CAL STATE EAST BAY UNIVERSITY
ATHLETIC TRAINING

Policy and Procedures Manual

Revised:
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**Introduction and Purpose**

The following policies and procedures are meant to define the purpose and role of the Athletic Training Team at Cal State East Bay. This manual is written to inform the Administration, Sports Medicine Team, Athletic Training Staff, Strength & Conditioning Staff, Coaches, First Responders, Student-Athletes and anyone associated with the intercollegiate teams at Cal State East Bay.

As defined by the National Athletic Training Associations (NATA), Athletic Trainers (AT) are highly qualified, multi-skilled health care professionals who collaborate with physicians to provide preventative services, emergency care, clinical diagnosis, therapeutic intervention and rehabilitation of injuries and medical conditions. Athletic trainers work under the direction of a physician as prescribed by state licensure statutes. Athletic training is an academic major or graduate equivalent program that is accredited by the Commission on Accreditation of Athletic Training Education (CAATE). Upon completion of a CAATE-accredited athletic training education program, students become eligible for national certification by completing the Board of Certification, Inc., (BOC) examination. Upon becoming certified, Athletic Trainers are required to complete continuing education programs to maintain certification. Continuing education requirements are meant to ensure ATs continue to:

- Stay on the cutting edge in the field of athletic training.
- Obtain current professional development information.
- Explore new knowledge in specific content areas.
- Master new athletic training-related skills and techniques.
- Expand approaches to effective athletic training.
- Further develop professional judgement.
- Conduct professional practice in an ethical and appropriate manner.

**Mission Statement**

The Athletic Training Staff at Cal State East Bay is dedicated to ensure and deliver optimal health care and performance to all of its student-athletes through continual education, new knowledge and application of the best practices in the field of sports medicine.
The Sports Medicine Team includes a variety of individuals with various medical expertise and backgrounds under the health care “umbrella.” These individuals are committed to supporting and providing the best possible health care to the student-athletes at Cal State East Bay. Listed below is Cal State East Bay’s Sports Medicine Team:

- **Certified Athletic Trainers (ATCs):** Must be currently certified by the National Athletic Training Association Board of Certification; must hold current CPR and AED certification; and trained in emergency procedure guidelines developed by the CSUEB Athletic Training Staff.

- **Team Physician(s):** Must be a licensed medical physician.

- **Strength & Conditioning Coach(s):** Must have Bachelors and/or Masters’ degree in appropriate area of specialization; must be currently certified as a Certified Strength & Conditioning Specialist (CSCS) by the National Strength & Conditioning Association (NSCA) or as a Strength & Conditioning Coach Certified (SCCC) by the Collegiate Strength & Conditioning Coaches Association (CSCCA); and must hold current CPR/AED and First Aid Certification.

- **Campus Health Center:** A collection of medical personnel including licensed medical physicians, registered nurses, pharmacists, physical therapists and counselors that assist in all aspects and needs of the student-athlete.
Contact Information

Gym Athletic Training Room: (510) 885-3055
Field House Athletic Training Room: (510) 885-3035
Campus Health Center: (510) 885-3735
Fremont Orthopedic & Rehabilitative Medicine (Team Physician): (510) 739-6520
University Police: (510) 885-3791
Athletic Department: (510) 885-3038

Local Hospitals:
- Eden Medical Center: (510) 537-1234
  20103 Lake Chabot Rd.
  Castro Valley, CA 94546

- St. Rose Hospital: (510) 264-4000
  27200 Calaroga Ave.
  Hayward, CA 94545

- Kaiser San Leandro Medical Center: (510) 454-1000
  2500 Merced St.
  San Leandro, CA 94577

- Kaiser Fremont Medical Center: (510) 248-3000
  39400 Paseo Padre Parkway
  Fremont, CA 94538

Urgent Cares:
- St. Francis Urgent Care Center: (510) 780-9400
  1649 Industrial Pkwy W
  Hayward, CA 94544

- O’Brien After Hours Urgent Care: (510) 914-0854
  20100 Lake Chabot Rd.
  Castro Valley, CA 94546

- Kaiser Urgent Care: (510) 454-1000
  27303 Sleepy Hollow Ave.
  Hayward, CA 94545

- CityHealth Urgent Care: (510) 984-2489
  13690 E 14th St. Ste. 100
  San Leandro, CA 94578
General Policies

1. General Hours
   a. The Field House Clinic
      i. Monday – Friday: 8:00am – 12:00pm
      ii. Hours are subject to change due to practice and game schedules.
      iii. Weekend hours will depend on in-season practice and game schedules.
   b. The Gym Athletic Training Clinic
      i. Monday – Friday: 8:00am – 4:00pm
      ii. Hours are subject to change due to practice and game schedules.
      iii. Weekend hours will depend on in-season practice and game schedules.
   c. Summer Hours are appointment only.

2. Athletic Training Clinic Policies & Rules
   a. Be respectful of Athletic Training Staff, Team Medical Personnel, Athletic Training Students and fellow Student-Athletes.
   b. All injuries need to be reported to the Athletic Training Staff.
   c. Any injuries sustained outside of team scheduled activities are not the responsibility of Cal State East Bay's Athletic Department.
   d. Any outside care or second opinions related to an injury sustained in scheduled team activities must require the approval of the Athletic Training Staff. Student-athlete will be held responsible for any financial cost incurred without approval.
   e. Treatments are not an excuse to miss practice time (observing or participating) unless a prior arrangement has been agreed upon with respective coach.
   f. Treatments are first come, first serve.
   g. All student-athletes should shower prior to any treatment.
   h. No shoes or cleats are allowed on treatment tables.
   i. No food or drinks are allowed in the Athletic Training Clinics.
   j. No tobacco products are permitted in the Athletic Training Clinics. (NCAA violation to have tobacco products)
   k. Do not remove any equipment or supplies from the Athletic Training Clinics.
   l. Obscene language and music, and/or yelling will not be tolerated.
   m. Appropriate attire and/or team issue gear are expected at all times in the Athletic Training Clinics.
   n. No loitering in the Athletic Training Clinics.
   o. Student-Athletes and Coaches are not permitted to use modalities without the supervision of an Athletic Training staff member.

