



EMERGENCY ACTION PLAN



EMERGENCY ACTION PLAN

Sprowls Horizon Sports Park

This emergency plan is the responsibility of Sports Facility Companies. It is a “living” document to be continuously revised and updated. It will be exercised annually.

Sprowls Horizon Sports Park is committed to keeping all athletes, guests, and staff safe, including from the dangers of weather and environment. It is important to know the harms, risks, and appropriate ways to react to a weather emergency or situation. Knowing when to seek shelter and recognizing potential weather hazards is essential.

The following are the policies and procedures that should be followed in the event of inclement weather:

- The General Manager is responsible for the implementation and training of Facility-specific emergency procedures.
- All Team Members must be thoroughly familiar with all emergency procedures.
- The Manager on Duty will act as the Facility’s point of contact in the event of a disaster.
- They are responsible for all decisions relating to guest and employee safety.
- They must always know to follow proper contact procedures.
- Sprowls Horizon Sports Park must perform regular emergency evacuation training.

All employees should be familiar with the proper method of evacuation, fire exits, the location of fire extinguishers, first aid kits, and the AEDs. **All employees should be familiar with the accident and incident report form and complete one immediately following an incident.** In the event there is an incident at the venue, you should not divulge any information about the incident to a member of the public. Any communications regarding the incident will come from the GM and Marketing Team.

Remember, if you see something, say something.

Michael Nielsen
General Manager – *Sprowls Horizon Sports Park*

July 31, 2025

EMERGENCY TELEPHONE NUMBERS

All emergency calls will be initiated by the Sprowls Horizon Sports Park Staff upon instruction and direction from the General Manager or his designee.

Emergency Contact List

Management		Work Phone	Cell Phone
<i>Michael Nielsen</i>	General Manager	727.420.1162	727.420.1162
<i>Earl Swift</i>	Operations Director	xxx.xxx.xxxx	248.469.2737
<i>Scott Heeren</i>	Food & Beverage Director	xxx.xxx.xxxx	815.821.4701
TBD	Facilities Manager	xxx.xxx.xxxx	xxx.xxx.xxxx

*Call Down List in Order

<i>Michael Nielsen</i>	General Manager	727.420.1162	727.420.1162
<i>Earl Swift</i>	Operations Director	xxx.xxx.xxxx	248.469.2737
<i>Name</i>	Facilities Manager	xxx.xxx.xxxx	xxx.xxx.xxxx

Overnight Emergency Procedures

During overnight shifts at Sprowls Horizon Sports Park when the building is not open to the public, emergency management authority rests with the Pinellas Park Public Safety Officials. Should an emergency arise at any of these times, appropriate management would be contacted, as outlined in the Emergency Response Plan.

Call in Priority:		Work Phone	Cell Phone
<i>Michael Nielsen</i>	General Manager	727.420.1162	727.420.1162
<i>Earl Swift</i>	Operations Director	xxx.xxx.xxxx	248.469.2737
TBD	Facilities Manager	xxx.xxx.xxxx	xxx.xxx.xxxx

If an overnight emergency were to occur while conversion or housekeeping was taking place, the Logistics Supervisor would call building management in the following order:

Call in Priority:		Work Phone	Cell Phone
<i>Michael Nielsen</i>	General Manager	727.420.1162	727.420.1162
<i>Earl Swift</i>	Operation Director	xxx.xxx.xxxx	248.469.2737
TBD	Facilities Manager	xxx.xxx.xxxx	xxx.xxx.xxxx

EMERGENCY PLAN

STATEMENT OF PURPOSE

The Emergency Plan initiated by Sprowls Horizon Sports Park addresses situations that could:

1. Endanger life
2. Cause physical harm
3. Create Confusion
4. Damage property
5. Cause extreme inconvenience

Possible hazards include fire/explosion, severe weather, power failure, bomb threat, crowd control, hazardous material spills and structural collapse, and active shooter situations. These hazards could require a full facility evacuation of Sprowls Horizon Sports Park and or its parts. This plan is for **internal** use by **Sprowls Horizon Sports Park personnel and Public Safety Officials only**.

