

**Competitive Sports**  
**SAFETY MANUAL**

**Table of Contents**

IMPORTANT PHONE NUMBERS..... 4

PROFESSIONAL TEAM PHONE NUMBERS..... 4

HORTON ..... 5

    Floor Plans and Descriptions ..... 5

    Safety Equipment Locations - Horton ..... 7

GREGORY STREET FIELDS ..... 8

    Evacuation Locations - Gregory..... 8

    Safety Equipment Locations - Gregory..... 8

RADIO COMMUNICATION PROCEDURE..... 9

    ISU UHF Radio Channel Breakdown..... 9

    Emergency Coding System ..... 10

EMERGENCY ACTION PLAN ..... 11

    Persons with Disabilities ..... 11

    Evacuation..... 11

    Evacuation Responsibilities..... 12

    Severe/Inclement Weather ..... 13

        Thunderstorm/Lightning ..... 13

        Tornado..... 13

        Tornado Shelters..... 13

        Snow..... 14

        Earthquake ..... 14

    Bomb Threat ..... 14

        Via Telephone..... 14

        In Person ..... 15

    Medical Emergency ..... 15

        When to call 911:..... 15

    Serious or Life-Threatening Emergency..... 16

    Non Life-Threatening Emergency..... 16

    Pool / Water Emergencies ..... 16

    Bloodborne Pathogens (BBP) ..... 17

    Criminal Acts..... 17

        Aggressive/Suspicious Behavior..... 17

        Fight..... 18

        Exhibitionism or Indecent Exposure ..... 18

        Crime in Progress/Off Hours Break-in ..... 18

        Burglary/Theft ..... 19

        Vandalism..... 19

        When to Call ISU PD ..... 19

GENERAL RULES AND REGULATIONS..... 19

    Conduct..... 20

    Public Display of Affection (PDA) ..... 20

    Proper Attire ..... 20

    Smoking and Tobacco..... 20

    Alcohol and Drugs..... 20

    Food, Chewing Gum, and Beverages..... 20

Mobile Technology .....	20
Personal Transportation.....	21
Locker Rooms.....	21
Security .....	21
Lost and Found.....	21
Pets .....	21
Media Policy.....	21
FORMS & REPORTS.....	22
Safety Equipment Locations – SFC & McCormick.....	23
STUDENT FITNESS CENTER & MCCORMICK .....	27
Floor Plans and Descriptions .....	27
First Floor .....	27
Evacuation Locations – SFC & McCormick .....	32
APPENDIX .....	33
Bomb Threat Checklist.....	33
Head Injury Checklist.....	34

# IMPORTANT PHONE NUMBERS

Agency	Phone Number
Ambulance/EMS & Normal Fire/Police	911
ISU Campus Police – Emergency	911
ISU Campus Police – Non Emergency	438-8631
ISU Environmental Health & Safety	438-8325
ISU Facilities Management (Before 4:30pm M-F)	438-5611
ISU Facilities Management Heating Plant (After 4:30pm M-F and Sat and Sun)	438-5516
ISU Parking and Transportation	438-8391
ISU Tech Support Help Desk	438-1111
McLean County Animal Control	(309) 888-5060
Normal Fire Department – Non Emergency	(309) 454-9689
Normal Police Department – Non Emergency	(309) 454-9535
Bromenn Hospital Poison Control Center	(309) 454-6666
University Information	438-4636 (INFO)
Large Blood Borne Pathogen Spill	Facilities Services M-F 8am-4:30pm at 438-5656 BSW Foreperson Sa-Su 8am-4pm at 261-7596 BSW “On Call” at 261-7568

# PROFESSIONAL TEAM PHONE NUMBERS

**Kelsey Orrill, Assistant Director- Competitive Sports: 618-967-4462**

**Will Nordquist, Coordinator - Sport Club: 701-721-8254**

**Kayla Oloffson, Sport Club Graduate Assistant: 309-826-8739**

If professional team member is not answering, leave a message containing the following information:

- Name
- Time of call
- Reason for call
- Steps that have been taken

Student team members will continue to call until they have successfully reached at least one professional team member within their program.

If a critical incident listed within this manual occurs on shift, it is necessary to contact the primary person listed as a contact for that incident – regardless of the time of day, date, etc. Students should call the applicable person on the above table depending on the situation. If a student team member fails to reach the primary contact for that situation, students should call professional team members in order until one is reached.

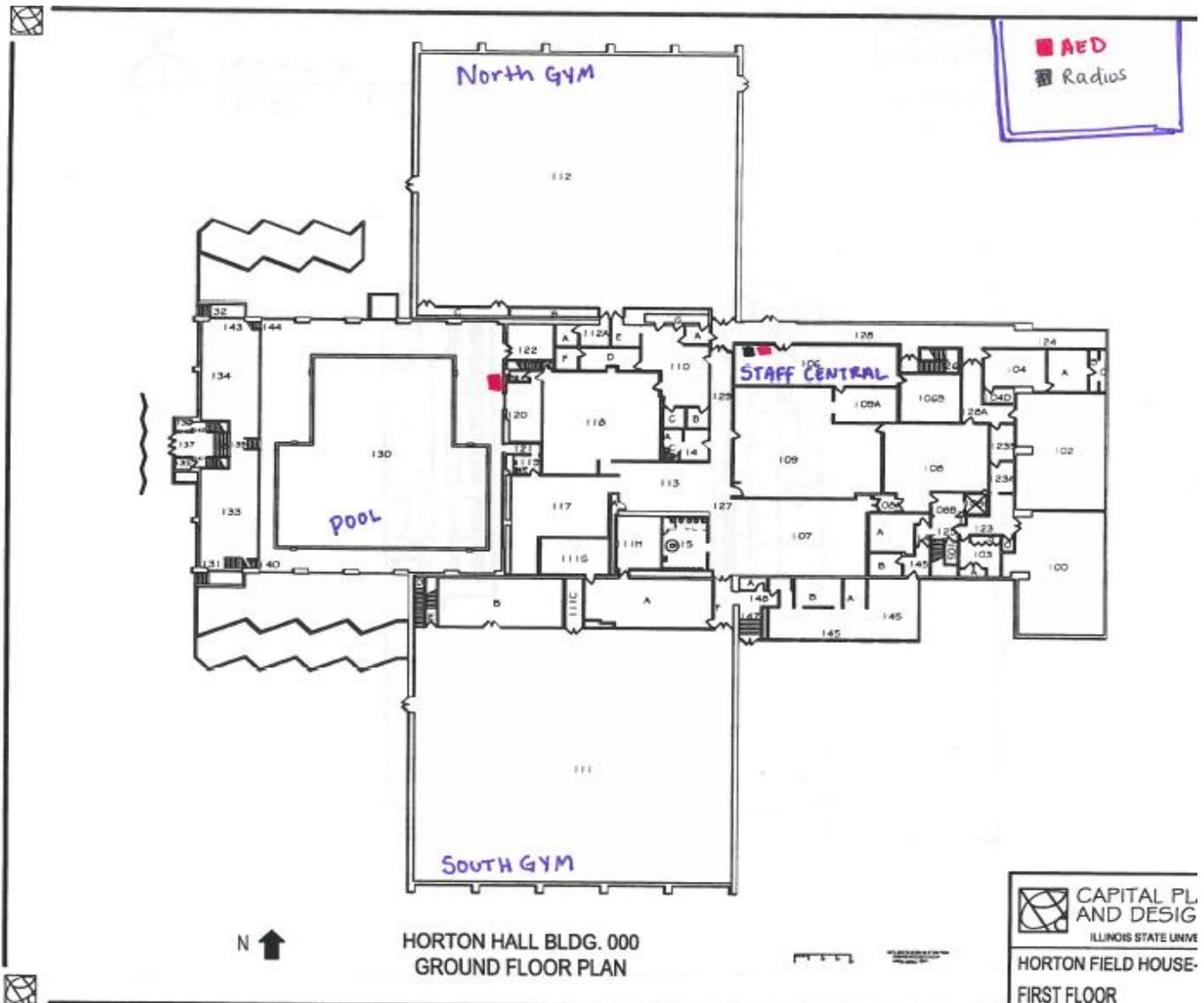
# HORTON

## Floor Plans and Descriptions

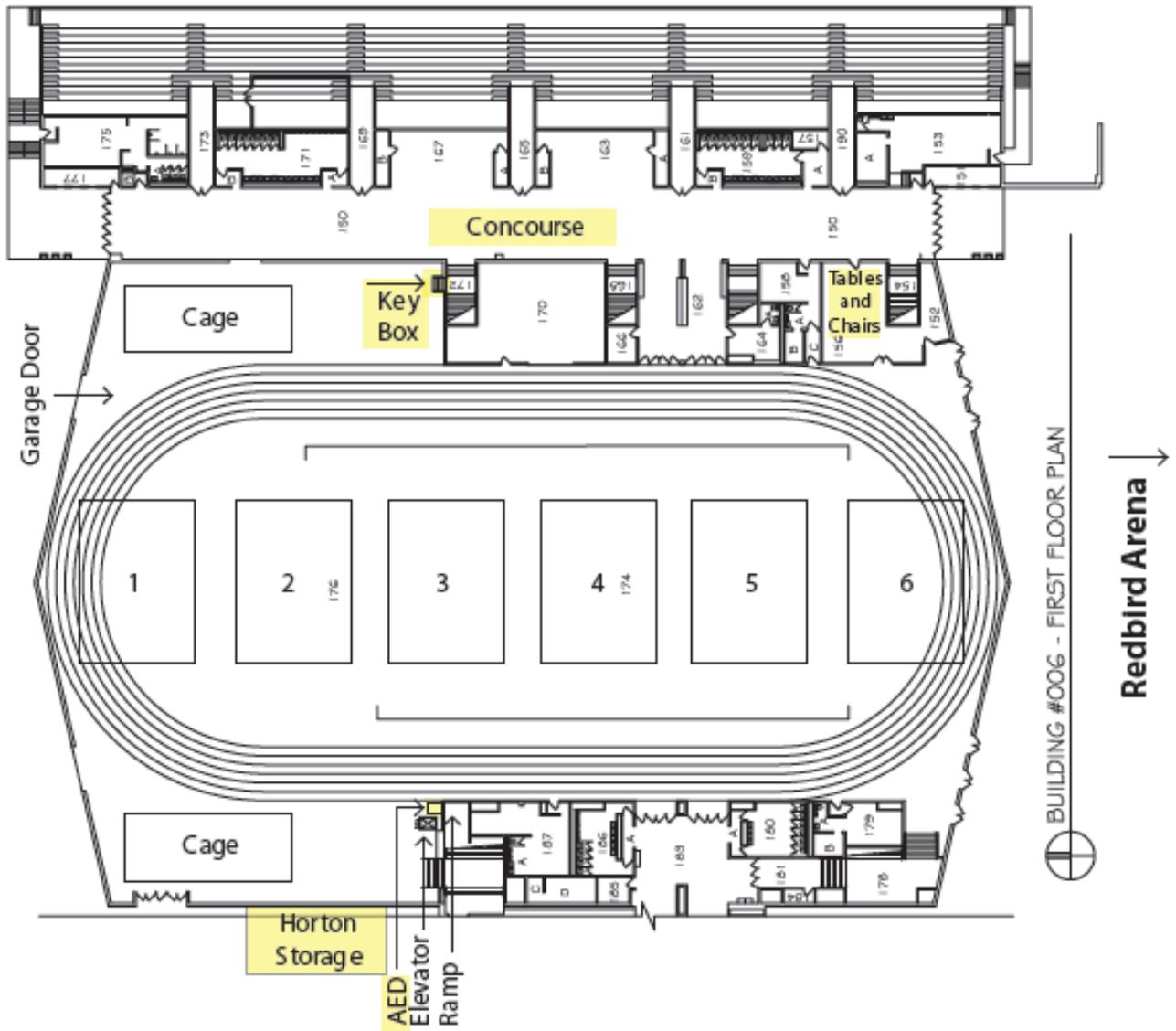
**Facility Management: 8-5656** (emergency in facility; power outage, basketball goals stuck, flooding, etc.)

