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A. Introduction:

1. Mission, Vision, Values, Goal Statements:
   Mission: Enriching the quality of life is our passion
   Vision Statement: To be a national leader, dedicated to professional excellence, in creating a synergistic wellness environment that compels people to be the best they can be
   Value:
   - Excellence
   - Engagement & success
   - High quality learning experiences
   - Inclusive community of respect
   - Effective & efficient use of resources
   - Collaboration with colleagues
   - Quality, flexible services to constituents
   - Commitment to professional standards and ethical decision making

Wellness Center Goals:
- Enhance retention through comprehensive wellness programs and services that optimize student success
- Provide services and programs that support students of color and strengthen a campus environment that embraces and understands diversity and globalization
- Provide students with co-curricular learning experiences that enhance their development in leadership, civic engagement, community service, and critical thinking
- Enhance learning in and outside the classroom by providing quality programs, services, and facilities
- Create additional financial resources to support the Wellness Center’s mission and strategic plan

2. General Information:
   a. Location/Address:
      South Dakota State University – Wellness Center
      Box 2818, 1440 North Campus Drive
      Brookings, SD, 57007
      Website address: [www.sdstate.edu/wellness-center](http://www.sdstate.edu/wellness-center)
      Phone: 605-697-WELL (9355)

   b. Facility Hours:
      Community Fitness and Recreation:
      | Academic Year          | Summer Hours             |
      |------------------------|--------------------------|
      | Monday – Thursday 5:30am – 11:00pm | Monday – Thursday 5:30am – 9:00pm |
      | Friday 5:30am – 10:00pm   | Friday 5:30am – 8:00pm   |
      | Saturday 8:00am – 8:00pm | Saturday 8:00am – 4:00pm |
      | Sunday 1:00pm – 11:00pm  | Sunday 1:00pm - 5:00pm  |

Closed Holidays & Academic Breaks:
Student Health Clinic and Counseling Services:

**Academic Year:** Monday – Friday 8:00am – 5:00pm

**Summer and academic breaks:** M, T, TH, F – 9am – 1pm (closed Wednesday during the summer).

Reduced hours of operation may be in effect during academic breaks, University holidays, and routine or emergency maintenance. Please note that hours are subject to change due to unforeseen circumstances. Please consult the WC website (noted above) for the latest information.

Jackrabbit Pharmacy:

**Monday – Friday** 9:30am – 12:00pm 1:30pm-5:00pm

**Summer Hours:**

Summer and academic breaks: M, T, TH, F – 9am – 1pm (closed Wednesday during the summer).

### c. Parking:

1. All persons who bring a motor vehicle on campus must comply with SDSU UPD Traffic Regulations.

2. Community Fitness paid members will receive a Wellness Center parking pass as part of their membership package to be used only for WC designated parking.

3. SDSU Employees who become members will not receive a Wellness Center parking pass. Motorcycles must park in designated parking on the south side of the Wellness Center.

4. Motorcycle parking stickers are required to park in these designated areas. Mopeds 50cc’s and under may park by a bike rack without a marker, but must be walked on the sidewalks. Community Fitness will not provide motorcycle parking tags for members.

5. Visitors can park in designated visitor parking or any lot that is not reserved. In order to avoid a ticket, you can obtain a visitor pass for FREE from the SDSU Police Department, Information Exchange (Union), or Administration room 200. If you receive a ticket: As a courtesy, visitors ticketed for 4.4.2 "NO PARKING ID" will have their tickets voided when they sign the ticket and return it to the SDSU Wellness Center Welcome Desk.

### d. Scope of Services in the building:

**Community Fitness** – encompasses all exercise equipment, exercise classes, personal fitness evaluations, personalized fitness programs, nutrition services, and climbing features (pinnacle and bouldering wall); Community Fitness Mission Statement:

Strive to provide current and diverse programming to enhance life-long health and well-being. Knowledgeable professionals serve the students, faculty and community to make appropriate decisions about their fitness and nutritional desires.

**Recreation Programs** – encompasses all intramural and sport club activities, open gym use, racquetball courts and gym in the ‘barn’ (old Intramural Building) and open pool. Recreation Programs purpose statement:

Provide opportunities for all activity fee paying SDSU students, both undergraduate and graduate, to participate in organized and informal sports as their time and interest permit. Individuals will develop a positive and lasting attitude toward physical activity and the worthy use of leisure time.

**Student Health Clinic and Counseling Services** – provision of high quality, accessible and affordable health care with a staff of Physicians, Certified Nurse Practitioners, Registered Nurses and Lab Technician. Health Clinic provides:

- Illness/injury treatment
- Routine physical exams
• School, sport/athletic & ICC exams
• Well baby/child exams
• Women’s Gynecological exams
• Reproductive health (STI testing, including HIV; pregnancy testing and contraception)
• Immunizations – adults and children (MMR, Hepatitis, TB, Influenza, Meningitis, Tetanus)
• Laboratory services
• Jackrabbit Pharmacy – providing full service prescription and over the counter medications
• Nutrition Education – working collaboratively with all of the Wellness Center services
• Counseling Services, with a staff of Licensed Professional Counselors, provide individual and group counseling addressing concerns such as:
  o College adjustment/transition
  o Relationships
  o Substance use/abuse
  o Stress Management
  o Depression, Anxiety and other mood disorders
  o Coping with emotions (anger, grief, etc.)

Health Clinic and Counseling Services mission statement: promote health and wellness of the university community, to enhance student retention, and to support academic and personal success.

Health Promotion – coordination of programs that improve the awareness of, prevention of, and promotion of health behaviors. Includes SDSU’s peer health education program – HEROH’s.

KRAVE Massage Therapy – contractual service provided by KRAVE. KRAVE will manage their own appointments and billing service.

e. Contacts:

Community Fitness – Assistant Wellness Director: Shari Landmark, MS
  Office Location: Wellness Center, Room 111
  Office Phone: 605-688-5386       Cell: 605-690-9094
  Email: shari.landmark@sdstate.edu

Community Fitness – Coordinator: Kerry M. Brown
  Office Location: Wellness Center Room 111C
  Office Phone: 605-688-4543       Cell:
  Email: kerry.brown@sdstate.edu

Community Fitness – Program Assistant I: Kristy Loen
  Office Location: Wellness Center Room 111D
  Office Phone: 605-688-4576
  Email: kristy.loen@sdstate.edu

Community Fitness – Welcome Desk
  Phone: 605-688-6415

Interim Wellness Director—Recreation Programs: Mark Ekeland, MS
Office Location: Wellness Center Room 108
Office Phone: 605-688-6861   Cell: 605-691-4961
Email: mark.ekeland@sdstate.edu

Recreation Programs – Program Assistant I: Roxy Cook
Office Location: Wellness Center Room 106
Office Phone: 605-688-4724
Email: roxy.cook@sdstate.edu

Health Clinic and Counseling Services – Associate Director: Brenda Andersen, CNP
Office Location: Wellness Center Room 154
Office Phone: 605-688-5651   Cell: 605-690-7206
Email: brenda.andersen@sdstate.edu

Counseling Services – Clinical Counseling Supervisor: Deb Johnson, LPC – MH
Office Location: Wellness Center Room 159
Office Phone: 605-688-6096   Cell Phone: 605-690-4425
Email: debra.johnson@sdstate.edu

Health Clinic and Counseling Services – Program Assistant: Karla Anderson, BA
Office Location: Wellness Center Room 109A
Office Phone: 605-688-5130
Email: karla.anderson@sdstate.edu

Health Clinic and Counseling Services – Reception/Appointment Desk
Health Clinic Appointments: 605-688-4157
Counseling Services Appointments: 605-688-6146

Jackrabbit Pharmacy – Pharmacist: Melanie Lunn
Pharmacy Location: Wellness Center Room 119
Pharmacy Phone: 605-688-5410
Email: Melanie.lunn@sdstate.edu

Nutrition Education/Counseling – Dietician: Mariah Weber, MS, RD, LN
Office Location: Wellness Center Room 102
Office Phone: 605-688-6485
Email: Mariah.Weber@sdstate.edu

Health Promotion – Health Educator: Ellie Trautman BS, CHES
Office Location: Wellness Center Room 104
HEROH (peer health education program) Wellness Resource Room: Room 102
Office Phone: 605-688-4312
Email: ellie.trautman@sdstate.edu

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**f. Wellness Center Advisory Committee (WCAC):**

**Responsibilities:** The purpose of the Wellness Center Advisory Council (WCAC) is to represent the wellness interests and needs of the students and community members. These services include community fitness, health and counseling services, and intramural programs. The primary function is to
foster communication with wellness program participants in order to seek their advice and assistance in maximizing the effective use of resources for wellness activities. The Committee will serve in an advisory capacity to the Vice President for Student Affairs providing feedback and input on relevant wellness issues. In addition, the committee will provide the Wellness Center Leadership Team with valuable input on topics related to the operation of the programs and services. The primary duties of the WCAC shall be to review, advise, prioritize and make recommendations on:

1. Wellness Center policies and procedures
2. Program development
3. Long range planning and yearly operating plans

Composition and Appointment: This Committee will be comprised of the following twelve (12) members: three (3) Students’ Association senators appointed by the Students’ Association President; two (2) Residence Hall students appointed by the Resident Hall Association; the President of HEROH or his/her designee; two (2) faculty members appointed by the Provost; and one (1) community fitness member and one (1) alum appointed by The Wellness Center Director; one (1) professional staff member appointed by the Professional Staff Advisory Council; and one (1) career service staff member appointed by the Career Service Advisory Council.

Sub-Committees: Two standing sub-committees will be established to represent the unique needs of the Student Health & Counseling Services and, Intramural and Sport Clubs Program. Membership on the Health and Counseling Services sub-committee will include one (1) student counseling intern, one (1) health clinic student employee, one (1) Health and Counseling clinic staff member appointed by the Wellness Center Director, two (2) faculty members from health related disciplines appointed by the Provost, plus two students from the WCAC. Membership on the Intramural and Sport Clubs sub-committee will include two (2) students from the Intramural Council and two (2) students from the Sport Clubs Council appointed by their Councils, a City of Brookings Park and Recreation senior staff, the Wellness Center Assistant Director – Recreation Programs, and two (2) students from the WCAC. Sub-committees will select a chairperson from within their group. Additional sub-committees shall be developed as needed.

Structure, Meetings, and Staff Support: Each Spring, after the Students’ Association elections, the Students’ Association President will select a SA senator to Chair WCAC for the next school year. At its first yearly meeting the committee will then accept nominations/appointments from Committee representatives to fill any additional officer positions (such as a Co-Chair and/or Secretary). Committee meetings will be held monthly during the academic school year. The chair will work collaboratively with the Wellness Center Director, who will serve in an advisory role/assistant to the committee and the chair. The chairperson will meet with the Wellness Center Director prior to the meeting to develop the meeting agenda and correspond on committee matters.

Accountability and Reporting: Agenda’s and minutes will be posted on Inside State and Mystateonline. A semester report will be prepared by the Committee Chair and Wellness Center Director and submitted to the VP for Student Affairs by January 15 and May 30 of each year. Each April, WCAC will be required to complete the University’s Self-Assessment to evaluate the group’s performance over the past year in an effort to enhance the overall effectiveness of the committee.

3. Standardization and Control of Wellness Center Operation Documents:
   Disclaimer: The purpose of these policies is to provide guidelines for the users of the Wellness Center (WC) facility. Our goal is to create a safe and enjoyable environment for participants of the Center. The use of the WC is a privilege and individuals not cooperating with established policies may be asked to leave or may have their privileges revoked. WC staff reserves the right to make judgment and the final decision on policies not covered in this operation manual.
**Purpose:** To document the format and process for creating a new or updating an existing Operation Manual.

**Scope:** This policy applies to all controlled paper and electronic WC Operation Manuals.

**Policy:**
- The Wellness Center Director, assisted by the WC Leadership Team, is responsible for the creation of new policies, or the updating of an existing policy. The Wellness Center Advisory Committee will review and have an opportunity to make recommendations on all policies. The WC Leadership Team will make final approval on all policies.
- An annual review will be conducted by the WC Director and the Leadership Team.
- When a new policy is created, the effective date must be added to the footer of the policy and the policy must be added to the table of contents under the appropriate heading.
- When changes or updates are made to an existing policy, the updated date must be added to the existing footer date, with a strikethrough on the previous date.
- When changes are made to an existing policy or a new policy is created, the WC Director will make these changes known on the website and a hard copy will be displayed at the Front Control Desk and in all Administration areas.

### 4. Code of Conduct:

In order to maintain a high level of service to our users, the WC enforces a Code of Conduct that all participants must follow. The WC staff appreciates your cooperation in creating a friendly and positive environment for wellness opportunities in all areas of our facility.

