



EMERGENCY ACTION PLAN



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INTRODUCTION

Cyclone Ballparks is concerned with the safety of all participants, members, guests, and Team Members. This is especially true when an emergency occurs. Emergencies can come without warning at any time. Being prepared physically and psychologically to handle emergencies as an individual and as an organization is critically important to Cyclone Ballparks.

This guide has been developed to assist the facility in minimizing effects from such events. Please read the contents thoroughly. Once you are familiar with the information, you will be prepared to respond to an emergency.

The information included in this guide is intended to cover most emergency actions but is not all – inclusive. Common sense must prevail when instructions are not available. No matter what the emergency, think before you act, then act swiftly to minimize exposure to danger

THE SAFETY OF ALL PARTICIPANTS, MEMBERS, GUESTS, AND TEAM MEMBERS ARE OF PRIMARY IMPORTANCE.

All these scenarios warrant the Facility Emergency Response protocol outlined on page 4:

- An injury to a guest or Team Member requiring urgent ambulance transport that could be life threatening.
- A fatality of a guest or Team Member within the facility or on the property
- Hospitalization of multiple guests or Team Members due to a food borne illness
- Potential of Media involvement
- Violence in the workplace
- Entrapment / High Angle Rescue
- Confined Space Rescue
- Threats and / or acts of Terrorism
- Demonstration or Trespass
- Kidnap, Extortion, or Threat of Harm
- Bomb Threat
- Severe Weather that causes injuries and / or significant damage (Lightning, Hail, Wind, or Hurricane)
- Utility Loss
- Tornado / Flooding
- Fire
- Explosion

EMERGENCY RESPONSE TEAM AND PROTOCOL

1. In the event of a serious incident/emergency (multiple serious injuries, fire, power outage or something else deemed very serious), notify the MOD immediately. After the MOD is notified and a response is in process, call these Team Members until you reach someone and convey the details immediately:

	TITLE	NAME	CELL PHONE
1	Manager on Duty	MOD	
2	General Manager	Thomas Ward	913-279-8064
3	Operations Manager	Frank Ramos	432-923-3191
4	Facility Maintenance Manager	Thomas Trevino	432-924-5029

In the event of an emergency call the above contacts starting from top of the list (1-4). **DO NOT DISTRIBUTE CELL PHONE NUMBERS.** See next page for proper protocol.

2. If 911 is needed, please radio/call the MOD immediately. **The MOD will make the call and coordinate the response according to the Medical Emergency protocols (2.0).** If it is an extenuating circumstance, then of course make the call immediately and have someone else notify the MOD.
3. If there are injuries involved in the incident, immediately radio/call the MOD. Be sure to convey the appropriate call level and location.
4. The MOD will notify the General Manager. The GM will then notify whoever else on the Cyclone Ballparks Team needed to coordinate the appropriate response.
5. The GM will coordinate with the MOD and Operations Manager to create a message to all Team Members if needed.
6. The Business Development & Marketing Manager will coordinate the website alert and applicable social media alerts to inform our stakeholders of the situation.
7. If possible, onsite Managers will post signage in applicable areas to inform guests. Example: "Due to a power outage, our bathroom is down. We are sorry for this inconvenience and are diligently working to resolve this issue."
8. The Operations Team and Events Team will meet or have a conference call to discuss what programming and/or events will be impacted by the situation.
9. Stakeholders of impacted programming or events will be informed of the situation via phone, email and/or social media. This communication will come from the Marketing Team, the Operations Team, the Guest Services Team and the Events Teams.
10. All media inquiries will be immediately directed to the GM or the Business Development & Marketing Manager.

*All media should be directed to the General Manager (GM).

EMERGENCY RESPONSE ORGANIZATIONS

AGENCY / COMPANY	EMERGENCY #	NON-EMERGENCY #
Reeves County Emergency Services District Fire, EMS, Ambulance	911	432-447-1966
Pecos Police Department	911	432-445-4911
Town of Pecos City Utilities Power, Water, & Waste	432-445-2421	432-445-2421

PARK PATROL/ OPERATIONS/ MOD/ SUPERVISOR RESPONSE TIERS**CODE 1 RESPONSE**

Non-Urgent / Semi-Urgent
ETA: 5 – 10 minutes

Radio example:

Staff: *"Maintenance to Operations do you copy?"*

Frank: *"Go for Operations this is Frank"*

Staff: *"Umpires dressing room near Chevron Field is locked, need it open for umpire pre-game"*

Frank: *"Copy that I'll be there in 5 mins to unlock it, Thank you!"*

Staff: *"Copy Frank, Thank you!"*

- Door needing unlocked
- Customer complaint about restroom cleaning
- Bathroom restocking

CODE 2 RESPONSE

Urgent (MOD / Supervisor will respond and dictate further level of response) ETA: 0-5 minutes / immediate after notification

Radio example:

Bryant: *"Bryant to Thomas, do you copy?"*

Thomas: *"Go for Thomas"*

Bryant: *"Medical emergency at Multi-Sport Field 8, we are on the phone with EMS now."*

Thomas: *"Copy that Bryant, I'm on my way and I'll notify Frank and bring a first aid kit, Thank you!"*

Bryant: *"Copy that, Thank you!"*

- Medical Emergency – non-life threatening
- Missing child
- Verbal altercation in progress
- Theft in progress or reported
- Suspicious bag or package
- 911 call
- Suspicious person / people

All 911 Calls Radio Example: *"Christian to MOD, this is Alex go ahead, 911 call needed immediately for an injury on field 2."*

CODE 3 RESPONSE

Emergency (all available MOD, and / or Supervisors respond) ETA: Immediate

Radio example:

Frank: *"Frank to all, Code 3, fight on field 4 near away dugout."* – Nothing else needs to be communicated

MOD responding: *"Copy that I'm on my way."* – Nothing else needs to be communicated.

