



**2021 DIVISION II INDOOR**  
**TRACK & FIELD**  
**CHAMPIONSHIPS**  
*BIRMINGHAM, AL • University of Montevallo  
and City of Birmingham, Hosts*

***PARTICIPANT***  
***2020-21 MANUAL***

*Finals*

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## **Introduction/Welcome**

Congratulations on your selection to the 2021 NCAA Division II Men's and Women's Indoor Track and Field Championships! This manual includes important information regarding the championships. This manual is a supplement, not a substitute, for the 2021 NCAA Division II Men's and Women's Indoor Track and Field Pre-championships Manual. Additional information is available on the championships website at [NCAA.com](http://NCAA.com) and on [NCAA.org](http://NCAA.org)

The championships will be held March 11-13 at the Birmingham CrossPlex in Birmingham, Alabama. The University of Montevallo and the City of Birmingham will serve as co-hosts for the championships.

## **Host Welcome**

Dear NCAA Division II Men's and Women's Indoor Track and Field Championships Participants,

On behalf of the University of Montevallo, the City of Birmingham, the Birmingham CrossPlex and the entire NCAA Division II Track and Field Committee, we would like to extend a warm welcome to all who have earned the opportunity to participate in the upcoming 2021 NCAA Division II Men's and Women's Indoor Track and Field Championships March 11, 12 and 13. I am sure that many supporters within the local community and the spectators for this year's event are looking forward to seeing you display your superior talents in the areas of track and field.

Our collaborative goal is to give you the best championship experience possible by providing you with an exceptional, state-of-the-art venue, which we have at the Birmingham CrossPlex in beautiful Birmingham, Alabama. We trust you will find that the working staff and volunteers will exceed your highest expectations of southern hospitality. Our sincere hope is that you will be thrilled from the moment the banquet begins until the last scheduled event ends.

Again, congratulations on being a national participant in the 2021 NCAA Division II Men's and Women's Indoor Track and Field Championships. I personally wish you the very best in your designated competition(s) and hope that you enjoy your stay in the Magic City of Birmingham and the great state of Alabama.

Sincerely,

Preston Kirk & Christy Mixon  
Tournament Directors

## NCAA Staff/Committee

### NCAA Staff

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### NCAA Division II Men's and Women's Track and Field Committee

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### Host Personnel

#### Tournament Directors

Name: Preston Kirk / Christy Mixon  
Phone: 205-279-8900  
Email: [preston.kirk@birminghamal.gov](mailto:preston.kirk@birminghamal.gov)  
[christy.mixon@birminghamal.gov](mailto:christy.mixon@birminghamal.gov)

#### Facility Director

Name: Michael Moore  
Phone: 205-279-8900  
Email: [Michael.moore@birminghamal.gov](mailto:Michael.moore@birminghamal.gov)

#### Media Director

Name: Wesley Hallman  
Phone: 205-665-6074  
Email: [whallman@montevallo.edu](mailto:whallman@montevallo.edu)

#### Marketing Director

Name: Preston Kirk  
Phone: 205-279-8900  
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**Athletic Training (onsite facility contact)**

Name: Brandon Sheppard

Phone: 205-337-9401

Email: [bsheppard@encorerehab.com](mailto:bsheppard@encorerehab.com)**Athletic Training (credential/trainer requests)**

Name: Maureen Wood

Phone: 205-662-5502

Email: [mwood4@montevallo.edu](mailto:mwood4@montevallo.edu)**Schedule of Events**

Track and field competition will take place March 11-13. The competition schedule can be found online at [NCAA.com](http://NCAA.com) and [NCAA.org](http://NCAA.org) (Division II, Championships, Indoor Track and Field (M/W), 2020-21 Schedule of Events). A comprehensive schedule for the week is included in **Appendix A**.

**COVID Testing, Policies and Procedures:**

Resources: COVID-19 championships resources provided at the following link: <https://www.ncaa.org/championships?division=d2>. Please review training videos and protocols prior to travel.

Testing: All members of an institutional travel party will be part of the Tier 1 COVID tested community at the championships. Tier 1 personnel will be required to have a negative test before leaving their home institution to travel to Birmingham and then will be tested onsite in Birmingham at the NCAA testing center, as scheduled on either Wednesday or Thursday prior to the first day of an institution's first competition. Tier 1 personnel will NOT be allowed to enter the competition venue until testing onsite at the NCAA championship testing center and producing a confirmed negative test. Tier 1 personnel are then required to test every other day while onsite at the championships. Additionally, all student-athletes, members of the travel party, and any personnel entering the competition venue will be required to complete a daily health assessment via the KONGiQ app.

Teams with student-athletes competing on Thursday should be onsite to ensure they can be tested on Wednesday at the onsite NCAA COVID testing center. Teams with student-athletes not competing until Friday and/or Saturday should be onsite to ensure they can be tested on Thursday. When arriving the day prior to being tested teams should quarantine at their hotel and limit outside interaction.

Additional information about scheduling testing onsite in Birmingham will be provided to institutions with teams/individuals that are selected to the NCAA championships.

Additional specifics on the tested tiers, code of conduct and other requirements can be found in the Division II Men's and Women's Indoor Track and Field Return to Championship plan document [here](#).

Testing Location: Sheraton Birmingham Hotel 2101 Richard Arrington Jr. Blvd. N. Birmingham, AL 35203.

Masking and Physical distancing: Physical distancing and universal masking will be required for all participants, coaches, officials, and other meet personnel at all times. The only exception to

this will be for participating student-athletes when involved in active competition. Student-athletes competing in field events should wear masks in between attempts.

**There will be no designated team camp spaces at the championships. In order to ensure physical distancing and limit numbers in the facility, participants and team personnel should only be at the venue when necessary and in accordance with the venue access times noted on the competition schedule. Athletes and team personnel may report to the venue for specific events in which they are involved in order to adequately warm-up and check-in but should not remain in the venue once their competitions are complete. Please help us to ensure a safe environment, by only coming to and remaining at the venue when necessary. Coaches and athletes that must remain in the venue between events, must utilize the bleacher seats in the venue, wear a mask and maintain physical distancing at all times.**

#### Packet Pick-up

**No more than two members of each institutional staff will be allowed to attend packet pickup to ensure limited interaction and effective physical distancing. We ask that schools with fewer qualifiers limit attendance at packet pick-up to one person.** Packet pick-up will be held Wednesday, March 10 from 3 to 7 p.m. and Thursday, March 11 from 1 to 7 p.m. local time. On Wednesday and Thursday packet pick-up will be located at the rear entrance to the Bill Harris Arena. Coaches will receive their packets at the garage door on the outside of the building. Coaches will not enter the facility. (see diagram in **Appendix D**). Additionally, late packet pick-up will be available Friday 9 a.m. to 6 p.m. local time and if necessary on Saturday from 10:30 a.m. to 3:30 p.m. local time. Those institutions will be able to pick up their packet at the meet management room (see diagram in **Appendix B**) by entering through the main doors of the CrossPlex. Anyone attending late packet pick-up will need to be tested at the onsite COVID testing facility prior to entering the building.

#### Mandatory Administrative Meeting

A virtual administrative meeting will be held Monday, March 8 at 1 p.m. Eastern time. A link will be provided to all selected teams. All head coaches or their institutional designee are required to attend to hear important information specific to the championships and the facility. **Institutions failing to have representation at the meeting will be fined \$200 per gender.**

#### Practice

The facility **will not be available** for practice. **Due to the three-day championship format and COVID-19 safety and testing protocols, there will NOT be any scheduled practice time for the championships.**

#### Weight Room Availability

The weight room will **not be available** due to COVID-19 limitations.