Participation in all programs and recreation at the WC is a privilege. All users who participate in activities or who utilize the WC facility agree to abide by the following Code of Conduct. Participants are expected to:

- Not disrupt the actions of other members/students.
- Not harass other members/students.
- Not perform negligent, abusive, or exploitive acts to another employee, member, or student.
- Treat WC property with respect.
- Will not falsify any documentation or communication pertinent to business or membership within SDSU Community Fitness.
- Remain within bounds of moral turpitude.
- Not steal or aide in the stealing of SDSU Wellness Center property.
- Will abide by WC staff and employees.
- Will not use or be under the influence of alcohol, tobacco, or any other unauthorized controlled substance within the SDSU Wellness Center.
- Will not deliberately counsel or invoke other employees, members, and/or students to violate SDSU Community Fitness Code of Conduct/Misconduct Policy or WC Operations Manual.
- Treat the WC staff and facility with respect.
- Act with character and courtesy while respecting the rights, welfare, and dignity of all others in the WC facility.
- Refrain from vulgar language and offensive conduct. Such language that is deemed offensive to others will not be tolerated.
Adhere to the rules and policies included in this document and set by the WC and SDSU.
Act in a safe, responsible manner regarding themselves and others.
Participants engaging in inappropriate behavior or violating WC policies may be subject to have their privileges of participation revoked and could face possible University disciplinary action.

5. Assumption of Risk:
The WC operates on an “exercise at your own risk” policy. The use of the WC facility and its programs is completely voluntary. Each individual utilizing the facility assumes the risk for any harm or injuries sustained. Neither the South Dakota State University, nor the WC can assume any responsibilities for injuries incurred through participation in its programs and/or services in or outside the facility. However, all injuries should be reported to the Welcome Desk or Supervisor of the activity area and an accident report completed (Appendix A). It is strongly advised that participants use caution and be aware of potential health risks associated with exercise, and obtain a physical from a physician before beginning an exercise program. It is strongly recommended that every participant of the WC activities be covered by a health and accident insurance policy.

B. Access/Entrance/Exit:
The WC is accessible from two main entrances – the North and South doors on the ‘spine’. These doors will be open the same hours Community Fitness and Recreation Programs operate. Offices will be open during normal business hours of 8:00am – 5:00pm Monday through Friday and the Student Health Clinic and Counseling Services doors will be open during their normal operating hours.

Community Fitness and Recreation Programs are a controlled access facility and only authorized individuals allowed to enter. The intended users of Community Fitness and Recreation Programs include current SDSU students and authorized members of the community.

Upon entrance to the facility everyone must check into the building at the Welcome Desk and show proper identification. The identification includes a SDSU ID card or finger scan.

The ID cards are non-transferable and are to be used exclusively by the individual named on the card. Any individual who presents a card other than the rightful student members may be subjected to disciplinary action. Community Fitness and Recreation Programs staff reserves the right to check identification at any time.

Individuals who are not members, suspended or expired members will not have access into Community Fitness and Recreation Programs. Immediate removal and suspension from Community Fitness and/or Recreation Programs will be issued to any individual who misuses a valid ID and may be subject to further university discipline. Photocopies of any IDs will not be accepted. If the ID card does not have a visible photo name and/or ID number, the card will be considered invalid. Cooperation for presenting proper identification is expected at all times. Guests must check in at the welcome desk before entering.

Entry and exit of Community Fitness and Recreation Programs must always be through the designated main entrance and exit. Individuals entering or exiting through non-designated doors are subject to disciplinary action.
SDSU athletic teams are provided with training facilities and team training activities are not to be held at the Wellness Center. SDSU varsity athletes will not hold any practices or organized get-togethers in the facility. Any athletes, 3 or more, participating in their specialized activity together will be asked to dismember and/or leave the facility. If athletes wear any practice gear designated for their sport(s) will be asked to change clothing into non-sport specific gear.

C. Memberships:
1. Membership Policy
   - Access to SDSU Wellness Center services, for current enrolled students, is included in student fees (there are additional fees for certain programs and/or services). Community Fitness memberships are available to all community members with the purchase of a membership. Current and retired benefited employees of SDSU are eligible to purchase a membership at a reduced fee.

2. Membership Categories
   - Student Memberships
     - A non-student summer membership is available for purchase to students who are not enrolled in summer school, but are enrolled for the following fall and who were enrolled in the previous spring. The dates of eligibility for this membership are the day after spring semester extending to the day before fall semester. Proof of enrollment through a printed class list is required at the time of sale. The cost is $30.00/month or $75.00/summer.
     - Students taking only internet classes do not pay an activity fee, therefore will need to purchase a membership to utilize the facility.
     - Students who choose to participate in any group exercise classes must purchase a cardio-pass for: $50.00/semester; or $100.00/spring & fall semester. This is good for unlimited participation in any of the group exercise programs.
     - There are additional fees for personal evaluations, personal training services, climbing wall classes, etc. Please refer to Section D #18 for area specific policies and fees.
     - Student dependent or partner memberships are available at the rates noted below

   - Community Member Monthly Membership Prices
     - $42 Single
     - $62 Couple – Married or parent and dependents ages 6-22.
     - $72 Family – Married and their children, including dependents ages 6-22.
     - $35 Pool
     - $30 Senior (62+)/High School Student (14+)

   Each current or retired benefited employee will receive a $22.00/month discount off of the above noted fees. Employees are also required to pay the joining fee noted below.

Joining Fees - Includes new member orientation, personal fitness evaluation, fitness program and a visitor parking pass to be used ONLY for participation in the WC.
   - $40 Single
   - $60 Couple
   - $75 Family
   - $20 Pool/Senior (62+)/High School Student (14+)

No joining fee for SDSU Alumni

6. Guest Policy: Day passes are intended to accommodate individuals who would like to use Community Fitness for a short period of time (for example: visiting friends and relatives of members, University guests, camps, and conference attendees). Guest passes do not need to be purchased in advance (but can be) and are available at the Welcome Desk.
• Guests must sign a liability waiver and health history form.
• Community Fitness reserves the right to approve or deny any day pass transaction.
• Day Pass Fees/day
  o Adult $8.00
  o Child (Under 14) $4.00 (must have parent signature)
  o Family $20.00
• 8-punch pass is available for the cost of $50.

7. Conflicts: Conflicts regarding membership status shall be referred to the Community Fitness Coordinator. Decisions may be appealed to the Wellness Center Director.

8. Non – Participant Policy: The WC allows current members to bring non-participatory guests for various activities and programs.
  • The member and guest must sign a Non-Participation Agreement at the Welcome Desk before entry is allowed.
  • Upon completion of the Non-Participation Agreement form, the non-participant will be asked to leave an ID, driver’s license, or other form of identification at the Welcome Desk. Return of personal possessions will be returned at the end of the visit.
  • Special events held may allow non-participatory guests if proper staff is requested ahead of time to monitor spectators.
  • All non-participatory guests must be wearing appropriate footwear and follow all footwear requirements.
  • The staff of the WC reserves the right to ask any non-participant to exit the building at any time.
  • Non-participants may include but are not limited to: Cardiac Rehab Guests, Recreation Program Fans, tours, infants and children, etc.

9. Minor Policy
  a. Definitions
     o Unaccompanied minors are defined as members ages 14 to 18 who complete a New Member Orientation with a trainer to use the SDSU Wellness Center without direct parental, guardian, or other adult supervision.
     o Minors are defined as members less than 18 years old.
  b. Unaccompanied Minor Policy:
     o Unaccompanied minors ages 14 to 18 must complete a New Member Orientation with one 30 minute training sessions with a Community Fitness Personal Trainer. All these amenities are included with the joining fee.
  c. Minor Policy:
     o Minors (under 14 years of age) must have a health history and waiver signed by a parent or legal guardian. The minor must be supervised by a parent, guardian, or someone 14 or older at all times. Without proper supervision, minors will be denied access to the facility.
     o An adult or guardian of the minor or minor guest will be notified immediately to request direct supervision or pickup.
D. Policies, Rules, and Regulations:

1. General Policies

- No bicycles, skateboards or scooters are allowed in the facility.
- Strollers are allowed in the spine, the track, 2nd floor pool locker rooms and the pool, and the Student Health Clinic and Counseling Services.
- Only service animals are allowed in the facility. All other pets are strictly prohibited.
- Approval to take pictures/videos must be directed to the WC Director. Pictures/videos may NOT be taken in the Student Health Clinic and Counseling Services, locker rooms, family changing area or restrooms. It is recommended the picture/video requests be placed at least 24 hours in advance with the WC Director. The photographer needs to sign in at the Welcome Desk and is restricted to the specific event they are covering. The photographer verbally alerts the group that they are being photographed, telling them how the photo will be used—asking for permission and allowing anyone who does not want to be photographed to ‘step out’ of the picture.
- Use of lounge areas and informal activity spaces, when not scheduled/reserved, are on a first come first serve basis.
- Spitting in the common areas or activity areas such as courts, track, etc., is not permitted.
- Personal items should not be left unattended, placed on the floor or on equipment; please use the locker rooms. Personal items are not the responsibility of the WC.
- Staff members cannot hold equipment or valuables for any participants.
- Facility wide audio system: music selections made by Wellness Center staff only; personal music will not be played on the public audio system with only Brookings Stations.
- Television use: the TV’s will be set to the following stations – Left to right
  - TV #1 – ESPN
  - TV #2 – NBC
  - TV #3 – CBS
  - TV #4 – ABC
  - TV #5 – Station By Request (At Welcome Desk)
  - Lounge TV – Station By Request (At Welcome Desk)
  - This station will be changed by Wellness Staff only, at the request of a member.
- A closing announcement will be made approximately 15 minutes prior to closing. All participants are expected to finish their activity, re-rack all weight equipment, return any checked out equipment, finish showering, and exit the WC by closing time.
- All areas and equipment within the WC shall be used for the intended purposes.
- It is requested that members report any concerns about the facility and/or equipment to the WC staff as soon as possible.

2. Accidents/Injuries

- Please contact a member of the WC staff should an accident and/or injury occur.
- The staff member who is contacted about the accident/injury must fill out an incident report (Appendix).
- Report needs to be given to Wellness Center Assistant Director and then sent to Vicki Soren (Risk Management) at the end of each month.
- Follow-up phone call made to member by Wellness Center Assistant Director.

3. American Disability Act (ADA) Statement

The SDSU WC encourages participation in activities by individuals with disabilities. If you are an individual with a disability who requires accommodation in order to participate in a program, please contact the Welcome Desk in advance at 688-6415 or email sdsu.wellnesscenter@sdstate.edu
4. Alcohol, Tobacco and Other Drugs

The WC is a substance free facility. Possession of alcohol, illegal drugs, and tobacco (this includes smokeless tobacco) are not allowed and possession of such items will result in removal from the facility and further disciplinary action as deemed appropriate by the advisory committee. The WC reserves the right to check liquid substances in personal beverage containers.

5. Attire and Footwear

The WC is a positive, healthy environment. It is expected that all users dress appropriately and the WC reserves the right to determine the acceptability of all exercise attire. WC staff decisions concerning appropriate clothing will be final. Failure to dress properly will result in denial of use of the WC. Clothing with offensive language, designs, or pictures is not acceptable. Clothing inscribed with profanity is prohibited. Appropriate attire is required at all times:

- Closed toed shoes, full-back, sleeveless shirts or full t-shirts covering the stomach, and shorts/pants must be worn for all WC activities; shorts must be long enough to cover the buttocks and groin when the participant exercises or moves. Appropriate undergarments and support are required at all times. Properly laundered clothing required for sanitary reasons.
- Non – Black, soft soled, closed toe athletic shoes must be worn in the WC; preferably a pair of clean, dry shoes not used outdoors (dedicated shoes)
- Belts, metal zippers, studs, etc. are prohibited as they may damage exercise equipment and pose a risk to injury.
- Jewelry which may cause equipment damage or pose a risk of injury should be removed, users may be asked to remove items that pose a danger to self or others.

6. Cell Phones

- Use of cell phones and/or pagers is not allowed in locker rooms or while using weight equipment.
- Cell phones are allowed, but not encouraged on cardio equipment.
- Out of respect for others we ask that you limit your cell phone use to public areas.

7. Computer Use

- Four computers are available for use in the Jack’s Den; users assume responsibility of seeing that they are used in the appropriate manner. Misuse of computer resources is considered a violation of University policy.
- Patrons should limit their use to 30 minutes.
- Pharos Printing computer is available to print documents for the cost of $.05. Only Hobo Dough can be used for payment.

8. Damages

Participants using the WC facility and equipment assume the liability and agree to pay for any damages that occur as a result of misuse or damage other than normal wear and tear.

9. Ejection/Suspension

Failure to follow WC policy will result in ejection from the facility. Upon ejection, the individual will remain suspended until a date determine by the Wellness Center Director and the WC Advisory Committee.

10. Equipment Checkout – valid student ID or driver’s license must be presented to checkout equipment.

- Members may check out the following equipment

<table>
<thead>
<tr>
<th>Item</th>
<th>Replacement Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basketball</td>
<td>$25.00</td>
</tr>
<tr>
<td>Volleyball</td>
<td>$25.00</td>
</tr>
<tr>
<td>Tennis Racquet, balls, &amp; set up</td>
<td>$25.00</td>
</tr>
<tr>
<td>Badminton Racquet, cocks, &amp; set up</td>
<td>$25.00</td>
</tr>
<tr>
<td>Item</td>
<td>Price</td>
</tr>
<tr>
<td>-------------------------------</td>
<td>--------</td>
</tr>
<tr>
<td>Disc Golf bags</td>
<td>$25.00</td>
</tr>
<tr>
<td>Table tennis equip</td>
<td>$25.00</td>
</tr>
<tr>
<td>Soccer balls &amp; set up</td>
<td>$25.00</td>
</tr>
<tr>
<td>Climbing shoes</td>
<td>$25.00</td>
</tr>
<tr>
<td>Wii Nun chuck</td>
<td>$25.00</td>
</tr>
<tr>
<td>Wii Remote</td>
<td>$50.00</td>
</tr>
</tbody>
</table>

- **Late Fees** - The equipment should be returned to the Cave before leaving the facility or before the facility closes on the day the equipment is checked out or a late fee will be assessed.

