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The NCAA Division III Cross Country Regional Championships Participant Manual is intended to serve as a guide to the policies and procedures of the 2018 NCAA Division III Cross Country Regional Championships. Included in this manual is information about the championship location, site, entry procedures, travel, lodging and reimbursement. Coaches are strongly encouraged to read the entire manual and make use of the coaches’ checklist.
## SECTION 2 – Host Personnel and Contact Information

<table>
<thead>
<tr>
<th>Title</th>
<th>Name/Title/Email</th>
<th>Contact Numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meet Director</td>
<td>Al Weiner Head Men’s XC and Track Coach DeSales University <a href="mailto:Alan.weiner@desales.edu">Alan.weiner@desales.edu</a></td>
<td>Work: 610-282-1100 x1418 Cell: 484-695-5346</td>
</tr>
<tr>
<td>Division III NCAA Site Representative</td>
<td>Don Nichter Head XC and Track Coach Dickinson College <a href="mailto:nichter@dickinson.edu">nichter@dickinson.edu</a></td>
<td>Cell: 717-385-5316</td>
</tr>
<tr>
<td>NCAA Championships Liaison</td>
<td>Jo-Ann Nester Championships and Alliances <a href="mailto:jnester@ncaa.org">jnester@ncaa.org</a></td>
<td>Cell: 239-707-0135</td>
</tr>
<tr>
<td>Media Coordinator</td>
<td>BJ Spigelmyer Sports Information Director <a href="mailto:Was1@desales.edu">Was1@desales.edu</a></td>
<td>Work: 610-282-1100 x1228 Cell: 610-442-3947</td>
</tr>
<tr>
<td>Head Athletic Trainer</td>
<td>Nan Miller Athletic Trainer <a href="mailto:Nan.miller@desales.edu">Nan.miller@desales.edu</a></td>
<td>Work: 610-282-1100 x1848 Cell: 484-201-5888</td>
</tr>
<tr>
<td></td>
<td>Mark Wojciekowski Athletic Trainer <a href="mailto:Mark.wojciechowski@desales.edu">Mark.wojciechowski@desales.edu</a></td>
<td>Work: 610-282-1100 x1255 Cell: 610-509-6242</td>
</tr>
<tr>
<td>Promotions/Marketing</td>
<td>Patrick Jacoby Asst. Sports Information Director <a href="mailto:Patrick.jacoby@desales.edu">Patrick.jacoby@desales.edu</a></td>
<td>Work: 610-282-1100 x1728 Cell: 484-505-9919</td>
</tr>
<tr>
<td>Facilities Coordinator</td>
<td>Tim Neiman Head Baseball Coach <a href="mailto:Timothy.neiman@desales.edu">Timothy.neiman@desales.edu</a></td>
<td>Work: 610-282-1100 x1384 Cell: 610-597-4650</td>
</tr>
<tr>
<td>Volunteer Coordinator</td>
<td>Samantha Haering Asst. Women’s XC Coach <a href="mailto:Sh6313@desales.edu">Sh6313@desales.edu</a></td>
<td>Work: 610-282-1100 x2417 Cell: 215-375-5823</td>
</tr>
<tr>
<td>Hospitality Coordinator</td>
<td>Gracia Perilli Associate Athletic Director <a href="mailto:Gracia.perilli@desales.edu">Gracia.perilli@desales.edu</a></td>
<td>Work: 610-282-1100 x1218 Cell: 610-737-7557</td>
</tr>
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</table>
### SECTION 3 – NCAA Division III Track and Field Committee and Staff Liaisons

