LOYOLA UNIVERSITY
CHICAGO
Halas Recreation Center and Outdoor Complexes
Student Complex

Facility Policies & Procedures Manual

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Section I – Statement of Purpose & Mission

1.0 Statement of Purpose

This manual is to serve as the guidelines by which the George Halas Jr. Recreation Center, Sean Earl Field, West Quad and the Winthrop Ave. Play Lot are managed by the staff of the Department of Student Complex. The policies set forth are the result of collaboration amongst The Department of Student Complex, the Department Campus Recreation, the Department of Intercollegiate Athletics, Campus Safety, and the rest of the Loyola University Chicago Community. Instances and/or circumstances not specifically covered in this manual will be evaluated and ruled upon by the Student Complex and Campus Recreation staffs. Additionally, this manual is intended only as a guideline, and the Department Student Complex reserves the right to evaluate and alter the policies and procedures here within if it is deemed necessary for the safe, efficient, and equitable operation of the facilities.

1.1 Department of Campus Student Complex Mission

Student Complex is dedicated to providing safe, well-maintained state-of-the-art facilities that offer resources, services, programming and events to promote the educational, social and cultural experiences for students, faculty, staff and visitors. Student Complex services include facilities management, event planning and program support, retail and contracted services.

1.2 Vision

To establish the Complex as a viable resource of efficient facilities for students through high quality services designed to support the educational mission of the institution and the out-of-classroom needs of the students. Student Complex will be the primary campus destination for students, faculty, staff and visitors seeking an environment for education, relaxation, social interaction and recreation.

1.3 Halas Recreation Center Mission

The Halas Recreation Center is dedicated to providing a safe, well-maintained state-of-the-art facility that offers resources, services and venues that promote the educational, social and overall well-being of the Loyola University Chicago community and guests.
Section II – Facilities & Facility Features

2.0 Overview

The Department of Student Complex oversees the scheduling, management, and operation of the George Halas Jr. Recreation Center, Sean Earl Field, West Quad and the Winthrop Ave. Play Lot. Each of these facilities provides the Loyola University Chicago community with recreational opportunities and further the mission of Student Complex.

2.1 George Halas Jr. Recreation Center

The George Halas Jr. Recreation Center is a 71,000 square-foot indoor recreational facility, which features the following spaces:

Second Level

- Multi-Purpose Room
  - A multi-purpose gymnasium, which can facilitate the following:
    - Two High School basketball courts, one collegiate basketball court
    - 3 High School/Collegiate volleyball courts
    - Six badminton/pickleball courts
- Halas Addition
  - 1 Spinning Room
    - 17 M3 Keiser Spin Bikes
  - Core Stretching Room
  - 3800 Sq foot Cardio Room
    - A variety of LifeFitness, Cybex, Precor and Woodway equipment.
  - 2300 Sq foot Group Exercise Room

Lower Level

- Strength and Fitness Area
  - 6500 square-foot space featuring the following:
    - TKO Free Weights
    - LifeFitness, Cybex and Hammer Strength Selectorized Equipment
    - LifeFitness Synergy Functional Training Equipment
    - LifeFitness and Cybex Multi-Functional Training Equipment
- Group Exercise/Dance Studio
  - 1350 square-foot space for various group exercise and instructional programs
• 1 racquetball court
• Rock Wall
  o 3 lane 35 foot wall
  o 13 foot bouldering wall

Main Level
• Campus Recreation Administrative Suite
  o 4 Professional Staff Offices
  o 4 Work Stations
  o Conference Room

• Pool
  o The Pool is a 25 yard, 8 lane pool
    ▪ The pool is open for lap swim, open recreation and swimming lessons.
• Locker Rooms
  o Locker Rooms (Men’s and Women’s and Family Locker Room)
    ▪ Men’s and Women’s Locker Rooms offer a sauna in each

2.2 Sean Earl Field and Track

Field Turf Championship Field features a mini soccer field, three lane track, as well as a mini flag football field. This is also an open green space, which can be used by the university community to engage in activities, including but not limited to wiffleball, soccer, kickball or ultimate Frisbee. When the facility is not being reserved for a University function it is open to the neighbors adjacent to the field.

Rules and Regulations for Sean Earl Field and Track

1. Reservations for exclusive use may be made on occasion. Reservations for the field and/or track are considered and approved by the Department of Student Complex. To request exclusive use of the field, submit a request on 25 Live, https://campusres.luc.edu/25live.

2.

3. The following are not allowed on the Sean Earl Field and Track:
   a. Alcoholic beverages
   b. Tobacco products
   c. Cans and glass bottles
   d. Food and gum
   e. Golf practice
   f. Dogs and other pets
   g. Weapons
   h. Smoke Bombs
   i. Drugs
   j. Bicycles, rollerblades or skateboards
   k. Unapproved organized structured activities
   l. Tents, stakes, bleachers, tables/chairs or anything that can cause damage to field turf and/or track surface
   m. Fireworks
   n. Confetti
4. Athletic footwear is recommended. Plastic/molded rubber cleats are allowed; NO metal cleats or spikes.

Track and Field Hours: 6 am* – 10 pm Daily

*Participants using the field at 6am, must keep noise levels to a minimum. Complaints from neighbors or University officials; may restrict field usage in the early morning hours. Offenders will be asked to leave the area.

2.3 West Quad

The space is a grass play area for the use by the Loyola University Chicago community. The quad is located directly in front of the Damen Student Center Addition. If no reservations, the field will be open on a first-come, first-use basis.

Rules and Regulations for the West Quad

Equipment:

- The Student Complex does not provide projection services for the West Quad. Any and all projection needs must be arranged through a third party vendor (see usage policy as it relates to movies on the West Quad).
- The Student Complex can provide basic sound system needs. This will allow for basic PA system needs (speakers and up to 3 microphones) and background music for events. Any group wishing to have a more advanced sound system (i.e. performance based events) is encouraged to use a third party vendor.
- The use of a stage may be given by request only. If given approval by Student Complex administration, the stage will be placed on the concrete paver area on the north or west side of the West Quad. No stage will be placed on the West Quad grass. Stage sizes are restricted. Student Complex administration will determine if our in-house stage inventory is available for any event.
- Electricity needs must be made clear well in advance of any event taking place on the West Quad. Loyola Facilities Management will make all determinations about availability of electricity on the West Quad.

Usage:

- All event reservation requests are approved by Student Complex administration. Requests are made through 25Live. Approval or denial of event reservation requests will occur within 2 business of the event request being made.
- West Quad Event Zones: the northern area of the West Quad (closer to the Damen Student Center/Gentile Arena) will serve as primary event zones for all events. The southern area (closer to the Loyola Shuttle pick up/drop off area) will serve as the
primary recreational zone. **Any exceptions to these zones must be made and approved by Student Complex administration.**

- The Student Complex administration will make all final determinations as to whether an event can take place due to weather related issues (i.e. rain, snow, wind, etc.). Groups are encouraged to place backup reservations for inside locations.
- The Student Complex does not allow the staking of tents, use of water barrels, plywood, or any other materials that can permanently damage the West Quad grass.
- The Student Complex asks that no amplified sound be present on the West Quad until after 5PM on weekdays. Amplified sound is allowed on Saturdays and Sundays throughout the daytime hours.
  All approved reservations for the West Quad must conclude by 10PM. Any exceptions to this policy must be made and approved by Student Complex administration.

Reservation Hours of Operation: 8am-Dusk (Daily)

### 2.4 Winthrop Ave. Play Lot

The Winthrop Ave Play Lot is located to the South of Simpson MPR on Winthrop Ave. The lot is a grass field that is available for reservation. The lot houses 2 portable Volleyball courts, equipment can be checked out from the Damen Student Center Information Desk. To reserve the play lot or to check on availability, please contact Nathan Clark at nclark1@luc.edu or 773-508-2617.

Rules and Regulations for Winthrop Ave. Play Lot

1. Reservations for use of the play lot are required. Reservations are considered and approved by the Department of Student Complex. To request exclusive use of the field, submit a request on 25 Live, https://campusres.luc.edu/25live.

2. Once a reservation is approved, the key to the play lot can be checked out at the Damen Student Center Information Desk. LUC ID is required at time of check out.

3. The play lot has 2 volleyball courts. The equipment can be checked out at the Damen Student Center Information Desk. LUC ID is required at time of check out.

4. The following are not allowed on the Winthrop Ave Play Lot:
   a. Alcoholic beverages
   b. Unapproved organized structured activities
   c. Dogs and other pets
   d. Weapons
   e. Fireworks
   f. Bicycles, rollerblades or skateboards
   g. BBQ grills, unless otherwise approved
   h. Glass bottles
   i. Golf practice
   j. Baseball/Softball practice
   k. Drugs
5. Athletic footwear is recommended for sporting events.

6. During inclement weather, the play lot may be closed and events may need to be rescheduled or cancelled.

   Hours of Operation: 8am-Dusk (Daily)

2.5 Hoyne Field

Hoyne Field is the home facility for the NCAA Men’s and Women’s Soccer teams as well as the NCAA Softball Team. The facility boasts a FieldTurf synthetic field. The field is located 1 mile west of campus on Devon Ave and Hoyne Ave. Parking is free of charge in the Loyola University Chicago parking lot.

Rules and Regulations for Hoyne Field

1. Reservations requests for exclusive use may be made on occasion. Reservations request for the field are considered and approved by Intercollegiate Athletics. To request exclusive use of the field, contact Matt Mallon, 773-508-2640 or email mmallo1@luc.edu.

2. The following are not allowed on at Hoyne Field:
   a. Alcoholic beverages
   b. Tobacco products
   c. Cans and glass bottles
   d. Food and gum
   e. Golf practice
   f. Dogs and other pets
   g. Weapons of any kind
   h. Tents, goals or nets that require staking
   i. Sunflower Seeds
   j. Confetti
   k. Coolers/Ice Chests
   l. Fireworks
   m. Drugs
   n. Laser Pens and pointers
   o. Unapproved structured activities

3. Athletic footwear is recommended.

4. Items that are permitted into Field Area, but subject to inspection:
   a. Back Packs/Messenger Bags
   b. Diaper Bags
   c. Strollers
   d. Extra Clothing Bags
   e. Fanny Packs
   f. Fanny Packs
   g. Purses
   h. Camera Bags
   i. Any other item deemed to be subject to inspection

Field lights will go off at 11 pm; all structured activities must be completed by this time.
Section III – Facility Services

3.0 Overview

The services and amenities provided by the Department of Campus Recreation are made available to improve patrons’ experience while utilizing the George Halas Jr. Recreation Center, Sean Earl Field, West Quad and/or Winthrop Ave. Play Lot.

3.1 Equipment Checkout

Halas Recreation Center provides equipment for recreational use in the Halas Center and on Loyola University Chicago’s campus. Equipment is available for check out at the Halas Center Front Desk. A valid Loyola University Chicago ID must be left with the Service Associate when obtaining equipment. No other forms of ID will be accepted.

Equipment is in good, working condition when checked out and is to be returned in the same condition. The Building Manager on duty will evaluate damaged or broken equipment, and if needed, a fee will be assessed for the damaged/lost equipment. Members are responsible for the equipment checked out during the duration of their visit, and they must return the individual item that was checked out with their Loyola University Chicago ID. Failure to return the checked out equipment in the same condition in which it was received will result in the following replacement fees being assessed:

- Basketball................................................................................................................. $ 50.00
- Volleyball................................................................................................................... $ 40.00
- Soccer Ball............................................................................................................... $ 30.00
- Court Soccer Ball.................................................................................................... $ 25.00
- Football................................................................................................................... $ 40.00
- Tennis Racquet ....................................................................................................... $ 30.00
- Badminton Racquet................................................................................................ $ 20.00
- Racquetball Racquet.............................................................................................. $ 30.00
- Locks....................................................................................................................... $ 10.00
- Frisbee ..................................................................................................................... $ 10.00
- Badminton Net....................................................................................................... $ 30.00
3.2 Rental Lockers – Students, Staff, and Faculty

The following are the policies and procedures governing rental lockers at the Halas Center. Locker Service is available on a Semester or Annual basis. Annual service is available in the Fall Semester only.

A combination lock is installed in lockers in both locker rooms. Also, with Locker Service you can check out a Full Locker Key for daily use. Full Locker Keys are checked out with your Loyola ID card at the Halas Center Front Desk. The key must be returned by the end of each day.

- New Locker Rentals & Full Locker Key
  - Vacant lockers will be sold on a first come first serve basis during the rental period. Lockers will be sold until we no longer have any to sell.
  - The Halas Center, Campus Recreation, and Loyola University Chicago reserve the right to refuse any person usage of a locker.
  - Should we sell out of lockers, you may purchase Locker Key Service. This allows you to check out a Full Locker Key without having a permanent locker. The price is the same as the semester locker service. All items MUST be taken out of the lockers on a daily basis and the key must be returned to the Halas Front Desk.