- **Replacement** - The person checking out the equipment is responsible for the item(s). If the equipment is lost, damaged, or not returned, then the individual who checked it out is responsible for the replacement cost. The individual’s WC membership will be suspended until the charge is paid for.

11. **Food and Beverages**
- Food is NOT allowed at any time in any activity
- Water and sports drinks in closed containers may be used in the exercise or gym areas
- Food and beverages may be consumed in Jack’s Den, spine, conference room and waiting alcove and locker rooms
- All containers are subject to substance check at any time by the WC staff.
- Glass containers are prohibited at all times.
- Chewing gum is not permitted in the WC.

12. **Locker Rental**
- Large, medium and small lockers are available to rent on a first-come, first serve basis for all members. Lockers may be renewed the month of expiration. Information regarding locker availability and rental fees can be inquired at the Welcome Desk.
- Day lockers are available in the hallway adjacent to the locker rooms for no charge and non-rented lockers may be used on a daily basis at no charge.
- All items must be removed from unrented lockers by closing each day. If items are not removed will be collected at closing by Wellness Center staff. These items will be kept for 2 weeks and there is a $2.00 Retrieval Fee for items. The items not claimed will be given to charity.
  - Small Lockers (12X20)
    - $5.00/month EFT
    - $50.00/year in full
  - Medium lockers (12X30 or 14X24)
    - $8.00/month EFT
    - $80.00/year in full
  - Large lockers (12X60)
    - $10.00/month EFT
    - $100.00/year in full

13. **Lost and Found**
Lost and found items should be turned into the Welcome Desk. UPD needs to be contacted fpr iPods, keys, phones, rings, and jewelry. Any inquiries about lost and found items may be made at the front desk. Items that are not claimed after 14 days will be given to a charity. The WC is not responsible for lost or stolen items.
Individuals who lose an item or find an item will fill out a form at the Welcome Desk (Appendix)
14. Posting and Solicitation
   - No outside posting are allowed.
   - Solicitation is strictly prohibited unless the individual is a university employee acting under the terms of their contract.

15. Towels
   Towels are available to the members of the WC. We ask that each member take one towel per visit and return the towel to the designated towel return area. Towels are located at the fitness floor supervisor desks on First and Second floor. Return towels to designated towel drop in the locker rooms or the towel drop adjacent to the Welcome Desk (next to the day lockers).

16. Area Specific Policies
   a. Cardio Equipment
      - Individuals are asked to wipe down the machine when finished, including the seat and hand rails, using the cleaning towels and spray provided.
      - Please limit your workout to 30 minutes if someone is waiting for a cardio machine.
      - Report broken equipment to Welcome Desk
   b. Running/walking Track
      - Dedicated, closed toed shoes are required to be worn at all times. Only athletic court or running shoes are allowed. Sandals, open toed shoes, boots, turf/spiked shoes and hard-soled shoes are not permitted.
      - Strollers are permitted
      - Use the track in a counter clockwise direction on Monday, Wednesday, & Friday and clockwise on Tuesday, Thursday, Saturday & Sunday
      - Walkers use the inside lane, joggers on the middle lane and runners on the outside lane; track users give ‘right of way’ to people passing them on the track.
      - Skateboards, bikes, rollerblades are not permitted on the track
      - Throwing of objects is not permitted. (Balls, sticks, etc.)
      - The track is not an observation area; no one is allowed to stand on or block any lanes of the track.
      - Stretching and warm-up exercises are to occur in designated areas only.
   c. Multi-Purpose Gymnasiums
      - Non-marking athletic shoes only.
      - Hanging on the rims or nets is not permitted.
      - No kicking or throwing of equipment towards the ceiling and/or track. Equipment should be used only for the intended purpose.
      - Nets (volleyball, badminton) will be set up and taken down by WC staff only.
      - Members are not to turn on the lights or tamper with the panel boxes; requests or problems should be referred to the Recreation Supervision desk for lights or panel boxes.
      - Equipment is available for checkout, with proper identification, at the Recreation Supervision Desk; equipment being rented, needs to be paid for at the Welcome Desk prior to check-out at the Recreation Supervision Desk
      - Gymnasium priority scheduling: Intramurals and Recreation programs have first priority; a minimum of one court will be available at other times for recreational use; generally one court will be maintained as a BB court and one set up for a ‘net’ activity.
   d. Fitness Floor and Free-Weight Area
      - Free weights must be restacked and barbells and dumbbells must be returned to the racks after use. Free weights should not be placed near or against mirrors or walls or on benches.
Do not lift beyond your capabilities – know your limits. If necessary use a spotter and/or ask the floor supervisor for spotting assistance.

Absolutely no slamming of weights – set them down properly.

When crowded, do not occupy a select weight station for more than 10 minutes.

Report any irregularity of equipment to the Welcome Desk or let appropriate staff member know.

e. Climbing Features (35 ft. Pinnacle, 22 ft Wall, Bouldering)

- Equipment Included: Ropes, harnesses, & shoes
- Climbing Wall Rules Form must be signed in order to climb in the facility
- Basic belay clinic $5 (includes instruction & equipment): Inquire at the Welcome Desk for clinic times.
- OPEN/BOULDER CLIMB - No staff on duty in the climbing area at this time. This is rock climbing without the use of a rope, harness or belayer. Once the Climbing Wall Rules Form is signed, bouldering may be done any time the facility is open and is allowed only as high as the top of 3rd block (approximately 10-12 ft.).
- BELAY CLIMB - Rock climbing involving the assistance of climbing equipment. Various skilled routes enable climbers to ascend to the top of the wall with the help of a certified belayer. Belay climbing will only be allowed during Rock Wall staffed hours. Our staff will provide assistance with belaying to those who are not certified to belay on their own. Belay climbing is not allowed during non-staffed hours.

o Academic Belay Climbing Hours:
  - Monday – Thursday  3:00pm – 10:00pm
  - Friday             4:00pm – 8:00pm
  - Saturday           12:00pm – 4:00pm
  - Sunday             4:00pm – 10:00pm

o Summer Belay Climbing Hours:
  - Monday – Thursday  5:00pm – 8:00pm
  - Saturday           Noon – 3:00pm
  - Sunday             1:00pm – 3:00pm

f. Multi-Purpose Studios

1) Studio A, B, C

- For Studio schedule – please refer to daily/weekly schedule posted on each door
- Equipment used in this studio may not be removed from the room
- Wipe down machines or equipment used when finished with the cleaning towels and spray provided
- Cardio Passes are available for purchase at the Welcome Desk (for student members)

g. Swimming Pool

- Swimming is allowed only when there is a lifeguard on duty
- Horseplay such as running, splashing, shoving or dunking is not permitted.
- Diving, from the side of the pool, is allowed only in the diving well; Diving Boards are off limits and are used by the swim team only.
- Profanity, improper behavior, intoxication, and/or vulgar remarks are prohibited.
- During regular pool hours – air mattresses or similar floatable devices are not permitted. Balls, Frisbees, or other throwable equipment are not permitted.
- Use of starting blocks is not permitted.
17. Boxing, Kickboxing, and Mixed Martial Arts Policy

a. SDCL and Brookings City Ordinance

- SDCL 42-12 states that the South Dakota Boxing Commission will govern, establish, and supervise all boxing, kickboxing, and mixed martial arts competitions and sparring exhibitions held within the state of South Dakota. Boxing, kickboxing, and mixed martial arts competitions and sparring exhibitions will be held in conformity with city ordinance. Brookings ordinance Sec. 58-162 states: “No person shall disturb or cause to be disturbed the peace of the city or of any person by violent, threatening or offensive behavior, or by a loud or unreasonable noise or by language reasonably calculated to provoke an immediate breach of the peace, or by assaulting, striking or attempting to assault or strike another person, or inviting or defying another person to fight or by fighting.”

b. SDSU Wellness Center Policy

- The SDSU Wellness Center will observe South Dakota state laws and Brookings City Ordinances. Any exhibition of boxing, kickboxing, mixed martial arts or any other form of fighting that places two or more individuals in any form of combat is strictly prohibited within SDSU Community Fitness.
- Any group, organization, or individual(s) not complying with SDSU Wellness Center Boxing Policy will be handled based on a two strike policy.
  1. Asked to leave the SDSU Wellness Center for the day.
  2. Temporary or permanent suspension from the SDSU Wellness Center.

18. Appointment No-Shows/Cancellations

- Free Personal Fitness Evaluations and Personal Training Session - If a new member/client does not show for a scheduled evaluation or PT session without a 12-hour notice, the member/client’s evaluation or session will be null and void. If the member/client is 10-minutes late, the session will not be held.

- Personal Training Packages - In the case a member or client does not show for a Personal Training Session without a 12-hour notice, the client will lose the session without a refund. If the client is 10-minutes late, for a 60-minute session, the session will only consist of the remaining 50-minutes.

19. Vendor Policy

- All vendors wishing to reserve the conference room for use, must complete a Vendor Request form by Thursday for the following Monday – Sunday requested reservation date for office review and approval.
- Vendors may sell merchandise, recruit, giveaway items, or have sign-up offers. However, vendors should not disrupt daily life activities of students, members, and SDSU Wellness Center Staff.
- Vendors must be in full compliance with Wellness Center Staff as assigned to location within the Wellness Center, time, and date.
- Vending locations should not restrict the flow of Wellness Center traffic.
- Falsification or misleading material supplied in the Vendor Request Form may lead to immediate or future termination of vending at the SDSU Wellness Center.
20. Harassment Policy
   a. Introduction: Harassment in any form hinders a student’s, member’s, and client’s ability to function and fully participate in all forms and functions within the Wellness Center. Likewise, harassment is in violation of every student’s, member’s, and client’s ability to participate to their full potential within the Wellness Center. As a result, harassment in any form will not be permitted within the SDSU Wellness Center. All reported and observed cases of suspected harassment will be investigated promptly. Consequences facing employees may include reprimands, suspensions without pay, reductions in responsibilities, or expulsion.
   b. Harassment Defined: Harassment in any form will be defined as follows:
      o Sexual Harassment: This includes any unwelcome sexual advances, requests for sexual favors, or any other physical or verbal conduct that impedes a member’s, student’s, client’s, staff’s participation within the facility.
      o Discriminating against race and beliefs: Physical or verbal conduct that impedes a members, student’s, client’s, staff’s participation within the facility. No such acts discriminating a person’s race, color, creed, religion, ethnicity, ancestry, gender, sexual orientation, age or disability will be permitted on SDSU Community Fitness property. Such acts create a demeaning, intimidating, and threatening environment for a victim.
      o Other: Any perceived act that creates a hostile environment for any person within SDSU Community Fitness in which their participation is altered will not be tolerated.
   c. Complaint Procedure:
      o Complaints can be submitted a number of different ways. All reports will remain autonomous for confidentiality/security of victim:
        (1) Send complaints via email to sdsu.wellnesscenter@sdstate.edu.
        (2) Call the SDSU Wellness Center at 605-697-WELL and press the appropriate department to which the incident applies.
        (3) Complete a Complaint/Grievance of Harassment Form. The form can be taken from the WC Operation Manual Appendix. Forms can be submitted as an attachment to sdsu.wellnesscenter@sdstate.edu or handed directly to the appropriate department to which the incident applies.
      o Depending on severity of incident, further investigation may be needed for clarity. Each case will be handled promptly and proper measures will be taken by management to ensure a safer environment for the alleged victim to enrich their quality of life to its fullest potential.

21. Sex Offender Policy
   o Goal: Assure members do not feel uneasy or unsafe using the Wellness Center.
   o All reported and observed cases of suspected involvement will be investigated promptly.
   o Consequences facing the registered sex offender member may include limited access or suspension of the facility.
   o Sex Offender Tiers will determine access to the facility, if a formal complaint is made.
      o Tier III requires registrants to register throughout their lifetime.
      o Tier II requires registrants to register for a minimum of twenty-five years.
      o Tier I requires registrants to register for a minimum of ten years.
E. Facility Tours and Reservation

1. Facility Tours:
The WC provides organizational tours for groups or individuals upon request. Groups or individuals may contact the Welcome Desk (phone 605-688-6415) to establish an appointment for a tour. Tours will be conducted by Community Fitness Staff. Use of the facility is not included with a tour. Individuals who are interested in a membership will be able to tour the facility during facility hours. (see Appendix for Tour Guidelines)

2. Reservation Policy:
The WC is highly demanded by groups who wish to use our facilities on a regular basis. All arrangements for use of the WC must be made through the Community Fitness Coordinator. The use of the facility priority is as follows:
- All WC regularly scheduled activities
- WC sponsored activities
- Officially recognized student organizations and groups
- Campus wide special and sponsored events (camps, conferences, etc)
- Non-University Organizations or groups

The Wellness Center reserves the right to reprioritize or cancel events with 24 hours notice. Semester scheduling, including all WC activities and any other standing reservations will take place prior to the start of each semester. After the semester schedule has been set, scheduling of space will be assigned on a first come, first serve basis – utilizing the above noted priority.

