

Student Recreation Center  
Policy Manual  
2019



The Office of  
Campus Recreation  
A Division of the Office of Student Affairs

## Table of Contents

<b>Section 1 – Organizational Structure</b>	<b>3</b>
1.1 – Introduction	
1.2 – Vision	
1.3 – Mission	
1.4 – Core Values	
1.5 – Department Goals	
1.6 – Student Learning Outcomes	
1.7 - Directory	
<b>Section 2 – Policy and Procedures</b>	<b>5</b>
2.1 – Admittance Policy	
2.2 – Memberships	
2.3 – Membership Fees	
2.4 – General Rules and Regulations	
<b>Section 3 – Facility/Informal Recreational Policies</b>	<b>8</b>
3.1 – Facility Spaces	
3.2 – Facility Rental/Reservation	
3.3 – Rec Check	
3.4 – Lockers	
3.5 – Towel Service	
3.6 – Lost & Found	
3.7 – Elevator	
3.8 – Accident/Injuries	
3.9 – Parking	
3.10 – Telephones	
3.11 – Flyers, Posters, and Signs	
3.12 – Changes in Rules/Regulations/Facility Hours/Fee Structure	
3.13 – Questions/Concerns	
<b>Section 4 – Emergency Action Plan</b>	<b>13</b>
4.1 – Bomb Threat	
4.2 – Earthquake Procedures	
4.3 – Fights	
4.4 – Fire Evacuation	
4.5 – Injury/Illness	
4.6 – Missing or Lost Child	
4.7 – Power Failure	
4.8 – Tornado Information	
4.9 – Unsafe Conditions	

**Section 1 .....ORGANIZATIONAL STRUCTURE**

**1.1 Introduction**

The Office of Campus Recreation is excited about what we can offer you and hopes you will take full advantage of all the fitness and recreational opportunities available to you at UT Martin. The information provided in this manual should assist in answering questions pertaining to various membership options, facility policies, procedures and general rules for specific activity areas.

The Office of Campus Recreation is committed to providing quality recreational programs, facilities, and services that promote fun, social interaction, student leadership, competition, and healthy lifestyles. In order to ensure this quality experience we ask that each patron take the responsibility to know and follow the policies and procedures of the Student Recreation Center.

**1.2 Vision**

The Office of Campus Recreation aspires to stimulate student learning and development by providing quality recreational programs that encompass sport, fitness and leisure activities.

**1.3 Mission**

Our mission is to enhance learning and promote the development of healthy lifestyles through quality facilities, programs, and services for the campus community.

**1.4 Core Values**

In striving to meet the vision and mission of the Office of Campus Recreation, the Campus Recreation Staff is committed to:

- Service Excellence - We strive to provide service that exceeds patron’s expectations at all times.
- Student Leadership Development - We will provide students the opportunity to learn skills that prepare them for a lifetime of success and leadership.
- Integrity - We are committed to professionalism, ethical behaviors and courtesy in our actions.
- Safety - We will make sure all programs and facilities provide a safe environment for all.
- Social Interaction - We will foster fun and enjoyable experiences through participation in sports, fitness, and leisure activities that encourage and lead to healthy lifestyles.
- Enthusiasm - We will be passionate about our work and actively engage our patrons.
- Diversity - We will create an environment that challenges students to explore, respect individuality, and cultural diversity.

**1.5 Department Goals**

- **Goal 1:** Provide recreation facilities, programs and services that enhance student life.
- **Goal 2:** Provide opportunities for student development and leadership experiences.
- **Goal 3:** Develop strategies for building a stronger, more dynamic Campus Recreation program.
- **Goal 4:** Collaborate with other university departments and programs to provide wellness services for student success.

**1.6 Student Learning Outcomes**

- **Departmental Outcome:** Students who are employed by Campus Recreation will be able to demonstrate skills and behaviors that enable them to be effective in their student employment role and future professional positions.
- **Departmental Outcome:** Students who engage in Campus Recreation programs and services will acquire skills, knowledge and behaviors that contribute to their quality of life.