- General Rental Locker Policies
  - Loyola University Chicago Campus Recreation is not responsible for items in the rental locker during the rental period.
  - Only Halas Recreation Center members are eligible to rent a locker in the facility.
  - Approved Loyola University Chicago officials reserve the right to inspect any locker at any time.
  - Locker occupants are responsible for notifying Halas Recreation Center of any changes to the individual’s contact information.
  - At the end of a non-renewed locker rental period or at any time a patron leaves the University, a patron must relinquish his/her locker and inform Halas Recreation Center. If the individual vacates the locker and/or no longer wants it, he/she is obligated to notify Halas Recreation Center, so it can be resold.
  - Advertising, sub-leasing, and/or transferring of lockers is prohibited.
  - Failure to keep a rental locker clean and odor free may result in the loss of the locker.
Questions and comments should be directed to the Facility Director of the Halas Recreation Center.

- Personal locks are not allowed to be placed on rented lockers. Any personal lock placed on a locker will be taken off and disposed of by a Halas Recreation Center staff member.

- **Rental Fees and Dates**

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* Annual Service is available in the Fall Semester ONLY

### 3.3 Daily Use Lockers

The following are the policies and procedures governing day use lockers at the Halas Center.

- Lockers designated as “Daily Use” are for one-day use only and all locks and items must be removed at the end of the day.

- Locks left on day use lockers and items left in those lockers will be removed at the end of the day. Any items found in the day use locker will be treated as Lost and Found and dealt with accordingly.

- Locks are available at the Halas Front Desk for checkout. These locks may be checked out in exchange for a valid Loyola University Chicago ID and must be returned the same day they are checked out. Members are allowed to place their own lock on the daily lockers, but it must be taken off the locker by the end of the day.

- Loyola University Chicago Student Complex is not responsible for items in these lockers. Lost locks will result in a $10 replacement fee.
### 3.4 Towel Service

The Halas Recreation Center offers towel service to members and guests. With towel service members are allowed to check out ONE large towel each time you visit. Towels Service runs the same dates as the Locker Service. Towels can be checked out at the Halas Center Front Desk using your Loyola University Chicago ID. Small towels are also available for check out at no charge.

- Rental Fees and Dates

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* Annual Service is available in the Fall Semester ONLY

- Daily Use
  - Towels may be purchased for daily use for $1. Towels can be checked out at the Halas Center Front Desk and returned by the end of the day. Towels should be returned to either the Halas Center Front Desk or dropped in the Towel Cart located in each Locker Room.

### 3.5 Pro Shop

The Halas Center pro-shop offers a variety of items to help patrons meet their recreational needs. Located at the Front Desk, the pro-shop is open during Halas Center operational hours. All pro-shop transactions are to be made at the Front Desk. All sales are final.

Items in the Pro-Shop may include, but are not limited to:

- Racquetball Goggles
- Racquetballs
- Headphones
• Weight Gloves
• Weight Lifting Straps
• Boxing Wraps
• Swim Caps
• Swim Goggles
• Ear Plugs
• Nose Plugs

3.6 Lost and Found Policy

Loyola University Chicago Student Complex is not responsible for items lost in and around Student Complex facilities. The lost and found is a service provided by the Halas Recreation Center, and we do not guarantee that every item will be submitted and/or found.

Items that are not claimed within two weeks (10 business days) will be turned over to the Campus Safety office and/or donated to local charities. For IDs, emails will be sent to the person and if not claimed within two weeks (10 business days); the IDs will be taken to the Campus Card office.

All items in the Lost and Found will be logged in the Lost and Found Log. When a patron claims an item, s/he will need to be able to positively identify the item, provide a valid government issued photo ID, and sign that the item was retrieved.

Vending Services

The Halas Recreation Center has a vending machine located on the main level. The vending machine is contracted to the University. Halas Recreation does not own the vending machine and cannot give out refunds for malfunctions. If you have an issue with a vending machine, please inform the Front Desk staff of the problem. If the machine takes your money and you need a refund, you should proceed to the Bursar’s Office Cashier, Sullivan Center or on the Water Tower Campus, Purchasing Department on the 7th floor of Lewis Towers. Both facilities are open 8:30am-5pm.
Section IV – Admission

4.0 Overview

These policies have been created as guidelines for the daily operation of the George Halas Jr. Recreation Center to provide a safe and welcoming recreational environment for the Loyola University Chicago community.

Loyola University Chicago reserves the right to deny admittance to any user of the facility based on conduct or non-adherence to rules and responsibilities. The following are policies outlining admission through the Halas Recreation Center Front Desk. No other access point should be used unless pre-approved by the Department of Campus Recreation or Student Complex. Acceptable Identification (as outlined in Section 4.1) for admission to the Halas Recreation Center is REQUIRED.

4.1 Membership Types and Eligibility

Membership to the Halas Recreation Center is open to the following groups:

- Loyola Students, Faculty, Staff and their families
- Jesuit Community members
- Alumni of Loyola University Chicago
- Contract Employees (Aramark, Follett (book store), Millard Cleaning Services, Power Construction)
- Retirees of Loyola University Chicago

4.1a Eligibility

- Alumni need to present at the time of purchase an Alumni Card or their Loyola University Chicago Diploma. Alumni Cards may be obtained through the Alumni Relations office and are free of charge.
- Contract employees must present a letter from their manager stating that the employee is working on campus. The contract employee must also present a valid government issued photo ID.
- Retirees need to show proof that they have officially retired from Loyola University Chicago are a retired Jesuit community member or retired BVM associated with Loyola University Chicago.
- Family memberships include spouse, Legally Domiciled Adult and/or dependent children. Dependent children are defined as those unmarried and under the age of twenty-three (23) who are primarily financially dependent on their parent or parents for support.
  - Legally Domiciled Adult (LDA) must meet the following criteria as stated by the University.
    - Someone not legally married (does not have a spouse)
- Someone who is living in the same primary residence for the past six months and intends to continue living in the same primary residence as the employee.
- Shares a close personal relationship (e.g., not a casual roommate or tenant) with the University employee.
- Jointly responsible with the employee for basic living expenses.
- Someone who is 18 years of age or older.
- Not related by blood to the employee such that the relationship would bar marriage.
- A Certification of Eligibility Form must be on file with the Human Resources Department. Proof of form on file with HR is needed before a membership can be purchased.
- A certification form can be obtained by contacting Human Resources at 312-915-7514.

4.2 Acceptable Identification

The appropriate identification needed to be admitted into the Halas Recreation Center depends upon the designation of the patron.

- Faculty, Staff & Students
  - Valid Loyola University Chicago ID Card
  - Valid Government/University issued ID
    - Driver’s License
    - Passport
    - UPASS

- Loyola University Alumni
  - Current Halas Recreation Center Key Fob
  - Valid Government/University issues ID
    - Driver’s License
    - Passport

- Legally Domiciled Adult(s) of Current Students, Faculty/Staff or Alumni
  - Current Halas Recreation Center Key Fob
  - Valid Government issued ID
    - Driver’s License
    - Passport

- Retirees and Contract Employees
  - Current Halas Recreation Center Key Fob
  - Valid Loyola University Chicago ID Card
  - Valid Government issued ID
    - Driver’s License
    - Passport
• Dependent Children of Current Students, Faculty/Staff or Alumni 14 years of age or older.
  o Current Halas Recreation Center Key Fob
  o Valid Government issued ID
    ▪ Driver’s License
    ▪ Passport

• Dependent Children of Current Students, Faculty/Staff or Alumni under the age of 14
  o Must be accompanied and supervised by member at all times.
  o Current Halas Recreation Center Key Fob

• Individual from Outside User Group (Facility Rental/Conference)
  o Valid Government issued ID
    ▪ Driver’s License
    ▪ Passport
    And
    ▪ Conference Badge or be listed on an up to date group roster

• Jesuit Community
  o Current Halas Recreation Key Fob
  o Valid Government issued ID
    ▪ Driver’s License
    ▪ Passport
    ▪ Jesuit Community ID Card

4.3 Daily Membership

Members of the Loyola University Chicago community that do not have current members to the Halas Recreation may be eligible to purchase a daily membership. The rate for a daily membership is $12 per day. Guest members must present a Valid Loyola University Chicago ID. Daily memberships are valid for an entire day. Members should hold on to their receipt as proof of purchase if they plan to leave and come back later that day.

4.4 Sponsored Guest Policy

Halas Recreation Center members may purchase guest passes for individuals. The following policies and procedures apply:

• The guest pass must be used the same day that it is purchased.

• Sponsors may sponsor up to three individuals per visit.
  o Individuals 5 years of age or under are exempt from the sponsored guest policy as long as they are accompanied and/or supervised by an adult member.
• The guest fee is $12 per guest, per day.

• Guest fee must be paid at the time of entry.
• Each guest must sign a Loyola University Chicago waiver for each time they visit the Halas Recreation Center.

• A guest may enter the facility more than once per day; however, the guest must be accompanied by the same sponsor, show the guest pass receipt and valid government issued photo ID.

• All sponsored guests must have a valid government issued photo ID unless they are under the age of 16.

• A sponsored guest must not enter the facility without his/her sponsor at any time. If the sponsor leaves the building at any time, the sponsored guest must also exit the facility with the sponsor.

• Halas Recreation Center student employees are not allowed to sponsor any guests while on duty.

• Sponsor is responsible for the guest, his/her actions, and all equipment used by the guest while he/she is using the facility.

4.5 Recurring and Special Event User Groups (Conferences)

Non University groups/individuals approved by the Facility Director, Student Complex will be listed at the Front Desk. Group members 16 years or older must show valid government issued photo ID upon entering the Halas Recreation Center and must be listed in the Roster Book or present their conference badge. Individuals who are 5 years of age or younger do not have to be listed as long as they are accompanied by an adult.

If the individual is not listed on the group’s official roster, one of the group organizers (the individuals listed on the form as in charge) may add these individuals to the roster at the time of the event, but they must do so in person.

Conference Groups must pay for entry each time they come into the Halas Recreation Center, unless other arrangements have been made between Conference Services and Student Complex.
4.6 Varsity Athletes

A current Loyola University Chicago varsity athlete must abide by all admittance guidelines to the Halas Recreation Center as outlined in Section 4.0. However, the following exceptions apply:

- The athlete is accompanied into the facility by a Loyola University Chicago coach or assistant coach.
  - The individuals should stop at the Front Desk before entering the building.
- Team practices are taking place in the Halas Recreation Center.
  - These practices must be pre-approved by Student Complex.

4.7 Spectators of Non Varsity Athletic Events

Spectators are permitted for certain events, but the event organizer must notify the Halas Recreation Center in advance. All spectators must enter the facility through the Halas Recreation Center Front Desk unless prior arrangements have been made with Student Complex. These individuals are only permitted in the building during the scheduled time of the event and for the expressed purpose of being a spectator for the event in question.

Additionally, those individuals 16 years of age or older must show valid government issued photo ID and they must sign in for the event at the Front Desk.

4.8 Designated Loyola University Chicago Officials

For the standard operation, maintenance and management of the Halas Recreation Center, some individuals will be granted access to the facility without the appropriate identification (See Section 4.1, “Acceptable Identification”). The following individuals should be granted access to the facility accordingly:

- Campus Recreation staff who have an office in the Halas Recreation Center.
- Halas Recreation Center student staff that are coming in for a scheduled work shift.
- Facilities Services’ staff accessing the facility in uniform to work within the facility.
- Conference & Event Services’ staff accessing the facility in uniform to work within the facility.
- Campus Safety and/or Chicago PD accessing the facility in uniform while on duty.
- Undergraduate Admission Tour Guides with appropriate tour.

4.9 Visitors for Meetings

Visitors wishing to see a staff member with an office in the Halas Recreation Center must check in at the Front Desk. No one is to be admitted without approval of the staff member. Once the staff member has been notified, the visitor may be granted access to enter the facility through the following ways:

- Facility host escorts individual/group into the building
- Facility host notifies the Service Associate in advance of the individual coming for the meeting.
- Facility host approves the visitor once the Service Associate notifies of the visitor.

4.10 Loyola Preschool

During the year the Preschool will use the Multipurpose Room to give their students time to run around when they cannot be outside. They typically come over around 10:30am and leave by 11:30am. They will call over and ask permission before just showing up at our doors. It will be up to the Building Manager on Duty to make the call to allow them over. All kids are under 5 years of age, so no identification is needed. They will be lead over and supervised by their teachers.
Section V – Administration

5.0 Overview

The Halas Recreation Center, Sean Earl Field, West Quad, Winthrop Ave. Play Lot are supervised, operated, scheduled, and managed by the Department of Student Complex. The Facility Director, Student Complex acts as the primary Facility Manager with support from the Student Building Managers and Intramural Sports/Sports Club Supervisors.