3. Facility Rental Charges:
We recognize and respect that students paid for the construction and operation of the WC. In order to be equitable we need to recover our direct cost for facility utilization:

<table>
<thead>
<tr>
<th>Wellness Center Rentals/Hour</th>
<th>Features</th>
<th>Recognized Student Organization</th>
<th>SDSU Sponsored with SDSU participants</th>
<th>SDSU Sponsored with Non SDSU Participants &amp; Non-profits</th>
<th>Non University Organization</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conference Room – First Floor</td>
<td>912sf Capacity of 20-50</td>
<td>No Charge or $25.00 w. food &amp; drink</td>
<td>No Charge or $25.00 w. food &amp; drink</td>
<td>$25.00</td>
<td>$50.00</td>
</tr>
<tr>
<td>Studio A,B,C – Second Floor</td>
<td>Studio A 2400sf Capacity of 40 Studio B &amp; C 1200sf capacity of 20</td>
<td>2-hours per week at no charge; $25.00/hr additional</td>
<td>2-hours per week at no charge; $25.00/hr additional</td>
<td>$25.00</td>
<td>$50.00</td>
</tr>
<tr>
<td>Gym 1,2,3</td>
<td>Capacity 100</td>
<td>2-hours per week/court at no charge; $25.00/hr additional</td>
<td>2-hours per week/court at no charge; $25.00/hr additional</td>
<td>$25.00/court</td>
<td>$50.00/court</td>
</tr>
<tr>
<td>Climbing Wall (includes up to 2 staff)</td>
<td>35ft pinnacle, wall, bouldering</td>
<td>$25.00</td>
<td>$25.00</td>
<td>$25.00</td>
<td>$25.00</td>
</tr>
</tbody>
</table>
### Price List

<table>
<thead>
<tr>
<th>Area</th>
<th>No Charge or $25.00 w. food &amp; drink</th>
<th>No Charge or $25.00 w. food &amp; drink</th>
<th>$25.00</th>
<th>$50.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jack’s Den &amp; Spine</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pool (includes LG for 25 people)</td>
<td>$25.00</td>
<td>$25.00</td>
<td>$25.00</td>
<td>$25.00</td>
</tr>
<tr>
<td>Entire Building (3 hr minimum – after hours only)</td>
<td>3 hour session rate</td>
<td>$200.00</td>
<td>$200.00</td>
<td>$300.00</td>
</tr>
</tbody>
</table>
| Party Package         | Two hours of your choice in the facility – climbing wall, pool, gym courts, & studios  
1-10 Participants $75  
11-15 Participants $100  
16-20 Participants $125  
20+ Participants – Contact Community Fitness Coordinator for special pricing | | | |

In an effort to find a fair and consistent method of allocating space to various campus groups the Wellness Center has developed the following procedures:

- A WC Reservation Form must be submitted to the Community Fitness Coordinator (via email, fax, or hard copy) at least 10 working days prior to the event. The form may be found online at the WC webpage. No verbal ‘holds’ will be issued without a written request.
- The Community Fitness Coordinator, after consultation with the Leadership Team, will approve or deny the request.
- When the reservation is approved, all required documentation: 1) Reservation Form, 2) Deposit (if required), and 3) Waiver statement must be signed and submitted at least 3 working days prior to the event to the Community Fitness Coordinator (WC Room 111).
- Facility rental rates do not include any services, extra personnel, extra equipment, or special room setup needs. If the event requires these items the following rates will be assessed:

<table>
<thead>
<tr>
<th>Equipment Service</th>
<th>Rate/hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>Presentation</td>
<td>$15.00</td>
</tr>
<tr>
<td>Custodial Services</td>
<td>$25.00</td>
</tr>
</tbody>
</table>

4. Payment Process:
   If rental charges are paid in full 10- working days before the event, you will receive $10 off your reservation. All payment must be taken care of on or by the first day of the event.

5. Cancellation Policy:
   The WC Leadership Team reserves the right to reprioritize or cancel events at any time. If reservation cancellation occurs 2 working days or less prior to the event 50% of the reservation will be owed due to an inconvenience fee. Failure of a student and/or student organization will result in a charge to your SDSU account, loss of facility privileges, and possible discipline through the SDSU Conduct Office. Reserving party cancellations must be made in writing by sending an email to sdsu.wellnesscenter@sdstate.edu

6. Damage to Facilities and/or Equipment:
   Participants who reserve the WC and/or equipment assume liability of and agree to compensate the WC for any damage other than normal wear and tear while it is being used. Facilities and/or equipment that require repair due to damage by event participants will be repaired by WC staff or a
licensed contractor and the repair bill will be charged to the event sponsor. If any equipment should be lost during rental the event sponsor will be responsible for all replacement costs.

7. Food and Beverages:
   Any food up to $25.00 can be brought in for special functions and only with prior approval by the Community Fitness Coordinator. Aramark Food Service has all other rights & privileges.

8. Decorations and Signage:
   Decorations may not be put on walls or furnishings in the WC without consent from the Community Fitness Coordinator. If decorations or signage are approved – they may not disguise, cover, or interfere with any safety device, including fire safety equipment such as fire extinguishers, exit signs sprinkler heads and piping, and fire alarm pull stations.

9. Security for Events:
   The WC may require uniformed security officers to be present at an event. The scheduling and expense is the responsibility of the sponsoring organization. If security requirements are not completed, the event will be cancelled.

F. Student Reservation Policy

1. Definition of Terms:
   **Student Organization:** The term organization means any number of persons who have complied with formal requirements of becoming an organization, as prescribed by the Office of Student Activities and have been granted institutional registration or recognition. A full list can be found at [http://studentaffairs.sdstate.edu/StudentUnion/StudentActivities/directory.htm](http://studentaffairs.sdstate.edu/StudentUnion/StudentActivities/directory.htm). Fraternities, sororities, club sports, honor clubs, and departmental associations are all considered organizations.

   **Student Group:** The term group means a number of persons, 3 or more, who have not yet complied with the formal requirements of becoming an organization. Any group that has more than 50% of its members within a recognized student organization will be considered a student organization.

2. Request Process:
   Both groups and organizations wishing to reserve Studio B or Court 3 for use must complete a Reservation Form by Thursday for the following Monday – Sunday requested reservation date for office review and approval. Reservations can be scheduled for one month in advance by the last Thursday of the month. After review, a SDSU Wellness Center representative will contact the representative provided on the request form 24 hours prior to reservation date. In result of a no show for a reserved time, this reservation will not be rescheduled in the same week.

3. Payment:
   Each organization or group may reserve space at no charge for no more than one time per week at a maximum of 2 hours. If wanting to reserve additional space, the group or organization must pay the rental fee of $25/hour for the use of either Studio B or Court 3. Reservations are not allowed from 4-8pm Sunday – Thursday. Saturday and Sundays are encouraged.

G. Emergency Procedures & Injury Guidelines

As a staff member of The Wellness Center, safety must be a high priority. Safety involves primarily the prevention of injury or emergency situations. However, if injury or life-threatening situations do arise, it is essential that you be prepared to handle the event in a professional manner. In an emergency situation, there is little time to think. Most reactions occur automatically. Having a plan of action and running through practice drills on a routine basis will help ensure that proper procedures are followed. This section is designed to help you prepare for emergency situations and other common injuries that you may encounter as a
health/fitness professional. It is your responsibility to periodically review this information to increase your awareness and preparedness in case an injury or emergency situation should occur.

A. Be Prepared
   1. Make sure phone is available for use.
   2. Know how to direct emergency help to the site.
   3. Know where the fire alarms and exits are located.

B. Remain Calm
   1. Remaining calm reassures the injured person and helps prevent the onset of shock.
   2. In most cases speed is not necessary. Cases of extreme breathing difficulty, stoppage of breathing and/or circulation, choking, severe illness, and internal injury are exceptions to this and require urgent action.

C. Determine How the Injury Occurred
   1. History of injury can be surmised from observation of what happened, the injured person’s response as to what happened, or by witness response to the injury.
   2. If the injured is unconscious or semiconscious and no cause is determined, check for a medical alert identification tag.

D. Check Vital Signs
   1. Level of consciousness
      a) If individual is unconscious, check for medical alert tag. Access airway, breathing and circulation. Do not use ammonia capsules to arouse. Do not move the person unless absolutely necessary. If unconscious, do they respond to verbal or painful stimuli, or are they unresponsive?
         (1) If person is conscious, are they alert and oriented?
         (2) Do they know . . . whom they are, where they are?
            (a) . . . Time of day?
            (b) . . . Where they are?
            (c) . . . Who they are?
         (3) Or are they disoriented?
   2. Respiration
      A. Is the person breathing? If not, establish an airway and administer artificial respiration. Summon medical help. The following will aid in determining the problem:
         (1) Normal - 12-20 breaths per minute
         (2) Well-Trained Individuals 6-8 times per minute
         (3) Shock - rapid, shallow respiration
         (4) Airway obstruction, heart disease, pulmonary disease deep gasping, labored breathing.
         (5) Lung Damage - frothy sputum with blood at the nose and mouth accompanied by coughing
         (6) Diabetic Acidosis - alcohol or sweet, fruity breath odor
         (7) Cessation of Breathing - no movement of abdomen and chest and no airflow at the nose and mouth
   3. Pulse
      A. Check pulse by using light finger pressure over an artery. The most common sites are carotid, brachial, radial and femoral pulses. If there is no pulse and the individual is unconscious, begin CPR.
   4. Bleeding
      A. If bleeding is profuse, control bleeding by elevating the body part, putting direct pressure over the wound pressure points, and as a last resort putting on a tourniquet.
   5. Blood Pressure
      A. Blood pressure is usually taken at the brachial artery.
         (1) Normal 120/80
         (2) Severe hemorrhage, heart attack - marked falls in blood pressure.
         (3) Damage or rupture of vessels in the arterial circuit - abnormal high BP
         (4) Brain Damage - rise in systolic with a stable or falling diastolic BP
         (5) Heart Ailment - fall in systolic with rise in diastolic pressure
   6. Eye Pupil Size and Response
      A. Drug addict or Nervous System Disorder - constricted
         (1) Unconscious, Cardiac Arrest - dilated
         (2) Head Injury - unequal size
         (3) Disease, Poisoning, Drug Overdose, Injury - failure to react to light
7. **Pain Reaction**
   
   A. The history of the injury might give a clue. Check for evidence of neck and back injury.
   
   (1) When in doubt, assume there is a neck or back injury.
   
   (a) Probable Injury of Spinal Cord - numbness or tingling in the extremities.
   
   (b) Occlusion of a Main Artery - severe pain in the extremity with loss of cutaneous sensation: pulse is absent in the extremity.
   
   (c) Hysteria, Violent Shock, Excessive Drug or Alcohol Use - no pain.

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**Emergency Procedures**

1. Assist the injured person as effectively as possible and have another staff member call for medical assistance while you stay with the victim.
2. If injury requires medical attention:
3. Call Student Health Service at 688-4157 *Note: not open on Saturday or Sunday.*
4. If Student Health Service is unable to assist:
5. Call Brookings Hospital Emergency Room at 692-6351.
6. Arrange transportation to Student Health Service or the Emergency Room through SDSU University Police at 688-5117.
7. If in need of an ambulance right away:
   - Call 911, then Student Health Service to let them know what happened, then notify the Wellness Director as soon as possible at Home or Cellular or 688-5386 (Office).
8. Meet the ambulance personnel at the east doors and lead them up the main stairs.
9. Fill out an Accident Report Form as soon as possible and turn in to the Wellness Center Coordinator.

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**Emergency Script**

1. Name of caller - (you)
2. Location and telephone number - (HPER pool - 688-4919)
3. Nature of emergency - (drowning, broken bone, spinal injury)
4. Required assistance - (ambulance, police)
5. Suggested approach route - (22nd Ave. to 11th Street through East HPER doors)
6. Give the location where the emergency personnel will be met. Also give a description of how emergency personnel will recognize the individual who will meet them upon arrival. (By east doors of HPER - what you are wearing/look like/name.)
7. Caller should ask if any further information is required and should not hang up until the other party (emergency personnel) hangs up.
   - Swimming supervisor use pool phone in pool office.
   - Track, Fitness Room, and Foyer use Service Desk phone.
   - Aerobics and Weight Room use the phone in custodial office.

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**Types of Emergencies/ Injuries**

**Tornado Watch and Warning Procedure**

A Tornado Watch means tornadoes are expected to develop. Listen to a local station if severe weather looks possible. Tornado watches and warnings are broadcast by Radio Stations KBRK (AM1430; FM93.7) as well as KJJQ (AM910; FM102.3), and the Sioux Falls television stations.

A tornado **watch** means tornadoes are expected to develop.

A tornado **warning** means a tornado has actually been sighted or indicated by weather radar.

**Tornado Warning Procedure**

The sirens will sound a Tornado Warning, a continuous blast lasting about three minutes, which may be repeated. Radio stations KBRK and KJJQ will announce the warning as well as the local police and fire officials cruising the city.
If a warning occurs, everyone in the building should go to the tunnel by going through the Weight Room. Get everyone there as quickly as possible. Keep everyone away from the windows. Do not allow anyone to leave the tunnel until the radio stations give the “all clear” message.