<table>
<thead>
<tr>
<th>Division III Track and Field Committee and Staff Liaisons.</th>
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<tr>
<td><strong>Atlantic</strong></td>
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<tr>
<td><strong>Great Lakes</strong></td>
</tr>
<tr>
<td>Dara Ford, Cross Country/Indoor Track and Field Liaison</td>
</tr>
<tr>
<td>Cross Country Championships Chair</td>
</tr>
<tr>
<td>Head MW Cross Country/Track and Field Coach</td>
</tr>
<tr>
<td>Otterbein University</td>
</tr>
<tr>
<td>1 South Grove Street</td>
</tr>
<tr>
<td>Westerville, Ohio 43081</td>
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<tr>
<td><strong>Midwest</strong></td>
</tr>
<tr>
<td>Derek Stanley, Indoor/Outdoor Track and Field Liaison</td>
</tr>
<tr>
<td>Head MW Cross Country/Asst. MW Track and Field Coach</td>
</tr>
<tr>
<td>University of Wisconsin-La Crosse</td>
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<tr>
<td>La Crosse, Wisconsin 54601</td>
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<tr>
<td><strong>South/Southeast</strong></td>
</tr>
<tr>
<td>Natalie Bach-Prather, Cross Country Liaison</td>
</tr>
<tr>
<td>Head MW Cross Country/Track and Field Coach</td>
</tr>
<tr>
<td>East Texas Baptist University</td>
</tr>
<tr>
<td>1 Tiger Drive</td>
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<tr>
<td>Marshall, Texas 75671</td>
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**SECTION 4 – Championship Location and Competition Site**

**Competition Site.**
The 2018 NCAA Division III Mid-East Regional Championships will be held on the campus of DeSales University. The campus address is 2755 Station Avenue Center Valley, Pennsylvania 18034.

**Competition Site Maps.**
The men’s and women’s course maps are included as Appendixes C and D.

For additional information, please go to the host website located at the following link: https://athletics.desales.edu/sports/2018/9/11/2016-ncaa-mideast-regional.aspx

**Directions.**

Team Hotel Information
https://athletics.desales.edu/documents/2018/9/20/Hotel_Information_Teams_.pdf

**Locker Rooms.**
Locker rooms will be available in Billera Hall for showers. You will need to bring your own towel.

**Parking / Admission.**
Parking/admission to the regional cross country meet is free.


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**SECTION 5 – Entry Procedures and Championship Format**

**Entry Procedures.**

**Entry Forms.** Only the 10 student-athletes listed on the entry form may compete in the regional championship meet. Coaches will be able to change the 10 student-athletes on the entry form should the team qualify for the national championship meet. (See the Pre-Championships Manual for guidelines.)

Online entries will be available on DirectAthletics at 8 a.m. Eastern time beginning Monday, Oct. 29. **Coaches must submit the forms ONLINE by 5 p.m. Eastern time, Sunday, Nov. 4.** Institutions submitting late entries are subject to a fine of $400 per gender. Any exceptions to the roster policy will only be considered in extraordinary circumstances and should be addressed in writing to the Track and Field and Cross Country Committee and NCAA championship manager, Jo-Ann Nester. **Each institution should print a copy of its entry forms to hand-carry to the regional should any issues arise.**
The qualifying finish of teams and individuals at the regional meets will constitute entry into the national meet. After the regional championships, coaches will have until 9 p.m. Eastern standard time the Sunday prior to nationals to make changes to their roster for the national championship on Direct Athletics. The system will shut down at 9 p.m. Eastern time sharp so please give yourself enough time to make the necessary changes to your rosters. If there are no changes to the 10 student-athletes on the entry form, coaches will still need to declare their team in TFFRS. No action will constitute a scratch. Any exceptions to the roster policy will only be considered in extraordinary circumstances and should be addressed in writing to the committee and NCAA championship manager.

Administrative Meeting.

The NCAA site representative and meet director will conduct a mandatory administrative meeting Friday, Nov. 9 at 6 p.m. in the Gambet Center Auditorium. It is mandatory that each institution is represented at the meeting. An institution missing the meeting will be assessed a $200 fine per gender unless prior arrangements have been made with the NCAA liaison (Jo-Ann Nester, jnester@ncaa.org) at least 48 hours prior to the meeting.

Final Declaration – Clerking and Check-In Procedure.