5.1 Reporting Structure

The Department of Student Complex reports to the Vice President of Student Development and is a unit of the division of Student Development.

5.2 Professional Staff

Student Complex

- Dawn Collins, Director of Student Complex
- Nathan Clark, Facilities Coordinator
- Marc Rehula, Administrative Assistant

Campus Recreation

- April Boulter, Program Director: Fitness, Aquatics and Special Events
- Paul Miller, Program Director: Ramble Outdoors and LUREc Challenge Course
- Rachel Murray, Program Coordinator: Ramble Outdoors and LUREc Challenge Course
- Patrick Croke, Program Coordinator: Ramble Outdoors, Rock Wall
- Kathryn Thies, Program Coordinator: Aquatics and Special Events
- Megan Morris, Program Coordinator: Intramural and Club Sports
- Meghan Funk, Graduate Assistant: Ramble Outdoors and LUREc Challenge Course
- Teagan Gaeta, Graduate Assistant: Intramural Sports and Sport Clubs
VI – Hours of Operation

6.0 Overview

All facilities are open for the Loyola University Chicago community’s usage according to the following schedules. However, due to the scheduling needs of the Department of Campus Recreation, Student Complex or Intercollegiate Athletics, some spaces will not be available for public usage because of previously scheduled activities. Please review the posted schedules next to each room as well as the Campus Recreation and Student Complex websites for specific room availability. These operational hours are only guidelines, and Student Complex reserves the right to alter the facility hours for operational and/or safety purposes.

6.1 Halas Center Operational Hours

<table>
<thead>
<tr>
<th></th>
<th>Monday-Friday</th>
<th>Saturday and Sunday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall &amp; Spring:</td>
<td>6am – 12am</td>
<td>8am – 12am</td>
</tr>
<tr>
<td>Summer/Breaks:</td>
<td>6am-8pm</td>
<td>8am-8pm</td>
</tr>
</tbody>
</table>

6.2 Halas Rock Wall

<table>
<thead>
<tr>
<th></th>
<th>Monday, Tuesday, Thursday and Friday</th>
<th>Wednesday</th>
<th>Saturday and Sunday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall and Spring:</td>
<td>2-10pm</td>
<td>2-8pm</td>
<td>2-6pm</td>
</tr>
<tr>
<td>Summer/Breaks:</td>
<td>2-8pm</td>
<td>2-8pm</td>
<td>2-6pm</td>
</tr>
</tbody>
</table>

6.3 Halas Pool

<table>
<thead>
<tr>
<th></th>
<th>Monday-Friday</th>
<th>Saturday and Sunday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall and Spring:</td>
<td>6-9:30am</td>
<td>Noon-6pm</td>
</tr>
<tr>
<td></td>
<td>11am-8pm</td>
<td></td>
</tr>
<tr>
<td>Summer/Breaks:</td>
<td>6:30-9:30am</td>
<td>Noon-7pm</td>
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<tr>
<td></td>
<td>Noon-7pm</td>
<td></td>
</tr>
</tbody>
</table>

6.4 Halas Recreation Center Main Office

<table>
<thead>
<tr>
<th></th>
<th>Monday-Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>8:30am-5pm</td>
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</tbody>
</table>
6.5  Sean Earl Field Operational Hours

Sean Earl Field and Track is available for usage during the following hours, with the exception of a reservation on the field:

<table>
<thead>
<tr>
<th></th>
<th>Monday-Saturday</th>
<th>Sunday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Field:</td>
<td>7am-10pm</td>
<td>7am-10pm</td>
</tr>
<tr>
<td>Track:</td>
<td>7am-10pm</td>
<td>7am-10pm</td>
</tr>
</tbody>
</table>

6.6  West Quad

The West Quad is available for usage during the following hours, with the exception of a reservation on the field:

<table>
<thead>
<tr>
<th></th>
<th>Monday-Sunday</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>6am-Dusk</td>
</tr>
</tbody>
</table>

6.7  Winthrop Ave. Play Lot

The Winthrop Ave. Play Lot is only available for reservations. The hours of operation will be:

<table>
<thead>
<tr>
<th></th>
<th>Monday-Sunday</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>8am-Dusk</td>
</tr>
</tbody>
</table>

6.8  Holidays

The Halas Recreation Center will also have augmented operational hours in observance of University recognized holidays and for facility maintenance. The following are a listing of those holidays as well as the operational hours for those days:

- Independence Day........................................................................................................... Closed
- Thanksgiving & Friday after Thanksgiving................................................................. Closed
- Christmas Break.............................................................................................................. See special hours above
- Christmas Eve................................................................................................................ Closed
- Christmas Day................................................................................................................ Closed
- New Year’s Eve................................................................................................................. Closed
- New Year’s Day........................................................................................................... Closed
- Spring Break............................................................................................................ See special hours above
- Easter....................................................................................................................... Closed

6.6 Hazardous Weather Policy

In the event of hazardous weather conditions that force the University to close, the Halas Recreation Center hours are subject to change. Patrons should contact the Service Desk at (773-508-2603) as the voice mail will provide details on facility operations.
Section VII – Patron’s Responsibilities

7.0 Overview

The following policies and procedures have been created to maintain the integrity and safety of the Student Complex facilities and to ensure that all patrons of the facility are able to engage in safe, positive recreational activities. These policies and procedures are intended as guidelines, and Student Complex and Campus Recreation reserves the right to alter these policies for operational and/or safety purposes.

7.1 Weight and Cardio Area Policies

Enforcement of policies keeps patrons safe and helps keep the equipment in working order. The following rules should be followed by all members and participants:

1. Shirts and athletic (closed-toed) footwear must be worn at all times. Five-Finger shoes (and all other brands) are only allowed on cardio equipment. Only full athletic shoes (basketball, cross trainers or running shoes) are allowed on the selectorized equipment and free weight area.
2. Athletic apparel must be worn. Jeans and/or denim are not allowed.
3. Children under the age of 14 are not permitted in the weight area regardless of supervision.
4. Spotters are recommended at each station. Weight Room Supervisors are not allowed to spot members but can assist in helping you find a person to spot you.
5. All bags, jackets and other personal belongings need to be stored in a locker or placed in a cubby.
6. For safety and sanitary reasons, it is recommended that towels be used in both the weight and cardio areas. Equipment should be wiped with a towel after each use.
7. Collars are to be used on all weight bars.
8. All exercise equipment should not be used without proper instructions from qualified personnel.
9. Members are recommended to allow other members to work in with each other during multiple sets and/or rest periods.
10. Dropping and/or banging of the weights is not allowed.
11. All weights should be re-racked and put away after use.
12. Only close-top water bottles are allowed.
13. Please be respectful of all members and avoid excessive perfume and/or cologne.
14. All cardio equipment is on a first come first serve basis. During heavy use times, please limit use to 30 minutes.
If a patron finds a problem with any equipment, please report it to the weight room supervisor on duty.

7.2 Dance Room Policies

1. Only non-marking athletic foot wear is allowed.
2. Only close-top water bottles are allowed.
3. No bags, jackets or other personal belongings are allowed on the Dance Room floor.
4. It is strongly recommended that participants do not wear outside shoes on the floor.
5. Some classes maybe limited in class size due to room restrictions. Group Exercise instructors have the final say on class size.
6. Group Exercise equipment is not to be used outside of group exercise classes.
7. The Lower Level Dance Room will be available for reservations during specified times.

7.3 Multi-purpose Area Policies (basketball, volleyball, badminton area)

1. No items are to be stored inside the curtain area on the courts. Items need to be placed in lockers or on the hooks on the outer walls.
2. The Halas Center Multipurpose Room is available for informal recreation at all times, unless there is a prior reservation/event. Halas Recreation reserves the right to change the schedule when necessary.
3. All injuries and hazardous situations must be reported immediately to the Service Desk.
4. Dunking is allowed, but no hanging on the rims.
5. Badminton is on a reservation system. Reservations should ideally be made 24 hours in advance.
6. Court Equipment is to be moved by Halas Recreation Staff and stored neatly in the upstairs storage area.
7. Baseballs, footballs, frisbees, lacrosse balls and rugby balls must be thrown inside the curtain areas and is up to the discretion of the manager on duty based on safety issues.
8. In-line skating is not allowed in the facility.
9. All courts, with the exception of badminton, are on a first come first serve basis.
10. Volleyball and basketball reservations must be made through the department’s reservations system (please see Section 8 “Facility Scheduling”) for details.
11. Emergency Exit doors are only to be used in case of an emergency unless an individual has prior approval from Student Complex. Individuals who use these doors will be asked to vacate the premises and may face further disciplinary action.
12. Alcoholic beverages, illegal drugs and weapons are prohibited in the facility. Individuals under the influence of alcohol or drugs will be asked to vacate the premises and may face further disciplinary action.
13. All patrons shall conduct themselves respectfully and appropriately at all times in the facility or they will be asked to vacate the premises and may face further disciplinary action.

14. Due to danger to other patrons and potential damage to the building, some unorganized and/or unsupervised activities are prohibited. Examples are, but not limited to, soccer, baseball, roller hockey, lacrosse, rugby and football. The equipment associated with these activities is prohibited in these spaces.

15. Individuals who wish to set up volleyball nets need to contact the Building Manager on Duty to ensure that it will not affect scheduled activities or other informal recreational users. If they wish to set up one for a future date, they must contact the Assistant Director in charge of the Facility in advance.

7.4 **Racquetball Court Policies**

1. Only non-marking athletic foot wear is allowed.
2. Racquetball racquets should have a safety bumper and wrist straps.
3. Eyewear is strongly recommended.
4. The racquetball court is on a reservation system that can be utilized at the Front Desk as outlined in Section 3.6.
5. The court is open for anyone, but participants with reservations take priority of the court.
6. Individuals conducting themselves in an anti-social manner will be asked to leave the building. This includes, but is not limited to, unsportsmanlike conduct, profanity and equipment misuse.
7. Due to danger to other patrons and potential damage to the building, some unorganized and/or unsupervised activities are prohibited. Examples are, but not limited to, soccer, baseball, roller hockey, lacrosse, rugby and football. The equipment associated with these activities is prohibited in these spaces.

7.5 **Locker Room Policies**

1. Cell phones and cameras are not permitted in the locker rooms.
2. Families are encouraged to use the Family Changing Room, located on the main level of the Halas Recreation Center.
   a. Children 5 years of age or older are not permitted in the opposite sex locker room.
3. Day lockers must be emptied by the end of the day. Belongings left in the day lockers will be removed and treated as lost and found items.
4. Towels should be returned to the Halas Center Front Desk.
5. Sauna guidelines:
a. Due to extreme temperatures, it is recommended that you consult your physician before use.
b. Allow at least 30 minutes of cool down after exercising.
c. A shower must be taken before entering.
d. Recommended use time is a maximum of 20 minutes.
e. Do not throw water on the rocks.
f. No food or drink allowed.
g. When leaving take all personal belongings.
h. Children under 14 years of age are not permitted.

7.6 Facility Guidelines

Theft

The Department of Student Complex assumes no responsibility for personal items lost or stolen in the Halas Recreation Center, on the Sean Earl Field, West Quad, Winthrop Ave Play Lot or Hoyne Field. All patrons are encouraged to secure their own possessions by using available daily use or rental lockers. In the event of theft, Halas Recreation staff members will file an incident report and contact Campus Safety. Patrons are responsible for any Halas Recreation Center equipment they have checked out from the service desk. In the event of theft or loss of Halas Recreation Center equipment, the responsible party will be required to replace the item according to the guidelines outlined in section 3.1.

Illegal Entry/Trespassing

Entering the facility without adhering to the policies set forth in section 4.0 constitutes illegal entry into the Halas Recreation Center. An illegal entry is defined as using someone else’s Loyola University Chicago ID Card, sneaking through the turnstile or entering through the exit gate, entering through an emergency exit, or any method that is not recognized as proper entry. Illegal entry is punishable by immediate removal from the building; Campus Recreation and OSCCR sanctions, including, but not limited to suspension; and/or possible criminal charges.

Vandalism

Student Complex interprets vandalism as the willful or malicious destruction or defacement of University property. Student Complex has a zero tolerance policy. The facility management professional staff will determine the disciplinary actions to be taken due to violation of this policy. Possible criminal charges may be filed.
**Proanity**

Student Complex will not tolerate language that is not socially acceptable or infringes upon the rights of others. The facility building manager will address any complaints by other patrons concerning language. Repeat offenders will be asked to leave the facility and a suspension of the Halas Recreation Center privileges may be imposed.

**Posting Fliers and Other Printed Materials**

All materials posted in the Halas Recreation Center should be done so in pre-approved locations, which generally means bulletin boards and plastic inserts. The Department of Campus Recreation does have to approve fliers before posting such materials in the facility.

