



HIGHLANDS
SPORTS COMPLEX

EMERGENCY ACTION PLAN



Introduction

The Highlands Sport Complex's Emergency Operations Plan (EOP) provides the context and institutional framework for responding to natural and man made caused disasters that may affect the building.

In the event of a disaster or major emergency, County officials will alert the Center using several methods. Immediate notifications will be made through the fire alarm system

When an emergency occurs, complex employees can take steps to protect themselves, participants, and spectators. This plan details emergency procedures that will be taken by the staff within each area of the building.

Purpose and Scope

This plan serves as a life safety and emergency response plan for the areas within this building. This plan does not provide for the business continuity and/or disaster recovery processes of the complex. This plan is applicable during or immediately following an emergency or disaster within the building. All employees should become familiar with this Plan.

Emergency Procedures

Emergency Notification Procedures

When you call 911 (or any other emergency number) from anywhere in the building to request emergency assistance, you will be connected to the 911 Dispatch Center. Call from a safe location and remember to:

Stay calm.

Be prepared to answer the following questions:

1. Where is the emergency located?
2. What is the emergency? (fire, medical, hazardous material, etc.)
3. How did it happen?
4. When did it happen?
5. Who are you? (your name)
6. Gather any other information that may be useful for the emergency responders (e.g. are there any injuries involved?)

Do not hang up until instructed to do so by the dispatcher.

You do not need to know all the answers to these questions, but quickly gather as much information as you **can**. Give a telephone number or safe location where the emergency responders can call or meet you and wait for the responders at that safe location.

General Evacuation Procedures

When evacuating your area of the complex:

Stay calm; do not rush and do not panic.
Safely stop all activities.

Use the nearest safe stairs and proceed to the nearest exit. **Do not use** the elevator.
Proceed and guide teams, coaches, and spectators to a designated Emergency Assembly Area (EAA) and report to your supervisor.
Wait for any instructions from emergency responders.
Do not re-enter the complex until you have been instructed to do so by the emergency responders.

Crowd Control

A staff member will be assigned for all areas of the Venue at a ratio of 1:250 players, coaches, and spectators.

All Crowd Control staff shall be familiar with ALL exits of the building and Emergency Assembly Areas of the complex.

The Crowd Control Staff shall introduce himself/herself to all coaches and sports officials prior to all contests and explain their role in case of an emergency.

In the event of an evacuation order, the staff member shall immediately notify the official of the game and cease all activity. IN cooperation with the officials and coaches, players and spectators should be directed to the nearest exit.

Evacuation Procedures

Emergency Information & Locations

Posted evacuation diagrams including Base of stairways, elevator landings routes and fire alarm pull stations and inside public doors.
Maps of Emergency Assembly Area (EAA)

Active Shooter Procedure

PROFILE OF AN ACTIVE SHOOTER

An Active Shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area; in most cases, active shooters use firearms(s) and there is no pattern or method to their selection of victims. Active shooter situations are unpredictable and evolve quickly. Typically, the immediate deployment of law enforcement is required to stop the shooting and mitigate harm to victims. Because active shooter situations are often over within 10 to 15 minutes, before law enforcement arrives on the scene, individuals must be prepared both mentally and physically to deal with an active shooter situation.

Good practices for coping with an active shooter situation:

- Be aware of your environment and any possible dangers
- Take note of the two nearest exits in any facility you visit
- If you are in an office, stay there and secure the door
- If you are in a sports venue, get into a room and secure the door
- If possible get teams into the teams rooms.

As a last resort, attempt to take the active shooter down. When the shooter is at close range and you cannot see, your chance of survival is much greater if you try to incapacitate him/her.

CALL 911 WHEN IT IS SAFE TO DO SO!

HOW TO RESPOND WHEN AN ACTIVE SHOOTER IS IN YOUR VICINITY

Quickly determine the most reasonable way to protect your own life. Remember that players and spectators are likely to follow the lead of employees and managers during an active shooter situation.

