



DESIGN FITNESS POLICY

Policy Name:	EMERGENCY AND SAFETY PLAN				
Approval Authority:	DARLA HOLLMANN	Adopted:	08 2020	Reviewed:	08 2020
Revision Dates: Initial 08 2020					

PURPOSE

The objective of the Emergency Action Plan is to prepare staff for dealing with emergency situations. This plan is designed to minimize injury and loss of human life and company resources by training staff, procuring and maintaining necessary equipment, and assigning responsibilities. This plan applies to all emergencies that may reasonably be expected to occur at **DESIGN FITNESS**.

Assignment of Responsibility

Darla Hollman, Owner, is the Emergency Coordinator. Their responsibility is to manage the Emergency Action Plan for DESIGN FITNESS. The Emergency Coordinator shall also maintain all training records pertaining to this plan and coordinating with local public resources, such as the fire department and emergency medical personnel, to ensure that they are prepared to respond as detailed in this plan.

The following staff can be contacted for more information about the Emergency Action plan:

Name	Position	Phone Number
Darla Hollmann	Owner	618-304-9180
Jennifer Fadler	Manager	618-781-9412

Emergency/Incident Reporting

The emergencies below are to be reported to the Emergency Coordinator or Manager. Staff member will complete an emergency event report or an injury/illness incident report as requested by the Emergency Coordinator or Manager. **Sample Incident Report forms can be found in Appendix A and B, as well as details on where to obtain a blank form.**

- Fire
- Natural Disasters (tornado, flood, earthquake)
- Medical
- Workplace Violence
- Water, Flood
- Employee Off Site Injury or Vehicle Accident (Business Related Activities)

- Employee/Client Injury; Unusual Incidents

Evacuation Plans

The main gym space has 2 main exit doors that are clearly marked. Evacuation routes are displayed in the facility. *In the case of building evacuation, the designated assembly area is the lawn space that sits just beyond the main gravel parking area (grassy area between Mohr plumbing and the Design Fitness building).*

Staff Accountability Procedures after Evacuation

After evacuation, the trainer on duty (or front desk worker if no trainer on duty) is responsible for accounting for each staff member/client at the designated assembly area by conducting a head count. Each staff member/client will be accounted for by name. The trainer on duty (or front desk worker if no trainer on duty) is required to report their head count to the Emergency Coordinator. If the Emergency Coordinator is not on-site during the evacuation event, the trainer on duty (or front desk worker if no trainer on duty) is responsible for contacting the Emergency Coordinator and providing head count.

Rescue or Medical Duties

DESIGN FITNESS has staff members trained in CPR/AED use, but DOES NOT REQUIRE staff to administer first aid and CPR. If the staff member chooses to administer aid, then they will be acting as a "Good Samaritan."

Training

Training is provided to staff:

- When the plan is initiated
- When staff member's required actions and responsibilities change
- When there are any changes to the plan
- Initially for new staff
- Refresher training annually

Items reviewed during training:

- Emergency and Safety Plan Policy/Procedures
- Evacuation exits
- Fire extinguisher locations and training/AED/CPR Mask
- Designated meeting Area in the event of evacuation
- Staff member training programs
- Emergency Phone Number Listing
- Alarm system(s)
- Incident reports

IN CASE OF EMERGENCY

Fire Department	911
Police Department	911
Paramedic/Ambulance	911
Security/Alarm Company – Secure One Self	618-939-0454
Business Owner – Darla Hollmann	618-304-9180
Building Owner – Craig Stamm	618-593-5467
Electric Company - City of Red Bud	618-282-3339
Water Company - City of Red Bud	618-282-3339
Gas Company - City of Red Bud	618-282-3339
Internet/Phone - Harrisonville	618-939-6112



**AED DEVICE > FOUND IN RECEPTION DESK
DRAWER.**

DRAWER CLEARLY LABELED WITH AED SYMBOL

Fire Emergency

When fire is discovered, use the RACE and PASS guidelines:

Rescue any one in immediate Danger.

Alarm/Alert: Shout "Fire!" and Call 911.

Confine: Close doors (do not lock them)

Extinguish/Evacuate: Extinguish small fires if safe to do so, Evacuate the building.

Pull the pin in the handle.

Aim the nozzle at the base of the fire.

Squeeze the lever slowly.

Sweep side to side.



Fight the fire ONLY if:

- The Fire Department has been notified.
- The fire is small and is not spreading to other areas.
- Escaping the area is possible by backing up to the nearest exit.
- The fire extinguisher is in working condition and personnel are trained to use it.

