

Policies & Procedures Manual

Athletic Training Education Program

Illinois State University

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General Information for Prospective Students

Athletic Training Web site: www.kinrec.ilstu.edu/at

Application timeline: all due by December 1st

Transfers: apply during first fall semester after transferring

Freshmen: apply during the fall semester of the sophomore year

Requirements for application:

- application form (on-line or distributed in KNR 188)
- completion of KNR 181, KNR 188, and KNR 188.01 (athletic training courses do not transfer as required program courses)
- minimum 50 clinical hours from KNR 188.01
- GPA of 2.70 or higher
- Grade of 'C' or better in required courses (a grade of 'B' or higher is recommended in KNR 181)
- Interview with two athletic training faculty members
- 1 to 2 page essay describing why you have selected athletic training and what you would like to do as a career following completion of the program
- an athletic training general knowledge examination
- 2 recommendations (from previous or current faculty)

Options: qualified and admitted, qualified but not admitted, non-admittance

Requirements once admitted:

- submission of an approved physical examination
- proof of Hepatitis B vaccination
- current TB test
- maintain GPA of 2.70 or better (both accumulative and major)
- earn a 'C' or better in all major courses
- successfully complete 1200 assigned clinical hours over **five semesters including the formal off-campus internship**
- adhere to all program policies and procedures within this document

Remember, current information regarding all these requirements can be found at the website indicated above.

ATEP Admission Policy

The Clinical Instruction Practicum is the component of the Athletic Training Education Program at Illinois State University in which students participate in supervised practice and mastery of athletic training competencies and proficiencies in the field, and during which they are evaluated on the achievement of required athletic training competencies. In order to be admitted to the Clinical Instruction Practicum, students must meet all requirements and follow the procedures for admittance as published and distributed in the University Catalog, in these Policies and Procedures, on the program website, and in KNR 188.

Admission to the Clinical Instruction Practicum is conducted on a selective basis for undergraduates enrolled in the Athletic Training Education Program. Prerequisite coursework to qualify for advancement to the Clinical Instruction Practicum (ATL -I) includes:

KNR	181	Anatomy & Physiology
KNR	188	Introduction to Athletic Training
KNR	188.01	Introduction to Athletic Training Laboratory

Completion of these courses, and earning a minimum cumulative GPA of 2.70 and a minimum 2.70 major GPA, is required prior to application to the Clinical Instruction Practicum. A minimum grade of a "C" or better is required for each course in the physical education/athletic training major curriculum.

Before students are eligible to be admitted to Clinical Instruction Practicum, they are considered as pre-admitted students (Level 0), completing directed observation hours while enrolled concurrently in KNR 188 - Introduction to Athletic Training, and KNR 188.01 - Introduction to Athletic Training Laboratory.

After completing the preliminary coursework for Athletic Training, the qualified student may apply for admittance to the Clinical Instruction Practicum. Given the limited placement availability at clinical sites, not all students meeting the qualification criteria are guaranteed admission to the Clinical Instruction Practicum. Therefore, a point system is used to rank the qualified applicants.

Selection for admission as a student in the Clinical Instruction Practicum of the Athletic Training Education Program is determined by the Athletic Training faculty in KNR. Notification of the application process and application due dates are announced in the introductory athletic training class and posted on the athletic training student bulletin board, and a timely application must be received by the Athletic Training Education Program Director not later than December 1st each year.

After each qualified student who has applied for the Clinical Instruction Practicum has scheduled and completed a personal interview with the athletic training education selection committee (ATEP faculty), a point system, based upon criteria considered in the selection process by the Athletic Training faculty, provides for committee objectivity.

Qualified students are further evaluated on the following criteria:

- grade point average in athletic training courses,
- score from interview by two faculty members,
- minimum 50 clock-hours of experience in athletic training clinical setting(s),
- quality of the student's written essay on the application form (blind review),
- athletic training (didactic/clinical) competency evaluations from faculty,
- evaluations from clinical supervisors based on student performance during clinical observations,
- performance on an athletic training general knowledge examination,
- written recommendations from other qualified individuals. (These individuals may include, but may not be limited to, other faculty members in the KNR School, athletic training staff members at Illinois

State University, other Clinical Instructors at off-campus sites, or former faculty from another college or from high school).

The selection process results in one of the following outcomes for each student:

- a. acceptance into the Clinical Instruction Practicum
- b. qualified, but placed on a waiting list
- c. not qualified, not accepted.

All applicants are notified in writing of their status of admission within prior to the start of the spring semester classes. If students are not accepted for admission, they may reapply during the next admission period.

(Illinois State University Athletic Training Student Policies and Procedures Manual)

ATEP Criteria for Program Progression and Completion

Once selected for the Clinical Instruction Practicum, the student is required to enroll in each of the series of five KNR 298 Professional Practice: Athletic Training Clinical Competencies courses. In addition to the students' participation at the clinical site, these KNR 298 clinical courses include regular meeting times in which the focus is on case-based instruction and competency assessment. The courses serve a dual purpose for instruction and practice of specific competencies linked to didactic courses, and to enable students to be evaluated by the course instructor on the competencies specified for each respective course. By fulfilling the assignments for each of these clinical courses, students complete and are evaluated on the competencies learned in the didactic courses.

Content for the five practicum courses:

KNR 298.11 – Competencies and Proficiencies in Prevention & Care of Athletic Injuries, Preventive and Protective Taping & Wrapping, Emergency Procedures, AED, CPR, First Aid

KNR 298.12 – Competencies and Proficiencies in Therapeutic Modalities and Assessment of Injuries to the Trunk and Lower Extremities

KNR 298.13 – Competencies and Proficiencies in Assessment of Injuries to the Head, Neck, and Upper Extremities

KNR 298.14 – Competencies and Proficiencies in Therapeutic Exercise and the Relationship between Assessment, Treatment, and Rehabilitation

KNR 398.15 – Competencies and Proficiencies in General Medical Conditions and Mastery and Synthesis of prior knowledge and skills

The Clinical Instruction Practicum students are provided a clinical supervisor assignment during the semester following their selection. Students are assigned to, and rotated between, approved clinical supervisors who, in turn, are responsible for supervision of particular sport venues either with ISU athletics, Illinois Wesleyan athletics, or the Sports Enhancement Center.

Upon successfully completing the Athletic Training Clinical Competency courses and other requisite courses, the student is eligible to enroll in the capstone practicum, KNR 398.12 - Professional Practice experience. In order to remain a participant in the Clinical Instruction Practicum, a student must maintain the following academic and clinical standards:

1. Maintain a cumulative GPA of at least 2.70 in all coursework,
2. Receive no grade lower than a "C" in any major course,
3. Successfully complete all required coursework, clinical competencies, have strong clinical instructor evaluations, and be making satisfactory progress in the program.

Clinical Experience Rotations

Illinois State University

Athletic Training Clinical Instructor/Student Rotation

Pre-admit students complete 50 directed observation hours via KNR 188.01, Introduction to Athletic Training Laboratory. The instructor(s) for KNR 188.01 assign the students to three sites for observation. Each site experience lasts for approximately 1 month. The number of weekly hours varies by the site but should be approximately 5 hours per week. If the directed observation student applies to and is successfully admitted to the Clinical Instruction Program, then the rotation among the clinical supervisors and approved clinical instructors begins. The goal of the rotations among the clinical instructors is to ensure students obtain significant exposure to a variety of experiences including collision & contact sports (high risk, equipment intensive), non-contact sports (low risk), upper extremity risk sports (throwing sports and swimming), and lower extremity risk sports (track, soccer, football, basketball). All students are under the direct supervision of the head athletic trainer at Illinois State University, who oversees football, at some point in the clinical instructor rotations. In addition, we consider factors such as exposure to high school athletics, small college athletics, and sports medicine clinics. The 800 core clinical hours are completed with clinical instructors directly affiliated with Illinois State University and Intercollegiate Athletics. This allows for close evaluation of the experiences and adjustments when necessary. The remaining 400 clinical hours required by the ISU ATEP are with affiliated sites and allied health settings. Those hours may or may not be under the direct supervision of a certified athletic trainer. The additional 400 hours allow for greater diversity in the student learning experience and allow for exploration of other traditional athletic training sites.

The program director and head athletic trainer meet each semester to discuss the placements of the students and make the clinical instructor assignments. The considerations include level in the clinical instruction program, previous experiences, previous clinical instructor assignments, need for high risk exposure, and future career aspirations. Secondary considerations may include stated or hidden conflicts of interest but these instances are rare.

Student Conduct and Appearance

All athletic training education students are expected to conduct themselves in a professional manner at all times. Personal conduct and professional appearance are considered to be absolutely necessary while preparing for a career in athletic training, and should never have to be questioned.

Personal Appearance

All athletic training students must be concerned with personal appearance. Hair should be kept neat and out of the face. Mustaches and beards must be kept trimmed. Athletic training students are expected to use discretion with hairstyle, make-up, perfume, cologne, and jewelry. Jewelry must not interfere with the duties and responsibilities of an athletic training student.

Dress Code

Observation Site Students: Students assigned to observe at athletic training clinical sites are expected to dress appropriately. While observation students (enrolled in KNR 188.01) will not wear the official Illinois State athletic training education program attire, they will be expected to dress professionally when observing. This includes NOT wearing jeans, sandals, mini shorts and skirts, halter tops, tank tops, cropped tops, or any other immodest or unprofessional attire. Consult the Clinical Instructor at the site and/or the KNR 188 instructor for appropriate attire at official athletic events.

Athletic Training Clinical Instruction Program Students. Students admitted to the Clinical Instruction Program must purchase and wear the official Illinois State University athletic training attire. Orders for clothing are taken annually, in January. Such attire is described as a collared shirt or white/gray/red T-shirt with the ISU athletic training logo, khaki, red, or black shorts or long pants, black wind pants, and athletic shoes. Each student is required to purchase and wear the required attire (at a minimum, all students must have a uniform polo shirt). Blue jeans are not acceptable attire during the clinical experience. Ball caps (ISU logo) are acceptable as outdoor apparel, only. Athletic shoes must also be worn during athletic training room hours. Sandals, flip-flops, mini shorts and skirts, halter tops, tank tops, cropped tops, or any other immodest or unprofessional attire are not permissible.

Game/Event Dress Code. Athletic Training students assigned to an athletic event with a professional responsibility should check with the Clinical Instructor, or an ATEP faculty member, as to appropriate dress at games/events. Generally, athletic trainers wear comfortable dress attire for the court sports such as volleyball, basketball, etc. (Example: Females should wear dress pants and dress shirt, and males should wear dress pants, dress shirt, and tie). Outdoor sports may have alternative professional dress expectations according to the tradition of the sport. Ball caps are acceptable as outdoor apparel, only.

