated people should not be in the pool area. Proper attire must be worn. No Nudity. Men are not permitted in the women's sauna at Cowling.

2. All pool use is dependent on the availability of certified (American Red Cross) lifeguards. Guards have to be approved and checked out by the Head Swim/Dive coach or designated assistant.
3. Pool use restricted to 25 users per lifeguard.
4. Lifeguard shifts not to exceed two-hour duration.
5. If only one life guard on duty, building monitor must also be present.

**Lock in and Overnight Activity** (Rec Center or Cowling): Requests for overnight reservations follow these procedures:

- Fill in a facility request form describing the activity, number of participants, name of group/organization requesting the reservation, organizer, length of activity and equipment needs.
- Any special requests associated with food, or equipment not present in the facility.
- The request has to be submitted at least two weeks prior to the event.
- Authorization decision based upon availability of staff, safety of the proposed activity/event, availability of the facility.

### **Acceptance of Scheduling Request**

Acceptance of request is based upon the priority of use guidelines outlined in this document. Confirmation of facility availability will be sent out to the groups requesting the space no later than one week prior to use.

### **Planning**

Once requests have been authorized the scheduler will notify the following support services to inform them of the type of event, duration of use, and any special needs associated with the request.

Support services: custodial services, facility management (lighting and HVAC), security, grounds, the building supervisor, and dining services (if the event requires catered food).

### **Publication of Schedules**

- The scheduler is responsible for producing the following schedules:
  - Term facility building hours, opening and closing hours.
  - Swimming Pool hours for West and Cowling.
  - Weekly class/activity schedule for each building (Rec. Center, West Gym, Cowling, and Stadium). Schedules to be posted in the front foyer (binder) of each building.
- Schedules will indicate type of activity, i.e. PE, Athletic, IM, Sport Club, Dance, Open Rec., and Special Event.

### **Facility Request Deadlines**

1. PE Classes, Dance, Varsity practice and competition a minimum of 4 weeks prior to upcoming term
2. Sport Clubs, Intramural Sports, Student Dance groups, three weeks prior to the term
3. Special Events schedule on a space available basis. Minimum of two-week notice required.
4. Large Scale Campus Events, six months to a year ahead. Priority may be given to an all campus event over other activities.

## How to Schedule

Scheduling can be done in one of the following ways.

1. Online via the web. Go to this link → <http://revproxy-admin.carleton.edu:36318/Default.aspx>  
Available facilities to schedule include:
  - Cowling Gym, Cowling Dance Studio, Cowling Tennis Courts
  - Rec Classroom, Rec Dance Room, Fieldhouse courts 1,2,3,4
  - West Gym, West Classroom
2. Submit to Rec Center 105 online PDF facilities request form.
3. Contact via phone or email:  
Aaron Chaput x4483 or [achaput@carleton.edu](mailto:achaput@carleton.edu)

## **CANCELLATIONS/RAIN DAYS**

### **Cancellations**

Minimum of 24hr notice required to cancel a facility reservation.

\*\*\*Failure to cancel by the 24hr deadline may result in loss of future facility scheduling privilege.

\*\*\*Inclement weather will be dealt with on a case-by-case basis.

### **Rain Days**

*PRIORITY GUIDELINES FOR PEAR FACILITY SPACE*

#### **REC CENTER FIELDHOUSE - FALL**

- Monday - soccer teams get priority for prime time. Can split time for full usage of 4 courts, or can split courts for full usage of time.
- Tuesday and Wednesday football gets priority for prime time.
- Thursday – soccer teams get priority.
- Friday - As needed.

Prime time is considered 3:30/4-5:30pm. This means that teams not on their priority days could get a later time slot if available by calling ahead. That time slot would be 5:30-7pm.

Request for indoor space on RAIN DAYS should be done by Noon the day of.

#### **Cowling Gym and West Gym**

Space will be distributed based on availability and need.

### REC CENTER FIELDHOUSE - SPRING

- Monday – Baseball, Softball and Track
- Tuesday - Baseball, Softball and Track
- Wednesday - Baseball, Softball and Track
- Thursday - Baseball, Softball and Track
- Friday - Baseball, Softball and Track

Prime time is considered 3:30/4-5:30pm. This means that teams not on their priority days could get a later time slot if available by calling ahead. That time slot would be 5:30-7pm.

