

Emergency Action Plan

Winona Family YMCA
207 Winona Street
Winona, MN 55987



Approved by Board of Directors on 9/19/19

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PURPOSE

The Winona Family YMCA is committed to quality, which includes providing the safest and healthiest

environment for everyone who enters a Y facility. In emergency situations, our first concern is always the safety of all people involved. By working to assure their safety, we are also assuring the vitality of our Association and the success of our mission. The basic procedures presented in this booklet are meant to complement your departments unique set of emergency procedures, which relate directly to local conditions, programs and facilities. Thank you for continuing to create a safe environment for the kids, families and communities our Y serves.

TELEPHONE NUMBERS

Fire/ Police/ Ambulance/ Emergency Assistance 911
Non Emergency Assistance/ Suspicious Activity 507-457-6302

Winona County Department of Human Services 507-457-6200
National Suidide Prevention Lifeline 1-800-273-8255
Poison Control 1-800-222-1222

EMERGENCY PHONE INFORMATION

Inform emergency personnel of the following information:

Location of incident
Telephone number you are calling from
Your name/title
What happened
Numbers and conditions of victims
What is being done for the victims

Any time you call the Police, Fire or EMS, notify the Front Desk staff to ensure that they are prepared for the arrival of emergency vehicles. After the emergency situation has been handled, notify your supervisor or CEO.

STAFF RESPONSIBILITIES

This Emergency Action Plan (EAP) establishes guidelines for all reasonably foreseeable workplace emergencies. Think ahead of time what unfortunate incidents might occur. Emergencies will be rare if proper care is taken.

Because each emergency situation involves unique circumstances, the guidelines provide general guidance only.

Thoughtful actions based on situation assessment are always required when responding to an emergency. It is also important to note that emergency guidelines do not necessarily represent sequential series of steps.

<p>Special Note: Safety and health are the overriding priorities in all emergency situations. Think before you act and if you see something, say something!</p>

GENERAL RESPONSIBILITIES

1. Prevent an incident before it happens.

2. Handle the situation using guidelines outlined in the booklet.
3. Notifying the appropriate people after the situation with an incident or accident report.

OUTSIDE COMMUNICATIONS/ MEDIA RELATIONS

No employee should speak to any member of the media or inquiring person regarding an incident or other event of interest. It is extremely important the Marketing & Communications Coordinator or CEO effectively communicates sensitive information to the community. If staff are asked questions related to an event of interest they should state they are not authorized to speak to the media, and refer the person to contact the Marketing & Communications Coordinator or CEO.

In the event of an incident, crisis or emergency the following process of notification should take place:

1. The Program Director shall be notified of the situation.
2. The Program Director will inform the CEO & the Marketing & Communications Coordinator. If necessary the Program Director will inform other staff/ volunteers.
3. The CEO or the Marketing & Communications Coordinator will initiate any additional communication for notification.

Considerations of YMCA Staff:

1. Gather as many facts about the incident as possible. Specific details included.
2. Be polite but firm in directing individuals away from the incident ensuring privacy for the individual(s) involved.
3. Do not allow media to access the YMCA facility or program spaces without escort and the knowledge of the CEO.
4. Be cognizant of the presence of cell phones and recording devices.
5. Never give out misleading, personal or speculative information.
6. Do not speak on behalf of the Winona Family YMCA.

NOTE: For your protection, remember when you publish your opinions via a blog or social media site, you are legally responsible for your commentary. Exercise caution with regard to exaggeration, colorful language, guesswork, obscenity, copyrighted materials, legal conclusions, and derogatory remarks or characterizations.

GENERAL EMERGENCY PROCEDURES

This overview of our Association's Emergency Procedures is intended to be a handy reference in the proper handling of emergencies at our YMCA and program sites.

The following steps are taken for GENERAL EMERGENCIES:

1. Staff are made aware of the emergency or injury. Immediately using the phone system, calmly issue a page calling all staff to the site of the emergency.
 - a. "All staff to the small gym"
 - b. "All staff to the large pool deck."
2. The first staff person to the location of the emergency is the lead responder. This individual assesses the emergency and directs the appropriate response.
3. If applicable, gather enough information to effectively call 911.
You may need to dial 9-9-1-1, check with your supervisor.

When calling for assistance:

- a. Properly identify who you are and where you are calling from.
 - b. State the nature of the emergency.
 - c. Give the exact location and confirm address.
 - d. Provide as many details as possible.
 - e. Be the last to hang up.
 - f. Avoid driving an injured party to the hospital.
4. Additional staff respond as directed, gathering medical supplies, AED, Incident Report, leading EMS to situation. Managing the privacy for the victim and proper control of the building and programs.
5. Serious incidents may require additional verbal reporting to Y upper management.

