

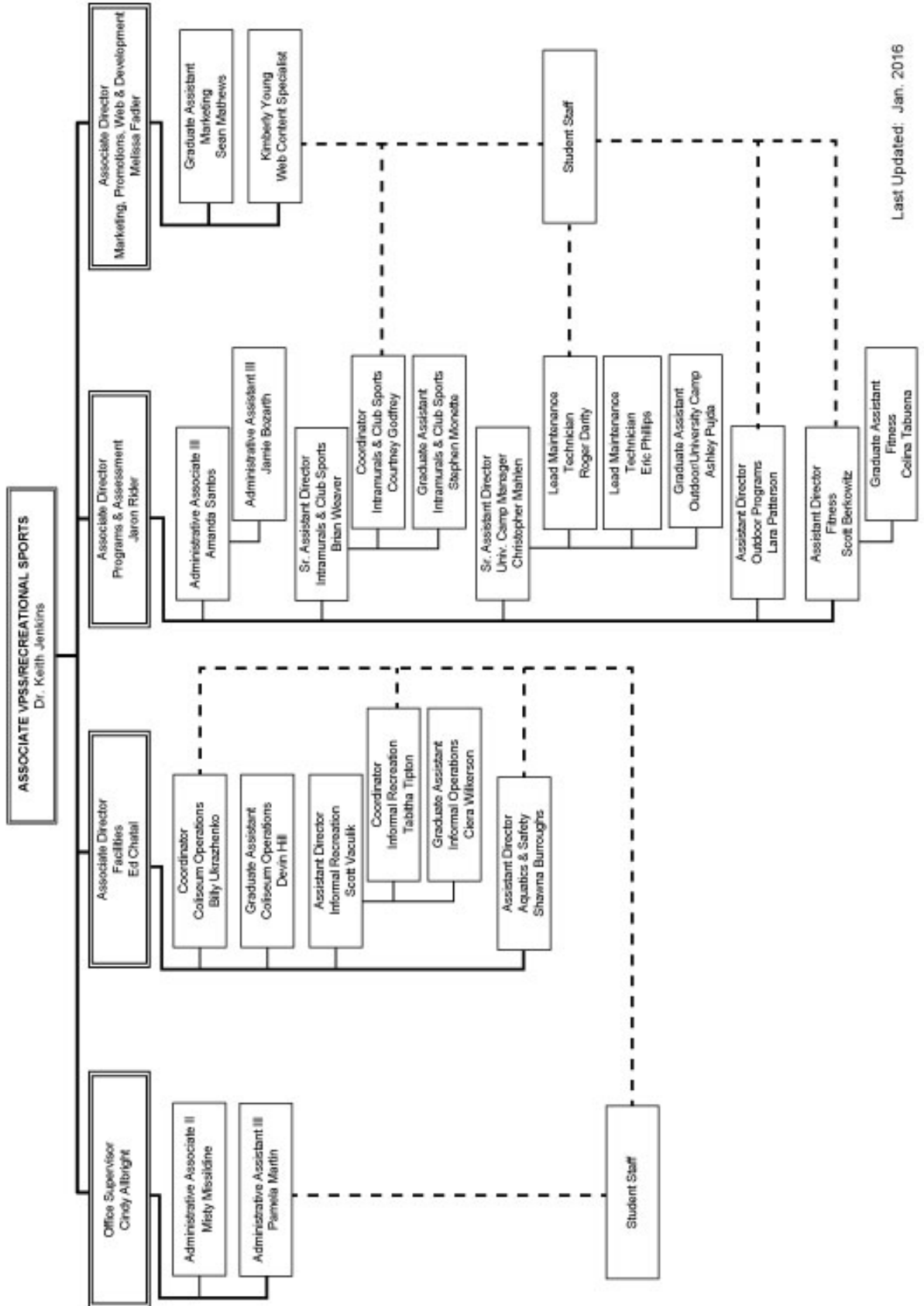


Sam Houston State University  
Department of Recreational Sports

Emergency Procedures Manual  
2016 - 2017

SECTION I – Department of Recreational Sports Emergency Call Tree

**SAM HOUSTON STATE UNIVERSITY**  
**Department of Recreational Sports**  
 Emergency Call Tree



Last Updated: Jan. 2016

SECTION II – Department of Recreational Sports Staff Phone List

RECREATIONAL SPORTS PHONE LIST			
NAME	EXTENSION	EMAIL	POSITION
Jenkins, Keith	41968 / (LSC) 41871	kjenkins	Director
Allbright, Cindy	44666	allbright	Office Supervisor
Berkowitz, Scott	41307	sberko	Asst. Dir Fitness
Burroughs, Shawna	44071	sburroughs	Ast Dir.Aquatics/Safety
Chatal, Ed	44889 / (COL) 44667	rca_elc	Assoc. Dir Facilities
Darity, Roger	42789	rad031	Lead Maint. Spec.
Fadler, Melissa	43658	mfadler	Assoc. Dir Marketing
Godfrey, Courtney	43358	cxg080	IM/Club Coordinator
Mahlen, Chris L.	41947	cxm014	Sr.Asst. Dir Outdoor
Patterson, Lara	41778	lpatterson	Trad. Camp Coord
Phillips, Eric	camp 42789/43212	edp006	Lead Maint. Specialist
Rider, Jaron	43656	jrider	Assoc. Dir Programs
Tipton, Tabitha	43742	tktipton	Informal Coord
Ukrazhenko, Billy	44979	bxu005	Coliseum Ops Coord
Vaculik, Scott	43657	ssv001	Asst. Dir Informal
Weaver, Brian	41934	bcw019	Sr.Asst. Dir IM/Clubs
Young, Kimberly	41313	kay003	Web Content Specialist
<b><i>Secretaries</i></b>			
Bozarth, Jamie	42267	jxb025	Admin Assistant III
Martin, Pamela	41972	pdmartin	Admin Assistant III
