SF State Campus Recreation
Departmental Policies
(last major update: August 2014)

Introduction
WELCOME! As an employee of Campus Recreation, you play an important role in the health and well-being of our campus community. The Campus Recreation Department at San Francisco State University is a part of the Dean of Students area, in Student Affairs & Enrollment Management. Its long-time roots are with the Kinesiology Department and Athletics Department, where it lived for many years, and with whom we still work closely. Today, Campus Recreation is primarily funded by a $9/semester per student portion of the Instructionally-Related Activities Fee paid at the start of each term. This fee supports all departmental programming, staffing, facilities, and equipment. Additional revenues are brought in through facility rentals, Faculty/Staff Membership fees, Intramural Sports fees for outdoor sports, and swim lessons. The role of students within our department is extremely important. Campus Recreation is continuing to develop its student staff development leadership model, which strives to give students key roles in all major decisions and delivery of our programs and services. Our programs and services are currently being developed with the focus of transitioning into the Rec Wellness Center, scheduled to open in 2017.

Mission Statement
The Campus Recreation Department strives to meet the dynamic needs and interests of students by providing programs and services that promote positive physical and mental health, encourage lifetime interest in active, healthy lifestyles and provide student leadership opportunities that complement the academic experience. We promote an environment that values, embraces, and enriches individual differences by providing students, faculty, and staff with programs that reflect the diversity of San Francisco State University.

Programs & Services
A. Intramural Sports
B. Sport Clubs
C. Group Fitness
D. Aquatics
E. Informal Recreation
F. Special Events
G. Wellness
H. Sports & Recreation Facilities Reservations
I. Faculty/Staff Memberships

Facilities Commonly Used
A. Gymnasium
B. Burk Hall 6
C. West Campus Green
D. Tennis Courts
E. Campus Recreation Office
I. Hiring Procedures for Student Employees

It is important to follow all employment hiring procedures while working for the university.

A. All potential new Student Assistants or new Student Employees will be sent an offer letter via email by the Full-Time Staff Program Coordinator or Student Manager. The Campus Rec Office Coordinator should be copied on the email. All new hires should be approved by a Full-Time Staff Member prior to an offer being made.

B. Upon acceptance of offer, the new hire will contact the Campus Rec Office Coordinator to set up a meeting to complete hiring paperwork.

C. Upon contact with the Campus Rec Office Coordinator, he/she will send an email confirming the hiring paperwork meeting and what paper documents are necessary to complete the hiring process.

   • You may view the documentation requirements for Student Assistants at [http://www.sfsu.edu/~finaid/newassistant.html](http://www.sfsu.edu/~finaid/newassistant.html).

D. Once hiring paperwork is complete, the Campus Rec Office Coordinator will notify the Program Coordinator and Student Managers that the newly hired student employee is eligible to start work.

E. No student employee will be allowed to work until all hiring steps have been completed and confirmed.

F. All staff links including a whentowork.com user guide, online pay voucher instructions, and employee handbooks can be found on the Campus Recreation Website under “About Us” on the Staff Resources Page at [http://www.sfsu.edu/~recsport/staffresources.html](http://www.sfsu.edu/~recsport/staffresources.html).

G. Any student, or student-employee in need of reasonable accommodations in the classroom or workplace due to a disability or disabling condition is encouraged to register with the Disability Programs & Resource Center (DPRC). More information can be found at [http://www.sfsu.edu/~dprc](http://www.sfsu.edu/~dprc). Campus Recreation Full-Time Staff fully
support the employment of all persons and are more than willing to help meet your needs in order for you to be successful and support you in your role.

H. International Students: For hiring student employees who are international students, in addition to the above steps, the Campus Rec Office Coordinator will provide you with instructions on who to contact in to verify your work eligibility and additional paperwork required and a letter of hire from the Director of Campus Recreation must be received to pick up the Employment Eligibility Verification (EEV) Form. Additional paperwork must be completed at this time.

- You may view the documentation requirements for Student Assistants that are International Students at: http://www.sfsu.edu/~finaid/newassistforoip.html.

II. Title IX Notice of Non-Discrimination

Campus Rec aims to promote a safe and welcoming environment for all of its staff and participants. Title IX, specifically, promotes gender equity and the prevention of sexual harassment/sexual violence.