The following two maps label the main activity spaces in this building. Please note the locations of the AEDs, Staff Central, and any fire extinguishers/fire alarm pull locations. In the event participants need to seek shelter, they should go to the locker rooms or nearest restroom.

### Horton – Ground Floor



# Horton – Field House and Concourse



## Safety Equipment Locations - Horton

This is a large building, with multiple rooms. Below are locations of safety equipment items closest to your assigned spaces or along routes between those spaces.

### AED

Pool	1	On wall by sliding door entrance to Athletic Lounge
Field House	1	On wall on the left hand side of elevator (left of ramp entrance)
Staff Central	1 (X10K476403)	Counter to right of entrance, by radios

### Fire Extinguishers

Men's Locker Room		Entrance, First Floor by North Gym
South Gym		Main entrance doors
Pool		Inside Athletic Lounge
Field House		Top and bottom of ramp & next to key box for basketball goals
Staff Central		Behind door, right hand side

### Fire Alarm Pull Locations

North Gym	2	East and West Doors
South	2	West Door and by stairway up to pool to the right of West Door
Pool	1	By trampoline (West)
Field House	2	South Door & North Door

### BBP Waste Container and Kits

Staff Central	2	Competitive Sports Cabinet and behind main door
---------------	---	---

### First Aid Kit Locations

Monitors	All monitors will have small first aid kits to treat minor injuries
Supervisor	Supervisor on duty will have large first aid kit for major injuries
Lifeguard	Fanny packs

# GREGORY STREET FIELDS



## Evacuation Locations - Gregory

As Gregory is an outdoor space, evacuation would include clearing student team members and participations away from the hazard, including instructing them to return to vehicles.

## Safety Equipment Locations - Gregory

All safety equipment (fire extinguisher and BBP materials) will be stored in CRECOPS. The AED [and biohazard bin](#) will travel with the Competitive Sports Supervisor in their Gator during programming.

# RADIO COMMUNICATION PROCEDURE

1. Always start communication with person making call stating their name followed by “to” and the name being called. The person being called acknowledges and the communication continues  
Example: “Mike to Dustin”. “This is Dustin. Go Ahead”.
2. No profanity when using radios at any time.
3. Be professional when communicating. Patrons can often overhear what is being said.
4. Keep radio traffic to a minimum. The radios are essential for communication of information for all team members.
5. Take proper care of radios. Be sure to charge them when they are not in use and use care near the pool.
6. Radios should never be left unattended and should be attached to the team member’s body at all times.
7. Account for all radios at closing. Make sure they are off and charging at closing.
  - a. Team members are responsible for replacing radios if lost.
8. Any problems or malfunctions should be reported to the Facility Manager or Professional Team.
9. When working in Horton, it will be necessary to communicate with Safety Officers in different locations via radio.

## ISU UHF Radio Channel Breakdown

Channel	Mode	Transmit	Receive	Tone T/R	Channel Label
1*	Repeater	458.900	453.900	103.5	UHF-1 Repeater (at Haynie Hall)
2*	Repeater	458.650	453.650	103.5	UHF-2 Repeater (at Hewett Hall)
3	Simplex	453.200	453.200	103.5	Golf Course
4**	Simplex	453.300	453.300	131.8	Special Use –A (primary user IM Sports)
5**	Simplex	453.600	453.600	151.4	Special Use –B (primary user University Program Board)
6	Simplex	453.875	453.875	173.8	Campus Recreation

\* **Note:** Securitas Security currently communicates with ISUPD on the Channel 2 Repeater (UHF-2). Both the Channel 1 Repeater (UHF-1) and the Channel 2 Repeater (UHF-2) are available to all users on an as needed basis for special events or in situations where longer range communications between radios is required. Both of these channels are monitored by ISUPD.

\*\***Note:** Special Use-A (Channel 4) and Special Use-B (Channel 5) are available to all users on a secondary basis for limited short range use during special events, when the use of UHF-1 and UHF-2 are not possible. The primary day to day users of these channels are indicated above.

Telecommunications and Networking will maintain a special use pool of 10-12 UHF portable radios containing the 6 channel layout shown above. This special use pool may be checked out for short term events requiring additional communications support.

# Emergency Coding System

Code Calls	Assigned to
Code Red	Injury
Code Blue	Cardiac Emergency
	Unconscious Emergency
	Sudden Illness Emergency (seizure and stroke)
	Breathing Emergency
Code Black	Hostile Intruder
Code 240	Fight
Patron Priority	Upset patron needing urgent assistance

## Examples Using Codes:

1. "RA1 to FM1". "FM1, go ahead". "I have a Code Red on Court B near center court". "I'm on my way".
2. "Lifeguard to FM1". "FM1, go ahead". "Code Blue. EMS has been called".
3. "MSA1 to Dawn". "Dawn, go ahead". "I have a patron priority at the Welcome Desk". "I'll be right there".
4. "Fitness1 to FM1". "FM1, go ahead". "Code Blue on Cardio Bridge".

**Note: An easy way to remember the different types of Code Blue is to use the acronym CUBS.**

**C:** Cardiac

**U:** Unconscious

**B:** Breathing Emergency

**S:** Sudden Illness

# EMERGENCY ACTION PLAN

It is a requirement of employment for all professional and student team members to be certified in First Aid, cardiopulmonary resuscitation (CPR) and Automated External Defibrillator (AED) through the American Red Cross. **At no time should team members put themselves in harm's way or risk safety to implement any step of the Emergency Action Plan. Should a position or team member be unavailable or unable to assist with an emergency, assignments will be determined by the Facility Manager on duty when in the Student Fitness Center or McCormick and by the Competitive Sports Supervisor at Horton, Gregory, and Champion.**

Persons with Disabilities, Evacuation, Facilities, Severe/Adverse Weather, Bomb Threat, Hostile Intruder/Active Shooter, Medical and Personal Injury, and Criminal Acts are the main potential emergency situations. Circumstances during these emergency situations will require all team members to know the procedures that must be carried out during the emergency situation.

## Persons with Disabilities

### **LIMITED MOBILITY:**

Areas of Rescue have specifically been set up in stairwells. Direct individuals to the nearest stairwell and assist them down. Try to encourage them to wait until all others have vacated, especially to avoid traffic congestion.

### **VISUALLY IMPAIRED:**

Tell person of the emergency and offer to guide them. Maintain constant communication to assist with calming their concerns.

### **HEARING IMPAIRED:**

Warning alarm may not be heard. Write notes, flip lights on and off, and give direction with hand signals if writing is not possible. Lights will flash on fire alarms in conjunction with the alarm sounding. Assistance to exits may still be necessary.

## Evacuation

Building evacuation may be necessary for a number of reasons. Often there is little time to make the decision to evacuate. **IF IN DOUBT, GET OUT!** Evacuations are **required** for fires, gas leaks, chemical spills, and immediately following an earthquake. In the event of an evacuation:

Location	Evacuate to
Student Fitness Center (west side)	SFC Quad, south side of the building
McCormick Hall (east side)	Redbird Plaza, north side of the building
Horton – North Gym	West Door– Tri Towers, East Door – outdoor track, Main – outdoor track
Horton - Pool	South Door – Redbird Arena, West Door – Tri Towers
Horton – Field House	South Door – Redbird Arena, North Door - outdoor track
Horton – South Gym	West Door – Tri Towers
Gregory Fields	Vehicles
Champion	Normal Community West High School

In the event of an evacuation during severe/adverse weather:

Location	Evacuate to
Student Fitness Center (west side)	Degarmo first floor lobby
McCormick Hall (east side)	State Farm Hall of Business
Gregory Fields	
Champion	Champion Fields Site Supervisor to facilitate

Following an evacuation, the SFCM must receive the “All-clear” status before the building can be occupied again. ISU Environmental Health and Safety or ISU PD will be the ones to provide the “All-clear” status which will allow the re-occupancy of the facility.

## Fire

1. Pull the nearest fire alarm
2. Evacuate the area according to the evacuation plan
3. Call 911
  - a. Make certain you're prepared to give the following information:
    - i. Location of fire
    - ii. Cause of fire
    - iii. Injured persons
4. Fire extinguishers – to be used against small fires only
5. Close doors to fire to contain fire or smoke

## Evacuation Responsibilities

- Student Fitness Center/McCormick: Communicate with Facility Manager for instruction
- Horton or Gregory Fields: Competitive Sports Supervisor will be giving instructions to the rest of the team

## Shelter In Place

There are times with the SFCM will need to be a shelter in place. This will occur during a tornado warning, active shooter on campus, or possibly a person with a weapon on campus. A shelter in place allows patrons to shelter in the SFCM and to prevent others from entering the building. Team members will move patrons to the shelter in place locations. Patrons will not be forced to stay and may leave during the shelter in place if they decide. However, if they decide to stay in the facility, they must move to a shelter in place location and may not continue to work out. It is considered trespassing and the patron will be addressed after the shelter in place is over. If the patron(s) try to continue their workout, are not moving to the shelter in place locations or are not leaving the facility, write down identifying factors and fill out an Incident Report after the fact.

## Active Shooter Protocol

*RUN:* Getting away from the shooter(s) is the top priority. Leave your belongings behind and get away. Help others escape, if possible, but evacuate regardless of whether others agree to follow. Warn and prevent individuals from entering an area where the active shooter may be located. Call 911 when you are safe and describe the shooter, locations and weapons.

*HIDE:* Get out of the shooter's view and stay as quiet as possible. Silence all electronic devices and make sure they won't vibrate. Lock and block doors, close blinds and turn off lights. Do not hide in groups – spread out along walls or hide separately to make it more difficult for the shooter. Try to communicate with the police silently. Use text messages or social media to tag your location or put a sign in a window. Stay in place until law enforcement gives you the "All-Clear."

*FIGHT:* Commit to your actions and act as aggressively as possible against the shooter(s). Recruit others to ambush the shooter with makeshift weapons like chairs, fire extinguishers, scissors, books, etc. Be prepared to cause severe or lethal injury to the shooter. Throw items and improvise weapons to distract and disarm the shooter.