Do all you can to contain the negative effects of the emergency. Be aware that additional security and extra caution may be required following certain emergencies. Thoughtful implementation of emergency procedures requires both practice and knowledge. The skillful handling of emergency situations can lessen their unpleasant aspects and reinforce our commitment to the health and safety of all those in our care.

Incident Reports are not public information, but for Y's use only. DO NOT GIVE OUT INCIDENT REPORTS TO ANYONE. IF SOMEONE IS PERSISTENT, refer them to your supervisor, Business Services Director or CEO.

WORKERS' COMPENSATION INCIDENTS

For any injury or illness on the job, fill out an Incident Report as in the case of any other accident or incident. If known, indicate whether the employee returned to work, or was unable to continue. Our Business Services Director will report it to our Worker's Compensation carrier.

Please report all employee incidents within 24 hours. NOTE: This coverage applies only to employees injured or became ill in the course of their employment.

Advise employees not to pay for any bills and to notify service providers that visit is for Workers Compensation claim and to refer all service provider inquiries to the Insurance Administrator. If you have a question on any insurance risk management incident or claim, contact Business Services Director at 507-454-1520.

AUTOMATIC EXTERNAL DEFIBRILLATOR (AED)

An AED, or automated external defibrillator, is used to help those experiencing sudden cardiac arrest. It's a sophisticated, yet easy-to-use, medical device that can analyze the heart's rhythm and, if necessary, deliver an electrical shock, or defibrillation, to help the heart re-establish an effective rhythm.

The AED units are located:

1. By the on-site laundry area near the back door on 4th Street, mounted on the wall behind the Member Services desk.
2. In the Wellness Center, mounted on the wall in between the strength and cardio areas.

In an emergency requiring AED use:

1. Call 911, begin CPR until an AED arrives & notify the 911 dispatcher an AED is being used.
2. The AED prompts will instruct responders.
3. The AED should remain in use until EMS providers arrive and take over the care of the patient. Always use protective equipment (disposable gloves and face shield or pocket face mask) when performing first aid.

ALARMS

The alarm system shall provide warning for necessary emergency action or for reaction time for safe escape of all individuals. There are two kinds of Emergency Alarms at the YMCA.

1. FIRE ALARMS. Upon discovery of fire, hazardous spill, or sound of fire alarm, all YMCA personnel, whether on duty or not, need to take the following actions:
 - a. Pull the nearest fire alarm (if not sounding).

If NOT a false alarm;

- a. Call fire department – 911
- b. Employees in the immediate vicinity should attempt to fight the fire with the closest extinguisher – ONLY if there is not a threat of injury. If the fire is out of control, abandon efforts and evacuate the building.
- c. Evacuate the building in an orderly manner.
Direct participants in appropriate evacuation routes.
- d. Leave lights on and close the doors.
- e. Do NOT allow participants to re-enter the building until you are given the all clear by the fire department, Director. At this time, staff will re-enter the building first and assume the positions of responsibility before the participants resume their activities. If child care, is in the building roll call by instructor is necessary.

If a false alarm is called;

- a. Silence alarm and follow reset procedures
- b. An incident report must be filled out immediately.

2. EMERGENCY EXIT ALARMS. These alarms are placed on various doors to help control traffic flow. They may also help alert staff of an emergency in that area. If the alarm sounds; a. The nearest staff person should obtain a key (master is located at Front Desk) and quickly move to the door that is alarming. b. Staff should shut off alarm. c. Staff should investigate why the alarm sounded. d. If there is an emergency, alert other staff to follow their emergency assignments. a. If no emergency, let the staff know and reset door.

FIRE EXTINGUISHERS

Fire extinguishers are located:

1. Basement:
 - a. Youth Center
 - b. Kitchen
 - c. Both exit hallways
 - d. Filter room
 - e. Pump room
 - f. Maintenance supply hall
 - g. Boiler room
 - h. Maintenance shop
2. 1st Floor:
 - a. Main office
 - b. Main hallway
 - c. Men's locker room
 - d. Women's locker room
 - e. Racquetball balcony
 - f. Racquetball hallway
 - g. Large pool/emergency exit
3. 2nd Floor:
 - a. Community Room hallway
 - b. Ladies restroom hallway
 - c. Water cooler hallway
 - d. Multi-purpose room hallway
 - e. Strength area by stairs/gym doors
 - f. Weight room

ACTIVE SHOOTER/ ARMED INTRUDER

If you are aware of an incident/intruder, are not directly involved, and can safely leave the building without being observed, do so. Immediately call 911 and do not confront intruders.

