Wellness Center Policy and Operations Manual
2017-2018

Worcester State University
Department of Athletics & Wellness
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Introduction

The following policies and procedures governing the use of all spaces in the Wellness Center have been created to provide an exceptional experience for all members of the Worcester State community and beyond. Those that elect to take advantage of this state of the art facility have a responsibility to understand and abide by these policies and procedures. To ensure this exceptional experience as well as safety and wellbeing, all members of the Wellness Center staff will actively enforce the usage policies and procedures as well as all other posted regulations. Failure to abide by these rules and regulations may result in modified or revoked membership privileges. By definition, anyone who is in the facility is considered a member of the Worcester State community regardless if they are a primary member or a guest. This document and the policies and procedures within will be assessed on an annual basis and will be updated as necessary.

Mission Statement

The Department of Athletics and Wellness serves the academic, intercollegiate, and recreational needs of the Worcester State University community by providing a variety of educational, social, recreational, and athletic programs. The department strives to offer a total educational experience with quality opportunities that inspire, educate, motivate, and empower individuals to be positive contributors to Worcester State University and the greater global community. We are committed to being an inclusive community in which our diversity enhances learning for all and in which people from all cultures and backgrounds have the opportunity to participate fully and succeed.

The Wellness Center will fully implement the departmental philosophy to offer “…opportunities to grow and learn through intercollegiate varsity athletics, intramurals and wellness programs. Participation in these activities fosters physical, mental and life skills development, while enhancing individual leadership, self-discipline and sportsmanship qualities.”

The Wellness Center will utilize the physical structure as well as programming and human resources to create a well-coordinated program of wellness for the Worcester State community that will create a well-rounded experience resulting in a lifetime of wellness and engagement with Worcester State.

General Information

Management

The Department of Athletics and Wellness is the primary tenant of the Wellness Center and handles the day-to-day operations of the majority of the building. The Department of Athletics and Wellness resides within the Worcester State University Student Affairs Division. The Wellness Center concept was conceived with campus collaboration in mind and the building will be managed as such. The collaborations, exceptions and priority policies to the Wellness Center space are contained within this manual. The Deputy Director of Athletics and Wellness is the administrator responsible for the daily operation of the Wellness Center. The Facilities Department is responsible for the overall maintenance of the Wellness Center.
Wellness Center Directory Information

General Hours
Academic Year:
Monday-Friday: 6am-10pm
Saturday: 9am-5pm
Sunday: 10am-10pm

Summer:
Monday-Friday 6am-5pm

PLEASE NOTE: Wellness Center hours may vary, so please note posted hours and online facility schedule, http://www.wsulancers.com/Wellness/fitness_-_wellness/Fitness_Center_Hours.

Mailing Address:
Worcester State University
Wellness Center
486 Chandler Street
Worcester, MA 01602

Email: wellnesscenter@ worcester. du
Front Desk: (508) 929-8158
DeFeudis Fitness Center: (508) 929-2516
Twitter: @WSUWellnessCtr
Instagram: @wsuwellnessctr and @wsu_woo fit

Reservations

The primary purpose of the Wellness Center is to serve the Worcester State community in a capacity to increase the overall wellness of community members. The overarching reservation policies and procedures reflect that philosophy. While there is a general prioritization, there are exceptions that will be noted by space. These priorities have been established to minimize conflicts and ensure smooth operation of the Wellness Center.

General Priority

The general access priority for the Wellness Center follows the following order. There is the expectation that this priority is used as a baseline, but that all requests that create a conflict are met with thoughtful, collegial discussion.

1. Athletics and Wellness
2. University Events
3. Academic Affairs
4. Student Organizations
5. External Organizations

Reservation Policies

Responsibility: The reservations and scheduling of the Wellness Center must be in agreement with
the following Athletics and Recreation policies listed below.

**Activity Use**: All activities shall be compatible with the designated purpose/design of the Wellness Center. Activities shall be suitable to the respective area with the safety of the member supported at all times.

**Personal/Monetary Gain**: Unless previously approved by written permission or contract with Conference and Events Services, it shall be prohibited to use the Wellness Center facilities, equipment and/or property for private, individual, or personal financial gain, meetings, teaching, coaching, personal training, or instruction.

**Personal Training/Organized Group Activities**: Any type of coached workout or organized activity may not occur in the Wellness Center. Only properly certified Worcester State Wellness Center full or part-time employees are permitted to work with members.

**Appeals**: If an internal facility reservation request is denied due to a conflict of Wellness Center policy, a written appeal may be submitted within forty-eight (48) hours of notification of the decision. Appeals should be sent to the Deputy Director of Athletics and Wellness, who shall evaluate the appeal in conjunction with appropriate campus stakeholders.

**Access to Wellness Center Policies and Reimbursements**

The Wellness Center was developed to serve the Worcester State University community. The Wellness Center will be a hub of activity for campus members and visitors; however, only authorized members may have access to programmatic space whether it is by enrollment, employment, contracted agreement, paid membership or otherwise agreed upon access granted by Worcester State University.

**Entry**

The Wellness Center has three primary entrances. The “main” entrance is designated as the southwest door facing the Student Center and Coughlin Field. All members approaching from the residence halls and upper campus are encouraged to use this entrance. The main entrance will always be open during posted facility hours. The other two primary entrances are the North Door adjacent to the O parking lot. The third door is southeast and faces the Ghosh Science and Tech building and the Binienda Green. On days that there are no public events occurring, the main entrance will be the designated entrance after 6pm.

All Wellness Center members and guests **MUST** enter and exit through one of the three primary entrances. All other doors are either designated as exit only or alarmed; passing through any alarmed door(s) is prohibited except during emergency evacuations. Facilitating access of an unauthorized person into programmatic areas or allowing others to use your One Card to gain access into programmatic areas is a conduct violation. This may result in denial of access for that day, and could result in further revocation of privileges.

**OneCards**

The Wellness Center was developed to serve the Worcester State community. The University utilizes OneCards help identify who is an eligible member. For this reason, **ALL** student, faculty and staff
members must be in possession of their One Card to gain access to programmatic areas of the building. All other members and sponsored guests must present the pass presented to them upon membership purchase upon request of a Wellness Center staff member. All users of the Fitness Center will only be admitted upon presentation of valid credentials.

**Propping of Doors**
There is no propping of doors allowed. The Wellness Center door schedule is thoroughly evaluated and it is intentional.

**Who has Access to Memberships?**
All memberships are subject to proof of affiliation, confirmation of employment, and/or proof of enrollment. Memberships will remain pending until payment is received, proof of membership eligibility is confirmed, and a signed informed consent is received. Any change in status (enrollment, employment, affiliation and/or family status) may result in termination of the individual and/or family membership.

**Student Access**
All graduate and undergraduate Worcester State students who are enrolled in at least one 1-credit hour course, will be granted access to the Wellness Center. It is the responsibility of the student to ensure that their One Card is in proper working order and reflects their up to date student status. All students will need to complete the on-line waiver prior to use. The following timeframes will dictate how student access will be managed.

