

Emergency Action Plan



CHRISTIANSBURG AQUATIC CENTER | 595 NORTH FRANKLIN STREET CHRISTIANSBURG, VA 24073

www.cacpool.com

(540)381-7665

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Staff Directory

Terry Caldwell, Director x.3102

Chrystal Jones, Operations Supervisor x.3114

Nate Destree, Aquatic Tournaments Coordinator x.3104

Scott Coppock, Customer Service Coordinator x.3111

Jilliann Kowalcik, Program Coordinator x.3105

Maddie Duke, Office Manager x.3110

Tyler Buquor, Lifeguard Crew Leader x.3108

In case of emergency, alternate contact phone numbers can be found on the T: Drive of the Town of Christiansburg's computer system, and/or at the front desk of the Christiansburg Aquatic Center.

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1.0 Emergency Evacuation Plan

1.1 Facility Responsibility

1.1.1 It is the responsibility of the Christiansburg Aquatic Center in cooperation with the Town of Christiansburg Emergency agencies to prepare plans whereby the facility patrons, or employees thereof, can be evacuated quickly in the case of an emergency. Causes for evacuation could be fire, bomb threats, explosions, active shooter, flood, severe thunderstorm, severe winter storm, hurricane, tornado, toxic fumes, electrical failure or structural failure. In an emergency, evacuation of the Christiansburg Aquatic Center, shall proceed as rapidly and safely as possible.

1.2 Plans Include

1.2.1 Authority

1.2.2 Evacuation Procedures/locations

1.2.3 Evacuation of Handicapped

1.2.4 Collection points (Parking Lot A, Christiansburg Recreation Center)

1.3 Evacuation Scenarios

1.1.1 Shelter In-place: Keeping patrons and staff members in place but securing the location for the emergency at hand. Example: Tornado and chemical release

1.1.2 On-site evacuation: Movement of patrons and staff members out of building and to Parking lot A, away from the Christiansburg Aquatic Center.

1.1.3 Off-site evacuation: Necessity, location, and method of off-site evacuation will be determined by the Emergency Services Coordinator.

1.4 Emergency equipment

1.4.1 Emergency equipment shall be tested at pre-determined times.

2.0 Emergency Procedures and Evacuation

2.1 General Information

- 2.1.1 The safety of the patrons and staff members at the Christiansburg Aquatic Center is the highest priority. The purpose of this directive is to provide procedures to be followed by the staff members in the event of an emergency.
- 2.1.2 In the event of an emergency at the Christiansburg Aquatic Center, Director/Manager (of his/her designee) will be notified as soon as possible regarding the situation and the response of it.
- 2.1.3 In the event of an emergency, the Christiansburg Aquatic Center Director/Manager, or designee, may require that all staff members on duty remain at work or return to work until the situation is no longer deemed an emergency.

2.2 Missing Child (Code Adam)

- 2.2.1 Staff Member who is alerted to a missing child alerts supervisor on duty.
- 2.2.2 Supervisor along with parent / guardian quickly survey the building and pools for the missing child.
 - 2.2.2.1 If child is not found, Code Adam is initiated.
- 2.2.3 Code Adam procedure, (Appendix E, 6.2) is executed.
 - 2.2.3.1 Parent/Guardian questioned according to 1-4 on Code Adam procedure.
 - 2.2.3.2 Front Desk Attendant makes “Code Adam” announcement over PA
 - 2.2.3.2.1 **Script: Attention Christiansburg Aquatics Center patrons, may I have your attention please. CAC staff please initiate Code Adam – I repeat Code Adam; we have a lost child named _____, age _____, with _____ hair and _____ eyes, weighs approximately _____ pounds and is approximately _____ tall, last seen wearing _____.*
 - 2.2.3.3 Supervisor on Duty (SD) notifies all staff - “Code Adam Alert – (child’s name).”
 - 2.2.3.4 Once child is reported missing, Supervisor on Duty calls CPD immediately, 911.
 - 2.2.3.5 Designated staff move to CAC perimeter positions, entrances are secured and other staff begin sweep
 - 2.2.3.5.1 Notify Front Desk (FD) whenever moving through and/or exiting an alarmed door.
 - 2.2.3.5.2 Each perimeter position notifies FD when in position.
 - 2.2.3.5.3 When all positions/locations are staffed, FD notifies the Supervisor on Duty
 - 2.2.3.6 Child found:
 - 2.2.3.6.1 If the child is found and appears to have been just lost and unharmed, the child is reunited with parent/guardian in the conference room.
 - 2.2.3.6.2 If the child is found accompanied by someone other than the parent/guardian, use reasonable efforts to delay their departure without putting the child, staff, or visitors at risk.
 - 2.2.3.7 The Code Adam page is canceled after the child is found or when advised by the CPD – notify the Supervisor on Duty and all staff.
- 2.2.4 Reporting supervisor completes incident report