Missildine, Misty	43331	mrc017	Admin Associate II
Santos, Mandy	41405	als023	Admin Associate III
<b><i>Graduate Assistants</i></b>			
Coliseum- Hill, Devin	44720	dlh049	Grad. Asst.
Fitness - Tabuena, Celina	44779	cpt011	Grad. Asst.
IM/Club Sprt-Monette, Stephen	41929	sxm129	Grad. Asst.
Informal - Wilkerson, Ciera	43865	cvw006	Grad. Asst.
Marketing - Mathews, Sean	43335	smathews	Grad. Asst.
Outdoors - Pujda, Ashley	44987	aep032	Grad. Asst.
<b><i>Student Assistants</i></b>			
Aquatics Pool Office	41754	N/A	Stu. Pool Asst.
Fitness	44779		Stu. Fitness Asst.
Office HKC 104	43361	<a href="mailto:shsu.rsc162@gmail.com">shsu.rsc162@gmail.com</a>	Stu. Office Asst.
Office RSC 162	41985	<a href="mailto:shsu.rsc162@gmail.com">shsu.rsc162@gmail.com</a>	Stu. Office Asst.
<b><i>Additional Areas</i></b>			
Bearkat One	42273	X4-3112	<b><i>Physical address</i></b> 801 Bowers Blvd. #162 Huntsville, TX 77340  <b><i>Mailing address</i></b> Box 2387 Huntsville, TX 77341
Coliseum Main Office 235	41741	X4-3433	
Coliseum Ticket Info	43021	X4-3021	
IT/Computer Services	41950	X4-3732	
Conference Room 162	44794	X4-1936	
<b>EMERGENCY UPD</b>	<b>911</b>		
Fax Coliseum	44833		
Fax Number HKC104	44340		
Fax Number RSC162	41913	Rockwall /Outdoor/Rental	44739
Fitness Assessment	41967	Spec Events (Cage area)	41313
IM Weather Line	41966	University Camp	42789
Marketing HKC 104	41313	<b>UPD non emergency</b>	<b>41800</b>
Member Services RSC164	41987	Weight Room Desk	43558
Physical Plant	41868	Workroom 162 /copy room	44778