Request for indoor space on RAIN DAYS should be done by Noon on that day.

### Cowling Gym and West Gym

Space will be distributed based on availability and need.

## **GENERAL FACILITY POLICIES**

When using any Carleton Athletic/Recreational Facility the following guidelines must be adhered to:

Groups will be supervised by Coach, Instructor, Head Resident and/or one of the captains or RA's.

Supervisor must be briefed on equipment use and building operation beforehand.

The Athletic/Recreational Facilities and Fields of play are **tobacco and alcohol free**.

\*\*\*There is **NO** use of tobacco products or alcohol inside the facilities or outside on any of the fields.

**Animals** are not allowed in any buildings with the exception of those assisting individuals with disabilities.

**Emergency Exits** are to be utilized only in the event of an emergency. Patrons are expected to enter the facilities through the proper entrance/exit points.

**Bicycles, roller blades, and skateboards** are not allowed in any building.

All facilities have **zero tolerance for violence or intimidation** of any sort. Any physical abuse of any person or conduct that threatens or endangers the health and safety of any member will result in immediate removal, disciplinary actions and possible cancellation of membership.

**Food and drink** will be allowed only in the front lobby, lounge, concourse and other approved spectator areas. All other areas are for exercise and recreational activity. Drinks in plastic bottles with re-sealable tops and water bottles are an exception.

The Asst. Director of Recreation must approve all **posters, flyers, signs**, etc, posted in any of the athletic or recreation facilities. Displays may be posted on approved bulletin boards only. They may not be attached to the building walls (interior and exterior), doors, windows, rails or any other painted surface. The P.E.A.R Dept. retains the right to limit the number, location, and duration of postings.

The P.E.A.R Dept. assumes **no responsibility for personal items**. All patrons are encouraged to secure their own possessions. Theft should be reported immediately to staff and Security notified at x4444.

**Use of the Pools:** The rules for using the pools are non-negotiable.

- A Certified lifeguard must be on deck whenever a pool is open. Intoxicated people should not be in the pool area. Proper attire must be worn. No Nudity. Men are not permitted in the women's sauna at Cowling.
- All pool use is dependent on the availability of certified (American Red Cross) lifeguards. Guards have to be approved and checked out by the Head Swim/Dive coach or designated assistant.
- Pool use restricted to 25 users per lifeguard.
- Lifeguard shifts not to exceed two-hour duration.
- If only one life guard on duty, building monitor must also be present.
- Patrons are expected to conduct themselves in an appropriate manner while in the vicinity of the pool, including cooperation with the lifeguard at all times and being conscientious of the safety of others.
- Patrons are required to shower before getting into the water.

- Patrons must wear proper swimwear.
- There is no running, pushing or horseplay allowed on the pool deck.
- Patrons may not smoke or eat in the pool area.
- Patrons are discouraged from wearing jewelry.
- There is no diving into water that is less than nine feet deep, and no diving from the starting blocks, or diving boards (unless patron is participating in a sanctioned diving activity).
- Inflatable flotation devices are forbidden.
- Patrons are asked not to swim with open cuts or sores on their person.

### **CLIMBING WALL and BOULDERING CAVE POLICIES**

- All participants must check-in with a Climbing Staff member and sign a wall waiver/liability prior to climbing.
- Belayer certification and other certifications must be given by a Climbing Staff member and renewed annually.
- All climbers must read and sign the Climbing Wall Waiver/ Release of Liability before climbing. A parent or guardian must sign for all climbers between 16 and 18 years of age. Climbers must be at least 16 years old to climb at the Wall and 10 years old to boulder in the Cave.
- Climbing is allowed during open hours and only when a Climbing Staff member is present. Staff members have the authority to enforce all policies. Any violation of policies may result in the suspension of climbing privileges and removal from the Wall.
- Participants may use harnesses, shoes, carabiners, belay devices, and other equipment provided by the Recreation Center. Climbing staff must approve personal harnesses and other gear.
- Only locking carabiners with an ATC or similar device may be used for belay purposes.
- Only climbing shoes or athletic shoes are permitted. Street shoes and bare feet are not allowed.
- No loose chalk is permitted on the wall or in the cave.
- At the Wall, bouldering is allowed under unoccupied pitches and the boulderer's hands must stay below 10 feet.
- Climbers are encouraged to remove rings, jewelry, and watches prior to climbing.
- The Carleton Recreation Center is not responsible for lost or stolen items. Please keep personal items outside of the climbing area; lockers are available.
- Any guest of a Carleton student, faculty, or staff member must sign a day pass at the front desk in order to use the Wall.

