

Introduction

Purpose - The purpose of the Emergency Action Plan (EAP) is to give staff guidance in the event of an emergency. The EAP provides staff with a set of tools that can be modified and adapted as needed.

Activation - Radios are used to alert all staff of an emergency in the facility. Refer to department specific trainings for additional activation methods.

Informing Other Staff & Departments - Should an emergency occur in the facility, it is critical that other departments be informed. Staff should request assistance from other departments as needed.

Media & Information Sharing - Information relating to incidents that occur at PAC is confidential. Only the director should speak to the media about incidents at PAC unless the director or board of directors authorize otherwise. Refer to the Confidential Information (300-02) policy in the employee handbook for further guidance.

Certification - All PAC staff will be (at minimum) certified in basic CPR and first aid. No matter their certification level, staff should always operate within their scope of practice.

Documentation - Following an incident, a *participant accident/incident report* must be completed as soon as possible. If it is an injury that occurs to an on-the-clock employee, an employee injury report form must be completed. Remain factual, unbiased, and thorough when filling out an incident/accident report. These forms are available in each department.

Refusal of Treatment - If a patron refuses treatment, please fill in that section on the *Patron accident/injury form*. Attempt to get the patient to sign this section, and also have witness(es) sign as well. EMS may still be called when care is refused. Note that if the patient loses consciousness or experiences a sudden change in their level of consciousness, staff have implied consent to provide care. This is the same for patients who previously refused treatment.

Do Not Attempt Resuscitation (DNR/DNAR) Orders and Other Medical Directives - PAC employees do not recognize DNR/DNAR orders. Care is to be always provided unless refused.

Staff Debriefing - Following an incident, the director or department supervisor may determine that it is necessary to have a staff debriefing to determine ways to prevent or better respond to future incidents. Staff will also be informed of available resources to help with coping with possible psychological effects of the emergency. Should a staff member be severely affected by an incident, PAC may assist staff with professional counseling.

Calling 911 - If you determine it is necessary to call 911, remain calm and explain what the emergency is. Do not hang up the phone until the operator does. The 911 caller should be at the scene whenever possible. For this reason, calling 911 with a cell phone is the preferred method. Use the following script as a tool when calling 911:

“My name is _____ and I need Police/Fire/EMS at the _____ entrance to the Pinedale Aquatic Center. Our address is 535 North Tyler Avenue.”

First Aid Kits & Trauma Bags - First aid kits are located in all public areas of PAC; staff are expected to familiarize themselves with their locations so they are efficient in an emergency response.

Trauma Bags are typically located in the conference room and lifeguard room.

There are four AEDs in the building. Their locations are:

- Lobby by the entrance to Gym
- Fitness area by the water fountains
- Lifeguard room - in Trauma Bag
- Basement - in the main hallway near the staff offices

Areas of Refuge - The two stairwells in the Spectator Areas serve as PAC’s Areas of Refuge. These are potentially safe places that patrons or staff can use during a fire if they cannot leave the building.

Fire Alarms - There are several fire alarms in the building. They should be activated if you suspect there is a fire in the building. Their locations are marked on the map in the appendices of this manual.

Fire Extinguishers - Fire Extinguishers should be used to put out a fire that is blocking your escape from the building or area. Their locations are marked on the map in the appendices of this manual.

Eye Wash Stations and Showers - There are eye wash stations and two emergency showers in PAC. They should be used if a patron or staff member comes in contact with chemicals or other irritants.

- Eye Wash Station and Shower
 - Pool Pump room near exit
 - Acid Room (Outside North Leisure Pool Door; 2nd set of doors)
- Eye Wash Stations
 - Maintenance storage area - at utility sink
 - Pool Pump Room near the exit
 - Upper Mechanical Room by fitness area

Personal Protective Equipment (PPE) - Appropriate Personal Protective Equipment (PPE) should be used whenever necessary. PPE consists of single-use non-latex gloves, biohazard bags, face masks, face shields, eye protection, head protection, and surgical masks. These items are located in First Aid kits, AEDs, and in other areas as determined by need.

Blood-Borne Pathogen Exposure and Clean-Up - Should there be a spill of a blood-borne pathogen (blood, urine, vomit, feces, etc.), staff should act quickly to clean up the spill in a safe and effective manner. Each Trauma Bag should contain a Blood Spill Clean-up Kit. PPE should always be used in clean up situations. Should staff become exposed to a blood-borne pathogen, they should complete an Employee Accident/Injury Report form as soon as possible and contact their department supervisor.

Further details for a blood-borne pathogen exposure are located in PAC’s Health and Safety Program handbook.

Contacting a Patron’s Emergency Contact - For minor injuries, illnesses, or issues that do not require EMS or law enforcement, a staff member will contact the minor patrons immediate guardians to inform them of the situation.

In the event of an incident requiring law enforcement or EMS, the lead responder should communicate with EMS to determine who will be contacting the patron’s emergency contact.

PAC Emergency Contact List

Emergency- 911

Pinedale Clinic- 307-367-4133 (After Hours- 911)

Sheriff’s Office (Non-Emergency)- 307-367-4378

Rocky Mountain Power- 1-877-508-5088

PAC Contacts:

Director	Amber Anderson	307-360-6738
Aquatic Supervisor	Kirby Walker	307-749-0134
Recreation Supervisor	Jason Burton	307-749-5295
Maintenance Supervisor	Russ Adams	307-749-2523
Finance Supervisor	Ruth Mack	307-749-2520

School District Personnel:

Administrative Office		307-367-2139
High School Office		307-367-2137
Middle School Office		307-367-2821
Elementary School Office		307-367-2828
Director of Operations	Jeryl Fluckiger	307-543-6044

Incident Command - Should an emergency occur, PAC staff should contact their department supervisor immediately. If the department supervisor is unavailable, PAC staff should contact the director and/or other department supervisors. If necessary, an incident commander may be designated and should use Appendix C as guidelines for actions.