**Membership Periods:**

Fall Semester: First Day of Fall Semester Classes – Last day before Spring Semester Begins  
Spring Semester: First Day of Spring Semester Classes – May 31  
Summer Semester: Day after spring Commencement – August 31

- Any student who is registered for at least 1 credit for the current semester is eligible based on the dates above.
- Summer I and II: Students registered for Summer class will have access for the summer semester (regardless of Summer I or II status).
- Any student who was registered in the Spring semester and is registered for the fall semester will retain access during the summer semester.
- All graduating students (May, August and December) become classified as alumni on the date that graduation requirements are due.
- If status as a student changes at any time, your access to the Wellness Center will be terminated.
- Incoming students, regardless of registration status do not have facility access until the day that the residence halls open for the fall and spring semesters.

Unauthorized use of the Wellness Center is strictly prohibited and should be reported to Wellness Center staff immediately.

**Faculty/Staff Access**
All current full and part-time faculty and staff will have access to the Wellness Center as a condition of their employment for personal physical activity with the exception of the Fitness Center and select
programmatic areas that are fee-based (group exercise classes, golf simulator, etc).

**Faculty/Staff Fitness Center Access**

Current full and part-time faculty and staff will have the ability to purchase a membership to the DeFeudis Fitness Center. A valid OneCard will be required to purchase memberships using Common Funds.

- All memberships will be annual and run from September 1 through August 31.
- Memberships will be cost $150 per year or $62.50/semester. Membership costs will not be prorated. Members will have 14 days to request a refund before membership sale is final.
- Faculty and Staff are defined as Full-Time & Part-Time employees of the University who hold a valid One Card and have been subject to the Worcester State human resource hiring process.
- If employment status terminates at any time, OneCard access to the Fitness Center will be terminated and upon request, membership will be transferred to a Community membership.

**Guest Pass**

**Fitness Center:**

Guest passes are available for purchase and allow access Fitness Center during normal operating hours on the day of purchase. Authorized Worcester State members are eligible to sponsor guests to use the Fitness Center for $5 per day and can sponsor up to two (2) guests per day. Current Faculty and Staff do not need sponsorship to purchase a guest pass.

**Guest Requirements:**

Payment via OneCard
18 years of age or older
Willing to sign a liability waiver
Accompanied by an authorized Worcester State sponsor at all times
Able to present a valid government issued photo ID card at time of waiver signing to validate age.
Sponsors are responsible for their guest’s actions during their visit to the facility and are subject to Code of Conduct.

Note: The Department of Athletics and Wellness reserves the right to terminate guest privileges for failure to abide by set policies/procedures or misuse of facilities/equipment with no refund.

**Non-Fitness Center Pass**

Authorized Worcester State members are eligible to sponsor guests to use the Competition Gym, Multi-purpose Gym and Walking Track at no cost. Guests must check in at front front desk upon arrival.

**Requirements:**

18 years of age or older
Willing to sign a liability waiver
Accompanied by an authorized Worcester State sponsor at all times
Able to present a valid government issued photo ID card at time of waiver signing to validate age.
Sponsors are responsible for their guest’s actions during their visit to the facility and are subject to Code of Conduct.

**Alumni Access**

Worcester State is pleased to share the benefits of the new Wellness Center with our alumni
beginning in the Fall of 2017. All alumni are invited to utilize the DeFeudis Fitness Center as well as other programmatic spaces on an individual basis for an annual fee of $200. “Alumni” are defined as someone who received a Bachelor and/or Graduate degree from Worcester State University. In order to access this rate, alumni must present an alumni card which can be obtained by visiting the Advancement office or http://alumni.worcester.edu/alumnicard

Please note that liability waivers will be required and on campus parking will be allowed during non-peak hours of 6am-8:00am and after 4pm, Monday through Friday and all day Saturday, Sunday and University holidays. Parking in the appropriate spaces during weather events is responsibility of member.

Community Access
Worcester State is pleased to share the benefits of the new Wellness Center with the Worcester community beginning in the Fall of 2017. Community members are invited to utilize the DeFeudis Fitness Center as well as other programmatic spaces on an individual basis for an annual fee of $250.

Please note that liability waivers will be required and on campus parking will be allowed during non-peak hours of 6am-7:30am and after 4pm, Monday through Friday and all day Saturday, Sunday and University holidays. Parking in the appropriate spaces during weather events is responsibility of member.

Community use of the Wellness Center walking track during posted community hours from 6:00 am until 10am, Monday through Friday will continue to be free of charge. Worcester State is pleased to be able to share this part of the facility. Please check in at the front desk upon arrival where you will need to sign in. A one-time, annual liability waiver will be required prior to first use. Users of space without fees are not considered “members”.

Membership Benefits
Membership to the Wellness Center allows you to use all available equipment and facilities during posted recreation times including:

- Walking or jogging on the indoor track.
- Use of all 9,000 square feet of cardio and fitness equipment, including treadmills, elliptical, stationary bikes, free weights and weight machines.
- Participation in open recreation activities: including pickup basketball, volleyball, badminton, indoor soccer, etc.
- Use of the locker rooms – Day Use Only.
- Equipment checkout from the Front Desk.
- Ability to sponsor guests to use the facility, two guests per person per day.

Membership & Guest Fees

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<th>Registered Elder Students* &amp; Faculty/Staff*</th>
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**All Visitors & Spectators:** Must check in at the front desk  
**Rental Groups:** Must be on an access list in advance of rental activities  
**Summer Programs:** Will use the facility with arrangements made in advance

**Wellness Reimbursements**
Many employer sponsored health plans provide reimbursements for fitness related activities. Please see individual plans for eligibility requirements. The Worcester State Wellness Center will provide a receipt of membership purchase at time of purchase. Members will be responsible for completing any fitness rebate forms provided by their insurance carrier. To request additional proof of participation, please initiate the request by emailing the Assistant Director/Fitness Center Manager.

**Closing Time**
All areas including locker rooms should be vacated by closing time each night. Reminders will be announced over our public address system at thirty minutes, and fifteen minutes prior to closing, and at the actual closing time of the building. All day lockers should be emptied fifteen (15) minutes prior to closing.

**Visitor Parking Policy**
Memberships do not come with parking passes, however, on campus parking is available from 6am-8am and after 4 pm Monday through Friday and all day Saturday and Sunday.

All Wellness Center members and users must comply with the Worcester State parking rules and regulations at all times. These policies are strictly enforced. Please refer to http://www.worcester.edu/Parking/ or call 508-929-8887 for questions regarding parking. Members and users are responsible for any citations that they receive.

**Inclement Weather Policy**
The Wellness Center will make every effort to be open during weather events unless it will be negatively impacting other aspects of campus responses to the weather event. Updated information will be found at wslancers.com as well as disseminated through social media outlets. If the University is closed and the Wellness Center is able to open, essential professional and student personnel will supervise the Wellness Center. **PLEASE NOTE:** Special parking policies may be in place and must be adhered to.

**Accommodations**
The Wellness Center is designed to accommodate users of all abilities. Wellness Center staff members are available to provide special assistance to users and guests with disabilities. If you are a person with a disability who requires accommodation in order to participate in a program or attend
an event, please contact the Deputy Director of Athletics at 508-929-8746.

**Locker Rooms**

The Wellness Center is not responsible for lost, stolen or damaged personal property. Please report suspicious individuals wandering through the locker room to an attendant at the control desk.

Children 5 years of age and older may not enter the locker room of the opposite sex. Families in need of a private rest room facilities may use the second floor, single person locker room. Please use discretion when bringing children of the opposite sex into the locker room with you. If you feel an older child is in the wrong locker room, please report it immediately to the staff at the front desk.