RUN

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 the active shooter may be
- Keep your hands visible
- Follow the instructions of any police officers
- Do not attempt to move wounded people
- Call 911 when you are safe



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 shooter's View
- Provide protection if shots are heard in your direction (i.e., an office with a closed and locked door)

Do Not trap yourself or restrict your options for movement To prevent an active shooter from entering your hiding place:

- Lock the door
- Blockade the door with heavy furniture if the active shooter is nearby:
- Lock the door
- Silence your cell phone and/or pager
- Turn *off* any source of noise (i.e., radios, televisions)
- Hide behind large items (i.e., cabinets, desks)
- Remain quiet if evacuation and hiding out are not possible:
- Remain calm
- **Dial 911**, if possible, to alert police to the active shooter's location
- If you cannot speak, leave the line open and allow the dispatcher to listen.

FIGHT

Take action against the active shooter as a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:

- Acting as aggressively as possible against him/her
- Throwing items and improvised weapons
- Yelling
- Committing to your actions

HOW TO RESPOND WHEN LAW ENFORCEMENT ARRIVES

Law enforcement's purpose is to stop the active shooter as soon as possible. Officers will proceed directly to the area in which the last shots were heard.

Officers usually arrive in teams of four (4)

Officers may wear regular patrol uniforms or external bulletproof vests, Kevlar helmets, and other tactical equipment

Officers may be armed with rifles, shotguns, 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 arrives:

- Remain calm, and follow officers' instructions
- Put down any items in your hands (i.e., bags, jackets)
- Immediately raise hands and spread fingers
- Keep hands visible at all times
- 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 evacuating, 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
- Number of shooters, if more than one
- Physical description of shooter/s

- Number and type of weapons held by the shooter/s
- Number of potential victims at the location

The first Officers to arrive at 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.

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.

Emergency Communications

All emergency communications to staff and participants shall be broadcast over the complex's public address system.

Following NIMS guidelines, NO codes will be used for instructions. All emergency instructions shall be made using plain language.

Emergency Medical

In the event of a medical emergency or an injury to a participant or spectator:

- Immediately call 911,
- Provide assistance as necessary
- AU employees are trained in basic CPR/AED and First Aid
- All employees are trained in the location of emergency equipment
- Ohio County EMS stores basic pre-hospital care equipment at the site. A list of the equipment is included in the appendixes of this plan
- In the event of an injury or medical event for a minor, contact of the parents is mandatory if they are not present at the event
- All EMS response agencies are certified by the West Virginia Office of Emergency Medical Services. West Virginia State EMS protocols for Advanced and Basic Life Support are utilized

Fire Procedures

If there is a fire in your area:

First, notify the fire department by pulling the pull station and (from a safe distance) calling 911 to provide details of the situation (See "emergency Notification Procedures" above)

Follow the acronym **RACE**:

- Rescue
- Alarm
- Contain
- Evacuate/Extinguish

If you have been trained in the use of a portable fire extinguisher and are able to safely

extinguish the fire, you may do so. Be sure you have a safe exit from the area and leave if one extinguisher does not put out the fire.

Follow the acronym PASS:

- Pull Pin
- Aim
- Squeeze the handle
- Sweep at the base of the fire

Evacuate the building as soon as the alarm sounds and proceed to the designated Department Emergency Assembly Area (DEAA) (see "General Evacuation Procedures" in Section II). On your way out, warn others nearby.

Move away from fire and smoke. Close doors and windows if time permits. Touch closed doors. Do not open them if they are hot.

Use stairs only; do not use elevators.

Move well away from the building and go to your designated EAA. Do not re-enter the building or work area until you have been instructed to do so by the emergency responders.

Potential Fire Hazards

Following are the potential* fire hazards identified in the Sport Center Complex:

Combustible materials (e.g. paper, cardboard, wood, etc.)
Flammable/combustible solids in Maintenance
Flammable/combustible liquids in Maintenance

*Fire hazards are controlled by proper storage and housekeeping procedures.

Earthquake Procedures

The chance of an earthquake in Ohio County is very rare. Your main priority is to protect yourself and visitors to the sports complex.