Professional Confidentiality

Any information about an athlete's medical condition or treatment that the athletic trainer may acquire in locker rooms, athletic training rooms, physician's offices or otherwise is considered confidential. The unique opportunity athletic training students have to observe and participate in athletics as a health care professional can and will be terminated if this confidentiality is violated. Furthermore, the professional rapport the athletic training student establishes with athletes, coaches, and physicians is jeopardized by the lack of discretion and violation of this ethical conduct. At the high school level, this confidentiality is equally, if not more important. Athletic training students must never forget that they are working with minors and their parents.

Personal and Social Conduct

It is a privilege to be a student in the Clinical Instruction Practicum, not a right. Students must conduct themselves in a professional manner at all times. Any misconduct may result in an indefinite probation period or dismissal, determined by the ATEP faculty. When traveling with an athletic team, students are to conduct themselves by the rules that the coach of the assigned team has established and in accordance with the ethical standards of the National Athletic Trainers' Association (See the NATA Code of Ethics). Students working with high school athletes (read minors) are advised that professional conduct is critical to maintain the clinical relationships that exist between the ATEP and the area high schools.

Disciplinary Policy

Admission to the Athletic Training Clinical Instruction Practicum is a privilege, and continued participation is not guaranteed, but earned. The individual student's progress in the program determines whether the student remains in an active clinical appointment. Provisions for disciplinary actions as an active member of the Clinical Instruction Practicum are as follows.

When athletic training student evaluations are completed twice each semester, the clinical instructor will record any observed infractions. The clinical instructor will discuss this with the athletic training student, and both will sign the evaluation. If there is disagreement between the athletic training student and the clinical instructor, then neither will sign the evaluation and both will meet with the ATEP director and other necessary parties to reach an agreement. The areas of concern during the clinical practicum and their point totals are presented below.

	<i>Infrequent</i>	<i>Occasional</i>	<i>Repetitive</i>
Attendance	1	2	3
Tardiness	1	2	3
Dress Code	1	2	3
Dereliction of Duty	2	3	
Insubordination	3		
Sexual Harassment	6		
Failure to Communicate	1	2	3
Negligence	3		
Breach of Confidentiality	6		
Felony Conviction	8		
Attitude / Lack of Professionalism	1	2	3
Intoxication / Controlled Substance Use	6		

Infrequent is defined as one to two occurrences in the evaluation period. Occasional is defined as three occurrences in the evaluation period, and repetitive is defined as four or more occurrences in the evaluation period.

Point totals will be cumulative semester to semester. If an athletic training student accrues 3 points, then the penalty will consist of presenting a 20-minute presentation to the Athletic Training Club on an assigned topic. If an athletic training student accrues 6 points he or she will be placed on probation, resulting in dismissal from a clinical assignment for a total semester time. If the student accrues 8 points, they will be expelled from the clinical instruction practicum and dropped from the program.

Athletic training students have a right to appeal any penalty. Appeals are heard by the athletic training faculty and the academic advisor to athletic training.

Examples of the terminology used in the chart above follow:

Attendance – failure to be present at an assigned responsibility such as a practice, game, treatment/rehabilitation session with an athlete, required program meeting, or other such athletic training function. Approved, excused absences are permissible.

Tardiness – arriving late to an assigned responsibility in which attendance is mandated.

Dress Code – failure to uphold the dress code of the program after a single warning has been issued.

Dereliction of Duty – failure to be engaged in the responsibilities of your clinical assignment including preparation activities, clean-up activities and other responsibilities characteristic of your assigned site.

Insubordination – failure to comply with the direct instructions of a faculty or staff member or, in certain instances, failure to comply with the instruction of an upperclassman if those instructions originated with a faculty or staff member and were specifically directed to you.

Sexual Harassment – violations of the university defined policy.

Failure to Communicate – failure to notify your clinical instructor or supervisor of such events as athlete injuries, modifications to treatment or rehabilitation plans, approved excused absences from the clinical site, or other occurrences which could risk the well-being of the student, athletes, supervisor, or program.

Negligence – any act of omission or commission committed by a student relative to the accepted duties and standard of care.

Breach of Confidentiality – divulging information regarding sensitive program information or any information regarding athletes or the personal information of an athletic team to any party outside of your immediate supervisor.

Felony Conviction – conviction of a felony without appeal during the time period between official acceptance to the program and graduation from the program. Keep in mind the Ethics of the National Athletic Trainers' Association.

Attitude/Lack of Professionalism – this is distinct from the “bad days” or “moods” inherent of all of us. Consider this a willful lack of respect of other students, supervisors, faculty, athletes, or coaches after a warning of such behavior has been issued.

Intoxication/Controlled Substance Use – this pertains specifically to times when you are fulfilling the responsibilities of your clinical site or are otherwise engaged in clinical instruction, field experience, or first responder duties. Keep in mind your behavior while on road trips. You never know when you may be needed to assist in the care of an athlete or other team member.

Student Work and Activities Policy

Extra-Curricular Activities

AT program students are not permitted to engage in extra curricular activities that conflict with the assigned times for clinical rotations. This includes, but is not limited to, participation in Gamma Phi Circus, intramural athletics, and social and Greek organizations. The AT program does not prohibit students from participating in extra curricular activities however, participation in the extra-curricular activities MUST NOT supersede the assigned responsibilities of the clinical requirements of the program.

Varsity Athletics Participation

With specific regard to varsity athletes, due to the time commitment required for athletic training, it is difficult to participate in an intercollegiate sport while also completing all clinical requirements for the AT program. Participation in varsity athletics requires careful planning between the ATEP program director and the coach and the student can expect additional semesters beyond the traditional four years in order to fulfill all program requirements.

Outside Employment

With specific regard to students with outside employment, it is recognized that some students must work part-time to support themselves. With the number of clinical hours required of athletic training students, proper time-management will be very important. Athletic training students are encouraged to consider very seriously the effect of their work activities upon the time required for their athletic training clinical experience. Any work hours that conflict with the assigned clinical responsibilities of the student must be approved in advance by the AT Program Director in consultation with the Assigned Approved Clinical Instructor and the AT Clinical Coordinator.

Assignment of Schedule

The student's education should not be compromised in any way by his/her work schedule as an athletic training student, nor is the student to serve as a substitute for the athletic trainer who provides health care for athletes. The student's athletic training tasks must be specific to athletic training competencies, and compulsory only in terms of being subject to standard student policies as required program components are completed.

Student Communicable Disease Policy

Students who are ill (including, but not limited to URIs, bronchitis, pneumonia, influenza, mononucleosis) must be under the care and guidance of a personal physician or Student Health Services. Students will be individually advised regarding participation in classroom, laboratory, or clinical rotations to avoid spread of contagious and other communicable diseases.

Additionally, students who have been diagnosed with an immunodeficiency or systemic disease, must be under the direct care of a personal physician or Student Health Services. The nature of the clinical rotations for the program will place the student at additional risk for contracting common illnesses. The student must work with the physician to understand the risks and carefully follow infection control procedures.

Any costs borne from contraction of a communicable disease related to athletic training curricular/clinical requirements or voluntary assignments are the responsibility of the student. Neither Illinois State University, its trustees, administration, nor the faculty can be held responsible for infections or the spread of communicable diseases that occur as a result of failure to follow infection control procedures or OSHA regulations that are instructed annually to all AT Students.

Universal Precautions for Prevention of Transmission of HIV and Other Bloodborne Infections

"Universal precautions," as defined by CDC, are a set of precautions designed to prevent transmission of human immunodeficiency virus (HIV), hepatitis B virus (HBV), and other bloodborne pathogens when providing first aid or health care. Under universal precautions, blood and certain body fluids of all patients are considered potentially infectious for HIV, HBV and other bloodborne pathogens.

Universal precautions took the place of and eliminated the need for the isolation category "Blood and Body Fluid Precautions" in the 1983 CDC Guidelines for Isolation Precautions in Hospitals. However, implementing universal precautions does not eliminate the need for other isolation precautions, such as droplet precautions for influenza, airborne isolation for pulmonary tuberculosis, or contact isolation for methicillin-resistant *Staphylococcus aureus*.

Universal precautions apply to blood, other body fluids containing visible blood, semen, and vaginal secretions. Universal precautions also apply to tissues and to the following fluids: cerebrospinal, synovial, pleural, peritoneal, pericardial, and amniotic fluids. Universal precautions do not apply to feces, nasal secretions, sputum, sweat, tears, urine, and vomitus unless they contain visible blood. Universal precautions do not apply to saliva except when visibly contaminated with blood or in the dental setting where blood contamination of saliva is predictable.

Universal precautions involve the use of protective barriers such as gloves, gowns, aprons, masks, or protective eyewear, which can reduce the risk of exposure of the health care worker's skin or mucous membranes to potentially infective materials. In addition, under universal precautions, it is recommended that all health care workers take precautions to prevent injuries caused by needles, scalpels, and other sharp instruments or devices.

In addition, the Occupational Safety and Health Administration (OSHA) has published a standard on "bloodborne pathogens." For information about this document, call 202-219-7157.

GLOVING, GOWNING, MASKING, AND OTHER PROTECTIVE BARRIERS AS PART OF UNIVERSAL PRECAUTIONS

All health care workers should routinely use appropriate barrier precautions to prevent skin and mucous membrane exposure during contact with any patient's blood or body fluids that require universal precautions.

Gloves should be worn:

- for touching blood and body fluids requiring universal precautions, mucous membranes, or nonintact skin of all patients, and
- for handling items or surfaces soiled with blood or body fluids to which universal precautions apply.

Gloves should be changed after contact with each patient. Hands and other skin surfaces should be washed immediately or as soon as patient safety permits if contaminated with blood or body fluids requiring universal precautions. Hands should be washed immediately after gloves are removed. Gloves should reduce the incidence of blood contamination of hands during phlebotomy, but they cannot prevent penetrating injuries caused by needles or other sharp instruments. Institutions that judge routine gloving for all phlebotomies is not necessary should periodically reevaluate their policy. Gloves should always be available to health care workers who wish to use them for phlebotomy. In addition, the following general guidelines apply:

1. Use gloves for performing phlebotomy when the health care worker has cuts, scratches, or other breaks in his/her skin.
2. Use gloves in situations where the health care worker judges that hand contamination with blood may occur, e.g., when performing phlebotomy on an uncooperative patient.
3. Use gloves for performing finger and/or heel sticks on infants and children.
4. Use gloves when persons are receiving training in phlebotomy.

Masks and protective eyewear or face shields should be worn by health care workers to prevent exposure of mucous membranes of the mouth, nose, and eyes during procedures that are likely to generate droplets of blood or body fluids requiring universal precautions. Gowns or aprons should be worn during procedures that are likely to generate splashes of blood or body fluids requiring universal precautions.