3. Responsibilities of the Student-Athlete
   a. All injuries must be reported to the Athletic Training Staff.
   b. Be respectful to the Athletic Training Staff, Team Medical Personnel and Athletic Training Students.
   c. Be on time for any scheduled treatments and medical appointments.
   d. Student-athletes are expected to communicate to their respective coaches about any illnesses or injuries that may require missed practice and game time.
   e. If medical bills are incurred, it is the responsibility of the student-athlete to bring all medical bills and explanation of benefits (EOBs) to the Athletic Training Staff for processing.
Practice and Event Coverage

1. All scheduled home competitions will be covered by a Certified Athletic Trainer. In the event that a member of the Athletic Training Staff is unable to cover an event due to multiple events or travel, a Certified Athletic Trainer will be hired to cover the event.
   - The Athletic Training Clinics will be open an hour prior to the scheduled warm up time for the event.
   - The Athletic Training Clinics will be open for a minimum of 30 minutes after the event.
   - General supplies included or accessible at all events:
     o Water
     o Injury Ice
     o Water Bottles and/or Cups
     o Emergency Equipment
       - Crutches
       - Vacuum Splints
       - Splints
     o AED
     o Blood/OSHA Kit
     o Emergency Action Plan (please see plan for each venue)

2. All scheduled championship season team practices will be covered by a Certified Athletic Trainer or one will be accessible depending on staffing, and/or conflicting/multiple practices.

3. Non-championship season practices will be covered only and/or have a Certified Athletic Trainer accessible if it is scheduled during the general hours of the Athletic Training Clinics.

4. Off campus practices will not be covered by an ATC.
   a. It is the responsibility of the CPR/AED trained coach to provide care and be the first responder in these instances.
   b. It is the responsibility of the coach to communicate with the Athletic Training Staff regarding any injuries suffered off campus.

5. Unofficial and/or “captain’s practices” are not covered by the Athletic Training Staff.
Game Day Setups

BASEBALL/SOFTBALL
- Get the cart from storage to transport necessary items.
- (2) 10-gallon coolers with ice and water.
- (2) 48-quart or 60-quart ice chests with ice bags and flexi-wrap.
- (2) 6-pack of water bottles (one each bench).
- Place coolers with ice and water at each end of the team benches.
- Place ice chests with ice bags under each bench near the water.
- Place crutches, medical kit, splint bag and AED in a convenient location in the home dugout or on cart if easily accessible.

BASKETBALL
- Get cooler carts from Athletic Training Room.
- (2) 10-gallon coolers with ice and water and place them on the cooler carts.
- (2) 3-gallon coolers or mini ice chests with ice and ice bags.
- (2) 6-pack of water bottles (one each bench).
- (1) sleeve of cups on each cart.
- Place coolers with ice and water at each end of the team benches.
- Place coolers/ice chest with ice bags on bottom rack of cooler carts at the end of each bench.
- Place crutches and splint bag behind home bench on bleachers.
- Place blood kits on bottom rack of each cooler cart.
- Place medical kit behind home team bench on bleachers.
- Set up portable treatment/taping table behind home bench.
  o If requested by visiting team, set up portable/taping table behind visitor’s bench.

SOCCER
- Get the cart from storage to transport necessary items.
- (2) 10-gallon coolers with ice and water.
- (2) 48-quart or 60-quart ice chests with ice bags and flexi-wrap.
- Take one sleeve of cups for the visiting and home team.
- Place coolers with ice and water at each end of the team benches on cooler carts.
- Place ice chests with ice bags at the end of bench near the water.
- Set up treatment/taping table behind home bench/check-in table.
- Place crutches, medical kit, splint bag and AED by treatment table or on cart if accessible.

SWIMMING
- Get cooler cart from Athletic Training Room.
- (1) 10-gallon cooler with ice and water and place on the cooler cart.
- (1) 48-quart ice chest with ice, ice bags and flexi-wrap.
- (2) sleeves of cups and place on cooler cart.
- Place cooler with ice and water in-between team tents.
- Place ice chest on bottom rack of cooler cart.
- Place crutches and splint bag next to cooler cart.
- Place blood kits on bottom rack of cooler cart.
- Place medical kit next to cooler cart.
VOLLEYBALL
- Get cooler carts from Athletic Training Room.
- (2) 10-gallon coolers with ice and water and place them on the cooler carts.
- (2) 3-gallon coolers or mini ice chests with ice and ice bags.
- (2) 6-pack of water bottles (one each bench).
- (1) sleeve of cups on each cart.
- Place coolers with ice and water at each end of the team benches.
- Place coolers/ice chest with ice bags on bottom rack of cooler carts at the end of each bench.
- Place crutches and splint bag behind home bench.
- Place blood kits on bottom rack of each cooler cart.
- Place medical kit behind home team bench.

WATER POLO
- Get cooler carts from Athletic Training Room.
- (2) 10-gallon coolers with ice and water and place them on the cooler carts.
- (2) 3-gallon coolers or mini ice chests with ice and ice bags.
- (2) 6-pack of water bottles (one each bench).
- (1) sleeve of cups on each cart.
- Place coolers with ice and water at each end of the team benches.
- Place coolers/ice chest with ice bags on bottom rack of cooler carts at the end of each bench.
- Place crutches and splint bag at accessible location by the pool.
- Place blood kits on bottom rack of each cooler cart.
- Place medical kit behind home team bench.
Emergency Action Plans

CHAIN OF COMMAND
for
CATATROPHIC INJURIES
or
EMERGENT SITUATIONS

Certified Athletic Trainer Present:

Student-Athlete Injury Emergency Enacted

Certified Athletic Trainer

Athletic Director and/or Designee

Team Physician

Head Coach

Parent/Legal Guardian(s)

VP/Administration (as needed)
Certified Athletic Trainer Not Present:

Student-Athlete Injury Emergency Enacted

CPR/AED Trained Head Coach and/or Designee

Certified Athletic Trainer

Parent/Legal Guardian(s)

Team Physician

Athletic Director and/or Designee

VP/Administration (as needed)
General Guidelines for:

Catastrophic Injuries
- Certified Athletic Trainer Present:
  - The ATC will assume responsibility for contacting the proper personnel including:
    - Athletic Director or Designee
    - Team Physician
    - Emergency Personnel
- Absence of Certified Athletic Trainer
  - If an ATC is not present, or a catastrophic injury occurs off campus, the Head Coach is responsible for contacting:
    - Athletic Director or Designee
    - Athletic Training Staff
    - Emergency Personnel
  - The Athletic Training Staff is responsible for contacting the Team Physician.

Practice/Conditioning without a Certified Athletic Trainer
- Coaches should follow the procedures of the Emergency Action Plans as outlined below when practice or conditioning occurs off-site or without a Certified Athletic Trainer on campus.
- In case of an emergency, coaches should enact the emergency protocols as outlined.

Spinal Injuries
- When to suspect a spinal injury
  - The student-athlete is unable to initiate any movement in any extremity.
  - The student-athlete has numbness or tingling in any extremity.
  - The student-athlete complains of pain directly over the spine.
  - Any unconscious student-athlete should be assumed to have a spinal injury.
- DO’s for a Spinal Injury
  - Leave the student-athlete in the position found.
  - Check Airway, Breathing and Circulation of student-athlete. If not present, initiate appropriate first aid.
  - Activate the EMS system.
- DON’T’s for a Spinal Injury
  - Move the student-athlete unless there is a life-threatening situation.
  - Try and aid the student-athlete (or help pull upright) in any manner.