A. San Francisco State University does not discriminate on the basis of sex, gender, or sexual orientation in its education programs or activities. Title IX of the Education Amendments of 1972, and certain other federal and state laws, prohibit discrimination on the basis of sex in all education programs and activities operated by the university (both on and off campus). Title IX protects all people regardless of their gender or gender identity from sex discrimination, which includes sexual harassment and violence.

B. SF State’s primary concern is the safety of its campus community members. The use of alcohol or drugs never makes the victim at fault for sexual discrimination, harassment or violence; therefore, victims should not be deterred from reporting incidents of sexual violence out of a concern that they might be disciplined for related violations of drug, alcohol or other SF State policies. Except in extreme circumstances, victims of sexual violence shall not be subject to discipline for related violations of the Student Conduct Code.

C. Individuals alleged to have committed sexual assault may face criminal prosecution by law enforcement and may incur penalties as a result of civil litigation. In addition, SF State employees and students may face discipline/sanctions at campus. SF State
employees may face sanctions up to and including dismissal from employment, per established CSU policies and provisions of applicable collective bargaining unit agreements.

D. SF State students charged with sexual discrimination, harassment or violence will be subject to discipline, pursuant to the CSU Student Conduct Procedures and will be subject to appropriate sanctions. In addition, during any investigation, SF State may implement interim measures in order to maintain a safe and non-discriminatory educational environment. Such measures may include immediate interim suspension from the university, required move from university-owned or affiliated housing, adjustment to course schedule, or prohibition from contact with parties involved in the alleged incident.

E. For more information about Title IX, please go to: http://titleix.sfsu.edu/

III. Employee Expectations

The following Employee Expectations apply to all Campus Recreation employees.

A. Students must maintain a minimum GPA of 2.0 during employment.
B. Represent the Campus Recreation Department in a professional manner with a basic knowledge of all Campus Recreation programs offered at SF State.
C. Provide a friendly, upbeat, and customer-service oriented environment at all times.
D. Uphold the Campus Recreation Department Mission and principles.
E. Educate participants and staff, while enforcing all policies and procedures consistently.
F. Arrive on time for all shifts you are scheduled to work.
G. Be neatly groomed and dressed. Staff shirts and badge (when required) must be worn in a manner such that they are visible to participants during the entire shift.
H. Must wear closed toe shoes at all times while on duty (excluding Lifeguards).
I. Use your ”@mail.sfsu.edu” email provided for all work related communication sent via email.
J. Check your ”@mail.sfsu.edu” email account daily for notifications from Campus Rec Full-Time Staff, Student Managers, or WhenToWork.com.
K. Staff should be knowledgeable about all Campus Recreation Programs and be a resource to participants.
L. There are no personal workouts during scheduled shift times.
M. Keep conversation and socializing with friends to a minimum.
N. Do not do homework, read, or leave the facilities unattended while on duty in order to keep your full attention on the job, be aware of your environment, and be present to help if a situation should arise.

O. Report all concerns, problems and incidents (ex: facility, equipment, supply, safety and maintenance needs) immediately to your supervisor or one of the Full Time Staff.

P. Work all scheduled shifts or find a replacement substitution.

Q. Attend and participate in all meetings, workshops, trainings and retreats required of your position.

R. Maintain any certifications required of your position (eg, CPR, First Aid, Lifeguard).

S. Willingness and ability to work early morning, day, night, weekend, finals and semester break hours.

T. All employees will receive complimentary Campus Recreation membership if not already a student/member. However, when not on duty, employees MUST show their ID to gain access and privileges just like any other participant.

U. Turn in your online timesheet on time.

V. Work stations, desks and offices should be kept clean, neat, and clear of debris.

W. Your supervisors and the Full Time Staff are here to support you. Maintain open communication with them.

X. The success of the Campus Recreation Department is a team effort. Your help and cooperation are essential to our success.

Y. Additional employee expectations for your position and program area are to be expected and should be discussed with your Student Manager and Full-Time Staff Person.

IV. Employee Performance Disciplinary Actions

A. Any Campus Recreation employee found to not be abiding by department policies and expectations outlined in the Employee Handbook or specific to their program area may be subject to the following actions and/or terminated.
   - First offense: Write-Up and Meeting with Supervisor
   - Second Offense: Write-Up, Meeting with Supervisor, and Reduction of Hours
   - Third Offense: Write-Up, Meeting with Supervisor, and Possible Suspension or Termination

B. If the violation of policies is severe, the Director of Campus Recreation has the right to reduce hours, suspend, or terminate the employee without a Primary or 2nd Offense occurring first.