## **CLIMBING STAFF ROLES AND RESPONSIBILITIES**

The chief responsibilities of the Climbing Staff consist of area management, both vertically and on the ground, and instruction of basic climbing skills. Staff members must constantly be aware of the safety hazards associated with climbing in the indoor environment. They are able to effectively prevent or eliminate these hazards by staying alert, maintaining the equipment, following standards, and giving proper instruction to climbers. Climbing staff are enthusiastic, aware of climber abilities and needs, and eager to help them learn and improve those abilities. They will set good examples for other climbers by being knowledgeable, encouraging, and committed to facility policies.

## **CLIMBING STAFF QUALIFICATIONS**

In order to become a Climbing Staff member, one must meet the following qualifications:

- At least 50 hours of logged climbing time at the Carleton Wall
- Current first aid, CPR and AED certification
- Carleton College student
- Completion of the Climbing Staff training program.

## **CHECKING CLIMBERS IN**

### **FIRST TIME CLIMBERS**

1. For first time climbers, give the patron a copy of the “wall waiver & release of liability / wall policies” sheet.
2. Make sure the climber reads through the waiver and policies before signing (both sides of the sheet). The document is good for the current school year. For climbers between the ages of 16 and 18 a parent or legal guardian must sign the waiver in addition. A climber must be 16 years old to use the Wall and 10 years old to use the Cave due to the college’s insurance policy.
3. Explain the Wall certification system. Have the climber fill out their name and extension on a Wall Card. Explain that this card will be kept on file as a record of successful certifications.
4. Explain the Wall policy on personal climbing gear (which means all personal gear must be checked off for safety by climbing staff members prior to using it at the Carleton Wall or bouldering area) and equip the climber as necessary.
5. Have the climber sign-in on the “CLIMBING LOG” sheet attached to the cart or to the “BOULDERING LOG” in the Cave (this is very important in order to track hours of wall/cave use and to count hours for students interested in future employment on our staff).
6. Ask if the climber wishes to take a belay test and administer this or direct them to the appropriate Staff member. If they wish to use the Bouldering Cave, give them a

“BOULDERING CAVE” tag, direct them to the area and have them instructed on the “bouldering and spotting” skills before allowing them to climb.

7. After a successful test fill out their card as appropriate.

### RETURNING CLIMBERS

1. Ask the climber to sign-in and check that they have signed the liability form at the front counter.
2. Look up the patron’s Wall Card to make sure it is on file, to make sure they have signed the waiver form and to check the patron’s certification level.
3. Equip the climber as necessary for the bouldering cave or climbing wall.

### GENERAL CONDUCT

STANDARDS OF CONDUCT: All members and guests are encouraged to exercise good judgment in caring for the safety of others as well as themselves. Standards of Conduct include, but are not limited to, the examples outlined below. Should violations of standards of conduct occur, individuals could be subject to discharge or suspension from the facility.

- **OFFENSIVE WORDS AND ACTIONS:** Spitting on floors or in drinking fountains is prohibited. Use of obscenity, insulting language, swearing, or profanity is prohibited. Harassment and/or hazing of other members or staff are prohibited. Such actions could include, but are not limited to any activity that might reasonably bring embarrassment or emotional, psychological or physical harm to an individual or might degrade or otherwise compromise the dignity of an individual.
- **DISORDERLY CONDUCT:** P.E.A.R staff has the authority to demand that unruly members and/or guests leave the P.E.A.R facility if their conduct necessitates such action. Examples include, but are not limited to: vandalism, spitting on the floors, hanging from basketball rims, yelling, fighting, dropping weights, and/or violating any P.E.A.R facility rules and regulations.