School District - Should an emergency that affects the school district occur at PAC during school hours, the school district should be notified immediately. If Sublette County School District #1 has an emergency that affects PAC, their point of contact is guest services.

General EAPs:

Medical Emergency

The EAP should be activated any time a medical emergency occurs. The following actions may be taken during an emergency response:

- Providing medical care or assistance
- Clearing or closing of an area
- Patron Surveillance
 - If not able to monitor patrons, close or clear the area. Be calm and clear in directions given to staff. This can be delegated to a responsible patron.
- Calling 911
- Debriefing and completing documentation
- Restocking of supplies and replacement of equipment

When responding to a medical emergency, staff should bring a trauma bag and cell phone.

Facility Evacuation

A facility evacuation may be required during an emergency, including but not limited to:

- Unscheduled Fire Alarm (if the fire panel reads zone 17 (High School), PAC can silence the alarm and is not required to evacuate)
- Chemical Spill
- Explosion
- Fire
- Structural Collapse
- Bomb Threat

The public address for Evacuation is: **“Please evacuate the facility”**. On most occasions, the evacuation meeting location will be the Lutheran Church on North Tyler. As best as possible, patrons should be accompanied by staff at all times. Staff should bring keys, radio, phone when evacuating.

Aquatic staff should:

- Clear the pools, grab the trauma bag, phones, radios, and keys
- Clear the spectator area, racquetball court, weight room, stairwells, locker rooms, and pump room.

Recreation staff should:

- Grab trauma bag (ensure that Lutheran Church key is attached to bag)
- Clear the gym, multi-purpose room, fitness area, studio rooms, track, and lobby

Guest services staff should:

- Clear childcare and classroom

Maintenance staff should:

- Check the basement

Depending on staffing levels, it may be necessary for staff to check an area outside their typical area. Use radios to communicate with other staff..

While staff may not force patrons to evacuate, patrons should be encouraged to leave quickly and without claiming personal belongings. Do not stay behind with an adult patron who is unwilling to leave. Anyone who cannot leave the building may take refuge in the Area of Refuge in the stairwells of the spectator area. Emergency responders should be informed of staff or patrons still in the building. If you believe an area is unsafe to enter, do not enter it. Do not lead patrons out exits that you believe to be unsafe.

With the exception of minors participating in a PAC program, PAC staff will not restrict patrons from permanently leaving the premise during an evacuation. The release of minor participants will align with the reunification process as outlined.

Programming - Staff involved with programs (swim lessons, day camps, etc.) are responsible for ensuring that all of their participants make it to the rally point. If a participant is found missing, the Incident Commander should be informed as soon as possible.

Reunification - Because PAC allows minors ages 8+ to use the facility unsupervised by a parent and checkouts are not required when leaving the facility, PAC can not always provide an accurate list of occupants at the time of evacuation. In prolonged evacuations that do not allow for the return to the building, minors (those under 18 years of age) who are evacuated during an emergency will not be allowed to leave until a parent/guardian/emergency contact is present on-site and the minor is released. Program participants will remain with their group, supervised by PAC staff and will be required to be signed out by a parent/guardian/emergency contact. At the reunification location, PAC staff will establish the following:

- Parent/guardian check-in location
- Staging location for all minors, supervised by PAC staff; in major emergencies, it is recommended that this location is out of sight of the parent check-in location
- A process for parents/guardians to request the release of their child and gather a signature from the adult, including the time of release. PAC staff has the right to request a photo ID prior to releasing a minor to an adult
- A PAC staff or volunteer who will communicate with staff at the staging location and direct the child to their parent/guardian

Active Shooter

In the event of an active shooter, the school district should be notified immediately. Individual safety is the priority and responsibility of all staff.

RUN and escape, if possible.

- Get away from the shooter or shooters is the top priority.
- Leave your belongings behind and get away.
- Help others escape, if possible, but evacuate regardless of whether others agree to follow.
- Warn and prevent individuals from entering an area where the active shooter may be.
- Call 911 when you are safe, and describe shooter, location, and weapons.
- If possible and safe, grab cell phones, trauma bags and radios when leaving.

HIDE, if escape is not possible.

- Get out of the shooter's view and stay very quiet.
- Silence all electronic devices and make sure they won't vibrate.
- Lock and block doors, close blinds, and turn off lights.
- Barricade doors and windows if necessary.
- Don't hide in groups- spread out along walls or hide separately to make it more difficult for the shooter.
- Try to communicate with police silently through text message, social media, or by putting a sign in a window.
- Stay in place until law enforcement gives you the all clear.
- Your hiding place should be out of the shooter's view and provide protection if shots are fired in your direction.

FIGHT as an absolute last resort.

- Commit to your actions and act as aggressively as possible against him/her.
- Recruit others to ambush the shooter with makeshift weapons like chairs, fire extinguishers, scissors, books, etc. to distract and disarm the shooter.
- Be prepared to cause severe or fatal injury to the shooter.
- Throw items and improvised weapons.

After

- Keep hands visible and empty
- Law enforcement may pass injured along the way to neutralize the threat.
- Follow law enforcement instructions and evacuate in the direction they come from.
- Officers may be armed with rifles, shotguns, and/or handguns and may use pepper spray or tear gas to control the situation.
- Officers will shout commands and may push individuals to the ground for their safety.
- Consider seeking professional help for you and your family to cope with the long-term effects of the trauma.