The greatest danger exists directly outside buildings, at exits and alongside exterior walls.

Many of the 120 fatalities from the 1933 Long Beach earthquake occurred when people ran outside of buildings only to be killed by falling debris from collapsing walls. Ground movement during an earthquake is seldom the direct cause of death or injury. Most earthquake-related casualties result from collapsing walls, flying glass, and falling objects.

DROP to the ground; **COVER** by getting under a sturdy table or other piece of furniture; and **HOLD ON** until the shaking stops. If there isn't a table or desk near you, cover your face and head with your arms and crouch in an inside corner of the building.

Stay away from glass, windows, outside doors and walls, and anything that could fall, such as lighting fixtures or furniture.

Use a doorway for shelter only if it is in close proximity to you and if you know it is a strongly supported, load bearing doorway. Stay inside until the shaking stops and it is safe to go outside. Research has shown that most injuries occur when people inside buildings attempt to move to a different location inside the building or try to leave.

Be aware that the electricity may go out or the sprinkler systems or fire alarms may turn on. **DO NOT** use the elevators.

When you leave the building go to the nearest open area. Most injuries will occur from falling objects from tall buildings. Go to open areas of the parking lots. Wait for instructions from the staff before returning. Expect aftershocks. These secondary shockwaves are usually less violent than the main quake but can be strong enough to do additional damage to weakened structures and can occur in the first hours, days, weeks, or even months after the quake.

Stay away from damaged areas. Stay away unless your assistance has been specifically requested by police, fire, or relief organizations. Return home only when authorities say it is safe.

Open cabinets cautiously.

Beware of objects that can fall off shelves.

Maintenance will inspect utilities.

Check gas leaks. If you smell gas or hear blowing or hissing noise, open a window and quickly leave the building. Turn off the gas at the outside main valve if you can and call the gas company from a neighbor's home. If you turn off the gas for any reason, it must be turned back on by a professional.

Look for electrical system damage. If you see sparks or broken or frayed wires, or if you smell hot insulation, turn off the electricity at the main fuse box or circuit breaker. If you must step in water to get to the fuse box or circuit breaker, call an electrician first for advice.

Check for sewage and water lines damage. If you suspect sewage lines are damaged, avoid using the toilets and call a plumber. If water pipes are damaged, contact the water company and avoid using water from the tap.

Civil Disturbance Demonstration Procedures

Most demonstrations are peaceful, and people not involved should attempt to carry on business as usual. Avoid provoking or obstructing demonstrators.

Should a disturbance occur, call 911.

If a disturbance seems to threaten the occupants of the building, report it immediately to Law Enforcement and take the following actions:

- Alert all persons in the area of the situation.
- Lock all doors and windows.
- Close blinds to prevent flying glass.
- Suspension of games shall be determined by complex management in consultation with Law Enforcement.

- If it is necessary to evacuate, follow directions from law enforcement.

Criminal or Violent Behavior

Everyone is asked to assist in making the building a safe place by being alert to suspicious situations or persons and reporting them as outlined below.

If you are the victim of, or are involved in, any violation of the law such as assault, robbery, theft, overt sexual behavior, etc., do not take any unnecessary risk. Notify 911 as soon as possible and give them the following information:

Nature of the incident
Location of the incident
Description of the person(s) involved
Description of the property involved

If you witness a criminal act or notice person(s) acting suspiciously in the building or on the grounds, immediately notify 911.

Assist the police when they arrive by supplying them with any additional information requested; ask others to do the same.

Explosion or Bomb Threat Procedures

A suspicious-looking box, package, object, or container in or near your area maybe a bomb or explosive material. Do not handle or touch the object. Move to a safe area and call 911. Use a telephone in a safe area. Do not operate any power switch, and do not activate the fire alarm.

If there is an explosion:

- Take cover under sturdy furniture or leave the building if directed to do so by emergency responders.
- Stay away from windows.
- Move well away from the site of the hazard to a safe location.
- Use stairs only; do not use elevators.
- **Call 911** if no one has called. Follow "Emergency Notification Procedures" above.