“Code 3, fire in the West Concession”- Nothing else needs to be communicated.

“Code 3, intruder at the Club House. Evacuate, Hide, Fight immediately.”- Nothing else needs to be communicated.

- Fire
- Fight in progress
- Benches clearing during a game
- Medical Emergency – Life-threatening or severe
- Intruder or Possible Intruder

Whenever possible / applicable, be sure to include the alpha-numeric door or field # during all Code 2 and Code 3 radio calls. This will improve the response time and eliminate radio traffic.

MEDICAL EMERGENCY

If it is a severe medical incident that requires immediate emergency services, please call 911 immediately.

If someone is injured and requires medical assistance, please take the following steps:

1. Radio for MOD. If MOD is not available by radio, assign someone to bring them to the scene. Do not attempt to move a person who has fallen or appears to be in pain. The MOD or trained Cyclone personnel will decide if 911 needs to be called.
2. In an urgent medical situation, THE MOST IMPORTANT FIRST STEP IS ASSIGNING SOMEONE TO CALL 911.
3. Our team is responsible for communicating to other guests that we are calling 911.
4. The MOD, or someone that the MOD assigns, will make the 911 call.
5. Dispatch is going to ask for the following information: age, gender, conscious/unconscious, and nature of the injury or issue. IT IS IMPERATIVE THAT WE PROVIDE DISPATCH WITH ACCURATE INFORMATION.
6. Immediately alert (or assign someone to) Operations, and the Event Coordinator.
7. Make sure OPERATIONS knows where the Ambulance is coming to, they will guide them to the injured person.
8. Unless trained and certified, DO NOT attempt to render any medical treatment.
9. If you are certified, DO NOT render any care above and beyond your scope of training.
10. Secure the scene and protect the safety of the injured people (and all surrounding people)
11. Comfort the victim and reassure them that medical assistance is on the way.
12. Be aware of hazards associated with blood-borne pathogens. AVOID any contact with bodily fluids or blood unless you are trained and have the proper protective equipment (PPE)
13. Complete a detailed incident report immediately. Get statements from everyone that witnessed the incident. Photographs of the incident site should be taken when appropriate as well.
14. Submit a request for video surveillance immediately (if that area is covered)

If a Team Member is injured during a shift, his / her supervisor will follow the Worker’s Comp Protocol. Be sure the appropriate supervisor is notified during all Team Member injuries that are work related.

If you call 911 provide the following information:

- Your name and Cyclone Ballparks address
- The area within the park where EMS is needed. **BE VERY SPECIFIC**
- What type of medical emergency it is, gender, approximate age, conscious / unconscious, symptoms and the exact location of the injured person.
- Inform the 911 operator that a Cyclone Team Member will meet and direct EMS to the proper location.
- Follow all other Medical Emergency Protocols

FIRE EMERGENCY & EVACUATION**SMALL FIRE PROCEDURES**

Fire is contained, no threat of spreading, able to be put out with extinguisher:

- Notify MOD and Operations.
- If trained, attempt to put fire out with fire extinguisher.
- If the fire grows or starts to spread, see procedures below.

LARGE FIRE PROCEDURES

Fire is growing, widespread, cannot be put out with an extinguisher.

When fire is discovered

- Activate the nearest fire alarm
- Call 911.
- Put an immediate evacuation call on the radio on all channels, use the nearest exit door that is safe and get a minimum of 100 yards away from the building or location of fire.
- Notify Maintenance on the radio

Fight the fire ONLY if...

- The Fire Department has been notified
- The fire is small and is not spreading to other areas.
- Escaping the area is possible by backing up to the nearest exit.
- The fire extinguisher is in working condition and Team Members are trained to use it
- If you deem the situation as unsafe or do not feel comfortable trying to mitigate the situation, find the nearest exit immediately. Feel the door and door handle prior to exiting. If the door is warm or hot, go to the next closest door.
- If there is smoke in the area where you are, get as low as possible and crawl toward the closest exit.

Upon activation of any fire alarm in any zone, the entire facility will be evacuated immediately:

- All Team Members and guests are to use the closest exit door that is safe and proceed outside to the rally point as soon as the alarm in that zone is activated. Supervisors are expected to help our guests find the closest exit and rally point.

- During the evacuation, everyone should be a minimum of 100 yards from the exterior of the building.
- When the fire alarm is activated, the MOD and Operations will immediately go to that location and confirm the imminent risk that it poses.
- If the MOD confirms it is a legit fire with imminent risk for safety, the evacuation plan for that will continue. No one should go back inside the building until the All-Clear is given by first responders.
- If the MOD confirms that it is a false alarm with first responders and there is no imminent safety risk, an All-Clear will be given via the radio on all channels. Once the All-Clear is communicated, everyone can proceed back inside the building.
- The MOD and Operations will determine, as quickly as possible, what the cause of the fire alarm was.
- Each department Manager / Supervisor / Lead will be responsible to help evacuate their area, and make sure everyone goes to the closest evacuation rally point location that is safe.

THE EVACUATION RALLY POINT LOCATION IS AS FOLLOWS:

- **RP #1 (Flag Poles in Parking Lot):** Everyone exits the facility and rallies near the flag poles in the parking lot to allow first responders to access the facility.
- If there is a situation where the rally point is not accessible, or you deem it to be unsafe for any reason, assist with guiding people towards the closest exit and direct them 100 yards away from the building to a safe location.
- Everyone will remain outside in the designated staging area until the competent authority (Incident Commander or designated First Responder Leader) announces that it is safe to re-enter the building.
- Each department Manager / Supervisor / Lead will immediately begin to verify that all Team Members who were working are present and accounted for.
- All unaccounted-for Team members will be reported immediately to the MOD and first responders. The MOD will attempt to see if the missing Team Member(s) is in another location via our radio communication and or cell phone.