In certain situations, the SFCM will need to be locked down. The staff will be informed by emergency messages being displayed on the computer screens, a call from the emergency response system or from a professional staff member. The SFCM will need to be locked down when there is a threat on campus. If the threat is near campus, team members will need to wait for instruction from professional staff. However, if the team members feel the need to lock down the SFCM and have not heard from professional staff, they can make that decision. When in doubt, lock it down. In evacuation situations, the SFCM can be locked down when all patrons and team members have exited the building. Team members will need to monitor the entrance and let patrons know of the evacuation.

## Facility Management Emergency

If an emergency arises that cannot be handled by a team member (examples listed below), the Competitive Sports Supervisor should contact Facility Management (8-5656).

- Power outage
- Elevator failure
- Plumbing/flooding

## Severe/Inclement Weather

The Student Fitness Center is a critical function for students and will maintain a normal operating schedule whenever possible. The Student Fitness Center will generally be open during regular hours, though all or portions of facilities may be closed. Classes held in the SFC will only be canceled if Illinois State University is closed due to inclement weather. Formal programs such as classes and intramural sports may be canceled or postponed if playing conditions and/or instructor travel are affected.

The Campus Recreation website ([www.campusrecreation.illinoisstate.edu](http://www.campusrecreation.illinoisstate.edu)) will post any weather-related schedule changes. For more information on the university's adverse weather status, check the university website at [www.ilstu.edu](http://www.ilstu.edu).

There are several weather-related emergencies that can happen that will not require emergency personnel or maintenance personnel attention. These are situations where the Competitive Sports Supervisor will need to make sound decisions to keep guests and team members safe.

Sources of severe weather information include: visual observation, university telephone warnings, television warnings, radio warnings, community broadcast system, and internet weather sites/apps.

The procedures listed below are to be followed during severe weather.

## Thunderstorm/Lightning

During a thunderstorm, participants can continue working out inside SFC, McCormick, and Horton. We cannot require participants to remain in the facility – they may leave at their own risk.

1. Be conscientious of weather. Severe weather may cause power outages.
2. Pool does not close for thunderstorms or lightning.
3. Should power go out, retrieve flashlights and follow power outage steps. Flashlights can be found at each first aid kit location when in SFC, Garage when at Gregory, and Staff Central when at Horton.

Gregory Street Fields: any sign of lightning signals the start of a 30 minute period where all participants need to evacuate from the field to a safe space. At Gregory specifically, the nearest safe space very well may be their individual vehicles. For each strike of lightning that takes place, the 30 minute timer will restart. As supervisors, it is your responsibility to clear participants from the field and keep watch of the time in relation to the most recent strike.

## Tornado

A **tornado watch** means weather conditions are favorable for the development of tornados or tornado-like activity. A **tornado warning** means a tornado has actually been sighted in the area. In McLean County, this is signaled by the sound of emergency sirens in a steady tone for three or more minutes supplemented by transmissions over the university emergency system, and university telephones. McLean County tests tornado sirens and warning system on the first Tuesday of each month at 10:00 AM. The "All Clear" message will be transmitted over university telephones. In the case of these weather situations, we cannot require guests to remain inside our facilities, but if they do choose not to leave, they must be in the designated areas detailed below.

## Tornado Shelters

SFC: Men's Women's Faculty/Staff and Student and family Locker rooms 119, 120, and 122; group fitness studio 127; men's and women's bathrooms 131, 132, 204, 205, 213 and 214; and group fitness studios 202 and 203.

McCormick: McCormick designated areas include computer lab 174, Heritage Room 178, 159, classrooms 183, 184, 255, and 262.

Gregory: If we are under a tornado watch or warning, the activities for the night will be cancelled. Participants should be cleared to cars as soon as possible. If we are under a watch, student team members will be responsible for all 'end of shift' activities, but if we are under a warning all equipment will be left until it is safe to clean up.

Horton: nearest locker room or bathroom

## **Snow**

If a snow emergency is declared by the University, the information will be provided to media sources, to the University telephone operators, and will be placed on the "Campus News" section of the Illinois State University home page at <http://www.ilstu.edu>, the University HOTLINE (438-8371), and on the "Weather Alerts" section of the Environmental Health and Safety website at <http://www.ehs.ilstu.edu>.

### **In the case of a winter storm, the University will declare one of three actions:**

*A University Weather Advisory*, in which classes are not cancelled and all university employees must report to work. If, during a university weather advisory, an employee feels it is unsafe to travel to work, then they must call in to their supervisor as soon as it is apparent. A sub must be found for an absence during a university weather advisory.

*Classes Cancelled Only* indicates that classes will be cancelled but university employees are expected to report to work as usual. As in the case of a *University Weather Advisory*, each employee will individually determine if the weather is such that he or she cannot get to work safely, and the same provisions will apply.

*A Severe Weather Administrative University Closure* will be declared when weather conditions are such that it would be very unsafe for students or employees to attempt to go to work or class. However, the Student Fitness Center is a critical function for students and will maintain a normal operating schedule whenever possible. If an administrative closure is declared before work begins, contact a supervisor as to whether or not to report to work due to weather conditions.

If an administrative closure is declared while at work, contact a Facility Manager to determine whether or not the program can continue. If a professional team member declares the building closed due to adverse weather, it is possible to leave and travel home cautiously after the facility is cleared of guests and safely secured.

## **Earthquake**

1. If outside, remain outside. If inside, remain inside.
2. Hide beneath a desk or table, if possible, covering head with arms. If unable to hide beneath something, stand in a doorway as a brace.
3. When the shaking ends, evacuate the building using the *emergency evacuation plan*. All guests must also evacuate.
4. Perform first aid, if necessary, at evacuation point.
5. Contact Professional Team in calling order.
6. Complete an Incident Report Form – Team members to have first contact with the incident should complete the form with assistance from other team members or guests that witnessed the event.

## **Bomb Threat**

### **Via Telephone**

1. Remain calm.
2. Attempt to keep caller on the phone, talking, and engaged. Get as many details as possible:
  - a. Where is the bomb?
  - b. How many bombs are there?
  - c. When is it set to go off?
3. Signal monitor to call 911.
4. Take note of all things said. Use shift report if nothing else is available.

5. Immediately write down a description of the person(s) or situation and any observations to assist the police with their investigation – See Bomb Threat Checklist in Appendix H.
6. Evacuate building following Evacuation Protocol.
7. Call Professional Team Member in call order.
8. Complete an Incident Report Form – Team members to have first contact with the incident should complete the form with assistance from other team members or guests that witnessed the event.

## In Person

1. Remain calm.
2. Take note of all things said and as many details as possible:
  - a. Where is the bomb?
  - b. How many bombs are there?
  - c. When is it set to go off?
3. Contact ISU Police Department immediately or as soon as safely possible.
  - a. If in SFC or McCormick, FM could access panic button
4. Immediately write down a description of the person(s) or situation and any observations to assist the police with their investigation – See Bomb Threat Checklist in Appendix G.
5. If possible, observe the person(s):
  - a. Appearance - height, weight, attire, scars, voice, tattoos, and other distinguishing features
  - b. License Plate Number
  - c. Make and Model of vehicle
6. Evacuate building following Evacuation Protocol.
7. Call Professional Team Member in call order.
8. Complete an Incident Report Form – Team members to have first contact with the incident should complete the form with assistance from other team members or guests that witnessed the event.

## Medical Emergency

Personal Injury can occur anywhere at any time and Team Members must be ready to respond. Responding to these emergencies in a quick, calm, and caring manner may help keep a bad situation from getting worse. Some personal injury examples are listed below. Communication during any emergency situation is critical.

- Life or death situations - Be alert to severe bleeding, stroke, and heart attack
- Insect bites/stings - May be fatal, immediate attention is required
- Sprains/Strains - Elevate injured area and apply a cold pack. Administer basic first aid
- Cuts/contusions - Follow blood-borne pathogen procedures. Administer first aid
- Loss of body part - Body part should be secured in a bag of ice

## When to call 911:

- Breathing emergencies
- Head, neck, or back injuries
- Heart attack or complaints of chest pain
- Loss of consciousness
- Broken bone
- Person in shock
- Diabetic emergency
- Seizures
- Stroke
- Allergic reaction
- Pool saves
- Anytime CPR or rescue breaths are performed
- Anytime the AED is used
- Anytime you *think* the ambulance needs to be called, when in doubt...CALL
- Anytime a participant requests the ambulance to be called

## When calling 911 give the dispatcher the following information:

- Brief description of injury
- Information about the patient such as symptoms, age, gender, etc.
- Location:
  - SFC/McComick: 347 South University Street

- Gregory Street Fields: 1020 Gregory Street
- Horton: 180 N. Adelaide St

**Note:** When working in the SFC or McCormick, you will radio to the Facility Manager, and they will make the call to 911. When in Gregory and Horton, use fellow team members to meet and direct EMS, while ensuring someone stays to provide care/support to the injured.

The procedures listed below are to be followed when there is a personal injury emergency:

## **Serious or Life-Threatening Emergency**

### First on the scene

1. When an emergency happens, respond according to American Red Cross protocol:
  - a. Check - the victim
  - b. Call – 911 if at Gregory or Horton, FM/MSA if in SFC/McCormick
  - c. Care - for the victim
2. The MSA will always call 911 and stay on the line with the dispatcher until the dispatcher ends the call.
3. Clear the surrounding area of spectators and potential hazards.

### Assisting at the Scene

1. For a cardiac emergency, the closest team member/ safety officer to an AED will respond to the emergency.
2. Supervisor will instruct the remaining people on how to respond. Possible tasks include:
  - a. Meeting EMS as emergency extraction door location
  - b. Providing crowd control
  - c. Securing BBP kit and/or first aid kit and bring to location
  - d. Securing wheelchair or ice and bringing to location
  - e. Clearing the surrounding area of spectators or potential hazards
3. Team Members not directly involved in the emergency should stay in their assigned areas and continue to do their job.
4. Supervisor specific duties
  - a. Complete Accident Report
  - b. Call professional team member according to call list
  - c. NOTE: even when an injury occurs in SFC or McCormick, Competitive Sports Supervisors will still complete the Accident Report

## **Non Life-Threatening Emergency**

### First on the scene

1. When an emergency happens, respond according to American Red Cross protocol:
  - a. Check - the victim
  - b. Call – 911 if necessary. If in SFC/McCormick, radio FM if additional assistance is required
  - c. Care - for the victim
2. Clear the surrounding area of spectators.

### Assisting at the Scene

1. The closest team member to a first aid kit will respond to the emergency bringing the first aid kit and blood borne pathogen kit.
2. Supervisor will instruct the remaining team members on how to respond:
  - a. Provide crowd control
  - b. Securing wheelchair or ice and bring to location
  - c. Clear the surrounding area of spectators
3. Team Members not directly involved in the emergency should stay in their assigned areas and continue to do their job.
4. If Competitive Sports Monitor is working shift alone (McCormick), they will radio the Facility Manager to complete Accident Report.

## **Pool / Water Emergencies**

When working a shift in Horton's pool, the lifeguards are trained on what to do in various emergency situations. They will also have a radio to communicate with Competitive Sports Team Members. Assist them in any way they may need during this time. The Supervisor will also complete an Accident Report. If a bloodborne issue happens

in the pool, the supervisor should clear all participants, cancel practices for the remainder of the night, and notify Facilities Management.