#### Implement Inspection

Student-athletes may use their own weight throw and shot put implements if they choose as long as they meet the certification process. Implements will be impounded at the time designated for certification. Additional implements will be provided by GILL in the event the student-athletes implement does not pass inspection. **Implements must be dropped off at the designated storage**

area (see diagram in Appendix B) for certification any time during the following event specific hours:

**Thursday, March 11**            9:30-10 a.m. (men's hep)  
   10-10:30 a.m. (women's pent)  
   2:15-2:45 p.m. (women's weight throw)  
   4:45-5:15 p.m. (men's weight throw)

**Friday, March 12**            9:15-9:45 a.m. (men's shot put)  
   2:15-2:45 p.m. (women's shot put)

\*NOTE: Individuals will be allowed entrance to the facility at the designated implement inspection time.

Implements may be picked up in the implement storage area no sooner than 30 minutes following the conclusion of the event final. Implements may be shipped to:

Birmingham CrossPlex  
Attn: Christy Mixon  
2337 Bessemer Rd.  
Birmingham, Alabama 35208  
205-297-8305

It is the sole responsibility of each institution to package and ship implement materials for the 2021 NCAA Division II Men's and Women's Indoor Track and Field Championships to and from the CrossPlex. The CrossPlex does not assume any responsibility for the condition of the delivery.

#### Community Engagement

All Division II championships will provide community engagement experiences for participating student-athletes and coaches. As a key part of Division II's strategic position, community engagement emphasizes the relationship of athletics in strengthening communities.

This year's Division II's unique approach to community not only connects athletics with outreach opportunities, but virtually brings communities inside the division's championship experience. Division II is committed to developing student-athletes and communities by actively engaging in shared experiences. The objective of community engagement is to build relationships by bringing communities to experience Division II events.

All of our community engagement events will be virtual. You will receive zoom links to read in classrooms, lead exercises in P.E. classes or possibly join firefighters for virtual pizza parties to thank them for their service as essential workers.

For more information, or if you have any questions, please contact Jill Willson (E-mail: [jwillson@ncaa.org](mailto:jwillson@ncaa.org); Phone: 717-360-3556). We sincerely appreciate your assistance with this NCAA Division II Community Engagement Event.

## Awards

### Elite 90 Awards

The NCAA Elite 90 awards will be presented to the male and female with the highest cumulative grade-point average competing at the championships. Coaches must submit nominees for the Elite 90 award by noon Eastern time, **Monday, March 8**. Please visit <http://www.ncaa.org/about/resources/events/awards/elite-90> to access the nomination form and other pertinent information regarding the award.

### Locker Room Program

The national championship teams will receive champion t-shirts and hats as part of the NCAA locker room program. These items will be presented to the head coach during the awards ceremony after the final event.

### NCAA Championship Awards

An awards ceremony will be held after the conclusion of each event for the top finisher. Only the top finisher should report to the awards podium, those student-athletes are required to wear official school uniforms/warm-ups for awards ceremonies. The team awards will be presented to the men's and women's championship team only to stay in compliance with COVID-19 protocols. All remaining awards winners (2nd-8th place) can receive their awards in the lobby at the designated awards pick-up area located near the concessions stand once the event has become final and the protest period for that event has expired. Mask are required during all awards presentations.

If a tie occurs in the finals, it will not be broken. A duplicate award will be ordered by the NCAA and sent to the institution after the championships. Institutions interested in purchasing additional awards that they receive on site can do so at <http://www.mtmrecognition.com/ncaa/>.

### Participant Medallions

Participant medallions will be provided to all student-athletes selected to the championships. Participant medallions will be given to the institutional representative at packet pick-up. Institutions interested in purchasing participant medallions after the championships can do so at <http://www.mtmrecognition.com/ncaa/>.

### Student-Athlete Participation Awards

Please see **Appendix F** for participation award information.

## Event Information

### High Jump

The high jump pits and run-ups will be positioned on the venue infield as noted on the diagram in **Appendix B**. Both pits will be used for the combined events and the north pit will be used for the open events.

### Long Jump

The pit is located on the east backstretch side of the facility. The boards are 1m from the landing pit. The runway allows for 191' LJ approach. See facility diagram **Appendix B**.

### Triple Jump

The runway distance from end of runway to first takeoff board is 152' the second take off board is 158'. See diagram **Appendix B**.

### Shot Put/Weight Throw

Shot put and weight throw sector is located outside the oval under the LED board as noted on the diagram in **Appendix B**. The sector will be used for all open throwing events and the men's heptathlon and women's pentathlon. Throwing circles are Gill Athletics throwing platforms. The landing area is Mondo artificial turf.

### Pole Vault

The pole vault runway provides approximately 161' of runway to the back of the box. Participants who transport their own poles should bring their poles through the main entrance of the CrossPlex, which will be identified with appropriate signage. Poles should be brought to the venue on the day of competition and placed by section 16 next to implement inspection. Poles may be shipped to:

Birmingham CrossPlex  
Attn: Christy Mixon  
2337 Bessemer Road  
Birmingham, Alabama 35208  
205-297-8305

It is the sole responsibility of each institution to package and ship pole vault materials for the 2021 NCAA Division II Men's and Women's Indoor Track and Field Championships to the CrossPlex. Each institution must establish contact names and phone numbers for the shipping carrier. To ensure safe delivery of pole vault poles through the selected shipping carrier, make sure information such as the correct address for the CrossPlex and Indoor Track is indicated.

Furthermore, the return of the pole vault materials after the championships is the sole responsibility of the competing institution. A return bill of lading, completely filled, must be attached to your poles for return shipment. The CrossPlex is not responsible for the return of goods—this includes packaging and labeling the pole vault shipping materials. **The CrossPlex assumes no responsibility for condition of delivery, checking contents and/or return shipping process plus return shipping charges.**

### Running Event Information

- Meet management will have batons available.
- Only Gill Athletics starting blocks provided by meet management may be used.
- Coaches must declare up to one relay alternate during the championships declaration period on DirectAthletics. Changes to that individual can be made up to 24 hours after the selection announcement by emailing Donisha Carter [dcarter@ncaa.org](mailto:dcarter@ncaa.org). Will not allow changes after this date.

### **Relay Alternates:**

- Qualified student-athletes who have been declared and are accepted into the championships in another event shall be allowed to run as substitutes for relays.
- If a team chooses to bring a student-athlete not already in the meet they are limited to one alternate per relay and that person must be declared during the online declaration period Wednesday, Feb. 24 - Monday, March 1. This can not be done during packet pick-up.
- The listed uninvited alternate may only compete in his or her listed relay and will be permitted to run in any heat or final of that respective relay. **ANY STUDENT-ATHLETE NOT LISTED DURING THE DECLARATION PERIOD WILL NOT BE ELIGIBLE TO COMPETE IN THE CHAMPIONSHIPS.**
- The four members who achieve the qualifying mark will be the 'declared' relay team for that institution and will be the only individuals for which the NCAA will provide travel reimbursement. **INSTITUTIONS MUST NOTIFY DONISHA CARTER IF THEY DO NOT INTEND ON BRINGING ONE OF THE FOUR STUDENT-ATHLETES WHO ACHIEVED THE QUALIFYING MARK. FAILURE TO DO SO COULD RESULT IN A MISCONDUCT.**

### Check-In

Check-In procedures outlined in Technical Manual posted on [NCAA.org](https://www.ncaa.org) (Division II, Championships, Indoor Track and Field (M/W), 2020-21 Technical Manual). The student-athlete check-in is located in the Bill Harris Arena. (see diagram in **Appendix D**). **Teams and/or individuals that check-in late and not in accordance with the noted times outlined in the Technical Manual may jeopardize participation in their event.**

### Bibs and Hip Numbers

Named bibs will be issued for the front of the uniform, and numbered bibs will be issued for the back of the uniform. Bibs must be worn as issued without any modification or alteration. Student-athletes competing in the high jump and pole vault can choose to wear either the named bib on front or the numbered bib on back. Bibs will be issued to the student-athlete by the clerk when they check-in for their first event at the check-in station in the Bill Harris Arena. Bibs will not be in team packets given at packet pick-up.