Upon being notified about the fire emergency, occupants should:

- Leave the building using the designated escape routes
- Move to the designated assembly area in the grass area in front of the building.
- Do not reenter the evacuated facility until a competent authority announces that it is safe to reenter

On duty staff should:

- Know the location of fire extinguisher(s) and how to use them. ***Fire extinguishers are located at each exit door.**
- Help coordinate an evacuation of staff/clients to designated outdoor assembly area.
- Perform a head count of staff/clients reported to the designated outdoor assembly area.
- Notify Fire Department about any missing staff/clients.
- Provide the Fire Department personnel with the necessary information about the facility.
- Report the emergency (when safe to do so) to the Emergency Coordinator or Manager if not present at time of incident.

Natural Disasters (tornado, flood, earthquake)

Tornado:

- On duty staff will monitor the weather conditions and announce any weather emergency verbally to staff/clients.
TORNADO WATCH: Be Prepared! Tornadoes are possible in and near the watch area. Be ready to act quickly. The watch area is typically large, covering numerous counties or even states.
TORNADO WARNING: A tornado has been sighted or indicated by weather radar. There is imminent danger to life and property. Warnings are issued by your local forecast office. Warning typically encompass a much smaller area (around the size of a city or small county) that may be impacted by a tornado identified by a forecaster on radar or by a trained spotter/law enforcement who is watching the storm.
- When a **warning** is issued by sirens or other means, seek inside shelter. Move to small interior rooms on the lowest floor without windows. Stay away from outside walls and windows. Use arms to protect head and neck.
- After the tornado has passed, evaluate the situation and if emergency help is necessary, contact 911.
- Assist any staff/clients to evacuate the building if safe to do so.
- Once outside, move to the designated outdoor assembly area away from the affected building. Keep parking lots, streets and walkways clear for emergency vehicles and personnel.
- Report the emergency (when safe to do so) to the Emergency Coordinator or Manager if not present at time of incident.
- Do not reenter the evacuated facility until a competent authority announces that it is safe to reenter

Flood:

- On duty staff should notify occupants about the emergency by verbal announcement.
- If emergency help is necessary, contact 911.
- Follow the recommended evacuation routes, assist any staff/clients to evacuate the building if safe to do so.
- If accessible and safe to do so, **turn off main water shut off valve.** The shut off lever is located behind a wall panel that is easily popped off. The water shut-off valve is located in the Healthy Hair Suite.
- Report the emergency (when safe to do so) to the Emergency Coordinator or Manager if not present at time of incident.
- Do not reenter the evacuated facility until a competent authority announces that it is safe to reenter

Earthquake:

- On duty staff should stay calm and notify occupants about the emergency by verbal announcement.
- If indoors, seek refuge in a doorway or under a desk or table. Stay away from glass windows, shelves and heavy equipment. *IF INDOORS DURING AN EARTHQUAKE EXIT THE BUILDING ONLY AFTER THE SHAKING HAS STOPPED.*
- If outdoors, move quickly away from buildings, utility poles, and other structures. Caution: Always avoid power or utility lines as they may be energized.
- Keep away from overhead fixtures, windows, filing cabinets, and electrical power
- Follow the recommended evacuation routes, assist any staff/clients to evacuate the building if safe to do so.
- After the earthquake has passed, evaluate the situation and if emergency help is necessary, contact 911.
- Report the emergency (when safe to do so) to the Emergency Coordinator or Manager if not present at time of incident.
- Do not reenter the evacuated facility until a competent authority announces that it is safe to reenter

Medical

In the event of serious injury on duty staff or designee should call 911. Do not move victim unless necessary
Provide the following information:

- Nature of medical emergency
- Location of the emergency (address, building, room number)
- Your name and phone number from which you are calling

Staff or bystanders trained in CPR and/or First Aid may aid prior to the arrival of the professional medical help. **CPR Barrier Mask and AED are available on-site.**

Suspicious Activity

A suspicious activity is anything that an average person would consider unusual given the activity, time, place and/ or location. These types of incidents usually involve a suspicious person, vehicle and/or object.

Examples:

- Person carrying unusual property given the time of day or location.
- Person loitering in a way that is inconsistent with the usual purpose of the area; perhaps at a bike rack, in-between rows of cars, around lockers, or in a way as if to conceal himself or herself from view.
- Vehicle idling with the lights off at night in a dark area.
- An unattended bag in a high occupancy area.

If you discover a suspicious object at gym location:

- Do not touch, tamper with, move, cover, insulate or open the object.
- Keep a safe distance from the suspicious object. A distance of at least 300 feet is recommended.
- Call 911.

If you encounter a suspicious vehicle or person at gym locations:

- Keep a safe distance from the vehicle or person.
- Call 911.
- Be as detailed as possible when describing the suspicious person or vehicle.