**1.7 Directory**

Aquatics Coordinator	731-881-7718
Assistant Director of Campus Recreation	731-881-3754
Campus Recreation Main Office	731-881-7745
Director of Campus Recreation	731-881-7746

Elam Center Rec Check	731-881-3744
Facilities Coordinator	731-881-3753
Fitness Coordinator	731-881-7747
Intramural Coordinator	731-881-7793
SRC Control Desk	731-881-3750/3751
SRC Fax	731-881-7725
SRC Fitness Center	731-881-1213
SRC Rec Check	731-881-7792
Web address	<a href="http://www.utm.edu/departments/campusrec/">http://www.utm.edu/departments/campusrec/</a>

Section 2.....General Policy and Procedures

**2.1 Admittance Policy**

- The Student Recreation Center is for the use of UT Martin students and other authorized members of the University community (faculty, staff, spouses, dependents, retirees, and invited guests).
- A valid Skyhawk ID or membership card is required for admittance into the facility.
- Students, faculty, staff, and cardholders of the Student Recreation Center who forget their Skyhawk ID or membership card will not be admitted into the facility.
- Skyhawk ID’s and membership cards are non-transferable and may be used ONLY by their owners.
- Guests must enter the Student Recreation Center with a member and pay a \$5 guest fee.
- Children under the age of 16 are not allowed in the Student Recreation Center.

**Please Note:** If an individual attempts to use an ID other than his/her own to access the facility, the card owner and the person using the card will be required to leave the facility. The offenders will be disciplined as follows:

- First offense: Individual(s) will have SRC access and Intramural privileges suspended for two weeks and incident referred to the Office of Student Conduct.
- Second offense: Individual(s) will have SRC access and Intramural privileges suspended for twelve weeks and incident referred to the Office of Student Conduct. Suspension can carry over into next semester.
- A non-UT Martin student caught trying to illegally access the facility will be referred to the Office of Student Conduct and be banned from the campus.

**2.2 Memberships**

Patrons using the Student Recreation Center are required to pay certain fees that are used to support the operation of the facility. Fees for students (except for online students) are included in the student fee payment each semester. Eligible members may acquire a membership for their spouses and/or dependents for an additional fee.

Proof of University affiliation will be required at the time of application. When purchasing family memberships, additional documentation is required. Documents required include but are not limited to the following: birth certificate, marriage certificate, legal guardianship. Membership qualification is limited to the following categories:

**Student Memberships:** UT Martin students are members (except for online students) of the Student Recreation Center and automatically receive access privileges during the semesters in which they are enrolled upon payment of their activities fees. Students not enrolled during the summer term but who attended the previous spring semester is eligible to purchase a summer membership.

**Semester After Graduation Memberships:** A graduating senior is eligible to purchase a membership for the semester following their graduation. The rate is based on the current student activity fee.

**Online Student Membership:** An online student may purchase a membership for the semester they are enrolled in online classes. The rate is based on the current student activity fee.

**Dual Credit Student Membership:** A dual credit student may purchase a membership for the semester they are enrolled in dual credit classes. The rate is based on the current student activity fee and the student must provide proof of age verification (at least 16 years of age) at the time of purchase.

**Student Family Memberships:** UT Martin students (excluding Dual Credit Students) may purchase access for eligible members of their immediate families and/or dependents. Family members are defined as spouse, children and/or dependents between the ages of 16 and 21. Children under the age of 16 will not be allowed in the Student Recreation Center; however a membership to the Elam Center is included. Each family member must have a Skyhawk ID to enter the facility. Proof of marriage and/or dependency may be required.

**Faculty/Staff Memberships:** Full-time, part-time, term/adjunct and affiliates holding a Skyhawk ID are eligible to purchase a membership to the Student Recreation Center. Affiliates may include but are not limited to the following: ROTC, Barnes and Noble, Sodexo, and World Travel. All will pay faculty/staff membership fees unless they are enrolled as a full time student (12 hours).

**Faculty/Staff Family Memberships:** Faculty and staff holding an official University employee ID may purchase memberships for eligible members of their immediate families and/or dependents. Family members are defined as spouses and children dependents between the ages of 16 and 21. Children under the age of 16 will not be allowed in the Student Recreation Center; however a membership to the Elam Center is included. Each family member must have an official university ID to enter the facility. Proof of marriage and/or dependency may be required.