Hip numbers will be issued for runners by the Clerk. They will be worn on both left and right hips and must not be obscured by an athlete's clothing. Runners in races 800 meters and longer, as well as all members of 4x400 meter relay, will also be issued a number to be worn on the upper portion of the uniform top.

### Relay Cards

Finalized relay cards must be turned in at least 30 minutes before the start of the event at the check-in station in the Bill Harris Arena. The four student-athletes that will be running the relay must check-in at least 30 minutes prior to the start of the event. Teams not checked in by this time will not be eligible to run the relay. Medical personnel will be present prior to the relays to address any extenuating circumstances. **ONLY ONE UNINVITED RELAY ALTERNATE CAN BE NAMED AND MUST BE SUBMITTED BY THE DEADLINE TO BE ELIGIBLE TO**

**COMPETE. ANYONE ALREADY IN THE MEET CAN BE A SUBSTITUTE ON A RELAY.**

## **Facility Information**

### Birmingham CrossPlex

The Birmingham CrossPlex is a world-class facility that boasts a six-lane oval hydraulic track and eight 60-meter lanes for spring/hurdle events. The state-of-the-art six lane oval track takes just ten minutes to raise or lower for banked corners. There are dual horizontal runways for pole vault, long jump and triple jump. Additionally, dual high jump approaches can be configured along with dual throwing sectors for shot-put located outside the oval. The hydraulic track features a Mondo track surface.

The CrossPlex is just minutes away from downtown Birmingham. It is easily accessible to and from hotels, interstates and restaurants. Plus, the airport is just 10 miles away.

### Team Parking

All athletes should be dropped off at the Bill Harris Arena main entrance, team bus/vans/cars will then be directed to the team parking lot by parking attendants. Team parking will be free of charge. See diagram **Appendix E**.

### Entrances

All participating student-athletes may only enter through the Bill Harris Arena main doors and coaches/team personnel may enter the track facility through the CrossPlex main entrance. Credentials must be visible in order to gain entry to the facility.

### Restrooms

Tier 1 restrooms are located in the main lobby of the CrossPlex on the floor level and additional tier 1 restrooms will be available in the Bill Harris Arena on the concourse. Separate tier 2 restrooms will be available on the west end of the 2<sup>nd</sup> level of the CrossPlex. Teams will only be permitted to use tier 1 designated restrooms.

### Security

Security personnel will be on site throughout the championships to monitor and ensure the safety and security of all participating teams, officials and spectators. In the event of an emergency or fire, security staff will assist with the prompt evacuation of the facility. Important contact information for local police, fire and medical centers is listed below:

Police Department

Captain Anja Doyle

[anja.doyle@birminghamal.gov](mailto:anja.doyle@birminghamal.gov)

Fire Department

Captain Gregory Fields

[Gregory.fields@birminghamal.gov](mailto:Gregory.fields@birminghamal.gov)

Phone: 205-250-7575

Alabama Law Enforcement Agency

Reid McLaughlin

Phone: 205-288-9242



### Spike Regulations

**The following spike regulations at the CrossPlex will be strictly enforced:**

- Only 1/4 inch or 7mm pyramid spikes are allowed for all events with the exception of the high jump. For the high jump, up to 3/8 inch or 9mm pyramid spikes are allowed. The facility encourages the use of replacement spikes, but fixed pyramid spikes will be allowed as long as they meet the length requirements. **NO CHRISTMAS TREE OR NEEDLE SPIKES**
- Upon entry for actual competition, competing student-athletes shall be required to proceed to the designated Spike Control Area to have their spikes checked and deemed appropriate for competition based on policy (see diagram **Appendix C**). Should an athlete use multiple pairs of spikes, each shall be required to be checked on each competition day. Once a set of spikes (one or more) have been checked and approved, as per policy, a colored zip tie (a different color each day) shall be affixed to the spikes.
- Student-athletes shall be required each day to return to the Spike Control Area and follow the daily procedure with the prior day's zip tie being removed and a new one affixed for each set of spikes to be used that day.
- If a spike is deemed not acceptable, no zip tie will be given and it is the responsibility of that student-athlete to secure the proper spikes. The CrossPlex will not supply replacement spikes. The CrossPlex reserves the right to make the final call on all spike approval issues.
- Should a student-athlete be found to have swapped spikes after approval, that student-athlete will be reported to the Meet Referee.
- Flats or slick surfaced field event shoes shall not require zip ties.
- Once a student-athlete passes through Spike Control, additional visual spike checks shall take place in the clerking area and on the starting line. If a student-athlete has been identified with a spike not displaying the appropriate daily colored zip tie, they may return to the spike control Area to have spikes cleared should time allow.

### Warm-Up Area

The warm-up area is located in the Bill Harris Arena where the student-athletes will enter see facility diagram **Appendix D**. The warm-up area has four lanes 60 meters in length of roll out Mondo surface. Hurdles and starting blocks will be provided for warm-up activities.

**\*NOTE: For safety reasons, no headphones should be worn in warm-up areas and this area will be restricted to warm-up in accordance with the venue access times noted in this manual.**

## **General Information**

### Banners and Artificial Noisemakers

No banners may be posted at the tournament other than the NCAA approved banners. Artificial noise makers, air horns, and electronic amplifiers are not permitted and shall be removed upon discovery.

### Championship Merchandise

Official NCAA Championships Merchandise will be available online only. Participants will be given the opportunity to pre-order shirts through Event 1, Inc., the official souvenir merchandiser for the NCAA. The online store will be available for a limited time after the championships for additional purchases.



### Concessions

The concession stand will be open during competition and is operated by Olympia Catering. They offer light snacks, Dasani bottled water, PowerAde and Coca-Cola soft drinks paired with traditional concession fare.

### Coverage of Championships

Portions of the championships will be streamed live on NCAA.com. To access the live stream, go to [www.NCAA.com](http://www.NCAA.com). A link to view the championships will be available on competition days.

### Credentials

Credentials will only be provided to the tested travel party. Anyone outside of the tested travel party will not be permitted to travel to the championships or allowed access to the venue. Teams will receive the following:

- Institutions qualifying one to four student-athletes will receive credentials for the participating student-athletes and two non-athletes.
- Institutions qualifying five to eight student-athletes will receive credentials for the participating student-athletes and three non-athletes.
- Institutions qualifying nine or more student-athletes will receive credentials for the participating student-athletes and four non-athletes.
- Institutions that have declared a relay alternate will receive one participant credential for that alternate.
- Institutions will also receive up to two additional non-athlete credentials including but not limited to additional coaches, trainers, SID's, administrators, etc. **SID's, will have to be a part of the non-athlete team credential/testing numbers if an institution wants an SID, onsite and cannot have any of these individuals apply for separate media credentialing. Additionally, we ask teams to only bring those that are considered essential even if below the maximum allowed.**
- Institutions requesting a SID or medical credential can request those through the host **by 5 p.m. Eastern, Friday, March 5. No request will be taken after the deadline.** Please see the media section and/or medical section for additional information.

**Teams will not be allowed to purchase or request additional credentials above the stated maximums.**

**NOTE: The official travel party is different from the credential allotment noted above and is outlined in the 'Travel/Transportation' section of this manual. Only members of the official travel party will receive expense reimbursement.**

**NOTE: Any misuse of a credential can result in a misconduct toward the involved institutions.**

### Heat Sheets

Heat sheets will be included in the institutional packets for the participating teams. Results and updated heat sheets will be posted online at NCAA.org

### National Anthem

The national anthem will be played prior to the start of the first running event each day. Please see the schedule of events for more details.

### Post-Championship Evaluation

After the championships, coaches will be provided (via email) a link to an online survey of the championships. Coaches should complete the survey themselves *and* forward it on to all participating student-athletes. **Coaches' assistance in forwarding the email is crucial to this process.** We appreciate your involvement in helping the NCAA with this important work.