The window for check-in will open 80 minutes prior to the start of each race. Student-athletes are encouraged to check-in as soon as possible, and not later than 20 minutes prior to their race.

When teams and individuals check-in at the clerking tent, they will be required to show that they have their bibs on their jersey, chips are securely attached to the appropriate location (shoe or bib – see Appendix A for specific location for your meet), and that their uniforms meet the NCAA logo requirements. The head clerk will apply a small colored dot sticker to the bibs of student-athletes who have completed the check-in process. This will serve as a quick visual for assistant clerks at the start line that the student-athletes have completed the check in process. The clerking tent is also where teams are required to return any extra chips/bibs for additional student-athletes beyond the seven that were declared. Reminder: Teams may not run more than seven student-athletes.

Student-athletes will NOT be allowed to check-in at the start line. All student-athletes must check-in at the clerking tent located immediately adjacent to the start line 20 minutes prior to the start of the race.

The head clerk controls the master list of all the team and individual qualifiers that have and have not completed the check-in process. The clerks at the line will only be responsible for ensuring runners have reported to their appropriate boxes. There should be no need to check uniforms, chips, bibs, etc. at the start line.

Packet Pick-Up.

Packets will be available Friday, Nov. 9, from 6 to 7 p.m. located in Gambet Center Auditorium.
Course maps and descriptions will also be available and host representatives will be there to answer any questions on the course.

**Practice Schedule.**

Practice access to the course is limited to Friday and the day of competition, weather permitting. Practice will be from 2 to 6 p.m. Friday, Nov. 9. The course will be open at 9 a.m. the day of the race.

**Please call 610-282-1989 or check @dsubulldogs Twitter feeds for severe weather updates on race day if needed.**

**Finish-Line Procedures.**

Details on the timing chips and championship bibs are located in Appendix A.

The order of finish will be verified. Two cameras will be on each of the finish line mats. A secondary video system will be used as a backup. Timing mats may be used on the course at select marks. Men’s and women’s splits and team scores may be collected and displayed in the final results. While student-athletes may run over mats at other locations, splits may only be taken at the designated locations.

Runners should continue racing past both sets of mats at the finish line. Once they have crossed the mats, runners should continue to move through the finish chute to their designated box for retrieval of their warm up apparel. Runners need not maintain their order of finish in the chute. Water and athletic trainers will be available at the end of the finish chute. Coaches can wait for runners outside of the finish chute.

**Results.**

Coaches can pick-up a copy of results at the awards ceremony venue. Official results will also be posted on the host website in a printable format.

**Protests.**

A protest/appeals table will be located in the Billera Hall Conference Room. Forms will be available in the Billera Conference Room for the head coach to provide information about the alleged incident or problem, citing the NCAA rulebook. The head referee’s ruling and explanation will be posted along with the results of the race. The **15-minute protest period does not begin until the results of the last race have been posted.**

**Medical.**

The following information pertains to athletic training and medical coverage for the championships:
• The training room on-site will be open from 2 until 6 p.m. Friday, Nov. 9, and will be supplied with ice and water. From 9 a.m. until 1 p.m. Saturday, Nov. 10, the tent, located at the finish line, will be supplied with ice and water.

• Athletic trainers will be available Friday in the Billera Hall training room. Saturday, athletic trainers will only be available in the medical tent on the course. In addition, physicians, EMTs and ambulance services, will be on-site Saturday.

• Student-athletes needing treatments race day should go to the medical tent on-site. Treatments will be performed from 2 until 6 p.m. Friday, Nov. 9, in the Billera Hall training room. Each team is responsible for bringing a fully-stocked medical kit along with insurance and emergency contact information. Student-athletes needing treatment Saturday, Nov. 10 must schedule an appointment with the DeSales University sports medicine staff.

• Any student-athlete needing modalities must have a signed letter from their certified athletic trainer or team physician stating the parameters of the treatment to be rendered.