**Retired Faculty/Staff Memberships:** Faculty and staff who retired from UT Martin and hold an official retired employee ID are eligible to purchase memberships to the Student Recreation Center. The retiree may purchase a membership for his/her spouse.

**NOTE:** Members of the Student Recreation Center automatically have membership privileges in the Elam Center. Children under the age of 14 must be accompanied by an adult.

### **2.3 Membership Fees**

Memberships may be purchased at any time throughout the year. All paid fees are non-refundable, and prices are subject to change. Methods of payment for full-time faculty and staff are payroll deduction, cash or check. Payment for part-time, term, adjunct and affiliate memberships are cash or check only. Applications, fees and IDs may be acquired and paid for at the Campus Recreation office Monday through Friday between the hours of 8:00 AM-5:00 PM. The list of memberships and the current fees are as follows:

#### **Student**

- Summer: \$40
- Graduating Senior: fall or spring semesters \$103
- Online Student: fall or spring semesters \$103
- Dual Credit Student: fall or spring semesters \$103
- Student Spouse or Student dependent 16 – 21 years old: \$15 a month
- Student Family: \$25 a month

#### **Faculty and Staff**

- Faculty/Staff: \$26 a month
- Faculty/Staff plus spouse or dependent (ages 16 – 21): \$42 a month
- Faculty/Staff family: \$50 a month
- Daily use (Only Faculty & Staff with valid Skyhawk ID): \$5/day

#### **Retirees**

- Retirees with UT Martin ID Only: \$26 a month
- Retiree plus spouse: \$42 a month

#### **Alumni**

- Alumni \$35 a month

- Alumni plus spouse: \$50 a month
- Alumni family: \$60 a month

#### **Guests**

- Guests accompanying member (max 2 per visit): \$10/day each

#### **Additional Fees**

- Family member(s) Skyhawk ID: replacement \$25

### **2.4 General Rules and Regulation**

- Use of the Student Recreation Center (SRC) is for recreational purposes only and cannot be used for coaching or instructional purposes for private gain. Organized activities other than those approved by the Campus Recreation Office are prohibited.
- Children under the age of 16 are not permitted in the SRC.
- A member must accompany guests at the facility at all times. (2 guests per member)
- Patrons are expected to display acceptable social behavior while recreating in any of the recreational facilities. Individuals not complying with the established policies and/or procedures may be asked to leave the facility and may have all membership privileges revoked.
- Verbal and/or physical abuse toward an employee of Campus Recreation or Recreational Sports participant will result in immediate dismissal from the facility/playing field, with a possible one-year suspension of all Recreational Sports privileges. In addition, such incidents will be turned over to the Office of Student Conduct with the possibility of expulsion from the University.
- Abuse of property will not be tolerated. Violators may be subject to disciplinary process and asked to leave the facility immediately.
- No sparring involving physical contact, implements, or weapons that the Campus Recreation Staff (including student supervisors) deem unsafe is allowed.
- The Office of Campus Recreation reserves the right to take whatever action necessary to preserve the safety and integrity of facilities and programs.
- Fighting is not tolerated and will result in immediate expulsion from the facilities. Lack of cooperation will result in the campus police being involved.
- Food and drink products are not allowed in activity areas with the exception of water containers with sealable lids.
- No alcohol, tobacco products, firearms or illegal drugs are allowed in the facility.
- Consumption, or suspicious involvement with alcohol, will be reason for expulsion and possible exclusion from further recreational services.
- No pets other than service animals are allowed in the facility.
- Appropriate gym attire must be worn when utilizing an activity area. Proper athletic shoes and clothing are required.
- Daily equipment checkout is available at Rec. Check for SRC members at no additional cost.
- If you are hurt in any way at the SRC, you should report your injury/injuries to Campus Recreation staff personnel.
  - a. Any clothing item with enough blood that could be transferred to another surface when touched must be taken off and put in a biohazard bag.
- The Student Recreation Center and Office of Campus Recreation is not responsible for any personal belongings. Participants are encouraged to store all personal belongings securely in lockers.
- Approval to post flyers, signs, or posters on the bulletin boards in the SRC must be obtained from the Campus Recreation Office.
- Any individual(s) who seeks to film (photograph/video), interview, or conduct class projects in any Recreation facility must first receive permission from the Campus Recreation staff. Taking pictures via cameras, video cameras, and video ready cell phones is strictly prohibited in the men's and women's locker rooms, and restrooms.
- The SRC is a single entry/exit facility. Entry and exit must always be through the front glass doors of the building.