### Results

Live results will be available online at [NCAA.com](https://www.ncaa.com).

### Scoring/Timing

Leone Timing will be the official timer of the 2021 NCAA Division II Men's and Women's Indoor Track and Field Championships. The meet will be scored according to Rule 7 of the [2020-2021 NCAA Cross Country and Track and Field Rules Book](#).

### Selections Information and Timeline

Declarations for the championships will be accepted between 9 a.m. Eastern time, Wednesday, February 24 and 1 p.m. Eastern time, Monday, March 1. Championship fields will be posted online by 6 p.m. Eastern time, Tuesday, March 2, on [NCAA.org](https://www.ncaa.org), (Division II, Championships, Indoor Track and Field (M/W)). Institutions with student-athletes selected to the championships will receive information pertinent to the championships as soon as the fields are posted. Heat and flight information will be posted online on [NCAA.org](https://www.ncaa.org) Monday, March 8.

### Student-Athlete Hospitality

A student-athlete hospitality will be set up in the Bill Harris Arena noted on the facility diagram in **Appendix D**. Only student-athletes will be allowed in the hospitality. Snacks and beverages will be provided.

### Ticket Information

There will be no spectator admittance to the 2021 championships.

### Water/POWERADE for Participants

Water and POWERADE-branded equipment and product will be available for student-athletes during competition. Equipment carrying any branding other than POWERADE will not be permitted during NCAA championships and all product should be consumed out of the NCAA-provided POWERADE branded squeeze bottles.

### **Media Services**

Important information regarding NCAA media policies can be found online at [NCAA.com/media](https://www.ncaa.com/media). For media questions specific to the 2021 NCAA Division II Men's and Women's Indoor Track and Field Championships, please contact Westley Hallman at ([whallman@montevallo.edu](mailto:whallman@montevallo.edu); 205-665-6074).

### Championship Websites

The official website for the championships is available at [NCAA.com](http://NCAA.com). Additional information specific to participants can be found on [NCAA.org](http://NCAA.org).

### Credentials for Media

All credential requests for institutional sports information personnel, should be submitted to Westley Hallman ([whallman@montevallo.edu](mailto:whallman@montevallo.edu); 205-665-6074) **no later than 5 p.m. Eastern, Friday March 5. No request will be accepted after the deadline.** SID credentials will be included in the institutional packet given to the representative at packet pick-up. Any institutions bringing sports information personnel must include them as a part of the allotted tested travel party credentials. No additional credentials above the maximum will be allocated.

### Interviews

No interviews will be conducted onsite.

### Media Work and Hospitality Area

For media work and hospitality area see diagram **Appendix C**. Limited space will be designated with signage for institutional sports information personnel only. Only SID's who are part of the tested team travel party will have access to this area.

### Photography/Videography

The NCAA owns all rights to all of its championships as listed in NCAA Bylaw 18.3. These rights include, in addition to the rights with respect to participation and admission, rights to televise (live and delayed), radio broadcasting, filming and commercial photography. NCAA Photos is the official championships photographer for the NCAA, which has the right to sell photographs of championship activity. [NCAAPhotos.com](http://NCAAPhotos.com) currently provides member institutions, coaches, student-athletes and their parents' access to photography online at a discounted rate. Member institutions have full access to the NCAA photo library found at [NCAAPhotos.com](http://NCAAPhotos.com) for non-commercial use (e.g., for year books, on-site banners and posters, web, media guides, etc.).

Institutional videographers will be permitted to capture competition footage from the still photographer areas. These areas are designated by the championship sports committees in conjunction with the championship media coordinator. Each institution will be permitted to have one videographer for this purpose and will only be permitted to capture footage of events/contests in which it is participating. The NCAA will grant university permission to videotape this NCAA championship event for non-commercial uses only. Non-commercial uses include university banquet videos, recruiting videos, institutional PSAs, video boards, and institutional athletic hall of fames. In addition, the NCAA will permit institutions to use institutional videographer footage captured for two commercial uses: 1) Use on the official institution athletic Web site, and 2) Institution coach's shows.

**Institution and videographer understand that any violation of the above policies WILL result in an infringement of the NCAA's copyright. Copyright infringement could result in a financial penalty of up to \$50,000 per violation to be paid to the NCAA. In addition, the NCAA reserves all other sanctions including but not limited to institutional**

**photographer/videographer privileges being revoked for up to a five-year period for all NCAA championships competition.**

#### Programs

IMG is partnering with the NCAA to produce digital game programs for NCAA Championships. All game programs can be viewed at [NCAA.com/gameprograms](http://NCAA.com/gameprograms). The program is free to view and can be downloaded and printed in any way you see fit. Using a digital platform will allow IMG to add extra pages to programs in addition to extending deadlines to allow for the most up-to-date information to be included in the program. The NCAA and IMG College encourage all participating schools to promote the digital publication link on athletics and school-affiliated websites and social media outlets. Please share with student-athletes, faculty, alumni organizations or any other group that may have interest, as well as local media outlets.

#### Results

Results will be available online at [NCAA.com](http://NCAA.com).

### **Medical Information**

#### Athletic Training

Teams are highly encouraged to conduct all necessary treatments at the hotel as venue capacity requirements may limit availability to set-up individual treatment tables at the venue. Any required treatment needed onsite must remain in the warm-up area. All treatment tables and modalities (including recovery devices) need to remain in this area. Team's may set-up temporarily while working on an athlete, but must breakdown once treatment is complete.

Medical credentials may be requested for a certified athletic trainer by emailing Maureen Wood ([mwood4@montevallo.edu](mailto:mwood4@montevallo.edu); 205-665-5502) no later than **5 p.m. Eastern, Friday March 5. No request will be accepted after the deadline.** Credentials will be included in the institutional packet given to the representative at packet pick-up. Student-athletes seeking specific treatments should **provide written instructions from their sports medicine staff indicating any specific treatment protocols** if they are not traveling with a certified athletic trainer. Any institutions bringing medical staff must include them as a part of the allotted travel party credentials. No additional credentials above the maximum will be allocated.

Any questions regarding the Athletic Training services and to request a medical credential contact:  
Maureen Wood

Phone: 205-662-5502

Email: [mwood4@montevallo.edu](mailto:mwood4@montevallo.edu)

Once onsite at the venue Brandon Sheppard will serve as the contact in the facility.

Name: Brandon Sheppard

Phone: 205-337-9401

Email: [bsheppard@encorerehab.com](mailto:bsheppard@encorerehab.com)

#### Concussion Management

The NCAA has adopted legislation that requires all active member institutions to have a concussion management plan for their student-athletes. Participating institutions shall follow their concussion management plan while participating in NCAA championships. If a participating team

lacks appropriate medical staff to activate its concussion management plan, the host championship concussion management plan will be activated.

The legislation notes, in part, that a student-athlete who exhibits signs, symptoms or behaviors consistent with a concussion shall be removed from athletics activities (e.g., competition, practice, conditioning sessions) and evaluated by a medical staff member (e.g., sports medicine staff, team physician) with experience in the evaluation and management of concussions; a student-athlete diagnosed with a concussion is precluded from returning to athletics activity for at least the remainder of that calendar day; and medical clearance for return to athletics activity shall be determined by the team physician or the physician's designee from the student-athlete's institution. In the absence of a team physician or their designee, the NCAA tournament physician will examine the student-athlete and will determine medical clearance.

A concussion is a brain injury that may be caused by a blow to the head, face, neck or elsewhere on the body with an "impulsive" force transmitted to the head. Concussions can occur without loss of consciousness or other obvious signs. A repeat concussion that occurs before the brain recovers from the previous one (hours, days or weeks) can slow recovery or increase the likelihood of having long-term problems. In rare cases, repeat concussions can result in brain swelling, permanent brain damage and even death.

For further details please refer to the "NCAA Sports Medicine Handbook Guideline on Concussions" online at [NCAA.org](http://NCAA.org).