**Day Use Lockers**

The Wellness Center offers a variety of day storage options in each space. Fitness Center users should secure their belongings the second floor day use locker rooms or cubbies where available. Unsecured belongings will be considered abandoned property and subject to the Lost and Found policy and procedures. Personal belongings (gym bag, book bag, back pack, duffel bag, purse, clothing, shoes, and/or other possessions) should not be stored in any of the activity areas or on gymnasium floors. The Wellness Center staff is not responsible for lost, stolen or damaged personal property. It is highly recommended that Wellness Center members do not bring any items of value.

Individuals using day use lockers in the Wellness Center must follow the guidelines below:

1. Provide your own lock. Personal locks may not be left on lockers overnight. All locks must be removed 15 minutes prior to facility closing.
2. If lockers are not cleared by closing time each day, the Wellness Center staff will remove all items in the lockers and forward them to the WSU Campus Lost & Found.
3. Worcester State and The Wellness Center are not responsible for lost, stolen or damaged personal property.

**Attire**

**General**

Street clothing (including jeans) and/or business attire (suit and tie or skirt) compromises the safety of the wearer and reduces the acknowledged recreation atmosphere of the Wellness Center and is not allowed during activities in programmatic areas. Exercise attire is required. Appropriate exercise attire includes athletic shorts or pants, t-shirt or tank top and closed toed/heel sneakers. Offensive or revealing clothing is NOT allowed. Clothes that have been altered in any way are not permitted. Abdomens must be covered at all times.

**Pants**

Athletic shorts and/or exercise/warm-up pants are acceptable. Jeans, pants with belts, buttons or metal rivets, and cut-off pants, are dangerous and not allowed as they pose a threat to the equipment.
**Shirts**
Athletic attire that covers the midriff and has not been altered is acceptable. Shirts that have been cut off, sports bras only, and offensive or revealing clothing is considered inappropriate and NOT allowed. Shirts must be worn at all times and offensive clothing (as determined by a member of the Wellness Center staff) is not allowed.

**Shoes**
For safety purposes, closed-toed and closed-heeled athletic footwear is required in all programmatic areas of the Wellness Center. The entire Wellness Center is a cleat and spike free facility.

**Prohibited Footwear:**
- Dark-soled shoes which may damage or mark the flooring
- All leather-soled street shoes/slippers
- Hiking boots
- Open-toed/heeled athletic footwear, sandals, or flip-flops
- Muddy, wet, or dirty shoes
- Shoes with spikes or cleats
- Running shoes that mark the floors

**Two Shoe Policy**
In addition to the above regulations, all visitors to the Wellness Center who use the programmatic areas of the building must bring a second pair of clean footwear in which to change into. The 2nd pair of footwear should be hand carried in and clean (free of rocks, pebbles, dirt, sand, gum and road salt). In order for this policy to be effective, we ask that you put your street shoes back on only after you exit the programmatic areas, not before.

Rationale: This policy has been implemented in order to preserve the life of the floor surfaces and equipment in these areas. This policy is typical at most progressive recreational sports facilities and private health clubs.

Note: If you have any questions on whether your shoes are "legal", please ask a member of the administrative staff.

**Attire Enforcement**
If a participant is found to be wearing unacceptable shoes or attire, they may not continue activity until they change into attire that meets the Wellness Center policies and may be asked to leave.

**Solicitation**
Solicitation inside or outside the Wellness Center is prohibited.

**Conduct**

**Statement on Standards of Conduct**
Use of the Wellness Center is a privilege with participants expected to be good citizens and respect the rights of others. Wellness Center members and guests assume an obligation to conduct
themselves in a manner compatible with Worcester State's function as an educational institution. Using the Wellness Center is an indication that they agree to act courteously, cooperate with staff and display good behavior. All members and guests are encouraged to exercise good judgment in caring for the safety of others as well as themselves. Guidelines of conduct include, but are not limited to, the examples outlined in this manual.

**Hallway Activity**
Physical, exercise related activities are not approved for the hallways of the Wellness Center. Hallways must be clear at all time for egress purposes. You must wait until you get to the respective area for the approved activity to begin. For example: stretching in the hallway, taking weights from the weight room to the hallway, and bouncing balls in the hallways, are not permitted.

NOTE: Adherence to the above policy will preserve the flooring from undue damage.

**Language**
Use of offensive words or actions are not acceptable in the Wellness Center. Behaviors could include, but are not limited to, any activity that might reasonably bring embarrassment or emotional, psychological or physical harm to an individual, or might degrade or otherwise compromise the dignity of an individual.

Examples:
Spitting on floors or in drinking fountains
Use of obscenity, insulting language, or profanity
Harassment and/or hazing of other members or staff is prohibited
Clothing with derogatory/profane words or images

**Theft**
Worcester State University is not responsible for stolen items inside the Wellness Center. Valuables may not be safe inside a cubby, or a locker, even when the locker is locked. Members are encouraged to contact University Police at 508-929-8911 and a member of the Wellness Center staff to report stolen items. It is strongly recommended that members not bring valuables into the Wellness Center when utilizing programmatic spaces.

**Alcohol/Drug Use**
The Wellness Center is an alcohol and drug free facility. Alcoholic beverages and illegal drugs may not be consumed prior to or while inside/using the facility. Individuals may not use the facility while under the influence of drugs or alcohol and members of the Wellness Center staff reserve the right to refuse admittance to anyone in violation of this policy. The Wellness Center staff reserves the right to question any individual and ask them to leave and/or deny entrance if suspecting someone under the influence.

**Disorderly/Disruptive Conduct**
The Wellness Center staff has the authority to instruct unruly members and/or guests to leave the Wellness Center if their conduct necessitates such action. The Wellness Center has a zero tolerance policy for violence or intimidation of any sort. Any user, who in the judgment of the Administrative Staff, Building Manager or Wellness Center staff member, engages in or tries to instigate violence or intimidating actions or whose conduct threatens or endangers the health and safety of any fitness center member or member, will result in immediate removal and disciplinary actions.

Examples include, but are not limited to:
Vandalism
Hanging from basketball rims/nets
Yelling
Pushing
Inappropriate Attire
Dropping weights
Violating facility rules and regulations
Fighting

**Discipline**
The Worcester State University Code of Conduct is enforced at the Wellness Center at all times. Participants are subject to the possibility of official Worcester State judicial proceedings and punishment from Worcester law enforcement officials if they threaten and/or abuse staff, another member, and/or a Wellness Center guest. Copies of the incident report form will be forwarded to the Worcester State Student Conduct Office.

**Revocation of Privileges**
Failure to comply with the Wellness Center policies may result in having your privileges revoked. Privileges may be revoked at the time of incident and extended for a period of time based on type of infraction, history of user and judgment of Director of Athletics. Revocation of privileges may also result from judicial proceedings originating from Wellness Center occurrences. Remember that disciplinary probation automatically carries an intramural and intercollegiate suspension.

**Appeals**
Users have the right to appeal disciplinary actions by the Director of Athletics. A valid appeal must concern either a misapplication of one of the Wellness Center rules or misinterpretation of the policies and procedures outlined within the Wellness Center Policy and Procedure Manual. A written appeal of a decision must be submitted within 48 hours of notification. Appeal letters should be delivered to the Deputy Director of Athletics and Wellness in the Wellness Center, who shall forward the appeal to the Dean of Student Affairs Office for evaluation. Any sanctions administered by the Student Conduct Office, must be appealed to that office using their procedures.