- Facilities may be closed and/or reservations cancelled when warranted (i.e. special campus events, intramural sports, sports clubs, camps, maintenance projects, inclement weather). During official university holidays or breaks, the SRC may have abbreviated hours or may be closed. There are times we may have to close the facility or an activity area with little or no advanced notice.
- Questions and concerns regarding Campus Recreation Programs, personnel, equipment, and facility reservations should be directed to the Office of Campus Recreation or call 881-7745.

**Section 3.....Facility/Informal Recreational Policies**

**3.1 Facility Spaces**

**Gymnasium**

- No food or drink is allowed in the gymnasium.
- Kicking or throwing of a basketball and/or other equipment toward the ceiling and/or track is prohibited. Violators will be asked to leave the facility immediately and will be billed for the damages.
- Only non-marking gym shoes will be allowed unless you are a spectator.
- No rollerblades, roller skates, heely shoes, etc. are permitted in the facility.
- Volleyball and badminton nets and standards for recreational play will be set up and taken down by the Campus Recreation staff.
- No reservations will be taken for recreational play. However, reservations can be taken for special activities/events.
- If there are less than ten players, they must use half court and allow the other half court to be open for another activity if there are others wanting to use the court.

**Track**

- The track is for runners, joggers, and walkers only. Spectators must use the lower level. Standing at the rail is not allowed.
- Walkers should use the inside lanes; runners should use the outside lanes.
- Faster runners should pass to the outside of slower runners.
- Only two people walking, jogging, running side-by-side.
- Only athletic, running, or training shoes are to be worn on the track.
- Stretching must be confined to the designated stretching area.
- Strollers are not permitted.
- Eight laps around the track are equal to one mile.

**Weight & Cardiovascular Areas**

- All equipment must be used in the manner for which it was designed.
- Keep hands and feet clear of moving parts while machine is in use. Place hands and feet only on the handgrips and foot pads provided.
- Please wipe down equipment after use.
- No food, tobacco, chewing gum, glass bottles, protein powder or cans. Only water is allowed in a plastic container with a lid.
- Only athletic clothing is permitted. Shirts and tennis shoes are required at all times.
- No foul language or loud outbursts will be tolerated.
- No coats, bags, backpacks, etc. are allowed in fitness area.
- No outside personal training is permitted in the facility.
- Return all weights to their proper location after use.
- All free weight users must have at least one spotter.
- Please do not occupy the equipment between sets.
- There is a 30-minute time limit on all cardio equipment during peak hours. If no one is waiting, you may reset your equipment.
- Always secure free weights on lifting bars with pins/clips.
- If unfamiliar with proper equipment use, please ask for assistance.
- Do not operate equipment if it has loose or damaged parts. If machine fails to operate correctly, do not attempt to repair. Notify the fitness attendant of the problem.



- Participants exercise at their own risk, and they are responsible for their own health and safety.
- It is the user's responsibility to follow and obey all rules posted by Campus Recreation staff. Please direct all questions, concerns, and maintenance needs to fitness attendant.

#### **Racquetball/Wallyball Courts**

- Racquetball eye guards are recommended in order to reduce the chance of eye injuries.
- Shirts that cover the chest are required as a common courtesy and for safety.
- Clothing, equipment, and other items should be placed in a locker or outside the court. No items should be placed on the court.
- No food or drink is allowed on the courts.
- For wallyball equipment checkout and set up, go to Rec. Check and someone will assist you.
- Non-marking gym shoes are to be worn when using the racquetball courts.
- In the event of an injury or accident, seek assistance from an on-site Campus Recreation employee.