Personal Characteristics to note:

- Sex/Gender
- Race/Ethnicity
- Height/Weight/Age
- Clothing Type/Color
- Hair Style/Color
- Distinguishing Marks
- Location
- Direction of Travel
- Method of Travel

Workplace Violence

DESIGN FITNESS staff or resources may not be used to threaten, stalk or harass anyone at or outside the workplace. It is the expectation is that each staff member will treat all staff and clients with dignity and respect.

Indirect or direct threats of violence, incidents of actual violence and suspicious individuals or activities should be reported as soon as possible to the Emergency Coordinator or supervisor. When reporting a threat or incident of violence, the staff member should be as specific and detailed as possible. Staff should not place themselves in peril, nor should they attempt to intercede during an incident.

Workplace Violence – Active Shooter

An active shooter/ hostile intruder is an individual actively engaged in killing or attempting to kill people in a confined and populated area by any means including but not limited to firearms (most frequently used), bladed weapons, vehicles, or any tool that in the circumstance in which it is used constitutes deadly physical force. In most cases, there is no pattern or method to their selection of victims. Most active shooter situations are unpredictable, evolve quickly, and are over within minutes.

ACTION GUIDELINES

EVACUATE – Run: If there is an accessible escape path, attempt to evacuate the premises. Be sure to:

- Have an escape route and plan in mind.
- Evacuate regardless of whether others agree to follow.
- Leave your belongings behind.
- Help others evacuate, if possible.
- Call 911 when you are safe.
- Prevent individuals from entering an area where the active shooter may be.
- Keep your hands visible.
- Follow the instructions of any police officers.
- Do not attempt to move wounded people.

SHELTER-IN-PLACE – Hide: If evacuation is not possible, find a place to hide where the active shooter is less likely to find you. Your hiding place should:

- Be out of the active shooter's view.
- Provide protection if shots are fired in your direction (i.e. an office with a closed and locked door).
- Not trap you or restrict your options for movement.
- To prevent an active shooter from entering your hiding place:
 - Lock the door.
 - Blockade the door with heavy furniture.
- If the active shooter is nearby:
 - Lock the door.
 - Silence your cell phone and/or pager.
 - Turn off any source of noise (i.e. radio, television).
 - Hide behind large items (i.e. cabinets, desks).
 - Remain quiet.

PROTECT YOURSELF – Fight: As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:

- Acting as aggressively as possible against him/her.

- Throwing items and improvising weapons.
- Yelling.
- Committing to your actions.

WHEN POLICE ARRIVE

- Put down any items in your hands.
- Keep hands visible.
- Follow all instructions.
- Avoid making quick movements towards officers.
- Do not stop to ask officers for help or direction when evacuating, just proceed in the direction from which officers are entering the premises.

Off Site Injury or Vehicle Accident

In the event a worker is conducting working operations at any off-site location and experiences any accident or injury, the Emergency Coordinator is to be notified immediately.

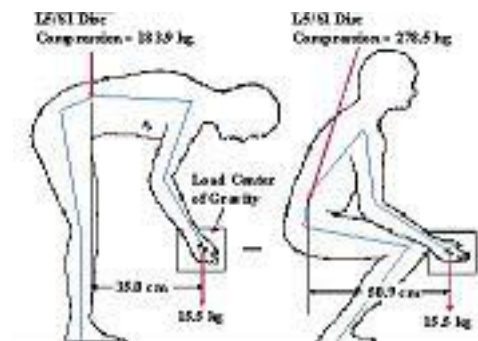
State the location, the nature of the accident, type of injury and location being transported to. Emergency Responders are authorized to exercise judgment in transportation to the appropriate medical facility.

The Emergency Coordinator shall make appropriate notification to the worker's emergency contacts, and if practicable, meet them at the medical facility.

In the event of a transportation accident, in addition to the steps listed above, a report shall be made with the appropriate locality law enforcement

Safety-Lifting

Postures where the body is aligned and balanced, while sitting or standing. The head is kept upright and is not turned to either side more than about 30 degrees or tilted forward or backward more than about 15 degrees. When the worker is standing, the torso is not bent more than 10 to 20 degrees from the vertical position and the natural curves of the spine are maintained. The pelvis and shoulders should face straight ahead to avoid twisting the torso. The shoulders are relaxed and knees slightly bent. The arms hang normally at the side, with elbows close to the body. The elbows are not bent more than about 90 degrees and the palms face in toward each other and the center line of the body. The wrists are in line with the forearms and are not bent sideways, forward (towards the palm), or backward (towards the back of the hand.) When the worker is seated, the buttocks and feet are firmly supported.



Adapted from Park and Chaffin, 1974

Bending while lifting forces the back to support the weight of the upper body in addition to the weight you are lifting. Bending while lifting places strain on the back even when lifting something as light as a screwdriver.

Bending moves the load away from the body and allows leverage to significantly increase the effective load on the back. This increases the stress on the lower spine and fatigues the muscles.