**Burns**

**Treatment:**
1. Apply cold water applications, or submerge the burned area in cold water.
2. Apply a dry dressing if needed.
3. Do not apply ointment.

**Minor Cuts & Abrasions**
1. Control bleeding with direct pressure.
2. Wash area thoroughly with soap and warm water.
3. Cover area with antibiotic ointment if available.
4. Cover wound with dressing such as a “band aid.”

Some small cuts may actually require stitches and it may also be advisable for the injured person to receive a tetanus booster shot. Always encourage the student to seek professional medical help.

**Minor Cuts**
1. Stop the bleeding:
   a. Apply direct pressure with clean cloth -- *when bleeding is severe, do not remove pressure until professional help arrives, even if you think the bleeding has stopped.*
   b. If limb is cut, elevate if possible.
   c. Try to find pressure point at the joint of limb.
   d. *Do not use a tourniquet!*
2. When bleeding has stopped, cover wound with temporary dressing.
3. See that the injured person gets professional medical attention.

**Epileptic Seizures**

*Characterized by:*

a. Twitching of muscles (may be violent)
b. Loss of contact with surroundings
c. Victim may stare aimlessly
d. *Victim’s speech/conversation may not make sense.*

**Treatment:**
1. Do not attempt to restrain victim.
2. Move any objects that may be hazardous away from the area.
3. Remove eyeglasses and any restricting clothing if possible.
4. After seizure, keep person lying down and as comfortable as possible.
5. Allow person to rest or sleep.
6. Seek medical attention if attack occurs again.

**Diabetes**

**Symptoms:**

<table>
<thead>
<tr>
<th></th>
<th>Diabetic Coma (Lack of Insulin)</th>
<th>Insulin Shock (Too much insulin)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Overall appearance</td>
<td>Extremely ill -- may be conscious</td>
<td>Very weak</td>
</tr>
<tr>
<td>Skin</td>
<td>Dry &amp; flushed</td>
<td>Moist &amp; pale</td>
</tr>
<tr>
<td>Mouth</td>
<td>Dry</td>
<td>Drooling</td>
</tr>
<tr>
<td>Thirst</td>
<td>Intense</td>
<td></td>
</tr>
<tr>
<td>Hunger</td>
<td></td>
<td>Occasional</td>
</tr>
<tr>
<td>Vomiting</td>
<td>Common</td>
<td>Rare</td>
</tr>
<tr>
<td>Respiration</td>
<td>Exaggerated air hunger</td>
<td>Normal, shallow</td>
</tr>
<tr>
<td>Breath</td>
<td>Weak, rapid</td>
<td>Full, pounding</td>
</tr>
<tr>
<td>Treatment</td>
<td>Get medical attention immediately</td>
<td>Give sugar, i.e. Orange juice, pop, candy bar, etc. If victim does not respond, get medical attention.</td>
</tr>
</tbody>
</table>

**Other Serious Injuries or Accidents - Call 111 (Campus Dispatch) for EMT**

*For any of the following:*

- Airway problems of any type
- Unconsciousness
- Head injury  - Bleeding from ear, nose or mouth
- Neck or back injury  - Limb injury with obvious deformity
- Severe chest pains

1. Do not move the victim, except to try to get him/her into a lying position, with feet elevated (unless there are suspected spinal injuries.)
2. Contact medical personnel/ambulance.
3. Treat for shock.
4. Control bleeding.
5. Elevate head if person is short of breath (unless there are suspected spinal injuries.)
   - Do not allow a sick or injured person to sit, stand, or walk until you are sure that his or her condition warrants it.
   - Do not encourage a person who is “feeling bad” to begin or continue working out.
   - Check on people in the locker room who have questionable symptoms.
   - For less serious injuries, a first-aid kit is available in the training room.

**Heart Attack/Cardiac Arrest**

**Characterized by:**
1. Persistent chest pain, described as aching or pressure often with radiation to back, neck, left arm or jaw.
2. Gaspings and shortness of breath.
4. Victim may complain of indigestion and nausea.
5. Denial from victim of possible heart attack.

**Treatment:**
1. If there is no pulse, begin CPR immediately.
2. Call for medical assistance.
3. Ask victim if they have any medication with them that should be taken.

**Shock**

Always treat for shock after any severe injury, such as severe bleeding, heart attack, poisoning and broken bones.

**Characterized by:**
1. Victim is pale and weak
2. Cold and clammy skin
3. Nausea; sometimes vomiting
4. Severe thirst
5. Dilated pupils
6. Very rapid pulse (often pulse is weak and cannot be detected in wrist)
7. Dizziness
8. Speech may be slurred

**Treatment:**
1. Lie victim on back
2. Keep victim warm, but not hot. Place blanket under victim & cover with sheet or blanket
3. Elevate legs 2 inches or more off the ground. If injury is to head or chest, keep legs flat
4. Allow victim to drink small amounts of water unless possibility of abdominal injury, vomiting or unconsciousness
5. Comfort and reassure victim to relieve anxiety
6. Get professional medical attention immediately

**Sprains and Fractures**

**Sprains**

**Characterized by:**
1. Rapid swelling
2. Tenderness
3. Pain upon motion
4. Discoloration

**Treatment:**
1. Elevate and rest affected area
2. Apply cold compresses or ice (20 minutes, 3-4 times daily for the first 48-72 hours)
3. Apply mild heat after 72 hours
4. Apply Ace bandage wrap.

Always use the wrap when using the limb. The wrap should be removed when lying down for extended periods of time and should not be left on while sleeping. Check the circulation below the wrap periodically. If the area swells, becomes discolored or numb, loosen or remove the Ace bandage.

Fractures

Call 111 (Campus Dispatch)
Characterized by:
1. Severe pain; especially upon bearing weight
2. Inability to use the body part
3. Localized swelling and discoloration of skin
4. Visible deformity
5. Grating sensation
6. Sound of bone snapping upon injury

Treatment:
1. Keep the broken bone ends and adjacent joints from moving
2. Treat for shock
3. Call ambulance
4. Provide any other necessary first aid

Do not attempt to splint the fracture or move the victim.

H. Emergency Operations Guidelines:

South Dakota State University is dedicated to the safety and security of all employees, students, and visitors to the university. During all emergency situations building users must follow the direction of Wellness Center staff; should an emergency situation call for sudden removal from the facility, please exit through the nearest emergency exit door immediately. It is also recognized, that some emergencies are unavoidable and the university community must be prepared for such cases. These guidelines briefly explain the universities action plan, whereas another separate guideline “SDSU Emergency Operation Center Procedures” explains in detail how SDSU will operate under emergency situations. All emergency operations procedures shall operate under the National Incident Management System and the Incident Command System, as deemed appropriate for the emergency.

Complete SDSU emergency documents are available in the Wellness Center Director’s office.

1. Emergency Contacts:

<table>
<thead>
<tr>
<th>Emergency Information Telephone Numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brookings County Emergency Management</td>
</tr>
<tr>
<td>Brookings County Sheriff</td>
</tr>
<tr>
<td>Brookings Police Department</td>
</tr>
<tr>
<td>SD Highway Patrol District Office</td>
</tr>
<tr>
<td>Local SD Highway Patrol</td>
</tr>
<tr>
<td>Minnehaha County Sheriff</td>
</tr>
<tr>
<td>Huron Weather Information</td>
</tr>
<tr>
<td>Sioux Falls Weather Information</td>
</tr>
<tr>
<td>Radio station KBRK</td>
</tr>
</tbody>
</table>
Telephone Numbers of SDSU Officials and Staff Members

President 688-4111
VP Academic Affairs 688-4173
VP Administration 688-6157
VP Student Affairs 688-4493
Asst. VP of Student Affairs 688-4493
Director, Physical Plant 688-4136
Asst. Dir., Physical Plant 688-4136
Bldg. Maint. Coordinator 688-4635
Director, Residential Life 688-4493
Dir., Health & Counseling 688-4157
Admin. Asst., UPD 688-4150
Grounds Supervisor 688-6521
Dir., University Relations 688-6161
Director, Finance & Budget 688-4920
Director, Human Resources 688-4128
Dir., Environmental Health 688-6332
Electric Supervisor 688-5216
Plumbing Supervisor 688-4524

The Emergency Operations Group (EOG) consists of the upper administration personnel and departmental directors (or designates) that are directly involved in the appropriate reactions and management of emergencies. The EOG includes (but may not be limited to) the following administrative personnel:

- SDSU President (Chairman of the EOG)
- VP-Administration (Asst. Chairman of the EOG)
- VP-Academic
- Assoc. VP Academic
- VP-Finance
- VP-Student Affairs
- Asst. Dean of Student Affairs
- Director, Residential Life
- Director, Physical Plant
- University Police Chief
- Director, Environmental Health and Safety
- Emergency Planning Coordinator

In addition to the above, there may be non-SDSU personnel who will be involved with emergency management as deemed necessary by the President and EOG.

- a. South Dakota Emergency Management
- b. Brookings City Fire Chief
- c. Brookings City Police Chief
- d. Brookings County Emergency Management
- e. Brookings County Sherriff
- f. Brookings Medical System
- g. Federal Emergency Management Administration (FEMA)

2. Levels of Emergencies
   Below are designated levels of emergencies, these are only meant as a working framework for university planning and preparation. All emergencies, whether considered minor or major, property or
only affecting humans, are a continuum, and only assist in the identification of the proper response. It is recognized that many times these will overlap depending upon the situation.

**Level 1:** minor building or departmental incident that can be resolved by the responding service whether security (University Police Department), environmental (Environmental Health & Safety) or facility oriented (Physical Plant), or residence hall (Residential Life). Such an event might be a power outage which affects just one building.

**Level 2:** consists of a one-dimensional event of limited duration and impact which can be ameliorated with existing University resources or very limited city or county assistance.

**Level 3:** mainly involvement of humans, rather than facility orientated, particularly student issues can become very complex because of the coordination of university and student support responses.

**Level 4:** a major event or emergency involving the city of Brookings (or a portion thereof), in addition to a large portion of SDSU. These events may be a single or multi-hazard situation and will require, in addition to the university resources, city, county or state assistance.

**Level 5:** a catastrophic event involving the entire or a large portion of the university and surrounding communities, usually multi-hazard, and is beyond the universities resources, requiring assistance from city, county, state or federal authorities.

### 3. Emergency Communications to Campus Community

Any Level 3 or above event may activate the emergency communications network, depending on the nature of the situation. **Note:** SDSU’s existing 111 emergency phone system provides direct access to UPD dispatch, by-passing dispatch from the more remote Brookings Police and ensuring quicker law enforcement emergency response.

SDSU will implement a network based security camera system. This system will provide real time video to UPD as well as back up video. SDSU has identified a service that will send to the following devices: cell phone text message, cell phone call, e-mail message, and web site both internal and external scrolling messages. Cell phone numbers for residence hall students were collected on a volunteer basis this fall to support this system. Data bases with these numbers are maintained in each residence hall and the Student Affairs office to assist with emergency notification systems using cell phones. SDSU will also develop use of a siren system similar to civil defense alarms which will serve as an alternative/supplemental campus emergency notification system. These sirens will permit notification if the electronic means described earlier fail, or are disabled as part of a planned attack.

These messaging systems will allow SDSU to achieve the following communication objectives.

1. Multiple types of communication technologies acted on at the same time
2. Administrative Web page for message creation/dissemination and group selection
3. External web page for opting in or out and entering in corrected information.
4. Logging of who actual received a message by cell or landline.
5. Campus based system activation and selective list of who can activate.

Any level 4 or 5 emergency will immediately activate the “SDSU Emergency Operation Center Procedures” and open the Emergency Operations Center. Activation may occur at a lower level emergency
based upon needs and directed to do so by the President or a designate. If the president is unavailable, the
Executive VP for Administration will assume this role.

Currently, the SDSU Emergency Operations Center (EOC) is located in the Sorenson Center Building
(located at the junction of Medary Avenue and Harvey Dunn Street), which is the location of the SDSU
University Police Department. If this facility is unusable, the EOC will relocate to the Physical Plant area of the
University Stores and Service Building, located off of North Campus Drive. Other locations may be necessary,
depending upon the extent of the emergency, such as the University Student Union or the Intramural Building.

4. Authority and Duty to Implement
When activated, this plan will be implemented by all assigned officials under the direction of the
members of the Executive Group, Disaster Analysis Group and Operations Group. These officials will be
responsible for all decisions, resource allocation, emergency response and recovery actions during and
following any crisis or disaster. The plan shall be subsequently deactivated by the President or designee when
all phases of managing the emergency have concluded.

The Risk Management Committee is chaired by the Campus EHS Manager who is also the contact with the
State Risk Management Office. The committee acts as a reviewer of the plan.
Members are:
- Assistant Director of Environment Health and Safety
- Chemistry Dept. Faculty
- Biology Faculty
- Assistant Dean of Student Affairs
- Associate Athletic Director
- Physical Plant Director
- Physical Plan Shop Supervisor
- Engineering Extension Director
- Director of Residential Life
- Purchasing Director
- University Police Department Program Assistant

The Director of University Relations will serve as Public Information Officer. The Public Information Officer will
be responsible for the formulation and release of relevant information to the news media, the public and
other agencies. All releases are subject to approval by the President and/or Disaster Coordinator. The Public
Information Officer will:
- Establish communications with the Emergency Operations Center (EOC).
- Receive briefings from the EOC staff.
- Establish designated areas for the news media to gather and control their activities.
- Make contact with news media personnel and schedule periodic updates.