All health care workers should take precautions to prevent injuries caused by needles, scalpels, and other sharp instruments or devices during procedures; when cleaning used instruments; during disposal of used needles; and when handling sharp instruments after procedures. To prevent needlestick injuries, needles should not be recapped by hand, purposely bent or broken by hand, removed from disposable syringes, or otherwise manipulated by hand. After they are used, disposable syringes and needles, scalpel blades, and other sharp items should be placed in puncture-resistant containers for disposal. The puncture-resistant containers should be located as close as practical to the use area. All reusable needles should be placed in a puncture-resistant container for transport to the reprocessing area.

General infection control practices should further minimize the already minute risk for salivary transmission of HIV. These infection control practices include the use of gloves for digital examination of mucous membranes and endotracheal suctioning, handwashing after exposure to saliva, and minimizing the need for emergency mouth-to-mouth resuscitation by making mouthpieces and other ventilation devices available for use in areas where the need for resuscitation is predictable.

Source: CDC Website; Date last modified: March 1, 2005

ISU ATHLETIC TRAINING ROOM EXPECTATIONS

- 1. Report promptly for practice and arrange a specific time to be in the athletic training room prior to practice to tape and give treatments. Be sure athletes know when to report.**
- 2. Take an athletic training kit and ice bags to practice when applicable.**
- 3. Do not lounge on tables or mats. BE PROFESSIONAL. Be aware of what is going on.**
- 4. Make sure the coach for the sport you are covering knows you are there and where you will be. Introduce yourself prior to the beginning of the season and find out what the coach likes in terms of daily communication. Arrange a time that the coach will receive the daily injury report and whether or not they want to discuss the contents.**
- 5. Record all injuries on individual injury forms. A small notebook carried with you during practice will help you remember the injuries you need to record at the end of practice.**
- 6. If a conflict arises when you cannot be at practice or a competition, it is your responsibility to get someone to cover for you. PLEASE let the staff athletic trainer in charge of your sport know if you are unable to find a replacement.**
- 7. Most of the teams will travel with an ATC whenever possible. This is a good experience for you to travel as well. You are encouraged to travel when the coach so desires. If there are conflicts with your class schedule or other problems making it difficult to travel, please notify the staff athletic trainer in charge of your sport. Coaches should have letters to give to professors when a sport trip will necessitate missing class. Please get these letters to your professors well ahead of the day you will depart for that trip.**
- 8. When working a sport and/or tournament, inform the visiting athletic trainer of the facilities and services available to them in a VISITING TEAM LETTER. This letter should be sent at least one month prior to the event.**
- 9. When working with a team for an entire season and traveling with that team, a coach's rules while traveling are to be followed by athletic training students. Know the rules and adhere to them.**
- 10. Treat your assignment professionally in your attire and be accountable for your actions and behavior.**
- 11. Meet with the head coach and determine if he/she wants a written or oral daily coach's report and set Determine when that report will be submitted to the head coach.**



OTC MEDICATION

Distribution

1. Athletes are not to help themselves to medication. They must gain permission of a staff athletic trainer.
2. Athletes will be given single day dosage only, except for over weekends and holidays.
3. All athletes will be asked about drug allergies before medication will be given out.
4. Proper instructions on dosage, interactions, and side effects will be given to the athlete before the medication is distributed.
5. Athletic training students must have permission of a staff athletic trainer to distribute medications.

Storage

1. All OTC medications will be stored in the locked cabinet in the storage room. Only small amounts will be kept in the cabinets above the sink in both athletic training rooms.
2. Dose packaged medications will be used when available.

WOUND CLEANING PROCEDURES

1. General Considerations

- A. Control bleeding
 1. Direct pressure
 2. Elevation (above the heart)
 3. Pressure Points
 4. Last resort: tourniquet
- B. Determine type of wound
 1. Abrasion
 2. Laceration
 3. Avulsion
 4. Puncture
 5. Burns
- C. Check on tetanus shots as needed

2. Cleaning Procedures

- A. Open wounds (abrasions, open lacerations, avulsions)
 1. Wash with soap and water
 2. Rinse with hydrogen peroxide
 3. Cover with an occlusive dressing, steri strip lacerations as needed
 4. Clean daily, steps 1 and 2, change dressing as needed (75% saturated)
 5. Watch for signs of infection
 - a. Redness/red streaks
 - b. Pustules around wound or toward center mass
 - c. Foul odor from wound
 - d. Fever
 - e. Lymph node pain superior to wound
 6. As per attending physician's orders
- B. Closed lacerations (steri-stripped or sutured)
 1. Wash with Hydrogen Peroxide
 2. Dress as needed
 3. Watch for signs of infection
 - a. Redness/Red streaks
 - b. Pustules around wound or toward center mass
 - c. Foul odor from wound
 - d. Fever
 - e. Lymph node pain superior to wound
 4. As per attending Physician's orders
- C. Burns
 1. Turf burns
 - a. Treat the same as abrasions or method b
 - b. Wash with peroxide, rinse with saline, apply 1% Silvadene creme, apply adaptic dressing, apply gauze, cover all with transparent dressing (daily)
 - c. Watch for signs of infection
 1. Redness/Red streaks
 2. Pustules around wound or toward center mass

3. Foul odor from wound
 4. Fever
 5. Lymph node pain superior to wound
 - d. As per attending physician's orders
2. Other burns
 - a. Rinse with saline, liberally apply Silvadene cream, apply adaptic, apply gauze pads, wrap loosely with gauze wrap, clean and dress daily.
 - b. Watch for sign of infection
 1. Redness/Red streaks
 2. Pustules around wound or toward center mass
 3. Foul odor from wound
 4. Fever
 5. Lymph node pain superior to wound
 - c. As per attending physician's orders

BLOOD BORNE PATHOGENS CONTROL PLAN

In 1987, the Center for Disease Control recommended that precautions be taken when handling blood and body fluids and be consistent regardless of their infection status. These are referred to as UNIVERSAL PRECAUTIONS. Modifications of these precautions have been made to better adapt to the athletic environment.

1. Latex or surgical gloves should be worn anytime contact with blood, mucous membranes or non-intact skin takes place; for example, abrasion, bloody noses or lacerations. Gloves should be changed immediately after use on each individual and placed in the biohazard containers in the athletic training room or in the individual biohazard bag in all athletic training rooms or in the biohazard box in the store room in Redbird Arena opposite the lower level elevator. Gloves are located on the wall in all athletic training rooms as well as in each kit for practices.
2. Hands should be washed after gloves are removed. If soap and water are not available, please use the hand cleaner that is provided in each athletic training kit.
3. Existing wounds, abrasions or cuts which may begin to bleed during a practice or competition should be covered with a protective dressing to avoid the wound from reopening and requiring removal from the practice or competition to care for the wound. Athletic trainers, physicians or other health care providers should cover any healing wound of their own before providing care to athletes. Gloves will be available in both athletic training rooms and in all kits.
4. Sharp items such as needles, scalpels or syringes must be disposed of after use in the SHARPS containers in both athletic training rooms. These containers will be on the wall located near the biohazard waste container. If using these sharps outside the athletic training room, please deposit in sharps container when returning to the athletic training room.
5. CPR masks will be on the wall in each athletic training room over the biohazard waste container as well as in each athletic training kit.
6. Wounds that are bleeding must be covered by a dressing that will prevent blood from oozing through the Band-Aid or gauze that is applied. During competition, each sport has established guidelines as to how bleeding will be addressed. In all sports, the athlete will be removed at the earliest possible moment and the wound covered before the athlete can return. Please familiarize yourself with the "Blood Rule" in the sport you are covering.
7. Uniforms soiled with blood will be evaluated by medical personnel to determine if they are saturated enough to require changing. Uniforms not saturated with blood can be sprayed or wiped with an OSHA approved solution. Precise should be used in the Illinois State University athletic training room.

8. **Small Spills:**

Surfaces contaminated with blood should be cleaned using Precise solution in the spray/foam can. Wipe up the blood with paper towels and deposit towels in the biohazard waste bag. Make sure gloves are worn.

Large Spills:

1. Put on gloves
2. Use personal protective equipment which is a yellow kit and is located in the Horton athletic training room 110 and the Arena athletic training room 117.
3. Call the building service workers at 438-2000 to remove a large spill.
4. Contain the spill with RED-Z until help arrives. This is located in the spill kits in both athletic training rooms.
5. Deposit all waste in the biohazard containers in Horton Fieldhouse and Redbird Arena Athletic Training rooms.

UNIFORMS

1. Should be sprayed with Precise if not blood soaked.
 2. Should be changed if blood soaked.
 3. Make sure you know the blood rules in sport you are assigned.
9. Towels or uniforms which are saturated with blood should be placed in the laundry bags marked "blood", hanging on each towel bin in both athletic training rooms. These bags will be washed with the towels in them by the equipment room staff.

POST-EXPOSURE EVALUATION

1. Any athletic department member including staff, athlete, manager, or athletic training student who is exposed to blood and believes she or he may have been contaminated must report that exposure to KATHY SCHNIEDWIND immediately at 438-3282 or 828-4201. The Office of Environmental Health and Safety must be contacted at 438-8325.
2. Department personnel will be offered post-exposure evaluation and follow-up at NO COST to them.
3. Documentation of the route of exposure and the circumstances related to the accident will be determined.
4. The blood contacted individual will be identified, if possible, and be asked his or her permission to be tested for HIV/HBV.
5. The exposed employee/student will be made aware of the testing results and be informed of the confidentiality law on identifying individuals with HIV.
6. The exposed individual will be given the option of having their own blood tested.
7. Post-exposure follow-up will be done by the University Student Health Service following recommendations by the U.S. Public Health Service. A Summary Status Check-list will be utilized by Health Services in the post-exposure follow-up.

WASTE DISPOSAL

1. Gloves, gauze, bandages or dressing that are saturated with blood must be placed in Biohazard containers located in Redbird Arena Athletic Training Room 117 and in Horton Fieldhouse Athletic Training Room 110.
2. Band-Aids, gauze, or dressings not saturated with blood can be disposed of in regular trash containers or flushed down a toilet.
3. All scalpel blades, pins, or needles should not be bent or recapped, but should be placed in the "SHARPS" containers which are hanging on the walls in both athletic training rooms over the Biohazard waste containers.
4. The Biohazard Waste containers will be sealed and picked up once per month, unless needed more frequently, by a contracted service. A new container will be left containing a biohazard bag.