MOD, Maintenance and Operations must:

- Ensure that all Team Members and guests have evacuated the building – as much as possible prior to first responders arriving
- Report any problems to the MOD and / or first responders.

SEVERE WEATHER

HEAT STRESS/EXTREME HEAT

Extreme heat can cause heat-related illness which can be very dangerous. When the conditions warrant, during higher temperatures, the MOD, or Maintenance Manager will assess the Wet Bulb Globe Temperature (WBGT) reading (for turf).

- Heat Stress occurs when your body cannot cool itself to maintain a healthy temperature (98.6 F).
- The wet bulb reading takes place on the outdoor fields. The temperature on the field can get up to 40-70 degrees hotter than surrounding air temps.
- Playing on synthetic turf in extreme heat can melt shoes, blister hands and feet, and induce dehydration and heatstroke.
- Suspension of play may be enforced when artificial turf conditions represent the “black” areas on the WBGT index with a reading of 90+ (reference Fig. 4.1 below).
- The MOD, Event Coordinator and/or Maintenance staff will communicate with Operations when conditions are approaching the potential play being suspended.
- The MOD, and/or Facility Maintenance Manager will make the final call on the decision to shorten/limit

play and/or suspend play.

- If play is suspended, the MOD, Operations and Event Coordinator will communicate that to all other departments via radio. The length of the suspension is determined by us and will depend on when the WBGT Index gets back below 90.
- The MOD, Operations, and/or the Facility Maintenance Manager will closely monitor the conditions and make the call when normal play can resume.
- If a participant is experiencing Heat Stress symptoms (Heat Cramps, Heat Exhaustion, Heat Stroke) our Heat Stress Protocol needs to be IMMEDIATELY activated.
 - Please reference Appendix 1.0 for our Heat Stress Protocols.

LIGHTNING

When lightning is within 10 miles of our address, all outdoor activities must be evacuated for a minimum of 30 minutes after last sighting. If thunder/lightning is heard and seems imminent, we have the authority to evacuate even if it's not detected within 10 miles.

- When there is thunder and / or lightning in the forecast, the MOD, Event Coordinator, and Operations will monitor the radar and weather conditions via the Earth Networks System and local forecast info. Weather is closely monitored when warning notifications from the app are received (warnings are received when there are strikes within 15 miles of Cyclone Ballparks)
- The MOD, Event Coordinator, or Operations will staff someone outside to monitor the conditions.
- The MOD, Operations, or Event Coordinator will provide status updates a minimum of every (15-20) minutes.
- When our evacuation protocol is activated, the MOD, Event Coordinator, and/or Operations will make the final call when all outside areas need to be evacuated. Coaches, event organizer, and/or external clients do not have the authority to make that call. However, all attempts in helping monitor the weather conditions will be welcomed and appreciated.
- If there is a thunderstorm tracking toward Cyclone Ballparks on the radar (but no lightning has been seen or thunder has been heard yet), the MOD can make the call to evacuate all outdoor activities.
- The MOD, Event Coordinator, and Operations will be responsible for notifying all outdoor activities/events (participants, customers, Team Members, and spectators) that everywhere outside is being evacuated. Use the public address system on Chevron Field if needed. The event organizer/coaches can help with this communication. **Outdoor bleacher areas must also be evacuated (if someone refuses to evacuate, we just communicate they are doing so at their own risk, and we strongly recommend they immediately leave that area)**
- The MOD, Event Coordinator, and/or Operations will communicate the evacuation call via the radio *"Lightning is striking close to our property. Evacuate all outdoor activities immediately."*
- All outdoor Turf, Splash Pad, and Playground guests will enter the restrooms, clubhouse, team store or their personal vehicle for shelter.
- When lightning has not been observed and/or thunder has not been heard for 30 consecutive minutes, outdoor activities will be deemed safe to resume by MOD, Event Coordinator, and/or Operations and will be signaled via three consecutive blasts from the alarm notification system.

HAIL

When hail is projected in the forecast the weather will be monitored very closely. Outdoor activities could be impacted depending on the severity of the conditions.

- When there is a chance of hail projected in the forecast, the MOD and Operations will monitor the radar and weather conditions via the Weather Alert System.
- The MOD or Operations will also staff someone outside to monitor the conditions.
- The MOD will provide status updates a minimum of every (10) minutes.
- When hail is first reported or seen by a Team Member, the storm will continue to be monitored closely.

If hail increases in size to over 1” in diameter, all outdoor areas will be evacuated immediately. Outdoor areas may evacuate sooner depending on weather predictions, radar and current conditions. The MOD will make the final call when all outside areas need to be evacuated.

Coaches, event organizers and / or external clients do not have the authority to make that call.

However, all attempts in helping monitor the weather conditions will be welcomed and appreciated.

- The MOD, Event Coordinator, and Operations will be responsible for notifying all outdoor activities/events (participants, Team Members, and spectators) that everywhere outside is being evacuated. The event organizer/sports directors/coaches can also help with communication.
- The MOD, Event Coordinator, and/or Operations will communicate the evacuation via the radio
- All outdoor Turf, Splash Pad, and Playground guests will enter the restrooms, clubhouse, team store or their personal vehicle for shelter.
- The MOD, Event Coordinator, and Operations will make the call when outdoor activities can resume. This decision will be based on the radar, current conditions, and projected conditions.