6. Associate Director of Health Services
In addition to overseeing certain tasks as assigned by the Executive Group, the Associate Director of Health
Services or a representative thereof will have the responsibility to:
- Assign a staff person as liaison with the EOC.
- Establish a communications link with the EOC.
- Activate call-back procedures if necessary.
• Provide for and coordinate counseling sessions for first responders, victims (staff, faculty, and students), emergency managers and other personnel.
• Conduct on-site counseling sessions during emergency recovery process in the field if the situation dictates.
• Establish contact with community medical agencies and help determine what assistance if any is required of those agencies.
• Determine if outside agency/agencies are needed to conduct “after event” counseling sessions.
• Establish on-going counseling sessions after emergency.

7. Emergency Evacuation/Relocation Guidelines
Should an emergency arise requiring immediate evacuation of a building, the President, Executive Vice President for Administration, Provost and Vice President for Academic affairs, or Vice President for Student Affairs, in that order, will be informed and give authorization to evacuate.

a. Responsibilities
After permission has been granted to evacuate, the University Dispatcher will notify, by telephone, the offices located in the building. Personnel in the building should sound the fire alarm if applicable. University police officers will proceed to the building to assist the evacuation, secure the area and conduct crowd and traffic control.

The University Police Department and Motor Pool personnel will coordinate the transportation and relocation of persons displaced by the incident. If a temporary shelter is needed, a facility such as the Stanley J. Marshall HPER Center, the University Student Union or the intramural building will be selected.

Personnel with physical disabilities will be given the highest priority if a building needs to be evacuated. Instructors or supervisors should familiarize themselves with personnel who may require assistance if the need to evacuate a building arises. Persons with physical disabilities have the initial responsibility to request assistance.

Other emergency personnel (fire fighters, medical personnel) will be called upon if their assistance is needed.

University electricians, plumbers, other Physical Plant employees and/or Residential Life staff may be notified to provide assistance.

During tornadoes, fires or power shortages, elevators should not be used by anyone. After all personnel are outside the building, they will gather at a location determined by the University Police so as not to interfere with fire fighting or rescue efforts. The building should not be re-entered until safety personnel indicate it is safe.

Each office/work area will designate a member who will be responsible to ensure that all staff members are accounted for subsequent to the incident:

• Community Fitness – Shari Landmark or Kristy Loen
• Recreation Programs – Mark Ekeland or Roxy Cook
• Health Clinic & Counseling Services – Karla Anderson or Brenda Andersen or Deb Johnson

8. Fire Response Guidelines
Should a fire be detected or suspected in a University building the following steps will be initiated:
a. **Procedures**

If a building fire alarm is sounded, all personnel will evacuate as quickly and safely as possible. If a fire is verified, the dispatcher will call the Brookings Fire Department, 911. University police officers will proceed to the building in question. If there is in fact a fire, they will direct traffic, assist with evacuation and conduct a preliminary search of the building. University electricians will go to the building and make a determination as to the cause of the alarm activation and reset it at the appropriate time.

A thorough search of the building will be completed by University Police, electricians and other key building personnel. University Police will allow the building to be re-entered only after it has been determined to be a false alarm.

b. **Responsibilities**

Should a fire be detected in a University building, the dispatcher will notify the following in the order listed:

- Brookings Fire Department
- Chief of University Police
- Physical Plant Director
- Executive Vice President for Administration
- Vice President for Student Affairs
- Assistant Dean of Student Affairs
- Provost and Vice President for Administration
- President
- Director of Residential Life if a residence hall is involved

When the Brookings Fire Department arrives at the scene, the fire chief will be in charge of fire fighting operations. University Police will be responsible for traffic and crowd control. The building will not be re-occupied until the fire department has declared the building safe and University Police have authorized re-entry. After the fire has been extinguished or brought under control, the Brookings Fire Chief will notify the Deputy State Fire Marshall.

**Policies for the Wellness Center (Recreation Programs, Community Fitness & Health Promotion Offices):**

a. If the warning occurs during the daytime hours, 5:30 A.M. to 11:00 P.M.:

- **Fire Alarm Sounds**
- Employees and members are to move out of the building.
- Orderly movement is essential. Do not panic.
- **Specific Employee Duties**
  - WD1 – Announce on PA system to exit building
  - WD2 – Clear first floor locker rooms
  - FFI – Clear fitness floor
  - FF2 – Clear track and 2nd floor locker rooms
  - Climbing Wall – free weight area and climbing wall
  - Cave – Clear gym floor
  - Pool will lock down – Clear pool and exit through Athletic Department
  - Offices and spine will be cleared
  - Each area will account for their staff members and gather in the Union at Java City to be counted
  - Re-entry will occur when approved by the Fire Chief
9. Bomb Threat – Telephone or Written

a. Notification Procedures

Immediately upon receipt of a bomb threat, the University Police Department should be notified at 688-5117 or 111. University Police will then notify the following individuals in the order listed:

- Chief of University Police 688-5117
- Vice President for Student Affairs 688-4493
- Director of Physical Plant 688-4615
- Executive V.P. for Administration 688-6157
- President 688-4111
- V.P. Academic Affairs 688-4173
- Assistant Dean of Student Affairs 699-4493
- Dir. of Human Resources 688-4128
- Dir. of Univ. Relations 688-6161

This notification procedure will apply regardless of the location where the call is received. The campus police WILL NOT use siren or code lights when responding to a bomb threat call.

b. Training for Offices Receiving Bomb Threats

Individuals in offices most likely to receive bomb threats will be instructed in procedures to be followed. This will include but not necessarily be limited to the following:

- President’s office
- Physical Plant office
- Residential Life
- ROTC office
- HPER office
- University Police
- Union

Telephone Bomb Threat Checklist (attached as an appendix)

10. Floods, Water Main Breaks, Buildings Without Water

Generally, water main breaks or short disruptions of a building’s water supply (one hour or less) normally would not require implementation of an emergency operating plan. Following are the steps to be taken should one or more of these events occur.

Procedures

The dispatcher will contact the supervisor of the plumbing shop, the Assistant Director of Physical Plant and the Director of Physical Plant at once.

After assessment of the situation, the Director of Physical Plant will determine if and when to call the Vice President for Student Affairs, Executive Vice President for Administration, Provost and Vice President for Academic Affairs and the President.

If flooding should occur, either caused by mechanical failure or natural causes, the patrol officer on duty will secure the area and keep by-standers away. The dispatcher will then follow the same notification procedure as for water main breaks.

11. Hazardous Material Spill Procedures

a. Procedures
In the event of a suspected or actual chemical spill, the University police officer on duty will conduct a preliminary assessment of the situation. (See the next page, Hazardous Material Spill Check List). The on-duty officer will go to the site of the spill and complete the checklist. It is of primary importance that the officer checks for possible injuries and evacuates those who may be injured. All unauthorized persons must be kept out of the area. The officer will also attempt to make contact with the persons who are responsible for the chemicals in question and inform them of the spill.

“Bodily fluid “refers to human or animal blood, saliva, semen and feces. If work with body fluids is being conducted and an unexpected spill occurs extreme caution must be used to clean up the spill. Rubber gloves and other protective clothing should be worn by personnel who will be involved in the clean-up. The body fluids and protective clothing will then be disposed of in a bio-hazardous disposal bag.

b. Notifications
After directing the duty officer to the site of the spill, the communication’s dispatcher will notify the University’s Environmental Health and Safety Officer. If the health and safety officer cannot be located, the dispatcher will notify the University Police Chief or the Director of Physical Plant. The health and safety officer will determine what action will be needed. Primary consideration will be given to spill containment. He will then notify the Executive Vice President for Administration of the spill and recommended action. Depending on the severity of the situation, the Executive Vice President for Administration will decide if and when to notify the EOC executive group.

c. Hazardous Material Spill Check List (attached as an appendix)

12. Death of a Student on Campus DEATH OF ANYBODY IN WELLNESS CENTER
In the event of the death of a student on campus, or a mental health emergency, all efforts will be made to handle the situation in the best possible manner. Appropriate professionals will be summoned, and referrals and notifications will be made.

a. If the death of a student is discovered on campus in a residence hall immediately call the University Police Dept. (111, or 5117), and the Director of Residential Life (5148)

b. The Director of Residential Life will notify the Vice President for Student Affairs and/or Assistant Dean of Students. The Vice President for Student Affairs will notify:
   • President, and Executive Vice President for Administration, and remaining Executive Council Personnel.
   • The Assistant Dean will notify Counseling Center personnel, and the International Student Adviser if the student involved is an international student.
   • UPD will ensure that no one has access to the body, or to the area where the body was found, other than law enforcement officers, the Vice President for Student Affairs and/or proper investigating authorities. If family members, close friends, roommates, or floor mates are enroute to the scene, immediately tell law enforcement officers or campus safety. The Vice President for Student Affairs will serve as the liaison with the UPD and Brookings Police Department and officers on the scene.

c. The institutional staff member(s) on the scene must follow these procedures:
   After law enforcement officers have arrived, provide the names of individuals who might provide information to university officials and law enforcement authorities.
   • Ask questions to identify all individuals who will be most affected by the death: family members, dating partner(s), faculty members, work supervisor, close friends, floor mates, and/or roommate(s).
   • Immediately notify the Vice President for Student Affairs of all factual information available which relates directly to the death (do not contact family or press).
   • Direct all inquiries about the incident to the Executive Vice President for Administration who will make decisions regarding media releases in conference with the Executive Council members.
   • Offer to move the roommate. Provide emotional support by listening. Roommate and floor mates should be encouraged to attend a floor meeting where counseling services are provided.
• Notify desk workers and RA staff to not provide any information about the death of a student to anyone other than their direct line of supervisors or law enforcement officers.

• If necessary, the Counseling Center Staff should go to the residence hall to comfort/visit with students.

d. The institutional staff member reporting the incident, the Hall Director and campus safety employee on the scene will each submit a detailed report as soon as possible after the incident to the Vice President for Student Affairs. The report will be disseminated to the President and the Executive Council members. The Vice President for Student Affairs will maintain contact with the President’s Office to provide updates as needed.

e. The Vice President for Student Affairs will provide the following services:
   • Coordinate with the hospital and/or coroner’s office, regarding notification to the family members.
   • Set plan of action for:
      — Other follow-up as necessary with individual students and groups involved in the incident and/or aftermath
      — Trauma debriefing may include: Residence Hall staff, students, roommate, significant other, close friends, faculty, staff, et cetera.
      — Memorial Service

f. If needed, plan meeting with all Residence Life staff (RA’s, Custodians, Desk Staff) – same day a) offer support, and b) discuss procedure/environment
   • Ascertain from the parents/guardian their wishes concerning disposition of the student’s personal property, funeral arrangements and/or memorial services.
   • Notify appropriate offices of arrangements, including: the Executive Council, student’s major department and the academic advisor.
   • Official correspondence will be sent from the Vice President for Student Affairs to the parents/guardian or appropriate relatives of the student. This letter will also contain any information and or directives necessary to conclude official business between the student and the University. Such official business may include refunds and/or accounts receivable.

g. Any college official who receives a call or letter from the parents/guardians or family of the deceased student should refer questions to the Vice President for Student Affairs.

h. Residential Life, or Physical Plant (depending on the building involved) is responsible for making appropriate arrangements with an external service, if necessary, for the clean-up of the scene of the death after law enforcement has surrendered control and approval has been given by the Vice President for Student Affairs.

i. After initial notifications and announcements have been made, and pending approval of family members, family address information will be given for personal condolences from students, faculty and/or staff.

13. Elevator Failure

• If you are in an elevator that stops between floors or the doors will not open, use the elevator alarm button or call for help. An authorized employee or elevator personnel will respond. Pick up the emergency elevator phone to call Campus Safety.

• If the elevator alarm button is pushed on accident, UPD will need to be notified. They have a key to turn off the alarm.

• Never attempt to pry open the doors or overhead hatch of a stopped elevator.

• Such actions by unskilled personnel may result in injury. Specially trained elevator mechanics will take care of the problem.

• Never attempt to jump out of the elevator if it is above floor level. This could result in injury or falling down the elevator shaft.
14. Heating or Cooling Loss / Power Outage
If any building or area of the University is subjected to an unplanned power outage, or a loss of heating or cooling capacity the following procedures will be implemented.

Procedures
The patrol officer on duty will proceed to the outage area and patrol for possible causes of the outage. The University police dispatcher will immediately notify the supervisor of the electrical shop, the Assistant Physical Plant Director and the Director of Physical Plant. After conferring with the electricians and assessing the situation, the Director of Physical Plant will determine when to notify the Vice President for Student Affairs, Executive Vice President for Administration, Provost and Vice President for Academic Affairs and the President.