IMMUNIZATION

1. Any department personnel who are at a high risk for exposure to blood or other potentially infectious material will be offered the Hepatitis B vaccine at no cost to them. At this time, those full-time personnel identified to be at risk are the four staff athletic trainers. The hepatitis B vaccine will be given within 10 working days of their first day of potential exposure to blood.
2. Any other personnel who believe they may be at risk to exposure to contaminated blood are encouraged to obtain the Hepatitis B vaccine. This will be at your own expense if you have not been identified by the athletic department as high risk.
3. Employees and students who decline the Hepatitis B vaccine will sign a waiver which will be kept on file in the department.

EDUCATION AND TRAINING

1. The Intercollegiate Athletic Department Exposure Control Plan will be reviewed at one of the first departmental staff meetings in the Fall annually.
2. All Athletic Training Staff as well as students will go through an annual training session to be conducted by trained OSHA personnel or associates. This will include the use of video as well as handouts. Any other athletic department personnel who fall under low or no risk to exposure are encouraged to attend.

All athletic department members including athletes, equipment room personnel, athletic trainers, coaches, administrators and support staff will fall under one of the three categories listed.

<u>Category</u>	<u>Definition</u>	<u>Protective Measures</u>
I	Employment involves exposure to blood, body fluids, and tissue	Protective measures should be required for involving contact with blood, body fluids and tissues
II	Employment does not involve exposure to blood, body fluids or tissues; but unplanned Category I tasks may occur	Protective measures should be readily available for Category I tasks
III	Employment does not involve exposure to blood, fluids or tissue	No protective measures needed

Category II includes: athletes, athletic trainers, equipment room attendants, strength coaches, coaches and managers occasionally.



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5. NATA News, "How the New OSHA Regulations affect Athletic Training", vol. 4, no 10, pp.4-5, October 1992.
6. National Basketball Association, "Infection Control Guidelines", February 13, 1992.
7. National Collegiate Athletic Association Sports Medicine Handbook, Guideline 2H, Revised June 1993.
8. The Cramer First Aider, "Preparation is Best Policy Against Blood Disease", vol. 62, no. 2, pp. 1,6, Winter 1992.
9. U.S. Department of Labor, Occupational Safety and Health Administration, "Occupational Exposure to Bloodborne Pathogens", OSHA 3127, pp. 3-27, 1992.
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11. Works, Rick, Memo to University Departments and Supervisory Staff concerning Illinois State University Bloodborne Pathogens/Infectious Waste Program, May 17, 1993.
12. Works, Rick, Memo to University Departments and Supervisory Staff concerning Illinois State University Bloodborne Pathogens/Infections Waste Program, July 13, 1993.

RECORDS

Individual Files

Individual files will be kept on the computer by sport for every injury an athlete sustains during the school year. A staff athletic trainer or designee will use the daily injury/illness report to place the information into the computer daily. IBM computers are not to be used by student athletic trainers for classes or personal use. Lab computers are available for that use. An athletic training student needing information about an athlete on their team will need to check with a staff athletic trainer to address that from the computer. An individual folder will also be kept on every athlete in the filing cabinet in the office. This will contain physicals, rechecks, medical histories, injuries and any other relevant information. Information contained in each athlete's file is confidential. Do Not talk about or share information with anyone without the athlete's written permission. Familiarize yourself with the athlete's medical histories under your charge.

Injury/Illness Report

An injury/illness report must be filled out for every injury an athlete sustains. This form is kept on the desk in the athletic training room. It is the responsibility of every athletic trainer assigned to a sport to fill out this form daily for all injuries occurring during practice/competition that day. A staff athletic trainer or designee will transfer this information to the computer. Please be specific on the form. Indicate right or left, athlete's sport, date of injury, full name. Place completed forms in the out file in the athletic training room.

Telephone Correspondence

Any time there is a telephone call made regarding the athlete, it must be logged on Form B and placed in the athlete's file.

Date
Person called
Phone number
Reason
Athletic Trainer's initials.

Treatments

A daily log is kept on all treatments given in the athletic training room. It is the responsibility of all athletic trainers giving any treatment to record it on the form in the treatment notebook. Each day the treatments must be transcribed to each athlete's folder in the S.O.A.P. Note section.

Please be sure to record the date, sport, athlete's name, area of injury and the treatment given. Be specific on area of injury such as right or left ankle or knee.

Athletic training students not knowledgeable in using the modalities should not do so until instructed. Do Not allow the athletes to treat themselves in things such as Muscle Stimulation, Ultrasound or the Whirlpool.

S.O.A.P. Note

Daily record keeping for treatments received, changes in condition (status, improvements, etc.), and any other pertinent information that needs to be recorded. Document everything! Be sure to include dates and sign each entry!

Physical Form

The athletic department gives physicals to all scholarship athletes prior to the beginning of practices. They are scheduled through the athletic training room and given on four different dates in August. Local physicians, Health Center physicians and the athletic training staff do these physicals.

Students wishing to walk-on for a particular sport are required to get a physical on their own at their expense and submit that physical to the athletic training room before they can participate in practice. The proper physical form must be obtained from the athletic training room. Walk-on must also sign a waiver form to go through formal try-outs.

Illness and /or Non-Athletic Injury for Accident

The university student insurance is an excess policy. Claims for non-athletic injuries or illnesses should be submitted to parent's insurance first then to the ISU student insurance. The athletic department will NOT pay any of these claims.

Please put several claim forms in your athletic training kit when traveling and fill one out if you have to take an athlete to the doctor for illness or a non-athletic accident. Return the claim form to KATHY SCHNIEDWIND upon your return unless the physician or hospital asks to keep it and send it with the bill directly to the ISU Insurance Office. KATHY SCHNIEDWIND should be informed any time an athlete requires treatment outside the health service.

Whenever possible, athletes should be taken to the university health service where insurance is not necessary. Try to use the health service whenever applicable.

New Athlete Medical History Form

A medical history form will be mailed to all new athletes in the summer as indicated by the head coaches. This will be mailed with a return envelope to be sent back to the assistant athletic trainer in charge of physicals. All walk-ons and individuals trying out for a sport will be required to complete this form before participating.

Once completed, they will be reviewed by a staff athletic trainer and athletic trainer for that sport, and filed with the physicals for each sport. Pertinent information found on these forms such as medication that an athlete is allergic to or whether or not they wear contacts should be written on a notecard and carried in your kit. Review each athlete's medical history to familiarize yourself with problems.

Returning Athlete Medical History

All returning athletes will be required to fill out a Returning Athlete Medical History forms. This will be done at eligibility meetings for each sport in August. These will be reviewed by staff as well as students assigned to that sport for pertinent information, which needs to be reviewed.

Medical Referral

This form must be completed anytime an athlete is seen by a physician.

Please take the form whenever an athlete is seen by hospital or any medical personnel other than student health service physicians.

Athletic Injury Sustained During Practice or Competition

The athletic department carries an EXCESS policy to cover any injuries sustained during practice or competition. Excess means that this policy will only cover what another insurance policy cannot.

In the event that an athlete is injured during practice and/or competition and requires medical care outside Rachel Cooper Health Service, the parents will assume first responsibility for the bills if they carry insurance on their son or daughter. The athletic department will assume any remaining balance not covered by the parents' policy. When taking an athlete to a hospital or physician, please ask that all charges be sent directly to the athlete's parents with a second billing to the ISU Athletic Department, ATTENTION: Kathy Schniedwind. Second opinions must have prior approval of the Head Athletic Trainer before the Athletic Department will pay bills

Medical Records Release

Any time an athlete asks, for any reason, for a copy of their file; they must fill out this form first.

Visiting Team Letter

Use this form letter to send to visiting team athletic trainers. The letter needs to be sent at least one month prior to the date of the event.

Equipment Check-out Form

Use this form when an athlete must take any of the ISU owned equipment out of the athletic training room.

Cybox Lab

The Cybox may be used to treat athletes. Get a key from any staff member to get into the lab.

Keep it clean and orderly. It is small, so cleanliness is important. No food or drink is permitted in the lab. Do not remove anything without permission. Do not play on the equipment, go through cabinets or touch things.

When you bring an athlete in the lab, he or she is your responsibility. Do not leave them unattended. If there is a problem with any equipment in the lab, please inform Kathy Schniedwind as soon as possible.

The Cybox Lab is located in 146A in Horton Fieldhouse just outside the Nautilus Room.

Athletic Training Instructional Laboratory

The lab includes a library of sports medicine materials that may be checked out by students. The student must write the journal or text information on an index card and leave the card on the desk at the front of the room. When the materials are returned, the card is checked off.

I.S.U. ATHLETIC TRAINING FILING PROTOCOL

ALL FORMS ARE TO BE IN REVERSE CHRONOLOGICAL ORDER
(most recent on top)

1. Insurance
 - a. Parent Information form
 - b. Copy of insurance card (if applicable)
 - c. Copy of Prescription Medication card (if applicable)
2. Physical/Medical History
 - a. Returning Medical History form (if applicable)
 - b. Original Medical History form
 - c. Physical form (blue)
 - d. Blood/Drug test results
 - e. Vision Screen
3. Drug Consent
 - a. Drug Consent form (current year)
 - b. Past forms (if applicable)
4. Medical Reports
 - a. **Any written** correspondence from physicians, physical therapists, dentists, etc.
5. Injury Reports
 - a. Injury reports
 - b. Injury/Illness reports with HS 53 form on top of report
6. S.O.A.P. Notes
 - a. S.O.A.P. notes in S.O.A.P. form! **INCLUDE DATE!**
 - b. Treatment entries. **INCLUDE DATE!**
 - c. Biodex Reports
7. Phone Correspondence
 - a. Phone correspondence only!
 - 1) Include:
 - a) person you spoke with
 - b) time of call
 - c) date of call
8. Physician Notes
 - a. To be completed by a physician when seeing an athlete in the athletic training room
 - b. Copy is faxed to McLean County Orthopedics when athlete is seen by Dr. Dustman or Dr. Seidl

THE I.S.U. ATHLETIC TRAINING FILING SYSTEMFile Colors

- | | |
|----------|-----------------------|
| a. Green | Female Sports |
| b. Blue | Male Sports |
| c. Red | Football/Cheerleading |

Tab Colors

- | | |
|-----------|--------------------------|
| a. Red | Insurance |
| b. Blue | Physical/Medical History |
| c. Yellow | Drug Consent |
| d. Orange | Medical Reports |
| e. Green | Injury Reports |
| f. Pink | S.O.A.P. Notes |
| g. Purple | Phone Correspondence |
| h. Brown | Physician Notes |

ILLINOIS STATE UNIVERSITY ATHLETIC TRAINING EMERGENCY PLAN

The following is a list of emergency hand signals, which will be used during practice/competitions to get emergency equipment to an injured individual. A list of emergency phone numbers for specific staff members as well as telephone locations is also included. Specific emergency plans for each practice/competition site are outlined on separate pages.