## **Bloodborne Pathogens (BBP)**

This Blood Borne Pathogen Plan is intended to eliminate or minimize Campus Recreation team members' exposure to blood borne pathogens.

Minor Injuries: injuries involving minor cuts, scrapes, nosebleeds or small amount of blood and body fluid.

1. Respond to minor injuries with a first aid kit and blood borne pathogen clean up kit.
2. Care for the injured and secure the area. Use proper Body Substance Isolation (BSI) precautions when treating the injured person and cleaning the blood borne pathogen.
3. Discard all waste materials used during care and clean-up of the blood borne pathogen into a biohazard bag. Place the used biohazard bag in the BBP waste container located in in your location.
4. Wash hands thoroughly with warm water and soap for 20 seconds.
5. Close area and keep closed until area has been thoroughly cleaned.
6. Complete Accident Report.

Major Injuries: injuries which require trained medical assistance or large amounts of blood and body fluid.

1. Secure the Area
2. Respond to injuries with a first aid kit and blood borne pathogen clean up kit.
  - a. Use proper Body Substance Isolation (BSI) precautions when treating the injured person and cleaning the blood borne pathogen.
3. Call 911 and explain the situation
- 4.
5. For large spill cleanup contact: refer to page #3
6. Wash hands thoroughly with warm water and soap for 20 seconds.
7. Close area and keep closed until area has been thoroughly cleaned.
8. Complete Accident Report.

## **Criminal Acts**

Many different actions may be considered criminal behavior. The University and the Department of Campus Recreation are committed to providing a safe environment for our participants and our team members. Being alert to the surroundings at all times and being aware of uncharacteristic or questionable behavior of those around the area can avoid many situations. Some, but not all, of the unacceptable situations team members may encounter include:

- Aggressive Behavior, Fights, or Harassment
- Exhibitionism or Indecent Exposure
- Off Hours Break-in
- Theft
- Vandalism

The following pages will describe the action that should be taken during each of these situations. The most important step in dealing with all of these emergencies is to stay calm.

## **Aggressive/Suspicious Behavior**

Team member should use conflict resolution skills to diffuse the situation, if possible, without endangering other participants or team members.

1. Observe behavior.
2. Immediately write down a description of the person(s) or situation and any observations to assist the police with their investigation. Observe the person(s):
  - a. Appearance - height, weight, attire, scars, voice, tattoos, and other distinguishing features
  - b. License Plate Number
  - c. Make and Model of vehicle
3. Contact ISU Police Department immediately or as soon as safely possible.
4. After contacting ISU Police, contact Competitive Sports Administration in the call order.
5. Complete an Incident Report Form – Team member to have first contact with the incident should complete the form with assistance from other team members or guests that witnessed the event.

Be aware of suspicious behavior in individuals in and around all facilities. Report all suspicious behavior to the ISU Police and complete an Incident Report. When calling, give as many details as possible. Some signs of potentially dangerous situations are listed below:

- Person involved in surveillance activities or taking inappropriate photos / videos.
- Suspicious person loitering.
- Suspicious person using binoculars or night vision devices.

Other personal attributes that might cause reason for further scrutiny:

- Person acting suspiciously (e.g. trying not to be noticed).
- Person departing quickly when seen or approached.
- Person in place they do not seem to belong.
- A strong odor coming from a building or a vehicle.
- An overloaded vehicle or vehicle in an unexpected location.
- Fluid leaking from a vehicle, other than the engine or gas tank.
- Person overdressed for the weather.

## **Fight**

1. If in SFC or McCormick, notify the Facility Manager on duty that there is a physical altercation and location. If in another location, notify Competitive Sports Supervisor.
2. Do not attempt to break up the fight.
3. Call ISU Police – Provide suspect's information and indicate if there are any injuries.
4. Observe the crowd
  - a. Bring first aid and BBP kits
5. Clear the surrounding area of spectators, stay clear of the altercation, and do not physically restrain individuals involved.
6. Observe the persons involved i.e. appearance-weight, height, age, race, clothing etc.
7. Work as a team
  - a. Treat any first aid and blood borne pathogen issues.
  - b. Assist in filling out Accident Report, if applicable
  - c. Assist in filling out Incident Report
8. Share information with ISU Police.
9. Contact Competitive Sports Administration in the call order.
10. Complete an Incident Report Form – Team member to have first contact with the incident should complete the form with assistance from other team members or guests that witnessed the event.

## **Exhibitionism or Indecent Exposure**

1. Contact ISU Police Department immediately or as soon as safely possible.
2. Inform the person(s) in a calm but assertive way that if he/she does not leave, the police will be contacted.
3. Immediately write down a description of the person(s) or situation and any observations to assist the police with their investigation.
4. Observe the person(s):
  - a. Appearance - height, weight, attire, scars, voice, tattoos, and other distinguishing features
  - b. License Plate Number
  - c. Make and Model of vehicle
5. Contact Competitive Sports Administration in the call order.
6. Complete an Incident Report Form – Team members to have first contact with the incident should complete the form with assistance from other team members or guests that witnessed the event.

## **Crime in Progress/Off Hours Break-in**

1. Immediately leave the building and alert the ISU Police from outside the facility. Do not remain in the building; the perpetrator may still be present.
2. Contact ISU Police Department immediately or as soon as safely possible.
3. Immediately write down a description of the person(s) or situation and any observations to assist the police with their investigation.
4. If possible, observe the person(s):
  - a. Appearance - height, weight, attire, scars, voice, tattoos, and other distinguishing features
  - b. License Plate Number
  - c. Make and Model of vehicle

5. Contact Competitive Sports Administration in the call order.
6. Complete an Incident Report Form – Team member to have first contact with the incident should complete the form with assistance from other team members or participants that witnessed the event.

### **Burglary/Theft**

1. Participant and team member safety are our main priorities. Give the person(s) whatever they desire. Follow all directions the person gives. Only after the thief has left the building, continue with the emergency procedures.
2. Contact ISU Police Department immediately or as soon as safely possible.
3. Immediately write down a description of the person(s) or situation and any observations to assist the police with their investigation.
4. If possible, observe the person(s):
  - a. Appearance - height, weight, attire, scars, voice, tattoos, and other distinguishing features
  - b. License Plate Number
  - c. Make and Model of vehicle
5. Contact Competitive Sports Administration in call order.
6. Complete an Incident Report Form – Team members to have first contact with the incident should complete the form with assistance from other team members or guests that witnessed the event.

In the case of theft of participant's belongings, give the guest the ISU Police number if they wish to make a report. Then fill out an Incident Report Form.

### **Vandalism**

1. Do not attempt to repair damage until the area has been documented by authorities and photographed for records.
2. Contact ISU Police Department immediately or as soon as safely possible.
3. Immediately write down a description of the person(s) or situation and any observations to assist the police with their investigation.
4. If possible, observe the person(s):
  - a. Appearance - height, weight, attire, scars, voice, tattoos, and other distinguishing features
  - b. License Plate Number
  - c. Make and Model of vehicle
5. Contact Competitive Sports Administration in the call order.
6. Complete an Incident Report Form – Team members to have first contact with the incident should complete the form with assistance from other team members or guests that witnessed the event.

### **When to Call ISU PD**

Any time when the following happens

- Aggressive Behavior or Harassment
- Fight
- Exhibitionism or Indecent Exposure
- Off-Hours Break-in
- Theft
- Vandalism
- A participant/guest is non-compliant or disruptive
- A participant/guest is intoxicated or under the influence
- A participant/guest, you, or a fellow staff member feels unsafe

# **GENERAL RULES AND REGULATIONS**

The following rules and regulations governing the use of all recreational facilities have been created to provide equal opportunity and protect the rights of each participant. As a member of the university community, you have a responsibility to understand and abide by these guidelines. To ensure everyone's safety, team members will enforce the usage guidelines and other posted regulations. Failure to abide by these rules and regulations may result in modified or revoked membership privileges as determined by the Executive Director of Campus Recreation or the Sport Club Executive Board, if a sport club participant.

## Conduct

Illinois State University's codes of conduct are enforced in all facilities at all times. Use of Illinois State University facilities is a privilege and participants are expected to be good citizens and respect the rights of others. Individuals who engage in unacceptable or irresponsible behavior may have their access to the Student Fitness Center revoked or modified indefinitely as determined by the Executive Director of Campus Recreation and Student Fitness Center. Students may be subject to further university disciplinary action as outlined in the [Illinois State University Code of Student Conduct](#).

## Public Display of Affection (PDA)

Engaging in inappropriate public display of affection in the Student Fitness Center is strictly prohibited.

## Proper Attire

In an effort to promote safety, reduce the spread of communicable diseases, and prevent additional wear and tear on the equipment, all participants are asked to wear appropriate athletic clothing while working out or participating in activities. Participants not wearing appropriate clothing or clothing found to be offensive will be told to adjust as needed or asked to leave the facility. The following items are considered appropriate and permitted:

- Close toed athletic shoes with non-marking soles are required in all activity areas except the pool and during certain fitness classes such as Pilates and Yoga.
- Tank tops that fully cover the back, chest, sides, and abdomen are required.
- T-shirts, yoga pants, athletic tennis shoes, sweat pants, athletic pants and athletic shorts.
- All clothing must exhibit good taste and basic decency as well as contain no obscene or offensive words or pictures.
- Swimsuits are required in the pool areas. Swimming apparel is not permitted in any other activity areas of the facility.

Jeans, pants, or shorts with rivets/buttons are not permitted in the activity areas. These items can rip the upholstery on the equipment and cause unnecessary wear and tear. Sandals, bare feet, steel-toed boots, and jeans are not permitted. Campus Recreation reserves the right to restrict the use of any apparel or equipment deemed unsafe.

## Smoking and Tobacco

All campus facilities are non-smoking; this includes the use of *all* tobacco products. State law prohibits smoking within 15 feet of any door.

## Alcohol and Drugs

Alcoholic beverages and illegal drugs may not be consumed prior to or while using the facilities. Individuals may not use facilities while under the influence of drugs or alcohol.

## Food, Chewing Gum, and Beverages

Water is the only drink permitted in the activity spaces of the SFC and must be in a closed unbreakable container. Chewing gum is not permitted in any activity space of the SFC.

## Mobile Technology

For the safety and comfort of our members, the use of mobile technology is not permitted in the pool, restrooms or locker room areas. Members may use mobile technology in other areas of the facility for access to music or phone, however, if disruptive behavior (talking loudly) is noticed or reported, the member will be asked to refrain from use of the device. The use of mobile technology at any time for photo or video purposes is strictly prohibited unless approved in advance by the Executive Director. Violators of the above policy may be asked to leave the premises and may face further disciplinary actions.

## Personal Transportation

Bicycles, rollerblades, roller skates, and skateboards are prohibited within all facilities. Personal items brought into the facility must be secured in locker. Bike racks are available in front of the SFC and at the east and west entrances of McCormick.