## SECTION III – Department of Recreational Sports Procedures for Evacuation, Lock-Down and Shelter-In-Place

### • RSC/HKC Procedures

- The RSC Staff will be responsible for the safety and security of all occupants in the RSC and HKC. In the event of an evacuation, all building occupants will follow the evacuation plan outline in Section V. In the event of a shelter-in-place or lock-down emergency, RSC/HKC staff will direct all occupants away from all front door and lobby areas and wait for further instructions. Individual and specific responsibilities are as followed:
  - Facility Supervisor (SUP): Will secure and lock all entrances to the facility. They will also be responsible for monitoring university channel communication and the monitoring of facility staff communication as well if no Assistant Supervisor.
  - Assistant Supervisor (AS): (IF ON DUTY) Will assist SUP will lock down facility. AS will also be responsible for communication between RSC Staff.
  - Member Services (MS): Will Monitor Main Entrance of facility while staying behind counter and away from all windows.
  - Front Door 1 (FD1): Will have a radio and monitor ground level EXIT of the RSC.
  - Equipment Issue (EI): will assist Member Services from behind the counter.
  - Front Door 4 (FD4): Will move into gym and assist the Hallway worker with monitoring entrances and exits.
  - Hallways: Will move away from line of site with the doors and monitor entrances and exits in hallway.
  - [Gym One and Gym Two](#) - Stay in gym and assist patrons with questions.
  - [Racquet Ball Courts and Hallway](#)- Staff will also move to gym with Hallway workers and FD4.
  - [Weight Room](#) – Staff will move people into the gyms and wait for further instructions.
  - [Climbing Gym](#) - Staff will move people away from windows and monitor ground level for activity.

### • Aquatics Area

- The Aquatic Staff is responsible for the safety and security of the Aquatic Area and its occupants.
- Lifeguards will lock all gates and facility entrances around the pool area. They will then move indoors to the Computer Station located between the RSC and the HKC.
- Lifeguards will ensure that all occupants, currently in the facility, do not exit in a lock-down or shelter-in-place situation. Lifeguards will also make sure that nobody enters the facility during a lock-down.

### • RSC Office Suite 162

- Full and part-time staff working in office suite 162 is responsible for vacating everyone in the office in the event of an evacuation, as per the evacuation plan listed in Section V. In the event of a lock-down or shelter-in-place emergency, reception staff will lock the office suite and then forward main office phone lines to conference room 162 A (4-4794). Everyone in the office suite should then proceed to the conference room and await further instructions.

### • HKC Office Suite 104

- Full and part-time staff working in office suite 104 is responsible for vacating everyone in the office during an evacuation, as per the evacuation plan listed in Section IV. In the event of a lock-down or shelter-in-place emergency, all occupants should go to conference room 104 F. Everyone will wait for further instructions.

### • Johnson Coliseum

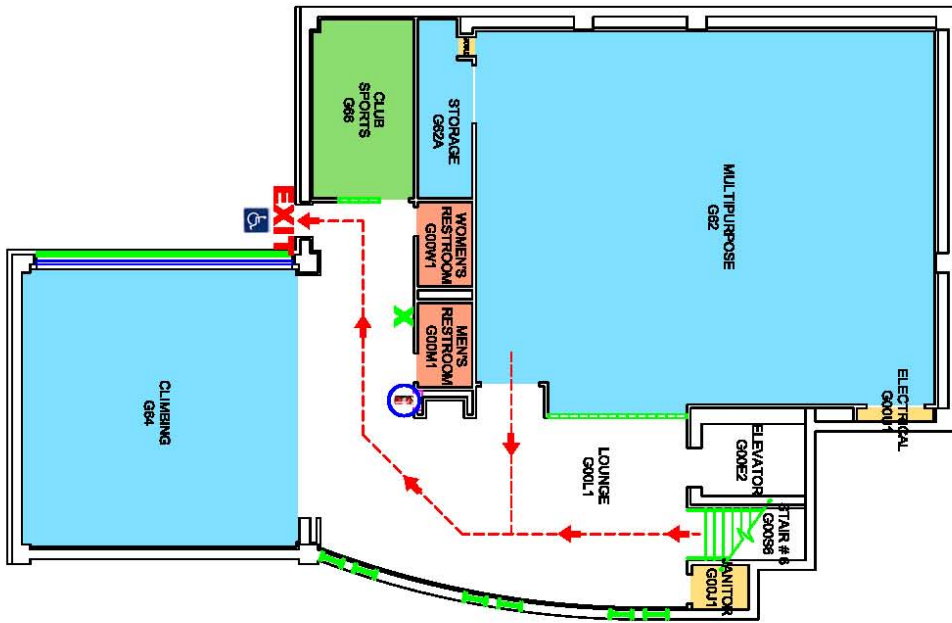
- Coliseum Staff will be responsible for the safety and security of all occupants in the facility. During a facility lock-down or shelter-in-place emergency, the Facility Operations Coordinator will lock all 28 exterior doors and the east tunnel door. Operations Coordinator, or designated representative, will inform all building occupants that the facility has gone into lock-down mode. In most cases, occupants will remain in place and wait for further instructions. In the case of tornadic activity, occupants will proceed to the lower level of the Coliseum.