- Due to the lack of posting areas within the Halas Recreation Center; only flyers and posters promoting large university events and/or promoting Campus Recreation programs will be permitted.
- Flyers pertaining to elections or Greek Recruitment will not be permitted.

**Dress Code**

For sanitary and safety purposes, a dress code has been implemented for the Halas Recreation Center. However, different spaces in the building will have different dress codes depending upon the intended purpose of that space. Please reference each individual section for any special dress code requirements and/or considerations. The standard dress code for the facility is as follows:

- The attire should be appropriate for the activity in which the individual is engaging with safety and hygiene as a major concern.

**Unauthorized Areas**

An unauthorized area is defined as any area that is prohibited to patrons. Employees of Loyola University Chicago; Student Complex, Department of Campus Recreation, Facilities Department and Campus Safety are the only persons that have access to and should be in these areas. Examples are storage rooms and mechanical rooms. Any unauthorized persons found in these areas will be immediately escorted out of these areas and may be asked to leave the facility.

**Animals/Pets**

With the exception of animals assisting individuals with disabilities, animals are not allowed in the Halas Recreation Center or on the Sean Earl Field and Track or at Hoyne Field.
Bicycles & Wheeled Recreational Vehicles

For all patrons, Student Complex has conveniently placed bicycle racks at the main entrance of the facility. No bicycles, with the exception of Campus Safety officers’ bicycles, will be allowed in the building. Bicycles are not to be locked, chained, or attached in any way to the building structure itself. In such circumstances, Campus Safety will be notified and the bicycles will be removed. Moreover, no wheeled recreational vehicles of any kind (skateboards, scooters, roller skates, etc.) should be utilized in the Halas Recreation Center. Those individuals using these items will be asked to leave the facility. Repeat offenders will be suspended from the facility.

Sexual Harassment

It is the policy of Loyola University Chicago to prevent and prohibit harassment of any employee, applicant for employment, or student. Sexual harassment is defined as any unwelcome, offensive behavior of a sexual nature; sexual advances; requests for sexual favors; and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an employment or academic admission or advancement.

- Submission to or rejection of such conduct is used as the basis (or threatened to be used as the basis) for employment actions or academic decisions evaluations or

- Such conduct has the purpose or effect of unreasonably interfering with a person’s work performance or creating an intimidating, hostile, or offensive working/learning environment.

Administrative, management, and supervisory personnel shall strive to create and promote work environments which are FREE of unwelcome sexual advances, sexually suggestive remarks, or any other sexually harassing action. Any employee, student, or patron who has a complaint of sexual harassment is encouraged to follow the procedures outlined by the University.

Under no circumstances will the University retaliate against any individual or deter him/her from pursuing redress through any internal/external resources or enforcement agencies concerning any act of sexual harassment.
Fighting

Student Complex and Department of Campus Recreation has a zero tolerance for violence or intimidation of any sort. Any physical abuse of any person or conduct that threatens or endangers the health or safety of any member of the University community will result in immediate removal of the perpetrator and disciplinary sanctions.

Cell Phones

For patron privacy, the use of camera phones is prohibited in the Halas Recreation Center locker rooms, restrooms, swimming pools, and stretching areas. Cell phone usage should be limited to hallways, offices, and lobby areas only.

Still Photography & Videotaping

Still photography and videotaping are prohibited in the facility unless approval is granted from Student Complex or the Department of Campus Recreation. This prohibition includes cell phones with built-in camera devices.

Solicitation

It is the policy of Loyola University Chicago and the Halas Recreation Center that no loitering or unauthorized solicitation will occur on the grounds. Should this occur, Campus Safety will be contacted.

Personal Instruction/Use of Facility

Halas Recreation Center facilities may not be used for private instruction or to provide services not approved in writing by the Department of Campus Recreation.

Weapons

Weapons are not allowed in/or on any Student Complex facilities.

7.8 Disciplinary Actions

The following sanctions comprise the range of official University actions that may be taken as the result of any disciplinary problem or infraction of the Halas Recreation Center policies. Sanctions may be assessed independently or in combination depending on the particular circumstance of the violation. Chronic and/or multiple violations, during the course of an individual’s university affiliation, may increase the severity of sanctions applied.

- Warning and/or Reprimand--an official notice to an individual that conduct or actions are in violation. The continuation of such conduct or actions may result in further disciplinary action.
- Creative Discipline--sanctions which may be used in lieu of, or in combination with, sanctions below. Creative discipline will be consistent with the offense committed. In some
cases, at the discretion of the hearing officer, an individual found in violation may attend special educational seminars, classes, or workshops offered which are relevant to the area of the violation. In these cases, the individual must always submit written proof of completion of the sanction to the hearing officer.

- **Restitution**—reimbursement by transfer of property or service to the University or a member of the University community in an amount consistent with the damage or loss incurred. Reimbursement may be accompanied by other sanctions.

- **Suspension**—exclusion for a period of time, generally from two weeks to one year.

- **Expulsion**—exclusion for the remainder of an individual’s university affiliation.
Section VIII – Facility Scheduling

8.0 Overview

The policies and procedures reflected in this section have been created to uphold the mission of the university by providing the Loyola University Chicago community with spaces to recreate positively and safely. The Halas Recreation Center, Sean Earl Field, West Quad, Winthrop Ave. Play Lot and Hoyne Field are to be primarily used for instructional, recreational, and competitive activities sponsored or hosted by the University’s academic, athletic, student development, and auxiliary enterprise units.

Moreover, the operating policies and procedures of the Halas Recreation Center, Sean Earl Field and Track, West Quad, Winthrop Ave. Play Lot and Hoyne Field have been developed to maximize the use of the facilities for the accomplishment of the University’s educational, recreational, athletic, and community service objectives, while maintaining top priority for the primary tenants of the facility, the Department of Campus Recreation and Intercollegiate Athletics. This unit shall be referred to as the “primary users.”

8.1 Objectives and Duties for Scheduling

- Determine facility usage priorities and establish permanent time blocks and parameters for facility usage by the primary users.

- Establish and apply general policies, procedures, and priorities for the reservation of facilities on a special event basis. This includes the formulation of a fee structure for each type of event if applicable. See Section 9.0, “Special Events.”

- Review proposals for facility reservations and render decisions for the following types of special events:
  - Programs and events conducted by the primary users
  - Special events and programs conducted by other University agencies
  - Non-university special events conducted by outside organizations

- Render final decisions on conflicting requests, unusual requests, or policy interpretations.

- Advise each user group of scheduling decisions, acceptance/denial of requests, policy changes, and management concerns for all events.

- Ensure availability of space for students to engage in open and informal recreational activities.
8.2 Facility Schedule and Calendar

A facility schedule detailing programs and activities will be created for each facility and will be set two weeks (10 business days) prior to the start of each semester according to Section 8.7, “Scheduling Priorities.” Additional requests will be accepted after this deadline, but they will be scheduled on a first-come, first-served basis. This schedule will be updated as needed to accurately reflect the programs, activities, and events occurring in each recreational/athletic space. Only the primary tenants of the facility and the President’s Office will be able to schedule facility spaces on a permanent basis, which is defined as events and/or activities recurring for longer than one academic semester.

Additionally, a facility calendar will be created and will list dates and times of operational schedules, holidays, maintenance closings, etc. The calendar is predetermined on an annual basis. The facility schedules and facility calendar will be maintained by the Assistant Director of Campus Recreation and made available for users to view on the departmental website and with signage posted throughout the facilities.

8.3 Scheduling Considerations

The following are considerations made by Student Complex when scheduling the Halas Recreation Center, Sean Earl Field, West Quad, Winthrop Ave. Play Lot:

- Availability of space
- Appropriateness of activity for facility space(s)
- How it relates to the Mission of both the Student Complex and the Loyola University Chicago.
- Impact of activity, program, and/or event upon facilities
- Impact of activity, program, and/or event upon other scheduled activities, programs, and/or events
- Number and designation of participants (For designations, see below.)
  - Loyola University Chicago student, faculty, staff
  - Non-Loyola University Chicago affiliated
- Designation of user group
  - Loyola University Chicago Campus Recreation
  - Loyola University Chicago Athletics
  - Loyola University Chicago Department or Student Group
  - Non-University Organization
8.4 Scheduling Deadlines

For a Student Complex Facility request to be considered, it must be submitted according to the following deadlines:

- Loyola University Chicago Campus Recreation, Athletic Department, or ROTC
  - To ensure that Section 8.7, “Scheduling Priorities,” is honored, requests must be submitted no later than two weeks (10 business days) before the desired start date.

- Loyola University Chicago Departments and Student Groups
  - To ensure that Section 8.7, “Scheduling Priorities,” is honored, requests must be submitted no later than two weeks (10 business days) prior to the desired start date.
  - Minimum of one week (5 business days) prior to the event date for all requests
  - No events scheduled earlier than the date set for priority scheduling unless it is during the Summer Semester.
    - EXCEPTION: Events from the President’s Office or benefiting the entire university may be scheduled farther in advance.

- Non-University Organizations
  - Minimum of two weeks (10 business days) prior to the event date for all requests
  - Non-University groups will be directed to Conference Services. All requests will be processed through that Department.
  - No events scheduled earlier than the date set for priority scheduling unless it is during the Summer Semester.

8.5 Scheduling Procedures

The scheduling procedure varies according to the designation of the user group as well as the facility being requested. The user group designations are as follows: Primary Tenants; Loyola University Chicago departments or student groups; and non-university organizations. The following is intended as a guideline of how the process will be conducted for the various user groups and may be altered to address the particular scheduling needs of the user group. Finally,
for more detailed information regarding the scheduling process for non-university organizations, see Section 9, “Special Events”.

**Primary Tenants: Campus Recreation**

- Submit a scheduling request by the priority scheduling deadline utilizing the designated form and/or through e-mail.
  - Request will be accepted after this deadline, but Section 8.7, “Scheduling Priorities,” is not guaranteed to be honored.

- Facility Coordinator reviews scheduling request with facility availability and schedules accordingly.

- Facility Coordinator notifies requesting group of approval, denial, and/or alternate proposal for scheduling request via e-mail.

- Facility Coordinator meets with individual requesting space and/or sends an e-mail reviewing any special circumstances and/or concerns.

**Loyola University Chicago Departments or Student Groups**

  - Request will be accepted after this deadline, but Section 8.7, “Scheduling Priorities,” is not guaranteed to be honored.
  
  - Request must be submitted at least one week (five business days) in advance of first scheduled date of activity to be considered.

- Facility Coordinator reviews scheduling request with facility availability to ensure request can be accommodated.

- Facility Coordinator meets with individual requesting space and/or sends an e-mail reviewing any special circumstances and/or concerns.

- Facility Coordinator notifies requesting group of approval, denial, and/or alternate proposal for scheduling request via e-mail.

**Non-University Organizations**

- Submit a scheduling request utilizing the designated form at least four weeks (20 business days) in advance.

- Facility Coordinator reviews scheduling request with facility availability to ensure
request can be accommodated and forwards group to Conference Services who will handle all logistics of the request. Requesting organization will be subject to all charges accrued by Conference Services.

- Facility Coordinator meets with individual requesting space to discuss pertinent issues/concerns.

- Facility Coordinator in collaboration with Conference Services schedules space and sends notification of approval via e-mail and/or telephone.

- Facility Coordinator and requesting party complete a “Facility Usage Agreement.”

- No event will be held unless all paperwork and/or payment is submitted to Conference Services prior to the start of the event and confirmation

8.6 Scheduling Limitations and Parameters

The following limitations and parameters apply to scheduling spaces for the Halas Recreation Center, Sean Earl Field, West Quad and Winthrop Ave. Play Lot:

- Only the primary tenant and the President’s Office will be able to schedule events and activities on a permanent basis, which is defined as longer than one academic semester during the Fall and Spring Semester.

- To ensure the Loyola University Chicago community has the opportunity to engage in open, informal recreation, the following accommodations will be attempted to be made:
  - Halas Recreation Center:
    - One gymnasium court, defined as an area accommodating one volleyball/basketball court, will be available for informal recreation at all times.
    - At least one racquetball court will be available for open recreation at all times unless Intramural Sports Event/Activity is scheduled for this space.

8.7 Scheduling Priorities

To best meet the varied educational, athletic, and recreational needs of the campus, the following informal usage priority list has been established for the Halas Recreation Center and Sean Earl Field. This priority list is only a guide, and the Loyola University Chicago Department of Student Complex maintains the right to make decisions on a case-by-case basis. For this priority list to be honored, the scheduling request must be received no later than two weeks (10 business days) prior to the start date. Activities utilizing the Halas Recreation Center, and/or
Sean Earl Field due to their intended purposes will be scheduled according to the following list of priorities:

**PRIORITY 1**

President’s Office – Activities, Programs, & Events

Any activity, program, and/or event sponsored, hosted, and/or endorsed by the President’s Office will be the first scheduling priority. This includes all events directly benefiting the entire university community.