RESPONSIBILITY FOR COORDINATING EMERGENCY ACTIONS

The General Manager or his/her designee will assume the responsibility for coordinating emergency actions. In the event of his absence, the following personnel will take command in the following priority order:

- Facilities Manager
- MOD
- Senior Full-time Personnel

COMMAND POST

Key Sprowls Horizon Sports Park supervisors and contractors are instructed to report to the Management office area located on the first floor adjacent to Court 1 at Sprowls Horizon Sports Park. If this area is deemed to be unsafe or inaccessible, the Sprowls Horizon Sports Park management team will designate an alternate location. Radios, blueprints, alarms, etc., are provided at each location for access by emergency workers. Initial emergency responders from the Pinellas Park Fire Department, Pinellas Park Police Department, and local EMS, should report to these locations for a briefing and initial assessment. The appropriate Incident Commander will then select a location for establishing a command post in conjunction with the appropriate Sprowls Horizon Sports Park staff.

In case of an emergency, the following Sprowls Horizon Sports Park officials will be present: General Manager, Facilities Manager, Event Manager, and designated event promoter. Actions will be coordinated with Pinellas Park public safety officials present in the command center.

RADIO COMMUNICATIONS

All department heads of Sprowls Horizon Sports Park and all sub-contractor services or their designee will bring their portable radios to the designated briefing area and will utilize the Sprowls Horizon Sports Park main event channel for communications. All non-department heads of Sprowls Horizon Sports Park and its sub-contractors will operate on designated event channels and remain on those channels for further instructions from the Sprowls Horizon Sports Park Management or their designee. Inter-departmental radio communications will take place on established channels.

PUBLIC INFORMATION

- Prior to being released, information to either the news media or the general public concerning emergency activities within will be coordinated jointly between Sprowls Horizon Sports Park and the Pinellas Park public safety departments, per established procedure in the Sprowls Horizon Sports Park Emergency Operations Procedures. To further prevent the release of inaccurate information, all Sprowls Horizon Sports Park employees will direct any media inquiries to the General Manager or his designee immediately.
- Representatives of the news media calling the switchboard will be directed to the office of the General Manager.
- Public information of this nature will be disseminated through joint news briefings with the Pinellas Park Public Safety Departments.
- During an event, the General Manager or his designee will direct the Security personnel to make the appropriate emergency announcements to Sprowls Horizon Sports Park patrons.

Emergency Structure

An emergency is any unplanned event, that may cause injuries and or death, to guests or employees; interrupt normal business operations; physical or environmental damage; or threaten the facility's financial standing or public image. Emergencies range from irritations that cause minor disruption to catastrophic events that forever scar individuals and organizations. It is important to be able to recognize an emergency and to react and respond in the appropriate manner.

The sequence of an emergency can be broken down as:

- Discovery
- Assessment
- Notification
- Take Action
- Clean up and follow up

It is important to recognize your abilities and priorities when handling an emergency situation:

- Protect yourself and others
- Provide or get First Aid Assistance
- Protect Property
- Record Incidents on an Incident Report
- Do not disturb the scene until authorized. Do not speak to the media unless authorized.

Event Emergency Management Structure

The Chart below outlines the management structure/chain of command for evacuation procedures or unexpected emergencies.

Responsibilities of key positions:

General Manager or Manager on Duty – During an emergency, assume the overall leadership role in the building while liaising with the Pinellas Park Police Department Officer in charge and the responding emergency agencies.

Operations MOD or LPD Event Officer in Charge on Duty – In charge at the scene of a fire or other emergency involving the protection of life and or property and shall remain in charge until authority is relinquished.

Event Manager – Responsible for the overall management of the venue during events; prime contact with team representative and or promoter; will execute the necessary response plan when authorized by the Manager on Duty.

***Responding Agencies** – Pinellas Park Fire Department, EMTs/paramedics, Sheriff's Office, State Troopers, etc....will confer with the Myrtle Beach Event Officer in Charge on Duty upon arrival.