Reaching moves the load away from the back, increases the effective load, and places considerable strain on the shoulders.

Carrying loads on one shoulder, under an arm, or in one hand, creates uneven pressure on the spine.

Lifting properly is important. While there are some general lifting guidelines, a different approach may be needed for each load to be lifted. Hold items close to your body and use your legs when lifting an item from a low location

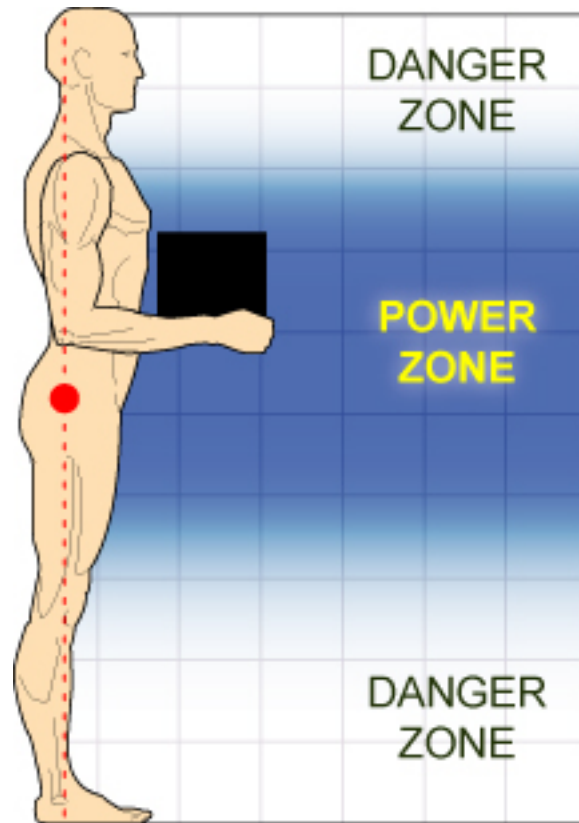
Minimize bending and reaching by placing heavy objects on shelves, tables, or racks. For example, store heavier items higher raise them into the power zone.

Avoid twisting, especially when bending forward while lifting. Turn by moving the feet rather than twisting the torso.

Keep your elbows close to your body and keep the load as close to your body as possible.

Planning should be done with ergonomics in mind. Items to be planned include determining routes between staging areas and work spaces, scheduling for members of other trades, and knowing what services and utilities will be provided.

The power zone for lifting is close to the body, between mid-thigh and mid-chest height. Comparable to the strike zone in baseball, this zone is where arms and back can lift the most with the least amount of effort.



Pushing is generally preferable to pulling. Pushing allows the staff member to use large muscle groups and apply more force to the load. Pulling carries a greater risk of strain and injury.



Appendix A
Incident Report for Emergency/Unusual Event

Sample Form

Go to the DF website to print off blank form.

<http://www.design-fitness.com> > From site menu, choose Policies



SAMPLE FORM

DESIGN FITNESS UNUSUAL INCIDENT FORM

Name of Person Completing Report:			
Report Completion Date/Time:			
Type of Incident			
<input type="checkbox"/> Aggressive/Hostile/Violent Act		<input type="checkbox"/> Theft	
<input type="checkbox"/> Misconduct		<input type="checkbox"/> Property Damage	
<input type="checkbox"/> Emergency event: Fire, Water, Natural Disaster		<input type="checkbox"/> Suspicious Activity	
<input type="checkbox"/> Emergency Event: Medical		<input type="checkbox"/> Other:	
<i>Note: For personal/client injury on DF premises, complete the injury/illness incident report</i>			
Location of Incident:			
Witness Present: (Yes or No)		Witness Name:	
Describe the incident in chronological order, the best you can. Include events before or leading up to the incident:			
Signature:		Date:	
For Office Use Only			
Report Received By:		Date:	
Action Taken/Planned:			

Appendix B
Incident Report for Employee/Client Injury

Sample Form

Go to the DF website to print off blank form.

<http://www.design-fitness.com> > From site menu, choose Policies



SAMPLE FORM

DESIGN FITNESS EMPLOYEE/CLIENT INJURY INCIDENT FORM

Name of Person Completing Report:			
Report Completion Date/Time:			
General Information			
Injured Name:			
Address:			
City:		State:	
Date of Birth:		Contact #:	
Where did injury occur in the facility?:			
Date of Injury:		Time of Injury:	
Witness(es)?: Yes/No		Witness Name:	
How did injury occur? What happened?			
Describe the injury incident the best you can. Tell us how the injury occurred. Include events before or leading up to the injury. Tell us the part of the body that was affected and if there was an object or substance that caused direct harm.			
If treatment given away from Design Fitness, where was it given?			
Signature:		Date:	
For Office Use Only			
Report Received By:		Date:	
Action Taken/Planned:			