## Locker Rooms

The following guidelines are required:

- No glass is permitted in locker rooms.
- Campus Recreation is not responsible for lost or stolen items. Due to photo/video capabilities, use of mobile technology is prohibited in locker room areas and will be strictly enforced.
- **Regardless of age, individuals are not permitted in the opposite sex locker room.**
  - When in Horton, only enter the locker room of the gender you identify with.
- Private Changing Rooms are available in Student Fitness Center and include restroom, shower, and lockers.
- Only swimsuits are to be placed in the Suitmate water extractor located in the locker rooms and private changing room area. Please read and follow the directions to use the extractor.

**Warning:** Wet surfaces in the locker room may be slippery. Please watch your step.

## Security

We encourage our members to only bring necessary items to their respective facilities. Valuables should be left at home and individuals should be responsible for securing belongings in lockers. Campus Recreation is not responsible for abandoned, lost, damaged, or stolen items.

## Lost and Found

Lost and Found is located at the Welcome Center desk in the Student Fitness Center.

- Personal hygiene items such as shampoo, soap, deodorant, etc. will be disposed of each day at closing time. Other items will be kept for one week and then disposed of appropriately.
- Lost ID's and membership cards will be placed at the Welcome Center desk for retrieval.
- Wallets, cell phones, MP3 players, and other items deemed to be of high value will be placed in the lockable cabinet for security purposes. These items may be retrieved by the Facility Manager on duty.
- Campus Recreation is not responsible for lost, stolen, or damaged property.
- If items are left at Horton, Gregory, or Champion, Competitive Sports Team Members will bring them to the Welcome Center Desk at the conclusion of their shift.

## Pets

With the exception of service animals, pets are prohibited in all facilities.

## Media Policy

Personal photography and videotaping are permitted in or at Campus Recreation facilities with the exception of restrooms, locker rooms and pools. Personal photography and videotaping is defined as media of friends/family obtained informally for personal/private use. Personal photography used for commercial purposes is not allowed.

**Taking photos or video of individuals without their consent is prohibited and is cause for immediate removal from Campus Recreation facilities and possible suspension from Campus Recreation facilities.**

Academic photography and videotaping is permitted in Campus Recreation facilities with prior authorization with the exception of restrooms, locker rooms and pool. Academic photography and videotaping is defined as media obtained and/or reproduced for academic purposes including class projects, University promotions and information. Please call (309) 438-3700 for more information and authorization procedures.

Media access is allowed in most Campus Recreation facilities with prior authorization. Media access is defined as media obtained and/or reproduced for use by a media outlet. Proper usage includes published materials produced by the media outlet. Please call (309) 438-3700 for more information and request process.

Illinois State University Campus Recreation reserves the right to deny access to anyone as it deems necessary.

### Authorization Procedures

- Contact 309-438-3700 or [campusrecreation@IllinoisState.edu](mailto:campusrecreation@IllinoisState.edu) in advance. State who you represent, what purpose you want to access facilities, and how information will be used.
- If permission is granted and arrangements have been made, representatives must check in at the Welcome Desk upon arrival or with the Competitive Sports Supervisor if at Horton, Gregory or Champion.
- Student Team Member will issue the representative(s) a lanyard with ID badge that must be visible to team members and patrons while in our facilities. Appropriate identification (Driver's License, State ID, Employee ID, etc.) must be left with a Member Services Associate until the Photo ID Lanyard is returned.
- For Commercial or Architectural/Constructional Access, please follow guidelines listed above. Please allow at least 48 hours to process these requests.

## FORMS & REPORTS

- Shift Report:** Completed by Supervisor after each shift documenting in detail things that Competitive Sports Administration should need to know. For example, the gator was not starting, what items need to be restocked in the first aid kit, there were three Injury Reports, one club cancelled because they did not have a safety officer present.
- Incident Report (Yellow):** An incident report will be filled out for the following: customer service issues, facility ejection, fight, maintenance issue, membership issue, pool issue, scheduling conflict, severe weather, suspicious behavior, theft, vandalism or other. The form should be filled out completely providing as much information as possible. The form will be turn into the daily box for the Assistant Director to review.
- Accident report (Blue):** This report should be completed by the Competitive Sports Supervisor in the event a participant injures themselves in our facility. Be sure to be as detailed and fill out the form in it entirely. Turn the report into the daily box for the Assistant Director to review. If a Supervisor isn't present (McCormick/Rock Wall Shift, the Monitor should radio to the FM to complete the form).
- Informed Consent Waiver:** EVERY sport club participant must complete a waiver BEFORE they participate. A new one is required each year.
- Concussion Awareness Handout:** If you think someone has sustained a head injury, reference the Head Injury Checklist in the binder for steps. The handout is an informational sheet that the injured participant should receive after completion of the injury report. It details symptoms to watch for and local medical resources.

## Safety Equipment Locations – SFC & McCormick

### AEDs

SFCM - WEST	X09G415785	Pool: Next to water fountain on north east corner
SFCM - WEST	X09G415603	Welcome Desk on the wall
SFCM - WEST	X09G415756	1st floor cardio/weight room next to emergency exit (129)
SFCM - WEST	X09G415452	Sport Courts: Between courts B and C on South Wall (126)
SFCM - WEST	X09G415429	2nd Floor Core Pod on South Wall
SFCM - WEST	X09G415750	2nd Floor Free Weight Area between Men's (205) and Women's (204) Bathrooms
SFCM - WEST	X09G415594	3rd Floor Track near Room 301
SFCM - EAST	X10K476069	Exercise Science Lab (177)
SFCM - EAST	X10I469278	2 <sup>nd</sup> Floor hallway near SMART Clinic 255
METCALF	X10K475672	Metcalf Pool Storage Room

### Fire Extinguishers

SFCM - WEST	Inside Starbucks prep area
SFCM - WEST	Inside Restroom enclave in 1st Floor Weight/Cardio Area
SFCM - WEST	Men's Locker Room 119: Next to the Water Fountain
SFCM - WEST	Women's Locker Room 120: Next to the Water Fountain
SFCM - WEST	Pool: Far Southwest Corner
SFCM - WEST	Laundry Room: By the doors
SFCM - WEST	Near Loading Dock. Through mechanical room 124B doors.
SFCM - WEST	Basement of SFC
SFCM - WEST	Outside Telecom Room 104 on Wall
SFCM - WEST	Sport Courts: Court A NW Corner
SFCM - WEST	Sport Courts: Court A SW Corner
SFCM - WEST	Room 117/118 behind the front desk
SFCM - EAST	Across from room 264
SFCM - EAST	2nd Floor near Room 259
SFCM - EAST	Wellness Office between 187B and 187 D
SFCM - EAST	Door K vestibule – exit to University Street
SFCM - EAST	Biomechanics Lab on North Wall
SFCM - EAST	Biomechanics Lab on South Wall
SFCM - EAST	Near Room 182 A-F
SFCM - EAST	Near Room 252
SFCM - EAST	Near Room 153
SFCM - EAST	Near Room 164
SFCM - WEST	Near Room 201 South Door
SFCM - WEST	Free Weight Area on 2nd Floor South Wall
SFCM - WEST	Inside Mechanical Room 202A
SFCM - WEST	Inside Mechanical Room 207
SFCM - WEST	Room 208 Storage Room
SFCM - WEST	Room 208 A mechanical room

SFCM - WEST	2nd Floor near Core Pod
SFCM - WEST	2nd Floor far East Side of Building Near Rest Rooms
SFCM - WEST	Room 210 Adventure Connection Storage
SFCM - WEST	3 <sup>rd</sup> Floor near east exit
SFCM - WEST	3 <sup>rd</sup> Floor near window on west corner

### Fire Alarm Pull Locations – SCF & McCormick

SFCM - WEST	Main entrance vestibule (100C) – Door A
SFCM - WEST	Outside the lifeguard office (123B) – Door D
SFCM - WEST	Loading dock (124C) – Door E
SFCM - WEST	Mechanical room basement stairs and exterior exit (001B)
SFCM - WEST	Sport Court A (126A) – Door F
SFCM - WEST	Sport Court B (126B) – Door G
SFCM - WEST	Sport Court C (126C) – Door H
SFCM - WEST	1 <sup>st</sup> floor cardio exit (129) – Door I **Primary Extraction Point
SFCM - WEST	1 <sup>st</sup> floor emergency exit vestibule under free space stairs (100G) – Door J
SFCM - WEST	2 <sup>nd</sup> and 3 <sup>rd</sup> floor elevator (193/293)
SFCM - WEST	Stairwell from cardio balcony (289) – Door B
SFCM - WEST	Stairwell from 2 <sup>nd</sup> floor free weight pod to outside Campus Rec Suite (188/288) – Door C
SFCM - WEST	Stairwell from 3 <sup>rd</sup> floor track and 2 <sup>nd</sup> floor cardio pod (194/294/394) – exits on McCormick side University Street – Door M
SFCM - EAST	Exit to University Street – Door K **Primary Extraction Point
SFCM - EAST	Exercise physiology lab (177H) – Door O
SFCM - EAST	Exit to the quad vestibule (149A) – Door P
SFCM - EAST	KNR office corridor (149B) outside office 164 – Door R
SFCM - EAST	1 <sup>st</sup> floor restroom vestibule (181) – Door S
SFCM - EAST	Stairs to from instructional gym lounge to 1 <sup>st</sup> floor lobby (298)
SFCM - EAST	Stairwell from 2 <sup>nd</sup> floor by classroom 262 (295) – exits to Door T but has no fire alarm at exit
SFCM - EAST	Stairwell from outside 254C and 177C (197/297) – Door N
SFCM - EAST	Stairwell from outside KNR Admin Suite 250 to KNR office corridor (199/299) – Door Q

### BBP Waste Container and Kits

The BBP Waste Container is located in the Lifeguard Office. Any BBP waste should be bagged in a red biohazard bag and placed in the BBP waste container. Blood Borne Pathogen kits are located in the following areas: Lifeguard Office (123B), behind the Welcome Desk (117/118), and Athletic Training Lab (254).

### First Aid Kit Locations – SFC & McCormick

There are 10 first aid kit locations in the building. First Aid Kits will be re-stocked on a regular basis by the Lifeguards. It will be the duty of a Rec Assistant to bring the First Aid Kits to the Lifeguard for re-stocking and the return the first-aid kits to their proper location once re-stocking is completed.