#### Local Hospital Information

UAB Hospital  
1802 6th Avenue South  
Birmingham, Alabama  
205-934-3411

St. Vincent's Health System  
21810 Saint Vincents Drive  
Birmingham, Alabama  
205-939-7100

### **Participant Expectations & Guidelines**

#### Drug Testing

Student-athletes who compete in these championships may be subjected to drug tests in accordance with Bylaws 18.4.1.5 and 31.2.3, and may be determined to be ineligible as a result thereof. Only student-athletes who have consented in writing to such testing are initially eligible for these championships; and thereafter, student-athletes who are tested shall remain eligible only if they test negative.

More information regarding drug testing at NCAA championships can be found at [NCAA.org](http://NCAA.org) (Health and Safety, Discouraging Alcohol and Other Drug Abuse).

#### Ethical Behavior by Coaches

As a member of the coaching profession, coaches have inherent obligations and responsibilities to the profession, to the student-athletes, and to all those with whom they come into contact. Coaches are expected to be role models and to conduct themselves with integrity and high ethical standards at all times. In order to fulfill these responsibilities, a coach must:

1. Per NCAA bylaws, conduct all intercollegiate competition in accordance with the playing rules of the Association.
2. Place the safety and welfare of others ahead of winning and personal prestige.
3. Treat all people with honesty, fairness and respect. (In particular, such things as vulgar and profane language or taunting, intimidating or baiting opponents or the media, are not acceptable from a coach or a student-athlete.)
4. Teach and model for student-athletes and staff members strict adherence to the rules and regulations of the sport and its governing bodies.
5. Recognize, accept and teach to the team and the staff that their public behavior projects an image of the program and the university or college they represent. Therefore, behavior should be appropriate and honorable at all times.

#### Medical Scratches

If a student-athlete does not compete in or complete an event due to an injury or illness, that student-athlete and coach must report immediately to the designated meet physician/certified athletic trainer for documentation purposes. Failure to do so may result in loss of travel reimbursement/per diem, disqualification from other events, and/or a potential misconduct. It is the responsibility of the student-athlete and coach to report immediately to the meet physician/trainer. **All medical scratches and re-entry after failing to participate or finish an event must be approved by the official meet physician/athletic trainer.**

#### Misconduct/Code of Conduct

Misconduct is defined as **“any act of dishonesty, unsportsmanlike conduct, unprofessional behavior or breach of law, occurring from the time the championship field is announced through the end of the championship that discredits the event or intercollegiate athletics.”**

Public criticism of officials may subject the individual, institution or conference to the misconduct provisions.

The games committee is authorized to (1) reprimand publicly or privately, (2) disqualify from future participation and/or (3) ban from subsequent competition a student-athlete or representative of the institution who is guilty of misconduct at any time during the championship.

All members of the travel party must sign the Division II Code of Conduct form **Appendix G**. Completed forms must be returned to the committee representative designated on the form by **5 p.m. Eastern time on Friday, March 5. INSTITUTIONS THAT HAVE NOT SUBMITTED THE CODE OF CONDUCT FORM BEFORE THE DEADLINE WILL BE ASSESSED A \$200 FINE PER GENDER PER TEAM.** The code of conduct form is available on the NCAA website (NCAA.org, Division II, Championships, Indoor Track and Field (M/W), 2020-21 Division II Code of Conduct Form).

#### Protests/Appeals

All protests must be filed on the official protest form, available at the assigned protest area. One copy shall be posted in the designated protest area, and the other copies shall be given to the referee. A protest must be filed no later than 15 minutes after the official results are posted. All institutions involved in the protest will be notified of the protest and the decision. The referee's

decision shall be written on each copy of the protest. One copy shall be returned to the protesting coach and one shall be placed in the committee's files. A \$50 deposit is required for all protests, which will be returned if the protest is successful in reversing the decision. Final decisions rests with the referee. No further appeal is available.

**Correctable Error.** Within 72 hours after the last event of a meet, or before the subsequent round, results can be corrected if administrative errors are detected (i.e., incorrect calculation of team, individual or combined-event scores, timing error).

#### Student-Athlete Bio Forms

Teams should complete the electronic Student-Athlete Bio form for each of their athletes. The form can be accessed by using the link below. Bio forms will not be collected onsite.

**Bio Form:** <https://forms.gle/xy7Xm3t3xJCuzu3C9>

#### Uniforms

When engaged in competition, each competitor must wear an official team uniform with components governed by the rules or be subject to disciplinary actions. Competitors who are not in proper uniform compliance shall not compete until a compliant uniform is worn. The competition will not be delayed to accommodate compliance with the rule. Wearing any part of the official team competition uniform illegally while in the area of competition shall lead to a warning by the nearest official that repeated violation may result in disciplinary action. A report of uncorrected violations shall be made to the games committee, referee, and offending competitor's coach. Please see rule 4-3 in the 2020-21 Cross Country/Track and Field Rule Book for more detailed information.

#### Logos

Per NCAA Bylaw 12.5.4, an institution's official uniform and all other items of apparel (that is, team jersey, socks) that are worn by student-athletes in competition may bear a single manufacturer's or distributor's normal trademark, not to exceed 2-1/4 square inches, including any additional material (that is, patch) surrounding the normal trademark or logo. The logo or trademark must be contained within a four-sided geometrical figure (that is, rectangle, square, parallelogram). An institution's official uniform cannot bear a design element similar to the manufacturer's that is in addition to another logo or that is contrary to the size restriction. A student-athlete representing an institution in intercollegiate competition is limited to wearing apparel items that include only the logo of an apparel manufacturer or distributor. This restriction shall not include logos that identify the student-athlete's institution or conference.

These restrictions apply to all apparel worn by student-athletes during the conduct of competition, including pre-meet or post-meet activities.

#### **Travel/Transportation Information**

Participating institutions must complete the electronic Team Locator form by **Friday, March 5**. The form can be accessed by using the link below.

**Team Locator link:** <https://forms.gle/a8UspKeKgmF8dUwT8>



### Hotels

All participants, coaching staff and other team personnel will be required to stay at designated hotel properties for the 2021 Division II Men's and Women's Indoor Track and Field Championships. The required properties and contacts for booking are listed on NCAA.org (Division II, Championships, Indoor Track and Field (M/W), 2020-21 Team Hotel Information - Birmingham).

### Institutional Travel Arrangements

Institutions should contact Short's Travel Management, the NCAA travel service, at 866-655-9215 to make air travel arrangements. Teams located within 500 miles of the competition site are required to travel via ground transportation. If extraordinary circumstances warrant an exception to the established travel policies, you must contact the NCAA's travel department at 317-917-6757 or [travel@ncaa.org](mailto:travel@ncaa.org) for approval before making any travel arrangements.

Per NCAA travel policies, you are allowed to book travel for individual sports prior to the official selections announcement. **However, please be advised that your institution will be billed for any charges incurred as a result of any of the following situations:**

1. Any student-athletes who do not qualify for reimbursement
2. Any student-athlete who gets injured, has an illness or does not travel for any reason
3. Any non-athlete above the number that are reimbursable, based on the number of student-athletes who qualify
4. Any name changes or flight changes that result in penalties.
5. Any charges incurred when group space is blocked and then canceled.

Understanding these potential charges, which will be reviewed with you prior to any tickets being charged, you should feel free to book your individual sports as early as you feel comfortable. If you have any questions about this policy, please feel free to contact Short's Travel Management at 866-655-9215, or the NCAA Travel Department at 317-917-6757.

### Expenses/Reimbursement

Expense reimbursement for participation in the championships will be filed through an online system. All competing institutions must request reimbursement through the system in order to receive the appropriate reimbursement. Transportation expenses and per diem allowances shall be provided for all qualifying student-athletes and all eligible non-athletes. The Travel Expense System (TES), as well as per diem allowance policies, are available on the [NCAA website](https://www.ncaa.org/sports) at NCAA.org, sports, general information, travel and reimbursement information.