2.3 Fire

- 2.3.1 Evacuate the area of the fire (always stay low if you are inside a building as smoke and heated gases collect near the ceiling first).
- 2.3.2 Activate the fire alarm.
- 2.3.3 Call 911, either from facility telephone system or personal cell phone if necessary, indicating the need for assistance from the fire department and law enforcement.
- 2.3.4 Evaluate the situation; determine quickly, if possible, the size, nature, and location of the fire within the facility.
- 2.3.5 The Christiansburg Aquatic Center Director/Manager, or designee, will designate a person or persons, to go to the best entrance to flag and direct the fire department vehicles to the scene.
- 2.3.6 Upon arrival of the fire department, the Christiansburg Aquatic Center Director/Manager or designee, shall establish contact with the senior fire department official and coordinate subsequent activities with them.
- 2.3.7 Make certain that all patrons and staff members are accounted for and safe. Move to other locations as required. A fire deemed in any way to be a threat to the safety of the patrons or staff members calls for evacuation to the outside area, in parking Lot A.
- 2.3.8 All windows and doors in the facility should be closed, and all electrical switches and breakers turned off. However, do not waste time doing this if the condition is an emergency.
- 2.3.9 Any of the steps above may be done simultaneously as the number of staff members on duty permits. The decision not to follow any of these steps is justifiable only when there is certainty that there is imminent danger.
- 2.3.10 If the fire is small, any of the Christiansburg Aquatic Center fire extinguishers may be used to put it out. This should be done by a staff member with proper training. Although there should be no hesitation regarding the use of the fire extinguishers, the fighting of any fire by a staff member should be undertaken only if there is imminent danger.
- 2.3.11 The Christiansburg Aquatic Center fire extinguishers are located as follows:
 - 2.3.11.1 *Upper hallway near lobby.*
 - 2.3.11.2 *Upper hallway near the Galley (kitchen).*
 - 2.3.11.3 *Beside the Lifeguard Office on the Competition Pool side.*
 - 2.3.11.4 *Next to Virginia Tech entrance on the Competition Pool Side.*
 - 2.3.11.5 *In the administration office copy room.*
 - 2.3.11.6 *Kitchen*
 - 2.3.11.7 *Multi-purpose room 1 (The Tide) closet*
 - 2.3.11.8 *Competition pump room*
 - 2.3.11.9 *Elevator electrical closet*
- 2.3.12 Ensure that no re-entry is attempted until authorized by the fire department.

2.4 Inclement Weather

- 2.4.1 See separate **Appendix B** for Hurricane and **Appendix C** for Severe Weather Plans

2.5 Illness or Injury

- 2.5.1 Minor
 - 2.5.1.1 Treat with medical supplies on hand
 - 2.5.1.2 Evaluate periodically to see if further medical attention is required
 - 2.5.1.3 Document treatments and evaluations on Injury and Rescue Report

- 2.5.1.4 Consult family members
- 2.5.2 Major
 - 2.5.2.1 Employ first aid techniques as trained, if needed. (Please see Attached Appendix A for detailed information).
 - 2.5.2.2 Contact 911, if immediate medical attention is required.
- 2.5.3 Death
 - 2.5.3.1 If a death occurs at the Christiansburg Aquatic Center, the following should be contacted immediately:
 - 2.5.3.1.1 *Call 911, request emergency assistance*
 - 2.5.3.1.2 *Once local law enforcement arrive; allow them to notify the family members.*
 - 2.5.3.1.3 *Notify the Aquatic Center Director/ Manager or designee.*
 - 2.5.3.1.4 *The facility director/manager, or designee will prevent unauthorized personnel from entering the area designated as a “safe zone”.*
 - 2.5.3.2 The body should not be moved or tampered with.
 - 2.5.3.3 All patrons should be moved to a part of the building or outdoors area away from the body.
 - 2.5.3.4 The patrons should only be told what is essential for them to know regarding what has occurred, but should be offered comfort and counseling as needed