## **Fitness Center**

- Participants must dress appropriately in the fitness area.
  - Shirts and athletic shoes are required at all times.
  - Sandals or open toe shoes are not permitted.
  - Jeans or jean shorts are not permitted.
- You must be at least 16 years of age to work out in the Recreation Center Fitness area or stadium workout area.
- Participants are not allowed to use chalk.
- Food or beverages are not permitted in the Fitness Center.
  - \*\*\*Water bottles and plastic bottles with re-sealable lids are accepted.*
- All bags and belongings must be stored in the locker room or the storage cubbies located in the fitness center or the Rec Center front lobby.
- Cell phone use is not permitted in the Recreation Center Fitness Center.
- The proper use of equipment is expected at all times.
- Participants must wipe down mats, cardio equipment, and weight equipment after use.
  - \*\*\*Paper towels with cleaning solution are available throughout the facility.*
- Participants using free weights and Hammer Strength Equipment are required to use clips or pins.
- Participants are encouraged to use a spotter when using free weights.
- Participants must put all bars, plates, dumbbells, collars, etc. in their proper place after use.
- Participants must set dumbbells and free weights down. Dropping weights or throwing weights will not be tolerated.
- Participants must cooperate with others when using equipment.
- Participants should report all damaged or broken equipment to the fitness center staff.
  - \*\*\*Damaged or broken equipment should not be used until fixed.*

### **Fieldhouse (Rec Center)**

- Spiked shoes are allowed only on the track surface and pertinent jumping areas.
- All varsity equipment shall be stored away, with exception given to teams' in-season.
- Batting Cages will be lowered only for baseball and softball practice. Any other time must receive approval from the Assistant Director of Recreation.
- Putting green should only be used for its intended use.
- No Food or Drink unless approved by the Recreation Director or Assistant Director.
- Water bottles and plastic bottles with re-sealable lids are accepted.

### **Locker Rooms (Rec Center and West Gym)**

- Food is prohibited in locker rooms (drinks in closed containers allowed).
- Cell phone usage in the locker rooms is strictly prohibited.
- Lockers can be checked out per term in the Rec Center at the front desk. At West Gym please contact Steve Nesseth at x4436.
- All lockers must be renewed at the beginning of each term (Rec Center lockers). Over term breaks, all lockers are cleaned out to be re-issued. Items cleared from expired lockers will be kept in the Rec Center.
- Day locks can be checked out at the Rec Center for daily locker use.
- The Recreation Department is not responsible for items left in lockers when locks are removed.
- Suspicious individuals or activity in any of the locker rooms should be reported to a staff member immediately.

**WARNING:** Wet surfaces in the locker room may be slippery. Please watch your step.

### **Meeting Rooms (Rec Center and West Gym)**

- Meeting Rooms are available for use; request through Assistant Director of Recreation.
- No Food or Drink unless approved.
- Rooms must be set up and cleaned up by groups or organizations reserving their use.

### **Multipurpose Rooms (aerobic studios)**

- Academic classes have priority use of the Multipurpose Rooms.
- Student clubs wanting to use the Multipurpose Rooms must make a reservation request in advance.
- No street shoes or hard-soled dance shoes (e.g. tap shoes) are allowed on the dance floor. Only approved non-marking soles will be allowed.
- Dance must be performed barefooted, in socks or in a soft dance shoe (e.g. ballet/jazz shoes).
- No food or drink is allowed in the studio except for water in closed containers.

### **Racquetball/Squash/Tennis Courts**

- Patrons are recommended to wear eye protection when playing racquetball and squash. The Rec Center front desk has a supply of goggles for use.
- Tennis shoes only permitted in/on Squash, Racquetball, and Tennis courts, no marking shoes permitted.
- Courts may be reserved up to 24 hours in advance by calling the Rec Center Front Desk at x4487.