### NCAA Travel Policies

All NCAA travel policies can be found on the NCAA website (NCAA.org, Division II, Championships, Travel and Reimbursement Information).

### Official Travel Party

The official travel party for the 2021 NCAA Division II Men's and Women's Indoor Track and Field Championships is as follows:



- Institutions that qualify one to four individuals for the championships will receive transportation reimbursement and per diem for the participating student-athletes and two non-athletes.
- Institutions that qualify five or more individuals for the championships will receive transportation reimbursement and per diem for the participating student-athletes and two non-athletes.
- Reimbursement and per diem will be provided only for the number of student-athletes who qualified for the championships, and not for any additional student-athletes who may serve as alternates for relays.

**NOTE: The official travel party is different from the credential allotment. Only members of the official travel party will receive expense reimbursement, etc.**

#### Local/GroundTransportation

The Birmingham-Shuttlesworth International Airport is no more than 15 minutes by car from downtown Birmingham and provides more than 110 flights daily. Visit the Birmingham-Shuttlesworth International Airport website at <http://www.flybirmingham.com/> for more information.

## Comprehensive Schedule

### 2021 NCAA Division II Indoor Track and Field Championships

**Birmingham, AL – March 11-13, 2021 All times Central time. (unless noted otherwise)**

Additional information regarding the items below, including locations, are included within this manual.

#### **Wednesday, March 3**

24 hours after selections  
posted by 6p.m. Est.

Deadline for medical scratches. Any scratches must be reported by email to Donisha Carter ([dcarter@ncaa.org](mailto:dcarter@ncaa.org)).

Deadline for institutions to submit any changes to their alternates listed in the initial declarations process through DirectAthletics prior to selections. Any changes must be emailed by this deadline to Donisha Carter ([dcartere@ncaa.org](mailto:dcartere@ncaa.org)).

#### **Monday, March 8**

Noon

**MANDATORY** virtual coaches technical meeting – Virtual link will be provided to all head coaches after selections.

#### **Wednesday, March 10**

As scheduled

COVID testing day for participants, institutional personnel, officials, etc. arriving Wednesday – Sheraton Hotel

3 to 7 p.m.

Packet pick-up – Bill Harris Arena Garage

#### **Thursday, March 11**

As scheduled

COVID testing day for participants, institutional personnel, officials, etc. arriving Thursday – Sheraton Hotel

Implement inspection

Refer to implement section for event specific times.

11 a.m.

Competition starts. Please make special note of the specific event by event venue access times.

1 to 7 p.m.

Packet pick-up – Bill Harris Arena Garage

#### **Friday, March 12**

As scheduled

COVID Testing as required for participants, institutional personnel, staff, officials, etc. – Sheraton Hotel

Implement inspection

Refer to implement section for event specific times.

10 a.m.

Competition starts. Please make special note of the specific event by event venue access times.

#### **Saturday, March 13**

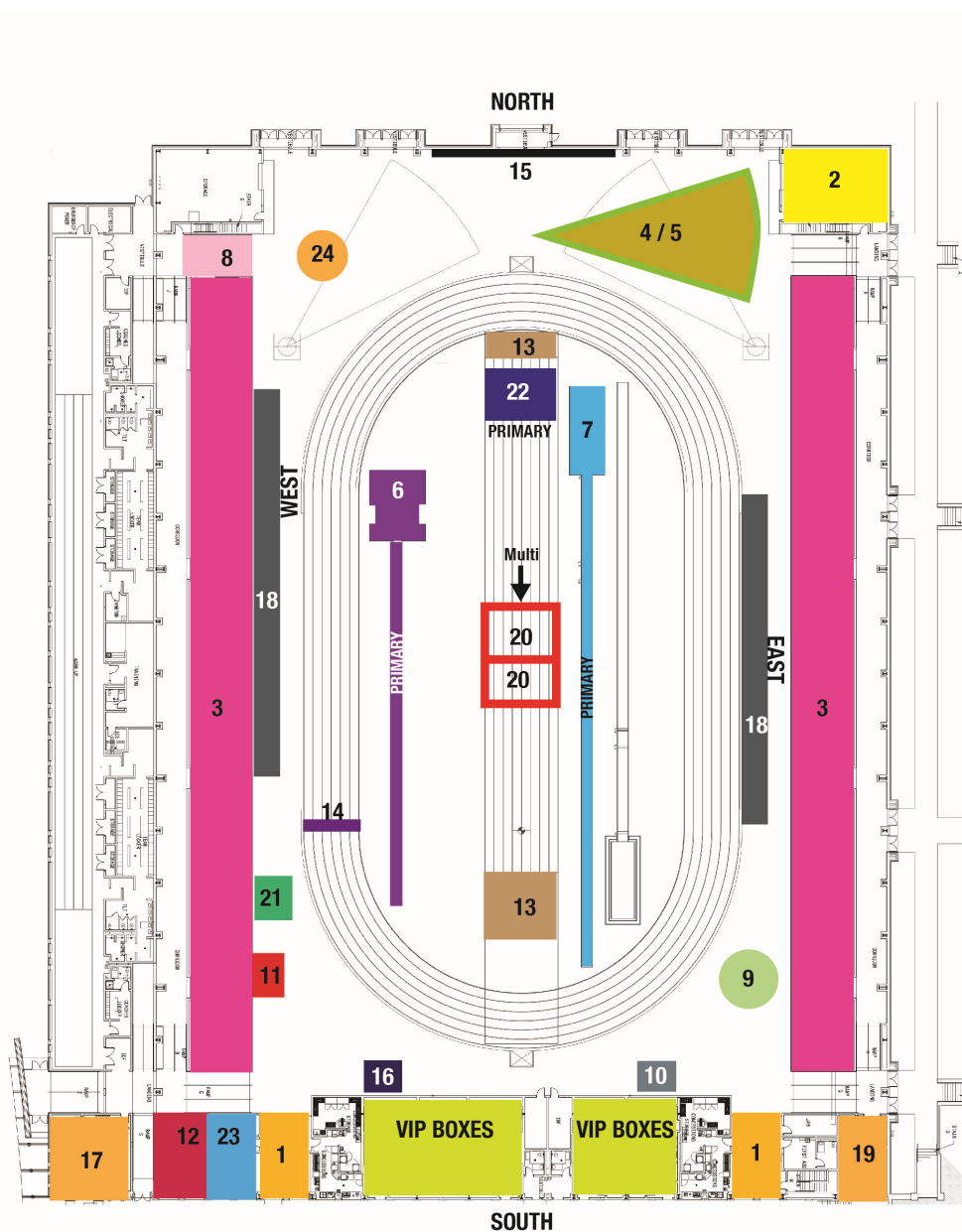
As scheduled

COVID Testing as required for participants, institutional personnel, staff, officials, etc. – Sheraton Hotel

12:30 p.m.

Competition starts. Please make special note of the specific event by event venue access times.