1. RUN and escape, if possible.
 - Get away from the shooter(s) it the top priority.
 - Take as many people with you, that will evacuate. Members are likely to follow the lead of employees & leadership.
 - Warn & prevent individuals from entering an area where the shooter may be.
2. HIDE, if escape is not possible. Seek shelter in a room that you can lock or barricade.
 - Remain silent and still, including silencing cell phones and electronic devices
 - Make sure you are out of view.
 - Do not leave your hiding place or open the door to anyone.
3. FIGHT as an absolute last resort.

AQUATICS EMERGENCY

The Aquatics Safety Plan is designed to assist the employees and patrons to understand and know what to do in the event of an emergency. The following items are covered in the Aquatics Safety Plan for the Aquatic Center pool area: Facilities Characteristics, Staffing Plan, Emergency Response & Communication Plan, Preservice Training Plan for LG's, In-Service Training and Biohazard Action Plan.

Special Note: The pool can only be reopened by the permission of the Aquatics Coordinator or the CEO.

Guards: Refer to the Aquatics Safety Plan

Front Desk: Upon hearing of the aquatics emergency, Front Desk should adhere to the following protocol.

1. Page an all staff alert to location on pool
2. Call 911, instruct them to the Winona Street entrance
3. Stay on the phone, do not hang up unless instructed to by operator
4. Direct EMS to situation

Additional Staff: Upon hearing of the aquatics emergency, additional staff should adhere to the following protocol.

1. Bring AED to pool
2. Ensure EMS has been called and/or bring more information to Front Desk
3. Clear route for EMS upon arrival
4. Aid patrons in evacuating the pool (such as chair lifts)
5. Clear patrons off pool deck & away from situation
6. Notify Aquatics Coordinator, your supervisor, and CEO
7. Grab towels or other emergency supplies as needed
8. In consideration of the situation, keep crowds and gawking from forming around windows as best as possible.

BLOOD-BORNE DISEASES AND INFECTIOUS DISEASES

Employees are urged to take Universal Precautions, which means treating all blood and bodily fluids as if they are contaminated. If exposed, it is important to wash your hands with soap and warm water for at least 30 seconds. Using a hand sanitizer is not as good as washing with soap and warm water and even if gloves are worn, you still need to wash after handling potentially infectious body fluids. HBV and HCV can be spread through bodily fluids and if ever contracted, symptoms of HBV infection are often like the flu with headaches, nausea, fatigue and fever. The HIV virus can live outside the body on environmental surfaces for at least one week – and still cause infection. Even if a co-worker or member is bleeding heavily, you should take time to put on gloves. If you are exposed to a BBP, you should notify your supervisor immediately and complete an Incident Report.

All employees should know where the First Aid Kit is in their department and be sure that there are gloves and other protective equipment that fit. It is important to remember that it is the visible blood that we need to be concerned about and only if it gets into an open cut, or broken skin, or into eyes, nose or mouth.

To recap, if you are exposed:

- Wear necessary protective clothing, i.e. gloves, goggles, masks.
- Wash hands and arms thoroughly with non-abrasive soap and water immediately after exposure.

- Notify maintenance staff if area needs to be cleaned or decontaminated.
- Employees should notify their supervisor immediately if they are injured.
- Employee should follow up with a medical professional if an unsafe exposure has taken place.

BOMB THREAT

<p>Telephone Threat: <u>Do Not Hang Up The Phone</u></p> <p>Write down the following information:</p> <ul style="list-style-type: none"> -Specific location -Type of Bomb -Record time of call -Detonation time -Reason for placing the bomb -Voice characteristics of caller -Background sounds 	<p>Written Threat:</p> <p>Preserve the written note until the police can photograph walls or save the paper.</p> <p>Prevent others from observing threat. Blocking off areas.</p>
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1. The staff person receiving the bomb threat (or other threatening call) should attempt to gather as much information from the source of the threat as possible.
2. Have a fellow employee call 911 to report a bomb threat in progress – or if necessary, do so yourself.
3. Contact your direct supervisor, director or coordinator, or CEO.
4. The CEO, together with the police, will make a decision whether to evacuate. If evacuation is necessary, use the same evacuation procedures as fire evacuation.
5. Do NOT touch or disturb any object that looks suspicious.
6. The designated responders will sweep the building and look for anything suspicious. If a suspicious item is found, (i.e. unusual or unexplained package, box or envelope), police will investigate.