- **University Camp**
  - The University Camp will adhere to all University policies and procedures and shall be operating from a separate and evolving site specific Emergency Procedures Manual.

## SECTION IV – Location of Emergency Equipment

- **Emergency Exits**
  - All Exits are clearly marked in each facility. Please refer to the diagram below in Section V for a review of all exits.
- **Fire Alarm Pull Stations**
  - Fire Alarm Pull Stations are clearly marked in each facility.
- **Fire Extinguishers**
  - Supervisors for each facility will be responsible for knowing where each extinguisher is located.
  - Extinguishers are clearly marked on evacuation diagrams located around each facility.
  - Department employee manuals also have locations shown.
  - Refer to attached diagrams below in Section V for fire extinguisher locations.
- **First Aid Kits**
  - Facility Supervisors, Assistant Supervisors and Lifeguards carry Fanny Packs with supplies.
  - First Aid Cabinet is located behind the Member Services Desk marked 164 on diagrams around facility.
  - Johnson Coliseum has First Aid Kits located in both Rooms 204 and 117.
- **AED (Automated Electronic Defibrillator) Locations**
  - Johnson Coliseum
    - There is an AED located on the concourse level, beneath Section Q.
    - All graduation events require EMS services and they carry an AED. EMS will be located in Office 117 on the ground level.
    - During all Athletic events, the SHSU training staff will carry an AED. Training staff will be located at playing court.
  - Recreational Sports Center
    - The first AED is located behind the Member Service's Desk (RSC 164).
    - The second AED is located outside of the HKC 104 Office Suite.
    - The Aquatic AED is located in the Pool Manager Office (RSC 172).