C. As an Employee of the Campus Recreation Department, you are expected to present a high level of decorum while on-duty and participating in our programs. Committing any
of the following violations while working or participating in Campus Recreation programs may result in immediate termination:

- Aggressive behavior (fighting, verbal abuse, etc.)
- Use of derogatory language (race, gender, etc.)
- Intoxication (alcohol, drugs, etc.)
- Theft
- Sexual harassment
- Abuse of employee benefits and working conditions, including misrepresentation of hours worked
- Any unauthorized tampering of office supplies, computers, file cabinets, drawers, etc.
- Insubordination, including refusal or failure to perform work assigned

V. Employee Scheduling & WhenToWork.com

Employee scheduling is essential to making sure our operations are covered and that the quality of our programs remains high.

A. When school is in session, including finals week, students are not to work more than 20 hours per week on a regular basis. Student employees may be allowed to work more than 20 hours per week on occasion but must have their full-time staff coordinator request and secure written permission prior to this occurring. Students may work up to 40 hours per week outside of the academic term, and may not ever work more than 8 hrs. in a day. These rules apply to the total number of combined hours for all on-campus jobs, if a student has more than one employee record number on campus.

B. All employees are required to use the online scheduling system: www.whentowork.com for all scheduling. All schedules will be posted two weeks in advance and can be viewed at any time online. Each staff member will:

- Use the provided login and password given to them upon being hired to access whentowork.com regularly.
- Enter their availability into whentowork.com and keep it current.
- Post all time off requests and sub requests to the Trade Board.
- Employees are required to check their schedules frequently to make sure that they are able to work their assigned shifts.
- It is the responsibility of each employee to verify all shift start and end times are correctly listed on the WhenToWork schedule and they match the hours submitted on your online Timesheet.
• If hours listed on WhenToWork are incorrect, it is your responsibility to contact your direct Student Manager or Coordinator to be corrected.

C. If an employee cannot work a scheduled shift, sub requests and shift changes must be made online using WhenToWork. No changes are final until approved by your Program Coordinator or Student Manager. **All requests must be made at least 24 hours in advance**, or the request may be denied. Emergency shift changes should be made through your student manager. All verbal shift changes must also be reflected on whentowork.com.

D. If an employee is giving notice to leave a position, he or she should give as much advanced notice as possible -- at least 2 weeks – and it should be written notice (electronic or hardcopy) given to a supervisor. Good communication is key in handing your duties over to another employee, and will help maintain the consistency of our programs and services for our participants.

VI. **Employee Timesheets & Payroll**

Timesheets are official documentation of your work time, become legal documents, and so it is essential that you take care to double check that what you submit is accurate. If you have any questions on how to record your time accurately, please ask your Student Manager or Coordinator for help.

A. It is your responsibility that your Timesheet is turned in on time and correct so that you can be paid accurately and on time. Any late and/or incorrect Timesheets may result in your Pay Check being delayed. Online Pay Vouchers must be completed and turned in by the assigned due date. Payroll submission dates are given upon hire and/or at Staff Orientation.

B. Students may be hired into more than one position within the Campus Recreation Department. Each position will have a separate on-line timesheet with a different Record Number assigned to it. Student Employees must take care in entering the correct hours for each position on the correct timesheets.

C. WhenToWork will show your exact time worked. You will need to convert your time to the nearest tenth in order to input your time worked on your online timesheet. On your online timesheet, convert your hours to the nearest tenth of an hour (see conversion table). It is very important to make sure your hours assigned on WhenToWork match
the hours you claim on your timesheet. If you worked more or less time than what appears on WhenToWork, please let your Student Manager or Full-Time Coordinator know immediately.

CONVERSION TABLE

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<td>55-60</td>
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</tr>
</tbody>
</table>

D. All employees paychecks or pay warrants must be picked up from the Campus Recreation Office. They are ready on the 15th of every month, or if the 15th falls on a weekend, checks will be ready the Friday before. Checks arrive in the office after 2:00pm on payday.

E. Your paycheck or live pay warrant must be picked up at the Campus Recreation Office within 5 days or will be returned to the University Disbursements Office. Contact the Campus Recreation Office Coordinator for instructions to get your Pay Warrant if it has been returned to the Disbursements Office.