CHILD ABUSE SUSPICIONS

When YMCA staff begin to suspect abuse or neglect, they are required to notify their supervisor, Child Protective Services (CPS) and/or the police.

1. The employee will determine if there is an immediate need for safety.
 If the child is in danger when they leave the YMCA program than a report must be made to CPS and/or the police immediately. After making this report the employee should notify their supervisor that the report was made.
 If the child is not immediately in danger, the employee may contact their supervisor prior to filing the report with CPS and/or the police.
2. An employee should document the information they observed and/or what they were told, as well as the fact that a report was made. This documentation should be given to their supervisor. The supervisor should give to the HR Generalist to file.
3. The YMCA shall make all efforts to protect the confidential nature of such reports, therefore the employee should only speak to their supervisor about the information contained within the report.

The YMCA does not discourage, inhibit, penalize or otherwise impede any staff member from reporting any suspected or alleged incident of child abuse or neglect. All staff are required to complete the online training during the orientation period.

Rules against any staff member who committed an act of child abuse or neglect. This includes inappropriately picking up of children, for example, not using two hands to pick them up or not placing hands underneath arm pit area when picking up or withholding food and/or water from any child.

CONCUSSION & HEAD INJURY

All youth sports coaches and volunteer coaches are required to complete the online concussion training and certification “Heads Up” through the CDC Injury Center website. For Morrie Miller volunteer coaches, their concussion training and certification is built into the USA Football “Heads Up” online training for youth tackle football.

Should a child sustain a bump or blow to the head the following procedures will be followed:

1. Immediately notify parents of the accident
2. Discuss the signs and symptoms with parents
3. Notify your supervisor
4. Complete an accident report.

If the child is **NOT** displaying signs or symptoms of a concussion they can return to the activity.

1. Monitor their behavior watching for signs or symptoms of a concussion.
2. If signs or symptoms begin to appear, follow the procedure for when signs and symptoms of a concussion are present.

If signs or symptoms of a concussion **ARE PRESENT** at the time of the accident **OR BECOME VISIBLE** upon re-admittance to class, practice or game:

1. The child will be removed from play immediately.
2. Notify the parent/s to make them aware of the signs and symptoms being displayed and recommend that the child be taken to a hospital/clinic for evaluation.
3. Notify your supervisor immediately.
4. Complete a YMCA accident report.

Follow-up

1. Your supervisor will follow up with parent/s to inquire how the child is doing and to inform the parent that we will need a doctor’s note before the child can return to class, practice, or game play.
2. When the doctor’s note is received by your supervisor, they will notify YMCA staff and/or volunteers that the child can return to play.
3. YMCA staff and/or volunteers are not allowed to let a child return without your supervisor’s authorization.
4. If signs or symptoms of a concussion become present once the child has left the YMCA, while at home it is the parent’s responsibility to notify the YMCA that their child was displaying signs and/or symptoms of a concussion at home.

The YMCA will not allow the child to participate in class, practice, or game play until a doctor's note is received authorizing the child to resume play.

CANCELLATION & CLOSINGS

The YMCA will make every effort to keep its facilities and programs available to our members. However, if conditions become extreme, the following policies are in effect.

1. Programs.

- a. If the school district cancels school, Before and After School Care will still be open.
The Winona Family YMCA operates a snow day program, and children must be pre-registered.
- b. If the YMCA is open and instructors can get to the YMCA, classes will be held.
- c. If the inclement weather occurs in the evening or on the weekend, the decision to cancel will be made by the CEO.

2. Facility.

- a. The building will typically remain open, even if we cancel classes. However, if conditions/staffing become extreme, we will close our building. The decision to close will be made by the CEO.

Procedures to Notify Members of Cancellation/Closing:

- a. Contact radio station.
- b. Child Care will contact class participants by telephone.
- c. Record voicemail message for incoming participant calls.

NOTE: The YMCA does NOT refund fees due to inclement weather.

CHEMICAL SPILLS & HAZARDOUS MATERIALS EMERGENCIES

- In case of Hazardous Chemical spill contact Maintenance immediately.
- Call 911 if needed.
- Evacuate facility if danger exists.
- Seal off area of leak or spill.
- All containers are to be adequately labeled with correct contents and warning.
- All hazardous chemicals that come into the building have a Safety Data Sheet (SDS). These sheets are to be kept in the SDS Book in the business office and in maintenance.
- Leave no chemical containers out where they can be accessible to others.

