**LAKEFRONT EMERGENCY ACTION PLAN (EAP)**

***For use on the Memorial Union/Outdoor UW Lakefront***

*In the case of an emergency on the lakefront, follow these steps to ensure any situation is handled properly. For all non-emergency situations contact a building manager and Outdoor UW Director.*

**\*\*DO IMMEDIATELY\*\***

1. If this is a life-threatening emergency DIAL 911. Provide 1st aid/CPR if within your scope of practice.
2. If this emergency takes place on Lake Mendota, contact UW Lifesaving. 608-262-3505 OR VHF CHANNEL 16
3. Regardless of type of emergency, contact the Memorial Union building manager 608-265-3338 and the Outdoor UW Director
4. Find an Outdoor UW service desk staff member to access any emergency contacts. With professional staff member determine if all on-lake activities must be terminated.

**\*\*DO POST-EMERGENCY\*\***

1. Document the incident by completing an INCIDENT REPORT FORM (available by the Hoofer Leader Lounge door). Provide a copy to the Outdoor UW Director/Sailing Program Manager
2. If Sailing Club related, contact the Sailing Program Manager and the Hoofer Sailing Club Advisor
3. If rentals related, contact the Outdoor UW Director
4. If Outing Club related, contact the Hoofer Outing Club Advisor
5. DO NOT discuss any incident directly with media and or any external organizations. Direct all inquiries to Union Communications Director

**\*\*LOCATION OF EMERGENCY EQUIPMENT\*\***

* First Aid Kit: Made available in the Lake Lab and the Outdoor UW service desk
* AED: Made available at the Memorial Union information desk
* VHF Radios: Made available in the lifejacket storage room
* Fire Extinguisher: Available in the Hoofer Shop, Lake Lab, and the Outdoor UW service desk
* Eye Wash Station: Available in the Hoofer Shop
* MSDS Binder: Available in the Hoofer Shop

Whenever the weather conditions go blue flag (winds 18-30 mph) or beyond, Outdoor UW & Hoofer lakefront activities will be coordinated and directed by Outdoor UW.

**In Case of Severe Weather:** The University Lifesaving Station will determine flag colors. When the lake becomes closed (red flag and steam whistle) any available staff will provide assistance to any

Hoofers and Outdoor UW customers on the water and direct those individuals to immediately check themselves in. In severe weather conditions, priority is to safely retrieve all persons from the lake even, if it means temporarily abandoning watercraft.

For **Red Flag** conditions, Outdoor UW will coordinate overall lakefront safety and will:

1. Establish central communication under the canopy or inside of Outdoor UW and coordinate communication (to University Lifesaving, rescue boats, instructors/other staff, and others as needed)
2. Distribute safety equipment such as marine radios (for rescue craft) and binoculars (if necessary)
3. Determine what boats (including sailing, outing, and rentals) may still be out
4. Delegate boat retrieval at the piers as needed.

**Blue-Green Algae:** When there is a significant blue-green algae bloom, staff will caution lake users to reduce or eliminate contact with blue-green algae and to use the available hose rinse off after coming in contact.

**Heat Advisory:** When a heat advisory is issued, staff will encourage club members and patrons to stay hydrated, and limit strenuous outdoor activity, and limit their time in direct sunlight.

**Possible Drowning/Death/Mass Injuries:** In the situation involving a possible drowning/death, call 911 and University Lifesaving. Outdoor UW will coordinate any requested assistance from University Lifesaving Station and will contact the Union Building Manager and the Outdoor UW Director. The Outdoor UW Director (or other Outdoor Recreation professional staff) will contact University Risk Management, the Union Leadership, and the Union’s Communications Director (who will designate a spokesperson to handle all communications). Outdoor UW will handle any initial communications and directives with lakefront users.

**Motorboats:** A rescue motor boat (safety boat) will be kept at the pier at all times the lakefront is open for emergency situations. In the event of the lake closing (red flag/steam whistle) all motorboats should be used immediately for retrieving boats. Each motorboat must carry a marine radio and contain two people