**PRIORITY 2**

Campus Recreation Department – Programs & Activities

These programs and activities are to be inclusive of informal recreation, open recreation, fitness programming, intramural sports, sport clubs, Ramble Outdoors, instructional programs, and special events.

**PRIORITY 3**

Department of Athletics – Varsity Athletic Teams practices and games

Reserve Officer Training Corp (ROTC) – Programs & Activities

**PRIORITY 4**

University departments and student groups

**PRIORITY 5**

Non-university not-for-profit groups

### 8.8 Preemption Policy

The university reserves the right to preempt any confirmed event if deemed necessary by the President’s Office.
Section IX – Special Events & Rentals

9.0 Overview

Upon establishment of the schedule for the upcoming semester, requests for special events and rentals shall be reviewed as they are received. Facility Management will review each request, render a decision, meet with the requesting party to discuss pertinent event details, and schedule the event if approved. Requests for all special events (see section 9.1) must be made at least two weeks (10 business days) prior to the event date. All Non-University Organizations must submit their scheduling request at least four weeks (20 business days) prior to the event date regardless of the type of event.

Requesting parties should utilize 25 Live, https://campusres.luc.edu/25live. After reviewing the request, notice of acceptance or denial will be given along with any details related to the planning of the event.

9.1 Special Events & Rentals Defined

For the purpose of this manual, a special event is defined as any event, activity and/or program occurring outside the normal scope of programs and activities for the Halas Recreation Center, Sean Earl Field, West Quad and Winthrop Ave. Play Lot. All events meeting the following criteria would be considered a “special event”:

- The event is not a recurring activity, event or program of the Department of Campus Recreation or other Loyola University Chicago department or organization.
- The event involves the participation of non-Halas Recreation Center members.
- The event would occur outside the normal scope of Campus Recreation operational hours.
- The event is hosted by a Non-University Organizations.

9.2 Review and Confirmation

Confirmation/rejection of events and programs will be made as time permits, generally no more than two weeks (10 business days) after the request is received, or within two weeks (10 business days) of the date(s) of the event. However, confirmation of each request is dependent upon the finalization of schedules within all higher priority levels (see Section 8.7, “Scheduling Priorities”). Upon confirmation, details related to the planning of the event will be provided in a mandatory meeting including an invoice of outlining fees.

The following criteria will be utilized in rendering decisions to approve or deny request applications:
• The impact of existing programs and available space.
• The scope and nature of the event itself – all events must comply with all State, University, Student Complex and Department of Campus Recreation regulations.
• The scope and nature of the event complies/compliments the missions of the University, Student Complex and the Department of Campus Recreation.
• The appropriateness of the activity/event itself.
• The compatibility of the activity requested and the facilities in which it will be conducted.
• The group’s ability to meet all requirements relative to usage policies and procedures and event management charges.
• The availability of sufficient event coordinators, chaperones, and/or advisors.
• The availability of required Loyola University Chicago Campus Recreation personnel.

The final decision-making process remains with the Facility Coordinator, Student Complex.

9.3 After-hours Rentals

After-hours rentals may be available to maximize the usage of the Halas Recreation Center for the accomplishment of the University’s educational, recreational, recruitment and community service missions. This section of the policy manual states and demonstrates the application of policies and procedures governing the operation, use, reservation and maintenance of the Halas Recreation Center for after-hours events. However, additional staffing fee may apply due to the operation of the facility outside of normal facility operation hours.

9.4 Eligibility

The Halas Recreation Center is to be used for recreational, instructional and competitive activities. The following groups are eligible to schedule Halas Recreation Center, Sean Earl Field, West Quad, Winthrop Ave. Play Lot:

• Loyola University Chicago Campus Recreation
• Loyola University Chicago Intercollegiate Athletics
• Loyola University Chicago Departments and Student Organizations
• Non-University Organizations

An eligible user group may reserve Halas Recreation Center beyond normal operational hours pending approval from Student Complex. A group may be sponsored by one of the following entities who will assume all responsibility for the group’s proper and approved usage of the facility outside normal hours:

• Loyola University Chicago Department of Campus Recreation
• Loyola University Chicago Department of Conference Services

All non-university groups requesting the facility will be directed to Conference Services. Conference Services will handle all aspects of the reservation.

9.5 Procedure

The user group must submit a request on 25 Live, https://campusres.luc.edu/25live at least two weeks (10 business days) prior to the event date in order to be considered. Non-university groups must submit requests at least four weeks (20 business days) in advance. Facility requests may be mailed, emailed or faxed (773-508-2601) and should be addressed to:

Nathan Clark
Loyola University Chicago
Student Complex
6511 N. Sheridan Road, Room 111
Chicago, IL 60626

9.6 Required Documentation

All groups must be able to complete and supply any required paperwork necessary for their reservation. Specific needs will be discussed during the individual meeting with the Assistant Director in charge of Facilities.

9.7 Facility Fees and Staffing Fees

The following fee schedule represents the charges for each rental space within the Halas Recreation Center, Sean Earl Field and Track, West Quad and Winthrop Ave Play Lot. Also included is a schedule of associated fees that may apply to any and all rentals. The Department of Student Complex reserves the right to adjust fees at any time.

Fee Schedule (Rates are Hourly)

<table>
<thead>
<tr>
<th>Space</th>
<th>Stud. Org</th>
<th>Acad. Dept. (non-Univ. function)</th>
<th>Conference Group/Non-University</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gym Court</td>
<td>No Charge</td>
<td>$50</td>
<td>$100</td>
</tr>
<tr>
<td>Gym Court (2 courts max)</td>
<td>No Charge</td>
<td>$100</td>
<td>$200</td>
</tr>
<tr>
<td>Halas Pool Shared – 2 lanes</td>
<td>No Charge</td>
<td>$50</td>
<td>$100</td>
</tr>
<tr>
<td>Halas Pool Exclusive</td>
<td>No Charge</td>
<td>$100</td>
<td>$300</td>
</tr>
<tr>
<td>Lower Level Dance Room</td>
<td>No Charge</td>
<td>$50</td>
<td>$100</td>
</tr>
<tr>
<td>Halas Racquetball Court</td>
<td>No Charge</td>
<td>$100</td>
<td>$150</td>
</tr>
<tr>
<td>Rock Wall</td>
<td>$50</td>
<td>$50</td>
<td>$50</td>
</tr>
<tr>
<td>Sean Earl Field</td>
<td>No Charge</td>
<td>$100</td>
<td>$150</td>
</tr>
<tr>
<td>Winthrop Ave. Play Lot</td>
<td>No Charge</td>
<td>$50</td>
<td>$100</td>
</tr>
<tr>
<td>West Quad</td>
<td>No Charge</td>
<td>$50</td>
<td>$150</td>
</tr>
</tbody>
</table>
## Corresponding Services and Equipment

<table>
<thead>
<tr>
<th>Service/Equipment</th>
<th>Stud. Org</th>
<th>Acad. Dept</th>
<th>Conference Group/Non-University</th>
</tr>
</thead>
<tbody>
<tr>
<td>Play Equipment (balls, goals, etc)</td>
<td>No Charge</td>
<td>No Charge</td>
<td>No Charge</td>
</tr>
<tr>
<td>Equipment Set-Up: Volleyball, Badminton</td>
<td>No Charge</td>
<td>$25</td>
<td>$50</td>
</tr>
<tr>
<td>Floor Coverings</td>
<td>$50-$100</td>
<td>$100-200</td>
<td>$300</td>
</tr>
<tr>
<td>Staffing</td>
<td>No Charge</td>
<td>$12/hr</td>
<td>$15/hr</td>
</tr>
<tr>
<td>Clean-Up Charge**</td>
<td>$100</td>
<td>$100</td>
<td>$100</td>
</tr>
<tr>
<td>Halas Entry Fee</td>
<td>No Charge</td>
<td>$12/person</td>
<td>$12/person</td>
</tr>
<tr>
<td>Add’l Event Staff***</td>
<td>No Charge</td>
<td>$25/person</td>
<td>$12/person</td>
</tr>
<tr>
<td>After Hours Charge****</td>
<td>Dependent Upon Event</td>
<td>Dependent Upon Event</td>
<td>Dependent Upon Event</td>
</tr>
</tbody>
</table>

### Additional Fees

- **A $100 fee will be charged to the group if the space is not cleaned up properly following the event.
- ***Dependent upon the activity, event staff will be assigned to the event. An hourly rate will be charged for each of these staff members. *For Student Orgs, must provide people to help with set-up.*
- ****If an event takes place or continues past regular operating hours, additional fees will be charged.
Section X – Emergency Operations & Procedures

10.0 Overview

This section is provided to outline the emergency operations and procedures for Student Complex facilities with primary attention given to the Halas Recreation Center. These procedures are intended as a guideline, and all individuals should adhere to the “The University Emergency Procedures Handbook.”

Location of First Aid Kits

- Front Desk, cabinet next to Pro Shop Computer Station
- Lower Level – Weight Room Supervisor’s Desk
- Manager on Duty (carrying first aid kit throughout the building)
- Pool Lifeguard Office
- 2nd Floor Supervisor’s Desk

Location of AEDs

- Main Level, across from Front Desk
- 2nd Floor Gym (Wall Cabinet on North Wall)
- Lower Level (Wall Cabinet)
- Pool (Near the Lifeguard Office)
- 2nd Floor Cardio Room

10.1 Medical Emergency

What to do:

- Check on the victim to make sure that he/she needs assistance.
- Notify Building Manager of situation.
- Building Manager/Service Associate reports medical emergency to Campus Safety (4-4911). When in doubt, contact Campus Safety.
  - Indicate the location, the nature of the medical problem, and your name.
- If you are trained and choose to do so, provide appropriate medical care according to the American Red Cross.
- Remain with the victim until Campus Safety or emergency personnel arrive.
• Complete and file the appropriate accident/incident report.

• If it is after regular working hours (M-F 8:30 pm to 5:00 PM) and emergency personnel were required, contact both the Assistant Director and Director of Campus Recreation or On-Call Professional staff member if necessary.

**What not to do:**

• Do not move the victim unless there is an immediate threat to safety.

10.1 a Checking a Conscious Person

**What to do:**

• Carefully survey the scene (CHECK) – stop any activity in the surrounding area
• Check the victim for life-threatening conditions. Tell the person not to move and get consent before helping. Life-Threatening conditions could be: Unconsciousness, Not breathing or having trouble breathing, choking, persistent chest pain, no signs of life (normal breathing or movement), severe bleeding, severe burns, shock and seizures that recur, last longer than 5 minutes, result in injury or a person that does not regain consciousness after a seizure.
• For Life-Threatening conditions, contact campus safety at 4-4911. Inform the dispatch officer if you need an ambulance or a transport to the hospital and explain the situation.
• If there are no life-threatening conditions, ask the person –
  • What is your name?
  • What happened?
  • Where do you feel pain or discomfort?
  • Do you feel numbness or loss of sensation?
  • Do you have any allergies? If so, what?
  • Do you have any medical conditions or are you taking medication? If so, what.
  • When did you last eat or drink anything?

**Give this information to the emergency medical services personnel when they arrive.**

Once you complete the examination, give care for any specific injuries you find.

10.1 b Injuries to Muscles, Bones and Joints

**Types of Muscle, Bones and Joint injuries**

- Fracture
- Dislocation
- Sprain
- Strain
It is difficult to know if a muscle, bone or joint injury is a fracture, dislocation, sprain or strain. It is not necessary to know the type of injury; the care is the same.

**What to do:**

If an injury is reported, employees should check on the injured participant.

- Have the participant remain still and calm
- Ask them what happened
- Immobilize the injured area in the position found. Splint only if the person must be moved and it does not cause more pain
- Get a bag of ice and apply to the injured area
- Have an employee contact Campus Safety if the injured participant requires a transport.
- Building Managers should fill out an Injury Report and place in Assistant Director’s Mailbox.

**What not to do:**

- Elevate the injured body part if it causes more pain.

10.1 c **Bleeding emergencies**

**What to do:**

- Employees should help to control the bleed with gauze and/or band aids
- Employees should protect themselves from disease transmission by wearing disposable gloves and avoiding direct contact with blood or other body fluids.
- If bleeding is severe, contact Campus Safety, 4-4911 or 8-6039.
- Once emergency has ended, all materials that came in contact with blood needs to be disposed of in a red biohazard bag and placed in the Biohazard Box that is located in the Laundry Room.
- If blood comes in contact with floor, equipment, please refer to previous section and follow procedures.
- Building Manager should complete an Injury Report and place in Assistant Director’s Mailbox

10.1 d **Heat and Cold Related Emergencies**

**Heat Related Emergencies** are progressive conditions caused by overexposure to heat. If recognized in the early stages, heat-related emergencies can usually be reversed.