- Take care of yourself first, and then you may be able to help the wounded before first responders arrive:
- If the injured are in immediate danger, help get them to safety.
- While you wait for first responder to arrive, provide first aid- apply direct pressure to wounded and use tourniquets if you have been trained to do so
- Turn wounded people onto their sides if they are unconscious and keep them warm.

PAC staff should be acutely aware of the fact that there are no rules, guidelines, or procedures that will guarantee survival in an active shooter event. The above guidelines have been adopted from nationally recognized training, but they are simply guidelines for how to increase chances of survival.

Potential Threat

Lock Down - The public address/radio call for Lockdown is: **“Lockdown - Locks, Lights, Out of Sight”**.

A Lock Down is a situation in which there is an active threat nearby or in the facility. This could be somewhere in the school or nearby in the community. During a lockdown situation, staff and patrons will be restricted to a certain area within the facility. At these times, there should be no internal movement of staff or patrons. Staff and patrons will be kept in secured areas, ideally areas that have barricade capabilities. In these situations, staff should do their best to ensure that they have trauma bags, phones, walkie-talkies, and keys with them in their secure locations.

Secure - A public address may be shared. All staff will be notified of the situation. In these situations, we have information that there is a legitimate threat to the health and safety of patrons and staff, but the existence of the threat is still unconfirmed. This is a state of restricted entry and exit at PAC however business will continue as usual. Any programs or patrons utilizing outside areas, should be immediately ushered inside. At these times we will have a staff stationed at the front door as a look-out. The doors will be locked, but the look-out will allow patrons into and out of the building as necessary. Movement in and around the facility will otherwise not be restricted.

Shelter in Place - A public address for Shelter in Place may be shared. Hazards may include tornadoes, hazmat, earthquakes, or other natural disasters. Safety strategies may include evacuation to shelter areas, drop- cover-hold, and sealing the room. Staff may direct patrons to the two stairwells (areas of refuge). Each individual is responsible for sheltering, staff will provide direction and assistance if needed and when possible.

Watch - Watch may occur when information has been received that creates a concern for safety but the threat may lack imminence or the credibility is questioned. During a watch status, business should continue as normal with a heightened sense of awareness including additional securing and checking of perimeter doors and a lookout for unusual behavior. PAC staff will be notified of the status however a public announcement may not be made within the facility.

Bomb Threats - Should PAC receive a legitimate bomb threat, the facility will be evacuated. 911 will be called, and the Sheriff’s Office informed. If at all possible, attempt to keep safe any evidence such as emails, written notes, physical descriptions, and phone numbers involved. If possible, the person making

the threat should be kept on the phone. Use Appendix D to record information for bomb threats. Inform your department supervisor immediately so they can contact the School District.

Patron Misconduct - Without risking personal harm, staff will take appropriate steps to stop any unsafe behavior or disrespect to facilities or personnel. Misconduct and dismissal should be documented as determined by patron behavior expectation and discipline policies. Law enforcement may be involved for severe misconduct. Inform them of the location, nature of the act, number of persons involved, individuals' names, weapons, or other details. An incident report All disciplinary action related to the incident will be managed by the director.

Power Outage

Unless the facility loses power during non-daylight hours or is for a prolonged period of time, regular activities may continue. If a power outage makes certain areas of the facility unsafe, the director and supervisors will create a plan with a focus on patron safety. In the event that the pools become so dark that the drains cannot be clearly seen from a guard stand, the pools will close. If the facility is too dark to be safe, then a supervisor will make the call to close the building. During a power outage in the leisure pool, patrons must be removed fifteen minutes after the outage if there is no return of circulation. The above rules apply to any time that the pools lose lighting. Following a power outage, staff must ensure that UV Lighting has been restored to all pools.

Missing Person at PAC

If staff notice or are made aware that a person is missing, the staff will do a quick search of areas, calling for the missing person. If not found, available staff should conduct a more comprehensive search while asking others when they last saw the person. If still not located, the parent and/or law enforcement will be contacted. For missing persons during off-site/outdoor programs, refer to that section.

Lightning Storms

For outdoor activities in stormy weather, PAC staff should observe the following. At the first sound of thunder or the first sight of lightning staff should immediately move all staff and participants indoors if possible. Move everyone to a safe area free from contact with water, plumbing or electrical circuits. Staff should wait 30 minutes from the last sighting of lightning or sound of thunder before returning to outdoor programming.

Behavioral Emergency

In the event that a program participant begins acting out to such a degree that a staff member feels unequipped to handle the situation, other staff should be alerted via radio with the code, "*Pickle*" followed by the location.

Should staff hear this on the radio, all available staff should respond to that location and assist in ensuring safety of both the participant and staff. The participant who is acting out should not be touched unless they are putting themselves or others in immediate danger and staff intervention will not be

putting themselves in additional risk. Any unsafe objects that could be used to cause harm should be removed from the area. Other participants should be relocated. If a minor, parents should be informed as soon as possible. If an adult, law enforcement should be called immediately. Staff should use de-escalation techniques to allow the participant to calm down.

Climbing Wall Specific EAPs

Medical Emergencies

In the event of a medical emergency while a patron is on the climbing wall, the belayer should lower the climber to the ground slowly. Staff should be aware of any potential spinal injuries that may require additional support for the injured climber as they are lowered to the ground. Clear the area as needed. Once on the ground, staff should treat the injury within their level of training and follow the guidelines for a general medical emergency.

If it is not possible to lower the climber to the ground, EMS must be called and the Fire Department or Search and Rescue may be necessary to assist with a rope rescue.