## **Rec Center Emergency Action Plan**

The 3 steps in reacting to an emergency situation are:

1. **CHECK** - make sure the scene is safe for you.
2. **CALL** - call Security (X4444), remain calm and always hang up last.
3. **CARE** - provide appropriate emergency care for the victim

### **Personal Injuries**

1. All injuries should be reported to security. The following procedures have been established for handling injured participants:
2. Follow the 3 step emergency action plan. Make sure the injured person remains stationary unless the scene is unsafe.
3. If the injury is **life threatening** dial 9-911.
4. If the injury is not life threatening, recommend that the injured person wait for security to arrive. Do not attempt to diagnose an injury or give out any information above and beyond your training.
5. Fill out an accident report form.
6. **Never provide "advice" or treatment beyond your capabilities and training. When in doubt, do not move the person, call security and have them evaluate the situation.**

### **Emergency Care**

When a serious injury or life threatening condition occurs, the procedure below is to be followed:

1. See that the victim is not moved.
  2. Stop activity and clear the immediate area.
  3. Dial 9-911. Say, "we have an emergency," and give the exact location in the building and the nature of the injury or condition.
  4. Contact the building supervisor.  
The Building Supervisor will:
    - a) Verify the condition of the victim and whether appropriate action had been taken.
    - b) Assist in first aid treatment and crowd control as needed.
    - c) Complete an accident report form once the situation has been appropriately dealt with.
  5. Stay at the site of the emergency.
- **NOTE:** First Aid supplies are located in the Athletic Trainers room and inside the door behind the front desk, on the right next to the climbing supplies cabinet.

## **Blood borne Pathogen Prevention & Bio-Hazard Spill Clean-up Procedures**

### **First aid Response Procedures**

1. Contact supervisor and custodial in the building. If they are not on duty then call security (x4444).
2. Quarantine infectious spill area- keep patrons clear of the area until cleanup occurs.
3. Wear personal protective equipment, gloves, pocket mask (located in the first aid boxes and in drawers at both fitness center and front counter desks).
4. Supervise injured person, provide appropriate care.
5. Keep all bio-infected materials together in one location if possible.
6. Wash hands, arms, legs and any other exposed skin thoroughly with soap.

### **FIRE:**

The fire alarms in the Recreation Center are tied to the central alarm board at the Northfield Fire Department. The following procedures should be followed if there is a fire alarm or fire detected.

### **Front Counter Attendant**

1. Call security (x4444), and also inform Northfield police of the alarm.
2. Announce over the PA system that there is a fire alarm sounding and that everyone should evacuate the building immediately in a calm orderly manner.
3. The building supervisor should go through the building and escort everyone out of the facility.
4. Stay at the front counter and open handicap gates to allow easy and quick exit for all.

### **Fitness Center**

1. Fitness Center attendant should evacuate the room and be the last person to leave. Assist in clearing the racquetball courts and other 1<sup>st</sup> floor areas after the fitness center is cleared.
2. **NOTE:** Please keep in mind that disabled users may need more assistance. Provide assistance where needed. **DO NOT use elevators for fire evacuation.**

## **TORNADO PROCEDURES**

### **Front Counter Attendant**

1. Announce over the PA system that there is a tornado warning and ask everyone to make their way to the first floor bathrooms and or laundry room.
2. Help direct individuals to appropriate areas.

### **Fitness Center Attendant**

1. Clear everyone from the fitness center and racquetball courts.
2. Help direct individuals to bathrooms or laundry room.

## **Building Supervisor**

1. Clear everyone from the second floor level (locker rooms, courts, offices, Classroom)
2. Users and staff should remain indoors until the clear signal is received from Security.

### **P.A. ANNOUNCEMENT FOR EMERGENCY**

- **FIRE**: If fire alarm starts, please announce:

“There is a fire in the building. Please walk to the nearest exit and leave the building.” (Repeat, Pause, Repeat)

- **BOMB THREAT**: If there is a bomb threat, please announce:

“May I have your attention, please.” (Repeat) “We have just received a bomb threat. The Northfield City Police and Campus Security have advised us to immediately evacuate the Recreation Center until the area can be secured.”

## Emergency Action Plan for Outdoor Fields

### *Check, Call, Care*

#### Personal Injuries

##### ***Non-emergency:***

1. Ask what the emergency entails and respond appropriately.
2. Carry a radio with you.
3. Have person remain where s/he is until injury is determined.
4. If it is serious have someone call security x4444. When in doubt, do not move the person.
5. If it is not serious, provide appropriate care  
*\*\*\*Never provide "advice" or treatment beyond your capabilities and training*

##### ***Emergency:***

1. Ask what the emergency entails and notify the building supervisor if the condition is serious. Call x4444.
2. Carry a radio. Bring AED if appropriate.
3. See that the victim is not moved. Make sure the scene is safe.
4. Radio the supervisor or have someone call 9-911 and give location of Rec Center (off Hwy 19 right by Goodhue Drive) and the nature of the injury.
5. Stop activity and clear the immediate area.
6. If needed and it's appropriate (the person is unconscious and not breathing), provide CPR or use the AED.
7. Stay at the site of the emergency.
8. Inform Mikki, Aaron, via phone and fill out the emergency form.