<table>
<thead>
<tr>
<th>Athletic Training Contact Information.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nan Miller, Athletic Trainer</td>
</tr>
<tr>
<td>Office 610-282-1100 x1848</td>
</tr>
<tr>
<td>Cell 484-201-5888</td>
</tr>
<tr>
<td>Mark Wojciechowski, Athletic Trainer</td>
</tr>
<tr>
<td>Office 610-282-1100 x1255</td>
</tr>
<tr>
<td>Cell 610-509-6242</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Weather Policy.</th>
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</thead>
<tbody>
<tr>
<td>For the safety of all spectators, student-athletes, officials and coaches, the following will be used in case of severe weather (e.g., cold temperatures and/or heavy snow):</td>
</tr>
</tbody>
</table>

1. The meet director and NCAA site representative will monitor the weather during the week and morning of the regional championships.

2. A phone number to call for information or Twitter feed on delays and/or postponement to the following day. The host can leave a message at that number alerting coaches of different start times or a delay in course inspection times due to inclement weather. This number (610-282-1989) will be placed in the information with the coaches’ packets and on the meet website. The Twitter feed is @dsubulldogs.

3. The games committee will determine whether the start of the meet should be delayed or if the meet should be postponed until the following day. All consideration should be taken in regard to the policies toward Sunday competition for each institution.
4. If the race has already begun and would have to be suspended in the middle of the competition, the track and field and cross country committee would recommend the following:

   a. **Women's 6,000 Meter.** If competition is suspended before the 2,000-meter mark, you may run the same day with a two-hour delay. If competition is suspended after 2,000 meters we would recommend postponement until the next day.

   b. **Men's 8,000 Meter.** If competition is suspended before the 3,000-meter mark, you may run the same day with a two-hour delay. If competition is suspended after 3,000 meters we would recommend postponement until the next day.

** Appropriate provisions will be made to the facility to ensure the safety of competitors and spectators. The games committee reserves the right to make changes to the above policies and schedules as they see fit.

### Drug Testing.

NCAA championships committees, following a recommendation from the NCAA drug-testing subcommittee, have discontinued the practice of announcing whether drug testing will be conducted at NCAA championships events.

Although knowing before competition whether NCAA drug testing was to occur had value for reasons of convenience, it left open the possibility that student-athletes might be tempted to use banned substances if they knew that NCAA testing was not being conducted at the site of competition.

Therefore, all coaches and student-athletes should presume that postevent NCAA drug testing will occur at this regional championships event. Please inform your student-athletes that in the event they are notified of their selection for drug-testing, the student-athlete must inform an official representative of your institution (e.g., coach, athletic trainer) before proceeding to the drug-testing site. At individual championships, drug-testing couriers will be instructed to remind selected student-athletes of such.

### Uniforms.

In all events and award ceremonies, competitors must wear the proper uniform (warm-ups included) of the institution they represent in the regional championships.

Uniforms for all cross country team members must meet the following criteria: (1) school issued; if they are singlets, they must be identical; (2) pants may be of any length but must have identical color; (3) visible undergarments must be of an identical solid color; and (4) other visible garments useful in team recognition (that is, T-shirts, arm-warmers, tights of any length, leg-warmers, each taken separately) worn by team members must be of an identical color. This does not apply to
items of apparel above the shoulder or those covering the hands/feet. Uniforms must be clean and of a material and design so as not to be objectionable.

Bare midriff tops are not acceptable. (Note: The uniform top must meet or hang below the waistband when the competitor is standing.)

Uniforms must allow for competitors’ numbers to be placed above the waist (front and back).

**Logo Policy.**

The provisions of Bylaw 12.5.3 indicate that an institution’s official uniform and all other items of apparel (e.g., socks, headbands, T-shirts, wristbands, visors or hats, and towels) that are worn by student-athletes in competition may bear a single manufacturer’s or distributor’s normal trademark, not to exceed 2 1/4-square inches, including any additional material (e.g., patch) surrounding the normal trademark or logo. The logo or trademark must be contained within a four-sided geometrical figure (i.e., rectangle, square, and parallelogram).