Rope Rescues

If a climber is stuck/incapacitated and in need of a rescue from the wall, staff should be prepared to respond with a rescue that is within their scope of training and should ask for assistance from other staff.

If a staff member becomes injured or incapacitated while working on the wall, belay-trained staff may use the rigging in place to lower the staff member to the ground. As with a situation where it is not possible to lower a climber to the ground, EMS, the Fire Department, and/or Search and Rescue may be necessary to assist.

Aquatic Department Specific EAPs

In the aquatic areas, the EAP is activated by one long and loud whistle blast. Any staff responding to assist should bring the trauma bag, backboard, and cell phone. The secondary responders or other present staff should alert the other facility staff of an emergency, when appropriate, through use of the radio.

Water Rescues and Medical Emergencies

In the event of a medical emergency while a patron is in or around the pool, the guard should extract the patron from the water using appropriate rescue based on suspected condition. Staff should be aware of any potential spinal injuries that may require additional support for the injured patron as they are removed from the water. Clear the area as needed. Once out of the water, staff should treat the injury within their level of training and follow the guidelines for a general medical emergency.

Assisting with emergencies not in the pool area

The aquatic staff may be asked to assist in an emergency response outside of the pool area. If the injured or ill patron is brought to the Lifeguard Room then the lifeguard on break or any lifeguard not on surveillance duty should assist. Should the patient be located in other areas of the facility requiring a lifeguard to leave the break room or pool, then the EAP should be activated and proper steps should be taken to ensure that patrons are not left in the water unattended.

Fecal Accident

Should there be an Accidental Fecal Release in a pool, the following procedure should be followed:

1. Clear affected swimming pool
2. Inform Front Desk (Average shutdown time 20-30 minutes)
3. Check pool chemistry
4. If Diarrhea:
 - a. Attempt to clean up as much as possible
 - b. Close pool for 13 hours
 - c. Up Chlorine to 20 ppm and PH to 7.5 for the entire 13 hours
 - d. Inform Front Desk
5. If Solid/Vomit:
 - a. Clean up all stool
 - b. Recheck pool chemistry
 - c. If above 2.0 wait 20 minutes before reopening
 - i. If below 2.0 add chlorine and recheck chemistry until above 2.0
 - ii. 20 minutes begins once the fecal matter has been removed

Off-Site/Outdoor Trip EAPs

Off-Site refers to activities that happen away from PAC but are close to town, with good cell service, and with quick response time from PAC/EMS. *Example: Shelter Park, Pine Creek Pools.*

Outdoor trips are considered trips that are more than 2 miles away from PAC and/or in an area that cell service may not be available and EMS/SAR response may be prolonged. *Example: Sandy Beach/Half Moon Lake*

EAP Activation -The EAP should be activated in a similar fashion as it is on-site. One long whistle blast, radios, cell phones, or the SPOT device activated.

Available Equipment - All off-site trips should take a first aid kit as well as a cell phone/radios. Outdoor trips should carry a well stocked first aid kit, needed emergency equipment, the SPOT device, and a cell phone. For off-site/outdoor trips involving lifeguards, they should bring a well-stocked first aid kit, hip packs, whistles, a backboard (which may be left in the vehicle depending on the nature of the trip), and appropriate PPE.

Pre-Planning - Prior to each off-site/outdoor trip, trip staff should have determined what is to be done in an emergency, specific roles in an emergency, and specific site considerations. For water based trips that need a lifeguard, lifeguarding should be their primary responsibility.

Outdoor Trip Communication Protocol/SPOT device - The SPOT Tracking Device and cell phone should be taken on every outdoor trip, however it is not your first choice for calling for help. If cell phone coverage is available, please use a phone to contact PAC/911 for assistance.

The SPOT device should be turned on for emergency purposes or to send an "ok" message at designated times. The "hand" button should be used when help is needed but it is not a life threatening emergency. The S.O.S. button should be used when it is a life threatening emergency or is quickly escalating toward one. Ideally, the SPOT needs to be exposed to an unrestricted view of the sky and may take a few moments to send. SPOT training will be conducted at the beginning of each season with all staff who will be leading outdoor trips.

Emergency Response - Staff should respond to emergencies based on their level certification. Staff should take additional equipment such as extra food/emergency gear/clothing as dictated by the trip and program protocols.

Note that emergency services may be unable to quickly respond to outdoor tips. Search and rescue, depending on the location and weather conditions may take longer to respond to an emergency than EMS. Staff should be prepared for a long wait for EMS/SAR.

Locations/Scouting - Staff should be familiar with the site they will be visiting. Consider the following when scouting a location:

- Is cell service available in this area?
- How long will EMS or Search and Rescue take to get here?

- What are the potential risks and safety hazards that exist?
- What potential emergencies could occur here?
- How difficult would it be to move an injured person?
- Where are safe locations to hide or take shelter?
- What other resources would be available to assist in an emergency?

Watercraft - Some trips may involve canoes, kayaks, or other watercraft. A designated lifeguard should accompany these trips unless the trip involves professionally guided services. On the lifeguard's watercraft there should be the following items: Rescue Tube, Throw bag, Bailer, First Aid Kit, Whistle, Air Horn, and Radio.

All participants and staff are required to wear an appropriate personal floatation device while in watercraft.

Weather

Prior to leaving on a trip staff should check the forecast and plan and prepare accordingly to ensure participants and staff have appropriate clothing and equipment.

Thunder/Lightning - While caught outdoors during a thunder or lightning storm, staff and participants should: assume the lightning position with appropriate distance (see general EAPs), stay away from tall structures, and/or hide inside a building or vehicles if they are close by. If needed, call for assistance or transport if the decision has been made to end the trip and return to PAC.