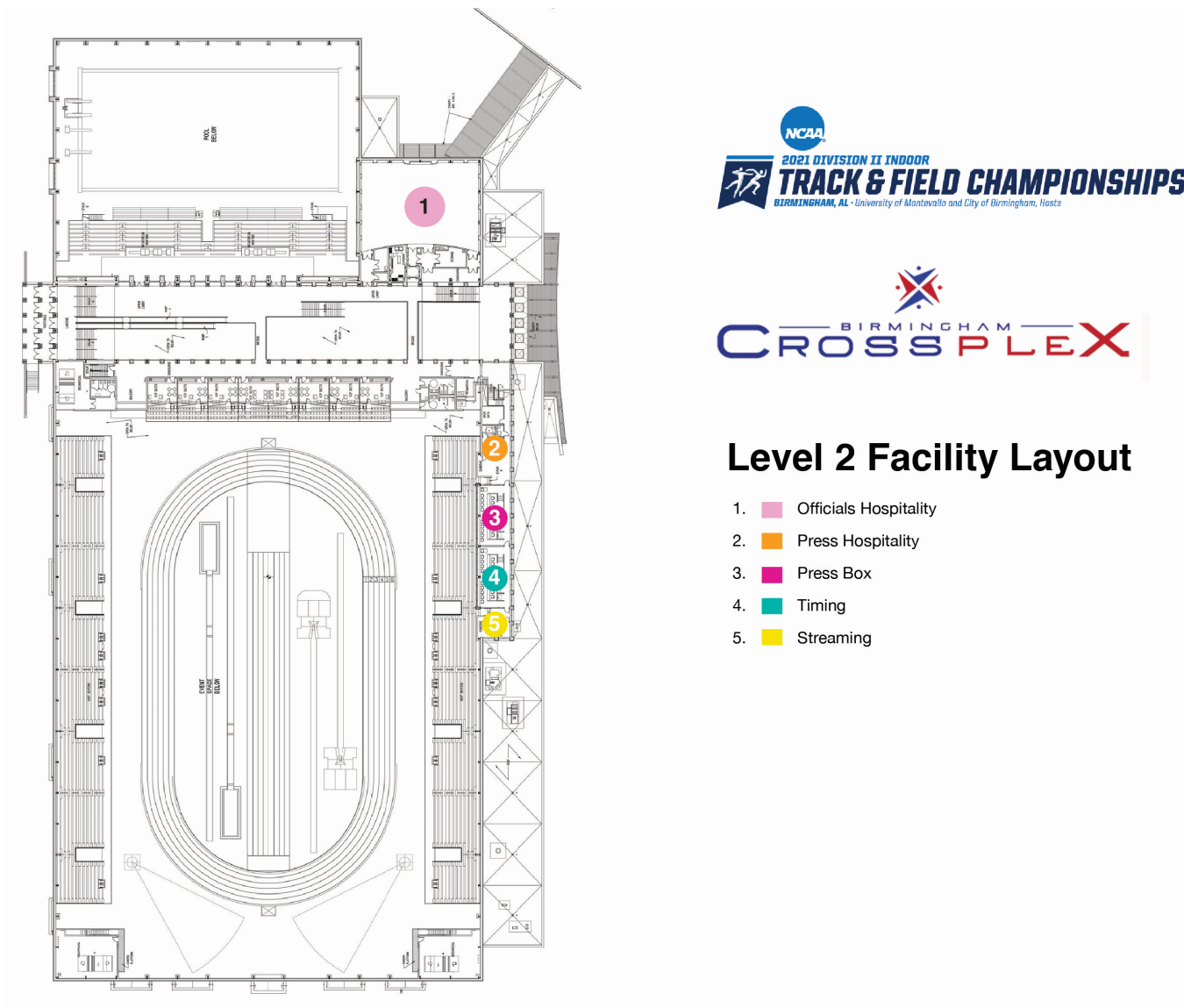
## CrossPlex Facility Diagram



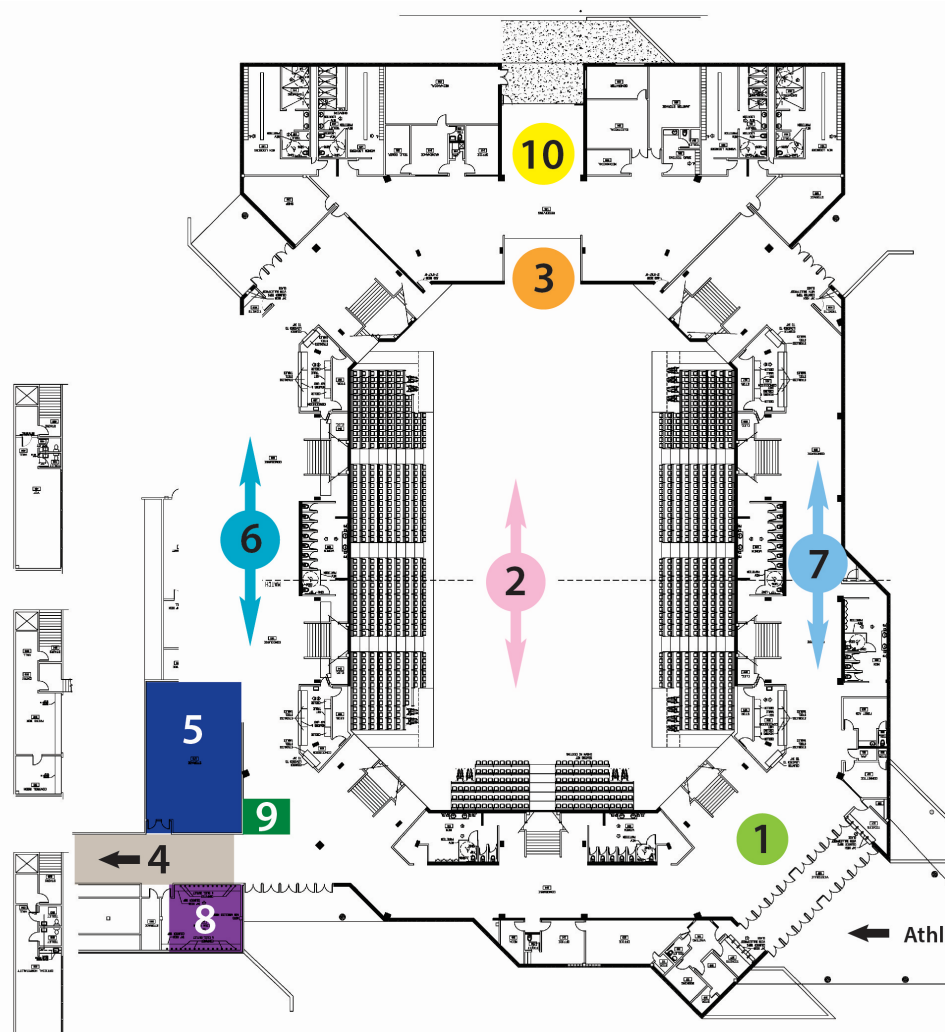
## Track Layout

1. Credentialed Floor Access
2. Implement Check-In
3. Grand Stands
4. Weight Throw Area
5. Shot Put Ring
6. PV Runway Pit / Runway
7. LJ / TJ Runways / Pit
8. Student-Athlete Entrance / Exit in #1
9. Awards Zone - 1st Place only
10. Protest Room
11. Athletic Trainer
12. Meet Management Room
13. Straightaway Start / Finish
14. Oval Start / Finish
15. LED Board
16. EMS
17. Volunteer Hospitality
18. Coaches Box
19. DV Sports Room
20. Multi's HJ pits
21. Recovery zone
22. Men's/Women's High Jump pits
23. Awards Zone - 2nd -8th Place
24. Final Staging Area