**Restricted Items/Prohibited Activities**

**Audio**
The use of boom box radio, musical instruments, and/or amplified sound equipment is prohibited. Only personal audio devices are allowed (i.e. iPod). Wellness Center staff will make the final determination of the appropriateness of amplified sound.

*Note: Fitness Center Audio:* The Wellness Center guests have diverse musical and television tastes. We strive to provide eclectic music and programming choices throughout the day by providing random, rotating Pandora selections. There will not be requests. We recommend bringing a personal music-playing device (MP3 player, CD player) with headphones to listen to during your workout if you do not agree with our music selections.
Video
The use of any video recording device is prohibited inside the Wellness Center unless prior written approval has been obtained from the Director of Athletics and Wellness.

Photography
The use of any photographic device is prohibited inside the Wellness Center unless prior written approval has been obtained from the Director of Athletics and Wellness.

Alcohol Policy
The consumption and/or sale of alcoholic beverages on the Worcester State University campus and its properties shall be in strict conformity to the appropriate Massachusetts General Laws, the regulations of the License Commission of the City of Worcester and in compliance with the Drug-Free Schools and Communities Act (DFSCA), and the DFSCA Regulations.

No alcohol shall be served at any event except (i) with the prior written approval of the University (ii) in strict conformity with a license issued by the license commission of the city of Worcester and (iii) in strict conformity with the requirements of this agreement.

Alcoholic beverages will not be permitted to be served at events or receptions where it is not feasible to check identification or not feasible to limit the consumption of alcohol to persons 21 or older. Food and alternative beverages to alcohol must be served at all functions where alcohol is sold or consumed.

The alcohol license must be held by a third party vendor and posted during an event; alcohol may only be served or sold by the license holder and the license holder’s TIPS-certified bartenders. Third party vendor will be contracted through the Conference and Event Services Office of the University and charges will be communicated to the client and included in the final invoice. Client may book its own third party vendor; however, it must be confirmed by the University that said vendor has a license to serve alcohol and that its bartenders are TIPS certified.

The drug policy shall be in accordance with the restrictions and prohibitions on drug use and distribution found in the laws of the commonwealth of Massachusetts, the City of Worcester and in compliance with the Drug-Free Schools and Communities Act (DFSCA), and the Drug-Free Schools and Campuses Regulations. Specifically, any possession, use, sale or distribution of illegal drugs is prohibited. Furthermore, any individual possessing prescription drugs is responsible for their proper usage. The sale or distribution of prescription drugs is expressly forbidden.

Tobacco
Worcester State University is a tobacco/smoke free campus. The use of all tobacco (cigarette, chewing, pipe, and cigar) or tobacco products is prohibited in and around the Wellness Center.

Bicycles, Skates, Rollerblades and Skateboards
Bicycles, roller-skates, rollerblades and skateboards are prohibited inside the Wellness Center including in vestibules and on walkways.
Food and Drink
Food and drinks (other than water) are permitted in designated areas only with Wellness Center users required to dispose of all items properly. Glass containers are prohibited at all times. Water is allowed in programmatic areas only if it is in an enclosed, unbreakable container. Soda, sport drinks, protein shakes, fruit juice, etc. are prohibited in programmatic areas of the Wellness Center. Chewing gum must be properly disposed of in trash receptacles. Exceptions to this policy will be identified in specific space policies in this document.

Weapons and Firearms
No weapons or firearms of any kind are allowed in the Wellness Center. Participants in possession of a weapon or firearm of any kind will be denied access, required to exit the facility, and the proper authorities will be called.

Cell Phone
Cell phones are not to be used in programmatic areas. They are only to be used in a courteous manner in locations that are not directly affecting other users of the Wellness Center. Cell phones may be used as a personal audio device.

Animals
No animals are allowed into the Wellness Center with a single exception. The only type of animal allowed in the Wellness Center is a service animal (dog or miniature horse), which is a working animal. Assistance animals and pets are never permitted to enter the Wellness Center.

Definitions: Service animal is a dog (or miniature horse) that is an extension of the individual, performs major life functions (e.g., service animal for a person who is blind). Assistance animal is a “comfort” animal, generally for emotional support. Assistance animals can be any animal, do not perform major life functions and are not generally allowed in public places.

Promotions

Flyers/Advertising
No sales brochures, advertising (flyers, posters, signs, displays, banners, etc.), or outside promotional activities of any kind are allowed in the Wellness Center unless approved by the Office of Student Involvement and Leadership Development (OSILD). There is no posting of materials on any walls or glass in the Wellness Center without prior approval and approved adhesive material. Postings approved by the OSILD may be posted in the Wellness Center but must be delivered to the Deputy Director of Athletics or Assistant Director/Fitness Center Manager for location instructions.

Lobby/Tabling
The Wellness Center lobby is not a reservable space. Tabling is not permitted in the lobby unless with approval of the Deputy Director of Athletics or the Assistant Director/Fitness Center Manager. Only informational wellness related topics will be considered.
Lost and Found

The Wellness Center Lost and Found is located at the front front desk of the building. All items that are found in the Wellness Center should be delivered to that location and the employee posted would log the item and determine the appropriate routing of the item. The Worcester State Campus Lost and Found is located at University Police in Wasylean Hall, Office 102.

- Lost WSU One Cards will be held at the front desk for retrieval until the end of the day and then turned over to University Police or the OneCard office.
- Wallets, cell phones, MP3 players, and other items deemed to be of high value are immediately sent to University Police for security purposes.
- The Wellness Center front desk will log all other Lost and Found items (clothing, books, etc) that are not sent to Campus Police in the “Lost & Found” log at the front desk. Items will be held for a period of three weeks before being either donated or disposed.
- Personal hygiene items such as shampoo, soap, deodorant, etc. will be disposed of each day at closing time.

The Wellness Center is not responsible for lost, stolen, or damaged property.

When a valuable item is turned in to the desk:

- Wellness Center employees will ask where the item was found (send person directly to University Police if found in another building).
- If found in the Wellness Center, they call University Police at 508-929-8044 and give them a report with a description of the item, where and what time it was found, and who found it and complete internal lost and found form.
- Evenings and Weekend shifts will request police pick up as soon as possible for valuable items. If University Police does not pick up the item, the Building Manager working the closing shift will bring all items to University Police.

When an item not sent to University Police is claimed at the front desk

- The individual must present proper identification.
- The individual must give a full description of the item.
- The Wellness Center employee will verify the description; record the date, name, address, and telephone number of the person claiming the item.
- When an individual reports a lost item, the individual must give as much information as possible to identify the item.

Important: Every time a lost item is turned in and not retrieved by University Police, the front desk employee will log items (clothing, books, etc) in the “Lost & Found Sheet” Google document.

Important: At the conclusion of the day, all valuable items will be delivered to or picked up by University Police.