HIGH WIND (30+ mph gusts)/DUST ADVISORY

When high wind is expected in the area this may cause dust to be blown through the facility limiting visibility and can cause irritation of the eyes, mouth, nose, and throat. The MOD and Operations will initiate the following:

- The MOD will dedicate a member of the Operations Team to monitor the conditions and radar via the Earth Networks Weather Alert System. The Operations Team will also monitor the conditions outside on our property.
- The MOD will provide status updates a minimum of once per half-hour while the Advisory is in effect for our area.
- If it is deemed unsafe for outside play by the MOD and Operations Team all outdoor areas will be evacuated. The MOD and/or Event Coordinator will make the final call on whether the outdoor areas are evacuated and play is suspended.
- Depending on the facility schedule, guests would be directed into the nearest restrooms, or their personal vehicle.
- When wind gusts have returned below 30 mph for 30 consecutive minutes, outdoor activities will be deemed safe to resume by MOD, Event Coordinator, and/or Operations.

TORNADO

Tornado Watch

Conditions are favorable to the development of tornadoes in and close to the watch area. Usually watches cover thousands of square miles so it does NOT mean that severe weather is imminent. However, it DOES mean that the radar needs to be closely monitored.

In the event of a tornado watch, the Operations Team will do the following:

- The MOD will dedicate a member of the Operations Team to monitor the conditions and radar via the Earth Networks Weather Alert System. The Operations Team will also monitor the conditions outside on our property.
- The MOD will provide status updates a minimum of once per hour while the watch is in effect for our area
- If it is deemed unsafe for outside play by the MOD and Operations Team all outdoor areas will be evacuated. The MOD and/or Event Coordinator will make the final call on whether the outdoor areas are evacuated.
- Depending on the facility schedule, guests would be directed into the nearest restrooms, or their

personal vehicle. If inside a building onsite, everyone should be as far away as possible from the exterior walls and windows.

Tornado Warning

A tornado is imminent in the area based on specific criteria and existing reports received by the National Weather Service. This does NOT mean that a tornado is going to hit Cyclone Ballparks property. It means that the current and forecasted conditions strongly favor a tornado somewhere close to Cyclone Ballparks, Reeves County, and the Town of Pecos City. This is a much higher alert level compared to a watch.

In the event of a tornado warning, the Operations Team will do the following.

- All outdoor areas will be evacuated immediately.
- The MOD will announce the evacuation notice via radio.
- The MOD will also announce the shelter-in-place alert via radio. *“Emergency! A tornado warning has been issued. Evacuate all outdoor activities and go to the nearest shelter-in-place location.”*
- All Team Members who are working outside will be immediately called inside by the MOD and Operations.
- The MOD, Event Coordinator, and Operations will direct guests into the nearest restroom if necessary. All Cyclone Ballparks Team Members may need to assist during this process
- Shelter-In-Place locations are indicated on the evacuation maps which are located at most room exit doors. If you do not have access to an evacuation map, these are the optimal shelter-in-place locations listed in order of priority (all on the first floor).
 - Bathrooms / concessions against block walls
 - Any areas away from an exterior wall and windows that are made of reinforced concrete.
- Cyclone Ballparks Team Members will recommend all guests to sit down against the wall and use their arms to protect their head and neck in a crouched position.
- The MOD, Event Coordinator, and Operations will provide status updates a minimum of every five (5) minutes on the radio while the warning is in effect for our area.
- If a tornado is seen on or anywhere near Cyclone Ballparks property, 911 will be called immediately. The MOD will work with the first responders appropriately and establish an incident command center onsite or nearby if necessary.
- All guests and Team Members will remain in shelter until the threat of the tornado is over and announced. The MOD will announce on the radio when the warning has been lifted. Each department Manager/Supervisor/Lead will help communicate this to all Team Members.

POWER LOSS

In the event of a power loss, the following protocol will be followed.

- Immediately notify Operations and the MOD on the radio
- If no one from Maintenance is onsite, please call the Operations Manager.
- Maintenance or the MOD will call Texas New Mexico Power to notify them of outage.

EXTENDED POWER LOSS

- Stay calm and re-assure guests so that they do not panic
- Use a flashlight (or phone light) to illuminate the area
- Move guests towards lighted areas of the facility
- If power does not restore in a timely manner, the facility will cease operations and will initiate the evacuation plan for that zone(s). Maintenance/Operations and the MOD will make the call based on current and future assessments of the problem.

- If it is determined that we need to evacuate, the MOD/Operations will make an announcement on the radio, and everyone will go to their respective rally point (same procedure as a fire evacuation) based upon location in the facility.
- Keep freezer and refrigerator doors closed to maintain temperature.
- The MOD and Maintenance/Operations will check all elevators for stranded Team Members and/or guests.
- The MOD will provide status updates a minimum of every five (10) minutes.

CHEMICAL SPILLS / RELEASE

In the event of a chemical spill/release within the Cyclone Ballparks property:

- Immediately radio Maintenance / Operations and the MOD on the radio to determine what was released, the amount released and the need of reporting.
- If it is airborne turn off all rotation units
- If the MOD and Maintenance/Operations deem it necessary, contact the Reeves County Emergency Services District.
- Provide medical assistance as needed
- Keep area of spill/release clear of Team Members and guests
- Consider the need for immediate evacuation. In some cases, it is better to stay put and not go outside depending on the type of spill/release. Operations, MOD, and First Responders will make the final call regarding evacuation.
- If an evacuation is warranted, the MOD and/or Operations would initiate the evacuation plan for each zone and applicable Team Members would direct everyone to the appropriate rally point.