If on the waterfront, the water should be cleared in the event of lightning. No one should be allowed in the water until it has been 30 minutes from the last sound or sighting of lightning.

Extreme Heat/Cold - In the event of extreme heat/cold, staff should take care to be on the lookout for signs and symptoms of heat and cold related illnesses. If necessary, end the trip and return to PAC.

Rain - In the event of a severe rainstorm, staff should determine the needs/preparedness of the group and may choose to stay out or cut the trip short. While in the rain, PAC Staff should look for signs and symptoms of hypothermia in both other staff members and participants.

Missing Participant

If staff members notice that a participant has gone missing, the staff will do a quick search of the area and call for the missing person. If the participant is not found, all participants will be gathered and attendance should be taken. Available staff should then conduct a wider/more comprehensive search while asking the other participants if they saw the person leave.

If the participant is not found for *off-site trips*:

Contact the sheriffs office to ask for assistance, then contact PAC and the parent/emergency contact of any minor participant that is missing.

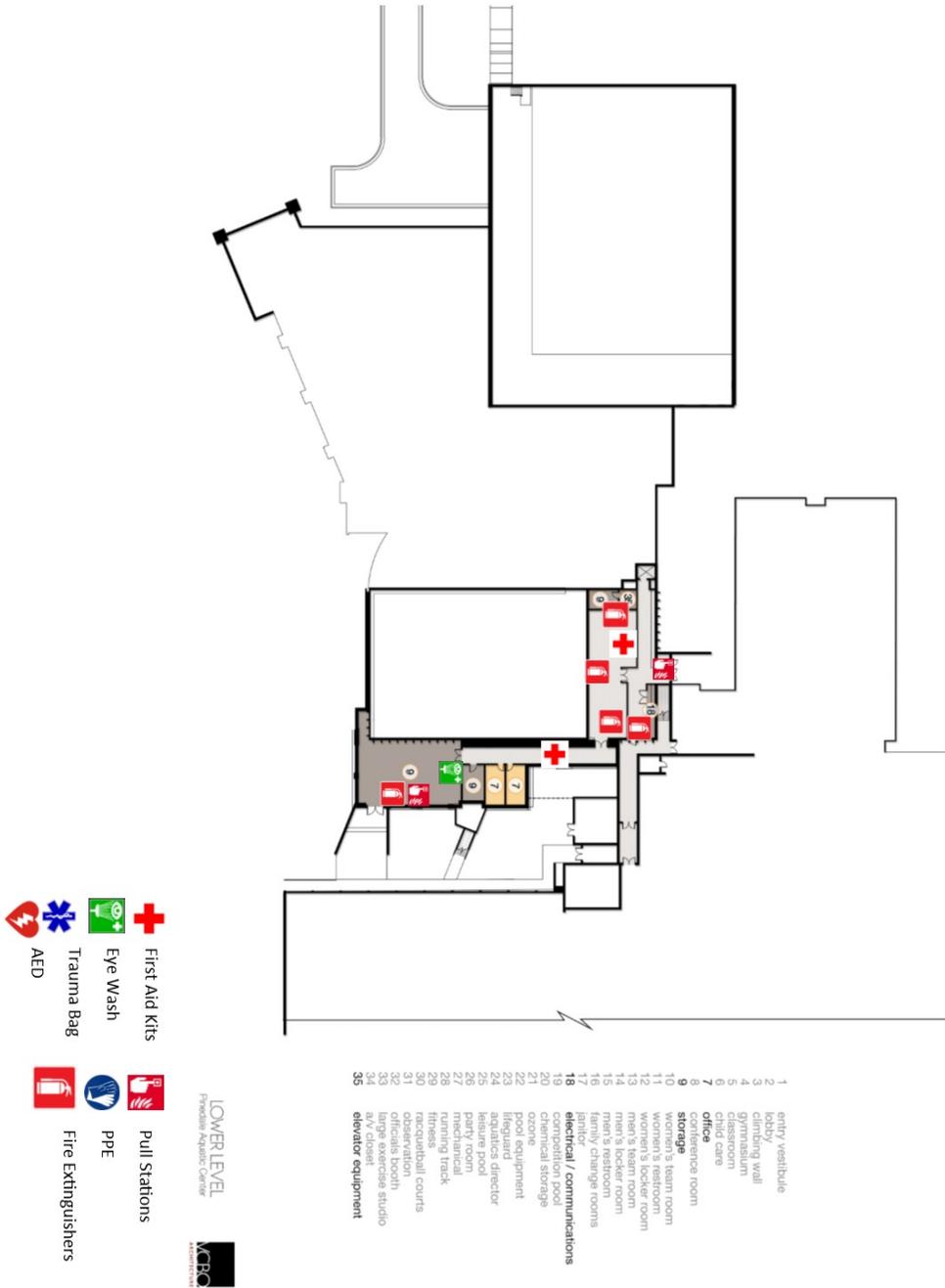
If the participant is not found for *outdoor trips*:

Call 911/use the SPOT device to request EMS and Search and Rescue, then call supervisor/PAC (who will alert the person's emergency contact). Due to the time it takes to get resources to a remote location, the sooner EMS and Search and Rescue is summoned, the better the chances of survival are for the missing participant.