# SECTION V -Evacuation Diagrams and Schematics



**RECREATIONAL SPORTS FACILITY  
BASEMENT LEVEL  
EVACUATION PLAN**

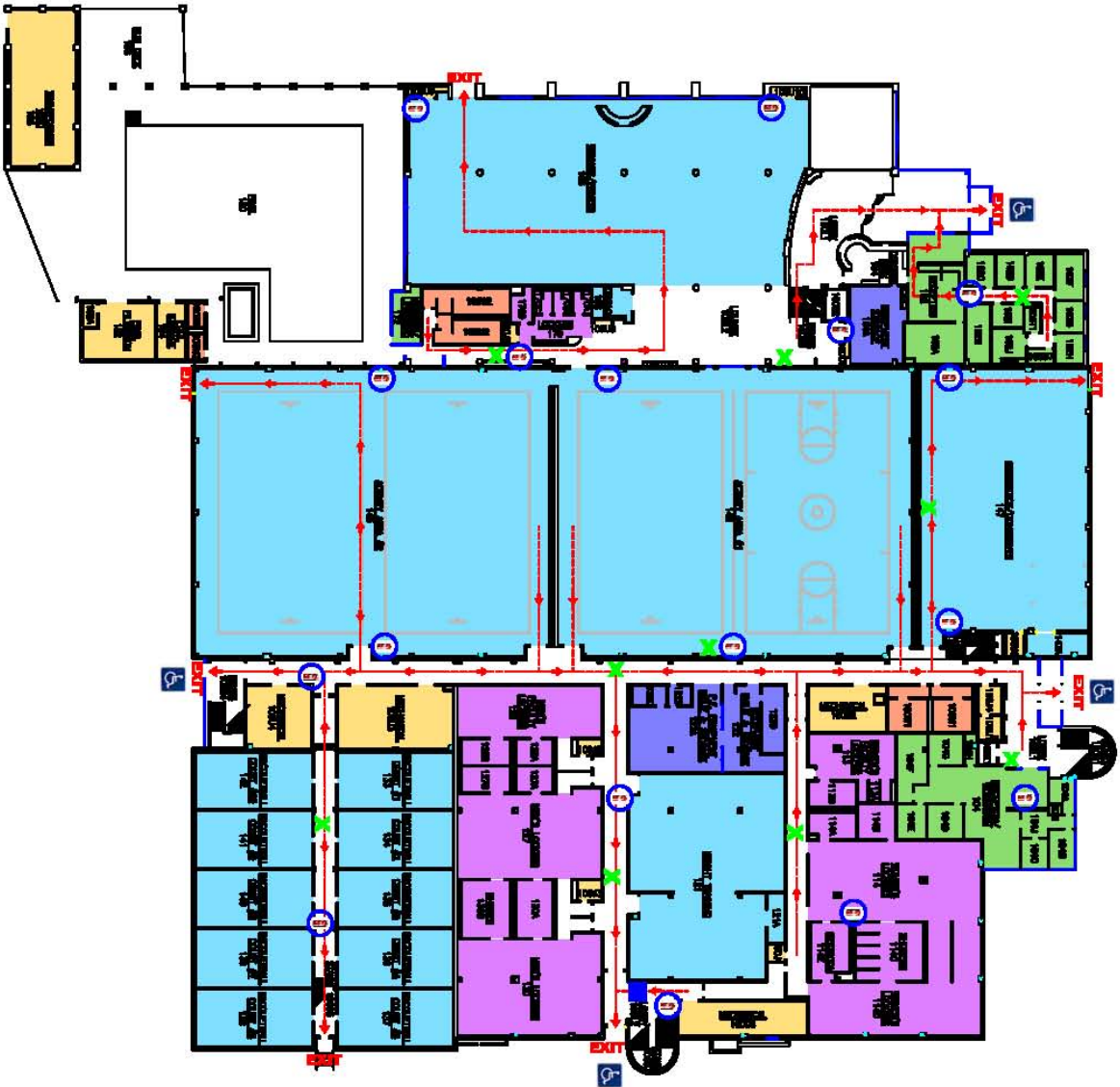
- FIRE EXTINGUISHER
- FIRE ALARM PANEL
- FIRE EXTINGUISHER HOSE CABINETS
- FACILITY EXITS
- PATHS TO FOLLOW TO EMERGENCY EXITS YOU ARE HERE
- HANDICAP ENTRANCE

**SH**

Fire evacuation diagrams are provided by the Physical Plant. For updates or corrections please contact our main office at 284-1912 / Box 2887

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**HEALTH AND KINESIOLOGY CENTER/  
RECREATIONAL SPORTS FACILITY  
FIRST FLOOR  
EVACUATION PLAN**

- FIRE EXTINGUISHER
- FIRE ALARM PANEL
- FIRE EXTINGUISHER HOSE CABINETS
- PATHS TO FOLLOW TO EMERGENCY EXITS
- FACILITY EXITS
- YOU ARE HERE
- HANDICAP ENTRANCE