In addition, an institution’s official uniform cannot bear a design element similar to the manufacturer’s that is in addition to another logo or that is contrary to the size restrictions.

A student-athlete representing an institution in intercollegiate competition is limited to wearing apparel items that include only the logo (not to exceed 2 1/4-square inches) of an apparel manufacturer or distributor. The student-athlete may not wear any apparel that identifies any other entity, other than the student-athlete’s institution.

These restrictions apply to all apparel worn by student-athletes, and any and all credentialed personnel in the bench area during the conduct of competition, which includes any practices and pregame or postgame activities.

This bylaw will be strictly enforced at all NCAA championships and the names of individuals and institutions that are not in compliance with this bylaw shall be forwarded to the NCAA enforcement staff. Non-compliance with this legislation could result in loss of eligibility, forfeiture of points earned by those ineligible student-athletes and adjustment of team standings.

**Misconduct.**

Misconduct in an NCAA championship is any act of dishonesty, unsportsmanlike conduct, unprofessional behavior or breach of law occurring incident to, en route to, from or at the locale of the competition or practice that discredits the event or intercollegiate athletics.

**Criticism of Officials.**

Members of the coaching staff or other representatives of participating institutions or conferences shall not make public statements critical of officiating in any NCAA championship event. Failure to comply with this policy may subject the individual, institution or conference to the misconduct provisions of Bylaw 31.1.8.
Misconduct Incident to Competition.

If the act of misconduct occurs during the competition, under normal circumstances the individual shall be allowed to complete the competition in which he or she is participating at the time of the incident. An administrative hearing shall be held at the conclusion of the day's competition, during a break in the continuity of the championship (e.g., between races) when no competition is being conducted or at the conclusion of the championship. However, if the act of misconduct is so flagrant that it obviously violates the principles of fair play and sportsmanship, the games committee may immediately withdraw the student-athlete or institutional representative from the competition and conduct the hearing after this action. Other acts of misconduct may be dealt with at the governing sports committee’s convenience.

SECTION 6 – Squad Size

Squad Size.

Teams are limited to a maximum of seven competitors. Institutions entering five to seven runners in the meet must compete as a team. If fewer than five competitors run, student-athletes will compete as individuals.

SECTION 7 – Awards

Awards.

After the conclusion of the regional meet the top two teams per gender will be recognized in a brief awards ceremony as automatic qualifiers to the 2018 Division III Cross Country Championship.

Awards Ceremony.

The awards ceremony will be held on the turf field (next to finish line) at 1:30 p.m. The rain site will be in the main basketball venue in Billera Hall.

SECTION 8 – Host City Spectator Information

Websites.

Please see the following websites for spectator and venue information: https://athletics.desales.edu/sports/2018/9/11/2016-ncaa-mideast-regional.aspx

Tickets.

The cost of admission to the regional championship is free.

Parking.

Spectator parking is located at DeSales University Center (DUC), Gambet Center and Dooling Hall lots. https://athletics.desales.edu/documents/2018/9/20//Parking_Map.pdf?id=430
Lightning Policy. The purpose of this lightning policy is to provide a uniform code of procedures to follow during weather where the risk of lightning strike is high. This is done to protect the health and wellbeing of the student-athletes.

Ceasing Activity. The NCAA has made arrangements through Schneider Electric to provide a lightning-detection and weather-monitoring system. Weather will be monitored electronically. In case there are issues with the Schneider Electric weather monitoring system, the SkyScan Lightning Detector (portable, electronic) and Internet Doppler radar will be used.

The primary method of communication, in case of inclement weather, will be through the public address announcer. The PA announcer will inform all teams, fans and spectators to seek shelter immediately.

Flash-to-Bang Method. The flash-to-bang method will also be used as a visual reference.