VII. Participant ID Card Policies

Making the effort to ensure that participants are eligible to participate by checking their SF State ID Card is very important. It confirms that they have paid their fair share toward covering program costs, helps us manage risk, and stays within our insurance requirements.

A. All program participants must have their SF State ID Card to participate in all Campus Rec activities!! No Card, No Entry, No Exceptions!!

B. Students must present their SF State ID Card prior to participating – please check to make sure the SF State ID picture matches the person, and has a CRD Waiver Sticker. If
the card does not have a CRD Waiver Sticker, have the participant sign a General
Campus Recreation Waiver, and place a sticker on the card.

C. If a student does not have a SF State ID Card with them, the student will be turned away
because their eligibility cannot be verified. New SF State ID Cards may be acquired at
One-Stop in the Student Services Building.

D. SF State Faculty/Staff must have a current Campus Recreation membership and must
present their SF State ID Card prior to participating – please check to make sure the SF
State ID picture matches the person, and has a current Faculty/Staff Membership Sticker
on the backside. The member signs a waiver when getting their Membership Sticker
and will not have a CRD Waiver Sticker.

E. All others who are not currently enrolled SF State Students, or current Campus
Recreation Faculty/Staff Members are not eligible to participate. We do not currently
allow alumni, those who are taking a semester off, or community members to take part
in our programs.

VIII. Participant Campus Rec Waivers
Having each participant read and sign a release of liability waiver helps to convey risks
involved with participation in sports and recreation activities.

A. All participants must sign a General Campus Recreation Waiver each year before
participating in Campus Recreation activities (participant’s Under-18 years of age must
have a parent or legal guardian sign the Under-18 General Campus Recreation Waiver).
A Waiver Sticker will be placed on the front, right-side of the Gator ID Card to signify
that they have a signed waiver on file.

B. Many of our programs will require participants to sign a roster-style Program-Specific
Waiver before participating in those specific activities (participants Under-18 years of
age must have a parent or legal guardian sign the Under-18 Program-Specific Waiver).
The following programs currently have a Program-Specific Waiver:
- Intramurals Sports, signed once for each team prior to the season.
- Special Events, signed prior to participating in the event (eg, 5K, Dodgeball
  Tournament, Special Programs)
- Group Reservations, signed prior to those groups using facilities.
- Sport Clubs, individual waivers signed prior to trying out, practicing or
  competing.
IX. Employee Personal Safety and Security

SF State is an urban campus, and while the campus is generally safe, it is important to always be aware of your surroundings while on the job, as well as walking across campus coming to and from work.

A. Use the Buddy System -- When walking through campus at night, we encourage you to leave with another student or fellow employee instead of leaving the facilities alone.

B. C.A.R.E. -- The Campus Alliance for Risk-free Environment offers security and assistance to escort from Campus Recreation programs at night.
   - Shuttle - this service is designed to transport you to your car or to public transportation around campus. (415) 338-1441
   - Walking Security -- a security officer from University Police can be made available to walk you to your car or to public transportation at night on campus. (415) 338-7200

C. University Police Department (UPD)

   In the event of an emergency or any situation in which you feel uncomfortable, please contact the campus police department for assistance.

   • Non-Emergency: (415)338-7200
   • Emergency: (415) 338-2222 or 911
   • Dialing 911 in an Emergency while on Campus: If you dial 911 from a campus phone line, it goes straight to the University Police Dispatcher. If you dial 911 from a cellphone, it goes to San Francisco Police, who will connect you to SF State’s University Police. We encourage you to enter the University Police number in your cellphone for direct dialing. When in doubt, dial 911.
   • Emergency Blue Phones: press the button and wait for the dispatcher. It can take several seconds before a connection is made.

X. Safety and Risk Management

Everyone who works in the Campus Recreation Department has a responsibility to help manage risk and keep our staff and participants safe. We need to take every precaution to prevent accidents and injuries. However, accidents do happen and it is important that you know and understand the following procedures, and that you feel prepared and ready to act when an incident occurs.
A. Prevention

When you arrive to your work area, do a complete walk-through of the space to look for things that could be potentially harmful to our staff or participants. Continue to monitor the space while you are on-shift. Take every precaution necessary to prevent injury or situations that could put someone in a harmful situation. Examples of potentially harmful situations include:

- Puddles or standing water in any location
- Broken equipment or facilities equipment
- Loose wires
- Equipment or belongings in a playing area, walkway
- Equipment, furniture, or belongings blocking doors or an egress/exit area

B. First Aid Kits

It is important that all staff on duty have the ability to assist program participants in need of basic first aid.