*** If ever in question as to the possibility of a spinal injury, activate the EMS system immediately***

Emergency Equipment
- Emergency equipment available include:
  - Automatic External Defibrillator (AED)
  - Vacuum Splints
  - Splints
  - Crutches
  - Blood kits
EMERGENCY PROCEDURES
SOCcer STADIum/Field House VENUE

IN THE EVENT OF AN INJURY TO A STUDENT-ATHLETE DURING
PRACTICE/COMPETITION:

- PROVIDE IMMEDIATE CARE: First responder attends to the injured or ill athlete.
- REMAIN WITH THE INJURED: An ATC or coach must remain with injured to continue
to provide care and supervise scene.
- ACTIVATE EMERGENCY RESPONSE: Select an individual to activate EMS; call (510)
885-3791 using a cell phone or 911 using a campus phone.
- PROVIDE SPECIFIC INFORMATION: The individual selected to activate EMS must
provide specific information regarding the nature of the injury so that efficient care can be
administered.

SPECIFIC INFORMATION TO PROVIDE: number of athletes, condition of athletes(s) (conscious or
unconscious, bleeding, possible fracture, etc.) first aid treatment being initiated, specific directions to the
emergency scene, and other information as requested by dispatcher.

IF THE INJURY IS LIFE OR LIMB THREATENING (e.g. cardiac arrest, obstructed
airway, extremity fracture and/or dislocation)

- PROVIDE IMMEDIATE CARE: First responder attends to the injured or ill athlete.
- REMAIN WITH THE INJURED: An ATC or coach must remain with injured to continue
to provide care and supervise scene.
- ACTIVATE EMS:
  1) If a cell phone is available, call (510) 885-3791.
  2) As an alternative plan, use the Courtesy Phone and dial 911, located beneath
the stadium scoreboard. This will connect you to campus dispatcher.
  3) After activating EMS, designate an individual to grab AED located in the Field
House Athletic Training Clinic.
- PROVIDE SPECIFIC INFORMATION: The individual selected to make the call must
provide the dispatcher with specific information so that emergency medical services will be
activated.
- DIRECT EMS TO SCENE: Designate an individual(s) to ‘flag down’ EMS and direct to
scene.

SPECIFIC INFORMATION TO PROVIDE: number of athletes, condition of athletes(s) (conscious or
unconscious, bleeding, possible fracture, etc.) first aid treatment being initiated, specific directions to the
emergency scene, and other information as requested by dispatcher.

VENUE DIRECTIONS
The soccer field is located in the Stadium, accessible by using the Service Road from Lot N, off Carlos
Bee Boulevard.
EMERGENCY PROCEDURES
GYMNASIUM VENUE

IN THE EVENT OF AN INJURY TO A STUDENT-ATHLETE DURING
PRACTICE/COMPETITION:

• PROVIDE IMMEDIATE CARE: First responder attends to the injured or ill athlete.

• REMAIN WITH THE INJURED: An ATC or coach must remain with injured to continue to provide care and supervise scene.

• ACTIVATE EMERGENCY RESPONSE: Select an individual to activate EMS; call (510) 885-3791 using a cell phone or 911 using a campus phone found next to the East stairwell.

• PROVIDE SPECIFIC INFORMATION: The individual selected to make the call must provide the dispatcher with specific information so that emergency medical services will be activated.

SPECIFIC INFORMATION TO PROVIDE: number of athletes, condition of athletes(s) (conscious or unconscious, bleeding, possible fracture, etc.) first aid treatment being initiated, specific directions to the emergency scene, and other information as requested by dispatcher.

IF THE INJURY IS LIFE OR LIMB THREATENING (e.g. cardiac arrest, obstructed airway, extremity fracture and/or dislocation)

• PROVIDE IMMEDIATE CARE: First responder attends to the injured or ill athlete.

• REMAIN WITH THE INJURED: A coach must remain with injured to continue to provide care and supervise scene.

• ACTIVATE EMS:
  4) If a cell phone is available, call (510) 885-3791.
  5) As an alternative plan, use the Courtesy Phone located near the East stairwell, or the individual coach’s Office Phone, and dial 911. This will connect you to campus public safety dispatcher.
  6) Select an individual to grab AED located in the Main Lobby of Gymnasium.

• PROVIDE SPECIFIC INFORMATION: The individual selected to make the call must provide the dispatcher with specific information so that emergency medical services will be activated.

• DIRECT EMS TO SCENE: Designate an individual(s) to ‘flag down’ EMS and direct to scene.

SPECIFIC INFORMATION TO PROVIDE: number of athletes, condition of athletes(s) (conscious or unconscious, bleeding, possible fracture, etc.) first aid treatment being initiated, specific directions to the emergency scene, and other information as requested by dispatcher.

VENUE DIRECTIONS

The gymnasium venue is located on West Loop Drive, across from Lot A.
EMERGENCY PROCEDURES

SOFTWARE FIELD VENUE

IN THE EVENT OF AN INJURY TO A STUDENT-ATHLETE DURING PRACTICE/COMPETITION:

- PROVIDE IMMEDIATE CARE: First responder attends to the injured or ill athlete.
- REMAIN WITH THE INJURED: An ATC or coach must remain with injured to continue to provide care and supervise scene.
- ACTIVATE EMERGENCY RESPONSE: Select an individual to activate EMS; call (510) 885-3791 using a cell phone or 911 using a campus phone.
- PROVIDE SPECIFIC INFORMATION: The individual selected to activate EMS must provide specific information regarding the nature of the injury so that efficient care can be administered.

SPECIFIC INFORMATION TO PROVIDE: number of athletes, condition of athletes(s) (conscious or unconscious, bleeding, possible fracture, etc.) first aid treatment being initiated, specific directions to the emergency scene, and other information as requested by dispatcher.

IF THE INJURY IS LIFE OR LIMB THREATENING (e.g. cardiac arrest, obstructed airway, extremity fracture and/or dislocation)

- PROVIDE IMMEDIATE CARE: First responder attends to the injured or ill athlete.
- REMAIN WITH THE INJURED: A coach must remain with injured to continue to provide care and supervise scene.
- ACTIVATE EMS:
  7) If a cell phone is available, call (510) 885-3791.
  8) As an alternative plan, use the Call Box located behind the softball field backstop, or the Call Box located at the parking Lot N information booth. This will connect you to campus public safety dispatcher.
  9) After activating EMS, designate an individual to grab AED located in the Field House Athletic Training Clinic.
- PROVIDE SPECIFIC INFORMATION: The individual selected to make the call must provide the dispatcher with specific information so that emergency medical services will be activated.
- DIRECT EMS TO SCENE: Designate an individual(s) to ‘flag down’ EMS and direct to scene.