2.6 Bomb Threats

- 2.6.1 General Precautions
 - 2.6.1.1 Any bomb threat should be treated as real until proven otherwise.
 - 2.6.1.2 Unidentified or suspicious objects should be reported to the authorities.
 - 2.6.1.3 Evacuation should be to parking lot A. The area to be evacuated to should be searched quickly before evacuation.
 - 2.6.1.4 Upon evacuation, all windows and doors should be left open, if possible, to minimize shock damage from blast.
 - 2.6.1.5 Upon arrival of law enforcement authorities the Aquatic Center director/manager, or designee, will assist with search (i.e.: unlocking doors, identify strange or suspicious objects.)
 - 2.6.1.6 The appropriate authorities should be consulted prior to re-entry into the building.
 - 2.6.1.7 See Appendix D 6.3 for threat information sheet
- 2.6.2 Telephone Threat
 - 2.6.2.1 The staff member that received the call should tell another staff member that a bomb threat is in progress so that:
 - 2.6.2.1.1 *The building or outdoor area must be immediately evacuated*
 - 2.6.2.1.2 *Local Law Enforcement must be contacted via 911.*
 - ***NOTE: Never move or touch unidentified or suspicious objects***
 - 2.6.2.2 The receiver of the call should maintain calm and keep the caller on the line as long as possible.
 - 2.6.2.3 Information should be recorded on the Homeland Security Bomb Threat Checklist, which can be found in **Appendix D 6.3**, and should be kept at all telephone locations in the building.

2.6.3 Written Threat

- 2.6.3.1 The staff member receiving the written threat should handle it as little as possible, (to preserve finger prints), and should save all materials including any envelope or other container.
- 2.6.3.2 Local Law Enforcement should be contacted first, followed by the Christiansburg Aquatic Center Director/manager and Supervisor on duty.
- 2.6.3.3 The building or outdoor area should be evacuated until it is determined that there is no longer a danger.
- 2.6.3.4 All materials involved in the threat should be turned over to the authorities.

2.7 Utilities and Maintenance Emergencies

2.7.1 Gas Leak

- 2.7.1.1 If any staff member or patron smells gas, act quickly.
- 2.7.1.2 Open windows immediately.
- 2.7.1.3 Call 911 and report the possible gas leak.
- 2.7.1.4 Do not turn any electrical switches on OR off. Eliminate all flames.
- 2.7.1.5 Do not return to the building until the fire department announces it safe.

2.7.2 Power Failure

- 2.7.2.1 The building’s emergency lights, if so equipped, would come on automatically.
 - 2.7.2.1.1 In the event of a power failure, the staff members on duty should contact the following:
 - 2.7.2.1.1.1 *Local Power Company (AEP). 1-800-956-4237*
 - 2.7.2.1.1.2 *The Aquatic Center Director/Manager or designee and supervisor on-duty.*

2.8 Active Shooter

- 2.8.1 In the event that an active shooter is identified in the Christiansburg Aquatic Center, any employee able should immediately go onto the paging system or the internal radio and announce, “**The skate park is now open**”.
- 2.8.2 Upon hearing the above notification, all employees should round up as many people in their immediate area and let them know that they are in eminent danger and need to respond immediately.
- 2.8.3 There are three options that can be used in this situation.
 - 2.8.3.1 RUN
 - 2.8.3.1.1 Based on the situation and surroundings quickly determine a viable escape route to exit the building and continue to move to a safe location.
 - 2.8.3.1.2 Leave ALL belongings behind
 - 2.8.3.1.3 Keep hands visible
 - 2.8.3.2 HIDE
 - 2.8.3.2.1 Find an area that is not visible to the shooter.
 - 2.8.3.2.2 Block the entrance and lock all doors to the hiding place.
 - 2.8.3.2.3 Silence any electronic devices that are on your person.