#### Natural Disaster

##### ***Tornado:***

1. The building supervisor will go outside and ensure that everyone go to the Rec Center's designated shelter areas: laundry room, and downstairs bathroom
2. Assist the users once they are inside and direct them to the shelters.
3. Bring Radio

##### ***Thunder Storms/Lightning:***

1. Go outside (Hill of Three Oaks) and end any outdoor activities and make sure people are heading indoors
2. Carry a radio.

#### Blood Spill

##### ***Blood:***

1. Wear gloves and use antiseptic wipes from First Aid kit.
2. If it's large quantity, call maintenance x4133 or x4444 after hours.

## **Stadium Emergency Action Plan**

The 3 steps in reacting to an emergency situation are:

1. **CHECK** - make sure the scene is safe for you.
2. **CALL** - call Security (X4444), remain calm and always hang up last.
3. **CARE** - provide appropriate emergency care for the victim

### **Personal Injuries**

1. All injuries should be reported to security (x4444). The following procedures have been established for handling injured participants:
2. Follow the 3 step emergency action plan. Make sure the injured person remains stationary unless the scene is unsafe.
3. If the injury is **life threatening** dial 9-911.
4. If the injury is not life threatening, recommend that the injured person wait for security to arrive.
5. Fill out an accident report form.
6. **Never provide "advice" or treatment beyond your capabilities and training. When in doubt, do not move the person, call security and have them evaluate the situation.**

### **Emergency Care**

When a serious injury or life threatening condition occurs, the procedure below must be followed:

1. See that the victim is not moved.
  2. Stop activity and clear the immediate area, make sure the scene is safe.
  3. Dial 9-911. Say, "We have an emergency," and give the exact location of Stadium (off Hwy. 19 right by the football field) and the nature of the injury or condition.
  4. Call Security, (x4444) and provide the same location information.
  5. If needed and it is appropriate (the person is unconscious and not breathing), provide CPR or use the AED.
  6. Stay at the site of the emergency.
  7. Inform Mikki, Aaron, or supervisor at The Rec. x4487.
- **NOTE: The First Aid Kit, and CPR mask are located in the drawer of the monitor desk. The AED is located on the south wall of the Fitness Room.**

### **Blood borne Pathogen Prevention & Bio-Hazard Spill Clean-up Procedures**

#### **First aid Response Procedures**

1. Call Security (x4444).
2. Quarantine infectious spill area; keep patrons clear of the area until cleanup occurs.
3. Wear personal protective equipment, gloves, pocket mask (located in the first aid boxes and in drawer of the monitor desk).
4. Supervise injured person, provide appropriate care.

5. Keep all bio-infected materials together in one location if possible.
6. Wash hands, arms, legs and any other exposed skin thoroughly with soap.

**Blood:**

1. Wear gloves and use antiseptic wipes from the First Aid Kit.
2. If there is a large amount of blood, call maintenance x4133 or x4444 after hours.

**Vomit:**

1. Clear the area and call maintenance x4133 or x4444 after hours.

**Natural Disasters or THREATS**

**Tornado:**

1. Have everyone go to the basement/ground level of Stadium and clear the bathrooms and locker rooms.
2. Have people remain in the shelter place until it is safe. (Call x4444 to check for the all clear)

**Fire:**

1. Call x4444 and 9-911.
2. Evacuate the building. Check the bathrooms and locker rooms.
3. Inform Mikki, Aaron, or supervisor at The Rec. x4487.

**Bomb Threat:**

If there is a bomb threat, please announce to all users of the building:

“May I have your attention, please.” (Repeat) “We have just received a bomb threat. The Northfield City Police and Campus Security have advised us to immediately evacuate the Stadium until the area can be secured.”