SPECIFIC INFORMATION TO PROVIDE: number of athletes, condition of athletes(s) (conscious or unconscious, bleeding, possible fracture, etc.) first aid treatment being initiated, specific directions to the emergency scene, and other information as requested by dispatcher.

VENUE DIRECTIONS

The softball field is located adjacent to parking lot N and accessible from the Service Road, located off Carlos Bee Boulevard.
EMERGENCY PROCEDURES
SWIMMING POOL VENUE

IN THE EVENT OF AN INJURY TO A STUDENT-ATHLETE DURING PRACTICE/COMPETITION:

- PROVIDE IMMEDIATE CARE: First responder attends to the injured or ill athlete.
- REMAIN WITH THE INJURED: An ATC or coach must remain with injured to continue to provide care and supervise scene.
- ACTIVATE EMERGENCY RESPONSE: Immediately contact the gym Athletic Training Room to activate response by the Athletic Training Staff.
  1) Use the Courtesy Phone located near the pool office, or pool Office Phone, and dial 5-3055 (Gym Athletic Training Room – PE 139).
  2) As an alternate plan, send an individual to the Gym Athletic Training Room – PE 139.
- PROVIDE SPECIFIC INFORMATION: The individual selected to contact the athletic training room must provide the athletic training staff with specific information regarding the nature of the injury so that efficient care can be administered.

SPECIFIC INFORMATION TO PROVIDE: number of athletes, condition of athletes(s) (conscious or unconscious, bleeding, possible fracture, etc.) first aid treatment being initiated, specific directions to the emergency scene, and other information as requested by athletic training staff.

IF THE INJURY IS LIFE OR LIMB menACThREATENING (e.g. cardiac arrest, obstructed airway, extremity fracture and/or dislocation)

- PROVIDE IMMEDIATE CARE: First responder attends to the injured or ill athlete.
- REMAIN WITH THE INJURED: A coach must remain with injured to continue to provide care and supervise scene.
- ACTIVATE EMS:
  1) If a cell phone is available, call (510) 885-3791.
  2) As an alternative plan, use the Courtesy Phone located near the pool office, or the pool Office Phone, and dial 911. This will connect you to campus public safety dispatcher.
  3) After activating EMS, contact the gym area training room. (510) 885-3055.
- PROVIDE SPECIFIC INFORMATION: The individual selected to make the call must provide the dispatcher with specific information so that emergency medical services will be activated.
- DIRECT EMS TO SCENE: Designate an individual(s) to ‘flag down’ EMS and direct to scene.

SPECIFIC INFORMATION TO PROVIDE: number of athletes, condition of athletes(s) (conscious or unconscious, bleeding, possible fracture, etc.) first aid treatment being initiated, specific directions to the emergency scene, and other information as requested by dispatcher.

VENUE DIRECTIONS
The swimming pool is located on West Loop Drive, next to Lot M.
EMERGENCY PROCEDURES
BASEBALL FIELD VENUE

IN THE EVENT OF AN INJURY TO A STUDENT-ATHLETE DURING PRACTICE/COMPETITION:

- PROVIDE IMMEDIATE CARE: First responder attends to the injured or ill athlete.
- REMAIN WITH THE INJURED: An ATC or coach must remain with injured to continue to provide care and supervise scene.
- ACTIVATE EMERGENCY RESPONSE: Select an individual to activate EMS; call (510) 885-3791 using a cell phone or 911 using a campus phone.
- PROVIDE SPECIFIC INFORMATION: The individual selected to activate EMS must provide specific information regarding the nature of the injury so that efficient care can be administered.

SPECIFIC INFORMATION TO PROVIDE: number of athletes, condition of athletes(s) (conscious or unconscious, bleeding, possible fracture, etc.) first aid treatment being initiated, specific directions to the emergency scene, and other information as requested by dispatcher.

IF THE INJURY IS LIFE OR LIMB THREATENING (e.g. cardiac arrest, obstructed airway, extremity fracture and/or dislocation):

- PROVIDE IMMEDIATE CARE: First responder attends to the injured or ill athlete.
- REMAIN WITH THE INJURED: A coach must remain with injured to continue to provide care and supervise scene.
- ACTIVATE EMS:
  1) If a cell phone is available, call (510) 885-3791.
  2) As an alternative plan, use the Call Box located behind the softball field backstop, or the Call Box located at the parking Lot N information booth. This will connect you to campus public safety dispatcher.
  3) After activating EMS, designate an individual to grab AED located in the Field House Athletic Training clinic.
- PROVIDE SPECIFIC INFORMATION: The individual selected to make the call must provide the dispatcher with specific information so that emergency medical services will be activated.
- DIRECT EMS TO SCENE: Designate an individual(s) to ‘flag down’ EMS and direct to scene.

SPECIFIC INFORMATION TO PROVIDE: number of athletes, condition of athletes(s) (conscious or unconscious, bleeding, possible fracture, etc.) first aid treatment being initiated, specific directions to the emergency scene, and other information as requested by dispatcher.

VENUE DIRECTIONS
The baseball field is located adjacent to parking lot N, located off Carlos Bee Boulevard.
Traveling without a Certified Athletic Trainer

The policy for Cal State East Bay Athletic Training for athletic teams traveling to games/contests without the services of an Athletic Training Staff member will be:

Communication:
- A Cal State East Bay University Athletic Training staff member must communicate with the Head Coach of the sport at least one (1) week in advance regarding the team’s itinerary and scope of coverage for the team during the trip.
- A Cal State East Bay University Athletic Training staff member will communicate with the Host Athletic Trainer informing an athletic trainer will not be traveling with the team.

Equipment & Supplies:
- Cal State East Bay University Athletic Training shall supply the following when traveling without the services of an Athletic Training Staff Member:
  - Student-athlete emergency information
  - Student-athlete insurance information
  - Athletic training kit containing a CPR mask, basic first aid supplies (e.g. gloves, gauze, biohazard items, etc.) and adequate amounts of tape and taping supplies, ice bags, and ice bag wrap.
- The supplies and paperwork will be given to the head coach and/or his/her designee a minimum of 24 hours before the team’s scheduled departure.
- It is the responsibility of the head coach and/or his/her designee to return the supplies to the Cal State East Bay University Athletic Training Room.

Medications:
- For liability reasons, Cal State East Bay University Athletic Training Department WILL NOT supply over-the-counter medications for athletic teams traveling without a Certified Athletic Trainer.