Welcome Desk (117/118)
Climbing Wall (121)
FFM Cart: 1 <sup>st</sup> floor cardio floor (129)
FFM Cart: Cardio Balcony
FFM Cart: Free Motion Pod
FFM Cart: Sectorized Pod

Main Gym (126)
Pool
Exercise Science Lab (177)
Adventure Connection (211)

The following student team members will have a first aid kit with them at all times: Competitive Sports Supervisor, Competitive Sports Monitor, Lifeguard

### **WHEELCHAIR LOCATIONS**

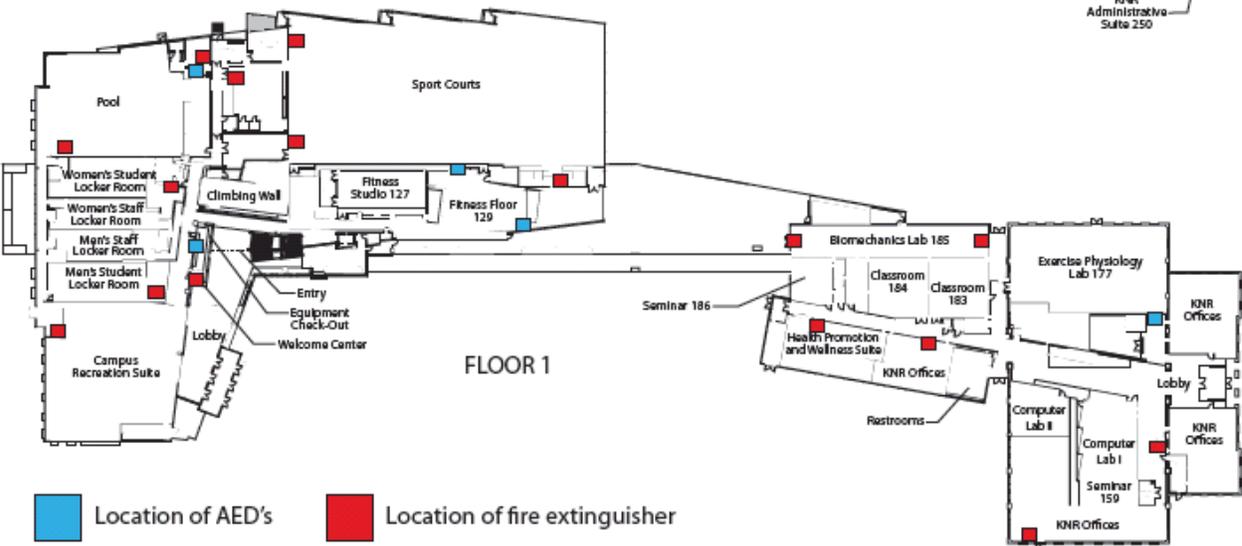
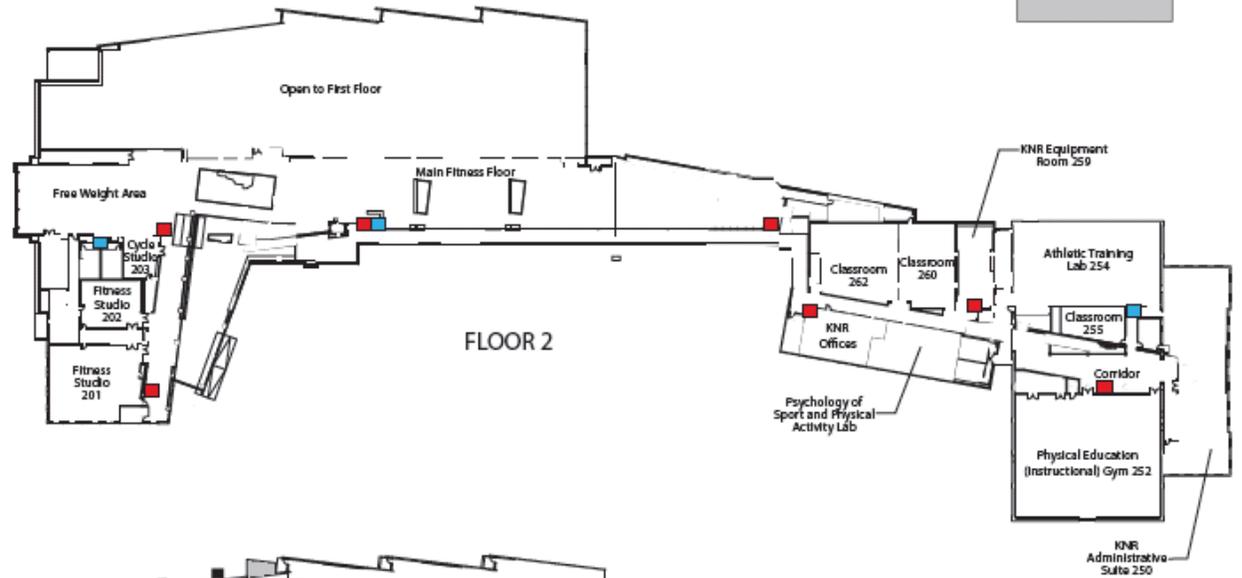
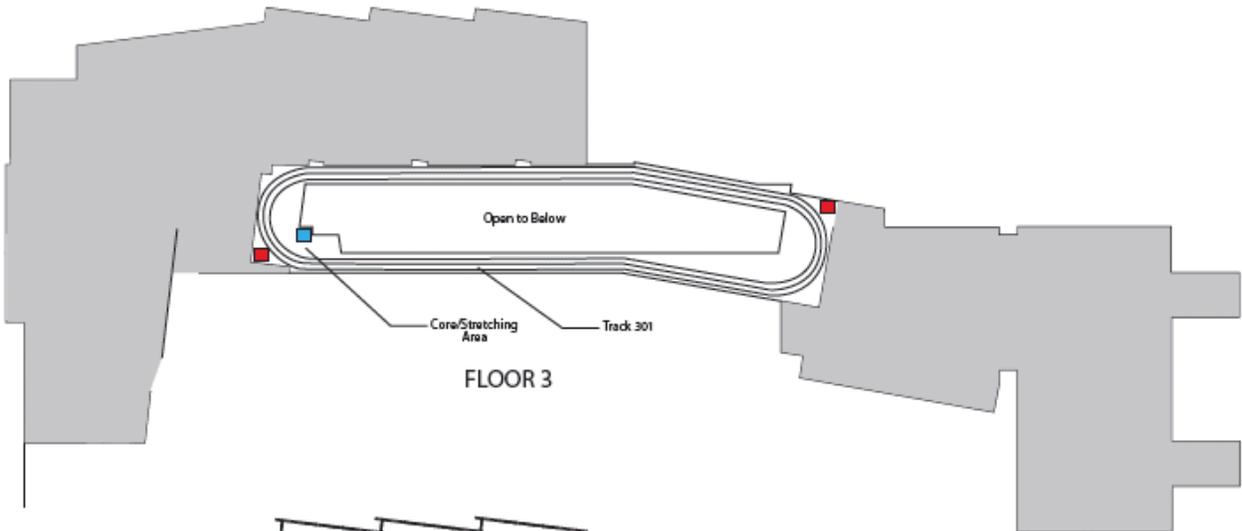
Wheelchairs can be found in sport court storage (125) or the stairwell on the second floor, near the group fitness studios (289). These should be used in emergencies and should be returned to these locations after use.

### **FIRE ALARM SYSTEM**

The building is equipped with a fire alarm system to alert of fire both audibly and visually. This alarm is triggered by smoke or through a manual pull of the alarm. Fire alarm pulls can be found at exit locations, stairwells, and at the 2<sup>nd</sup> and 3<sup>rd</sup> floor SFC elevator (193/293). The Student Fitness Center is equipped with a sprinkler system that will activate in the case of a fire.

### **PANIC BUTTON**

A panic button is located under the Welcome Desk near computer stations 1 and 2 in case of hostile intruders, burglary, or other threatening situations that may arise. To activate, press and hold panic button for 2 seconds. A panic button will also be located under the counter at the Adventure Connection.



■ Location of AED's
 ■ Location of fire extinguisher

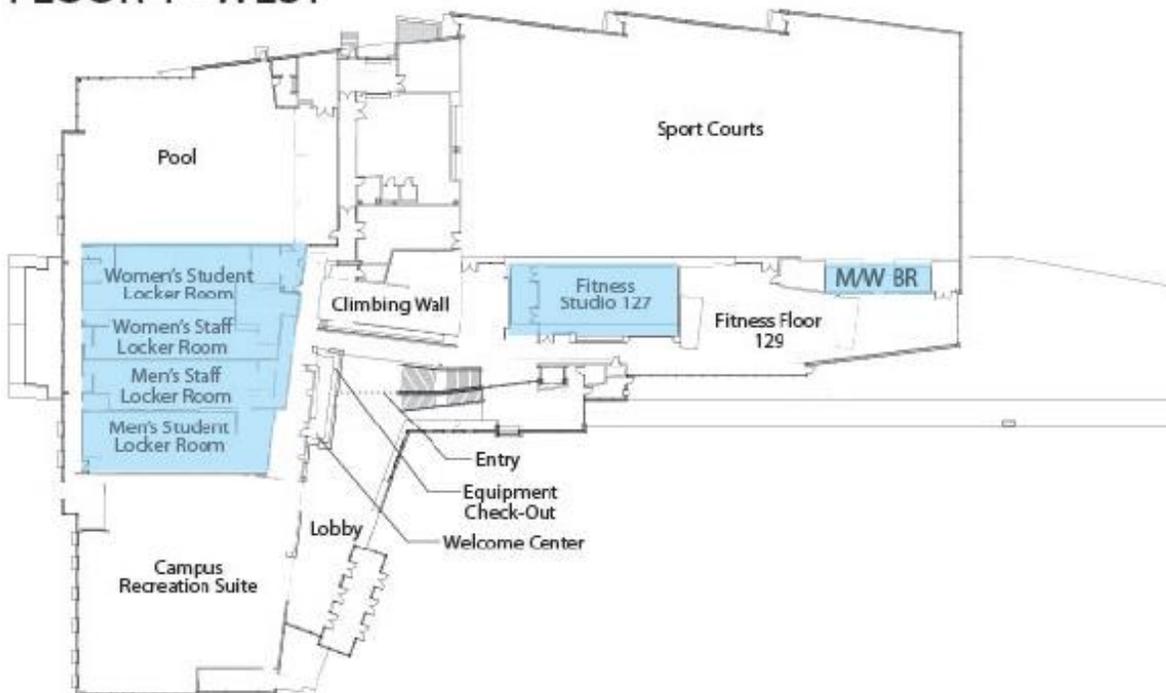
# STUDENT FITNESS CENTER & MCCORMICK

## Floor Plans and Descriptions

For detailed descriptions of other spaces in the SFC (that Competitive Sports does not program in), please visit [Campus Recreation's website](#).

### First Floor

#### FLOOR 1 - WEST



#### FIRST FLOOR – WEST

##### 1. Lobby 100

The lobby of the Student Fitness Center serves as the welcome area for all visitors. This area may be utilized by all patrons without having to swipe into the fitness areas. Located in the lobby is the entrance to the Campus Recreation Administrative Suite (102-103), Starbucks (100A) and the Bob and Julie Dobski Welcome Center (100B). Directly behind the Welcome Desk is Storage 117-118. To the immediate right of Starbucks is Storage 101. Located just next to the vestibule is the Elevator Equipment room (193A). Stairs (190 & 191) off the lobby lead to either the free zone bridge (249E) to McCormick Hall or the second floor of fitness space (200). This lobby is accessed through the ADA accessible entrance.

##### 2. Campus Recreation Suite 102-103

The administrative staff for the Department of Campus Recreation is located on the first floor to the left of Starbucks. This suite area contains 16 offices, a workroom (103G), a marketing storage room (102E), storage (102A), and an electrical closet (103L). The suite has three points of access. Just off the suite is a general public corridor (100D) containing men's (106) and women's (107) restrooms, telecom closet (104) and stairwell access.

##### 3. Climbing Wall 121

The climbing wall stands at 47 feet tall with more than 900 square feet of climbing surface. The floor of the climbing wall area is compressed shredded rubber and the wall has a maximum climbing capacity at one time being five climbers. Also located in the climbing wall area is Storage 121A.