Lost and Found Location: Worcester State University Police, First Floor Wasylean Hall, Office 102. Telephone Extension: 8044 (non-emergency)
Emergency Protocol

*The Full Emergency Action Plan is located in Appendix A*

In the event of an emergency inside the facility, please notify Worcester State University Police immediately at 508-929-8911 and then the staff at the front desk or Department of Athletics and Wellness office. University Police may ask you for such information as; your name, the emergency, if medical, the name of the person having a medical emergency, your location on campus, and a description of the situation. University Police will dispatch an officer to the location. Additional emergency procedures found in appendix.

Fire Alarm
If an alarm sounds, everyone must exit the facility immediately. Fire drills may be held to ensure that members and guests are aware of emergency procedures. During an evacuation, please remain calm and cooperate fully with staff. Pulling a fire alarm in a non-emergency situation is strictly prohibited and is punishable by law.

Injuries and Equipment Failures
Injuries, accidents or equipment failures should be reported immediately to Wellness Center staff at the front desk.

Injury and Incident Response/Reports
Wellness Center employees will respond and make appropriate notifications for any injuries or incidents that occur in the Wellness Center. Employees are required to stay within the scope of their training and to follow Wellness Center procedures while attending to the issue. If the Wellness Center employee feels the situation is beyond their control, they will immediately call University Police at (508) 929-8911. For detailed emergency action plans, refer to the risk management binder located at the front desk or first and second desks of the Fitness Center.

Injury reports must be accurately completed for all injuries. The reports are legal documents and will be filled out completely in the Google document titled Incident and Accident Reports. Once the information is obtained, the report will be submitted. The document will automatically be sent to appropriate staff members. If extremely serious, the Wellness Center employee will contact the Deputy Director of Athletics and/or Assistant Director/Fitness Center Manager immediately.

Reporting of Emergencies
IN CASE OF AN EMERGENCY DIAL 508-929-8911

Worcester State Campus Emergency Communication
Worcester State University in conjunction with the University Police Department use an emergency notification system name WSU Alert (RAVE Alert). The Emergency Notification System is utilized in the event of an emergency such as fire, suspicious package, active shooter and an inclement weather event on our campus.
WSU urges all students, faculty and staff to sign up and update your information in WSU Alert by going https://www.worcester.edu/myWSU/ and clicking on the orange button that is labeled WSU ALERT located on the left side of the page.

**Medical Emergency**
Call the University Police immediately.
Do not move the injured person unless the environment is unsafe.
AED units are located throughout the campus.
If the person is unresponsive (not breathing, has no pulse), use the AED or, if you are certified in CPR, begin immediately. Ask a bystander to call University police at 508-929-8911.

**Programmatic Spaces**

**Batting Cage/Multipurpose Room**

*When Used as Batting Cage:* To ensure the safe and efficient usage of the batting cage these rules must be adhered to at all times during use. Individuals and/or teams observed to be in violation of rules are subject to loss of privilege, as deemed appropriate by Worcester State University.

CAUTION! Injuries could result from the use of this cages and equipment. Users assume the inherent risks of batting baseballs and softballs. If users have any questions about the use of this device or the inherent risks associated with the use of this device, ask the front desk before using the cages.

Failure to follow these rules will result in loss of batting cage privileges.

*All general Wellness Center rules apply to the batting cages, including the following cage specific guidelines:*

**General Rules**
The front desk employee will be responsible for the opening and closing of the space. Varsity baseball and softball student-athletes may use the cage in pairs when it is available but will gain access via the front desk employee. Individuals wishing to borrow equipment must be current Wellness Center members. No individual should be gathering up balls when another individual is hitting. Only two (2) people are allowed in the batting cage at any one time. Users waiting their turn shall do so outside the batting cage away from the netting.

- One individual pitching (behind the screen)
- One individual batting (in designated batter’s box)
- A third individual may be in the cage as a catcher if the batter is hitting live pitching. The catcher must be in complete gear.

**Internal Use**
The batting cages are for use by Worcester State varsity baseball and softball teams. In-season,
varsity athletic team practices will receive priority scheduling. During inclement weather, the schedule may change without notice to accommodate varsity baseball and softball. Recognized campus organizations may also reserve the cages. All users must adhere to rules of the space.

External Use
Policy and process coming soon!

Prior to Use
First time users wishing to use the pitching machine must complete an orientation with a member of the Administrative or Wellness Center staff.

Only authorized adults may run the cage. To be authorized, you must have waiver form completed and on file. An adult must accompany all external users under the age of 18.

Spectators
Spectators and those not batting or pitching need to stand outside of the netted area.

Behavior Expectations
There will be no horseplay allowed in cage. The cage is for use as an instructional and skill development tool only. Abusive use and/or damaging of the batting cages will result in immediate removal and loss of privilege. Adults are responsible for the actions of the youths in the batting cage. Misconduct will result in immediate termination of privileges.

Attire
The batter and catcher will wear protective headgear, and the catcher will wear full catcher’s protective equipment at all times.
No cleats/spikes inside of the batting cage areas are permitted

Equipment
Any equipment malfunctions or emergencies must be reported to the front desk employee. All Worcester State equipment, including, but not limited to, bats, balls and helmets, must be stored in closet. All equipment should be stored outside the cage or behind protective screening to reduce the potential for ricochets. The last team to use the cage is responsible for putting away all equipment.

Pitching (Live/Machine)

Live Pitching is allowed provided L-Screen is used.

Pitching Machine
Only trained Worcester State baseball and softball players and coaches are allowed to use pitching machines. Children are not permitted to feed the pitching machines under any circumstances. The speed of the machine should be set to the appropriate levels for the age of the user. Take practice pitches before inviting the batter into the cage. Adjustments to speed will greatly alter the flight path of the ball. Pitching machine adjustments should not be made with a batter in front of the machine. There is a protective pitching screen provided in the batting cage. It must be used at all times to protect the pitching machine from hit balls. You must use the correct ball for the machine. Machine is to be turned off while balls are being retrieved in the cage.
Post Use
At the conclusion of each session, each team is responsible for cage cleanup. Cleanup includes:
picking up all balls and any loose debris. Please be sure to accommodate time for this in your
schedule. Upon completion of session, all users must check out at the front desk. Personal belongings
and equipment must be kept in the storage systems provided in the space. The netting system in the
cage is a safety feature and should not be purposely hit into (i.e. soft toss).

*The use of cell phones while in the cages is prohibited. No “practice swinging” is permitted
immediately outside the cage area. The only people swinging a bat are those in the cages.

Note: The batting cage is also a multi-purpose room and is a reservable space. Varsity athletic teams
have priority to the space. The space is also used as the visiting locker room for football.

Golf Simulator
The Richard M. Korzec Golf Simulator is available to anyone at a rate of $9/hour per person for up to
4 users at a time. To access reservation system go to lMLeagues.com to register for an account by
choosing Korzec Golf Simulator at Worcester State (School/Organization). Tee times are available 48
hours in advance and are for one hour. Having trouble, visit www.wsulancers.com

Sampling of Simulation Courses
- St. Andrew’s
- Pebble Beach
- TPC Network courses

Please arrive at least 10 minutes prior to tee time. Upon arrival, please check in at front desk of
Wellness Center. You will be presented with a setup sheet asking for all golfers names, golf-related
information as well as list of courses for you to select from. All golfers (aside from primary who has
filled out waiver online) will be asked to sign a paper copy of liability waiver. Up to four players can
play per round. Tee times will last 60 minutes. There are 15 minutes between sessions in order to
allow for collection of belongings and simulator setup for next group. To present a time of play
gauge, it is estimated that it takes one person 1 hour to play 18 holes in the simulator. Consecutive
tee times are allowed in order to get through more holes should the user wish. The simulator is
operated on a clock and not by number of holes completed. The defaults of the simulator have been
set to maximize experience, but pace of play is the responsibility of the golfers.