If you receive a bomb threat (via the telephone):

Stay calm and keep your voice calm.

Pay close attention to details. Talk to the caller to obtain as much information as possible.

Take notes. Ask questions:

- When will it explode?
- Where is it right now?

- What does it look like?
- What kind of bomb is it?
- Where did you leave it?
- Where did you place the bomb?
- Who is the target?
- Why did you plant it?
- What is your address?
- What is your name?

Observe the caller's:

- Speech patterns (accent, tone)
- Emotional state (angry, agitated, calm, etc.)
- Background noise (traffic, people talking and accents, music and type, etc.)
- Age and gender

Write down other data:

- Date and time of call
- How threat was received (letter, note, telephone)
- Call 911 and submit your notes from the telephone call or the bomb threat (letter or note).

Follow Law Enforcement's instructions.

If you are told by emergency responders to evacuate the building (see "General Evacuation Procedures" above):

- Check your work area for unfamiliar items. **Do not touch suspicious items**; report them to campus authorities
- Take personal belongings when you leave
- Leave doors and windows open; do not turn light switches on or off
- Use stairs only; do not use elevators
- Move well away from the building and follow instructions from emergency responders

Hazardous Materials Procedures

If you witness a hazardous material spill, evacuate the spill site and warn others to stay away. Call 911 if you believe the spill may be life threatening. If you can determine that the spill is not life threatening, follow the procedures outlined below.

If you are a **hazardous material user (user)** you should be trained by your supervisor on proper use and storage of hazardous materials. This training should include hazard information, proper procedures for preventing spills, and emergency procedures when a spill happens.

If as a user, you spill a hazardous material or materials:

Leave the area of the spill first and proceed to a safe location nearby. Then assess if you have the proper training and protective gear to cleanup the spill.

If you are able to clean up the spill, follow proper cleanup procedures and use proper personal

protection. Manage the generated waste as appropriate. Consult your supervisor if necessary.

Isolate the spill area to keep everyone away, and post signs as necessary.
If you require assistance to clean up the spill, call 911.

If you suspect or witness a release of a hazardous material to the environment (air, water, ground) call 911.

Incident Command Structure

In the event of a fire or an emergency, Ohio County utilizes the FEMA Incident Command System. By West Virginia State code, command is delegated to the Fire Chief or his/her designee (The highest-ranking officer on scene). Transfer of command is authorized when a Chief Officer arrives.

An Incident Command Organization chart is included in the Appendices.

In the Event of a crime or active threat, by West Virginia State Code, the Sheriff of Ohio County or his designee is the Incident Commander of the event.

During a major event, the Wheeling-Ohio County Homeland Security and Emergency Management Agency utilizes the FEMA Unified Command System. This system includes all departments in the response to the Sports Complex. The HSEMA will establish an Incident Command Post at the complex in a safe and secure area. The County Administrator and the Manager of the Sports Complex are included in the Unified Command System and are required to be in the Incident Command Post.

Utility Failure

Evacuate the building if the fire alarm sounds and/or upon notification by the police (see "General Evacuation Procedures" above).

A major power outage may not in itself be destructive, but a possible resulting panic or fire could endanger life and property. Panic can be partially avoided by an immediate decision on the need to cancel work or meetings in progress or to evacuate the building (see "Evacuation Procedures" above).

Elevator Failure

If you are trapped in an elevator, use the emergency telephone to call for assistance.

If the elevator does not have an emergency telephone, turn on the emergency alarm (located on the control panel) to signal your need for help.

Flooding/Plumbing Failure

If flooding occurs (due to a plumbing failure or other problem):

Cease using all electrical equipment.

Gas Leak

If you smell natural gas:

- Cease all operations immediately.
- Do not switch lights on or off.
- Notify 911, from a safe location.
- Evacuate as soon as possible (see "General Evacuation Procedures" above).