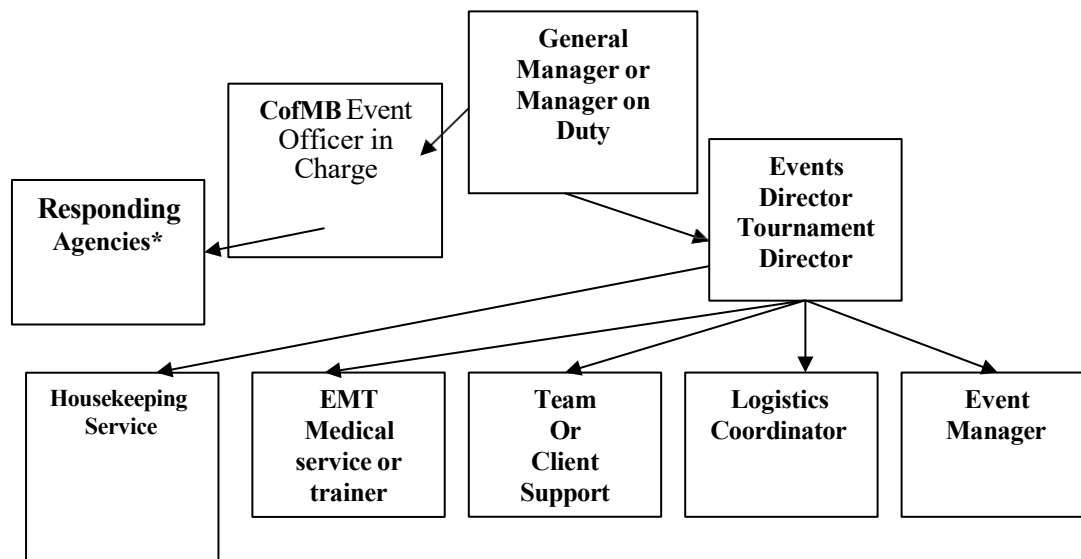


Figure 1: - Event Emergency Management Structure

BOMB THREATS – CODE 54

All calls or items of this nature regardless of specific details will be treated as a real threat.

Bomb Threat Item

Any items found or notified about on property that seem suspicious.

Action Steps:

1. Identify Suspicious Items
2. Stop. Don't handle.
3. Isolate it immediately – move people away from the suspicious item
4. Don't open, smell or taste
5. Notify a supervisor – document and report
6. Be thorough – be on the look out for anything unusual
7. DO NOT USE 2-WAY RADIOS OR CELL PHONES
8. Do not touch anything you suspect
9. Look for anything and everything that might conceal a bomb
10. Do not panic the people in the area
11. If an evacuation is deemed necessary, move away from the area to allow access for emergency services

Bomb Threat Call

Any calls indicating a bomb or other device intended for destruction has been placed on or near the property.

Action Steps:

1. Complete the Bomb Threat phone call checklist.
 - a. Bomb Threat Checklist:

INSTRUCTIONS:

Be calm. Be courteous. Listen! Do not interrupt the caller. Complete this form during your conversation. Keep the caller talking if possible.

Ask the caller:

What is the threat? Describe:

Phone Number calling, (if available):

If a bomb, ask the following:

When will the bomb explode? _____

Where is it right now? _____

What kind of bomb is it? _____

Is there more than one bomb? _____

Did you place the bomb? _____

What will cause it to explode? _____

Why are you doing this? _____

FIRE – CODE 34

The General Manager must hold quarterly fire drills to familiarize Team Members on evacuation procedures.

Action Steps:

In the event of fire, the Manager on Duty will:

- Take appropriate precautions to assure your personal safety.
- Call 911. Provide your name, the exact location of the fire (i.e., building, room, etc.). Stay on the phone until released by the 911 operator.
- Fire extinguishers are provided but not intended for Team Member use unless the Team Member is trained on the proper use of fire extinguishers and the hazards involved with fighting a fire.
- Immediately begin evacuating the Facility using the nearest, least busy exits.
- Once outside, move to the pre-determined safe shelter area.
- Keep streets and walkways clear for emergency vehicles and crews.
- Do not return to an evacuated area unless authorized by the fire department or authorities.
- Contact your Account Executive when it is safe to do so.
 - After the Fire and the fire department determine it is safe, the Manager on Duty will:
- Photograph damage before clean-up begins.
- Contact the SFM Account Executive to initiate salvage clean-up operations.
- Catalog all damaged assets and merchandise.
- Complete an Incident Report as soon as possible.
- Direct any media inquiries: awhhtaker@sportsfacilities.com.