ACTIVE ASSAILANT

In the event of an Active Assailant call 911 if you can do so discretely. Describe the shooter in as much detail as possible.

- Immediately radio the MOD and describe as much detail as possible
- The first Manager/Director/Supervisor that evacuates to safety will make the following announcement on the radio: "*Possible active assailant on the premises, EVACUATE-HIDE-FIGHT immediately!*"

EVACUATE-HIDE-FIGHT

Evacuate

If there is an accessible escape path, attempt to evacuate the premises. Be sure to:

- Have an escape route and plan in mind
- Evacuate regardless of whether others agree to follow
- Leave your belongings behind
- Help others escape, if possible
- Prevent individuals from entering an area where active shooter may be
- Always keep hands visible
- Follow instructions from any police officers or security
- Do not attempt to move wounded people

Hide

If evacuation is not possible, find a place to hide where the active shooter is less likely to find you. Your hiding place should:

- Be out of the active shooters view
- Provide protection if shots are fired in your direction (i.e., an office with a closed and locked door)
- Not trap you or restrict your options for movement

If the active shooter is nearby:

- Lock the door
- Silence your cell phone
- Turn off any source of noise (i.e., radios, televisions)
- Hide behind large items (i.e., cabinets, desk)
- Remain quiet

Fight

As a last resort, act against the active shooter, and only when your life is in imminent danger:

- Attempt to disrupt and/or incapacitate the active shooter(s)
- Acting as aggressively as possible against him/her
- Use objects at your disposal as improvised weapons
- Use objects at your disposal to protect yourself against gun fire

ARRIVAL OF LAW ENFORCEMENT / ARMED SERVICES

What to expect when Law Enforcement / Armed Security arrive:

- Officers may wear regular patrol uniforms or external bulletproof vests, Kevlar helmets, and other tactical equipment – they may also be in plain clothes
- Officers may be armed with rifles, shotguns and/or handguns.
- Officers may use pepper spray or tear gas to control the situation
- Officers may shout commands, and may push individuals to the ground for their safety

How to react when Law Enforcement / Armed Security arrives:

- Remain calm, and follow officers' instructions
- Put down any items in your hands (i.e., bags, jackets)
- Immediately raise hands and spread fingers
- Always keep hands visible
- Avoid making quick movements toward officers such as holding on to them for safety
- Avoid pointing, screaming, and/or yelling.
- Do not stop to ask officers for help or direction when evacuation, just proceed in the direction from which officers are entering the premises

Information to provide to Law Enforcement or 911 operator

- Location of the active shooter – be as specific as possible
- Number of shooters, if more than one
- Physical description of shooter(s), color of clothing, hair color, gender, race, build, etc.
- Number and type of weapons held by the shooter(s)
- Number of potential victims at the location

The first officers to arrive to the scene will not stop to help injured persons. Expect rescue teams comprised of additional officers and emergency medical personnel to follow the initial officers. These rescue teams will treat

and remove any injured persons. They may also call upon able-bodied individuals to assist in removing the wounded from the premises – certified First Aid / CPR Team Members can assist with this effort if it is safe to help. Once you have reached a safe location or an assembly point, you will likely be held in that area by law enforcement until the situation is under control, and all witnesses have been identified and questioned. Do not leave until law enforcement authorities have instructed you to do so.

BOMB THREAT

Most bomb threats are received by phone. Bomb threats are always deemed as serious until proven otherwise. Act quickly but remain calm and obtain information written on bomb threat worksheet.

DO NOT

- Evacuate the facility until police arrive and evaluate the threat. If evacuation is warranted by police, then the MOD should immediately initiate the building evacuation procedure.
- Activate the fire alarm.
- Touch or move a suspicious package.

If a bomb threat is received by phone:

- Remain calm, Keep the caller on the line as long as possible. **DO NOT HANG UP**
- Immediately write down the phone number of the incoming call if it is visible
- Listen carefully and document the call using attached bomb threat checklist
- If able to do so, signal another Team Member to notify the MOD.

If a bomb threat is received by handwritten note:

- Immediately radio the MOD and bring them to your location.
- Handle note as minimally as possible
- The MOD will handle the situation from there and implement proper protocols accordingly

If a bomb threat is received by email:

- Do not delete the email
- Print a hard copy of the email and immediately submit it to the MOD so there is a copy of it

BOMB THREAT CALL PROCEDURES

Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Act quickly, but remain calm and obtain information with the checklist on the reverse of this card.

If a bomb threat is received by phone:

1. Remain calm. Keep the caller on the line for as long as possible. **DO NOT HANG UP**, even if the caller does.
2. Listen carefully. Be polite and show interest.
3. Try to keep the caller talking to learn more information.
4. If possible, write a note to a colleague to call the authorities or, as soon as the caller hangs up, immediately notify them yourself.
5. If your phone has a display, copy the number and/or letters on the window display.
6. Complete the Bomb Threat Checklist (reverse side) immediately. Write down as much detail as you can remember. Try to get exact words.
7. Immediately upon termination of the call, do not hang up, but from a different phone, contact FPS immediately with information and await instructions.

If a bomb threat is received by handwritten note:

- Call _____
- Handle note as minimally as possible.

If a bomb threat is received by e-mail:

- Call _____
- Do not delete the message.

Signs of a suspicious package:

- No return address
- Excessive postage
- Stains
- Strange odor
- Strange sounds
- Unexpected Delivery
- Poorly handwritten
- Misspelled Words
- Incorrect Titles
- Foreign Postage
- Restrictive Notes

DO NOT:

- Use two-way radios or cellular phone; radio signals have the potential to detonate a bomb.
- Evacuate the building until police arrive and evaluate the threat.
- Activate the fire alarm.
- Touch or move a suspicious package.