EMERGENCY COMMUNICATION HAND SIGNALS:

- | | |
|---------------------------------------|----------------------|
| • "Tap top of head with right hand" | Need team physician |
| • "Circle overhead with index finger" | EMS needed |
| • "Safe sign in baseball/softball" | Spine Board |
| • "Blowing into closed fist" | Vacuum Splints |
| • "Turning a steering wheel" | Need Gator/Golf Cart |
| • "Thumping on chest over heart" | Need the AED |

TELEPHONE LOCATIONS

Kaufman Football Athletic Training Room
 Horton Fieldhouse Athletic Training Room
 Redbird Arena Athletic Training Room
 Press Box Soccer Stadium
 Press Box Softball Stadium
 Press Box Baseball Stadium
 Equipment Shed Tennis Courts
 Swimming Pool Office
 North Wall of South Gym
 Fieldhouse Workers Lounge west side of track
 Golf Course Clubhouse
 Evergreen Racquet Club Main Desk
 Soccer City Main Desk

EMERGENCY EQUIPMENT LOCATIONS IN ATHLETIC TRAINING ROOMS

Kaufman Football Athletic Training Room - Spine board against windows of hydrotherapy area; vacuum splints and cervical collar under treatment table. CPR mask on the wall next to the sink. Crutches in the storeroom.

Horton Fieldhouse Athletic Training Room - Spine Board, vacuum splints and cervical collar in small storeroom. CPR mask on the wall under wall cabinets. Crutches in large storeroom.

Redbird Arena Athletic Training Room - Spine Board, vacuum splints, cervical collar and crutches in storeroom. CPR mask on the wall under the wall cabinets.

AEDs-Golf Course Clubhouse, Northwest Wall of Horton, under bleachers at South-West Loading dock in Redbird Arena

EMERGENCY PHONE NUMBER

Ambulance/Police/Fire	911
Illinois State Health Services	(309) 438-8655
Illinois State Campus Police	(309) 438-8631
Kathy Schniedwind, Head Athletic Trainer	(309) 451-4281 Home
Kaufman Football Athletic Training Room	(309) 438-3282 Office
Horton Athletic Training Room	(309) 438-3110 Office
	(309) 824-5128 Cell
John Munn, Associate Athletic Trainer	(309) 888-9017 Home
Redbird Arena Athletic Training Room	(309) 438-7328 Office
	(309) 826-7943 Cell

Yvonne Becker, Assistant Athletic Trainer Redbird Arena Athletic Training Room	(309) 723-6352 Home (309) 438-2398 Office (309) 530-5747 Cell
Joe Whitson, Assistant Athletic Trainer Horton Fieldhouse Athletic Training Room	(309) 438-7246 Office
Graduate Assistant Office	(309) 438-3284 Office

ILLINOIS STATE UNIVERSITY

HORTON FIELDHOUSE NORTH GYM: Volleyball, Basketball, Softball, Soccer, Cheerleading Emergency Plan

Emergency Personnel:

1. An athletic training staff member or student will perform primary and secondary surveys during practices/events. They will evaluate and stabilize the athlete.
2. If an athletic trainer is not present, a coach or manager will call the athletic training room or send a designated individual into the athletic training room to get an athletic trainer. A walkie-talkie can be utilized if available to call for an athletic trainer. If an athletic trainer is not available, a coach will call 911.
3. The athletic trainer in charge will designate an individual to call for an EMS unit.
4. The athletic trainer in charge will designate an individual to wait for the EMS unit at south lower door entrance to the North gym in the driveway.
5. Lifeline will be activated if the situation requires ALS.
6. Normal Fire and Rescue shall be activated ONLY if transportation is needed to the local hospital. Bromenn Hospital should be used, as it is closer to campus.

Emergency Communication:

1. A staff or athletic training student will designate an individual to call EMS from the phone in the athletic training room in one of the offices or call the athletic training room on the walkie-talkie and they will call for EMS.
2. If an athlete is injured during a non-traditional season workout, the coach should send someone into the athletic training room or call the athletic training room. If an athletic trainer is not available, the coach should call EMS at 911.
3. In the absence of an athletic trainer, a coach will make the 911 EMS call.
 - a) Primary survey status
 - b) Detailed information of emergency
 - c) EXACT location of injured
 - d) EXACT location of where EMS should arrive
4. The individual who calls the EMS unit will provide the following information:
5. The staff or athletic training student or coach will designate an individual to wait for the EMS unit at the East lower door entrance to the North Gym in the driveway.
6. The staff athletic trainer overseeing the sport should be called immediately if not present.
7. A staff athletic trainer will call the team physician and notify him or her of the injury/illness.
8. The parents of the injured/ill student-athlete will be called and notified of the injury/illness.

Emergency Equipment

1. Vacuum splints, cervical collar, and spinal board are located in the athletic training room in the small storeroom.
2. A CPR mask is located in the sport athletic training bags and on the wall in the athletic training room under the wall cabinets.

3. An EMS unit will be called if needed according to the plan under Emergency Communication.
4. An AED is available on the Northwest wall of the fieldhouse in Horton.

Venue Directions: The North Gym is located on the north end of Horton Fieldhouse just south of the outdoor track. Pull down into the wide driveway west of the main fieldhouse and enter through the double doors. The North Gym is just to the right as you go through the double doors.

**ILLINOIS STATE UNIVERSITY
FOOTBALL STADIUM/GRASS PRACTICE FIELD
Emergency Plan**

Emergency Personnel:

1. A staff athletic trainer or student will perform primary and secondary surveys during practices/games. They will evaluate and stabilize the athlete.
2. The team physician will be present for all home games as well as Lifeline Ambulance. The ambulance is located at the North-West Gate and will be summoned by a designated athletic training student during games.
3. The athletic trainer in charge will designate an individual to call for an EMS unit on a cell phone.
4. The athletic trainer in charge will designate an individual to wait for the EMS unit during practices at the Northwest gate of the stadium or the South gate of the practice field.
5. If an athletic trainer is not present, a coach or manager will call the athletic training room or send a designated individual into the athletic training room to get an athletic trainer. If an athletic trainer is not available, a coach will call 911.
6. Lifeline will be activated if the situation requires ALS except for games and they will be utilized for all transports.
7. Normal Fire and Rescue shall be activated ONLY if transportation is needed to the local hospital. Bromenn Hospital should be used, as it is closer to campus.

Emergency Communication:

1. The certified graduate assistant athletic trainer or the designated athletic training student will call EMS on the head athletic trainers cell phone at 911 and direct the ambulance to the proper location. The telephone in the athletic training room in the Kaufman Football Complex or on the wall inside the back door to Kaufman will be used if there is no cell phone available and the number to dial is 9-911.
2. An athletic training student will go to the South entrance of the grass practice field or to the Northwest entrance to Hancock Stadium to wait for and direct the EMS unit to the injured athlete.
3. A team physician will be present at all home games and will be signaled for by the head athletic trainer or certified graduate assistant by tapping the top of the head repeatedly.
4. The individual who calls the EMS unit during practices will provide the following information:
 - a) Primary survey status
 - b) Detailed information of emergency
 - c) EXACT location of injured
 - d) EXACT location of where EMS should arrive
5. A staff athletic trainer should be called immediately and notified of the injury, if not present.
6. A staff athletic trainer will call the team physician and notify him or her of the injury/illness.
7. The parents of the injured/ill student-athlete will be called and notified of the injury/illness.

Emergency Equipment

1. A spine board with cervical collar, vacuum splints, airways, and CPR mask will be on site at every practice/game and will be located on the Northwest side of the stadium and on the East side of the grass practice field.

2. An EMS unit will be on site during all games and will be located at the Northwest entrance. The EMS unit will be summoned by a designated athletic training student during games with a description of the injury.
3. A designated athletic training student will wait for an EMS unit if an injury occurs during a practice. They will be at the Northwest gate to the stadium or the Southeast entrance to the practice field.
4. An AED is located on the Northwest wall of Horton Fieldhouse.

Venue Directions: Football stadium is located on the corner of College Avenue and Main Street adjacent to the Ropp Building. It is accessible through the Northwest gate on the west side of the stadium. Turn onto Delaine Drive going North off of College Avenue and turn into access drive behind Horton Fieldhouse and come up the drive to the North side of Horton Fieldhouse.

ILLINOIS STATE UNIVERSITY
REDBIRD ARENA: Men's/Women's Basketball/Volleyball/Cheerleading
Emergency Plan

Emergency Personnel:

1. A staff athletic trainer or athletic training student will perform the primary and secondary surveys during practices and games. They will evaluate an injury and stabilize the athlete.
2. If an athletic trainer is not present, a coach or manager will call the athletic training room by phone or walkie-talkie or send a designated individual into the athletic training room to get an athletic trainer. If an athletic trainer is not available, a coach will call 911.
3. A team physician will be present for all games and will be summoned to the floor if needed by using the signal of tapping on the head with the hand repetitively.
4. An EMS unit will not be on site for games and must be summoned. The staff athletic trainer for each respective sport will signal for an EMS unit by twirling his or her finger in the air. The event manager will call for an EMS unit on the walkie-talkie. The athletic trainer in charge will tell the event manager what to say to the EMS dispatcher.
5. The staff athletic trainer or student will designate an athletic trainer or designated individual to call for an EMS unit during a practice and wait for that unit at the Southwest-loading ramp off of College Avenue.
6. The individual who calls the EMS unit during practices will provide the following information:
 - a. Primary survey status
 - b. Detailed information of emergency
 - c. EXACT location of injured
 - d. EXACT location of where EMS should arrive
 - e. Call back telephone number where this person may be reached
7. Lifeline will be activated if the situation requires ALS.
8. Normal Fire and Rescue shall be activated ONLY if transportation is needed to the local hospital. Bromenn Hospital should be used, as it is closer to campus.

Emergency Communication:

1. The staff or athletic training student will call for the EMS on a cell phone, if available or designate a designated athletic training student or other individual to call the EMS unit during practices using the telephone in the athletic training room and dialing 9-911. If a walkie-talkie is available, a call could be made to the athletic training room to call for an EMS unit.
2. If an athlete is injured during a non-traditional season workout, the coach should send someone into the athletic training room or call the athletic training room. If an athletic trainer is not available, the coach should call EMS at 911.
3. The event manager will call for the EMS unit on the walkie-talkie during a game.
4. The event manager will designate an individual during a game to wait in the Southwest loading ramp for the EMS unit.

5. The staff or head athletic training student will designate a athletic training student or other individual during practices to call for the EMS unit using the telephone in the athletic training room and dialing 9-911 and waiting in the Southwest loading ramp.
6. A staff athletic trainer overseeing the sport should be called immediately if not present.
7. A staff athletic trainer will call the team physician and notify him or her of the injury/illness.
8. The parents of the injured/ill student-athlete will be called and notified of the injury/illness.