**4. Locker Rooms 119-120**

There are a total of five locker room areas for guests in the Student Fitness Center. These locker rooms are divided by male faculty staff (119), male student (119), female faculty staff (120), female student (120), and assisted changing (122) areas. Located just at the entrance of the male locker rooms is a Janitorial closet 119A. Each locker room has an entrance off of the main lobby to the west of the climbing wall and also exits into the wet corridor leading to the pool. All are tornado shelters.

**5. Pool 123**

The pool consists of 4 lap lanes each 25 yards long and a leisure area. The pool depth ranges from 3 to 4.5 feet. The pool has a capacity of 249 people. The pool area houses the Laundry Room (123A) and the Lifeguard Office (123B). Located in the northwest corner is a special service dog area.

**6. Service Corridor/Loading Dock 124**

This service corridor provides access to Janitorial room (124A), Mechanical room (124B) housing pool pumping systems and some HVAC system equipment, Storage (124C), and the loading dock, located on Dry Grove Street.

**7. Sport Courts 126**

Three sport courts are located in the sport court area. Two of the sport courts have wood flooring (126A and 126B) and one has a synthetic surface and a dasher board system (126C). The three sport courts combined have a capacity of 1,141 with the breakdown per court being A: 381, B: 383, and C: 377. The sport courts may be entered through the door off of the lobby (100E) by Court A or the door off of 129 between Courts B and C. Courts A and B can be separated by motorized curtain. Located off of Court A is Storage 125, also accessible from the service corridor (124).

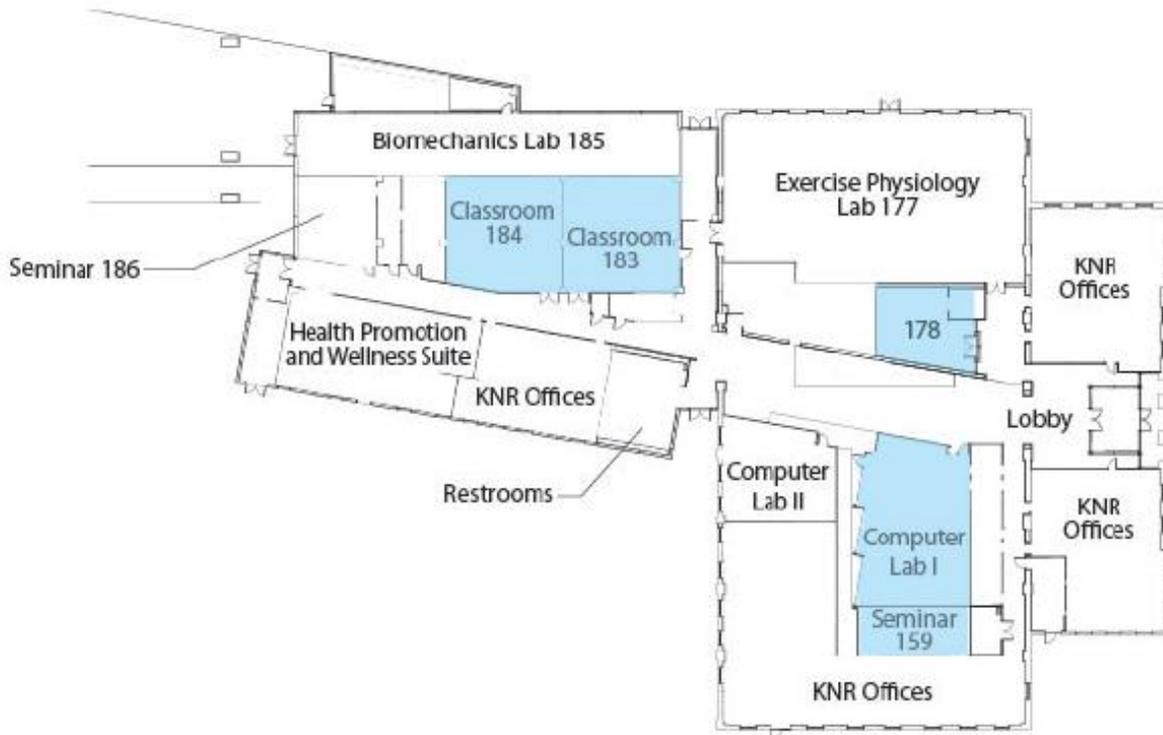
**8. Fitness Studio 127**

This studio is the second largest of the three studios in the building can accommodate 40 people. The studio accesses Storage 127A. The elevator (193) is located across from this studio entrance. The corridor outside this studio leads to the first floor fitness area. Along this corridor is Storage 128. Serves as a tornado shelter.

**9. Fitness Floor Area 129**

This area contains a variety of cardio, strength and free weight equipment in approximately 4,000 square feet of space. This area can be accessed through either the door from the sport courts or from the Fitness Studio 127 corridor. Just outside of the sport court entrance is Mechanical Room 130. Located at the rear of the free weight area is Storage 133. Also located in the free weight area are men's (132) and women's (131) restrooms.

**FLOOR 1 - EAST**



## FIRST FLOOR – EAST

### **10. Computer Lab I 174**

This is a 55-person lab. This lab has access to Storage 174B. This lab can be accessed through one of two doors on either the northeast or northwest corners of the room. Serves as a tornado shelter.

### **11. Computer Lab II 175**

This is a 30-person computer lab and has one entrance/exit point located in corridor 149.

### **12. KNR Offices**

Corridor 149B: This corridor houses 21 offices (152-158, 160-173), Storage 174A, Storage 174B, Janitorial 156A, Seminar 159, and Storage 172A. This corridor has two main, open-air, access points off of the Lobby (149). Stairwell 199 is located in this corridor adjacent Office 153.

Across the way is another section of this corridor that accesses two offices (176 & 176A), the Exercise Physiology Lab 177, and the Building Lounge 178.

Office Suite 150: This suite contains 8 offices (150A-150H) each with their own entrance point. Also in this corridor is located Storage 150J. This suite is accessed through a door off of the Lobby (149).

Office Suite 151: This suite has 9 offices (151B-151D, 151F-151H, 151J-151L). This corridor also contains Electrical closet 151A and Storage 151E. This suite is accessed through a door off of the Lobby (149) with each office having its own access point.

### **13. Seminar 159**

This room can hold up to 25 people. It can be accessed through one of two doors in corridor 149B. Serves as a tornado shelter.

### **14. Lobby 149**

The Lobby here serves as the main entrance from the Quad and is one of two ADA entrances to McCormick Hall (vestibule 149A).

### **15. Exercise Physiology Lab 177**

This room includes a cardio area, lab office (177A), speed, strength, weight and conditioning area (177B), classroom seating 30 (177C), body composition area (177D), changing room (177E), Bod Pod (177F), cardio lab (177H), Storage 177J and 177K. This lab has access from corridor 149B and through classroom 177C to corridor 149C. Corridor 149C provides access to stairwell (197).

### **16. Heritage Room 178**

This room honors past KNR faculty and features an open area with tables and chairs as well as a Kitchen Lounge (178A). This lounge has one access point from corridor 149B. Serves as a tornado shelter.

### **17. Vestibule 181**

This vestibule provides access to a men's (181A) and women's (181B) restroom. This vestibule also contains a point for building entrance and exit.

### **18. Office Suite 182**

This suite contains a reception area and six offices (182A-182F). This suite can be accessed through one of two doors off of corridor 149D located in the reception or outside Office 182F.

### **19. Classroom 183**

This classroom can hold 50 people and can be accessed through one of two doors from corridor 149C or 149D. Corridor 149C provides access to stairwell (197). The elevator (196) is located just outside of this room in corridor 149C. The Elevator Equipment room (196A) and a Trash/Recycling closet (183A) are also just outside of this room in corridor 149D. Serves as a tornado shelter.

### **20. Classroom 184**

This classroom seats 40 and can be accessed through one door in corridor 149D. Outside this room is located the Electrical/Telecom Room 184A. Corridor 149D has access to vestibule 149F, the second ADA entrance, as well as to stairwell 195. Serves as a tornado shelter.

### **21. Biomechanics Lab 185**

This corridor contains multiple rooms including an office (185A), laboratory areas (185B-185E), Storage 185F, and access to Seminar room 186.

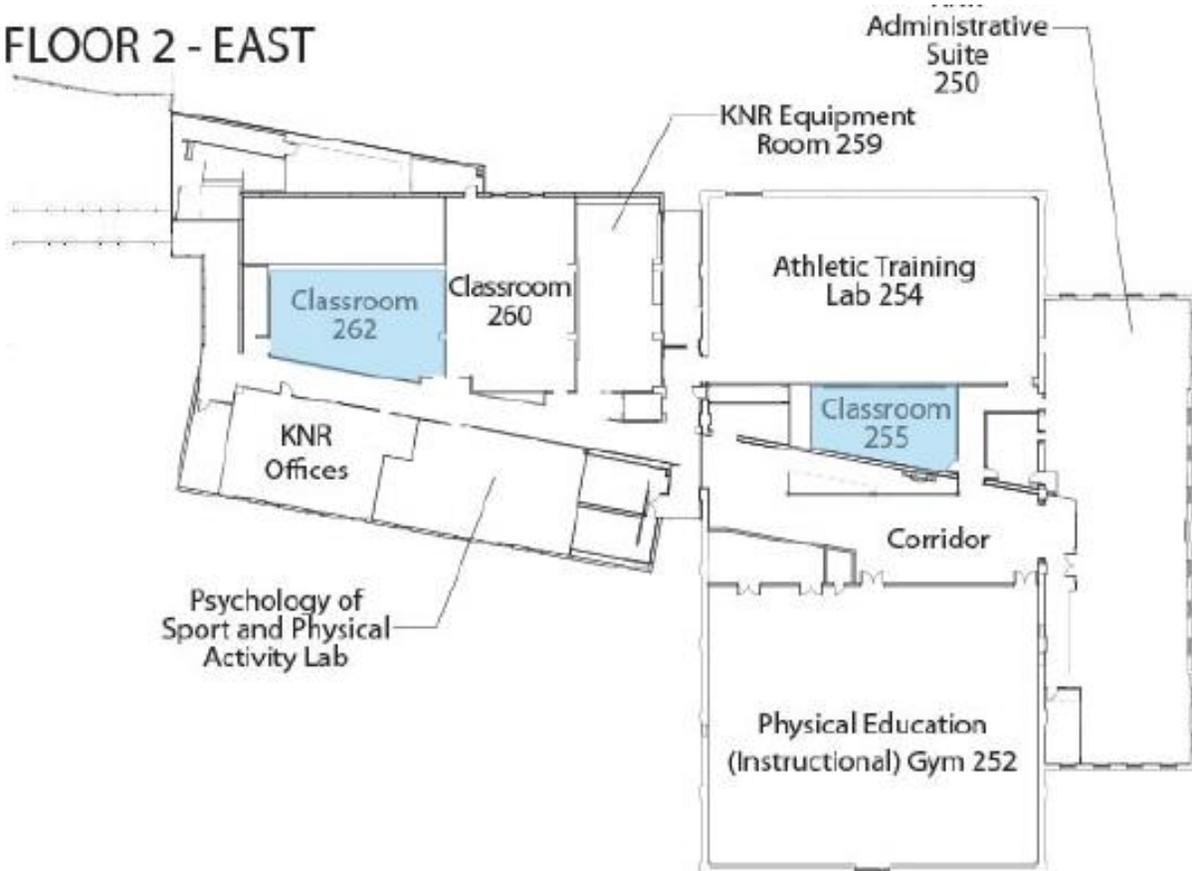
### **22. Seminar 186**

This room can seat 16 people and can be accessed through corridor 185 or from the main corridor 149D. Corridor 149D has access to vestibule 149F, the second ADA entrance, as well as to stairwell 195.