General Policies
- Please maintain proper golf etiquette during your play
- All Swings from hitting area- Green Light needs to be lit at top of screen
- Only use balls provided- we reserve the right to charge for non-returned balls
- Please no metal spikes, but allow you to enjoy your golf shoes
- We ask that your clubs are clean and free or debris
- For safety and comfort, please use plastic tees only- Be Aware of Flying Tees

WSU
Exercise Rooms

Rules and Regulations
Worcester State codes of conduct are enforced at the Wellness Center at all times. The use of the facilities is a privilege and participants are expected to be good citizens and respect the rights of others. Individuals who engage in unacceptable or irresponsible behavior may have their access to facilities revoked or modified indefinitely.

Rooms 204, 205 & 207 - Group Exercise

1. Registration is strongly encouraged, walk ins are welcomed if there is room in the class.
2. Group exercise classes have participant limits that must be followed.
3. No admittance is allowed into classes more than 5 minutes after the class begins after it has begun.
4. No food, gum or drink, other than water in a non-breakable, re-sealable container, is permitted.
5. Black soled shoes are not allowed in the studio. Non marking sneakers must be worn at all times (unless in a yoga class or other approved class).
6. Please clean all equipment after use with provided towels and disinfectant solution.
7. Only Wellness Center staff members and instructors are permitted to use the stereo system and access storage closet equipment unless otherwise directed by the instructor or staff.
8. Do not lean on or put any equipment against the mirrors.
9. No sharp objects or heavy objects of any kind should be put on/1eft on the studio floor.
10. When using the studio on a “drop-in” basis, other individuals and groups must be permitted use of the space. Users must follow Wellness Center Audio Policies.
11. All room reservations must be coordinated with an administrative staff member of the Wellness Center.
12. All equipment issues and concerns should be reported to the Wellness Center staff immediately.
13. Athletics and Recreation staff has the final say on all approved activities in the studio.
14. Please follow the instructor’s routine and keep conversation to a minimum for your safety and the safety of others.
15. Always be courteous to the instructor and your fellow participants; silence cell phones and refrain from distracting others during class.
16. We highly encourage you to stay for the class’ entirety for safety concerns.
17. We strongly encourage all of our patrons to consult with their healthcare providers before starting any exercise program.
18. Entering a class in progress is prohibited, no late entry. Please be on time and refrain from entering the classroom before the current class has finished.
19. Return equipment to the proper storage areas when class is finished.
20. Appropriate exercise attire such as T-shirts; soft-soled, non-marking, closed-toe athletic shoes; and athletic pants/shorts is required at all times. Sandals sports bras, bare feet, steel-toed boots and jeans are not permitted.
21. Personal belongings must be kept in a locker or cubby where available.
22. Water must be in an enclosed, unbreakable container. Food, chewing gum and drinks are
prohibited.

DeFeudis Fitness Center

1. Cardiovascular machine use is limited to thirty (30) minutes during peak times.
2. Equipment must be wiped down after each use with provided cleaner/towels.
3. All dumbbells, weights and weight plates must be re-racked after use.
4. All equipment must be used in the manner for which it is designed. Standing on benches or equipment frames is prohibited.
5. Intentionally slamming or dropping weight(s) is prohibited.
6. Report all injuries to the Wellness Center staff immediately so we can respond accordingly.
7. Individuals are responsible for checking equipment prior to each use. Broken or damaged equipment and/or equipment malfunctions should be reported to the Wellness Center staff immediately.
8. Appropriate exercise attire such as T-shirts; soft-soled, non-marking closed toe/heel athletic shoes; and athletic pants/shorts is required at all times. Sandals, sport bras (abdomens must be covered); bare feet, steel-toed boots, and jeans are not permitted.
9. Personal belongings must be kept in a day use locker or cubby where they are available. Items left out and unattended will be subject to our Wellness Center lost and found policy.
10. Water must be in an enclosed, unbreakable container. Food, chewing gum and other drinks are prohibited. These liquids can cause damage/stain to the floor surfaces and ruin equipment.
11. The use of cell phones is prohibited, unless for a personal music device with headphones.
12. Wellness Center staff reserve the right to stop participants from improper use of the equipment. Failure to comply will result in immediate removal from the facility with appropriate follow-up, including enforcement of code of conduct violation penalties and/or revocation of membership privileges.
13. All users must agree to demonstrate care in the use of all equipment and understand that they may not bring in any outside/personal exercise equipment unless approved by Fitness Center Manager.
14. Weight collars must be used on barbells at all times and participants are required to work with a spotter for all free weight lifting when appropriate.
15. All incidents, injuries and defective equipment should be immediately reported to a member of the Wellness Center staff.
16. Cameras, including cell phones, are not allowed in the Wellness Center at any time unless written approval has been obtained from an administrative staff member of the Wellness Center.
17. Be considerate to other people using the facility and allow others to work in. Do not sit, rest, or socialize on the equipment.
18. Please warm up prior to using the equipment and cool down afterwards.
19. Do not drop weights (olympic lifting can be dropped from below the waist in designated areas). If you can't control it, don't lift it.
20. The use of hand chalk is prohibited. Chalk (including liquid chalk) creates a messy environment for all users. We encourage the use of wraps and other lifting aides.
21. Limit excessive noise, which may distract other patrons.
22. All equipment must remain in the Fitness Center and its respective floor.
23. Personal training and instruction is limited to Athletics and Wellness Center staff. Instruction for pay or trade by outside entities is strictly prohibited and could jeopardize membership privileges for all parties involved.

Walking Track
The indoor jogging/walking track is available to all members when activities aren't scheduled on the track or needs to be closed for Competition Gym events. The track is available to non-members Monday through Friday 6am-10am. Walkers are designated to the outside lane with joggers given priority use for the inside and center lane. All users must be respectful and aware of the varying abilities and speed of users and to adjust their use of the track accordingly. Reckless running will not be tolerated; Wellness Center staff reserve the right to modify a user's behavior and/or have their use terminated in the moment for failure to use the space safely for all users. This track is for use by walkers and joggers only. All users are to abide by the posted signs for usage, including the day's direction.

The walking track will not be available during intercollegiate athletic competition events. The walking track will be available for general use during intercollegiate practices and recreational activities. Decisions on track status for on campus clients will be determined by event type by CESO.