**SH**

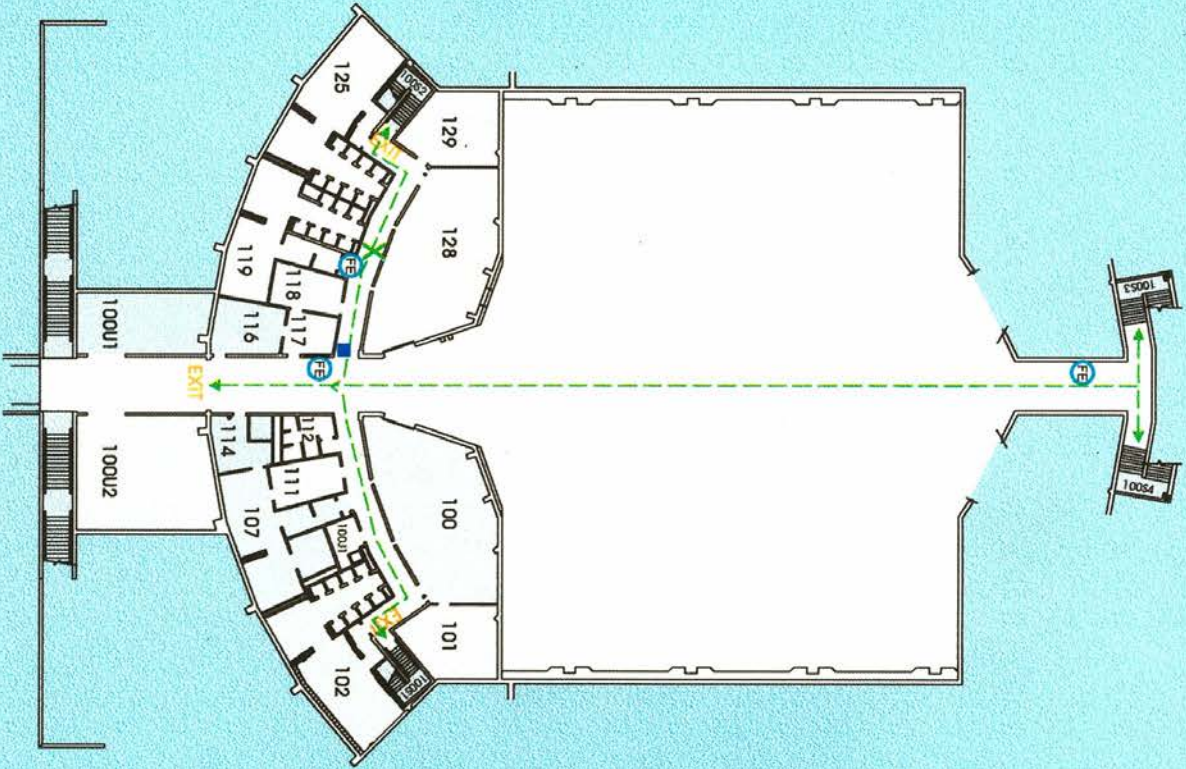
The association signs are provided by the Physical Plant. For updates or other questions please contact our main office at 204-1912 / Box 2537

02/09/08







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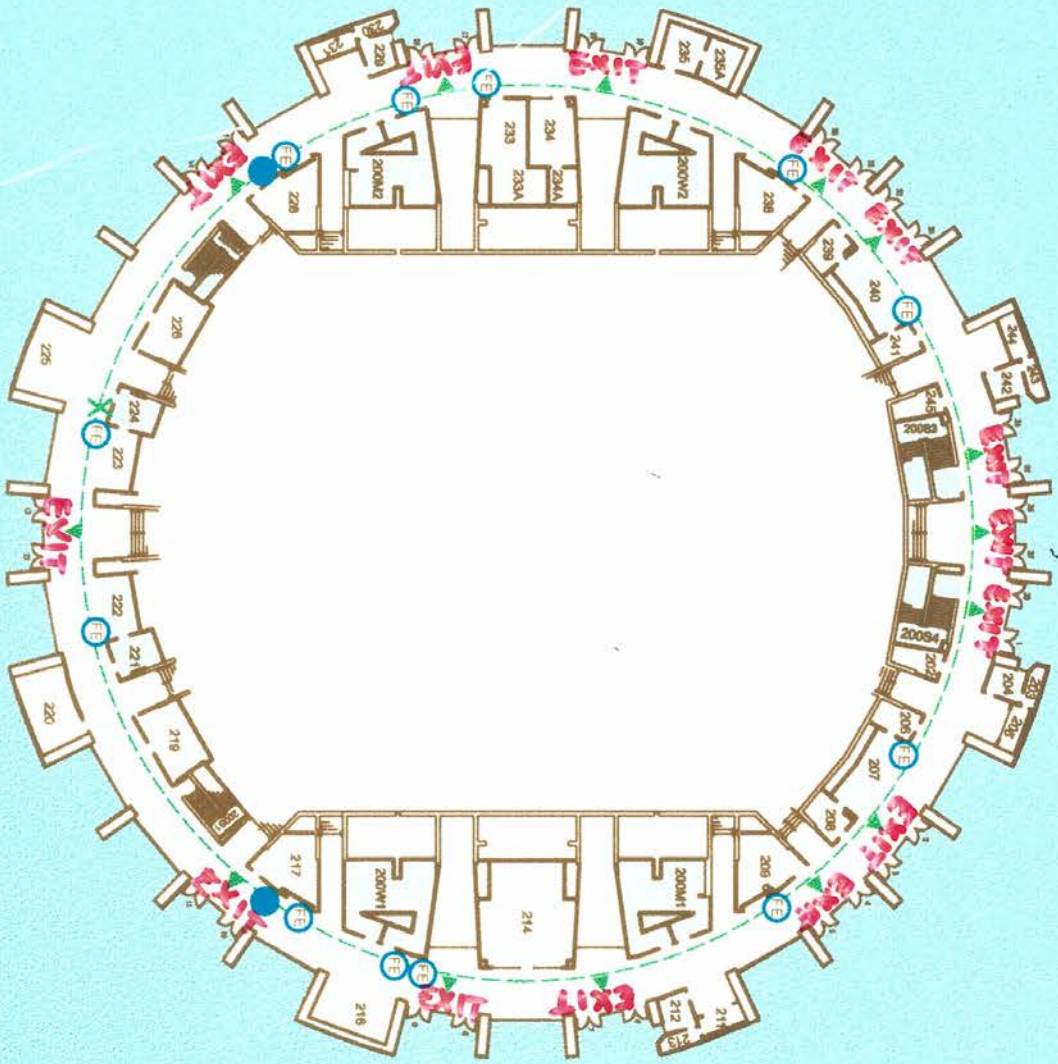