Shelter Locations.
Billera Hall (gym), DeSales University Center (DUC) and the LaBuda Center for the Performing Arts.
Appendix A – Chips/Bibs Special Instructions

COACHES
All coaches will receive bib numbers and chips for each participant as part of the packet obtained during packet pick-up Friday, Nov. 9. Each packet will contain the following:

- Two championship bibs for each participant, which should be pinned on the front and back of the participant’s singlet.
- Eight safety pins.
- Timing chip(s).

RUNNERS AND COACHES
Participants must wear timing chips and bibs in order to receive finishing time and place. The Finish Lynx system will record times and places; however, all close finishes will be verified by Lynx cameras, so bibs MUST be worn.

Attaching Timing Chips. Each participant will receive timing chips in his or her packet. Participants should attach their chips to the front of their shoes by threading their shoelaces through two holes in the chip and then retie their shoelaces. Please do not flatten out the chips. If they are flattened out, they will not read. Participants should ensure that chips are centered on their shoes.

After the end of each race, the student-athletes MUST return their chips at the finish line. A $30 fine will be issued for each missing chip.
Appendix B – Schedule of Events

(All Times are local)

Friday, Nov. 9

2-6 p.m. Course inspection/practice.

6-7 p.m. Packet pickup.
Gambet Center

6 p.m. Mandatory administrative meeting.
Gambet Center Auditorium

Saturday, Nov. 10

9 a.m. Course opens.

9:40 a.m. Clerking begins for women’s race. Clerking time period is from 9:40 to 10:40 a.m.

10:30 a.m. First gun fired (30 minutes to start)

10:35 a.m. National Anthem.

10:40 a.m. Second gun fired (20 minutes to start).
Women’s competitors must report to assigned boxes.
Clerking process is completed for women’s race.
Clerking process begins for men’s race. Clerking time period is from 10:40 to 11: 40 a.m.

10:50 a.m. Third gun fired (10 minutes to start).

11 a.m. Women’s 6,000-meter championship race.

11:30 a.m. First gun fired (30 minutes to start).

11:40 a.m. Second gun fired (20 minutes to start).
Men’s competitors must report to assigned boxes.
Clerking process is completed for men’s race.

11:50 a.m. Third gun fired (10 minutes to start).

12 p.m. Men’s 8,000 -meter championship race.

1:30 p.m. Awards ceremony.
Turf Field (next to finish line). Rain site Billera Hall.
Appendix C – Women’s 6,000 Meter Course Map

Women’s Cross Country 6K Regional Map

Emergency Shelters

1. Billera Hall
2. DeSales University Center
3. Labuda Center
Appendix D – Men’s 8,000 Meter Course Map

Men's Cross Country 8K Regional Map

Emergency Shelters

1. Billera Hall
2. DeSales University Center
3. Labuda Center
Appendix E – Safety and Security Plan

In the event of an emergency, call 911

Evacuation

Athletic Building Complex (Billera Hall)
- Since Billera Hall will be the primary building for this event, the following procedure should be followed subsequent to an evacuation order of Billera Hall:
  - Follow instructions from the Visiplex Mass Notification System installed throughout Billera Hall (blue strobe lights, LED signboards and speakers).
  - Individuals will find the nearest safe exit out of the building or act as directed by emergency responders.
  - The Director of Emergency Services will determine a safe assembly location and direct evacuees to that point.
  - At the discretion of the Director of Emergency Services, evacuees may be directed to leave campus or seek shelter in another building. The DeSales University Center will be the primary shelter location, if necessary.