Ventilation Problem

If odors come from the ventilation system:

If necessary, cease all operations and evacuate area (see "General Evacuation Procedures" above).

If smoke is present, activate the fire alarm system by pulling the pull station and call 911 from a safe location.

Lockdown

A lockdown is like sheltering in place, although a lockdown is the decision of individual building or emergency personnel. Lockdowns are associated with an active shooter, violent criminal behavior, or terrorism where the best protective action is to secure access to the building. The county first responders may not issue a development lockdown, although individual buildings may choose to lockdown, or be required to lock down at the request of law enforcement.

If the active shooter is within the building, the decision to evacuate or seek safe shelter will most likely not be communicated to all individuals immediately. It is important to act by seeking safe shelter before you wait for official instructions (see below). Imminent situations like an active shooter require individual decisions and a survival mindset.

When a lockdown is declared, the doors leading outside of the building should be locked (when possible) and people should not exit or enter the building. People should stay where they are and should not exit or enter any other part of the building. If people are in a hallway they should go to the nearest room.

- Office doors should be locked or barricaded.
- Turn off lights, radios, TVs, close blinds, and silence cell phones. Keep players and spectators calm, quiet and out of sight.
- If gunshots are heard, lie on the floor and try to use desks, file cabinets or concrete walls for additional protection.
- If you are outside the building when a lockdown is declared, seek safe shelter (e.g. unlocked building, large trees, walls, cars in a parking lot) away from the danger area if known.
- If a fire alarm is activated during a lockdown, proceed with extreme caution. Wait for the "all clear" to be given before leaving safe shelter.

Shelter in Place

A situation may occur in which the safest action will be to shelter in place. Situations such as

tornados, major hazardous materials spills, or an active shooter on campus may cause city and county officials to issue a shelter in place order. When a shelter in place order is issued, the following steps should be taken:

- Do not leave the building
- Find a safe place within the building to stay and wait for further information
- Follow procedures to protect yourself *from* the specific hazard. For example, if a tornado has been sighted, report to an interior room on the lowest floor
- If a hazardous materials spill has occurred, close all doors and windows

ALL outside activities shall be terminated and all participants brought into the building. Remain in the building until an all clear has been given by emergency officials. Shut down HVAC systems as directed by County officials.

Severe Weather

SEVERE THUNDERSTORM WARNING:

A Thunderstorm **WARNING** is issued when thunderstorms produce torrential downpours, high winds and hail. Tornadoes can follow severe thunderstorms.

TORNADO WATCH:

A Tornado **WATCH** is issued when conditions become favorable for the development of severe weather.

TORNADO WARNING:

A Tornado **WARNING** is issued when a tornado or funnel cloud is actually sighted or detected on radar. **Dissemination will be over the Public Address System.**

ACTIONS:

During a declared Severe Thunderstorm Watch/Warning or a **TORNADO WATCH**, employees on the side of the building from which the storm is coming should watch out for funnel clouds or other severe weather.

These reports should be made to the Dispatch Center at 234-3695.

When lightning is in the area and thunder is heard, ALL outside games and/or practices shall be immediately terminated, and ALL participants shall be sent to vehicles or brought into the building.

No outside activities shall be restarted until 30 minutes after the last sound of thunder has been heard.

During a TORNADO WATCH, employees will maintain normal work patterns, but be alert to the possibility of changing weather conditions. Employees shall be prepared to move to shelter.

When a **TORNADO WARNING** is issued for Ohio County:

Move teams to interior rooms avoiding conference rooms.

If a Tornado is spotted, do not allow participants to go to vehicles and try to outrun the tornado.

Instruct participants and staff to avoid any glass windows and door ways.

Have all participants to get as close to structural steel supports.
Have them knee down close to the floor and place hands over their heads.
Have participants wear any head protections if any sports that require head protection.

Food Safety Plan

The Café will be permitted annually by the Wheeling — Ohio County Health Department.