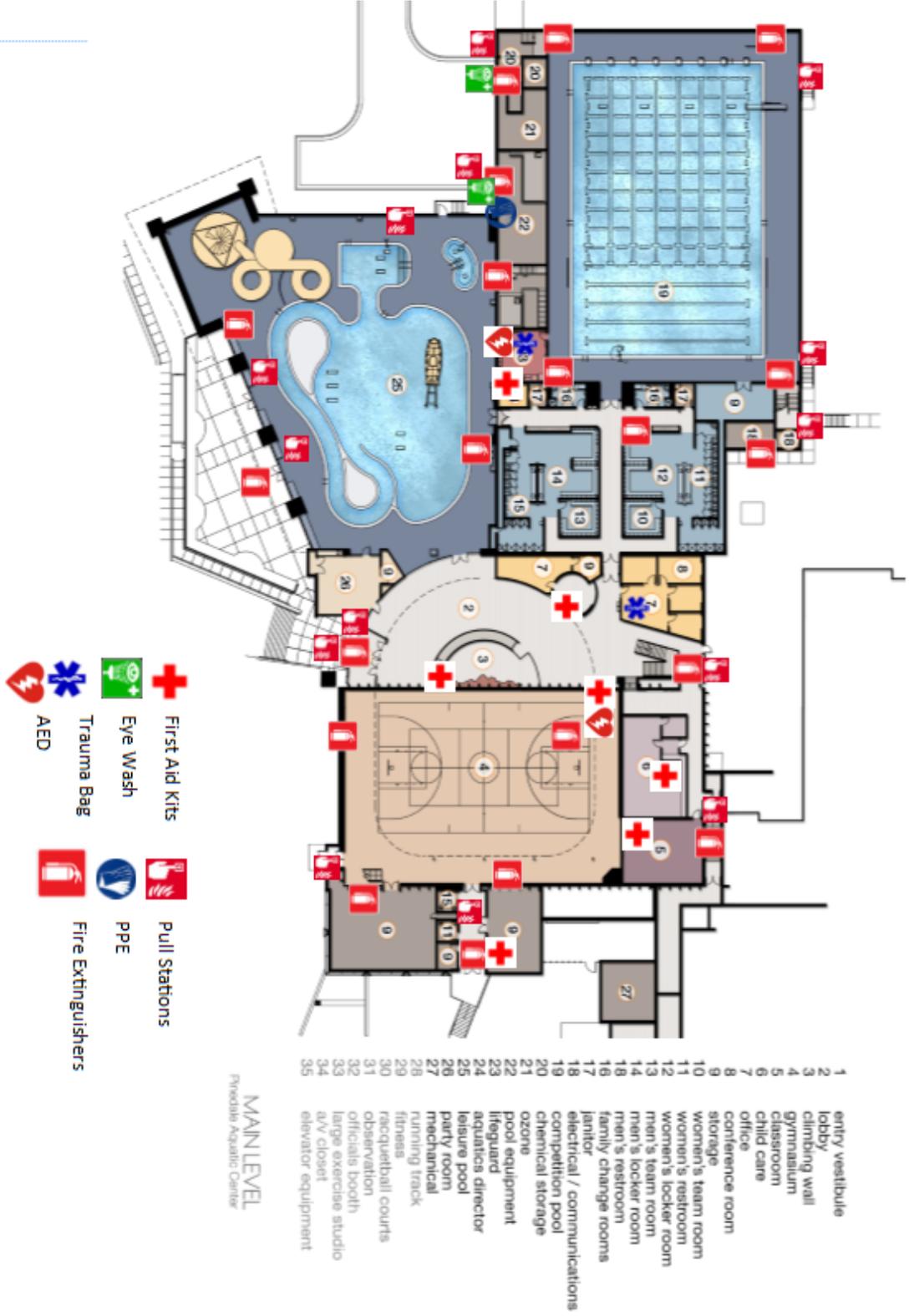
Once PAC is notified, supervisory staff will attempt to provide additional assistance and to relieve program staff who are staying with the remaining participants. The first lead staff to arrive will become the incident commander until relieved by higher trained personnel.