Multi Purpose & Competition Gymnasiums
1. Use of the multipurpose gym is for the campus community and members.
2. Members are responsible for returning all equipment to the front desk when they are finished. An exchange of student ID/Membership card required for equipment check out.
3. All members must be permitted the opportunity to play.
4. See shoe attire section listed previously in handbook.
5. Dodgeball, Frisbee, and throwing of a football are permitted activities in this area. Any additional equipment or activity usage must be cleared through supervisor on duty.
6. Wellness Center staff has the final say on all approved activities in the multi-purpose room.
7. Since all games are self-monitored, good sportsmanship and proper conduct are expected at all times.
8. When the gymnasium is crowded, courts may be broken down into half-court games to accommodate more people. Wellness Center Staff reserves the right to modify games based on participant needs.
9. Some scheduled activities in the gymnasium may take priority over open recreation. Any changes in the schedule will be posted on the Department of Athletics and Wellness website, wsulancers.com.
10. Hanging on the nets or rim is prohibited.
11. Soccer, volleyball, and badminton are only permitted during specified designated times.
12. Appropriate exercise attire such as t-shirts; soft-soled, non-marking closed toe athletic shoes; and athletic pants/shorts is required at all times. Sandals, bare feet, sports bras (abdomen covered), steel-toed boots and jeans are not permitted.
13. Personal belongings must be kept in a locker or cubby where they are available, playing areas need to be clear.
14. Water must be in an enclosed, unbreakable container. Food, chewing gum and drinks are prohibited.
Open Recreation Policies

The Wellness Center staff is dedicated to maintaining open recreation space for general use for all members to engage in various recreational activities without prior reservations. Players are encouraged to be inclusive of others during open recreation hours. Unreserved open recreation activities are available on a first come, first served basis. WSU recognized groups and/or clubs are not allowed to utilize open recreation spaces or times for their activities (these groups must reserve in advance only).

Concession Stand

The Department of Athletics is the sole user of the concessions stand. All supervisors of the space will be required to go through Food Safety Training. Chartwells has opted out of operating the concession stand and the right of first refusal for selling items during Wellness Center events is the Department of Athletics. The space will be open for all Worcester State Wellness Center based intercollegiate events as well as by request of external clients. The concession stand can handle both OneCard and cash transactions.

The Concession Stand is a fundraising tool for the Athletic Department and individual sport programs. The concession stand supervisor will manage all staffing needs.

Varsity Spaces

Varsity Athletic Training Room

The Varsity Athletic Training Room facilities are only available to current varsity student-athletes. All members who require help and/or care in the Wellness Center are to notify the front desk immediately. Worcester State students who need non-emergency care are to go to the WSU Health Center for help. The control desk will call the appropriate authority (University Police or 911) to help based upon the situation.

Athlete Locker Rooms

There are eight locker rooms within the Wellness Center. Out of the eight locker rooms four of them are smaller with 20-24 lockers. The other four locker rooms are larger sit in lockers that have 30 lockers within them. Student-athletes will be assigned lockers in a team locker room that they can utilize during their current sport season. Lockers and locker rooms should be kept clean at all times and equipment and personal belongings should be kept in lockers when not in use.

Outside of the lockers should be free from tape, papers, signs, etc. Inspections will take place throughout the season to monitor the condition of the locker rooms. If you have any trouble with your lockers, you can see the equipment room staff for assistance. The Wellness Center staff is not responsible for any lost, stolen, or damaged personal property. For the privacy of everyone, cell phones and other mobile devices with recording capabilities, including voice recording, still cameras and video cameras will not be permitted in the locker rooms. If phones or other mobile devices must
be used, they should be taken outside of the locker room.

Any issues that arise within the locker room can be brought to the attention of your head coach or the Equipment Manager. The following policies are put in place to ensure the cleanliness and safety of the locker rooms.

- Stay out of other people's lockers.
- Do not "borrow" or wear other people's equipment or clothing.
- Do not enter a locker room not housing your locker.
- Keep the area around your locker clean.
- Remember that the locker rooms are private.
- Do not wear muddy shoes or cleats into the locker room.
- Wet surfaces in the locker room may be slippery. Watch your step.

There are a limited number of lockers available due to the size of the athletic population. Locker rooms will rotate after each season to host a new sport. Certain locker rooms may be on a rotational period each year to allow each team the chance to use the larger locker rooms. Placement of teams in the locker rooms depends on team size, types of equipment the athletes use, and team strategy needs. Since locker rooms will switch from team to team depending on the season, each athlete must make sure they clear their lockers out promptly.

Student-athletes must clear out their assigned lockers no later than 48 hours after completion of their respective season.

**Visiting Team Policies**

**Visitor Bus Dropoff/Parking Policy:**

There is a designated bus loading zone for visiting intercollegiate athletic teams located on the north side of the Wellness Center in the O parking lot. Visiting teams should enter through the north doors if they are accessing the Wellness Center. If there is one event taking place at that time, the bus may remain there for the duration of the event but it must not be idling.

**Appendix A - Wellness Center Emergency Action Plan**

**A. Emergency Personnel**

1. Athletic Department Administrators
2. Wellness Center Building Managers
3. Wellness Center Student Staff
4. University Police

WSU
Each Emergency Personnel Member is recommended to maintain current CPR Certification with AED training. Proof of current CPR and First Aid Certification must be submitted to the Wellness Center administrative staff if you are currently certified.

**B. Emergency Team Protocol**

1. **CHECK** - Check the scene
   Make sure that the scene/incident and/or injured are safe

2. **CALL** – Activate the emergency medical system (EMS)

Activate EMS by:
- Dialing x8911, WSU Police Department, from a University phone
  Or
- Dialing (508) 929-8911, WSU Police Department from a cell phone
  Or
Wellness Center Radios – Channel #1

*If unsure about response or contact with WSUPD not made then, directly dial 911.
**If this method is required, please continue to attempt to reach WSUPD – the will help facilitate emergency services reaching the internal campus scene.*

During call - BE PREPARED - In a calm, clear and collected voice provide the information below:
- Name and telephone number of caller
- Number of injured persons
- Condition of injured person(s)
- Treatment given
- Specific location of injured person
- Directions to site (if non-WSU responder)
- Answer any questions that might be asked.
DO NOT hang up until told to! EMS dispatcher sends EMS while you are on the phone with them.

Person(s) responsible for calling EMS includes anyone designated as emergency personnel who is not caring for the injured or ill person.

Direction of EMS to scene (including securing access to facilities)
- At least one person should be sent to meet University Police/EMS and direct them to the site of the injury.
- Person sent should have working knowledge of all gates and locks and know best route to reach the injured person(s).
- Person sent should work in conjunction with University Police.
- Person(s) responsible for meeting EMS includes anyone designated as emergency personnel who is not caring for the injured or ill person.
- Immediate care of a seriously injured member/participant will be provided by the most qualified caregiver on site:
  a) If Athletic Trainer is available they will provide care until higher medical care arrives (i.e. Physician) or EMS arrives.
  b) If no Athletic Trainer is present then Wellness Center Administrators or qualified/certified student staff will provide care until University Police, EMS or higher medical care arrives.
3. CARE - Emergency equipment retrieval
The retrieval of AED or other equipment deemed necessary from the facility will be done by anyone designated as emergency personnel who is not caring for the injured or ill person.

Crowd Control
It is important to keep people away from scene until the injured or ill person is stabilized, safely removed from scene and the scene is safe for the activity to resume. Person(s) responsible include Wellness Center Staff and Athletic Department Administrators and Coaches, building managers, student staff and University police.

An additional 1-2 people should be identified in advance to assume roles in the emergency plan i.e. other co-workers, coaches, contest management/home events personnel and/or team captains.