Return to Play:
- The host certified athletic trainer and the host team physician (if applicable) shall have the final authority in determining if and when an injured or ill Cal State East Bay University Student-Athlete may return to practice and/or competition when an athletic team is without the services of a Cal State East Bay University Athletic Training Staff member.
Bloodborne Pathogen Exposure Control Policy

The purpose of this policy is to assist the Cal State University East Bay Athletic Training Program with implementation of a management and safety program effective in minimizing risks associated with bloodborne pathogens. This policy is adapted for Cal State East Bay University in accordance with OSHA and NCAA bloodborne pathogen exposure guidelines. For the purpose of this plan, a bloodborne pathogen means any pathogenic microorganism present in the human body that can cause disease. These pathogens include, but are not limited to HIV and HBV. All athletic trainers must complete a blood borne pathogens class online, this class is provided by the university at no cost.

There are several components to exposure control including, barrier techniques, hand washing, sharps precaution, and contaminated waste disposal procedures. The primary objective is to afford student and faculty protection against occupational exposure to bloodborne pathogens.

The concept of this plan is to assume that all human blood and bodily fluids are potentially infectious. These precautions are especially important to those individuals involved in health care.

The following guidelines are based on a combination of standard universal precautions and federal regulations:

I. Barrier Precautions:
   - Gloves should be used as a primary prevention to contact with blood and bodily fluids, mucous membranes, or non-intact skin for all individuals, and for handling surfaces soiled with blood or bodily fluids. The use of gloves should be implemented for clean up of any situation involving blood or bodily fluids.
   - Disposable gloves should never be washed or disinfected for reuse.

II. Handwashing:
   - The use of gloves does not preclude the necessity for hand washing. When hand washing is not available, hand cleansers or towelettes should be provided. Hands should be washed directly after gloves are removed. Mucous membranes, which are eyes, nose, and mouth, must be immediately washed/rinsed with water for five minutes if contaminated. Hands and other skin surfaces must be washed using soap or antiseptic cleaner as soon as possible if:
     a) Skin surfaces are contaminated with blood or other potentially infectious material.
     b) Protective barriers fail (i.e., glove rips).
     c) Gloves are removed for any reason.

III Sharps Precautions:
   - Needles, scalpels, blades, and tweezers, shall be kept in a solution for disinfecting, and disposed of sharps into a container after use. Sharps containers are located in both athletic training rooms.

IV. Contaminated Waste Disposal:
   - All wastebaskets in the training room and areas where contaminate waste is an eminent probability shall be the red biohazard bags. If contaminated waste is in need of disposal in other situations, the contaminated waste shall be double bagged, tied off, and labeled biohazard waste.
   - Contaminated laundry shall be handled as minimally as possible. Contaminated laundry shall not be decontaminated at the location of use. This laundry shall be double bagged or contained at the location where it is used, and noted as contaminated laundry to the laundry facility. The laundry
facility will decontaminate the laundry with a 10% bleach solution or other approved OSHA disinfectant.

V. Other Precautions:
   a) **Housekeeping:** A 10% bleach solution or other approved OSHA disinfectant should be used to clean the training tables daily in accord with clean up directly following any bodily fluid spill; whether that be in athletic the training room, on the court, or any other possible situation that may arise needing the removal of bodily fluids.
   b) **Resuscitation:** Although saliva has not been implicated in HIV transmission, to minimize the need for emergency mouth-to-mouth resuscitation, mouthpieces, resuscitation bags, or other ventilation devised should be available for use in areas in which the need for resuscitation is predictable.
   c) **Exposure to bodily fluids:** Individuals who have an exposure to bodily fluids, will be referred to the Student Health Center for appropriate testing and counseling.

*This exposure control policy is not all-inclusive and may be subject to change.*
Medical Record Policy

1. **The retention of active records:**
   Hard copies of medical records of CSUEB student athletes are kept in the Athletic Training Offices as active files during the tenure of the student athlete on their athletic team. Student-athlete medical records are also kept on an online database through Sportware Online.

2. **The retirement of inactive records:**
   Medical records of CSUEB student athletes will be purged from the active files in August of the academic year after their tenure with their athletic team is over. These medical records will be maintained in the inactive files for a period of 10 years. Destruction will occur August of the 11th year. If a student athlete returns to the Department of Athletics and attempts to compete for an athletic team before their records have been destroyed, their records are reactivated.

3. **The timely entry of date in records:**
   Medical records are established at the initial pre-participation exam (PPE) performed by the team physician. Data includes health history, PPE note, injury information, physician notes, drug testing consent, drug testing results, insurance information, insurance claims, medical bills and insurance correspondence. Daily treatment notes and progress reports are maintained in the computer record keeping system and are entered within 24 hours, but usually the same day.

4. **The release of information contained in records:**
   Written consent by the student athlete must be obtained prior to the release of all medical information, except when otherwise required by law. Medical information is not released if a “Withholding Information Notice” (visible inside the record) has been provided by the Office of the Dean of Students for Student Affairs. A copy of the record may be given to the student athlete upon request.

5. **Confidentiality:**
   Access to medical records is limited to authorized persons to protect confidentiality and maintain completeness. The computer record keeping system is password protected and the medical files are kept in a locking file cabinet in a locked office.
Insurance Policy

The Cal State East Bay Athletic Program carries and provides a SECONDARY or EXCESS accidental insurance policy. This means that your own or your parent's health insurance policy will take precedence when paying medical expenses. Therefore, any claims for benefits must first be filed with the student-athlete's primary insurance company. Only after all available benefits have been exhausted will the Cal State East Bay Department of Intercollegiate Athletics' insurance carrier consider payment for any remaining balances. Any medical expenses not covered by the insurance company will be the student-athlete's responsibility.

- Student-athletes will be covered by the accidental insurance policy only if they complete a pre-participation physical exam and provide proof of primary health insurance and a completed insurance information form.
- No individual may practice or compete without proof of primary health insurance, obtaining participation clearance from the Team Physician and completion of these forms. If this is not done, insurance coverage cannot be provided and medical care cannot be given. A PHYSICAL FROM AN OUTSIDE PHYSICIAN IS NOT ACCEPTABLE UNLESS APPROVED BY THE HEAD ATHLETIC TRAINER OR AN ATHLETIC TRAINING STAFF MEMBER.
- Benefits are limited to injuries sustained during participation in regularly schedule and supervised team activities. Coverage includes participation in actual games, practices, scrimmages, strength and conditioning workouts.
- Any student-athlete with a pre-existing or recurring (i.e. an injury that occurred prior to participation at this institution) injury will not be covered by the athletic insurance unless the particular injury has been cleared by the team physician and recorded as stable.
- The insurance provided by the Athletic Department will not cover any illness or incident unrelated to athletics.
- The Head Athletic Trainer administers athletic insurance claims and medical referrals.
- Any injury or condition that will affect an athlete's participation in team practice or competition must be reported to the Athletic Trainer before referral to the Team Physician.
- No individual will be permitted to return to practice or competition after a significant injury without the consent of the Team Physician or Athletic Trainer.
- All injuries must be reported to the Athletic Trainer. Under no circumstances should an athlete seek outside care without proper referral by the Team Physician or Staff Athletic Trainer. If a student-athlete seeks outside medical care without an appropriate referral, THEY WILL BE RESPONSIBLE FOR ALL RELATED MEDICAL EXPENSES. No liability on the part of Cal State East Bay exists or may be assumed to exist for off-campus medical or dental treatment or hospitalization of any kind of athletic injuries without prior referral.
- Primary medical insurance: This is coverage arranged by you, a parent, spouse or employer. Typically classified as a Health Maintenance Organization (HMO) or Preferred Provider Organization (PPO). HMO's are affordable and convenient; however, severely limit the medical service required by a competing athlete. Delays may affect ability to complete or be ready for a season. Recommended coverage involves insuring through a plan that allows for a physician of choice to be seen when required. If coverage is through a HMO, the primary care physician should be located close to campus.
- Medical bills: Please take all medical bills and corresponding Explanation of Benefits (EOB) to the Athletic Training Staff. The Head Athletic Trainer will send the bill and EOB to the Athletic Department's insurance company for payment. Please contact the Head Athletic Trainer if there are any further questions regarding medical bills or insurance coverage.
Over the Counter Drug Dispensation Policy