MISSING CHILD(REN)

If a child is lost or a parent cannot find them, the MOD will radio a “code Adam”. MOD will provide a description of the child: age, race, outfit, and where they were last seen. Team members should secure all entrances, check restrooms, and scan the entire venue looking for the child. After a thorough check of the entire venue, the MOD or Operations Manager will notify the police. Once the child has been found, the MOD will notify the team members over the radio that the child has been found.

ACTIVE SHOOTER/TERRORISM – CODE 36

Terrorism is an unlawful use of force, or threatened force, to deliberately create fear, panic, and intimidation for bringing about political, religious, or ideological change. While the risk of a terrorist act involving the Facility is extremely remote, it is important that you are informed and know how to respond. If you suspect terrorist activity or any potential shooter, immediately contact the local police department.

Action Steps:

In the event of a terroristic attack, the Manager on Duty will:

- Contact the appropriate authorities immediately. Dial 911.
- Quickly decide the fastest and safest escape route away from the threat.
- If evacuation is impossible, gather guests and Team Members and instruct them to go to the
 - safe shelter area as far away from the threat area as possible.
- If contaminants are present, contact the fire department for further direction and instruct guests and Team Members to protect themselves from unknown substances and to cover their mouths and noses with layers of fabric that can filter the air but still allow breathing (e.g., three layers of cotton T- shirt, handkerchief, or towel) and to wash with soap and water and immediately.

- Monitor TV and/or radio for situation updates and instructions from emergency managers.
- If evacuation is possible, follow the evacuation checklist.
- If a nuclear blast occurs, instruct guests and Team Members to take cover immediately, below ground if possible. Call 911 and provide your name and your exact location. Stay on the phone until released by the 911 operator.
- Contact your SFM Account Executive when it is safe to do so.
- Direct any media inquiries: awhittaker@sportfacilities.com.

SEVERE WIND/TORNADO – CODE TOR

The National Weather Service defines a tornado as “...a violently rotating column of air in contact with the ground and originating from a thunderstorm.” A thunderstorm is the first step in the creation of a tornado. If conditions are right, a thunderstorm may produce one or more tornados. Usually, the National Weather Service sends out alerts the day before dangerous weather is likely to occur. The _____ system is the best way to stay tuned in to dangerous weather.

Tornado Preparation:

The General Manager will conduct annual training sessions highlighting the following:

- Emergency exit locations.
- Emergency safe shelter/assembly area.
- Evacuation routes.
- Fire extinguisher locations.
- Designate safe shelter area inside the Facility in the event of tornados or severe winds.
- Test emergency lighting systems, backup portable lights, and flashlights available for
 - emergencies.

Action Steps:

When high winds/tornado warnings are issued the Manager on Duty will:

- Assign a team member familiar with local geography to monitor the weather alert system or
 - other emergency service announcements.
- Make an announcement over the P.A. system and/or videoboard patterned after the National Weather Service warning, stating: "Attention guests. The National Weather Service has issued a tornado warning for this area. If further advisory information is received, you will be notified immediately."
- Make every effort to keep Team Members and guests calm.
- If a tornado is imminent, make an announcement directing all guests/Team Members to the
 - safe shelter area and go immediately to that location.
- Check all areas of the Facility (e.g., restrooms, retail, F&B, etc.) to make sure everyone heard the announcement and is responding in a calm and efficient manner.
- If conditions allow, assess guest and Team Member conditions and notify 911 if needed.
- Notify Manager if the structural integrity of the buildings is questionable or any damage to the buildings have occurred.
- Decide when to resume normal operations and announce over the P.A. system and/or
 - videoboard.
- Team Members will gather in Tournament Central or maintenance building. If Team Members
 - decide to leave, they are to let the Manager on Duty know of their decision.

LIGHTNING – CODE LIG

Weather Resources _____ shall be utilized as the determining source for lightning, temperature, precipitation, wind speed, and wind chill factor verification.

Monitoring Lightning:

The Manager on Duty shall be the individual(s) responsible for weather observation and current conditions. Sprowls Horizon Sports Park Staff works closely with the Pinellas County Office of Emergency Management, along with the National Weather Service. Severe weather bulletins are sent to senior Facility staff, for any potential weather threats in the Greater Tampa Bay area.