1. The following locations are equipped with first aid kits to be accessed by Campus Recreation staff when needed to assist participants:
   - Pool – Gym 121
   - Weight Room – Gym 148
   - West Campus Green Shed
   - Burk Hall 6
   - Building Supervisor Office – Gym 140
   - Student Manager Satellite Office – Gym 121A

2. Portable first aid kits will be provided to staff working in Gym 100 and Gym 147 to have on hand if needed during their shift. The Building Supervisor will be responsible for delivery and pick up of the portable first aid kit at the beginning and end of the shifts.

C. Emergency Action Plan

An Emergency Action Plan is a written outline detailing how staff members are to respond in an emergency. All Campus Rec Employees will be familiar with the department’s procedures on what to do in an emergency.

1. If there is a problem radio the Building Supervisor. If there is a non-emergency that needs University Police call (415) 338-7200. If there is an emergency:
   - From a cellphone, dial (415) 338-2222, or 911 (SF Police will connect you to UPD).
   - From a campus phone line, dial 911.
Please note: If the Pool is the only Campus Rec programming area in operation, there will be no Building Supervisor on duty the two lifeguards will carry out Primary Responder, 2nd Responder duties.

2. Action Plan Roles
   - **Primary Responder** renders immediate first aid and controls situation.
   - **2nd Responder** is the individual appointed by the Primary Responder to call Police Services and notify the Building Supervisor.
   - **Building Supervisor** will meet University Police at the Main entrance to direct them to the scene and contact Full Time staff.

Only Campus Rec Staff who are certified in CPR, First Aid and AED certified, are to act as Primary Responders in emergency situations. If an emergency should arise, the first staff member to witness the event should react immediately and appropriately according to the level of training which they have received.

3. Life Threatening Medical Emergency or Injury
   - In the event of a medical emergency or injury, the Primary Responder will give immediate first aid while assigning a 2nd Responder to call. If there is a delay in a Primary Responder arriving at the scene, please initiate the call to University Police immediately. Additionally, in some cases, when no one else is available, the Primary Responder must act also as the 2nd Responder and call University Police. Do not move a seriously injured person unless there is a life-threatening situation, for example: falling building materials or explosives. (Our University Police Services response time is minimal. It is in our best interest to wait for a higher standard of care so the patient is only moved one time.)
   - When contacting University Police Services: Give your name, location, and brief explanation of the emergency. Answer the Dispatcher’s questions, giving as much information as possible regarding the nature of the illness or injury, whether or not the victim is conscious, etc. University Police Services will automatically have an ambulance respond along with their response, to ensure timeliness.
   - The 2nd Responder is also responsible for contacting the Building Supervisor on the 2-way radio, if this has not been done yet. The Building Supervisor is then responsible for contacting the full time staff and meeting University Police Services at the building entrance to direct Police Services to the emergency.
• The 2nd Responder is to return to the Primary Responder and Victim to direct other participants and on-lookers away from the situation in order to give unimpeded access to the area for University Police Services. If it is only the Primary Responder, they should attempt to control the crowd with voice commands.

• It is important that there is no discussion of liability at any time during treatment. Do not discuss issues of responsibilities. All comments should be as neutral as possible. Staff members should provide no information to the media.

• Complete a Campus Rec Incident Report Form and submit it to the Building Supervisor, who will review for completion and submit the information to Full-time staff. Full-time staff will direct Building Supervisor to submit the form to Safety & Risk Management if are not able to do so themselves.

4. Non Life-Threatening Moderately Serious Injuries

• If the injury is not life threatening but the injured party cannot walk (i.e. an ankle or knee injury, suspected broken bones), the Primary Responder will give immediate first aid while assigning a 2nd Responder.

• The 2nd Responder will dial the non-emergency University Police Services number, (415) 338-7200, allowing Police Services to determine whether EMS should be activated or not.

• The Primary Responder should continue first aid until University Police arrives. University Police will help arrange transportation to hospital if necessary.

• Be sure to recommend the injured party seek further medical attention.

• Complete a Campus Rec Incident Report Form and submit it to the Building Supervisor, who will review for completion and submit the information to Full-time staff. Full-time staff will direct Building Supervisor to submit the form to Safety & Risk Management if are not able to do so themselves.