C. Emergency Equipment Inventory and Locations

1. Automated External Defibrillators (AEDs)
   (1) 1st floor Lobby of Wellness Center. On left wall entrance to DeFeudis Fitness Center.
   (2) 2nd floor lobby of Wellness Center. On wall on left hand entrance to DeFeudis Fitness Center.
   (3) 2nd floor elevated walking track - West Wall, South entrance
   (4) 1st floor Competition Gym – North Wall

2. First Aid Kits:
   • Wellness Center Front Desk
   • Fitness Center 1st Floor Desk
   • Fitness Center 2nd Floor Desk

Kit Contents:
(2) 1/2" x 5yd Adhesive Tape
(2) Instant Cold Pack
(10) Antiseptic Towelettes
(2 pair) Disposable Gloves
(10) 1/32oz First Aid Cream
(8) Fingertip Bandages
(8) Knuckle Bandages
(2) Eye Wash Bottles
(100) 1" x 3" Adhesive Strips
(2) XL Adhesive Strips
(3) Insect Sting Relief
(1) 5" x 9" Combine Pad
(12) 2" x 2" Gauze Pads
(12) 3" x 3" Gauze Pads
(4) Oval Eye Pads
(2) Triangular Bandage
(2) 2" x 4yd. Conforming Bandage
(1) 4" x 2 yd. Conforming Bandage
(1) 3" Elastic Bandage
Scissors
Forceps
D. **Emergency Communication**

1. **Telephone:**
   Worcester State University Police: X8911 from University phones
   508-929-8911 from outside line/cell

   **Calling WSU University Police is preferred since they will dispatch to local EMS and send a cruiser immediately to the location of the emergency.**

   911 should be dialed if the caller does not remember the WSU University Police number or contact with University Police line can not be made.

2. **Radios:** The Wellness Center Fitness/Front desk monitors have radios to communicate with each other and the administrative staff. University Police monitors Wellness Center channel #1.

3. **Staff Contact Numbers:** Athletic Department staff members should carry the Athletic Department staff directory with them at all times. This Directory is updated annually with home and cell phones and is provided by the Athletics Department. If a staff ATC is on University but not at the site of the emergency, care must be administered immediately and every effort must be made to notify University Police, Supervisors and Athletic Administrators of the emergency as soon as possible.

E. **Documentation/Records/Reporting**

1. **Wellness Center staff must designate a co-worker, additional administrator or qualified individual to use the appropriate Google form to document the event. Complete all fields as necessary and submit.**

2. **Staff should contact Wellness Center administrators via cell phone or radio and make them aware of the situation.**

3. **Chain of communication for a Catastrophic Injury**

   **Definition:** A catastrophic injury is defined as an injury that is life or limb threatening. Such injuries include death, loss of a limb or paralysis. In the event of a catastrophic injury chain of communication will be:

   - Person caring for the person (Staff or Administrator) to their supervisor
   - Supervisor to Athletic Director
   - Athletic Director will contact the Dean of Student Affairs or other appropriate Worcester State Administrator.

If your supervisor cannot be reached, leave a message then contact the Athletic Director.

Wellness Center/Athletics Department staff directory:

F. **Injury/Illnesses that Require Automatic Activation of EMS**

Injury/Illness that requires Automatic Activation of EMS:

1. Loss of consciousness
2. Airway compromise, not breathing or difficulty breathing
3. Loss of pulse
4. Severe bleeding that cannot be controlled
5. Anaphylactic Shock
6. Fracture or dislocation
7. Signs and symptoms of shock for any reason
8. Deterioration in any vital signs (HR, BP, respirations, skin color, skin temperature, level of consciousness, response to pain, pupil reaction, movements)
9. Pain in spine and/or neurological symptoms
10. Allergic Reaction
11. Significant head or neck trauma.
12. Any other injury or illness that you are unsure of the nature and extent of.

G. **Emergent, Non-Life Threatening Injuries or Illnesses**

Serious but not life threatening injury can involve:

- severe laceration
- medical condition

EMS still needs to be activated for the person to receive proper care.
DO NOT allow the participant to move!
DO provide immediate first aid care.

Immediately notify the appropriate staff of the situation, in the absence of the staff contact WSU Police (508-929-8911) and follow their advisement.

H. **Transportation of the Injured Member/Participant**

If the care is beyond the capabilities or availability of the Wellness Center staff, the participant will need to secure transportation to the appropriate medical facility. In the event an affiliated participant cannot secure a ride after exhausting all possibilities a taxi voucher can be issued through Health Services.

I. **Emergency Care Facilities**

Participants will be transported to UMass Hospital unless otherwise arranged with EMS.

Memorial Campus
119 Belmont Street
Worcester, MA 01605

University Campus
55 Lake Avenue North
Worcester, MA 01655
II. Floor Plans
III. Additional Protocols

*Serious Crime or Violence

If you observe a criminal act or suspicious person, notify University Police right away.

*Fire

In the event of a fire: Activate the closest fire alarm pull station. Calmly evacuate the building using the nearest exit. Feel doors before opening. **If door is hot to the touch, DO NOT open it!**

**DO NOT** use elevators during a fire.

**DO NOT** attempt to extinguish any fire.

Once out of the building, stay back at least 500 feet from the site.

Follow instructions of first responders such as police and/or fire.

If you are **unable** to evacuate during a fire:

Stay calm.

Shout at regular intervals to alert emergency crews of your location.

Find a window and place an article of clothing outside it or against it to alert rescue personnel of your location.

If your clothes catch fire remember **STOP, DROP & ROLL.**

**Bomb Threat**

If you receive a bomb threat:

Call University Police at 508-929-8911 or extension 8911 from campus phone.

Keep caller on line as long as possible.

Note details of caller (Accent, age, gender, emotional state, background noise)

Ask questions (when bomb will go off, where it is, what kind it is, why was it placed).

**Suspicious Package**

Call University Police

Don’t touch the object.

Don’t turn on/off any electrical devices or switches.

IV Weather Related Protocols

**Snowstorm**

Stay indoors during the storm.

Be alert to changing weather conditions.

Wear several layers of clothing.

**Snowstorm Terminology**

Winter Storm Watch: means a winter storm is possible in the specified area.

Winter Storm Warning: means a winter storm is expected in the specified area.

Blizzard Warning: means strong winds, blinding wind-driven snow, and dangerous wind chill are expected in the specified area. **Seek shelter immediately!**

**Thunderstorm**

Get inside a building.

If someone is struck by a lightning or injured by debris, contact University Police immediately by calling 508-929-8911.
**Tornado**
Seek out the lowest building level or basement area and take cover in an interior room.
Step away from corners, windows, and doors and outside walls.
Use heavy furniture for shelter if possible.
Do not open windows.
Follow the direction of emergency personnel.

**Tornado Terminology**
Tornado Watch: indicates severe thunderstorms are possible in the specified area. Monitor weather conditions closely.
Tornado Warning: indicates that a tornado has been sighted in the specified area. **Take cover in a safe place!**

**Earthquake**
Drop to the ground; take cover by getting under a sturdy table or other piece of furniture; and hold on until the shaking stops.
Stay away from windows, outside doors, walls, and from anything that could fall.

**Hurricane**
Stay indoors – keep away from windows and doors.
Lie on the floor under a table or another sturdy object.
Find shelter on the lowest level.

**Hurricane Terminology**
Hurricane Watch: indicates that conditions are possible in the specified area, usually within 36 hours.
Hurricane Warning: indicates that conditions are expected in the specified area, usually within 24 hours. Seek shelter immediately.