## CrossPlex Level 2 Facility Diagram



# Bill Harris Arena Facility Diagram

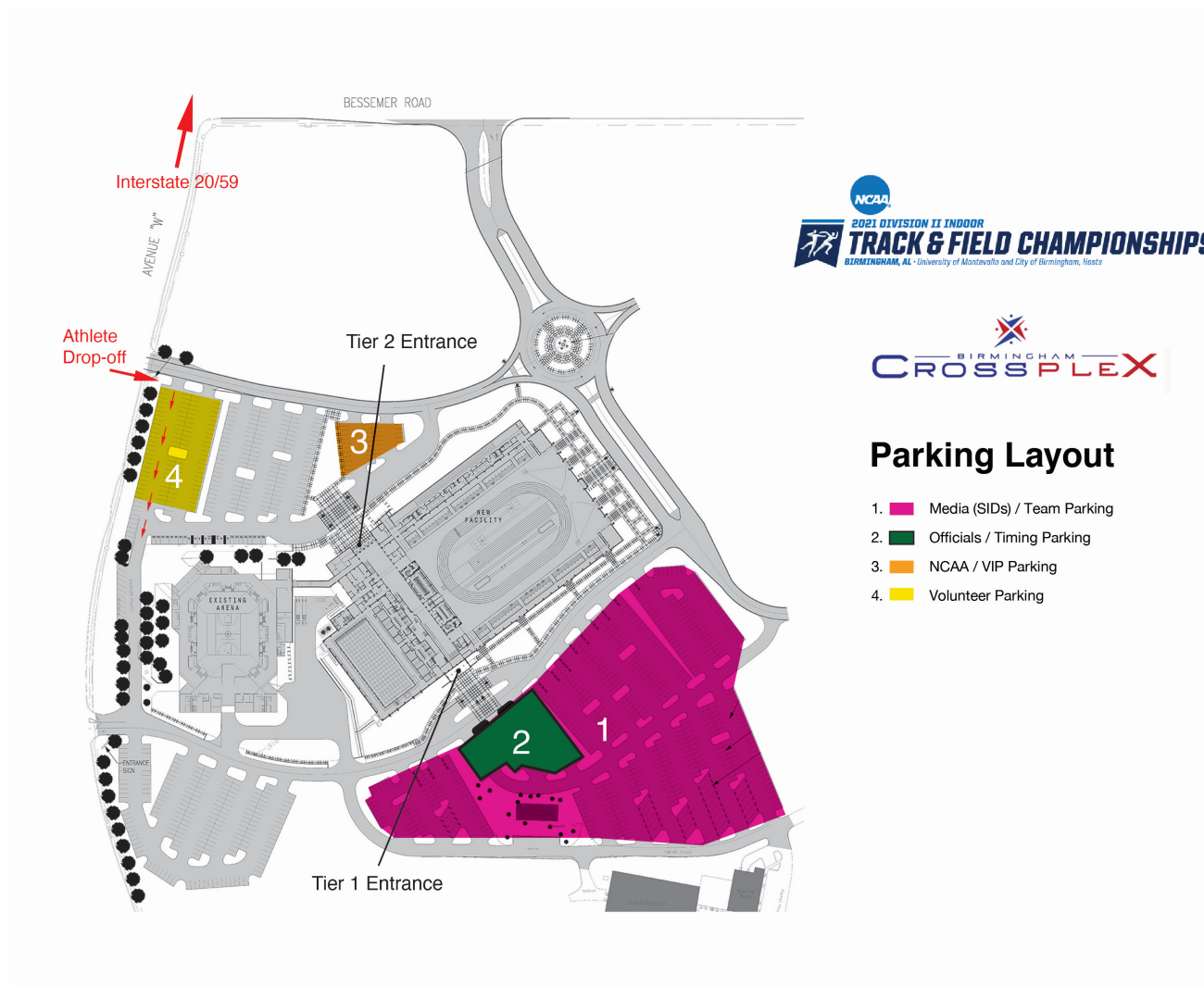


## Bill Harris Arena Layout

1. ■ Team entrance
2. ↕ Practice Lanes
3. ● Event Trainers
4. → Hallway to Competition Venue
5. ■ Athlete Hospitality
6. ↕ Practice Area
7. ↕ Practice Area
8. ■ Clerk of Course
9. ■ Spike Check
10. ● Packet Pick up

← Athlete Entrance / Tier 1

## Parking Map







## HOW TO GET YOUR **Student-Athlete Participation Awards**

For 2020-2021, an online gift-suite will serve as the participation awards provided to members of the official travel party of institutions that advance to the championship final sites.

After the championship, MainGate will send the head coach an email providing ordering process details, along with a unique Certificate Code (valid for one participation award per member of your official travel party) that can be redeemed only at [www.NCAA-Awards.com](http://www.NCAA-Awards.com). In order to ensure that each participant receives an award, a member of your administration must place your team's order, including size information, at [NCAA-Awards.com](http://NCAA-Awards.com) using your Certificate Code.

Your institution may select different items per participant; men's and women's sizes are available for apparel items. If you would like to purchase additional awards, you will have the opportunity to do so online via personal credit card at the end of the checkout process.

Participation award items will be sent to your institution for distribution to your student-athletes within four to six weeks after your order is placed. If you do not receive information for ordering awards within two weeks of the conclusion of the championship please contact Erin Hannoy [ehannoy@legends.net](mailto:ehannoy@legends.net), Legends Global Merchandise (formally known as MainGate Inc.) (866-945-7267) or the NCAA championship manager.

Please add [ehannoy@legends.net](mailto:ehannoy@legends.net) to your address book to allow us to send you emails.



**Place your order at [NCAA-Awards.com](http://NCAA-Awards.com)**





# CHAMPIONSHIPS

Institution: \_\_\_\_\_

**SIGNATURE**

[illegible]



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Head Coach Signature	Date
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Sport Supervisor (Director of Athletics or Designee)	Date
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**Forms should be e-mailed to the NCAA Division II Track and Field subcommittee member who represents your region (see next page for contact information). Submit multiple forms if additional signature space is needed.**

**2020-21 NCAA Division II Men's and Women's Track and Field Committee**

Regional Chair	Region	Email
Kristen Decker	Atlantic	<a href="mailto:kdecker@mansfield.edu">kdecker@mansfield.edu</a>
Brock Hime	Central	<a href="mailto:bhime@atu.edu">bhime@atu.edu</a>
Zach Emerson	East	<a href="mailto:emersonz@franklinpierce.edu">emersonz@franklinpierce.edu</a>
Doug Lipinski	Midwest	<a href="mailto:lipinskd@gvsu.edu">lipinskd@gvsu.edu</a>
Jacqueline Nicholson	South	<a href="mailto:jacqueline.nicholson@asurams.edu">jacqueline.nicholson@asurams.edu</a>
Colleen Mischke	South Central	<a href="mailto:colleen.mischke@bhsu.edu">colleen.mischke@bhsu.edu</a>
Joe Wassink	Southeast	<a href="mailto:jwassink@limestone.edu">jwassink@limestone.edu</a>
Randi Lydum	West	<a href="mailto:lydumr@wou.edu">lydumr@wou.edu</a>

## **General Safety and Security Plan**

### **Birmingham CrossPlex**

- CrossPlex Interim Director Michael Moore, 205-901-6744
- CrossPlex Deputy Director Preston Kirk, C 205-500-1980
- CrossPlex Sports Events Manager Christy Mixon, C: 205-215-0561
- CrossPlex Facility Manager Craig Eiland, C: 205-613-9524
- CrossPlex Security M: 205-297-8318

### **Birmingham Fire and Rescue**

- Assistant Chief EMS Matthew Lamonte, O: 205-254-2129, C: 205-441-6631
- Fire Marshal Battalion Chief Jackie Hicks, O: 205-250-7520, C: 205-569-7882
- Emergency 205-250-7575, 911

### **Birmingham Police Department**

- West Precinct Captain Anja Doyle, O: 205-254-8346
- Emergency 911

### **Alabama State Police**

- ALEA Lt. Reed McLaughlin 205-288-9242

### **Severe Weather**

- In the event Birmingham EMA and the NWS issues a need to take cover, all person in the building will be directed to the closest restrooms, locker rooms, hallways and stairwells until the threat of severe weather has ended.

### **Fire/Bomb Threat**

- In the event of a fire or bomb threat, all persons will be directed to exit the building and remain a safe distance away until Birmingham Fire and Rescue and/or Birmingham SWAT deems it safe to re-enter the building. All persons are advised to have a plan of where to meet to ensure everyone is accounted for if evacuated from the building.

### **Active Shooter**

- In the event of an active shooter, all persons will be asked to follow the Department of Homeland Security policy to RUN, HIDE or FIGHT. For more information on what to do if you find yourself in an active shooting event, how to recognize signs of potential violence around you, and what to expect after an active shooting takes place please visit <https://www.ready.gov/active-shooter>.