#### **Group X/Multipurpose Room**

- No food or drink allowed except for water.
- Equipment provided for different exercises (hand weights, steps, etc.) may not be taken out of the designated aerobic room or area.
- Return all equipment to its proper location after use.
- Sound system can only be used if approved by Office of Campus Recreation personnel. Otherwise, groups or individuals are responsible for providing their own music.
- No dangerous physical activities that are deemed unsafe by any Campus Recreation employee will be allowed.
- In the event of an injury or accident, seek assistance from an on-site Campus Recreation employee.

### **3.2 Facility Rental/Reservation**

The Student Recreation Center is available for shared rental (during hours of operation with members) or exclusive rental (during non-operating hours for private use of group). Rental rates are based on type of rental, amount of staffing required, and setup/strike costs. A facility reservation application for external groups and university departments can be obtained from the website of Office of Campus Recreation at the Student Recreation Center <https://app.perfectforms.com/playerf.htm?f=v9DBggAm>. Student groups who would like to reserve the facility need to log into their Runway account via the portal to submit reservations. Groups may reserve activity space based on the following general guidelines.

- All University policies and guidelines apply to the use of this facility. Smoking and the use of alcoholic beverages are prohibited.
- All groups seeking the use of the Student Recreation Center must fill out a Facility Reservation Form.
- Reservations for an event or activity must be made no later than 10 working days, or 20 days for a contracted event (Monday through Friday), prior to the event date.
  - This amount of time is needed in order to properly contact and make arrangements with other campus units whose services may be required for the event.
  - Requests made less than ten business days in advance MAY be granted if time, space, and staffing allow.
- All events conducted during the week (Sunday through Thursday) will conclude at 11:00 p.m.
- All catering and concession arrangements must be coordinated through the Sodexo Dining Services office.
  - Their contact number is 881-7994.
  - Lessee can make other catering and food concession arrangements only if the above-mentioned provider has refused the right to provide food services for the activity.
  - The provider must inform the Student Recreation Center manager when they exercise their right of refusal.
  - Once the providers have refused their right to provide or sell, Lessee may serve prepackaged food and drink items to their patrons.

- The Student Recreation Center manager, as a part of the reservation process, must approve any food or drink item sold.
- No free samples may be distributed in the facility without the approval of the University.
- The University reserves the right to require the group to pay the University up to 20% of the gross food and drink sales.
- The proper university official must approve either in writing or contractually, any sale of merchandise in the facility.
  - The university will receive 20% of the gross sale of all merchandise sold in the facility or on its immediate grounds.
- Any group reserving the facility will be responsible to do everything possible to protect the physical integrity of the facility.
  - Unwarranted damage to the facility caused as a result of the event or activity could result in the group paying for the damages along with the loss of privileges.
- All music played in the facility, whether live or produced through other technical means, must be of the 'radio version' variety.
  - No other format but "radio version" will be acceptable.
  - Exceptions to this policy will be considered if the event is limited specifically to UT Martin students and their adult guests (Adult guest is defined as a person eighteen years of age or older).
- Given the nature of some events and activities, groups will be required to sign a contract and provide the University with satisfactory evidence of current insurance issued by insurance companies acceptable to the University for the following coverage and limits of liability.
  - Comprehensive general liability, including but not limited to tenant and contractual liability insurance coverage in an amount equal to \$1,000,000 combined single limit liability for bodily injury and property damage.
  - Such evidence of insurance shall be issued in the form of a Certificate of Insurance and shall name the University of Tennessee as additional insured for the term of the event.
  - The Certificate of Insurance shall indicate if the policy is written on a claim made or on an occurrence basis.
  - This insurer shall also agree to notify the University of any changes, cancellation, or non-renewals within fifteen days.