1. Athletic Training Clinic Policy:
   a. No student athletic trainer may dispense medication in the Athletic Training Clinic.
   b. Keys to the medicine cabinet will be held by the staff athletic trainers only.
   c. Prescription medication may be dispensed by the team physicians only.
   d. No prescription medication will be housed in the Athletic Training Clinic.
   e. All drug dispensations are recorded on the available form in the medicine cabinet.
   f. All records will be transferred to the student athletes’ daily medical record.
   g. Completed drug dispensation forms will be kept in the drug dispensation record binder for
      the period of one (1) year.

2. Medical Kits
   a. Each medical kit will have individually packaged doses of Ibuprofen, Acetaminophen and
      misc OTCs.
   b. Each kit will be equipped with a travel drug dispensation record form.
   c. Records will be transferred to the student athletes’ daily medical record.
   d. Medical kits will be refilled once all packets have been used.
   e. Completed drug dispensation forms will be kept in the drug dispensation record binder.
   f. Teams traveling without an ATC will have medical kits that DO NOT contain OTCs.

3. General Guidelines
   a. Only one dose per medication may be dispensed.
   b. Student athletes are required to supply their own OTCs for personal use.
   c. Expiration dates will be reviewed biannually in June and December. Any medication found
      to expire before the next review date will be removed from the medicine cabinet and taken
      to the Student Health Service Pharmacy for proper disposal.
Medical Clearance for Athletic Participation

Pre-Participation Physical Examination (PPE)

- All student-athletes are required to have and/or participate in a Pre-Participation Physical Exam and be cleared by a licensed physician and/or licensed designee prior to participation in any athletic related activity for Cal State East Bay Athletics.
  - Licensed Designees include:
    - Nurse practitioners (NP)
    - Physician Assistants (PA)
  - Physicals performed by Chiropractors are NOT ACCEPTABLE
    - Chiropractors are Doctors of Chiropractic and are not Medical Doctors/Physicians.
- All incoming freshman and/or transfer students must have a complete physical exam performed by a licensed physician prior to any participation. This may be done through a family physician, team physician or student health services.
  - It is highly recommended that all new incoming student-athletes have a physical performed by their primary physician prior to arrival on campus.
  - If they are unable to obtain one prior to their arrival, a physical will be scheduled at the student health center with proper notification to the Athletic Training Staff.
- All Returning Student-Athletes must participate in a PPE scheduled by the Athletic Training Staff and complete all required paperwork.
  - If a pre-existing injury is unresolved, the student-athlete will be referred for a follow-up evaluation.
  - If a new injury/condition is sustained between the end of previous academic year and the start of new one, the student-athlete will be referred for evaluation.
- The medical team at Cal State East Bay will review all information in confidentiality and reserves the right to question the student-athlete and/or medically disqualify an individual from play as deemed necessary.
- Pre-existing Condition(s): If a significant pre-existing condition is noted by the medical staff, the injury will be recorded and referred as necessary for follow-up evaluation.
- Outside Care: If a student-athlete receives care from an outside physician because of insurance purposes and/or during summer session, the medical staff will need copies of the physician’s dictations, rehab protocols, surgical notes or any pertinent information in relation to their condition.

Sickle Cell Testing

- The NCAA requires all participating student-athletes to provide confirmation of sickle cell trait status through:
  1. Existing documentation from birth
  2. Recent screening or agreement to be screened
    - Screening is conducted at the Cal State East Bay’s Health Center Laboratory (no fee for current CSUEB student-athletes) and/or at a designated laboratory (for a fee).
  3. Waiver option
    - Student-athletes may sign a waiver declining confirmation of SCT status.
      - This option results in waiver of any claims against CSUEB and release of CSUEB form all potential liability related to sickle cell trait.

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Sportswear Online

- All CSUEB Student-Athletes are required to join Sportware Online and provide the following information and/or sign required forms:
  - Contact Information
  - Emergency Contact Information
  - Insurance Information
  - Medical History (via forms)
  - Medical Procedures and Insurance Policies (via forms)
  - Authorization to Release Medical Information (via forms)
  - Medical Consent and Assumption of Risk (via forms)
  - Authorization to Hold and Carry Prescription Medication (via forms)
  - Waiver and Release Regarding Body Piercing (via forms)

- Documentation of athletic injuries and illnesses will be kept on the Sportware Online database. Documentation can include but not limited to:
  - Injury Evaluations
  - Treatments
  - Injury Reports/Status Updates
  - Medical notes from any medical appointments and/or procedures.

- Complete access to the Sportware Online database for CSUEB is restricted to only the Athletic Training Staff.
Concussion Management Policies & Procedures

I. Definitions:
   a. Concussion is (from the NCAA Sports Medicine Handbook):
      i. A change in brain function
      ii. Following a force to the head, which
      iii. May be accompanied by temporary loss of consciousness, but is
      iv. Identified in awake individuals, with
      v. Measures of neurologic and cognitive dysfunction.

   b. Signs & Symptoms:
      i. Physical
         1. Headache
         2. Nausea
         3. Vomiting
         4. Balance problems
         5. Fatigue
         6. Sensitivity to light
         7. Numbness/tingling
         8. Dazed
         9. Stunned

      ii. Cognitive
         1. Feeling mentally ‘foggy’
         2. Feeling slowed down
         3. Difficulty concentrating
         4. Difficulty remembering
         5. Forgetful of recent information and conversations
         6. Confused about recent events
         7. Answers questions slowly

      iii. Emotional
         1. Irritable
         2. Sad
         3. More emotional
         4. Nervous

      iv. Sleep
         1. Drowsiness
         2. Sleeping more than usual
         3. Sleeping less than usual
         4. Difficulty falling asleep

II. Student-Athletes participating in sports deemed high contact and/or collision are required to take the ImPACT concussion baseline test and SCAT3 prior to any team related athletic activity.
   a. High risk/high impact sports include but not limited to:
      i. Men’s and Women’s Soccer
      ii. Volleyball
      iii. Men’s and Women’s Basketball
      iv. Softball
      v. Baseball
      vi. Water Polo
b. The team physician(s) and staff certified athletic trainers will determine pre-participation clearance or need for additional consulting and testing.