2.8.3.3 FIGHT

2.8.3.3.1 ONLY SHOULD BE USED AS A LAST RESORT!

2.8.3.3.2 The goal should be to incapacitate the shooter.

2.8.4 Call 911 when it is safe to do so. Critical information to share is:

2.8.4.1 Where the active shooter is located.

2.8.4.2 How many shooters there are?

2.8.4.3 Physical description of shooters.

2.8.4.4 What type and how many weapons the shooter is using.

2.8.4.5 How many potential victims are on the premises?

2.8.5 Once law enforcement arrives it is critical for all individuals to remain calm and follow directions.

2.8.6 Ensure that your hands are empty and visible. Raise hands and spread fingers.

2.8.7 Do not move quickly, reach to grab, begin pointing, or screaming.

2.8.8 Continue to evacuate quickly without engaging the officers or asking for help.

2.9 Emergency Evacuation

2.9.1 In the event of a fire, bomb threat, electrical, chemical, active shooter or other emergency that would require the evacuation of the building, all staff members should adhere to the following:

2.9.1.1 Call 911, indicating the need of assistance from the local Fire Department and Law Enforcement.

2.9.1.2 Make certain all patrons and staff members are accounted for and safe.

2.9.1.3 Evacuate all patrons and staff members to parking lot A

2.9.1.3.1 *Adhere to predetermined evacuation routes, if possible; however, do not hesitate to adjust these routes to avoid dangerous areas.*

2.9.1.3.2 *All patrons and staff members with special needs are to be assisted as needed.*

2.10 Public Relations

2.10.1 News media should NOT be contacted. If a news reporter is aware of what has occurred and solicits information, he/she should be referred to the Public Relations Director Melissa Demmitt @ (601)270-8457 (cell)

2.10.2 No filming or photography is to be allowed inside the building.

3.0 Appendix A - Serious Injury or Illness

(The immediate concern is to aid the sick or injured person. Proceed according to the following plan)

- 3.1 Do not move the victim, especially if their injury is the result of a fall, unless they are in a life threatening or dangerous environment.
- 3.2 Notify all qualified first aid persons in the Christiansburg Aquatic Center.
- 3.3 Treat immediately life-threatening injuries first in priority order:
 - 3.3.1 (Emergency 911 should be called first for each of the following):
 - 3.3.1.1 Breathing Emergencies
 - 3.3.1.2 Heart or Circulatory
 - 3.3.1.3 Severe Bleeding
 - 3.3.1.4 Shock
 - 3.3.2 Breathing Emergencies- Place victim on his/her back, loosen collar, remove any obstructions to the airway. Monitor the ABC's and treat for non-life threatening conditions.
 - 3.3.3 Heart or Circulation Failure- Perform CPR, obtain the AED, and make sure EMS has been alerted.
 - 3.3.3.1 AED's are located at:
 - 3.3.3.1.1 Front Desk
 - 3.3.3.1.2 Lifeguard office
 - 3.3.4 Severe Bleeding- Promptly apply direct pressure on the wound with your hands, using a clean cloth if one is available. If there are no fractures, elevate the wound. If bleeding is of a spouting or pumping nature, apply pressure to the appropriate arterial pressure point or apply tourniquet if available.
 - 3.3.5 Shock- Notify EMS. Lay the victim flat on their back, loosen clothing and cover with blankets.
 - 3.3.6 Other injuries/illnesses should be treated in priority with respect to threat to life.

4.0 Appendix B - Severe Weather Watches and Warning Procedures

- 4.1 The safe place designated by the Christiansburg Aquatic Center Director/manager is the pool level public locker rooms.
 - 4.1.1 All patrons will be moved to the designated location.
 - 4.1.2 Maintain flashlights and voice contact among staff members at all times.
 - 4.1.3 Direct all patrons to maintain a sitting or kneeling position with their head between their legs covering their head with their hands.
 - 4.1.4 Advise all patrons to wear their shoes.
 - 4.1.5 Make sure to do a head count before moving to a safe place, after arriving at a safe place and after leaving the designated area.
- 4.2 After absolutely certain that the storm has passed,
 - 4.2.1 Staff members should do a head count.
 - 4.2.2 Provide any necessary first aid and call 911 for any necessary response agencies.
 - 4.2.3 Check the complete building for any damages such as fire, water, or structural.
 - 4.2.4 Turn on and test utilities.
- 4.3 Notify the Director/manager or designee as soon as possible with update of conditions.
- 4.4 Notify all agents that services are needed.
- 4.5 Winter Weather
 - 4.5.1 In the event that Montgomery County, VA closes schools due to winter weather, prior to the beginning of normal daily operations, the Christiansburg Aquatic Center will postpone opening until 8 a.m.
 - 4.5.2 In the event the winter weather becomes an issue during the normal daily operations, the Director/manager or his/her designee will consult with the Town Manager to determine the facility schedule for the remainder of the day.
- 4.6 Severe Thunderstorm WATCH
 - 4.6.1 Advise all staff members of the weather condition.
 - 4.6.2 Monitor radio/television news for updates and/or the NOM Weather Radio.
 - 4.6.3 Modify outdoor activities to ensure that relatively quick access to shelter is available.
- 4.7 Severe Thunderstorm WARNING
 - 4.7.1 Advise all staff members of the weather condition.
 - 4.7.2 Monitor radio/television news for updates and/or NOM Weather Radio.
 - 4.7.3 Terminate outdoor activities and seek shelter.
 - 4.7.4 Monitor sky conditions. If you see a dark, funnel shaped cloud, seek shelter and if possible, call 911 and report it.
- 4.8 Tornado WATCH
 - 4.8.1 Take all precautions included in a Thunderstorm Watch and in addition:
 - 4.8.1.1 Upon approach of thunderstorms, cease any outdoor activity that would delay the seeking of shelter.
 - 4.8.1.2 Monitor sky condition. If you see a dark, funnel shaped cloud seek shelter and if possible, call 911 and report it.
- 4.9 Tornado WARNING
 - 4.9.1 Monitor radio/TV continuously
 - 4.9.2 Monitor sky conditions continuously. If you see a dark, funnel shaped cloud seek shelter and if possible, call 911 and report it.
 - 4.9.3 Turn off all utilities if time permits.
 - 4.9.4 Move all staff members and patrons to locker rooms.