5. Non Life-Threatening Less Serious Injuries

If the injury is not life threatening and the injured party can walk on their own, the Primary Responder will give immediate first aid.

• If, in the opinion of the Primary Responder, the injured person should seek further medical attention (even though they may not), an Injury/Incident Form must be completed and submitted to the Building Supervisor, who will review for completion and submit the information to Full-time staff.
If the Primary Responder determines that the injury is not serious enough to warrant further medical attention, it should still be logged on a Campus Rec Incident Report Form. The form should be submitted to the Building Supervisor, who will review for completion and submit the information to Full-time staff.

Note: If the injured party refuses assistance or transportation to medical help, be sure to note this on the Injury/Incident Report Form.

6. Employee Injury on the Job

If any Campus Recreation Employee is injured while on the job, apply the Emergency Action Plan as appropriate to make sure the injury is attended to.

- All employee injuries should be reported to a supervisor and Full-Time Staff person immediately.
- All employee injuries should be documented using the Campus Recreation Incident Report Form.
- All employees who are injured on the job will also work with a Full-Time Staff person to complete a Workers’ Compensation Claim Form that will be turned in to Safety & Risk Management within 24 hrs.
- Non-emergency injuries that need medical treatment will be referred by Safety & Risk Management to a pre-designated Provider.

7. If an emergency occurs, the Building Supervisor is to contact a Full Time staff member. Please call down the list until you actually reach one of the staff.

   **Full Time Staff Phone Numbers**

   - Pam Su (W) 405-4072
   - Ryan Fetzer (W) 405-0485
   - Chanda Jensen (W) 405-4328

D. Shelter in Place

Shelter in Place refers to a protective action taken inside a building to protect building occupants from external hazards, minimize the chance of injury and/or provide the time necessary to allow for a safe evacuation. Circumstances may include:

- Severe weather
- Civil unrest
- Active Shooter
Biological or Radiological incident, or Accidental Chemical Exposure

1. Staff should not evacuate the building but help other staff and participants move to a safe area within the building and remain in that place until they believe it is safe to leave. Stay inside and move away from windows to the inner corridors.

2. The notice to Shelter-in-Place will be issued by emergency personnel from University Police or the Emergency Operations Center and can be received in many ways – via the campus Public Address System, or campus-wide Emergency Notification System (e.g., text, email, cellphone, other phones you have listed in your student/employee portal).

E. Earthquake
If you feel an earthquake, Drop, Cover, and Hold On! Try to duck under a desk or sturdy table. Stay away from windows, file cabinets, and heavy objects that could fall. Watch out for falling plaster and ceiling tiles. If outdoors, move to a clear area, away from trees, signs, buildings, electrical wires, and poles. Stay under cover until the shaking stops. Hold onto your cover. If it moves, move with it. Exit a building only after you are sure that shaking has stopped. Most injuries occur when people are entering or exiting a damaged structure.

F. Facility Closure/Program Cancellation
Although it is rare, there are situations when we would need to close down a facility, or cancel Campus Recreation programming. The Building or Program Supervisor has every right to close a facility or cancel programming when there is a situation that is unsafe for participants. When this happens, we must take care of proper communication so that participants and others know what is occurring and why. Also, we will want to document the closure/cancellation in order to carefully evaluate each situation to see if there are preventable measures that can be put in place to minimize future cancellations of activities.

1. Reasons for a Facility/Programming Shut Down
   - Power outage in the building
   - The facility is being occupied by another group on campus (i.e. Athletics)
   - Appropriate staffing did not show up, or is not present
   - Major Injury (requiring prolonged EMS treatment on site)
   - Facility is not ready for safe use (e.g., pool water cloudy, chairs and tables set up on gymnasium floor, earthquake damage)
   - Any reason that would put participants or staff in an unsafe situation
2. Procedures for closing a facility or cancelling programming:
   1. Clear the area or participants, explaining the reason for closure/cancellation
   2. Notify staff who need to know – staff on duty, supervisors, locker room attendants
   3. Fill out and post Closure/Cancellation Signage on the doors
   4. Close the area as normal and leave the doors locked
   5. Notify appropriate Program Coordinator so he/she is aware of the facility being closed.
   6. Document the facility closure or programming cancellation in your closing report.