Three types of heat-related emergencies

- Heat Cramps
- Heat Exhaustion (early stage)
- Heat Stroke (late stage)

**What to do:**

- Move the person to a cool place
- Loosen tight clothing
- Remove perspiration-soaked clothing
- Fan the person
- If the person is conscious, give small amounts of cool water to drink

If the person refuses water, vomits or starts to lose consciousness-

- Contact Campus Safety at 4-4911
- Place the person on their side
- Continue to cool the person by using ice or cold packs on their wrists, ankles, groin and neck and in the armpits
- Continue to check breathing and signs of life

**Cold-related Emergencies**

It does not have to be extremely cold for someone to suffer a cold-related emergency, especially in the person is wet or if it is windy.

**Hypothermia**

Hypothermia occurs when the entire body cools because its ability to keep warm fails.

**Signals**

- Shivering, numbness, glassy stare
- Apathy, weakness, impaired judgment
- Loss of consciousness

**What to do:**

- Gently move the person to a warm place
- Monitor airway, breathing and circulation
- Give rescue breathing or CPR if needed
- Remove any wet clothing and dry the person
- Warm the person by wrapping them in blankets or by putting dry clothing on the person
- If the person is alert, give them warm liquids to drink
• Hot water bottles and chemical hot packs may be used when first wrapped in a towel or blanket before applying.
• Contact Campus Safety if condition worsens.

10.1 e Checking an Unconscious Person

If you find that the person is unconscious and 4-4911 has been called, find out if there are other conditions that threaten the person’s life. Always check to see if an unconscious person-

• Has an open airway.
• Shows signs of life (movement or breathing).
• Is bleeding severely.

An easy way to remember:

Airway – Open the airway
Breathing – Check for movement or breathing
Circulation – Check for signs of life and severe bleeding

*If a person is face down, you must roll them onto their back.*

10.1 f Breathing Emergencies

*Breathing emergency occurs when a person is having trouble breathing (respiratory distress) or cannot breathe at all (respiratory arrest). Breathing emergencies are life threatening.*

Causes of Breathing Emergencies

• A partially obstructed airway
• Illness
• Chronic conditions, such as asthma
• Electrocuton
• Heart Attack
• Injury to the head, chest, lungs or abdomen
• Allergic reaction
• Drugs
• Poisoning
• Emotional Distress

Signals of Breathing Emergencies:

• The person has trouble breathing
  o Breathing is slow or rapid
  o Breaths are unusually deep or shallow
• The person is gasping for breath.
• The person is wheezing, gurgling or making high-pitched noises.
• The person’s skin is usually moist or cool and has a flushed, pale, ashen or bluish appearance.
• The person feels-
  o Short of breath
  o Dizzy or light headed
  o Pain in the chest or tingling in the hands, feet or lips
  o Apprehensive or fearful

Specific Breathing Emergencies

10.1 g Asthma- Is a condition that narrows the air passages. An asthma attack happens when a trigger, such as exercise causes the airway to swell and narrow, making breathing difficult. Usually, people with asthma control their attacks with medications.

What to do:

• Check scene for safety and the person, obtain consent.
• Contact Campus Safety at 4-4911 if the breathing difficulty does not improve in a few minutes or worsens
• Care for the person-
  o Help the person sit up and rest in a position comfortable for breathing
  o If the person has medication for asthma, help them take it
    ▪ Ensure that the prescription is in the person’s name and is prescribed for “quick relief” or “acute” attacks
    ▪ Shake inhaler
    ▪ Remove the cover
    ▪ Have the person place their lips tightly around the mouthpiece.
    ▪ As the person breathes in slowly, administer the medication by quickly pressing down on the inhaler canister
    ▪ Note the time of administration and change in the person’s condition.
  o Stay with the person and monitor their condition.
• Building Manager should complete an Injury Report and place in Assistant Director’s Mailbox

10.1 h Anaphylaxis- Severe allergic reaction that can lead to death if not treated quickly.

What to do:

• Obtain consent
• Check the person’s airway, breathing and signs of circulation (ABCs)
• Contact Campus Safety at 4-4911 if the person is having trouble breathing or if the person complains that their throat is closing.
• Help the person into the most comfortable position for breathing
• Monitor the person’s ABCs and try to keep the person calm.

Most people who know they are extremely allergic to certain substances usually try to avoid them. These people may carry an anaphylaxis kit. These kits include an Epinephrine auto-injector. Have the person follow the steps to use the injector.

10.1 i Conscious Choking

• Choking is a breathing emergency that can lead to death
• If a person is conscious and cannot cough, speak or breathe, assume the airway is blocked
• A person who is choking may clutch at their throat.
• A person with a partially blocked airway can still move air to and from the lungs, so they can cough to try to dislodge the object. Assure the person to continue to cough. If they can no longer cough, the person needs back blows and abdominal thrusts to attempt to dislodge the object.

What to do:

• Check the scene
• Contact Campus Safety at 4-4911
• Obtain consent
• Lean the person forward and give 5 back blows with the heel of your hand
• Give 5 quick, upward abdominal thrusts.
• Continue back blows and abdominal thrusts until-
  o Object is forced out
  o Person can breathe or cough forcefully
  o Person becomes unconscious

If person becomes unconscious, gently lower them to their back.

• Make sure 4-4911 has been notified
• Open the airway and begin 30 chest compressions
• Look in mouth for an object, give 2 rescue breaths
• If breathes do not go in, continue 30 compressions (remember to remove breathing barrier)
• Give 2 more rescue breaths. If breaths go in-
  o Check for signs of life
  o Give care based on conditions you find
10.1 Cardiac Emergencies

Recognizing a Heart Attack

Signals of a Heart Attack

- Persistent chest pain or pressure that lasts longer than 3-5 minutes or goes away and comes back
- Chest pain spreading to the shoulders, neck, jaw or arms
- Shortness of breath or trouble breathing
- Nausea or vomiting
- Dizziness, light headedness or fainting
- Pale, ashen or bluish skin
- Sweating
- Denials of signals

Care for a Heart Attack

What to do:

- Contact Campus Safety at 4-4911
- Have the person stop what he or she is doing and rest comfortably
- Loosen any tight or uncomfortable clothing
- Closely watch the person until emergency medical services personnel arrive. Notice any changes in the person’s appearance or behavior.
- Try to obtain information about the person’s condition
- Comfort the person
- Assist with medication, if prescribed
- Be prepared to give CPR if the person’s heart stops beating and use the AED.

During cardiac arrest, CPR alone is not enough to help a person survive. Emergency medical care is needed as soon as possible. This is why it is so important to call 4-4911 immediately. The use of the AED is also important to ensure survival.

When the AED is present, you should prepare the victim for its use.

- Check the victim and ensure no signs of life
- Open up the AED
- Remove all clothing from victim’s upper body
- Wipe chest dry
  - Remove any medication patches with a gloved hand
- Follow AED prompts
- Tear open pads
- Apply pads to dry chest (upper right, lower left)
- Make sure no one including yourself is touching the victim, SAY EVERYONE STAY CLEAR
• If shocked advised-
  o Make sure no one, including yourself is touching the victim, SAY “EVERYONE STAY CLEAR”
  o Push shock button if necessary.
• After shock give 2 minutes of care (about 5 cycles of 30 compressions and 2 breaths)

If an employee witnesses a sudden collapse of a victim and CPR is needed and the AED is not present you should:

• Check the victim for consciousness
• Send someone to call 4-4911 and inform the office staff that the employee needs the First Aid kit and AED.
• Begin CPR.
  a. Open airway and give two rescue breaths
  b. Give 5 cycles of 30 compressions and 2 rescue breaths
• Continue CPR until-
  a. Scene becomes unsafe
  b. You find a sign of life
  c. AED is ready to use
  d. You are too exhausted to continue
  e. Another trained responder arrives and takes over

If two employees are present on the scene, one should prepare the AED while the other performs CPR.

10.1 k Sudden Illness

With sudden illnesses you may not know the exact cause of a sudden illness, but this should not keep you from giving care. Generally, a person with a sudden illness looks and feels ill. If you think something is wrong, check the person. A person may deny anything is seriously wrong. Do not be afraid to ask the person questions. The person’s condition can worsen rapidly if they are not cared for.

Sudden Illness includes-

• Fainting
• Diabetic emergency
• Seizure
• Stroke
• Poisoning
• Allergic reaction
Signals of sudden illness

Common signals include:

- Changes in consciousness, such as feeling light-headed or dizzy
- Nausea or vomiting
- Difficulty speaking or slurred speech
- Numbness or weakness
- Loss of vision or blurred vision
- Changes in breathing; the person may have trouble breathing or may not be breathing normally
- Changes in skin color
- Sweating
- Persistent pressure or pain
- Diarrhea
- Seizures
- Paralysis or inability to move
- Severe headache

Sudden Illness

What to do:

- Do no further harm
- Check the scene for clues about what might be wrong, then check the person
- Call 4-4911 for life threatening conditions
- Monitor breathing and consciousness
- Help the person rest in the most comfortable position
- Keep the person from getting chilled or overheated
- Reassure the person
- Give any specific care needed

10.1 Fainting

When someone suddenly loses consciousness and then reawakens, they may simply have fainted. Fainting is not usually harmful and the person will usually quickly recover.

What to do:

- Lower the person to the floor and have them lie on their back
- If possible raise their legs 8-12 inches
- Loosen any tight clothing, such as a tie or collar
- Check to make sure the person is breathing
- Do not give the person anything to eat or drink
When a person loses consciousness in Halas, we always call 4-4911, no matter what.

10.1 m Diabetic Emergency

People who are diabetic sometimes become ill because there is too much or too little sugar in their blood. You may know the person is a diabetic or the person may tell you they are diabetic. Often diabetics know what is wrong and will ask for something with sugar in it or may carry some form of sugar with them. If the diabetic person is conscious and can safely swallow food or fluids, give them sugar, preferably in liquid form. Most fruit juices and non-diet soft drinks have enough sugar to be effective.

Contact Campus Safety at 4-4911 if-

- If the person is unconscious or about to lose consciousness
- The person is conscious and unable to swallow
- The person does not feel better within 5 minutes after taking sugar
- You cannot find sugar immediately. Do not spend time looking for it.

10.1 n Seizures

What to Do:

- Contact Campus Safety at 4-4911
- Care for a person who has had a seizure the same way you would for any unconscious person
- Remove any nearby object that might cause injury
- Protect the person’s head by placing a towel or other thin cushion under it
- If there is fluid in the mouth, such as saliva, blood or vomit, roll them on their side so that the fluid drains for the mouth
- When the seizure is over, the person will usually begin to breathe normally. They may be drowsy and disoriented.
- Check to see if the person was injured during the seizure.
- Be reassuring and comforting.

10.1 o Stroke

A stroke, also called a brain attack, is a blockage of blood flow to a part of the brain. It can cause permanent damage to the brain if the blood flow is not restored.

Sudden signals of Stroke:

- Sudden change in how the body is working or feeling
- Usually includes sudden weakness or numbness of the face, arm or leg
- Weakness and numbness occurs only on one side of the body.
• Person may-
  o Have difficulty talking or being understood when speaking
  o Have blurred or dimmed vision
  o Experience a sudden, severe headache; dizziness; or confusion

F.A.S.T. Recognition of Stroke

For a stroke think FAST

• Face – Weakness on one side of the face
  o Ask the person to smile, this will show if there is drooping or weakness in the muscles on one side of the face
• Arm – Weakness or numbness in one arm
  o Ask the person to raise both arms to find out if there is weakness in the limbs
• Speech – Slurred speech or trouble getting the words out
  o Ask the person to speak a simple sentence to listen for slurred or distorted speech
• Time – Time to call 4-4911 if you see any of these signs-
  o If a person has difficulty with any of these tasks or shows any other signals of a stroke, not the time that the signals began.

10.2 Blood Spill/Contamination

What to do:

• Notify Building Manager.

• Building Manager/Service Associate reports situation to Campus Safety and/or Campus Cleaning Crew (Millard Services).

• Post signage and/or caution materials to notify/inform facility patrons of the situation and keep them away from the affected area.

What not to do:

• Do not attempt to clean up area.

• Do not touch or step in contaminated area.

Location of Biohazard Containers:

• Biohazard bags in all First Aid Kits
• Biohazard bags in Laundry Room
• Biohazard Sharps Containers in both Locker Rooms and Laundry Room
10.3 Hazardous Spill

What to do:

If you are unsure of whether or not the spill is hazardous, always err on the side of safety and consider it hazardous.

- Notify Building Manager.

- Building Manager/Service Associate reports situation to Campus Safety.