- Disposable gloves and all other necessary Personal Protective Equipment will be available to Café staff.
- Handwashing stations and restrooms are available for staff use.
- All foods will be cooked and maintained at 135-degree F or above.
- All cold food will be stored, prepared, and maintained at 41-degree F or below.
- All necessary fire alarm and suppression system shall be in place during all hours of operation.
- There will be no open windows to the outside from the Café.
- Housekeeping equipment shall be available in the immediate area of the Café.
- All sanitizing sprays and containers will be appropriately labeled and MSDS sheets shall be available.

APPENDICIES

Fire Suppression System (pull Stations, FireExtinguishers)
Emergency Escape Routes
EMS equipment Locations (AEDS, STB Kits, EMSupply)
EMS On Site
Incident Command System Organization Chart
Evacuation Plan
Fire Response Egress Plan
Mass Casualty Plan
Active Shooter Plan
Emergency Communications Plan
Sports Contact Staff
Emergency Management Contacts.
Hazard and Vulnerability Assessment Tool
Bomb Damage Assessment Plan
Site Plan
Bomb Threat Caller Form

APPENDIX A **EVACUATION POLICY FOR PEOPLE WITH DISABILITIES**

APPENDIX A: EVACUATION POLICY FOR PEOPLE WITH DISABILITIES

The following guidelines have been adopted to assist in planning for the evacuation of people with physical disabilities.

IN ALL EMERGENCIES, AFTER AN EVACUATION HAS BEEN ORDERED:

Evacuate people with disabilities if possible.

DO NOT use elevators, unless authorized to do so by police or fire personnel. Elevators could fail during a fire or a major earthquake.

If the situation is life threatening, call 9+911.

Check on people with special needs during an evacuation. A "buddy system", where people with disabilities arrange for Volunteers (co-workers/ neighbors) to alert them and assist them in an emergency, is a good method.

Attempt a rescue evacuation ONLY if you have had rescue training or the person is in immediate danger and cannot wait for professional assistance.

Always ASK someone with a disability how you can help BEFORE attempting any rescue technique or giving assistance. Ask how he or she can best be assisted or moved, and whether there are any special considerations or items that need to come with the person.

RESPONSES TO EMERGENCIES:

BLINDNESS OR VISUAL IMPAIRMENT

Bomb Threat, Earthquake, Fire, Hazardous Materials Releases, and Power Outages:

Give verbal instructions to advise about the safest route or direction using compass directions, estimated distances, and directional terms.

DO NOT grasp a Visually impaired person's arm. Ask if he or she would like to hold onto your arm

as you exit, especially if there is debris or a crowd.
Give other verbal instructions or information (i.e. elevators cannot be used).

DEAFNESS OR HEARING LOSS

Bomb Threat, Earthquake, Fire, Hazardous Materials Releases, and Power Outages:
Get the attention of a person with a hearing disability by touch and eye contact. Clearly state the problem. Gestures and pointing are helpful, but be prepared to write a brief statement if the person does not seem to understand.
Offer visual instructions to advise of safest route or direction by pointing toward exits or evacuation maps.

MOBILITY IMPAIRMENT

Bomb Threat, Earthquake, Fire, and Hazardous Materials Releases:
It may be necessary to help clear the exit route of debris (if possible) so that the person with a disability can move out or to a safer area.
If people with mobility impairments cannot exit, they should move to a *safer area*, e.g. most enclosed stairwells an office with the door shut which is a good distance from the hazard (and away from falling debris in the case of earthquakes)
If you do not know the safer areas in your building, ask your department head.
Notify police or fire personnel immediately about any people remaining in the building and their locations.
Police or fire personnel will decide whether people are safe where they are and will evacuate them as necessary. The Fire Department may determine that it is safe to override the rule against using elevators.
If people are in immediate danger and cannot be moved to a safer area to wait for assistance, it may be necessary to evacuate them using an evacuation chair or a carry technique.

Power Outages:

If an outage occurs during the day and people with disabilities choose to wait in the building for electricity to be restored, they can move near a window where there is natural light and access to a working telephone. During regular building hours, Department Heads should be notified so they can advise emergency personnel.
If people would like to leave and an evacuation has been ordered, or if the outage occurs at night, notify 911 to alert first responders.