DISORDERLY CONDUCT

- Remember to stay calm.
- Try to have a second staff person with you.
- Staff should not use force or incur danger.
- Remove and/or separate the member to an area away from other members when possible.
- Attempt to calm the situation. Do not take sides during the initial conversation.
- Should an altercation occur between two members, contact local police for support if necessary.
- Document the situation on an Incident reporting form. See if security video is available.
- Discuss the situation with branch leadership to decide if any further action needs to be taken.

EVACUATION OF BUILDING

Building occupants are to evacuate the building when the fire alarm sounds or when directed to do so. Upon the sounding of a fire alarm or other evacuation alarm, all building occupants shall immediately leave the building and proceed to your emergency evacuation assembly area. Upon discovery of fire, hazardous spill, or sound of a fire alarm, all YMCA personnel, whether on duty or not, need to take the following actions:

1. Assess the situation. Find out what evacuation is necessary to best accommodate the circumstances.
2. If safe to do so, broadcast (by voice or communication system) to all staff, members and guests that the building is being evacuated.
3. Pull a fire alarm (if not sounding) to initiate a building evacuation.
4. Proceed to an exit quickly. As staff, our members and guest will look to you for direction.
5. Get some distance from the building.
6. Check with responders or authorities to let them know you are safe & what next steps are involved.
7. Get clearance from emergency responders to re-enter the building.

INCLEMENT WEATHER

WATCH VS WARNING

THUNDERSTORMS/ SEVERE WEATHER/ LIGHTING/ TORNADO

WATCH Severe conditions developing. Be alert and ready to end all activities.

If a severe weather watch is issued for the Winona Area, the weather watch is monitored very closely. Directors, Coordinators, Supervisors and Leads will advise staff of weather conditions and test flashlights.

WARNING Danger imminent. Take cover in designated areas.

When severe weather conditions present an immediate danger to the city of Winona, the sirens are sounded throughout the city. The following plan is to be put into action immediately:

- Make an announcement asking all participants to move to the lower level of the building
- No one is allowed to occupy the upstairs—all activity is stopped.
- Flashlights, first aid kits, spill kits and class rosters need to be brought from each program area to the lower level.
- All occupants of the building must remain in the designated area until an all-clear signal is given.
- Phone usage is permitted.

THUNDERSTORMS

Indoors: The indoor pool(s) will remain open. It is expected the center staff will be responsible for the monitoring of the weather in their area and respond appropriately.

Outdoors: All outside activities and programs will immediately stop and will remain stopped until 30 minutes past last lightning strike. NEVER leave program participants unattended.

SEVERE WEATHER

Indoors: Stay away from windows if you are in a severe thunderstorm warning and damaging winds or large hail is approaching. Do not go to large open rooms such as cafeterias, gymnasiums or auditoriums.

Outdoors: Go inside a sturdy building immediately if severe thunderstorms are approaching. Sheds and storage facilities are not safe. Taking shelter under a tree can be deadly. The tree may fall on you. Standing under a tree also put you at a greater risk of getting struck by lightning.

LIGHTNING

Indoors:

There are three main ways lightning enters structures: a direct strike, through wires or pipes that extend outside the structure or through the ground. Once in a structure, lightning can travel through the electrical, phone, plumbing, and radio/television reception systems. Lightning can also travel through any metal wires or bars in concrete walls or flooring.

- Stay off corded phones. You can use cellular or cordless phones.
- Don't touch electrical equipment such as computers, TVs, or cords. You can use remote controls safely.
- Avoid plumbing. Do not wash your hands, take a shower.
- Stay away from exterior windows and doors, doors that might contain metal components leading from outside to the inside.
- Stay off roof or balconies.
- Do not lie on concrete floors or lean against concrete walls.

Outdoors:

30-30 rule. After you see lightning, start counting to 30. If you hear thunder before you reach 30, go indoors. Suspend activities for at least 30 minutes after the last clap of thunder.

- Avoid open fields, the top of a hill or a ridge top.
- Stay away from tall, isolated trees or other tall objects. If you are in a forest, stay near a lower stand of trees.
- If you are in a group, spread out to avoid the current traveling between group members.
- If you are camping in an open area, set up camp in a valley, ravine or other low area. Remember, a tent offers NO protection from lightning.
- Stay away from water, wet items, such as ropes, and metal objects, such as fences and poles. Water and metal do not attract lightning but they are excellent conductors of electricity. The current from a lightning flash will easily travel for long distances.