- Evaluate the situation accordingly:
  - Do you need to evacuate the immediate area or the entire building?
  - Utilize the public address system to evacuate facility patrons from affected area.
  - If it is localized, post signage and/or caution materials to notify/inform facility patrons of the situation and keep them away from the affected area.

- Complete and file an incident report and notify the Facility Manager and/or the Director of Campus Recreation if necessary.

- Always remember to protect yourself and follow the guidelines published by Campus Safety/Emergency Management. These would include the following:
  - If you come in physical contact with the spilled material immediately remove any contaminated clothing and flush all areas of bodily contact with large amounts of water for fifteen minutes.
  - Ensure that medical assistance is obtained for those injured or exposed.

Location of Biohazard Containers:

- Biohazard bags in all First Aid Kits
- Biohazard bags in Laundry Room
- Biohazard Sharps Containers in both Locker Rooms and Laundry Room

What to do when outside:

- Notify Building Manager.

- Building Manager instructs all patrons to vacate the area and either...
  - moves uphill and upwind; hazardous materials can be transported quickly through air and water
  - OR
  - go to a protected, interior area of a building where toxic vapors are reduced.

- Building Manager reports situation to Campus Safety.
What not to do:

- Do not attempt to clean up a spill.
- Do not touch or step in spilled materials.

10.4 Fire

What to do:

- Sound the fire alarm.
- Building Manager/Service Associate reports situation to Campus Safety.
- Service Associate utilizes the PA system to notify building patrons that a fire alarm has been sounded, and everyone must immediately evacuate the facility.
- Evacuate the Halas Recreation Center through the East Doors (Main Entrance) into the Damen Student Center or through the emergency door located on the west side of the main level. If the fire is not in the northern direction, evacuate through the Damen Student Center and rally point at the East Quad. If the fire does not allow for evacuation through the north doors, then evacuate the building through the emergency doors on the west side of the main level or the Southwest stairwell from the MPR or the South Doors in the Addition and from the Lower Level and proceed to the south along the building and rally to the East Quad. From the Pool, Lifeguards should direct patrons out the west door or the south door. Rally Point for the Pool will be Quinlan or Flanner Hall.
- Staff members scan their individual area of coverage as follows on their way to exiting the building:
  - Service Associate(s) secure area and sweep lobby area ushering any users out of the building and exits through the main entrance or through the west emergency door. Another SA enters locker room area clearing the locker rooms and exiting as listed above. Third SA should head upstairs when there is no supervision in the MPR, (i.e., when IMs is not in session). Once out of the building radio Manager on Duty to check in and proceed to appropriate rally point (East Quad).
  - Weight Room Supervisor sweeps through the Lower Level, ushers any users and group fitness classes out of the area either through the main stairwell, then through main entrance on the east or through the west emergency doors. Once out of the building radio manager on duty to check in and report to the appropriate rally point. If the main stairwell is not accessible, the Building Manager on duty will radio the Weight Room Supervisor to exit the lower level through the Southwest Exit door. Then proceed to rally point (East Quad).
o 2nd Floor Supervisor sweeps the area and ushers patrons out the emergency stairs next to Dance Room or out the south doors near the core exercise area. Once out of the building radio manager on duty to check in and report to the appropriate rally point (East Quad).

o Rock Wall staff gets all climbers down safely and exit the lower level through the main stairwell and proceed to exit facility through the main entrance doors into Damen or if front stairwell is not accessible, exit through the southwest stairwell and proceed to rally point (East Quad) radioing the manager on duty once successfully out of the building.

o Building Manager ensures everyone is exiting the facility and providing directions to patrons while stationed outside the main entrance doors into Damen. If the main entrance doors are not accessible, manager should be stationed in the lobby directing patrons and staff to exit the building through the emergency exit door on the west side of building. Building Manager should grab the emergency kit from the main office and take with them to the appropriate rally point. If staffs have not radioed once out of the building the manager should be placing calls on the radio to the appropriate staff.

o Intramural Staff sweeps the MPR and ushers any users out of the building and exits through the front stairwell then out the main doors into Damen. If front stairwell is not accessible, use the southwest exit from MPR and head out of the building, radioing the manager once they are successfully out of the building and report to appropriate rally point.

- All staff meets at the designated area; the East Quad for a quick head count. Notify Building Manager and/or Campus Safety if you suspect anyone may be trapped in the building. The Building Manager should use the Employee On-Duty Log to make sure all staff is at the rally point. If not, radio the missing staff and notify Campus Safety and Fire Department of the situation.

- Once all staff is present (or after two minutes), all staff except for the Building Manager performs crowd control (ensuring patrons remain calm while providing any updates and/or pertinent information to the crowd).

- Always take hand-held radios to use as forms of communication.

- Building Manager continues to act as primary point of contact with Fire Department or Campus Safety and relays all available information to remainder of student staff.

- Complete and file incident report and notify the Director of Campus Recreation if necessary.
Always remember to protect yourself and follow the guidelines published by Campus Safety. These would include the following:

- If caught in heavy smoke, drop to hands and knees and crawl; hold breath as much as possible; breathe shallowly through nose, and use a blouse, shirt or jacket as a filter.
- If trapped by fire, place wet towel or other clothing at the base of the door to prevent smoke from seeping in. Use a phone to request assistance by calling 4-4911 or (773) 508-6039 or yell out for assistance.
- Retreat: Close as many doors as possible between you and the fire. Be prepared to signal from windows, but do not break glass unless absolutely necessary as outside smoke may be drawn in.
- If clothing catches fire: STOP, DROP, AND ROLL. DO NOT RUN.
- If fire is small and localized, use a fire extinguisher to put fire out.

What not to do:

- Do not attempt to extinguish a fire by yourself unless it is very small and localized. Always call Campus Safety for assistance.
- Do not ignore alarms or assume they are false alarms.
- Do not use the elevators.
- Do not return to the Halas Recreation Center until you are notified that it is safe to do so by Campus Safety or Fire Department. Service Associates and Weight Room Supervisors should re-enter the facility first and staff their post before the Building Manager begins directing everyone to re-enter the facility (people won’t have ID at this point, so don’t worry about checking for it). Building Manager performs crowd control at this point.

10.5 Armed Intruder/Active Shooter

What to do:

- Quickly determine the most reasonable way to protect your own life. Remember that customers and patrons are likely to follow the lead of employees and supervisors during an active shooter situation.
• **RUN**
  Is there is an accessible escape path, attempt to evacuate the premises. Be sure to:
  - Leave your belongings behind
  - Evacuate regardless of whether others agree to follow
  - Help others escape, if possible
  - Prevent individuals from entering an area where active shooter may be
  - Keep your hands visible
  - Follow the instructions of any police officers
  - Do not attempt to move wounded people
  - Call 911 or 44911 (campus phone) when you are safe

• If you are working at the front desk or office area, your escape routes would be the door leading to the Damen Hallway (Outside of Office 153), through the locker rooms and out the pool doors, or the west hallway door leading to the alley between Halas and the CTA tracks.

• If possible attempt to make a call over the radio to notify other staff in the building of an Active Shooter and location. Use the words ACTIVE SHOOTER and add the location, heading towards Damen Info Desk or ACTIVE SHOOTER heading to Courts

• **HIDE**
  If evacuation is not possible, find a place to hide where the active shooter is less likely to find you.
  - Your Hiding place should:
    - Be out of the active shooter’s view
    - Provide protection if shots are fired in your direction (i.e., an office with a closed and locked door), hiding under a desk.
    - Not trap you or restrict your options of movement
  - To prevent an active shooter from entering your hiding place:
    - Lock the door
    - Blockade the door with heavy furniture or use a door wedge
  - If the active shooter is nearby:
    - Lock the door
    - Silence radios and cell phones
      - Turn off any source of noise (radios, televisions, etc)
    - Hide behind large items, desk, cabinets
    - Remain quiet
  - Call 911 or 44911 (campus phone) as soon as possible

• If evacuation and hiding out are not possible:
  - Remain Calm
  - Dial 911 or 44911 (campus phone), if possible, to alert police to the active shooter’s location
  - If you cannot speak, leave the line open and allow dispatcher to listen
If employees are at the Front Desk, Office or Lobby Area, your best hiding places are:

- Front Desk Storage Room, barricade the door and move to the back of the room
- Pro Staff offices under desks
- Work Room getting under tables or hiding in closets if open
- Laundry Room, behind the washer and dryers
- Restrooms in back hallway

- **FIGHT**
  As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:
  - Acting as aggressively as possible against him/her
  - Throwing items and improvising weapons
  - Yelling
  - Committing to your actions

- If hiding and your location is compromised, grabbing anything around you could help thwart the active shooters. Using trash cans or other equipment might help in the fight situation.

**How to Respond When Law Enforcement Arrives**

Law enforcement’s purpose is to stop the active shooter as soon as possible. Officers will proceed directly to the area in which the last shots were heard.

- Officers usually arrive in team of four (4)
- Officers may wear regular patron uniforms or external bulletproof vests, Kevlar helmets, and other tactical equipment
- Officers may be armed with rifles, shotguns, handguns
- Officers may use pepper spray or tear gas to control the situation
- Officers may shout command and may push individuals to the ground for their safety

**How to react when law enforcement arrives:**

- Remain calm, and follow officers’ instructions
- Put down any items in your hands (i.e., bags, jackets, radios)
- Immediately raise your hands and spread fingers
- Keep hand visible at all times
- Avoid making quick movements toward officers such as holding on to them for safety
- Avoid pointing, screaming, and/or yelling
- Do not stop to ask officers for help or direction when evacuating, just proceed in the direction from which the officers are entering the premises
**Information to provide to law enforcement or 911 operators:**

- Location of the active shooter
- Number of shooters, if more than one
- Physical description of the shooter/s
- Number of potential victims at location

The first officers to arrive to the scene will not stop to help injured persons. Expect rescue teams comprised of additional officers and emergency medical personnel to follow the initial officers. These rescue teams will treat and remove any injured persons. They may also call upon able-bodied individuals to assist in removing the wounded from the premises.

Once you have reached a safe location or an assembly point, you will likely be held in that area by law enforcement until the situation is under control, and all witnesses have been identified and questioned. Do not leave until law enforcement authorities have instructed you to do so.

### 10.6 Bomb Threat

Do not use two-way radio devices or cell phones in the area.

**What to do:**

- Bomb threats are most commonly received by phone. A person receiving a telephoned bomb threat should:
  - Keep the caller on the line as long as possible. Use the bomb threat checklist to ask questions.
  - Write down all the information obtained. Ideally, take notes when the caller is talking. Refrain from speaking to anyone until your notes are complete. (Use the bomb-threat checklist provided at the back of the “Emergency Procedures Handbook”)
  - Notify Building Manager.

- Building Manager contacts Campus Safety. Stay in contact until notified to do otherwise. Follow all instructions provided (evacuate if instructed to do so).

- Building Manager notifies all student staff to avoid using radios.

- For other types of bomb or suspicious situations:
  - Check your work area for suspicious packages or bags; if found, do not touch. Report any suspicious objects to Campus Safety.
  - Evacuate immediately if a bomb is discovered before authorities arrive. (Follow evacuation procedures outlined in Section 10.4 “Fire”)
What not to do:

- Do not assume a bomb threat is a prank. Assume it is real.
- Do not touch, move, or cover a suspected bomb. Note its description and exact location, and report it to authorities.
- Do not use walkie-talkie devices or cell phones in the area.

What to do afterwards:

- Complete and file accident/incident report(s) and notify the Assistant Director of Campus Recreation and/or the Director of Campus Recreation if necessary.

10.7 Earthquake

What to do:

- Remain calm.
- If indoors, DROP, COVER and HOLD. Take cover under a freestanding desk or table.
- Stay away from windows, tall objects, and overhead lights.
- If there is no heavy item to take cover under (i.e. furniture, doorway, or entryway) then crouch near a sturdy wall, in the corner and cover your head with your arms.
- Shield your head and face from falling debris.
- If outdoors, move away from buildings, utility wires, and all other overhead obstructions.

What not to do:

- Do not rush outside. Many earthquake injuries occur due to falling debris just outside doorways.
- Do not use the elevators.
• Do not use the telephone and do not call 911 or x4-4911 unless a subsequent emergency exists, such as an injury from falling debris.

• Do not use matches, lighters, or other open flames and do not turn on lights or electrical equipment.

What to do afterwards:

• Check for injuries to yourself and others. Report injuries to Building Manager and/or Professional Staff.

• Evacuate the building if it is damaged, there are gas leaks, or there are fires, or if directed to do so by University officials.

• All staff members evacuate the building and instruct facility patrons to go to designated location. (Follow evacuation procedures outlined in Section 10.4 “Fire”)

• Intramural Supervisors notify Campus Safety that he/she is at Sean Earl Field and provide the following information:
  o How many people are at your location?
  o Do you have any serious injuries? Be specific.