4.10 Hurricane Plan

- 4.10.1 The safe place designated by the Christiansburg Aquatic Center Director/manager is the pool level public locker rooms.
 - 4.10.1.1 All patrons will be moved to the safe location.
 - 4.10.1.2 Maintain voice contact among staff members at all times.
 - 4.10.1.3 Direct all patrons to sit on the floor in designated area, not in front of doors.
 - 4.10.1.4 Advise all patrons to wear shoes.
 - 4.10.1.5 Make sure to do a head count before moving to safe place, after arriving at safe place, and after leaving designated area.
- 4.10.2 After absolutely certain that the storm has passed, staff members should do a head count and check the complete building for any damages such as fire, water, or structural.
- 4.10.3 Notify the Director/manager as soon as possible with an update of conditions.
- 4.10.4 Notify all agents that services are needed.

5.0 Appendix C - Hazardous Materials Accidents

- 5.1 Evacuate the area immediately.
 - 5.1.1 Do not turn any electrical switches on or off.
 - 5.1.2 Eliminate all open flames.
 - 5.1.3 Evacuation should be to an area (if possible) upwind and uphill of the Christiansburg Aquatic Center.
- 5.2 Call 911, and report that there has been a Hazardous Materials Spill.
- 5.3 Do not attempt to contain, touch, or identify (if unknown) the hazardous material.
- 5.4 Do not attempt to rescue someone who has been overcome by fumes.
- 5.5 If a patron or staff member has had contact with chemicals; the chemicals should be washed off immediately.
- 5.6 Do not return to the building until authorized to do so by the Fire Department.

6.0 Appendix D – Forms
6.1 Injury/Rescue/First Aid Report



CHRISTIANSBURG AQUATIC CENTER –REPORT FORM
Injury/Rescue/First Aid Report Form



Name of Injured _____ Age _____ DOB _____
 Address _____ Phone _____

Time _____ AM/PM Day of the Week _____ Date _____
 Rescue Injury Medical Emergency First Aid

Pool/Area where Injury/Rescue occurred: (circle all that apply)
 Alligator Slide Big Slide Leisure Therapy Diving Board Competition Locker Room Deck

Additional Details of Location: _____ _____	Sketch of Location: (if needed)
--	------------------------------------

If PRE-EXISTING Condition:
 Condition: _____ Care Given: _____
 Victim Signature: _____ (ONLY if pre-existing condition)

EMS Called? Yes No Did they leave with EMS? Yes No

Med History:
 Diabetes Heart Disease High BP Asthma
 Seizure Blood Sugar Other: _____

Allergies: _____ Meds: _____

Apparent Nature of Injury
 Abrasion Cut Sprain Bruise
 Dislocation Concussion Fracture Other
 Specify: _____

Part of Body Injured
 Abdomen Mouth Face Nose
 Tooth Back/Head L/R Eye L/R Foot
 L/R Shoulder L/R Wrist L/R Leg L/R Ankle
 L/R Ear L/R Hand L/R Arm Other
 Specify: _____

Description of EVENT and circumstances leading up to incident/rescue:

Action taken/assistance given: _____

Does Maintenance/Safety Coordinator need to be notified of a Safety issue or concern? Yes No
 Describe issue /concern: _____

CAC Staff working with injury or rescue: _____ (Please Print)

REFUSAL OF CARE BY INJURED PARTY: _____ Date _____

Injured Signature: _____ Date _____
Witness Signature: _____ Date _____

CAC Staff performing care/filing report: _____ (Please Print) Date _____
Supervisor Signature: _____ Date _____

6.2 Code Adam

Code Adam Procedures

If a Parent/Guardian approaches a staff member and reports a child missing, follow these steps.