Follow your local guidelines

- Federal Protective Service (FPS) Police
1-877-4-FPS-411 (1-877-437-7411)
- 911

BOMB THREAT CHECKLIST

Date: Time:

Time Caller Hung Up: Phone Number where Call Received:

Ask Caller:

- Where is the bomb located?
(Building, Floor, Room, etc.) _____
- When will it go off? _____
- What does it look like? _____
- What kind of bomb is it? _____
- What will make it explode? _____
- Did you place the bomb? Yes No _____
- Why? _____
- What is your name? _____

Exact Words of Threat:

Information About Caller:

- Where is the caller located? (Background and level of noise) _____
- Estimated age: _____
- Is voice familiar? If so, who does it sound like? _____
- Other points: _____

<p>Caller's Voice</p> <ul style="list-style-type: none"> <input type="checkbox"/> Accent <input type="checkbox"/> Angry <input type="checkbox"/> Calm <input type="checkbox"/> Clearing throat <input type="checkbox"/> Coughing <input type="checkbox"/> Cracking voice <input type="checkbox"/> Crying <input type="checkbox"/> Deep <input type="checkbox"/> Deep breathing <input type="checkbox"/> Disguised <input type="checkbox"/> Distinct <input type="checkbox"/> Excited <input type="checkbox"/> Female <input type="checkbox"/> Laughter <input type="checkbox"/> Lisp <input type="checkbox"/> Loud <input type="checkbox"/> Male <input type="checkbox"/> Nasal <input type="checkbox"/> Normal <input type="checkbox"/> Ragged <input type="checkbox"/> Rapid <input type="checkbox"/> Raspy <input type="checkbox"/> Slow <input type="checkbox"/> Slurred <input type="checkbox"/> Soft <input type="checkbox"/> Stutter 	<p>Background Sounds:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Animal Noises <input type="checkbox"/> House Noises <input type="checkbox"/> Kitchen Noises <input type="checkbox"/> Street Noises <input type="checkbox"/> Booth <input type="checkbox"/> PA system <input type="checkbox"/> Conversation <input type="checkbox"/> Music <input type="checkbox"/> Motor <input type="checkbox"/> Clear <input type="checkbox"/> Static <input type="checkbox"/> Office machinery <input type="checkbox"/> Factory machinery <input type="checkbox"/> Local <input type="checkbox"/> Long distance <p>Other Information:</p> <p>_____</p> <p>_____</p>	<p>Threat Language:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Incoherent <input type="checkbox"/> Message read <input type="checkbox"/> Taped <input type="checkbox"/> Irrational <input type="checkbox"/> Profane <input type="checkbox"/> Well-spoken
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Homeland
Security

SUSPICIOUS MAIL / PACKAGE

A suspicious package could be delivered by the postal service, a delivery company or may have just been left on site. If you have found what you believe to be a suspicious package and/or bag, radio, the MOD, and/or Operations immediately. The MOD will immediately investigate and follow the appropriate protocols from there.

This may include but is not limited to:

- Any type of unattended bag: backpack, luggage, gym bag, purse
- An unattended delivery company box or cardboard box

Sign of a suspicious package (see attached “Suspicious Mail or Packages” diagram on next page)

- No return addresses
- Handwritten note(s)
- Excessive postage
- Stains
- Strange odor
- Strange sounds
- Unexpected delivery
- Poorly written
- Misspelled words
- Incorrect titles
- Foreign postage
- Restrictive notes

***Do not attempt to open or move the suspicious package**

MISSING CHILD / PERSON

In the event of a missing child/person, follow this protocol:

- Obtain an accurate description of person (i.e., gender, age, name and / or nickname, hair color, height and build, description of clothing, jersey number, etc.)
- Code 2 radio call to the MOD, and Operations “*Code 2 missing child, last seen on multi- Sport Field 6, 7 years old female named Jackie, wearing a white shirt and black pants. Parents are with me at East Concessions*”
- Starting with that last known location, Team Members will sweep the entire property and all exiting vehicles until the person is found. If there is not a last known location, we will start at the ticket booth and eliminate each area of the facility.
- All available Team Members will assist if needed.

Once the child/person is found:

- The reunification point will be the Ticket Booth or a central location outside where the parent/guardian is.
- Notify the MOD, and Operations on the radio once child is found.

If the child/person is not found

- If the child/person is not found after two in-depth and full sweeps of the entire property, the MOD will immediately call the Pecos Police Department to file a missing person report.
- We keep actively searching for the individual until the Police Department arrives. When the Police Department arrives, they will take over command, but we will keep actively searching at their direction.

APPENDIX 1: HEAT STRESS PROTOCOL

HEAT STRESS

What is Heat Stress?

- Heat Stress occurs when your body cannot cool itself enough to maintain a healthy temperature (37 degrees C) or (98.6 degrees F)
- Heat Stress conditions may exist on both natural or synthetic surfaces, on clear warm days, synthetic turf and grass turf fields can get superheated
- Synthetic turf fields can get up to 40 to 70 degrees hotter than surrounding air temperatures.
- Playing on synthetic turf under these conditions can melt shoes, blister hands and feet, and induce dehydration and heatstroke.

