

EMERGENCY RESPONSE PLAN

RAMSEY CENTER

1. **For weather-related emergencies**, the Department of Recreational Sports will make announcements on the public address system which has speakers throughout the building. You **MUST EVACUATE** to the locker rooms or to the first floor of the academic wing when directed to do so.
2. **For fire emergencies**, please note the location of the fire alarm pull switch nearest your classroom. On the third floor there is an alarm switch near each stairway. The entire building **MUST BE EVACUATED** whenever a fire alarm is activated, even if class is in session. Please be responsible for shepherding students towards the exits. Wait outside until we receive an official notification that the building is safe to re-enter. If you were the one who pulled the switch or if you saw the source of the fire, find a building staff person outside who has a walkie-talkie and ask for instructions on how to report your information.
3. **For medical emergencies**, follow the procedures below to notify (a) emergency first responders and (b) the Rec Sports front desk. The Rec Sports personnel will meet and direct the EMT to your location; their staff are also trained in first aid and CPR and they have portable cardiac equipment.
 - a. **Call 9-911 from a campus phone** (or just 911 from a cell phone) to report a medical emergency. Give the location and stay on the line until the dispatcher tells you to hang up. For 2nd and 3rd floor of Ramsey, direct the EMT to enter through the main lobby at the 2nd floor entrance to the building.
 - b. **Also call 542-1454** to inform Rec Sports that an ambulance will be arriving. Give the location and the nature of the emergency. They will meet the ambulance and will also notify campus police of the situation
4. **For a bomb threat or other emergency**, if you take the call try to get as much information as you can and remember the exact words of the caller.
 - a. **Call University Police at 542-2200** and give them the information. Follow their instructions.
 - b. **Also call Rec Sports at 542-1454** to let them know the situation.

When to call 911 for a medical emergency

The victim is or becomes unconscious
Has trouble breathing or is breathing in a strange manner
Has chest pain or pressure
Is bleeding severely
Has pressure in the abdomen that does not go away
Is vomiting or passing blood
Has seizures, a severe headache or slurred speech
Appears to have been poisoned
Has injuries to the head, neck, or back
Has possible broken bones

A victim who is conscious, alert, and over the age 18 has the right to refuse medical care. If someone refuses medical care who you believe should be seen by a medical technician, try to get a third party to witness that refusal.