TORNADO

Acting quickly is key to staying safe and minimizing impacts. Tornadoes are an active threat to the personal safety of our members and guests.

Indoors:

When the EMS Siren is activated, front desk will make the following announcement:

“Attention YMCA members & guests, there is an active tornado in the area.”

“Everyone must immediately and carefully proceed to the Youth Center, located in the basement.”

All staff will assist with guiding members and guests to the tornado shelter location quickly and calmly.

All areas must be cleared of patrons. Do not go find safety in large open rooms such as gymnasiums. If anyone refuses to seek shelter in the Youth Center they must immediately leave the premises.

Afix sign to the YMCA front door, alerting any person seeking shelter to make their way to the Youth Center.

Everyone must remain in the Youth Center until the "All Clear" order is given by the senior staff on site.

Outdoors:

Seek shelter inside a sturdy building immediately if a tornado is approaching. Sheds and storage facilities are not safe. Neither is a mobile home or tent. If you have time, get to a safe building.

POWER OUTAGE

In the event of a power outage the YMCA's Emergency Lighting System will turn on. These are temporary battery powered units that will eventually shut off.

In the event of a power outage lasting longer than 30 minutes, the YMCA must be evacuated until the power can be restored.

To report a power outage or other electrical emergency such as a downed wire, pole accident or tree limb on a wire, call Xcel Energy.

ROBBERY

When a robbery is in progress both robber and victim share two objectives: (1) to act calmly, and (2) for the robber to leave the scene as quickly as possible. For the victim, staying calm but not excessively friendly to the robber reduces the chance of being physically harmed and increases the opportunity to make observations about the robber that may assist the police.

1. Do not argue or try to resist. Follow the robber's instructions. Your safety and the safety of everyone in the area is our primary concern.
2. Turn over items demanded.
3. Focus intently on any characteristics of each robber: physical characteristics, patterns of speech or movement, any names of persons or places that may be mentioned. Memorize as many details of the robbers and the robber as possible.
4. Refrain from pursuing the robber in order to avoid further endangering the victim as well as any bystanders, but observe the robber's route in order to provide any further identifying information.
5. Call the police (911).
6. Give medical attention to anyone who may have been injured when the crime was committed.
7. Notify your supervisor and/or CEO.
8. Gather your recollections about the incident, writing down any crucial facts that will help recall the event. Prepare the written report.

THEFT

EMPLOYEE:

Employee theft is defined as any stealing, use or misuse of an employer's assets without permission. Some of the assets included: Money, Time, Supplies, Merchandise/ Company Property and Information. If you are convicted of employee theft or crimes, the penalties will vary based on the assessed value of what is stolen or misuse of assets.

UNKNOWN:

Unknown theft is defined as stealing or misuse of YMCA property, a member or guest items. The Winona Family YMCA takes no responsibility for lost or stolen items, secured or unsecured. If you are convicted of employee theft or crimes, the penalties will vary based on the assessed value of what is stolen or misuse of assets.

VOMIT/ FECAL CONTAMINATION

Aquatics Area:

1. Clear patrons and guests from contaminated pool (alternate pool can stay open)
2. Remove the large chunks from water with net
3. Leave net in contaminated pool
4. Notify front desk with description of situation - they will contact Maintenance
5. Contact Aquatics Coordinator to notify of situation
6. Wait for instructions from Maintenance or Aquatics Coordinator in regards to re-opening contaminated pool
7. One guard must stay on deck in closed pool

All other areas of building:

1. Clear patrons and guests from contaminated area
2. Notify front desk with description of situation - they will contact Maintenance
3. Contact your department head to notify of situation
4. Wait for instructions from Maintenance or department head in regards to re-opening

Emergency Action Plan Acknowledgement

I have received my copy of the EAP (Emergency Action Plan).

This action plan describes important information about Winona Family YMCA emergency action plan, and I understand that I should consult my supervisor regarding any questions not answered in the handbook.

This emergency action plan and the policies and procedures contained herein supersede any and all prior practices, oral or written representations, or statements regarding the terms and conditions of my employment with Winona Family YMCA. By distributing this handbook, Winona Family YMCA expressly revokes any and all previous policies and procedures that are inconsistent with those contained herein.

I understand that, any and all policies and practices may be changed at any time by Winona Family YMCA. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify or eliminate existing policies.

I have received the Winona Family YMCA EAP, and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

Employee's Signature

Employee's Name
(Print)

Date