Outdoor Venue Evacuation

DeSales University Field (Soccer Venue)
- Indoor Evacuation – University Center (DUC) or Billera Hall
- Outdoor Evacuation – Intramural Field (next to Conmy and Tocik)

Baseball, Softball and Turf Venue
- Indoor Evacuation – Billera Hall or DeSales University Center
- Outdoor Evacuation – DeSales Drive Hill, Township Park or Track

Track and Grass Practice Fields
- Indoor Evacuation – Gambet or Billera Hall
- Outdoor Evacuation – Turf Field, Missionary of the Sacred Heart (MSC) or the cornfield

Cross Country Course
- Indoor Evacuation – LaBuda, University Center (DUC), Billera Hall or Dooling
- Outdoor Evacuation – Nearest safe space

Campus Evacuation
- Should the entire campus need to be evacuated for any reason, the following guidelines shall be followed:
  - Police will direct traffic exiting Billera Hall (Preston Lane side) out Preston Lane toward SR 378. Tennis Court Lot traffic will be directed toward SR 309 on Station Avenue and vehicles exiting Billera (Landis Mill side) will be directed off campus via Landis Mill Road.
- Vehicles exiting via DeSales Drive at Station Avenue will be directed out Station Avenue toward SR 412.
- Vehicles exiting the DeSales University Center parking lot will be directed out Station Avenue, then southbound on Landis Mill Road.
- Vehicles exiting DeSales Drive at Landis Mill Road will be directed Northbound on Landis Mill Road.

**Severe Weather**

- All non-life threatening weather decisions will be made by the athletic administration pursuant to their policy, working in collaboration with the University Liaison, DSUPD and the Director of Emergency Services; however, DeSales University officials have the right to determine when a weather situation becomes life threatening, and thus, are authorized to take all actions necessary to preserve life and protect property.

- Athletic Department announcements, including weather-related changes, will be posted on the University website homepage and at (610) 282-1989. (if necessary)

- The University currently utilizes the WXsentry weather monitoring program from Telvent DTN.

**Medical Emergencies**

- In case of a medical emergency please call 911 and then contact the University Police at ext. 1250 or 610-282-1002. Please be very explicit about your location. At the NCAA Championships there will be a certified athletic trainer and EMT on site.

- **While you are waiting for assistance:**
  - Administer CPR/AED as the situation warrants.
  - Do not leave the victim alone.
  - Clear the area of unnecessary spectators.
  - Send someone to watch for and direct emergency personnel.
  - Stay Calm
  - Protect the victim from further harm.

- **Remember**
  - Do not move the victim unless his/her life is threatened.
  - Avoid contact with blood/bodily fluids.
  - Protect the victim’s privacy by not discussing the situation in public.

- **Location of Automated External Defibrillator (AED)**
  - University Police squad car.
  - DeSales Athletic Trainers (finish line and on gator).
  - Billera Hall – front hallway by vending area, in fitness center, outside hallway of fitness center.
  - Gambet Center – 1st floor main lounge.
  - LaBuda – Outside the dance studio by the side entrance.
  - DeSales University Center – main hallway outside of Auxiliary Services Office.
**Fire Safety**
If a fire begins here, leave the building and locate the nearest pull-station and sound the alarm. Exit the building via the closest exit and meet in the Baseball/Softball Field Parking Lot.

**If the fire alarm sounds:**
- Go to the door (if there is any evidence of smoke in the room, crawl to the door).
- Feel the door and door knob with the palm of your hand. If either is hot, leave the door shut. If they are not, open the door slowly.
- Check the hall. If you can leave safely, shut the door behind you, exit the building via the closest exit and meet outside in the Baseball/Softball Field parking lot.
- If the nearest exit or stairway is blocked by smoke or fire, use an alternate exit if clear. If you cannot find a safe exit, return to this room, close the door, and let someone know where you are (Call University Police at extension 1205).

**Bomb Threats**
If you observe a suspicious object or potential bomb on campus, DO NOT TOUCH THE OBJECT.
- Clear the area.
- Immediately contact 911 from a landline. Cell phones and radios may trigger detonation of an explosive device.
- Call University Police at extension 1205 from a landline.
- If you receive a bomb threat by telephone, follow these directions:
  - Since most bomb threats are received by telephone, immediately write down as many details as possible, including the caller ID number displayed.
  - Immediately call Upper Saucon Township Police Department at 911 or University Police at 610-282-1002. Provide as much information as possible from the bomb-threat call.
  - Immediately take a visual search of your area for any unusual or unfamiliar items; do not handle, move or touch any suspicious items. Report them to the Upper Saucon Township Police Department or University Police.
  - Move to a safe location and wait for University Police or the police.