When a severe weather alert is broadcast during an event at the Sprowls Horizon Sports Park, and the threat of lightning is approaching, the management team will assemble either in the Administration Office. The decision will be made to delay the event, with the possibility of sheltering in place, or if the decision is made to evacuate the Facility, if patrons will be allowed to return to their seats, after the threat is over. Any event that is delayed will not resume until _____ has issued an "all clear" alert that it is safe to resume play.

The Manager on Duty shall announce any weather delays on the public address.

- When _____ sounds an alarm, announce evacuation directions using the overhead PA system (if available) or verbally notify all guests the alarm has sounded and they need to evacuate the Facility.

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- “Attention guests. We have received notification requiring us to evacuate the Facility. Please leave the Facility immediately, moving in a calm, orderly fashion to the nearest Facility exit. We appreciate your understanding and cooperation.” Include additional information deemed necessary for guests.
- Team Members may open the gates to allow additional points of exit.
- Clear everyone off the attractions, assuring they are with their parents and able to exit calmly.
- All staff shall assist the guests in navigating out of the Facility. Direct them to the vehicles.
- Recommend guests exit the bathrooms, concessions and retail areas and do not use them as
 - shelter areas.
- Team Members should walk throughout the Facility. MOD will assign Team Members an area
 - to clear.
- Equipment should be left on the field or amenities area and retrieved once deemed safe. If
 - able and safe to do so, put away any equipment that requires protection.
- While indoors, stay away from all walls, windows, plumbing and electronic devices attached to the walls (including landline telephones). If in a vehicle, avoid contact with the metal frame and avoid radio use.
- Designate a weather watcher to monitor the weather from a safe location.
- No outdoor activities are to be resumed until _____ has issued an “all clear” alert of
 - three horn blasts that it is safe to resume play.
- When the threat has diminished and games can resume, the remaining staff can walk to the
 - gates and allow re- entry.
 - The following should be considered when developing a strategy for safety during a lightning storm:
- Anticipate a longer time to clear the venue due to congestion.
- Avoid being near the highest point of a venue.
- Individuals who feel their hair stand on end should assume the lightning safety position:
 - crouched on the ground, weight on balls of their feet, head lowered, and ears covered.
- Avoid lying flat on the ground

HURRICANE – CODE 252

Hurricane Preparation

Spowls Horizon Sports Park will work closely with Pinellas County Emergency Management to anticipate potential Tropical Storms and Hurricanes and protect the property from damage. Operational procedures and associated responsibilities according to the stages of a hurricane are outlined in the Pinellas County Hurricane Planning Guide.

Action Steps:

When there is potential for a hurricane, the General Manager:

- Ensure that the Hurricane Planning Guide is complete
- Evacuate and close the Facility if asked by the County to do so
 - Once the hurricane is over, the General Manager will:
- Conduct employee welfare checks to understand the status of Team Members.
- If the Facility has sustained damage, ensure no one enters Facility until the authorities verify it
 - is safe to do so.
- Contact the police if any looting has occurred. Do not try to apprehend or stop any looters. Do
 - not put any Spowls Horizon Sports Park Team Members at risk.
- Once it is safe to return to Facility, assess any damage and refer to the Damage Checklist.
- Once power is restored, breakers need to be checked and reset.
- Take photographs to document structural and property damage and loss of
 - merchandise/property. Keep all paid service receipts.

- Separate damaged goods from non-damaged goods, if possible.
- Document non-scheduled Team Member working hours spent cleaning up any damage.
- Be aware of flood possibilities as the storm moves inland. If sewer water is present (or possibly exists) take appropriate precautions.
- Direct any media inquiries: awhittaker@sportsfacilities.com.