# COLISEUM LOWER LEVEL EVACUATION PLAN

-  FIRE EXTINGUISHER
-  FIRE EXTINGUISHER HOSE CABINETS
-  FIRE ALARM PANEL
-  FACILITY EXITS
-  PATH TO FOLLOW TO EMERGENCY EXITS
-  YOU ARE HERE



# COLISEUM CONCOURSE LEVEL EVACUATION PLAN

-  FIRE EXTINGUISHER
-  FIRE EXTINGUISHER HOSE CABINETS
-  FACILITY EXITS
-  PATH TO FOLLOW TO EMERGENCY EXITS
-  YOU ARE HERE

## SECTION VI – SHSU Emergency Procedure Quick Reference

- **Bomb Threats/Suspicious Items:**
  - Pay close attention to the exact words the caller is using; document the call.
  - Contact University Police at **936-294-1000** (4-1000 on campus).
  - Do not touch or handle suspicious items or packages.
  - Keep others away from area.
  - Notify your supervisor.
  - Check [Today @ Sam](#) for University Emergencies or updates from the [KatSafe](#) communication system, which will allow Sam Houston State University to send time-sensitive notifications via voice messages, emails, and text messages. This service will help us provide a safer environment, enhance emergency preparedness and keep our staff and students better informed.
- **Disruptive Behavior:**
  - Contact University Police at **936-294-1000** (4-1000 on campus).
  - Give your name, location, what is happening and number of people involved (shooters/victims) if known.
  - If possible, exit the building or area immediately.
  - If exit is impossible, get to a room, lock or barricade the door, keep quiet, remain in place until all clear is given by law enforcement officials.
- **Fire – In case of fire or when the fire alarm sounds:**
  - Evacuate the building immediately using building emergency plan procedures.
  - Do not use the elevators.
  - Assist those with mobility problems.
  - Contact University Police at **936-294-1000** (4-1000 on campus).
  - Report to supervisor at the designated site.
  - Do not re-enter the building until instructed by authorized personnel.
- **Hazardous Materials:**
  - Contact University Police at **936-294-1000** (4-1000 on campus).
  - Provide information on type and size of spill (if known).
  - Evacuate the immediate area and building as directed.
  - Get decontamination instructions from authorities.
  - Do not re-enter area until all clear is given by authorized personnel.
- **Medical Emergencies:**
  - Contact University Police at **936-294-1000** (4-1000 on campus).
  - Provide your name, location number injured and description of injuries.
  - Stay on the phone for instructions on what to do.
- **Severe Weather:**
  - Stay away from windows.
  - Take immediate shelter.
  - Monitor local radio and television stations.
  - Check [Today @ Sam](#) for University closings.
  - Contact University Police at **936-294-1000** (4-1000 on campus).

Refer to the SHSU Response Plan at <http://www.shsu.edu/safety> for more information.

*Revised 1/10/17*