Emergency Equipment

1. A spine board with cervical collar, vacuum splints and CPR mask will be on site at every practice/game and will be located under the bleachers behind the team bench in the Southwest loading ramp.
2. An EMS unit will be called if needed according to the plan under Emergency Communication.
3. An AED is available under the bleachers at the Southwest-loading ramp in Redbird Arena.

Venue Directions: Redbird Arena is located on the corner of College Avenue and Delaine Drive. It is accessible through the Southwest loading ramp or the Northeast loading ramp. The Southwest loading ramp will be used in most situations. Turn into Southwest loading ramp off of College Avenue.

ILLINOIS STATE UNIVERSITY BASEBALL STADIUM Emergency Plan

Emergency Personnel:

1. A staff athletic trainer or student will perform the primary and secondary surveys during practices/games. They will evaluate and stabilize the athlete. They will summon a full-time staff athletic trainer or a certified graduate assistant for assistance if not already present. When a certified athletic trainer is present; they will assume the primary care of the athlete.
2. If an athletic trainer is not present, a coach or manager will call the athletic training room or send a designated individual into the athletic training room to get an athletic trainer. If an athletic trainer is not available, a coach will call 911.
3. The athletic trainer in charge will designate an individual to call the athletic training room on the walkie-talkie and they will call for an EMS unit. This will be another athletic training student, coach or manager. A coach will open the press box prior to activity and the call should be made by dialing 9-911 if a walkie-talkie is not available.
4. The athletic trainer in charge will designate an individual to wait for the EMS unit at the Right field gate.
5. Lifeline will be activated if the situation requires ALS.
6. Normal Fire and Rescue shall be activated **ONLY** if transportation is needed to the local hospital. Bromenn Hospital should be used, as it is closer to campus.

Emergency Communication:

1. A staff athletic trainer or student will designate an individual to call the athletic training room on the walkie- talkie and they will call for EMS. If a walkie-talkie is not available, a call can be made from the press box for EMS. A coach will unlock the press box. A athletic training student, coach or manager should make the call by dialing 9-911.
2. If an athlete is injured during a non-traditional season workout, the coach should send someone into the athletic training room or call the athletic training room. If an athletic trainer is not available, the coach should call 911.
3. The event manager will call for the EMS unit from a walkie-talkie during a game. The athletic trainer in charge will tell the event manager what to say to the EMS dispatcher.
4. The event manager will designate an individual to wait by the Right field gate for the EMS unit during a game.

5. The individual who calls the EMS unit will provide the following information:
 - a) Primary survey status
 - b) Detailed information of emergency
 - c) EXACT location of injured
 - d) EXACT location of where EMS should arrive
 - e) Call back telephone number where this person may be reached
6. The athletic trainer overseeing the sport should be called immediately if not present.
7. A staff athletic trainer will call the team physician and notify him or her of the injury.
8. The parents of the injured/ill student-athlete will be called and notified of the injury/illness.

Emergency Equipment:

1. Vacuum Splints, cervical collar and CPR mask will be on site for all practice/games.
2. A spine board is located in the Horton Fieldhouse athletic training room.
3. An EMS unit will be called if needed according to the plan under Emergency Communication.
4. An AED is available on the Northwest wall of Horton Fieldhouse.

Venue Directions: The Baseball Stadium is located on the corner of Gregory and Adelaide Streets. It is accessible through the Right field gate. Come down Adelaide Street and turn into the driveway between the softball complex and the soccer complex and pull up to the gate just South of the baseball field past the soccer field on the left.

**ILLINOIS STATE UNIVERSITY
SOFTBALL STADIUM
Emergency Plan**

Emergency Personnel:

1. A staff athletic trainer or student will perform the primary and secondary surveys during practices/games. They will evaluate and stabilize the athlete and summon a full-time staff athletic trainer or a certified graduate assistant for assistance if one is not already present. When a certified athletic trainer is present; they will assume the primary care of the athlete.
2. If an athletic trainer is not present, a coach or manager will call the athletic training room or send a designated individual into the athletic training room to get an athletic trainer. If an athletic trainer is not available, a coach will call 911 using the press box telephone.
3. The athletic trainer in charge will designate an individual to call the athletic training room on the walkie-talkie and they will call for an EMS unit. This will be an athletic training student, coach or manager. If a walkie-talkie is not available, a call can be made from the press box by dialing 911. A coach will open the press box prior to activity. The athletic trainer in charge will designate an individual to wait for the EMS unit at the Left field gate.
4. Lifeline will be activated if the situation requires ALS.
5. Normal Fire and Rescue shall be activated ONLY if transportation is needed to the local hospital. Bromenn Hospital should be used, as it is closer to campus.

Emergency Communication:

1. The athletic trainer in charge will designate an individual to call the athletic training room on the walkie-talkie and they will call for an EMS unit. If a walkie-talkie is not available, an athletic training student, coach or manager should make the call by dialing-911 on the press box phone.
2. If an athlete is injured during a non-traditional season workout, the coach should send someone into the athletic training room or call the athletic training room. If an athletic trainer is not available, the coach should call 911.
3. The event manager will call for the EMS unit from a walkie-talkie during a game. The athletic trainer in charge will tell the event manager what to say to the EMS dispatcher.
4. The event manager will designate an individual to wait by the Left field gate for the EMS unit during a game.

5. The individual who calls the EMS unit will provide the following information:
 - a) Primary survey status
 - b) Detailed information of emergency
 - c) EXACT location of injured
 - d) EXACT location of where EMS should arrive
 - e) Call back telephone number where this person may be reached
6. The staff athletic trainer overseeing the sport should be called immediately if not present.
7. A staff athletic trainer will call the team physician and notify him or her of the injury.
8. The parents of the injured/ill student-athlete will be called and notified of the injury/illness.

Emergency Equipment:

1. Vacuum Splints, cervical collar and CPR mask will be on site for all practice/games.
2. A spine board is located in the Horton Fieldhouse athletic training room.
3. An EMS unit will be called if needed according to the plan under Emergency Communication.
4. An AED is located on the Northwest wall of Horton Fieldhouse.

Venue Directions: The Softball Stadium is located on Adelaide Street, northwest of College Avenue and southwest of Gregory Street. Once on Adelaide, turn into the driveway between the softball complex and the soccer complex and pull up to the gate in left field, which is on the immediate right

**ILLINOIS STATE UNIVERSITY
SOCCER STADIUM
Emergency Plan**

Emergency Personnel:

1. A staff athletic trainer or student will perform the primary and secondary surveys during practices/games. They will evaluate and stabilize the athlete. In the absence of a certified athletic trainer, an athletic training student will provide the primary care and call for a certified athletic trainer for assistance.
2. If an athletic trainer is not present, a coach or manager will call the athletic training room or send a designated individual into the athletic training room to get an athletic trainer. A walkie- talkie can be utilized to call the athletic training room. If an athletic trainer is not available, a coach will call 911.
3. The athletic trainer in charge will designate an individual to call an EMS unit
4. The athletic trainer in charge will designate an individual to wait for the EMS unit at the East gate between the soccer stadium and the baseball stadium.
5. Lifeline will be activated if the situation requires ALS.
6. Normal Fire and Rescue shall be activated ONLY if transportation is needed to the local hospital. Bromenn Hospital should be used, as it is closer to campus.

Emergency Communication:

1. A staff athletic trainer or student will designate an individual to call EMS from the press box during practices or utilize a walkie- talkie to call the athletic training room. A coach will unlock the press box. An athletic training student, coach or manager should make the call by dialing 9-911.
2. If an athlete is injured during a non-traditional season workout, the coach should send someone into the athletic training room or call the athletic training room. If an athletic trainer is not available, the coach should call 911.
3. The event manager will call for the EMS unit from a walkie-talkie during a game. The athletic trainer in charge will tell the event manager what to say to the EMS dispatcher.
4. The event manager will designate an individual to wait by the East gate for the EMS unit during a game.

5. The individual who calls the EMS unit will provide the following information:
 - f) Primary survey status
 - g) Detailed information of emergency
 - h) EXACT location of injured
 - i) EXACT location of where EMS should arrive
 - j) Call back telephone number where this person may be reached
6. The athletic trainer overseeing the sport should be called immediately and notified of the injury if not present.
7. A staff athletic trainer will call the team physician and notify him or her of the injury.
8. If the head coach is not present, a staff athletic trainer or student will notify him/her immediately
9. The parents of the injured/ill student-athlete will be called and notified of the injury/illness.

Emergency Equipment:

1. Vacuum Splints, cervical collar and CPR mask will be on site for all practice/games.
2. A spine board is located in the Horton Fieldhouse athletic training room.
3. An EMS unit will be called if needed according to the plan under Emergency Communication.
4. An AED is located on the Northwest wall of Horton Fieldhouse.

Venue Directions: The Soccer Stadium is located on Adelaide Streets just north of College Avenue and south of Gregory Street. Come down Adelaide Street and turn into the driveway between the softball stadium and the soccer stadium. Bring EMS unit to East side of Soccer Stadium just past the ticket booth.

**ILLINOIS STATE UNIVERSITY
HORTON FIELDHOUSE SOUTH GYM: Gymnastics/Cheerleading
Emergency Plan**

Emergency Personnel:

1. An athletic training staff member or student will perform the primary and secondary surveys during practices/games. They will evaluate and stabilize the athlete.
2. If an athletic trainer is not present, a coach or manager will call the athletic training room or send a designated individual into the athletic training room to get an athletic trainer. A walkie-talkie can be utilized if available to call the athletic training room. If an athletic trainer is not available, a coach will call 911. There is a phone on the North wall of the gymnasium.
3. The athletic trainer in charge will designate an individual to call an EMS unit.
4. The athletic trainer in charge will designate an individual to wait for the EMS unit at the West door of the South Gym.
5. Lifeline will be activated if the situation requires ALS.
6. Normal Fire and Rescue shall be activated ONLY if transportation is needed to the local hospital. Bromenn Hospital should be used, as it is closer to campus.

Emergency Communication:

1. A staff athletic trainer or student will designate an individual to call EMS from the phone on the North wall of the South Gym during practices or the phone in the athletic training room or Fieldhouse worker's lounge in the garage on the West side of the fieldhouse, during meets.
2. If an athlete is injured during a non-traditional season workout, the coach should send someone into the athletic training room or call the athletic training room. A walkie-talkie can be utilized if available to call the athletic training room. If an athletic trainer is not available, the coach should call 911.
3. The event manager will call for the EMS unit from a walkie-talkie during meets. The athletic trainer in charge will tell the event manager what to say to the EMS dispatcher.