### 3.3 Rec Check

- Campus Recreation has some sporting and outdoor equipment available for use by its members; some outdoor equipment requires a fee.
- A valid Skyhawk ID is required to check out any sporting equipment.
  - Guests of members cannot check out equipment.
  - The member must do the check out.
- Some indoor sports equipment is designated for use in the SRC only.
  - This equipment should be returned to Rec. Check when you leave.
  - Other sports equipment is available to check out for an extended period upon the completion of a rental form. A late fee will be assessed if equipment is not returned by designated date.
- The person checking out the equipment is responsible for that equipment.
  - If the equipment is not returned or is lost, stolen, or damaged, payment must be made per the assessed replacement cost.
  - Further use of the center may be suspended and the person will be encumbered until payment of all bills is made.
- Equipment available:
 

Basketballs	Footballs	Card Games
Racquetball Racquets/Balls	Spike Ball	Board Games
Volleyballs	Soccer Balls	Wii Nintendo
Softballs	Softball Gloves	Ping Pong equipment
Tennis Racquets	Tennis Balls	Corn Hole
Badminton Racquets	Shuttle Cocks	Ladder Ball

### 3.4 Lockers

- Lockers are available for users to rent. Users are strongly advised to secure a locker to store their personal belongings.
- The University of Tennessee at Martin and Campus Recreation are not responsible for any damaged or lost personal items in the Student Recreation Center.
- Rental fees for lockers are as follows:

<u>Fall</u>	<u>Spring</u>	<u>Summer</u>	<u>Annual</u>
\$20.00	\$20.00	\$20.00	\$60.00

*(Includes lock, and locker)*

- Lockers are assigned on a first-come, first-served basis.
- All locker rental transactions take place at the office.
- Annual and semester lockers are renewable.
  - Renewals must take place two weeks prior to the expiration date. Lockers not renewed within the two-week period will be cleared and the contents stored for 15 days.
  - After 15 days contents not claimed will be turned over to Public Safety.
- Renewals of locker rentals must be paid in full before the last day of the rental, or the locker may be reassigned.
- The user will be charged for any damages to a locker or loss of lock. Users should immediately report any damages or loss of these items to the control desk.
- Only recreation center locks will be used in the locker rooms.
  - Participants may not use personal locks on lockers in the locker rooms.
  - All locks that do not belong to the recreation center will be cut off each night after closing.

### 3.5 Towel Service

Towel service will be provided at Rec. Check/Control Desk. Towels are available to members at the control desk in exchange for an ID card.

### 3.6 Lost & Found

- Campus Recreation is not responsible for lost or stolen articles.
- Participants are encouraged to store all personal belongings securely in lockers.
- Staff members are not allowed to hold valuables or bags for participants.
- Found items should be turned in at the control desk.
- Any items found which appear to be of significant monetary value will be turned over to Public Safety.
- Lost items will be stored for one week and then turned over to Public Safety.
- Lost or unclaimed ID cards will be held for one day and then sent to Skyhawk card services on the first floor of the Administration building.

### 3.7 Elevator

An elevator is located in the hallway adjacent to Rec. Check. If assistance is needed, please ask the front desk personnel for assistance.

### 3.8 Accident/Injuries

An accident report must be completed for any injury that occurs in our recreational facilities. The injured person (when possible) and any witness will be asked for personal information and questions related to the injury/incident for a university report. This documentation is required for the University Risk Management Office. Please contact the front desk or Rec. Check worker and they will assist you and complete the necessary form. In case of an emergency, Campus Recreation employees will direct you to the proper location.

### 3.9 Parking

To park on campus, the appropriate UT Martin parking permit is required. Visitors need to get a temporary parking pass, which can be obtained 24 hours a day at the Department of Public Safety. There are parking spaces designated for use by person with disabilities. To view a campus parking map and other parking regulations go to the Department of Public Safety website <http://www.utm.edu/departments/finadmin/publicsafety/parking.php>

### **3.10 Telephones**

For your convenience, public telephones are located in the lobby. To dial off campus, dial nine and then the number.

### **3.11 Flyers, Posters, and Signs**

Posting flyers, posters, etc. is only allowed on designated bulletin boards in the Student Recreation Center. All signage must be approved by the Office of Campus Recreation. Any items improperly posted will be removed and disposed of.

### **3.12 Changes in Rules/Regulations/Facility Hours/Fee Structure**

The Office of Campus Recreation, Division of Student Affairs, or The University of Tennessee at Martin may at its sole discretion make such amendments to the rule and regulations, the fee structure, or facility hours at any time without prior notice or individual notice to each cardholder. Such amendments shall be binding for all cardholders.