EMERGENCY EVACUATION OF PEOPLE WITH DISABILITIES:

Evacuating a disabled or injured person yourself is the last resort. Consider your options and the risks of injuring yourself and others in an evacuation attempt. Do not make an emergency situation worse.

Evacuation is difficult and uncomfortable for both the rescuers and the people being assisted.

Some people have conditions that can be aggravated or triggered if they are moved incorrectly. Remember that environmental conditions (smoke, debris, loss of electricity) will complicate evacuation efforts.

The following guidelines are general and may not apply in every circumstance. Occupants

should be invited to volunteer ahead of time to assist disabled people in an emergency. If a volunteer is not available, designate someone to assist who is willing to accept the responsibility

Volunteers should obtain evacuation training.

Two or more trained volunteers, if available, should conduct the evacuation.

DO NOT evacuate disabled people in their wheelchairs. This is standard practice to ensure the safety of disabled people and volunteers. Wheelchairs will be evacuated later if possible. Always **ASK** disabled people how you can help **BEFORE** attempting any rescue technique or giving assistance. Ask how they can best be assisted or moved, and if there are any special considerations or items that need to come with them.

Before attempting an evacuation, volunteers and the people being assisted should discuss how any lifting will be done and where they are going.

Proper lifting techniques (e.g. bending the knees, keeping the back straight, holding the person close before lifting, and using leg muscles to lift) should be used to avoid injury to rescuers' backs. Ask permission of the evacuee if an evacuation chair or similar device is being considered as an aid in an evacuation. When using such devices, make sure the person is secured properly. Be careful on stairs and rest at landings if necessary. Certain lifts may need to be modified depending on the person's disabilities.

APPENDIX #10
Emergency Communications Plan Sports Complex Staff

NAME	TITLE	OFFICE	CELL
Greg Stewart	County Administrator	<u>304-234-3628</u>	304-649-3344
<u>Lou Vargo</u>	EMA/EMS Director	304-234-3756	304-650-0893
Wayland Harris	EMA/EMS Deputy	304-234-3757	304-830-3812
Tom <u>Howard</u>	Sheriff	<u>304-234-3881</u>	304-280-9700
John <u>Schultz</u>	Chief Deputy	<u>304-234-3881</u>	<u>304-639-5726</u>
<u>Drage Flick</u>	Chief Deputy	304-234-3881	304-215-0154
John Geary	VGVFD Chief	304-547-0347	304-281-7682
<u>Steve Riggs</u>	VGVFD Ass't. Chief	304-547-0347	304-215-2428
<u>Rick Pritt</u>	VGVFD EMS	304-547-0347	304-639-8491
Josh Moore	TVFD Chief	<u>304-547-5010</u>	304-312-1076
Dave Patterson	TVFD Ass't. Chief	304-547-5010	304-639-8921

NAME	TITLE	HOME	CELL

BOMB THREAT CHECKLIST (Telephone)

1 Initial Actions

Time of call:	AM/PM	Do not hang up!	Keep caller talking
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2 Exact Wording of Threat

Questions to Ask

When is the bomb going to explode? _____
Where exactly is the bomb*
When did you put it there?
What does the bomb look like†
What kind of bomb is it?
What will make the bomb explode†
Did you place the bomb? _____
Why did you place the bombs
What is your name? _____
Where are you? _____
What is your address†

Notes for

VOICE accent / impediment / tone / speech / diction / manner
LANGUAGE polite / incoherent / irrational / taped / read out / abusive
NOISES traffic / voices / machinery / music / noises on the line / local call / STD
OTHER —sex of caller / estimated age / was the caller familiar with the area? <u>did you recognise</u> the voice? If so, who do you think it was?

REMEMBER

Keep Calm — Do not hang up

After the Call

Note the time of the end of the call: _____ AM/PM _____
Name of recipient (print): _____
Signature: _____ Date: _____
Report the call to your <u>Manager</u> immediately, who will contact the Police