APPROACH

Our approach on the topic of Heat Stress and related injuries is as follows:

1. Communicate facility rules related to Heat Stress
2. Educate participants in the symptoms of Heat Stress related incidents, and how specific factors affect those symptoms
3. Define Heat Stress symptoms and provide guidance and best practices for safe play
4. Recovery methods for heat related situations
5. Emergency resources available while at our complex
6. Equipment utilized to reduce heat related occurrences and monitor conditions

FACILITY RULES FOR HEAT STRESS

- We utilize two forms of measuring Heat Stress, a WBGT meter and Index chart, and a standard Heat Index Graph. These tools are used to evaluate the conditions which may cause a suspension of play.
 - The enclosed WBGT Index illustrates levels of Heat Stress severity utilized for synthetic turf and the Standard Heat Index Graph is utilized for natural surfaces and general conditions.
 - Suspension of play may be enforced when artificial turf conditions represent the “black” areas on the WBGT Index with a reading of 90 or above.

The Standard Heat Stress Index below illustrates levels of Heat Stress severity utilized for natural grass.

Suspension of play may be enforced when grass turf conditions represent the “black” areas of the Index with a reading of 125 or above

WBGT INDEX CHART

Wet Bulb Globe Temperature (WBGT) from Temperature and Relative Humidity

		Temperature in Degrees Fahrenheit															
		68.0	71.6	75.2	78.8	82.4	86.0	89.6	93.2	96.8	100.4	104.0	107.6	111.2	114.8	118.4	122.0
Relative Humidity (%)	0	58.6	60.9	64.3	65.5	67.7	69.9	72.1	74.3	76.4	78.5	80.6	82.6	84.7	86.6	88.6	90.5
	5	59.6	62.1	65.6	67.0	69.3	71.7	74.0	76.4	78.6	80.9	83.1	85.3	87.5	89.9	92.1	94.2
	10	60.7	63.3	66.9	68.4	70.8	73.3	75.8	78.2	80.7	83.0	85.5	88.0	90.3	92.8	95.1	97.6
	15	61.7	64.5	68.1	69.6	72.2	74.8	77.4	80.0	82.6	85.2	87.8	90.2	92.8	95.4	98.0	
	20	62.7	65.6	69.4	70.9	73.6	76.3	79.2	81.8	84.5	87.1	89.8	92.5	95.2	97.8		
	25	63.8	66.7	70.5	72.2	75.1	77.8	80.6	83.4	86.2	89.0	91.8	94.6	97.4			
	30	64.8	67.6	71.7	73.4	76.3	79.2	82.1	84.9	87.8	90.8	93.6	96.6	99.4			
	35	65.6	68.6	72.7	74.6	77.5	80.5	83.5	86.4	89.4	92.4	95.3	98.3				
	40	66.7	69.6	73.8	75.7	78.8	81.8	84.8	87.8	90.9	94.0	97.0					
	45	67.5	70.6	74.8	76.8	79.9	83.0	86.1	89.2	92.3	95.4	98.6					
	50	68.4	71.5	75.8	77.8	81.1	84.1	87.4	90.5	93.7	96.9						
	55	69.3	72.4	76.7	78.8	82.1	85.3	88.5	91.9	95.1	98.3						
	60	70.1	73.3	77.7	79.8	83.2	86.4	89.8	93.1	96.3	99.6						
	65	70.9	73.8	78.6	80.9	84.2	87.5	90.8	94.1	97.5							
	70	71.7	75.0	79.5	81.7	84.9	88.6	91.9	95.3	98.6							
	75	72.4	75.9	80.3	82.7	86.1	89.6	92.9	96.4								
80	73.2	76.7	81.2	83.6	87.1	90.4	93.9	97.4									
85	74.0	77.4	82.0	84.5	88.0	91.5	94.9	98.5									
90	74.7	78.2	82.9	85.3	88.9	92.3	95.9	99.4									
95	75.5	78.9	83.6	86.1	89.6	93.2	96.8										
100	76.1	79.7	84.4	86.9	90.5	94.1	97.7										

NOTE: This chart is calculated using temperature and humidity, assuming a very clear sky (maximal solar load), and atmospheric pressure of 1ATA (760 mmHg). Chart A was developed by Professor Yoram Epstein to be used in Ariel's Checklist for hikers in Israel.

STANDARD HEAT STRESS INDEX Graph

Relative Humidity (%)	Air Temperature (°F)										
	70	75	80	85	90	95	100	105	110	115	120
	Apparent Temperature										
0	64	69	73	78	83	87	91	95	99	103	107
10	65	70	75	80	85	90	95	100	105	111	116
20	66	72	77	82	87	93	99	105	112	120	130
30	67	73	78	84	90	96	104	113	123	135	148
40	68	74	79	86	93	101	110	123	137	151	
50	69	75	81	88	96	107	120	135	150		
60	70	76	82	90	100	114	132	149			
70	70	77	85	93	106	124	144				
80	71	78	86	97	113	136	157				
90	71	79	88	102	122	150	170				
100	72	80	91	108	133	166					
Apparent Temp. (°F)	Danger Category		Injury Threat								
Below 80	None		Little or no danger under normal circumstances								
80-90	Caution		Fatigue possible if exposure is prolonged and there is physical activity								
91-105	Extreme Caution		Heat cramps and heat exhaustion possible if exposure is prolonged and there is physical activity								
106-130	Danger		Heat cramps or exhaustion likely, heat stroke possible if exposure is prolonged and there is physical activity								
Above 130	Extreme Danger		Heat stroke imminent!								

Note: Add 10°F when protective clothing is worn and add 10°F when in direct sunlight.
Source: U.S. Fire Administration, FA-114, *Emergency Incident Rehabilitation*, July 1992.