### **3.13 Questions/Concerns**

For questions and/or concerns regarding any aspect of the recreational facilities or Campus Recreation, please contact us at 881-7745. We want your questions, comments, and suggestions.

## Section 4.....Emergency Action Plan

This Emergency Action Plan is intended to be used to protect all building occupants from serious injury, property loss, or loss of life in the event of an actual or potential major disaster.

### 4.1 Bomb Threat

In the event you receive a Bomb Threat, remain calm and get as much information in regard to the following:

- Document exact words of caller.
- Ask questions of the caller concerning the bomb.
  - Who are you?
  - What type of device is it?
  - When is it set to explode?
  - Where is it placed?
- Get description of caller.
  - Male or Female
  - Young, old, middle aged, or accent
  - Tone of voice, speech impediment
  - Is voice familiar?
  - Who did it sound like?
  - Time caller hung up
  - Background noises
  - Remarks
- Contact the Department of Public Safety immediately and give them any information you were able to obtain from the caller, as well as what time you received the call and where you are calling from.
- Inform your supervisor or department head.
- The police and the building manager will be responsible for building evacuation.
- If you are instructed to evacuate the building, move a safe distance away from the building. Do not re-enter the building until told that it is safe to do so by authorized personnel.
- If you should see a suspicious object or package, report it to the Department of Public Safety. **DO NOT TOUCH** it or move it in any way.

### 4.2 Earthquake

During an earthquake the following is recommended:

- First and foremost, stay calm. Think through the consequences of any action you take.
- If you are outdoors, stay outdoors: if you are indoors, stay indoors. Most injuries during quakes occur as people are entering or leaving buildings.
- If you are indoors, take cover under a heavy desk or table, in doorways, halls or against inside walls. Stay away from glass.
- If you are outdoors, move away from buildings and utility wires. The greatest danger comes from falling debris just outside of doorways or outer walls. Once in the open, stay there until shaking stops.

After an Earthquake:

- Be prepared for additional earthquake shocks called “after shocks”. Although most of these are smaller than the main shock, some may be large enough to cause additional damage.
- Stay out of severely damaged buildings. After shocks can shake them down.
- Check for injuries. Don’t attempt to move seriously injured persons unless they are in immediate danger of further injury.
- Don’t smoke. A cigarette could ignite gas leaks and cause an explosion. Don’t use candles, matches, or other open flames because of possible gas leaks. Douse all fires. Don’t turn on the lights.

Student Recreation Center occupants should evacuate the building to designated exterior meeting points.

- Primary: Front Entrance
- Secondary: North Parking Lot

### 4.3 Fights

In the instance of a physical confrontation, Patrons should immediately notify a student supervisor or professional staff member if available or call Public Safety at 7777.

### 4.4 Fire Evacuation

If you smell smoke or other unusual odors suggesting a possible fire, immediately call the Department of Public Safety at 7777 and notify the Office of Campus Recreation at 7745. If you discover an actual fire situation, you should:

- Alert other building occupants by immediately sounding the building fire alarm. To do this, pull a wall-mounted fire alarm pull station.
- Dial 911 and provide the location of the fire.
- Evacuate the building through the nearest exit. **DO NOT USE THE ELEVATOR.** Most stairways are protected from smoke and are the safest way out of the building.

Never assume a fire alarm is false. If you hear a fire alarm sounding, exit the building immediately. **DO NOT** re-enter the building until told it is safe to do so by either the police or the fire department.

### 4.5 Injury or Illness

In the event that you are injured or witness an injury, immediately contact the Department of public Safety at 7777 and notify the Office of Campus Recreation at 7745.

For a seriously ill or injured person, you should:

- Call 911 or inform a Campus Recreation employee or bystander to call. Make sure that the bystander waits to verify the 911 call has been completed and comes back to notify you when all calls have been completed.
- Give the 911 operator as much information as possible about the injury or illness and the location of the victim.
- AED’s are located next to the weight room on the first floor and next to the track on the second floor)
- Move an injured victim only if:
  - The scene is unsafe or becoming unsafe.
  - Another victim must be reached who may have a more serious injury or illness.
  - To provide proper care (i.e. someone has collapsed on a stairway and needs CPR, which must be performed, flat surface).
- Remain with the person until the police or emergency medical personnel arrive.
- If the injured person is an employee, contact their supervisor as soon as possible.
- Ensure that all witnesses remain at the scene of the accident. Get detailed witness statements from anyone who saw what happened.
- Ensure that all documentation is completed and that all paper documentation is given to professional staff.