TASK

When a Tropical Storm develops and the long term forecast may impact your location, accomplish the following:

- Make Provisions to work with limited cash, water, sewer and no power
- Make provisions for alternate communications
- Tune to local Radio and TV for updated responses for your community
- Log onto the National Hurricane Center Website at www.NHC.NOAA.gov for storm updates
- It may be a good idea to keep cell phones fully charged at all times
- Follow all instructions given by local authorities. Communicate those instructions to your RM
- Be prepared to evacuate the Facility, if necessary.
- Review both your safe shelter and assembly areas with all associates
- Check rooftops for any signs of damage and make necessary arrangements for repair prior to storm impact. Remove loose debris from rooftop. Check for signs of obvious roof defects, loose flashing, torn seams, loose sign panels, loose HVAC panels, and materials around HVAC curbs.
- Be sure all roof mounted equipment is properly strapped down. If necessary, ask the property manager to confirm this has been done.
- Ensure all downspouts/ roof drain/ loading dock exterior drains are free of debris and working properly
- Confirm all fire exits and receiving door are properly locked and secured
- Establish an alternate meeting location, and a time for team members in case damage is severe and communications are disrupted
- Update your emergency contact list and distribute to all Facility leaders. Have primary and secondary contact information for all of your team members especially if evacuation is required.
- Establish who your first responders are. First Responders are generally those team members who live closest to the Facility. (Those who don't have far to drive, can walk or ride a bike)
- Ensure you have a current copy of your emergency procedures
- Ensure all battery-powered emergency lighting is in working order
- Have flashlights and batteries on hand and easily accessible for all team members
- Ensure your Facility has a battery powered weather radio, if not purchase one
- Ensure emergency First Aid is stocked
- Check hurricane evolution level and FEMA flood maps to determine if the store is vulnerable to storm surge or freshwater flooding
- Communicate regularly with your RM on storm and Facility status
- When a hurricane develops and the projected path shows the potential for land fall in your region with 72-92 hours, determine with the Regional Manager at what point the Facility will stay open before projected landfall, for safe evacuation. Once this is determined, take the following steps to close the Facility:
 - Cover and move any necessary equipment
 - If covering doors/windows with plywood is necessary for proper storm protection, partner with Fields Maintenance prior to doing so
 - Within 48 hours of a hurricane landfall, accomplish the following:
 - Protect computers/POS/cash register/electronic equipment near doors/windows
 - Protect Facility paperwork by moving to upper shelves. Wrap in garbage bags for added protection.

- Move merchandise away from doors/windows towards the middle of the building.
- Retrieve all vending racks, portable signs, tables, signs, trash cans, etc. and secure.
 - Prior to evacuating the Facility, and it is safe to do so:
- Ensure every item above is addressed
- Communicate to the RM where and how Facility management can be reached after the storm

FACILITY PREPAREDNESS

The General Manager (GM) is the initial person in charge of the site until relieved by first responders. The Facilities Manager is second in command and responsible for:

Planning and executing evacuation drills and shelter-in-place training events Conducting monthly reviews of the EAP plan and providing updates if necessary

Ensure all contact information, emergency evacuation maps, team member rosters, and building inspections are up to date

RESCUE MEDICAL ASSISTANCE

Team members may provide medical assistance to others in accordance with their training until first responders arrive.

RESPONSIBILITIES

Facilities Manager: Mechanical and electrical rooms and all technical spaces

Food and Beverage Director: All concession areas, including storage, freezers and coolers

Manager on Duty: All offices and coordinating with other management to ensure staff and fan safety.