### **23. Health Promotion and Wellness Suite 187**

This is the main office suite for Health Promotion and Wellness and contains a reception area, 8 offices (187A-187H), and library (187G). This suite can be accessed through one of two doors from corridor 149D located in the library and reception areas. Located just outside of the reception door is vestibule 149F providing access to stairwell 195 or outside access to University Street.

## FLOOR 2 - EAST



## SECOND FLOOR – EAST

### 24. KNR Administrative Suite 250

This Suite, housing KNR Administration, contains five offices (250A, 250B, 250E, 250G, 250H), Conference Room (250F), Storage 250C, Workroom (250) which connects to Mailroom 253. The Conference Room and Mailroom are both accessible from corridor 249A. This suite is accessed through doors off of corridor 249.

### 25. Office Corridor 251

This corridor has open air access and contains six offices (251A-F). This corridor also provides access to stairwell 299 leading to the first floor KNR office corridor 149B.

### 26. Physical Education Instructional Gym 252

This wood floor gym can be separated by a floor to ceiling partition and can hold 415 people. Accessible through the gym is AV Room 252A and Gym Storage 252B. This gym can be accessed through one of two doors located in corridor 249 and lounge area. Corridor 249 provides access to Telecom room 256 and Stairs 298 to the first floor corridor.

### 27. Athletic Training Lab 254 – SMART Clinic

The lab features a large space for practice and provides access to two smaller training labs 254A and 254B. The main training area connects to Classroom 254C which seats 30. This classroom can also be accessed through corridor 249B. This lab can be accessed through the classroom or directly from corridor 249A. Outside of Classroom 254C in corridor 249B is stairwell 297 to the first floor as well as to stairwell 300 to Mechanics 001.

### 28. Classroom 255

This classroom seats 40 and can be accessed in corridor 249A. This classroom has only one access point. Serves as a tornado shelter.

### 29. KNR Equipment Room 259

This space supports KNR activities and equipment checkout and can be accessed through double doors in corridor 249C at the top of stairs 249F. The elevator (296) is located just outside this room.

### 30. Psychology of Sport and Physical Activity Lab 261

The Psychology of Sport and Physical Activity Lab contains a Conference and Observation area 261A, Lab area 261B, Office 261C, and Storage 261D. This lab is accessible through one main door off of corridor 249C.

**31. Classroom 260**

This classroom can seat 80 people and is accessible through one of 2 doors at each end of the room located off of corridor 249C. Also located in this room is Storage 260A.

**32. Classroom 262**

This classroom seats 60 and is accessible through one of 2 doors off of corridor 249C. Janitorial room 264 is located just outside of this classroom and is also accessed off of corridor 249C. This corridor leads to lounge area 249D and the free space bridge. Also located at the end of this corridor is access to stairway 295 leading to the first floor. Serves as a tornado shelter.

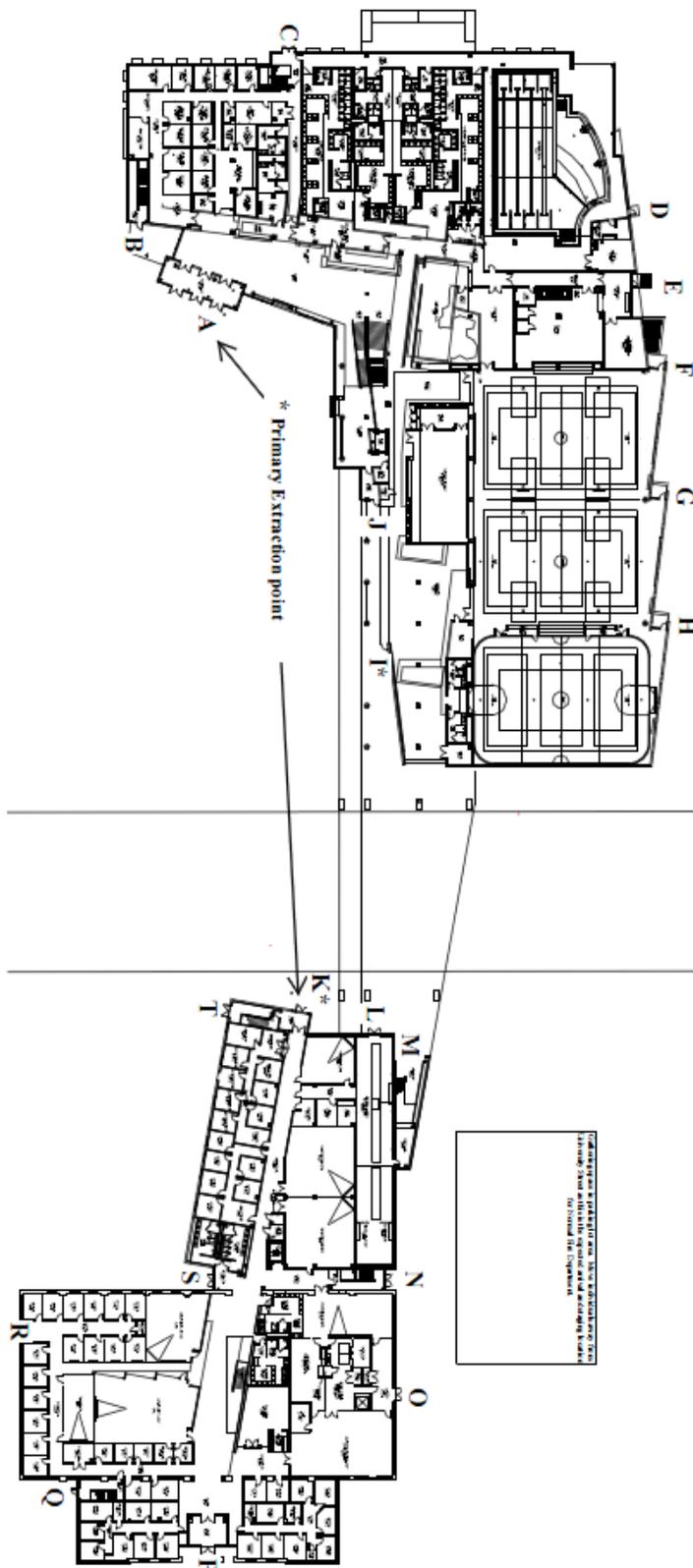
**33. Interview/Testing Room 263**

This room is utilized as part of the Psychology of Sport and Physical Activity Lab and has its own access point located in corridor 249C.

**34. Office Suite 265**

This corridor provides access to office spaces 265A-G and has one main access point located off of corridor 249C.

## Evacuation Locations – SFC & McCormick



### EXIT DESCRIPTIONS

#### STUDENT FITNESS CENTER

EXIT "A": Main southeast doors 100C  
**\*\*Primary Extraction Point for SFC**

EXIT "B": Southeast stairwell exit 189

EXIT "C": Office suite/Corridor street exit 188

EXIT "D": Door on North wall in Pool 123

EXIT "E": Loading dock exit door 124C

EXIT "F": Sport Court A emergency exit door 126A

EXIT "G": Sport Court B emergency exit door 126B

EXIT "H": Sport Court C emergency exit door 126C

EXIT "I": 1<sup>st</sup> floor cardio area emergency exit door 129

EXIT "J": Free space exit under stairs 100G

#### MCCORMICK HALL

EXIT "K": University Street exit 149F  
**\*\*Primary Extraction Point for MCH**

EXIT "L": Biomechanics lab emergency exit door 185C

EXIT "M": Northwest stairwell exit 194

EXIT "N": North exit located near elevator 197

EXIT "O": Exercise Physiology emergency exit door 177H

EXIT "P": Exit to the quad 149A

EXIT "Q": Southeast stairwell exit 199

EXIT "R": KNR Office corridor exit 149B

EXIT "S": Exit door near restrooms 181

EXIT "T": South stairwell exit 195

# APPENDIX

## Bomb Threat Checklist

Date: Time received: \_\_\_\_\_ Time terminated: \_\_\_\_\_  
Person receiving call: \_\_\_\_\_ Phone number called: \_\_\_\_\_  
Location/Workstation: \_\_\_\_\_

### QUESTIONS TO ASK

- When is the bomb going to explode?
- Where did you put the bomb?
- When did you put it there?
- What does the bomb look like?
- What kind of bomb is it?
- What will make the bomb explode?
- Did you place the bomb? Why?
- Do you know who placed the bomb?
- What is your name?
- Where are you calling from?
- Have you notified anyone else?
- Do you know that there are innocent people in the building who may be killed or injured? Yes  
No
- Who do you represent?
- Exact wording of threat:
- What is your address?

### CALLER'S VOICE

- Accent? (specify):
- Gender (circle): male female
- Age (circle): child teen 20-29 30-39 40-49 50-59 older
- Voice (circle): loud soft deep whisper
- Diction (circle): nasal slurred broken disguised squeaky
- Impediment (circle): lisp stutter
- Rate (circle): fast slow normal
- Manner (circle): angry excited giggling crying sincere stressed calm
- Language (circle): well-spoken incoherent irrational taped abusive foul
- Was the voice familiar to you?
- Do you know who the caller was?

### BACKGROUND NOISES

- Street noises:
- House/residence noises:
- Aircraft:
- Voices:
- Music:
- Machinery:
- Bar/tavern:
- Other:

# Head Injury Checklist

Perform initial assessment, once you are sure there is a potential head injury please complete the following steps:

1. If you do not have the First Aid Kit and AED make sure another student team member is retrieving them
2. Check the victim for any of the following signs & symptoms, if any of the below symptoms are observed please call 9-1-1 and make a note of your observation:
  - Loss of consciousness
  - Vomiting
  - Difficulty thinking clearly or paying attention
  - Balance problems
  - Difficulty processing information
  - Irritable, or great emotional swings
  - Sensitivity to light or noise
3. Ask the following questions, if the participant cannot correctly reply call 9-1-1 and make a note of their response:
  - Do you know where you are?
  - What day is it today?
  - Hold up two fingers and ask:
    - How many fingers am I holding up?
    - While looking at my fingers does anything appear blurry?
  - Ask the following questions, if the participant answers yes call 9-1-1 and make a note of their response:
    - Did you lose consciousness at any point after the collision?
    - Do you feel like you have a headache?
    - Are you experiencing a hazy or groggy feeling?
    - Are you experiencing any nausea?
  - Provide the student with the Concussion Awareness Handout
  - Continue on to ask the student the SAMPLE questions and begin to complete the injury report