III. Pre-Season Education
   a. CSUEB will provide the NCAA Concussion Fact Sheet annually to all student-athletes at the beginning of the year team meetings. The student-athletes will review and sign acknowledgement of the concussion materials.
   b. CSUEB requires all student-athletes to sign a statement, in which the signee accepts the responsibility for reporting their injuries and illnesses to the athletic training staff including signs and symptoms of concussions.
   c. All coaches and administrators are required to complete “the CSU-Concussion Management course” in their CSU Skillport online learning or comparable training approved by athletic training/administration in order to stay up to date with the most current management of concussions.

IV. Recognition and Diagnosis of Concussion
   a. Any student-athlete exhibiting signs/symptoms consistent with a concussion must be removed from practice and/or competition. The student-athlete must be evaluated by a certified athletic trainer or team physician.
   b. Any student-athlete diagnosed with a concussion will be removed from practice/play for the calendar day.
   c. If a student-athlete is removed by a coaching staff member, the student-athlete must be referred to the Athletic Training Staff.
   d. Visiting team members traveling without an athletic trainer that are evaluated by CSUEB’s Athletic Training Staff will be managed in the same manner as a CSUEB student-athlete.
      i. An injury report will be created and sent to respective institution’s medical staff if an evaluation is performed on visiting team member.

V. Initial Suspected Concussion Evaluation
   a. The assessment of concussion will be conducted by a CSUEB Athletic Training Staff Member or team physician(s).
   b. The initial concussion evaluation includes:
      i. Symptom Assessment
      ii. Physical and Neurological Examination
      iii. Cognitive Examination (SAC)
      iv. Balance Examination (BESS)
      vi. The student-athlete will receive monitoring for deterioration. Student-athletes will be proved with written home care instructions.
      vii. Student-athletes diagnosed with a concussion will be withheld from practice and/or competition and not permitted to return to activity for the remainder of the calendar day.

VI. Post- Concussion Management
   a. Student-athletes will be evaluated or referred to a team physician within 24 hours of injury if possible, if not emergent. If emergent, student-athletes should be transported to the hospital for advanced care or the Emergency Action Plan is activated.
   b. CSUEB will activate the Emergency Action Plan for head injuries, including transportation for the following:
i. Glasgow Coma Scale <13
ii. Prolonged Loss of Consciousness (LOC)
iii. Focal Neurological Deficit
iv. Repetitive Emesis
v. Persistent and diminishing mental status or neurological sings/symptoms
vi. Spine Injury
c. Oral and written care will be provided to both the student-athlete and/or responsible adult charged with home monitor of the injured student-athlete.
d. CSUEB Athletic Training Staff will monitor the injured student-athlete daily for recurrence of symptoms from both physical and mental exertion until the student-athlete is asymptomatic.
e. CSUEB Athletic Training Staff will notify the Athletics Academic Advisor for any academic restrictions or modifications.
f. In cases of prolonged recovery (>4 weeks), evaluation by a team physician is conducted to consider additional diagnosis or alternative management options.

VII. Protocol for Return to Play after Concussion/Head Injury
a. Student-Athlete must be evaluated by a staff certified athletic trainer and/or team physician(s) after head injury or suspected concussion.
b. Student-Athlete with suspected concussion will be put through a sideline concussion assessment and tests involving history, inspection, palpation, memory test, cognitive function, balance and coordination, eye test, motor function test, neurological tests, and special tests.
c. A Student-Athlete with a suspected concussion must be cleared by the staff athletic trainer and/or team physician prior to return to play.
   i. Symptoms must resolve and pass the series of sideline concussion tests prior to clearance to return to play.
   ii. If symptoms do not resolve, the student-athlete will not be allowed to return to play regardless if they pass the sideline concussion tests.
d. If a staff certified athletic trainer deems the student-athlete has suffered a head injury and/or concussion, the student-athlete will be removed from any physical activity and referred to the team physician for further evaluation and testing.
e. Student-Athlete will be required to take the post injury ImPACT concussion test regardless if they were cleared to return to play during competition.
   i. ImPACT will be read and evaluated by both the staff athletic trainers and team physician to determine participation status or if additional tests will be needed.
   ii. Return to play will be determined after the results of the ImPACT test and any additional tests deemed necessary by the team physician.
   iii. A Student-Athlete can be held out indefinitely for failed test(s) and a referral to see a neurologist will be the next course of action if deemed by team physician.
iv. Requirements for a return to play:
   1. Student-athlete must be completely asymptomatic.
   2. The ImPact post concussion test scores for the student-athlete must return to or be comparable to his/her ImPact baseline scores.
   3. Student-athlete must be progressed through activity and exertion tests.
      a. If student-athlete is able to progress through activity and exertion tests designed by team physician and staff athletic trainers symptom free, he or she can be integrated back into normal team activity.
      b. The student-athlete may begin return to play activity/exertional tests once asymptomatic.
c. The following is the stepwise progression for return to play:
   i. Light aerobic exercise
   ii. Mode, duration and intensity-dependent exercise based upon sport
   iii. Sport-specific activity with no head impact
   iv. Non-contact sport drills and resumption of progressive resistance training
   v. Full-contact practice
   vi. Return to play
d. The return to play progression is subject to be modified dependent on the specificity of the sport in which the student-athlete participates. (eg. Non-contact vs. contact sport, land based vs. aquatic)
e. Any failure with activity progression or exertion tests will result in disqualification from participation until all required steps are met.