#### 4.6 Missing or Lost Child

- If someone reports a child is missing, immediately contact the nearest staff member on duty or call Public Safety at 7777.
- Get a detailed description of the child from the reporting person.
  - What he or she is wearing
  - Who is responsible for the child
  - The child's parent/guardian's name if different from that of the child or reporting person.
- As designated, all available employees will monitor main entrances to the facility.
- The person reporting the missing child must remain on site to assist staff and speak with the Public Safety Officer responding to the emergency.
- If the child is found and appears to have been lost and unharmed, the child is reunited with the searching family member or guardian. Document who the child was turned over to.
- If the child is found accompanied by someone other than a parent or legal guardian, reasonable efforts to delay their departure will be used without putting the child, staff, or visitors at risk.
  - If possible, follow the person at a safe distance and record the direction of travel and any vehicle information if applicable.
  - Public Safety will be notified and given details about the person accompanying the child.

#### 4.7 Power Failure

During a power failure, patrons will be instructed to stop all activities.

#### 4.8 Tornado Information

Tornadoes can happen at any time. However, tornadoes are most likely to occur in the late afternoon on a hot spring day. The Department of Public Safety will monitor weather conditions utilizing the following resources to predict the potential for weather conditions causing the issuance of a tornado watch or warning.

- NOAA Weather Alert Radios
  - Weather Alert Web Sites
  - National Weather Service Alerts over Law Enforcement Inter-Agency Alert Systems
  - National and Local Television/Radio Stations
  - Local Emergency Management Alert Systems
- When weather conditions merit the issuance of such a watch/warning, the Department of Public Safety will by radio, telephone, and/or word-of-mouth:

**Tornado Watch** – Conditions are favorable for tornadoes to develop. Listen for further instruction and/or the sounding of tornado sirens. Stay alert for sudden strong winds, rain, hail, or a funnel-shaped cloud. **BE PREPARED TO TAKE SHELTER.**

**Tornado Warning** – A tornado has actually been sighted or indicated on radar. **TAKE SHELTER IMMEDIATELY!** All employees should secure their offices (if time allows) and take the shortest route to designated safe zones. Supervisors shall see that work areas are evacuated and all staff have vacated offices.

In the event of a Tornado, the following safety procedures are recommended:

- Avoid upper floors and especially the top floor of a multi-story building whenever possible. The upper floors receive the full force of the winds.
- Spaces in basement areas are better than locations on any other floor.
- Interior spaces – seek out spaces that form a part of a protected interior core, if possible.
- Avoid rooms with exterior walls, especially those facing south and west. Rooms facing north usually receive the least damage of all exterior rooms.
- A room that is completely interior protects against flying debris.
- Avoid interior partitions that contain glass.
- Avoid rooms containing windows.

- Avoid rooms with wide roofs that could collapse easily, such as the gym or lobby.
- People should be sitting with their faces to the wall, with their heads down, knees up and arms protecting their bodies and heads.
- If you are outside and you cannot get inside, crouch for protection beside a strong structure, or lie flat in a ditch or low-lying area and cover your head and neck with your arms or a piece of clothing.

**Note:** The Department of Public Safety gives the all-clear notification. Campus Recreation employees will assist in notifying patrons once word is received from Public Safety.

If the weather condition can be predicted far enough in advance, coordination between Campus Recreation and Public Safety will occur to possibly postpone, re-locate, or re-schedule any event that may be impacted.

#### **4.9 Unsafe Condition**

If you observe an unsafe condition that poses a threat of injury or property damage, you should contact the Office of Environmental Health and Safety at 881-7602 or via email at [safety@utm.edu](mailto:safety@utm.edu).

If the situation is critical and needs immediate attention, call the Department of Public Safety at 7777 or contact the Assistant Director at 881-7793. All unsafe conditions should be reported to avoid injury or property damage.