<ol style="list-style-type: none"> 1. Ask the following <ol style="list-style-type: none"> a. Would you like us to page the person or are you requesting assistance to locate a lost child? b. What is the child's name? _____ c. How long ago did you see the child? _____ d. Where was the last place you saw the child? _____ e. Did you check the area where the child was last seen? YES / NO f. Get a detailed description of the child <ol style="list-style-type: none"> i. Name _____ ii. Hair Color _____ Eye Color _____ iii. Approximate Weight _____ and Height _____ iv. What is the child wearing (remember to ask shoe color and style) _____ 2. Contact a member of the Supervisory Staff to initiate a Code Adam (Provide description of child.) 3. Advise Parent/Guardian that we are a "Code Adam" facility – which means "we have a procedure in place to help assist with situations such as this." 4. Escort the Parent/Guardian to the Conference Room.

5. Front Desk Attendant makes "Code Adam" announcement over PA – *script below**
6. Supervisor on Duty (SD) notifies all staff - "Code Adam Alert – (child's name)."
7. Designated staff move to CAC perimeter positions and other staff begin sweep – *refer to EAP areas.*
 - a. Notify Front Desk (FD) whenever moving through and/or exiting an alarmed door.
 - b. Each perimeter position notifies FD when in position.
 - c. When all positions/locations are staffed, FD notifies the Supervisor on Duty.
8. Once child is reported missing, Supervisor on Duty calls CPD immediately, 911.
9. If the child is found and appears to have been just lost and unharmed, the child is reunited with parent/guardian in Conference Room.
10. If the child is found accompanied by someone other than the parent/guardian, use reasonable efforts to delay their departure without putting the child, staff, or visitors at risk.
11. The Code Adam page is canceled after the child is found or when advised by the CPD – notify the Supervisor on Duty and all staff.
12. Supervisor on Duty completes Incident Report.

<p><i>*Script:</i> Attention Christiansburg Aquatics Center patrons, may I have your attention please. CAC staff please initiate Code Adam – I repeat Code Adam; we have a lost child named _____, age _____, with _____ hair and _____ eyes, weighs approximately _____ pounds and is approximately _____ tall, last seen wearing _____.</p>

6.3 Incident Report



Incident Report Form

Name of Victim: _____ Age: _____ Date: _____ Time: _____

Name of Parent/Guardian: _____ Phone Number: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Location of Incident (Flip over and Sketch if necessary):

Describe the Incident:

Immediate Action taken:

Staff Members Present during Incident:

Staff Member: _____ Signed: _____

Staff Member: _____ Signed: _____

Staff Member: _____ Signed: _____

Name of Rescuer: _____ Signed: _____

Supervisor on Duty: _____ Signed: _____

Follow up (Admin Only). Was this person contacted after the rescue? Yes No

How was this person contacted? _____ Name: _____ Signed: _____

Other follow up action: _____

6.4 Exposure Incident Report (Bodily Fluids)



Exposure Incident Report Form

Supervisors Name: _____ Date Reported: _____

Related Operating Procedures Reviewed: Yes No

All Affected Employees Notified: Yes No

Employee Information:

Employee Name: _____ Date of Birth: _____

Social Security Number: _____ Job Title: _____

Phone Number: _____

Date of Exposure: _____ Time of Exposure: _____ AM PM

Hepatitis B Vaccination Status: _____

Location of Incident: _____

Bodily Exposure Information:

Part of body to which exposure occurred (Describe fully):

Decontamination:

Soap and Water Disinfectant Towelettes 10% Bleach Solution

Other(describe): _____

Describe what job duties you were performing when the exposure incident occurred.

Describe the circumstances under which the potential exposure incident occurred.

6.5 Bomb Threat (from the Department of Homeland Security)

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/level of noise) _____
- Estimated age: _____
- Is voice familiar? If so, who does it sound like? _____
- Other points: _____

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