G. Evacuation

In the event of any emergency requiring the evacuation of the facility, it is the job of the Campus Rec Supervisor and Staff on duty to organize and direct all participants including students, faculty, and staff out of the endangered area safely. A key part of this task is keeping all participants as calm as possible and avoiding panic as you direct people. A staff that is well organized and prepared to deal with emergency situations and appears calm and confident will be best able to carry out a smooth rescue and evacuation while avoiding general panic and chaos.

1. Facility Emergency Evacuation Guidelines
   When to evacuate: The fire horn or fire indicator alarm is always a signal to evacuate the building immediately. All fire alarms should be taken seriously and the evacuation procedures should start immediately. If the alarm has not been activated, but you feel building occupants are in danger and there is a need to evacuate, go to the nearest fire alarm and pull to activate.
   - Announce “A Building Evacuation is occurring. Please walk calmly and quickly to the nearest exit leading out of the building.”
   - Grab your radio, and a first aid kit if you have one.
   - Direct participants out of the room. Do not let them linger.
   - When all participants are out of the room, close the door behind you and exit the building.
   - Radio your Building Supervisor that you have cleared your area and of your current location.
2. Evacuation Locations – generally, staff and participants should head to the nearest exit from the building. Once outside of the building, stay away from the building and clear of access needed by emergency vehicles:
   - Gym 100 – Evacuate to Gym Plaza in front of building (towards Cesar Chavez Center).
   - Gym 147, 148, 149, & Dance Studio – Evacuate through east doors leading out of the facility (towards Thornton Hall).
   - Men’s Locker Room – Evacuate through rear exit doors to outside rear of gymnasium either near GYM 121A (CRD Campus Rec Student Managers Satellite Office) or 117A (Conference Room). Leave the facility towards Cox Stadium.
   - Women’s Locker Room – Evacuate through rear exit door outside back of gymnasium leading towards Cox Stadium.
   - Campus Recreation Office – Evacuate through the nearest stairwell leading to an exterior exit.
   - Burk Hall 6 – Evacuate through the nearest stairwell leading to an exterior exit and away from the building.

3. Assist people with disabilities out of the building. If not on the ground floor, persons in wheelchairs may need use of an evacuation chair or may need to wait by the nearest stairwell until help can be summoned.

4. Wait for a University Police Officer or Emergency Operations Center staff person to give the “All Clear” confirming everything is fine, buildings may be re-entered, and activities may resume.

G. Communication

Communication on the job is one of the most important aspects to good teamwork. Be sure to know who your fellow Campus Rec staff are on duty with you, and to know their names. Being familiar with each other will only help with communication and teamwork in times of stress during incidents and situations where your leadership is needed. Because our activity areas are all spread out, please know where the radio for your program area is at all times, be professional when using it, and treat it with care.

1. Your 2-way radio is your primary communication device.
2. Each of the following facility locations must have a radio on at all times: Gym 100, Gym 147, Swimming Pool, Weight Room, West Campus Green and Tennis Courts. **NO EXCEPTIONS!**
3. BH6 and other GroupX classes may have a radio with them but leave it off while teaching class.

4. All Campus Rec 2-way radios should always be set on channel 1.

5. The Building Supervisor on duty must carry a 2-Way Radio and a cell phone on them at all times. The following numbers should be stored in the phones contact list in case of an emergency: University Police and Campus Recreation, Facilities Student Manager, and Full-Time Supervisor.

6. 2-Way Radio Protocol

<table>
<thead>
<tr>
<th>Step</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Step 1: Send Alert</td>
<td>“Gym 148 to Building Supervisor”</td>
</tr>
<tr>
<td>Step 2: Wait for Response</td>
<td>“This is the Building Supervisor, Go Ahead”</td>
</tr>
<tr>
<td>Step 3: State Need</td>
<td>“Can you bring a first aid kit to the Weight Room”</td>
</tr>
<tr>
<td>Step 4: Confirmation</td>
<td>“On my way”</td>
</tr>
</tbody>
</table>

XI. The Empowered Employee

Campus Recreation hopes that every employee feels trained and prepared to serve in their role within the department. It is essential for our continued growth that you are aware of our departmental goals and aspirations, and that you help us move toward them by giving good, constructive feedback on how we can improve our programs and services. If a participant brings a complaint to you, or you are dissatisfied with a part of your job, let us know so that we can work together to find a solution and a better way of doing things. We want our staff and our participants to have a great experience with Campus Recreation, and to learn and grow from their involvement with us. Our success depends on you!