Appendix A

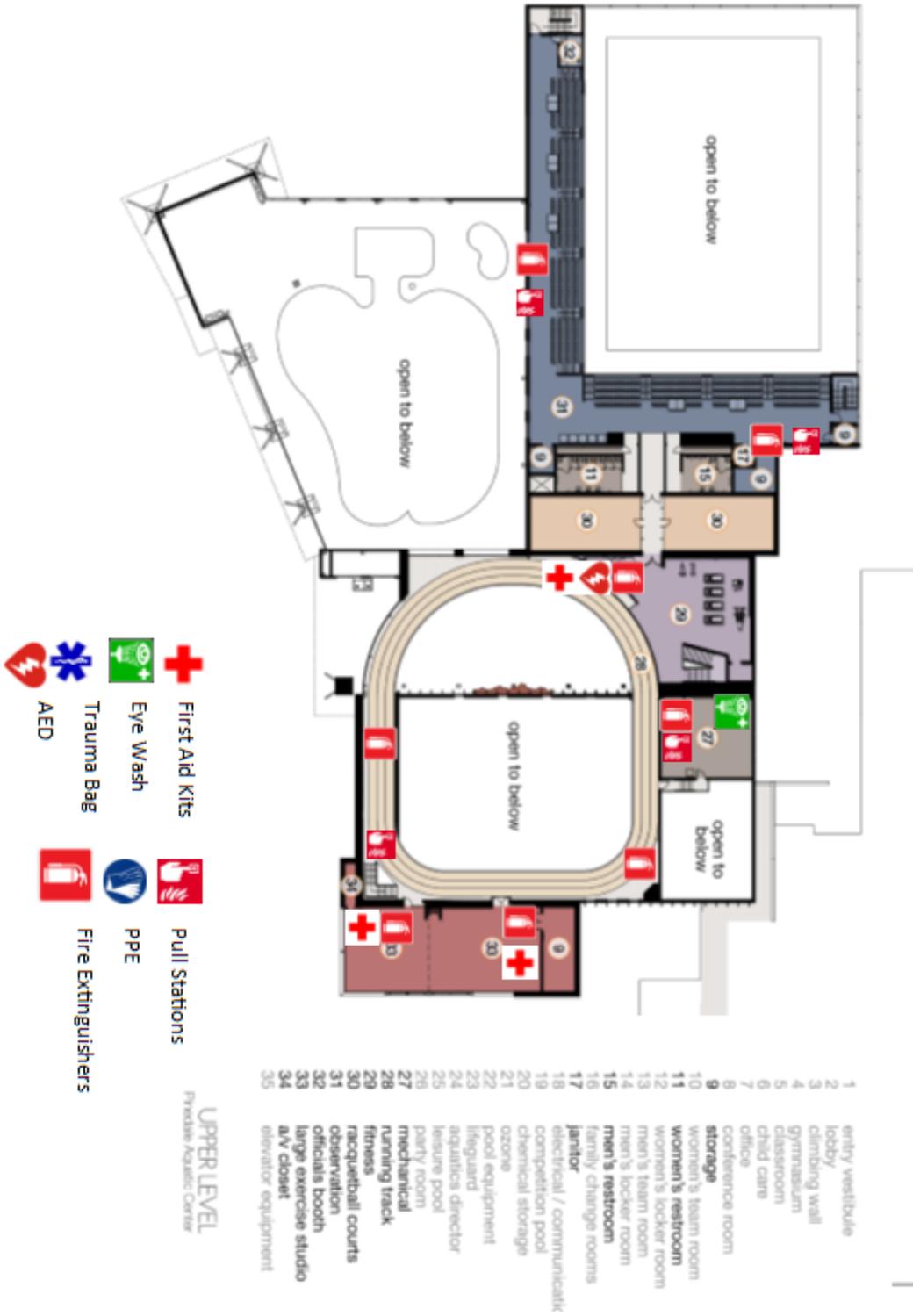
Facility Map (Basement)



Facility Map (Main Level)



Facility Map (Second Level)



Appendix B

Bomb Threat Checklist (should be near all phones at PAC)

BOMB THREAT CALL PROCEDURES

Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Act quickly, but remain calm and obtain information with the checklist on the reverse of this card.

If a bomb threat is received by phone:

1. Remain calm. Keep the caller on the line for as long as possible. **DO NOT HANG UP**, even if the caller does.
2. Listen carefully. Be polite and show interest.
3. Try to keep the caller talking to learn more information.
4. If possible, write a note to a colleague to call the authorities or, as soon as the caller hangs up, immediately notify them yourself.
5. If your phone has a display, copy the number and/or letters on the window display.
6. Complete the Bomb Threat Checklist (reverse side) immediately. Write down as much detail as you can remember. Try to get exact words.
7. Immediately upon termination of the call, do not hang up, but from a different phone, contact FPS immediately with information and await instructions.

If a bomb threat is received by handwritten note:

- Call _____
- Handle note as minimally as possible.

If a bomb threat is received by email:

- Call _____
- Do not delete the message.

Signs of a suspicious package:

- | | |
|-----------------------|----------------------|
| • No return address | • Poorly handwritten |
| • Excessive postage | • Misspelled words |
| • Stains | • Incorrect titles |
| • Strange odor | • Foreign postage |
| • Strange sounds | • Restrictive notes |
| • Unexpected delivery | |

DO NOT:

- Use two-way radios or cellular phone; radio signals have the potential to detonate a bomb.
- Evacuate the building until police arrive and evaluate the threat.
- Activate the fire alarm.
- Touch or move a suspicious package.

WHO TO CONTACT (select one)

- Follow your local guidelines
- Federal Protective Service (FPS) Police
1-877-4-FPS-411 (1-877-437-7411)
- 911

BOMB THREAT CHECKLIST

Date: **Time:**

Time Caller Hung Up: **Phone Number Where Call Received:**

Ask Caller:

- Where is the bomb located?
(Building, Floor, Room, etc.) _____
- When will it go off? _____
- What does it look like? _____
- What kind of bomb is it? _____
- What will make it explode? _____
- Did you place the bomb? Yes No _____
- Why? _____
- What is your name? _____

Exact Words of Threat:

Information About Caller:

- Where is the caller located? (Background and level of noise) _____
- Estimated age: _____
- Is voice familiar? If so, who does it sound like? _____
- Other points: _____

<p>Caller's Voice</p> <input type="checkbox"/> Accent <input type="checkbox"/> Angry <input type="checkbox"/> Calm <input type="checkbox"/> Clearing throat <input type="checkbox"/> Coughing <input type="checkbox"/> Cracking voice <input type="checkbox"/> Crying <input type="checkbox"/> Deep <input type="checkbox"/> Deep breathing <input type="checkbox"/> Disguised <input type="checkbox"/> Distinct <input type="checkbox"/> Excited <input type="checkbox"/> Female <input type="checkbox"/> Laughter <input type="checkbox"/> Lisp <input type="checkbox"/> Loud <input type="checkbox"/> Male <input type="checkbox"/> Nasal <input type="checkbox"/> Normal <input type="checkbox"/> Ragged <input type="checkbox"/> Rapid <input type="checkbox"/> Raspy <input type="checkbox"/> Slow <input type="checkbox"/> Slurred <input type="checkbox"/> Soft <input type="checkbox"/> Stutter	<p>Background Sounds:</p> <input type="checkbox"/> Animal Noises <input type="checkbox"/> House Noises <input type="checkbox"/> Kitchen Noises <input type="checkbox"/> Street Noises <input type="checkbox"/> Booth <input type="checkbox"/> PA system <input type="checkbox"/> Conversation <input type="checkbox"/> Music <input type="checkbox"/> Motor <input type="checkbox"/> Clear <input type="checkbox"/> Static <input type="checkbox"/> Office machinery <input type="checkbox"/> Factory machinery <input type="checkbox"/> Local <input type="checkbox"/> Long distance	<p>Threat Language:</p> <input type="checkbox"/> Incoherent <input type="checkbox"/> Message read <input type="checkbox"/> Taped <input type="checkbox"/> Irrational <input type="checkbox"/> Profane <input type="checkbox"/> Well-spoken
<p>Other Information:</p> <p>_____</p> <p>_____</p>		