15. Mental Health Crisis (i.e. suicide attempt, disorientation, confusion, panic, etc...):
Call University Police Department if threat is imminent (111).
   a. Call the Counseling Center if threat is conversational or otherwise not immediate. (4157). After hours contact UPD who will call the counselor on duty.
   b. Call Residence Hall Director if the emergency involves a student and/or residence hall student.
   c. Call Campus Safety at extension 6100. Give your name, telephone extension, your location, and the location of the victim. Inform the officer whether any drugs, medications, or weapons and involved.
   d. Stay with the victim unless your safety is threatened. Wait for emergency response personnel to arrive.

16. Telephone Communications Disruption
Should telephone communications to any area of the University be disrupted, the Brookings Municipal Utilities telephone service (Swiftel, 692-0611) will be notified at once by the on-duty dispatcher. The Business Manager is responsible for the campus telephone system and for requesting assistance from the Physical Plant. The Assistant Director and Director of Physical Plant will also be advised of the disruption. If the telephone company or the Business Manager requests assistance from any Physical Plant employees to help restore service, the Director of Physical Plant must be notified.

The Director of Physical Plant will determine when to notify the Vice President for Student Affairs, Executive Vice President for Administration, Provost and Vice President for Academic Affairs and the President.

17. Tornado Watch and Warning Procedures
The following information is furnished by the University Police Department as a guide for University students and employees.

A TORNADO WATCH means tornadoes are expected to develop.
A TORNADO WARNING means a tornado has actually been sighted or indicated by weather radar.

Keep a battery operated radio or television set nearby and listen for weather advisories. Tornado watches and warnings are broadcast by radio station KBRK (AM 1430, FM 93.7) as well as radio station KJJQ (AM 910, FM 102.3) and the Sioux Falls television stations, channels 5, 11 and 13. The sirens will sound a tornado warning, a continuous blast lasting about three minutes, which may be repeated. Radio stations KBRK and KJJQ will announce the warning as will the local police and fire officials cruising the city.

1. Policies for the Wellness Center (Recreation Programs and Community Fitness):
   a. If the warning occurs during the daytime hours, 5:30 A.M. to 11:00 P.M.:
      - Employees and members are to move out of the exterior rooms and seek shelter in the Cave or First Floor Locker Rooms.
      - Orderly movement is essential. Do not panic.
      - Members/Students are not required to stay in the building
      - Specific Employee Duties
2. Policies for the University:
   a. If the warning occurs during the daytime hours, 7:00 A.M. to 6:00 P.M.:
      ● Employees and students in the open are to seek shelter in the nearest permanent building, going directly to the basement if possible, or to central corridors away from windows and exterior doors.
      ● Employees and students in campus buildings are to move out of the exterior rooms and into central corridors or the basement, if possible.
      ● Orderly movement is essential. Do not panic.
   b. If the warning occurs after class hours or during the evening:
      ● Anyone in the open should seek shelter in the nearest building. Most of the main campus buildings are open until 10:00 P.M., Monday through Friday.
      ● Persons in outside rooms should move away from windows into the corridor or to the basement, if possible.

18. Violence in the Workplace
Definition: Any act of physical, verbal, or psychological threat or abuse, assault or trauma against an individual that results in physical and/or psychological injury. Threats of violence may be immediate and direct or non-specific and indirect.
Immediate and direct threats of violence in the workplace include:
● Person threatening to cause bodily harm or property damage.
● Person is in the act of causing bodily harm or property damage.
● Person displaying, showing or waving a weapon: knife, gun, bomb or any device that could be used as a weapon.
● Person stating that s/he has taken steps to commit suicide or harm others.
● Person threatening to commit suicide.
Response to Immediate Direct Threats of Violence
● Get out of immediate danger. Call 111 if on campus and 911 from any other phone and campus safety, 5117
   Alert your supervisor and/or Human Resources at 4128.
Non-specific threats of violence include:
● Person states that someone “should be” harmed or that damage “should be” done to a building, area, group of people, etc.
● Person states the world would be better off without him/her.
● Person talks about how use of a weapon would solve problems.
● Person talks about intent to harm another or focused on injustices, betrayal, unjust treatment, etc.
● Person is preoccupied with thoughts of death of self or others, can’t focus on work, is despondent and s/he is drinking or using drugs to cope.
Response to Non-Specific Threats of Violence
● Alert your supervisor. Do not hesitate to report a non-specific threat just because there has been no immediate threat of harm to person or property.
• Do not try to diagnose or “fix” the person’s problems.
• Do not set yourself up as an authority regarding the person’s problems.
• Document your actions by noting pertinent information such as: the presence of drugs or alcohol, the circumstances involved in the threat, what the person said and/or did, who else was present, when and where the threat occurred and what you did after the threat.

19. Winter Storms Procedures
Occasionally, adverse weather conditions raise questions about the University’s ability to continue normal operations. Adverse weather prior to, during, or near the end of a vacation period may add additional complications related to operations.

Decisions to reduce normal operations must be weighed against contractual and other important issues for which the University is responsible. Such decisions will be made according to the following guidelines:

• When winter storms occur, it will be normal practice to remain open and offer classes as scheduled.
• Severe storm conditions may require reduction of normal activities. Questions to be considered by the administration include the following:
  a. Are conditions severe enough to jeopardize the safety of employees and students?
  b. Will there be adequate campus entry and egress?
  c. Will there be adequate parking for vehicles?
  d. Will keeping the University open significantly hinder snow removal in the community or on roads and highways in the immediate area?
  e. To what extent do weather forecasts indicate that travel will be possible within the immediate Brookings area, even though there may be contiguous areas where the forecast is not positive?
  f. When do forecasts indicate the storm will abate or terminate altogether?
  g. Can certain scheduled activities, such as registration, be re-scheduled to assure students who cannot travel that they will have access to services when they arrive?

Procedures
In order to provide administrators with information to assist in the decision process, the following shall apply:

a. In the event of adverse weather conditions, the officer on duty at campus security will confer with the Brookings Police Department and the Brookings County Sheriff’s Department for local and regional road conditions.

b. The University’s Chief of Police will contact the Assistant Director of Physical Plant with the information. Collectively, they will consider snow removal, safety, potential traffic problems and other pertinent information. The Assistant Director of Physical Plant will contact the Director of Physical Plant and give him the information and a recommendation. The Director of Physical Plant will contact the President and recommend a course of action.

c. The President may seek additional information from the Vice President for Student Affairs, Director of Residential Life, Registrar and others as appropriate.

d. The President shall make a decision as to maintaining regular activities, reducing to abbreviated schedules, suspension of classes, or closure of the University altogether and notify the Director of Physical Plant.

e. The Director of Physical Plant shall notify the Chief of University Police, the Executive Vice President for Administration and the Vice President for Student Affairs, who will notify University Relations.

f. The Chief of University Police shall assure that the decision and other relevant information are recorded on the Information Center telephone, 688-INFO.
g. The Director of University Relations shall be responsible for immediately informing the following news media:

- KDLT-TV (Channel 5); KELO-TV (Channel 11); KSFY-TV (Channel 13); Brookings Radio (Brookings); AP (Sioux Falls); & UPI (Sioux Falls)

During normal operations, there are approximately 4,000 students on campus in residence halls and many more living in close proximity to the campus. During extremely serious blizzards, it may not be possible for students to attend classes and utilize the library and other facilities. However, past experience has shown that when classes were suspended because of weather, students found their way to other activities in the community. Classes will be held or cancelled based on local weather conditions, even though there may be a blizzard raging elsewhere in the state or in adjoining states.

Regardless of administrative decisions made because of winter storms, it is clearly understood that each individual is best able to judge his or her own circumstances and make appropriate decisions. The University does not encourage anyone to place themselves in a dangerous or life threatening situation.

**No Travel Advised**

**Community Fitness/Recreation Closing Procedures**

- Call all Dorms and inform them of our special closing
  - Binnewies 688.4824
  - Brown 688.4327
  - Caldwell 688.4717
  - Hansen 688.5016
  - Jackrabbit Village 688.5162
    - Abbott, Spencer & Thorne
  - Mathews 688.4228
  - Pierson 688.4416
  - University Housing 688.5148
  - Waneta 688.5323
  - Young 688.5424

- Snow Removal for Parking Lot
  - Doug Hagman – (cell) (w) 688.5876

- Member Email, Web Update & Facebook Message (Example):
  - The Wellness Center will be closing at 9:30pm tonight due to blizzard weather conditions. As of right now, we will be opening tomorrow morning (date) at 5:30 am. We will update (Facebook, web, email) if there are any changes.

- Pat Edler Email  
  - Patricia.Edler@sdsstate.edu 605.688.6134


- Cardiac Rehab
  - Jesse Walsh –
    - Cell 605.690.6530 Monday-Friday
    - Hospital 605.696.9000 MWF
    - Larson’s 605.696.6431 Tuesday & Thursday
    - Home 605.692.9520

- [jwalsh@brookingshealth.org](mailto:jwalsh@brookingshealth.org)
- [jwalsh@larsondoors.com](mailto:jwalsh@larsondoors.com)
- [jdwalsh@swiftel.net](mailto:jdwalsh@swiftel.net)
Student Group/Student Organization

Request Form

Directions: Complete this form by Thursday for the following week (Monday – Sunday) for the reservation date requested to be reviewed and approved. The term organization means any number of persons who have complied with formal requirements of becoming an organization, as determined by the Office of Student Activities and have been granted institutional registration or recognition. The term group means a number of persons who have not yet complied with the formal requirements of becoming an organization. See WC Operation manual for further details. Each organization or group may reserve space at no charge for no more than one time per week at a maximum of 2 hours. Reservations are not allowed from 4-8pm Sunday – Thursday. Saturday and Sundays are encouraged.

Name: ___________________________________ Circle One: Group/Organization

# of participants: ______

Names of students participating: ____________________________________________________________

___________________________________________

Requested: Studio B or Court 3 Time/Date of requested reservation: ___________

Phone number: _____________________ Email Address: _____________________

Address: __________________________ City: ________ State: ___ Zip: _________

Provide a brief explanation of the type of activity being performed:

______________________________________________________________________________

______________________________________________________________________________

Student Group/Student Organization Request Agreement: I agree the above information is true to the best of my knowledge. I understand that deliberate wrongful information may result in forfeiture of present and future SDSU Community Fitness studio reservation(s). I agree to be in full compliance with the SDSU Wellness Center Operations Manual and the supervisor/intern/staff observing my activities. I understand that I may be held accountable for any damages done to the facility beyond normal wear and tear. I acknowledge that staff may deny and/or terminate my request and/or reservation at any time. By signing below, I accept the privilege to use the indicated studio above.

Representative/Faculty Advisor Name (Please Print): ______________________________________________

Representative Signature: __________________________ Date: ______________
Office Use only:

Approved: Yes/No  Signature:______________________ Date:________________________

Payment Amount:______________________  Payment type:__________________

Inspection before use:__________________  Staff Initials:__________________

Inspection after use:__________________  Staff Initials:__________________

Billing Information:

Account #: ______________________

Rental Charge:______________________

Maintenance Charge:__________________

Total: ______________________

Person in charge of payment:

Name:__________________________________________

Address:______________________________________

E-mail:_______________________________________

Phone #:______________________________________
Vendor Request Form

**Directions:** Complete the following form by Thursday for the following Monday – Sunday requested vending date for office review and approval.

Vendor: ______________________________________________________

Tables Needed: _______ Chairs Needed: ___________ Other: _______________

Requested vending time: ____________ Requested vending date: _____________

Phone number: ________________ Email Address: ___________________________

Address: _______________________ City: ______________ State: ____ Zip: _____

Provide a brief explanation of the type of activity being performed and how it applies to the six dimensions of wellness, i.e. physical, mental, emotional, spiritual, occupational/environmental, and social: ____________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

Vendor Request Agreement: I agree the above information is true to the best of my knowledge. I understand that deliberate wrongful information may result in forfeiture of present and future Wellness Center vending. I agree to be in full compliance with the SDSU Wellness Center Operations Manual and the supervisor/intern/staff observing my activities. I understand that I may be held accountable for any damages done to the facility beyond normal wear and tear. I acknowledge that staff may deny and/or terminate my request and/or reservation at any time. By signing below, I accept the privilege to sell merchandise at the SDSU Wellness Center.

Representative (Please Print): ________________________________

Representative Signature: __________________________ Date: ______________________

Office Use only:

Approved: Yes/No Signature: __________________________ Date: ______________________

Payment Amount: __________________________ Payment type: ______________________

Volunteer Form

Volunteer/Organization (print):________________________________________________________

Birthday (MMDDYYYY):____________________

Date(s) of requested volunteering:____________________________________________________

Phone Number:__________________ Email Address:_______________________________________

Address:______________________ City:_____________ State:______ Zip:______________________

List any allergies, impairments, physical disabilities, etc._______________________________________________

Volunteer Agreement

I agree that my services are completely volunteer, without pay or receiving of funds for labor, and that I will not be an employee of the SDSU Wellness Center. I agree that while volunteering, I am in full compliance with the SDSU Wellness Center Operations Manual and the supervisor/intern/staff observing my services. I acknowledge that staff may deny and/or terminate my volunteering service at any time. I accept the right to refuse any types of services that I wish to not perform or unable to perform during any point of my volunteer services.