4. The event manager or athletic trainer in charge will designate an individual to wait by the West door to the South Gym if injury occurs during a practice or by the Northwest door to Horton Fieldhouse if injury occurs during a meet.
5. The individual who calls the EMS unit will provide the following information:
 - a. Primary survey status
 - b. Detailed information of emergency
 - c. EXACT location of injured
 - d. EXACT location of where EMS should arrive
 - e. Call back telephone number where this person may be reached
6. The staff athletic trainer overseeing the sport should be called immediately and notified of the injury if not present.
7. If the head coach is not present, a staff athletic trainer or student will notify him/her immediately.
8. A staff athletic trainer will call the team physician and notify him or her of the injury.
9. The parents of the injured/ill student-athlete will be called and notified of the injury/illness.

Emergency Equipment:

1. Vacuum splints, cervical collar, spine board and CPR mask is located in the Horton Fieldhouse athletic training room. This equipment will be brought up to the floor for meets.
2. An EMS unit will be called if needed according to the plan under Emergency Communication.
3. An AED is located on the Northwest wall of Horton Fieldhouse.

Venue Directions: The practice facility is in the South Gym and is located on the West side of Horton Fieldhouse facing the Tri-Towers dorms. Go down Adelaide Street and turn onto the access road next to Wright Hall. Pull into parking lot in front of swimming pool and west door to South Gym is between the swimming pool entrance and the north doors to Redbird Arena.

ILLINOIS STATE UNIVERSITY

**HORTON FIELDHOUSE: Indoor Track and Field/Winter Football Workouts
Indoor Softball/Indoor Baseball/Gymnastics/Swimming/Cheerleading**

Emergency Plan

Emergency Personnel:

1. A staff athletic trainer or student will perform primary and secondary surveys during practices/games. They will evaluate and stabilize the athlete.
2. If an athletic trainer is not present, a coach or manager will call the athletic training room or send a designated individual into the athletic training room to get an athletic trainer. A walkie-talkie can be utilized if available to call the athletic training room. If an athletic trainer is not available, a coach will call 911.
3. The athletic trainer in charge will designate an individual to call for an EMS unit.
4. The athletic trainer in charge will designate an individual to wait for the EMS unit at the Northwest door to Horton Fieldhouse.
5. Normal Fire and Rescue shall be activated ONLY if transportation is needed to the local hospital. Bromenn Hospital should be used, as it is closer to campus.

Emergency Communication:

1. A staff athletic trainer or student will designate an individual to call EMS from the phone in the Fieldhouse worker's lounge area or the Horton Fieldhouse athletic training room during practices.
2. If an athlete is injured during a non-traditional season workout, the coach should send someone into the athletic training room or call the athletic training room. If an athletic trainer is not available, the coach should call EMS at 911.

3. The event manager will call for the EMS unit from a walkie-talkie during meets. The athletic trainer in charge will tell the event manager what to say to the EMS dispatcher.
4. The event manager or athletic trainer in charge will designate an individual to wait by the Northwest door of the Fieldhouse for the EMS unit.
5. The individual who calls the EMS unit will provide the following information:
 - a. Primary survey status
 - b. Detailed information of emergency
 - c. EXACT location of injured
 - d. EXACT location of where EMS should arrive
6. The staff athletic trainer overseeing the sport should be called immediately and notified of the injury if not present.
7. A staff athletic trainer will call the team physician and notify the physician of the injury.
8. If the head coach is not present, a staff or athletic training student will notify him or her immediately.
9. The parents of the injured/ill student-athlete will be called and notified of the injury.

Emergency Equipment:

1. Vacuum splints, cervical collar, spine board and CPR mask will be located in the Horton Fieldhouse training room downstairs from the track. This equipment will be brought up to the track for meets.
2. An EMS unit will be called if needed according to the plan under Emergency Communication.
3. An AED is located on the Northwest wall of Horton Fieldhouse.

Venue Directions: The track and field indoor facility is located in Horton Fieldhouse, which is off of Adelaide and Delaine. Go down Adelaide Street and turn onto the access road, which goes in front of Wright Hall. Turn into the parking lot just in front of the outdoor track and pull up to the Northwest door or north garage door of the Fieldhouse at the corner of the building.

**ILLINOIS STATE UNIVERSITY
HORTON FIELDHOUSE POOL: Swimming/Diving**

Emergency Plan

Emergency Personnel:

1. A staff athletic trainer or student will perform primary and secondary surveys during practices/meets. They will evaluate and stabilize the athlete.
2. If an athletic trainer is not present, a coach or manager will call the athletic training room or send a designated individual into the athletic training room to get an athletic trainer. A walkie-talkie can be utilized if available to call the athletic training room. If an athletic trainer is not available, a coach will call 911.
3. The athletic trainer in charge will designate an individual to call for an EMS unit.
4. The athletic trainer in charge will designate an individual to wait for the EMS unit at the West entrance to the swimming pool.
5. Lifeline will be activated if the situation requires ALS.
6. Normal Fire and Rescue shall be activated ONLY if transportation is needed to the local hospital. Bromenn Hospital should be used, as it is closer to campus.

Emergency Communication:

1. A staff athletic trainer or student will designate an individual to call EMS from the phone in the swimming pool office or on the East wall of the swimming pool.
2. If an athlete is injured during a non-traditional season workout, the coach should send someone into the athletic training room or call the athletic training room. A walkie-talkie can be utilized if

available to call the athletic training room. If an athletic trainer is not available, the coach should call EMS at 911.

3. The individual who calls the EMS unit will provide the following information:
 - a. Primary survey status
 - b. Detailed information of emergency
 - c. EXACT location of injured
 - d. EXACT location of where EMS should arrive
4. The staff athletic trainer or student will designate an individual to wait for the EMS unit at the West entrance swimming pool.
5. The staff athletic trainer overseeing the sport should be called immediately if not present.
6. A staff athletic trainer will call the team physician and notify the physician of the injury.
7. The parents of the injured/ill student-athlete will be called and notified of the injury/illness.

Emergency Equipment:

1. Vacuum splints, cervical collar, and spine board are located in the athletic training room in the small storeroom. There is also a spine board on the East side of the pool deck.
2. A CPR mask is located in the swimming athletic training kit and on the wall in the Horton athletic training room.
3. An EMS unit will be called if needed according to the plan under Emergency Communication.
4. An AED is available on the Northwest wall of Horton Fieldhouse.

Venue Directions: The swimming pool is located in Horton Fieldhouse on the West side of the building directly across the street from Haynie Hall dormitory. It is near the intersection of Delaine and Adelaide. Come South on Adelaide and turn into driveway in front of Wright Hall dormitory and pull into the parking lot right across the street from Haynie Hall dormitory.

**ILLINOIS STATE UNIVERSITY
EVERGREEN RACQUET CLUB: Indoor Tennis
Emergency Plan**

Emergency Personnel:

1. A staff athletic trainer or student will perform primary and secondary surveys during practices/matches. They will evaluate and stabilize the athlete.
2. If an athletic trainer is not present a coach should call 911.
3. The athletic trainer in charge will designate an individual to call for an EMS unit.
4. The athletic trainer in charge, or a coach, will designate an individual to wait for the EMS unit at the West entrance to the club, which is the main entrance.
5. Lifeline will be activated if the situation requires ALS.
6. Normal Fire and Rescue shall be activated ONLY if transportation is needed to the local hospital. Bromenn Hospital should be used, as it is closer to campus.

Emergency Communication:

1. The staff athletic trainer or student will designate an individual to call EMS from the phone at the front desk of the club. In the absence of an athletic trainer, a coach will make the call.
2. If an athlete is injured during a non-traditional season workout, the coach should call 911 if an athletic trainer is not available.
3. The athletic trainer in charge, or a coach if an athletic trainer is not present, will designate an individual to wait for the EMS unit at the front door of the club which is on the West side of the building.
4. The individual who calls the EMS unit will provide the following information:
 - a. Primary survey status

- b. Detailed information of emergency
 - c. EXACT location of injured
 - d. EXACT location of where EMS should arrive
5. The staff athletic trainer overseeing the sport should be called immediately if not present.
6. A staff athletic trainer will call the team physician and notify the physician of the injury.
7. The parents of the injured/ill student-athlete will be called and notified of the injury.
8. A athletic training student, coach or manager should go with the athlete to the hospital. Once a physician has seen the athlete, that individual will call back to the athletic training room and report on the athlete.

Emergency Equipment:

1. Vacuum splints, cervical collar and CPR mask will be on site for practice/matches when an athletic trainer is present. If an athletic trainer is not present, a coach will activate the EMS system and call a staff athletic trainer immediately.
2. An EMS unit will be called if needed according to the plan under Emergency Communication.

Venue Directions: Evergreen Racquet Club is located at the East end of Washington Street in Bloomington. Go all the way to the end of Washington Street and the Club sits right there. Go in the main entrance, which faces West.

**ILLINOIS STATE UNIVERSITY
WEIGHT ROOM REDBIRD ARENA
Emergency Plan**

Emergency Personnel:

1. A strength coach or coach will call the athletic training room to get an athletic trainer. They can utilize the telephone or the walkie-talkie.
2. If an athletic trainer is not available, the strength coach or coach will call the EMS at 911.
3. If an athletic trainer is available, he or she will perform the primary and secondary surveys, stabilize the athlete and send an individual to call for an EMS at 911.
4. The athletic trainer, strength coach or coach will designate an individual to wait for the EMS unit at the Southwest loading ramp of Redbird Arena.
5. Lifeline will be activated if the situation requires ALS.
6. Normal Fire and Rescue shall be activated ONLY if transportation is needed to the local hospital. Bromenn Hospital should be used, as it is closer.

Emergency Communication:

1. A staff athletic trainer or student, strength coach or coach will designate an individual to call EMS from the phone in the weight room.
2. The individual who calls the EMS unit will provide the following information:
 - a. Primary survey status
 - b. Detailed information of emergency
 - c. EXACT location of injured
 - d. EXACT location of where EMS should arrive
3. The athletic trainer, strength coach or coach should designate an individual to wait for the EMS unit at the Southwest loading ramp to the Arena.
4. A staff athletic trainer will call the team physician and notify the physician of the injury.
5. The parents of the injured/ill student-athlete will be called and notified of the injury/illness.

Emergency Equipment:

1. Vacuum splints, cervical collar, and spine board are located in the athletic training room in the storeroom.
2. A CPR mask is located on the wall in the athletic training room.
3. An EMS unit will be called if needed according to the plan under Emergency Communication.
4. An AED is located under the bleachers at the Southwest loading dock in Redbird Arena.