VIII. Protocol for Return to Academics (Return-to-Learn)
   a. The ‘Return-to-Learn’ protocol will be managed in a stepwise progression similar to the ‘Return-to-Play’ protocol.
      i. Due to concussion symptoms affecting individuals differently, the ‘return-to-learn’ protocol will be tailored to fit the needs of the student-athlete.
   b. The individuals involved in the process will include, but not limited to:
      i. Physicians, athletic trainers, coaches, psychologist/counselors, neuropsychologist, administrators, professors, deans, academic advisors, the student health center, the Accessibility Services Center and Risk Management department.
      ii. If a student-athlete has suffered a concussion, the athletic department’s academic advisor will be notified to assist with contacting the student-athlete’s professors so they are aware that modifications might be needed to assist with the student-athlete’s recovery.
         1. The student-athlete may or may not be referred to the Accessibility Services Center for further modifications to the student-athlete’s classwork as the next step dependent on:
            a. Physician’s orders
            b. Tolerance to cognitive activity
            c. Recovery from concussion symptoms
   c. If a Student-Athlete has suffered a head injury and/or concussion, it is highly recommended that consideration be given to him/her to avoid the classroom for at least the calendar day of injury to allow for cognitive rest.
      i. Cognitive stressors can include but not limited to:
         1. School work
         2. Video games
         3. Reading
         4. Texting
         5. Watching television
         6. Music
      ii. If the student-athlete cannot tolerate basic cognitive activity that may include cognitive stressors listed above, he/she should remain at home to recover.
      iii. The student-athlete’s return to cognitive activity will often be in increments based on symptoms or return of symptoms.
iv. Each student-athlete will receive an individualized plan based on their clinic presentation.

IX. Protocol for Concussion Management for Teams Traveling w/out ATC
a. If a head injury or suspected concussion occurs when a team is traveling without a staff athletic trainer, the host medical staff will evaluate student-athlete.
   i. The host medical staff has the undisputable right to disqualify a student-athlete from competition if they deem suspected head injury/concussion is medically unsafe for student-athlete to return to play.

b. Coaches should immediately remove student-athlete from competition and practice if there is a suspected head injury or concussion.
   i. Coaches do not have authority over host medical staff in participation clearance of student-athlete if it has been recommended by host medical staff that student-athlete with suspected concussion should be removed from play.

b. Upon return from traveling, the Athletic Training Staff should immediately be notified of injured student-athlete.
   i. Student-athlete will be evaluated and put through return to play concussion protocol.
   ii. It is the responsibility of the coach to inform the Athletic Training Staff if a student-athlete has suffered a head injury or concussion while traveling.
Lightning Safety Policy

Lightning is a dangerous phenomenon. Athletic teams that practice and compete outdoors are at risk when the weather is inclement. The Lightning Safety Policy was created to minimize the risk of injury from a lightning strike to Cal State East Bay student-athletes, coaches, support staff and fans. To monitor lightning the Athletic Training staff will utilize the Flash-to-Bang Method. Our policy is in accordance with the NCAA and National Athletic Trainer’s Association (NATA).

GENERAL POLICY: A member of the Athletic Training Staff will monitor the weather and make the decision to notify the head coach and/or officials of dangerous situations and recommend the suspension of activity in the event of lightning. Exceptions will be made for any activity where an Athletic Training staff member is not in attendance, whereby the supervising coach will have the ability to suspend activity. The decision to suspend activity will be based on:

- Utilization of the Flash-to-Bang Method (Count the seconds from the time the lightning is sighted to when the clap of thunder is heard. Divide this number by five to obtain how far away, in miles, the lightning is occurring). If it reveals lightning to be within 6 miles (a 30 second count between the flash of lightning and the bang of thunder) activity is to be suspended and everyone should seek shelter immediately.

Flash-To-Bang Lightning Detection Method

- Prior to practice or competition, monitor weather forecast to include calling local agencies for up to date information.
- Watch for the flash of lightning.
- Begin to count (one one thousand, two one thousand . . . )
- Stop counting when you hear the bang of thunder.
- Take this number and divide by 5. This will give you an approximation of how far away the lightning is (5 seconds = 1 mile).
  - EXAMPLE: You see a flash of lightning and you begin to count. You reach 45 before you hear the bang of thunder. 45÷5 = 9. The lightning would be approximately 9 miles away.
  - Using this method you would suspend activity with lightning at or within 6 miles.
- Activity is resumed with the permission of a member of the Athletic Training Staff or Designee responsible for monitoring weather 30 minutes after the last lightning detected.

Evacuation of the Stands

- During a competition, once the decision to suspend activity has been made, a representative of the athletic department will announce via the PA system:
  - Fans are advised to immediately seek shelter in the nearest enclosed, grounded shelter.
  - REMEMBER: A golf cart or open-sided shelter may not protect you from a lightning strike so these are not adequate shelters.
### Safe Shelter Locations

<table>
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<tr>
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<th>Secondary Shelter</th>
<th>Other Locations</th>
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<td>Baseball</td>
<td>Stadium Press Box</td>
<td>Field House Locker Room and/or Lot N Restrooms</td>
<td>Cars</td>
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<tr>
<td>Cross Country</td>
<td>Nearest Enclosed Building</td>
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<tr>
<td>Soccer</td>
<td>Field House Locker Rooms</td>
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</tr>
<tr>
<td>Softball</td>
<td>Cars and/or Lot N Restrooms</td>
<td>Field House Locker Rooms</td>
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<tr>
<td>Swimming/Water Polo</td>
<td>Gym Locker Rooms</td>
<td>Cars</td>
<td></td>
</tr>
<tr>
<td>Track &amp; Field</td>
<td>Field House Locker Rooms</td>
<td>Field House Athletic Training Room</td>
<td></td>
</tr>
</tbody>
</table>

- Baseball and Softball fans should seek shelter in Lot N Restrooms and/or Cars.
- Soccer and Track & Field fans should seek shelter in Cars and Stadium Restrooms at West Loop Road Gates.
- Swimming and Water Polo fans should seek shelter in Gym Locker Rooms and/or Cars.

### Resumption of Activity

- If a practice or event has been suspended, wait thirty minutes after the last lightning flash or sound of thunder before resuming activity or returning outdoors. If lightning strikes again or thunder is heard, the 30 minute clock will be reset. The athletic trainer or coach will continue to monitor for resumption of activity.

### Other Lightning Safety Tips

- There should be no contact with metal objects (bleachers, fences, golf clubs, and bats).
- Avoid single or tall trees, tall objects and standing in a group.
- If there is no other shelter you may seek refuge in a hardtop vehicle. It is not the rubber tires that protect from lightning; it is the hard top metal roof that dissipates the lightning around the vehicle.
- The existence of blue skies and/or absence of rain are not protection from lightning. Lightning can strike 10 miles from the rain shaft.
- **DO NOT LIE FLAT ON THE GROUND.**
- Avoid using a land line telephone. Cell phones are a safe alternative if in a safe structure.
- Avoid standing water and open fields
- If in a forest, seek shelter in a low area under a thick grove of small trees.
- **If you feel your skin tingling immediately crouch, grab your legs and tuck your head between your legs as far as possible. Minimize your height and contact with the ground.**
- Persons who have been struck by lightning do not carry an electrical charge. Therefore, enact the EMS system and provide emergency care. CPR is what is most often required. If possible, move the victim to a safe location.
- For additional information refer to the National Lightning Safety Institute at www.lightningsafety.com