Name of Volunteer/Representative (Please Print):__________________________________________

Volunteer Signature:_____________________________ Date:___________

Office Use only:

Approved: Yes/No Signature:________________________ Date:____________________

Explanation of Service(s) Performed:______________________________________________________

Date/Hours Completed:_____________________________________

Name of staff delegating volunteer activity (print):_________________________________________

Signature of staff delegating volunteer activity:________________________ Date:___________
Non-participant Agreement

Name/Organization (print):_________________________________________________

Birthday (MMDDYYYY):_______________ Date/time of non-participation: ____________

Phone Number:_______________ Email Address:_____________________________________

Address:_________________________City:_____________State:______Zip:________

Non-participant agreement

I agree that my presence within SDSU Community Fitness is entirely non-participant. By signing below, I agree to refrain from using any equipment or facilities within SDSU Community Fitness. I acknowledge that my presence is only to observe and socialize. While at SDSU Community Fitness, I will be in full compliance with the SDSU Wellness Center Operations Manual and the supervisor/intern/staff observing my presence. I acknowledge that staff may deny and/or terminate my presence at any time.

Name of non-participant (Please Print):

______________________________________________

Non-participant Signature:________________________________ Date:_______
Complaint/Grievance of Harassment Form

Victim Name (optional): _______________________________________________________

Birthday (MMDDYYYY): ___________ Date(s) of alleged harassment: ____________

Phone Number: ___________ Email Address: _________________________________

Address: __________________________ City: __________ State: ______ Zip: ________

Please provide a complete description of the incident. Provide an accurate description of
the individual performing the act. If possible provide gender, age, build, facial marks, names,
places, physical gestures, verbal conduct and any other pertinent information to your complaint.

__________________________________________________________________________________________

__________________________________________________________________________________________

__________________________________________________________________________________________

__________________________________________________________________________________________

__________________________________________________________________________________________

__________________________________________________________________________________________

Office Use Only:

Corrective Action Taken:

__________________________________________________________________________________________

__________________________________________________________________________________________

__________________________________________________________________________________________

__________________________________________________________________________________________

__________________________________________________________________________________________

Signature: ___________________________ Date: __________________

Adult Waiver
RELEASE AND WAIVER OF LIABILITY, ASSUMPTION OF THE RISK AND INDEMNITY AGREEMENT AND CONSENT TO MEDICAL TREATMENT

By my signature below, I acknowledge that I am aware of, appreciate the character of, and voluntarily assume the risks involved in participating in all activities associated and available at the South Dakota State University Wellness Center. Under certain circumstances, adopting an exercise program has some inherent risks. Completion of a Health History form is required to use the SDSU Wellness Center. A medical examination is encouraged prior to starting an exercise program.

By my signature below, on behalf of myself, my heirs, next of kin, successors in interest, assigns, personal representatives, and agents, I hereby:
1. Waive any claim or cause of action against and release from liability the State of South Dakota, its officers, employees, and agents for any liability for injuries to my person or property resulting from my participation in the activity listed above;
2. Agree to indemnify and hold harmless the State of South Dakota, its officers, employees, and agents for any claims, causes of action, or liability to any other person arising from my participation in the activity listed above; and
3. Consent to receive any medical treatment deemed advisable during my participation in the activity listed above.

I HAVE READ THIS RELEASE AND WAIVER OF LIABILITY, ASSUMPTION OF THE RISK AND INDEMNITY AGREEMENT AND CONSENT TO MEDICAL TREATMENT, FULLY UNDERSTAND ITS TERMS, UNDERSTAND THAT I HAVE GIVEN UP SUBSTANTIAL RIGHTS BY SIGNING IT, AND HAVE SIGNED IT FREELY AND VOLUNTARILY WITHOUT ANY INDUCEMENT, ASSURANCE, OR GUARANTEE BEING MADE TO ME AND INTEND MY SIGNATURE TO BE A COMPLETE AND UNCONDITIONAL RELEASE OF ALL LIABILITY TO THE GREATEST EXTENT ALLOWED BY LAW.

Name ________________________________ Date of Birth _____________________
Signature ______________________________
Address_______________________________ City________________________ State__________
Date______________________________

EXHIBIT F

9-6 07/2003 (CF 8/09)
RELEASE AND WAIVER OF LIABILITY, ASSUMPTION OF THE RISK AND INDEMNITY AGREEMENT AND CONSENT TO MEDICAL TREATMENT

By our signatures below, we acknowledge that we are aware of, appreciate the character of, and voluntarily assume the risks involved in participating in all activities associated and available at the South Dakota State University Wellness Center. Under certain circumstances, adopting an exercise program has some inherent risks. Completion of a Health History form is required to use the SDSU Wellness Center. A medical examination is encouraged prior to starting an exercise program.

By our signatures below, on behalf of ourselves, our heirs, next of kin, successors in interest, assigns, personal representatives, and agents, we hereby:
1. Waive any claim or cause of action against and release from liability the State of South Dakota, its officers, employees, and agents for any liability for injuries to person or property resulting from participation in the activity listed above;
2. Agree to indemnify and hold harmless the State of South Dakota, its officers, employees, and agents for any claims, causes of action, or liability to any other person arising from participation in the activity listed above;
3. Consent to receive any medical treatment deemed advisable during participation in the activity listed above; and
4. Acknowledge that we are signing below as a minor child and as the parent or legal guardian of the minor child named below.

I HAVE READ THIS RELEASE AND WAIVER OF LIABILITY, ASSUMPTION OF THE RISK AND INDEMNITY AGREEMENT AND CONSENT TO MEDICAL TREATMENT, FULLY UNDERSTAND ITS TERMS, UNDERSTAND THAT I HAVE GIVEN UP SUBSTANTIAL RIGHTS BY SIGNING IT, AND HAVE SIGNED IT FREELY AND VOLUNTARILY WITHOUT ANY INDUCEMENT, ASSURANCE, OR GUARANTEE BEING MADE TO ME AND INTEND MY SIGNATURE TO BE A COMPLETE AND UNCONDITIONAL RELEASE OF ALL LIABILITY TO THE GREATEST EXTENT ALLOWED BY LAW.

Minor’s Name ________________________________ Date of Birth ______________
Signature ________________________________
Address_____________________________ City________________________ State__________
Date__________________________________

Guardian’s Name___________________________ Date of Birth__________________
Signature _________________________________ Address ______________________
Date__________________________________

EXHIBIT G

9-7 07/2003 (CF 8/09)
Student Clubs and Organizations

Cultural Organizations
- Black Student Alliance
- Chicanos in Action (C.I.A.)
- Chinese Students' Association
- India Students' Association
- International Relations Club
- Islamic Cultural Club
- Native American Club
- Nepalese Student Association (NeSA)

Departmental Associations
- Academy of Students of Pharmacy
- Advertising Club
- Ag Communicators of Tomorrow
- Ag Educators Club
- Ag Systems Technology Club
- Agronomy & Conservation Club
- Alpha Eta Rho
- American Association of Family and Consumer Sciences
- American Humanities Students’ Association (AHSA)
- American Society of Ag Engineers
- American Society of Civil Engineers
- American Society of Heating, Refrig. & Air Conditioning Engineers ASHRAE
- American Society of Interior Designers
- American Society of Landscape Architects
- American Society of Mechanical Engineers
- Animal Science Graduate Student Association
- Apparel Merchandising Club
- Art Club
- Association for the Education of Young Children

Association of General Contractors of America
- Chemistry and Biochemistry Club
- Clinical Laboratory Science Club
- Computer Science Club
- Dairy Club
- Economics/Omicron Delta Epsilon
- English Club
- Family, Career, & Community Leaders of America
- Food Science, Dietetics, and Hospitality
- French Club
- Geography Club/GTU
- German Club
- History Club
- Honors College Student Organization
- Horticulture Club
- HPER Student Organization
- Human Resources Association
- Human Services Club
- Institute of Electrical & Electronic Engineers (IEEE)
- International Microelectronics & Packaging Society (IMAPS)
- Journalism Club
- Math Club
- Microbiology Club
- National Consumers League
- Nursing Students' Association
- Park Management Club
- PE/RECR Major Club
- Political Science Club
- Pre-Professional Science Club
- Pre-Veterinary Medicine Club
- Psychology Club
- Range Club
- Society of Electronics Technology
- Society of Manufacturing Engineers
- Society of Physics Students
- Society of Women Engineers
- Spanish Club
- Student National Education Association
- Student Society of Arboriculture
- Turf Jacks
- Wildlife and Fisheries Conservation Club

Honorary Organizations
- Alpha Epsilon, Kappa Chapter
- Alpha Kappa Delta
- Alpha Lambda Delta
- Alpha Psi Omega
- Alpha Tau Alpha
- Alpha Zeta
- Chi Epsilon
- Chi Sigma Iota
- Delta Phi Alpha
- Eta Kappa Nu
- Gamma Sigma Delta
- Golden Key International Honour Society
- Kappa Delta Pi
- Kappa Tau Alpha
- Mortar Board
- Phi Alpha Theta
- Phi Kappa Phi
- Phi Lambda Sigma
- Phi Lambda Upsilon
- Phi Upsilon Omicron
- Pi Alpha Xi
- Pi Chi Chapter of Tri Beta
- Pi Kappa Delta
- Pi Tau Sigma
- Psi Chi
- Rho Chi
- Sigma Lambda Alpha
- Sigma Tau Delta
- Sigma Theta Tau
- Sigma Xi
- Tau Beta Pi
Men's Fraternities
Alpha Gamma Rho
Delta Chi
FarEast House
Sigma Alpha Epsilon
Sigma Phi Delta
Sigma Phi Epsilon

Religious Organizations
Campus Crusade for Christ
Christian Campus Ministry
College and Career Fellowship
Fellowship of Christian Athletes
InterVarsity Christian Fellowship
Latter Day Saint Students' Association
Mt. Calvary Lutheran Student Fellowship
Navigators Christian Fellowship
Nurses Christian Fellowship
Pius XII Newman Center
United Faith Campus Ministry
University Lutheran Center
WELS Student Fellowship
ZAO College Ministries

Special Interest, Social
AFROTC Royal Blue Drill Team
Aim High Club
American Association of Pharmaceutical Science
Amnesty International
Arnold Air Society
Block and Bridge
Campus Radio - KSDJ
Campus Women’s Coalition
Gatetown Rangers
Cheerleaders
Chess Club
Circle K International
Civil Air Patrol
College Democrats
College Republicans
Colleges Against Cancer
Collegian - student newspaper
Collegiate 4-H
Collegiate Entrepreneurs’ Org.
Collegiate Farmers Union
Collegiate Future Farmers of America
Criminal Justice Association
Ducks Unlimited, Jackrabbit Chapter
Engage
Equip
Film Society
Fisheries Society
Games Club

Gay Straight Alliance (GSA)
Habitat for Humanity
Helping Everyone Reach Optimal Health (HEROH)
Horse Club
Jacks for Life
Japanese Animation & Culture Society
Kappa Epsilon
Kappa Psi
Little International
Medieval Society
Muggles for Harry
Music Educators National Conference
Music Industry Club
National Association of Home Builders, Student Chapter
Plains Riflemen
Post Secondary Ag Student Organization (PAS)
Pride of the Dakotas
Printonian Club
Sigma Alpha
Sigma Lambda Chi
Skeptics, Agnostics, Atheists, Freethinkers 
& Empiricists (SAAFE)
Skydiving Club
Society of Automotive Engineers
State Sensations
Staters for State
Stephen F. Briggs Scholars Organization
Student Athletic Trainers Association
Students Helping Improve Animal Rights & the Environment
Students in Free Enterprise (SIFE)
Students Taking Responsibility in Diversifying Education
Television Club
University Toastmasters
Veteran’s Society at SDSU

Sports Clubs
Bowling Club
Boxing Club
Cricket Club
Dynamic Martial Arts (DMA)
Jackrabbit Hockey Club (men's)
Karate Club
Rifle and Pistol Club
Rodeo Club (men and women)
Rugby Club (men and women)
Soccer Club (men’s)
Table Tennis Team
Ultimate Frisbee Club
Water Polo Club
Women's Hockey Club

Student Government
Ag & Bio Science Prexy Council
Brown Hall Government
Greek Programming Board
Hansen Hall Government
Joint Engineering Council
Larson Government
Mathews Hall Government
Pierson Hall Government
Residence Hall Association
Resident Assistant Council
Students’ Association (SA)
University Program Council (UPC)
Waneta Complex Hall Government

Women's Fraternities
Alpha Xi Delta
Ceres
Chi Omega

More Information
Office of Student Activities
South Dakota State University
Box 2815
Brookings, SD 57007

E-mail: union@sdstate.edu
Web site: http://studentaffairs.sdstate.edu/
studentunion/studentactivities

NOTICE: South Dakota State University is an Affirmative Action/Equal Opportunity Employer (Female/Male) and offers all benefits, services, education, and employment opportunities without regard for ancestry, age, race, citizenship, color, creed, religion, gender, disability, national origin, sexual orientation, or Vietnam Era veteran status.

South Dakota State University
Admissions Office
Box 2201
Brookings, SD 57007
1-800-952-3541 (toll-free) or (605) 688-4121
Fax: (605) 688-6891
Email: SDSU.Admissions@sdstate.edu
Web site: www.sdstate.edu