HEAT STRESS SYMPTOMS: HEAT CRAMPS

- Heat cramps are painful, involuntary muscle spasms that usually occur during heavy exercise in hot environments. The spasms may be more intense and more prolonged than are typical nighttime leg cramps. Fluid and electrolyte loss often contribute to heat cramps
- Muscles most often affected include those of your calves, arms, abdominal wall and back. Although, heat cramps may involve any muscle group involved in exercise.
- **If you suspect heat cramps:**
 - Rest briefly and cool down
 - Drink clear juice or an electrolyte-containing sports drink
 - Practice gentle, range-of-motion stretching and gentle massage of the affected muscle group
 - Limit strenuous activity for several hours or longer after heat cramps go away
 - Call your doctor if your cramps don't go away within one hour or so

HEAT STRESS SYMPTOMS: HEAT EXHAUSTION

- Signs and symptoms of heat exhaustion may develop suddenly or over time, especially with prolonged periods of physical activity
- Possible heat exhaustion signs and symptoms include:
 - Cool, moist skin with goose bumps when in the heat
 - Heavy sweating
 - Faintness
 - Dizziness
 - Fatigue
 - Weak, rapid pulse
 - Low blood pressure upon standing
 - Muscle cramps
 - Nausea
 - Headache
- Without prompt treatment, heat exhaustion could, but not always, lead to heatstroke which is a life-threatening condition. Fortunately, heat exhaustion is preventable. In fact, you can have heat stroke without having heat exhaustion. They are completely unique to each other.

If you think you're experiencing heat exhaustion:

- Stop all activities and rest
- Move to a cooler place
- Drink cool water or sports drink
- Contact your doctor if your signs or symptoms worsen or if they don't improve within one hour
- If you are with someone showing signs of heat exhaustion, seek immediate medical attention if they become confused or agitated, loses consciousness, or unable to drink. You will need immediate cooling and urgent medical attention if the core body temperature (measured by a rectal thermometer) reaches 105F (40 C) or higher.

HEAT STRESS SYMPTOMS: HEAT STROKE

- Heatstroke is a condition caused by your body overheating, usually as a result of prolonged exposure to or physical exertion in high temperatures.
- This most serious form of heat injury can occur if your body temperature rises to 105 F (40 C) or higher
- Heatstroke requires emergency treatment. Untreated heatstroke can quickly damage your brain, heart, kidneys, and muscles. The damage worsens the longer treatment is delayed, increasing your risk of serious complications or death

Heatstroke signs and symptoms include:

- High body temperature
- Altered mental state or behavior, confusion, agitation, slurred speech, irritability, delirium, seizures, and coma can all result from heatstroke
- Alteration in sweating. If heatstroke is brought on by hot weather, your skin will feel hot and dry to the touch. However, if heatstroke is brought on by strenuous exercise, your skin may feel hot and slightly moist
- Nausea and vomiting
- Flushed skin
- Rapid and/or shallow breathing
- Racing heart rate

HEAT STROKE TREATMENT:

What to do if you believe someone is having a Heat Stroke:

- Call 911 immediately, and activate the Medical Emergency protocol
- Take immediate action to cool the overheated person while waiting for emergency treatment
- Get the person into the shade or indoors
- Remove excess clothing
- Cool the person with whatever means available:
 - Put in a cool tub of water or a cool shower
 - Emersion in tub is best method to reduce core body temperature
 - If a tub and emersion is not available employ the tarp method as depicted in Slide 8
 - Place ice packs or cold, wet towels on groin

RECOMMENDED ONSITE EQUIPMENT AND SERVICES WHEN HEAT STRESS CONDITIONS EXIST:

- Cooling Towels
- Ice and water, and water supply
- Hydration
- Tarp for cooling alternative
- Fans for dugout and restrooms for indoor AC
- WBGT Meter- for artificial turf

OUTDOOR TEMPERATURES:

- During hot seasons, a WBGT meter will be utilized daily 30 minutes prior to the start of each game.
- Results of each test will be recorded and compared to the WBGT heat index chart and cross checked utilizing a typical heat stress index chart the combination of these two graphs will yield a reading which will indicate the level of precaution or restriction in play to reduce a heat stress incident.

Readings recorded below 82.0 listed on WBGT index or Heat Index of below 80.0 (WHITE FLAG) Event will have no restriction for play or time limits. Players should stay hydrated.

Readings recorded between 80-84.9 (GREEN FLAG) listed on WBGT Index or Heat Index reading of 80-90.

- Players coaches and tournament providers will be notified that proper rest 5 min rest break and water every 25 mins. Hydration should be emphasized. Fans deployed in player areas.

Readings recorded between 85-87.9 (YELLOW FLAG) listed on the WBGT Heat Index or Heat Index 91-103

- Players, coaches, and tournament providers will be notified that proper rest 5 min rest and water every 20 mins. Hydration should be emphasized. Fans deployed in Player areas.

Readings recorded between 88-89.9 (RED FLAG) Listed on WBGT Heat Index or Heat Index 104-124

- Players, coaches, and tournament providers will be notified that proper rest 5 mins rest and water every 15 mins. Hydration should be emphasized. Fans deployed in player areas.

Readings recorded between 90 and above (BLACK FLAG) Listed on WBGT Heat Index or Heat Index 125 and up.

- Players, coaches, and tournament providers will be notified that play will be suspended.

SAFETY TIPS FOR SAFE PLAY:

Tournament Providers:

- Creatively schedule games to avoid heat of the day competitive matches. Stretch scheduling to later in the evenings and cooler environments
- Limit the number of games an individual team can play per day
- Proactively communicate with coaches and team representatives the potential for heat related conditions
- Educate coaches and team representatives on the symptoms of heat related illness

Coaches, Team Representatives, and Players

- Understand and communicate the conditions of where your players will be playing, weather forecast, types of playing surfaces, grass, and/or synthetic turf
- Hydration and rest should be emphasized
- All coaches and players should understand basic symptoms of heat related illness to better help themselves or other team members