• If you are trained and choose to do so, provide appropriate medical care.

• Do not move seriously injured individuals unless necessary.

• Use extreme caution in rescue attempts if others are trapped. If possible, wait for trained personnel to guide rescue efforts.

10.8 Structural Damage

What to do for Small or Light Structural Damage:

• Notify Building Manager.

• Building Manager/Service Associate contacts Campus Safety. Stay in contact until notified to do otherwise.

• Evacuate the area and wait for instruction from Campus Safety and/or Facilities Department.

• Post signage as needed to direct traffic away from the impacted area.
What to do for Large or Heavy Structural Damage:

- Notify Building Manager.
- Building Manager/Service Associate contacts Campus Safety. Stay in contact until notified to do otherwise.
- Evacuate the building to Halas Field and wait for additional instructions from Campus Safety and/or Facilities Department. (Follow evacuation procedures outlined in Section 10.4 “Fire”)
- Complete and file accident/incident(s) report and notify the Assistant Director of Campus Recreation and/or the Director of Campus Recreation if necessary.

What not to do:

- Do not attempt to correct or fix the damaged area.
- Do not assume that damage is too small.
- Do not assess damage yourself.

10.9 Active or Live Electrical Wires

What to do:

- Notify Building Manager.
- Building Manager/Service Associate contacts Campus Safety. Stay in contact until notified to do otherwise.
- Evacuate the building to East Quad and wait for additional instructions from Campus Safety and/or Facilities Department. (Follow evacuation procedures outlined in Section 10.4 “Fire”)
- Complete and file accident/incident report(s) and notify the Facilities Manager and/or the Director of Student Complex if necessary.

What not to do:

- Do not attempt to correct or fix the live wire
• Do not assume that the active/live wire is safe

10.10 Power Outage

What to do:

• Notify Building Manager.

• Building Manager assesses the situation to determine what areas are affected. If it is in the entire building/lobby, ensure no one is in the elevator.

• Building Manager/Service Associate contacts Campus Safety. Stay in contact until notified to do otherwise.

• All services in the affected area should stop immediately (this includes swimming, weight room, classes, or any other physical activity).

• Facility staff should unplug all exercise equipment in the affected area.

• Sweep through the affected area(s) and have all patrons exit those spaces in an orderly fashion. Patrons should gather in the Lobby and wait for instructions.

• If it is a building wide power outage, follow evacuation procedures outlined in Section 10.4 “Fire,” and do not return to the Halas Recreation Center until you are notified that it is safe to do so by University officials.

• Staff should stay in contact with one another using the hand-held radios as forms for communication.

• If it is a building wide and/or large scale (entire rooms) power outage, Building Manager completes and files accident/incident(s) report and notifies the Facilities Manager and/or the Director of Student Complex if necessary.

What not to do:

• Do not run in the dark

• Do not light any candles

• Do not work with any of the machinery while power is off

Location of Flash Lights:
• Main Office  
  o Manager’s Desk  
  o Front Desk Storage Room  
• Front Desk Cabinets  
• Lower Level  
  o Weight Room Supervisor’s Desk  
  o Rock Wall  

10.11 University Closure and/or Dangerous Roadways

What to do:

• All Staff should register for Loyola Alert, a special service to provide personalized time-sensitive alerts to those registered at Loyola’s lakeside campuses in the event of unforeseen events or potentially life-threatening emergencies.  
• If on campus at work, Contact Building Manager.  
• Building Manager contacts Campus Safety if necessary for clarification and/or recommendation. Stay in contact until notified to do otherwise.  
• Building Manager will contact the Facilities Manager and/or the Director of Campus Recreation to notify them of the situation as well as the recommendation from Campus Safety, and they will make a determination regarding closing the facility. The Facilities Manager and/or the Director of Student Complex will make the final decision on if and when the facility will close and/or close early.

10.12 Severe Weather (Tornado or Thunderstorm)

What to do if indoors:

• We recommend that all participants do not leave the building.  
  o Ultimately we cannot make anyone stay in the building. We can only encourage them to do so.  
• Listen to latest advisories on commercial and/or weather radio and/or utilize the computer to check for weather alerts.  
• Depending upon the status of the situation, act accordingly:  
  o Tornado or Thunderstorm Watch: Weather conditions are favorable for the possible development of tornadoes or severe thunderstorms.  
    ▪ Continue normal activities, but have someone monitor the situation and notify others if conditions deteriorate.  
  o Tornado or Thunderstorm Warning: A tornado or thunderstorm is occurring or sighted in the area. In addition to dark clouds and/or hail, the emergency siren may sound.
- Direct all facility patrons through the use of the public address system to take shelter in the lower level. Stay away from any large pieces of equipment or vending machines that might tip over.

**What to do if outdoors:**

- Listen to latest advisories on commercial and/or weather radio and/or utilize the computer to check for weather alerts.

- Depending upon the status of the situation, act accordingly:
  - Tornado or Thunderstorm Watch: Weather conditions are favorable for the possible development of tornadoes or severe thunderstorms.
    - Continue normal activities, but have someone monitor the situation and notify others if conditions deteriorate.
  - Tornado or Thunderstorm Warning (or a visible lightning strike): A tornado or thunderstorm is occurring or sighted in the area. In addition to dark clouds and/or hail, the emergency siren may sound.
    - Immediately suspend all activities and direct all facility patrons to immediately take shelter.
      - Sean Earl Field: Take shelter in either the Norville, Gentile, Damen Student Center or Centennial Forum buildings.
      - Do not resume any activities until tornado or thunderstorm warning is lifted or until 30 minutes after the last visible lightning strike. The 30 minute count restarts with each new lightning strike.
  - West Quad: Take shelter in the Halas Recreation Center, Damen Student Center or Gentile/Norville or one of the classroom buildings adjacent to the field, Quinlan Life Sciences, Cuneo Hall, Cudahy Science or Dumbach Hall.
  - Hoyne Field: Take shelter in the bathrooms/locker rooms of the Stevens Field house. If possible, take shelter in the church directly across the street.
  - Winthrop Ave Play Lot: Take shelter in Simpson Residence Hall.

- Do not resume any activities until tornado or thunderstorm warning is lifted or until 30 minutes after the last visible lightning strike. The 30 minute count restarts with each new lightning strike.

**What to do afterwards:**
• Remain calm, restore power, and check for injuries.

• Report any facilities damage and/or injuries to Building Manager.
  o If facility is heavily damaged evacuate immediately. Follow evacuation procedures outlined in Section 10.4 “Fire.”
• Building Manager/Service Associate contacts Campus Safety if assistance is necessary.

What not to do:

• Do not get under tall trees during rainstorms, lightning may strike.

• Avoid fast flowing water, even in your vehicle.

• Avoid contact with, and DO NOT USE electrical devices.

• If damage to a facility, do not attempt to gain access unless directed to do so by Campus Safety.

10.13 Crime in progress

What to do:

• Notify Building Manager if possible and/or applicable. If not, contact Campus Safety directly, and skip to third bullet point.
• Building Manager/Service Associate contacts Campus Safety. Stay in contact until notified to do otherwise.

• Building Manager/Service Associate gives name, location and nature of the crime in progress.
  o If safe to do so, remain where you are until contacted by a Campus Safety Officer.
  o If safe to do so, note the criminal’s height, weight, age, sex, race, hair and eye color, tattoos or facial hair, clothing, weapons, and method and direction of travel.
  o If a motor vehicle is involved, note license plate number, make and model, color and outstanding characteristics.

What not to do:

• Do not try to apprehend or interfere with the criminal except in case of self-protection or the protection of others.
What to do afterwards:

- Complete and file accident/incident report(s) and notify the Facilities Manager and/or the Director of Campus Recreation if necessary.

10.14 Code Adam/Lost Child

What to do during a non-event day:

- Notify Building Manager.
- Building Manager/Service Associate contacts Campus Safety. Stay in contact until notified to do otherwise.
- Building Manager writes down guardian’s name.
- Building Manager obtains a detailed description of the child.
  - Name, age, gender, and race
  - Weight, height, hair and eye color
  - Describe what the child is wearing, specifically the color and type of clothing including shoe color and style
- Building Manager utilizes radios to notify staff of the Code Adam, to provide a description, and to go to their assigned positions.
- Staff should maintain the following positions:
  - Service Associate should stay with parent/guardian at the control desk and utilize security monitor to scan entry points to see if anyone exits from alarmed doors.
  - Building Manager should start sweeping through the building looking for lost child.
  - Weight Room Supervisor should go to the corner of the building where he/she has a sightline of emergency door adjacent to the Dance Studio
- If you see the child unaccompanied...
  - Approach him/her.
  - Identify yourself.
  - Ask if he/she is the child in question.
  - Tell him/her that you are going to take him/her to his/her guardian.
  - Notify all staff via radio that the child has been located and return child to the parents.
  - Campus Safety that the issue has been resolved.
- If you see the child accompanied by an adult...
Approach the individual and the child.
Identify yourself.
Ask if he/she is the child in question.
   • Regardless of the response, err on the side of caution. If you think that the child is the missing child, ask the individual to accompany you to the front desk with the child because there is a missing child in the building matching the description.
Tell him/her that you are going to take him/her to his/her guardian
Notify all staff via radio that the child has possibly been located and return child to the front desk.
Notify Campus Safety of the issue.

• If you see the child accompanied by an adult, but do not feel safe and/or cannot reach the situation...
  o Note the individual’s height, weight, age, sex, race, hair and eye color, tattoos or facial hair, clothing, weapons, and method and direction of travel.
  o If a motor vehicle is involved, note license plate number, make and model, color and outstanding characteristics.
  o Immediately report information to Campus Safety.

• Complete and file accident/incident report(s) and notify the Facilities Manager and/or the Director of Campus Recreation if necessary.

10.15 Unwelcome Guest / Person in Possession of a Weapon

What to do:

• Notify Campus Safety as soon as possible.

• Notify Building Manager if possible. If panic button was triggered at service desk by Service Associate, Building Manager calls Campus Safety if possible. Stay in contact until notified to do otherwise and follow all directions.

• Give Campus Safety a detailed description of the unwelcome guest
  o Name (if you know), age, gender, and race
  o Weight, height, hair and eye color
  o Describe what the person is wearing, specifically if they have anything that could be used as a weapon

What not to do:

• Do not engage with the guest except in case of self-protection or the protection of others.
What to do afterwards:

- Complete and file accident/incident report(s) and notify the Facilities Manager and/or the Director of Campus Recreation if necessary.

10.16 Death / Catastrophic Injury

What to do:

Any situation which involves emergency medical personnel treating and/or transporting the individual to a hospital should be considered a catastrophic injury.

- Follow all Medical Emergency procedures as outlined in Section 10.1.

- Complete and file accident/incident report(s) and notify the Facilities Manager of the Halas Recreation Center. If you cannot reach the Facilities Manager contact the Director of Campus Recreation.

What not to do:

- Do not contact or comment to media.
Bomb Threat Checklist

Use this form to record all information it you receive a bomb threat call.

BE CALM, BE COURTEOUS, LISTEN, DO NOT INTERRUPT.

EXACT WORDS OF CALLER:

_______________________________________________________________________________________________
_______________________________________________________________________________________________
_______________________________________________________________________________________________

QUESTIONS TO ASK:

1. When is the bomb set to explode? _____________________________________________________

2. Where is the bomb located? Floor _________________________ Area __________________________

3. What kind of bomb? ___________________________________________________________________

4. What does it look like, description. ______________________________________________________

5. Why did you place it? ___________________________________________________________________

6. Where are you calling from? ____________________________________________________________

CALLER’S VOICE DESCRIPTION

____ MALE  ____ ACCENT  ____ FEMALE  ____ WELL SPOKEN  ____ ADULT  ____ JUVENILE
____ FOUL  ____ CALM  ____ RAPID  ____ IRRATIONAL  ____ ANGRY
____ SLOW  ____ CRYING  ____ NORMAL  ____ SOFT
____ LAUGHTER  ____ SPEECH  ____ UNUSAL
____ NASAL  ____ IMPEDIMENT
____ CLEARING
____ THROAT
____ CRACKING
____ NOISE

Is voice familiar? If so who did it sound like? __________________________________________________
Did caller indicate knowledge of campus or facility? If so how? In what way?

________________________________________

________________________________________

BACKGROUND NOISES

___STREET NOISE  ___MUSIC  ___QUIET  ___STATIC
___HOUSE NOISES  ___VOICES  ___MOTOR  ___AIRCRAFT
___WHISTLES  ___FACTORY  ___OFF  ___ANIMAL NOISES
          MACHINERY  CAMPUS
___BELLS  ___TAPE RECORDER

Name: ________________________ Dept: ________________________ Phone: ________________________

Date Received: _____________ Time received: _____________ Time Ended: _____________

Take this checklist with you as you evacuate the building!!!