Appendix C

Incident Command Checklist

Incident Command Checklist						
<i>Pinedale Aquatic Center</i>						
Incident Commander:			Incident Type:			
Incident Date:			Staff Involved:			
External Resources Required- Emergency Contact List page 7 of EAP						
Agency:	Time:	Caller:	Agency:	Time:	Caller:	
EMS			HAZMAT			
Fire Department			SAR			
Law Enforcement			Rocky Mountain Power			
Emergency Response Checklist						
Lock-Out- restricted access to building			Staff:	Time:	Notes:	
Designate IC						
Establish communications with On-Site Staff						
Designate PIO						
Work with PIO to determine facility operations						
Direct PIO to PIO Checklist						
Direct Staff to lock all exterior doors						
Designate Staff to watch main entrance						
Designate Staff to establish facility surveillance						
Situation resolved - See <i>Resetting Operations</i>						
Lock Down- restricted movement within facility			Staff:	Time:	Notes:	
Designate IC						
Establish communications with On-Site Staff						
Designate PIO						
Work with PIO to determine facility operations						
Direct PIO to PIO Checklist						
Direct Staff to Lock Down						
Confirm location of staff and patrons						
Communicate with Law Enforcement						
Communicate with On-Site Staff						
Situation resolved - See <i>Resetting Operations</i>						
Bomb Threat			Staff:	Time:	Notes:	
Designate IC						
Establish communications with On-Site Staff						
Direct Staff to evacuate building to designated location- See <i>Evacuation Checklist</i>						
Direct Staff to call 911						
Direct 'witness' to complete Bomb Threat Checklist						
Direct Staff to not tamper with potential evidence						
Designate PIO						
Work with PIO to determine facility operations						
Direct PIO to PIO Checklist						
Situation resolved - See <i>Resetting Operations</i>						
Power Outage			Staff:	Time:	Notes:	
Designate IC						
Establish communications with On-Site Staff						
Ensure patrons are cleared from pools						
Designate PIO						
Direct PIO to PIO Checklist						
Designate Staff to establish facility surveillance						
Work with PIO to determine facility operations						
Situation resolved - See <i>Resetting Operations</i>						

Appendix D

Public Information Officer Checklist

Public Information Officer Checklist			
<i>Pinedale Aquatics Center</i>			
Public Information Officer:	Incident Type:		
Incident Date:	Staff Involved:		
Task	Staff:	Time:	
Determine Information to be communicated			
<i>Information:</i>			
Inform On-Site Staff			
Ensure On-Site Staff are communicating with patrons			
If necessary, communicate with the School District			
<i>School District Point of Contact:</i>			
Direct all Off-Site Staff to report to work or stay away from PAC			
Post relevant information to Social Media			
Post relevant information on PAC Doors and throughout facility			
Post information on PAC Website			
Develop a plan to communicate programming expectations with patrons			
<i>Plan:</i>			
If necessary, communicate with media			
<i>Information:</i>			
Stay informed using all information sources available			
<i>Notes:</i>			
Contact List			
KPIN- 307-367-2000	SCSD#1HS Office- 307-367-2137		
Pinedale Roundup- 307-367-2123	SCSD#1 Maint. Supervisor- 307-360-8747		
Sublette Examiner- 307-367-3203	Sheriff's Office- 307-367-4378		
SCSD#1 Admin Office- 307-367-2139	Emergency Management- 307-367-2284		
Tips:			
<i>Be aware of information available via Social Media</i>			
<i>Some incidents have specific informational phone lines dedicated to them</i>			

IN AN EMERGENCY TAKE ACTION



Watch! All Staff increase situational awareness.

Entry and exit security heightened.

Students

Continue business as normal.

Adults

Watch for unusual behavior.

Lock doors in preparation for Secure or Lockdown



SECURE! Get inside. Lock outside doors.

STUDENTS

Return to inside of building
Do business as usual

ADULTS

Bring everyone indoors
Lock outside doors
Increase situational awareness
Account for students and adults
Do business as usual



LOCKDOWN! Locks, lights, out of sight.

STUDENTS

Move away from sight
Maintain silence
Do not open the door

ADULTS

Recover students from hallway if possible
Lock the classroom door
Turn out the lights
Move away from sight
Maintain silence
Do not open the door
Prepare to evade or defend



EVACUATE! (A location may be specified)

STUDENTS

Leave stuff behind if required to
If possible, bring your phone
Follow instructions

ADULTS

Lead students to Evacuation location
Account for students and adults
Notify if missing, extra or injured students or adults



SHELTER! Hazard and safety strategy.

STUDENTS

Use appropriate safety strategy for the hazard

Hazard

Tornado
Hazmat
Earthquake
Tsunami

Safety Strategy

Evacuate to shelter area
Seal the room
Drop, cover and hold
Get to high ground

ADULTS

Lead safety strategy
Account for students and adults
Notify if missing, extra or injured students or adults