Venue Direction: The weight room is located in Redbird Arena, which is on the corner of West College Avenue and Delanie. Pull into the southwest loading ramp off of College Avenue and enter the lower doors. Turn left down first hallway on the left and the weight room is halfway down the hall on the left side.

**ILLINOIS STATE UNIVERSITY
SOCCER CITY: Indoor Soccer
Emergency Plan**

Emergency Personnel:

1. A staff athletic trainer or student will perform the primary and secondary surveys during practices/game. They will evaluate and stabilize the athlete.
2. If an athletic trainer is not present, a coach or manager should call 911.
3. The athletic trainer in charge will designate an individual to call for an EMS unit.
4. The athletic trainer in charge will designate an individual to wait for the EMS unit at the main entrance to Soccer City indoor facility.
5. In the absence of an athletic trainer, a coach or manager can call for the EMS unit.
6. Lifeline will be activated if the situation requires ALS.
7. Normal Fire and Rescue shall be activated **ONLY** if transportation is needed to the local hospital. Bromenn Hospital should be used, as it is closer to campus.

Emergency Communication:

1. The staff athletic trainer or student, or a member of the coaching staff in the absence of an athletic trainer will designate an individual to call EMS from the phone at the main entrance of Soccer City indoor facility.
2. If an athlete is injured during a non-traditional season workout, the coach should call the athletic training room. If an athletic trainer is not available, a coach should call EMS at 911.
3. The individual who calls the EMS unit will provide the following information:
 - a. Primary survey status
 - b. Detailed information of emergency
 - c. EXACT location of injured athlete
 - d. EXACT location of where EMS should arrive
4. The staff or athletic training student, or a member of the coaching staff will designate an individual to wait for the EMS unit at the main entrance to Soccer City indoor facility.
5. The staff athletic trainer who oversees the sport should be called immediately if not present.
6. A staff athletic trainer will call the team physician and notify him or her of the injury.
7. The parents of the injured/ill student-athlete will be called and notified of the injury/illness.

Emergency Equipment:

1. Vacuum splints, cervical collar and CPR mask will be on site for all practices.
2. An EMS unit will be called if needed according to the plan under Emergency Communication.

Venue Directions: Soccer City indoor soccer facility is located at 404 Olympia Drive in Bloomington.

The phone number is 662-9520. Go east on Empire Street and turn right on Towanda Barnes Road. At the “S” curve in the road turn right and the facility is before the Palace Theaters.

**ILLINOIS STATE UNIVERSITY
OUTDOOR TENNIS COURTS
Emergency Plan**

Emergency Personnel:

1. A staff athletic trainer or student will perform the primary and secondary surveys during practices/matches. They will evaluate and stabilize the athlete.
2. If an athletic trainer is not present, a coach or manager will call the athletic training room. If an athletic trainer is not available, the coach should call 911.
3. The athletic trainer in charge will designate an individual to call for an EMS unit.
4. The athletic trainer in charge will designate an individual to wait for the EMS unit at North entrance to the tennis courts.
5. Lifeline will be activated if the situation requires ALS.
6. Normal Fire and Rescue shall be activated ONLY if transportation is needed to the local hospital. Bromenn Hospital should be used, as it is closer to campus.

Emergency Communication:

1. The staff athletic trainer or student, coach or manager will designate an individual to call EMS from the phone in the equipment shed or the payphone outside the shed. A walkie-talkie could be utilized if available to call the athletic training room.
2. If an athlete is injured during a non-traditional season workout, the coach should send someone into the athletic training room or call the athletic training room. If an athletic trainer is not available, the coach should call EMS at 911.
3. The individual who calls the EMS unit will provide the following information:
 - a. Primary survey status
 - b. Detailed information of emergency
 - c. EXACT location of injured
 - d. EXACT location of where EMS should arrive
4. The staff or athletic training student will designate an individual to wait for the EMS unit at the North entrance to the tennis courts.
5. The staff athletic trainer overseeing the sport should be called immediately if not present.
6. A staff athletic trainer will call the team physician and notify the physician of the injury.
7. The parents of the injured/ill student-athlete will be called and notified of the injury/illness.

Emergency Equipment

1. If an athletic trainer is present, vacuum splints will be on site. If an athletic trainer is not present, the coach will call the athletic training room.
2. An EMS unit will be called if needed according to the plan under Emergency Communication.
3. An AED will be located on the Northwest wall of Horton Fieldhouse.

Venue Directions: The Outdoor Tennis courts are located just north of the intersection of Beaufort and University Streets. Come down University Street and turn into the parking lot just north of the tennis courts and drive up to the courts.

**ILLINOIS STATE UNIVERSITY
GOLF COURSE
Emergency Plan**

Emergency Personnel:

1. A coach or another designated individual will call the athletic training room on a cell phone or the clubhouse phone in the event of an emergency.
2. If an athletic trainer is present, he or she will call 911 for an EMS unit.
3. If an athletic trainer is not available, the coach or designated individual will call 911.
4. An athletic trainer or the coach will designate an individual to wait for the EMS unit outside the clubhouse and direct them to the injured athlete.
5. Lifeline will be activated if the situation requires ALS.
6. Normal Fire and Rescue shall be activated ONLY if transportation is needed to the local hospital.

Emergency Communication:

1. A staff athletic trainer or student if present will designate an individual to call EMS from a cell phone or the clubhouse phone. If an athletic trainer is not present, a coach or other designated individual will call for an EMS unit.
2. If an athlete is injured during a non-traditional season workout, the coach should call the athletic training room or designate someone to call.
3. The coach or athletic trainer will designate someone to wait for the EMS unit outside the clubhouse.
4. The individual who calls the EMS unit will provide the following information:
 - a. Primary survey status
 - b. Detailed information of emergency
 - c. EXACT location of injured
 - d. EXACT location of where EMS should arrive
 - e. Call back telephone number where this person may be reached
5. The staff athletic training overseeing the sport should be called immediately and notified of the injury if not present.
6. If the head coach is not present, a staff athletic trainer or student will notify him or her immediately.
7. A staff athletic trainer will call the team physician and notify him or her of the injury.
8. The parents of the injured/ill student-athlete will be called and notified of the injury/illness.

Emergency Equipment:

1. Vacuum splints, cervical collar, spine board and CPR mask is located in the Horton Fieldhouse Athletic training room.
2. An EMS unit will be called according to the plan under Emergency Communication.
3. An AED is located in the clubhouse.

Venue Directions: The ISU golf course is located on Gregory Street. Go West on Gregory Street past Adelaide Street and the clubhouse parking lot is on the right side of the street.

ATHLETIC TEAM SCHEDULES / PRACTICE TIMES / AND LOCATIONS**Sport**

	<u>Time</u>	<u>Location</u>
<u>FALL</u>		
Men's Cross Country	3:15-5:30	Track & Golf Course
Women's Cross Country	3:15-5:30	Track & Golf Course
Football	3:30-6:00	Hancock Stadium or Practice Field
Men's Golf	3:00-5:00	Golf Course
Women's Golf	3:00-5:00	Golf Course
Baseball	2:00-5:00	Redbird Field
Softball	3:00-6:00	McCormick Field
Tennis, Men's and Women's	3:00-6:00	McCormick Courts
Women's Soccer	3:00-6:00	Soccer Field - Adelaide

Winter

Men's Basketball	4:00-7:00	Arena
Women's Basketball	1:00-4:00 or 4:00-7	Arena
Gymnastics	3:00-6:00	South Gym
Swimming	2:00-4:00	Horton Pool
Diving	12:00-2:00 or 9:30-11:30	Horton Pool
Men's Track & Field	3:15-6:00	Indoor Track
Women's Track & Field	3:15-6:00	Indoor Track
Baseball	2:00-3:10	North End Field House
Softball	3:30-7:00	North End Field House
Tennis, Men's	1:30-3:30	Evergreen Courts - Blm.
Tennis, Women's	7-9:00am	Evergreen Courts - Blm.

Spring

Men's Golf	3:00-6:00	Golf Course
Women's Golf	3:00-6:00	Golf Course
Baseball	2:00-5:00	Redbird Field
Football	3:30-6:00	Hancock Stadium
Softball	3:00-6:00	McCormick Field
Tennis, Men's & Women's	3:00-6:00	McCormick Courts
Men's Track & Field	3:15-6:00	Outdoor Track
Women's Track & Field	3:15-6:00	Outdoor Track
Volleyball	3:00-6:00	Horton or Arena

Horton Athletic Training Room Hours:

During Football Season:	7:00 - 12:00 and 1:00 - 6:00
All other times:	8:00 - 12:00 and 1:00 - 6:00

Redbird Arena Athletic Training Room Hours:

Winter:	8:00 - 12:00 AND 1:00 - 6:00
Spring:	Not used after basketball season ends

HOME EVENT MANAGEMENT

These items should be available for all home events:

FOOTBALL**Home Side**

Ice Towels - Large Bucket
 1 Cooler Cart of Ice w/Bags
 4 Coolers of Water
 1 Set of Water Bottles (6)
 1 Case of 9 oz. Paper Cups
 Cup Racks (2)
 Gator
 1 Set of Crutches
 1 Set of Vacuum Splints
 Grey Trunk
 1 Jet Sprayer of Water for Halftime in Kaufman
 1 Jet Sprayer of All Sport for Halftime in Kaufman
 All Sport after game (5 cases)
 Biohazardous Waste Materials

Visitors Side

4 Coolers of Ice Water
 1 Cooler Cart of Ice w/Bags
 Packages of 12 oz. Cups
 2 Coolers in South Gym for Halftime
 Pepsi after game (4 cases)
 Biohazard container and Sharps container

MEN'S AND WOMEN'S TRACK/FIELD MEETS

1 Large Cooler of Ice Bags and Ice Cups
 1-2 Large Coolers of Ice Water
 Athletic Training Kit/Courtesy Cart
 Taping/Treatment Tables
 Paper Cups
 Garbage Bags
 Emergency Equipment Easily Accessible
 Biohazardous container/Sharps container
 Spine Board w/C-Spine Collar

MEN'S AND WOMEN'S BASKETBALL HOME GAMES

1 Large Cooler of Water on Each Bench
 1 Small Cooler of Ice Bags on Each Bench
 2 Packages of Paper Cups - 12 oz. On Each Bench
 Towels
 Garbage Bag or Trash Basket at Each Bench
 Emergency Equipment Easily Accessible
 1 cooler of water in home & visitors' locker room
 1 cooler or water in Official's locker room
 Biohazard container/Sharps Container

ALL OTHER SPORTS

1 Large Cooler of Water
1 Cooler of Ice Bags
1 Athletic Training Kit
Emergency Equipment Easily Accessible, Vacuum Splints,
Spine Board, Crutches, Stretcher, etc.
Biohazardous Waste Materials