**In the event of an explosion**
- Immediately evacuate the building using established evacuation routes.
- From a landline, call Upper Saucon Township Police Department at 911 or University Police at 610-282-1002.
- Provide as much information as possible and stay on the line with the dispatcher if it is safe to do so.
- Do not use cell phones in close proximity to suspicious packages
Campus Violence
General Guidelines
• It is the responsibility of every staff, faculty member and student to take any threat or violent act seriously and to report acts of violence or threats to the appropriate authorities.
• The University will support criminal prosecution for any act of physical violence against a University employee or student while on campus.
• With the help of local police, the University will help to enforce orders of protection and/or ban threatening persons from University property. All orders of protection should be reported to University Police immediately.
• If an incident evolves into a crime, University Police will contact the Upper Saucon Township Police Department to assist in taking control of the situation.

What to do if an actual violent situation occurs.
• Call 911. If possible, call University Police at extension 1205.
• Try to flee or hide if not directly confronted.
• Lock yourself in a classroom or office if you are unable to evacuate the building safely.
• If confronted, remain calm, speak calmly and clearly and attempt to establish personal rapport with the offender.
• Do not challenge, bargain or make promises you cannot keep with the person.
• Let the person have his or her say
• Listen attentively, and report any and all threatening documents to University Police immediately.
• If it can be done safely, clear the area of other personnel and students
• Do not sound the fire alarm to evacuate the building. Persons may be placed in harm’s way when they are attempting to evacuate the building.

Local Authorities and Critical Incident Response Team

• Local Authorities
  Upper Saucon Township Police Department
  a. Call 911 or (610) 437-5252
  Upper Saucon Township Fire Department
  a. Call 911 or (610) 437-5252
  Lehigh County Emergency Management Agency
  a. Call 911 or (610) 437-5252

• Critical Incident Response Team
  Chief Steve Marshall, DSUPD
  Cell: (484) 892-2424
  Dennis Rasley, Director of Emergency Services
  Cell: (484) 357-2368
  Gracia Perilli, Facility Manager
  Cell: (610) 737-7557
CAMPUS EMERGENCY INSTRUCTIONS

Building Evacuation:

- Stay Calm, do not rush and do not panic
- Use the nearest safe stairs and proceed to the nearest exit. DO NOT the elevator
- Evacuate a minimum distance of 50 feet from the building,
- Do not re-enter the building until directed by University Police

Lockdown:

- Close and lock all doors
- Move away from and out of site of the door
- Turn off all lights sources and switch cell phone to silent mode
- Remain quiet
- Seek concealment underneath a desk or behind another piece of furniture
- Stay away from windows and remain as low to the floor as possible
- Remain in your area until directed by University Police

Shelter In Place:

- Remain at your current location
- Close all windows and doors
- Turn off all heating and air conditioning units in your area if possible
- Stay calm and wait for further instructions via the Campus Emergency Alert System

Severe Weather:

- Move to the center of an interior room with no windows, or a hallway on the lowest floor possible
- Move to an interior stairwell if all rooms have windows
- Stay in place until the danger has passed
- Stay calm and wait for further instructions via the Campus Emergency Alert System
Appendix F – Coaches’ Checklist

Make hotel reservations and provide hotel with your team’s rooming list. □

Read and understand the medical section of this manual and act if needed. □

Read and understand the weather, drug-testing, uniforms and, logo and misconduct policies. □

Make any desired roster changes for national championships on DirectAthletics no later than 9 p.m. Nov. 11. If no changes, coaches will still need to log on to TFFRS and declare their team. No action will result in a scratch. □

Post Championship

Complete the championship evaluations survey. You will receive a link to the survey in an e-mail after the championships. All responses are confidential and used to enhance future championships. □