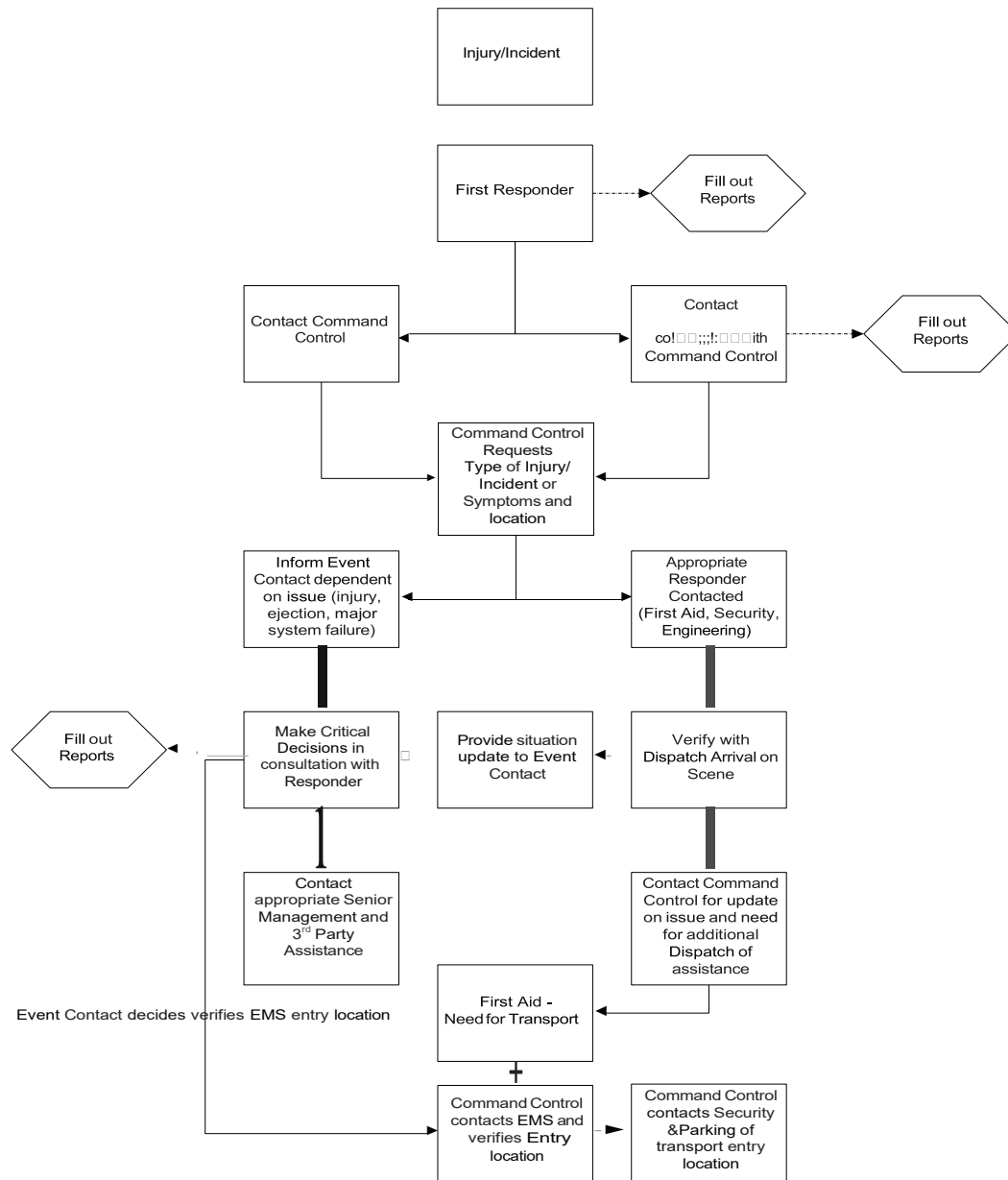
What body part was injured, if any?											
Head	Face	Forehead	Eye	Cheek	Nose	Lip(s)	Teeth	Neck	Shoulder		
		Arm		Elbow	Hand	Finger(s)	Torso	Back	Hip	Thigh	Knee
	Shin	Calf		Ankle/Foot	Toe(s)						
Specifically indicate what part of the body part was injured (e.g., Right pinky toe):											
Did you observe any of the following?											
Blood	Bruising	Abrasions	Cut(s)	Burn(s)	Fainting	Dizziness	Seizure	Vomiting			
Intoxication Possible Drug-Related Behavior											
Examine the incident location and report any findings regarding facility conditions, surroundings, etc.:											
Sport Involved:						Practice or Competition?					
Equipment Involved?						Equipment Age:					
Description of Injury:						Type of Injury:					
Type of Aid Given:						Administered By:					
Was 911 Called:											
Was the Subject taken to the Hospital? ☐ Yes ☐ No						If yes, what hospital?					
If the Subject was not taken to hospital, what action was taken?											
Do you question the validity of the claim? ☐ Yes ☐ No											
If yes, why?											
WITNESSES											
Witness #1:						Relationship:					
Address:						Phone:					
Comments:											
Witness #2:						Relationship:					

Address:	Phone:
Comments:	
Witness #3:	Relationship:
Address:	Phone:
Comments:	

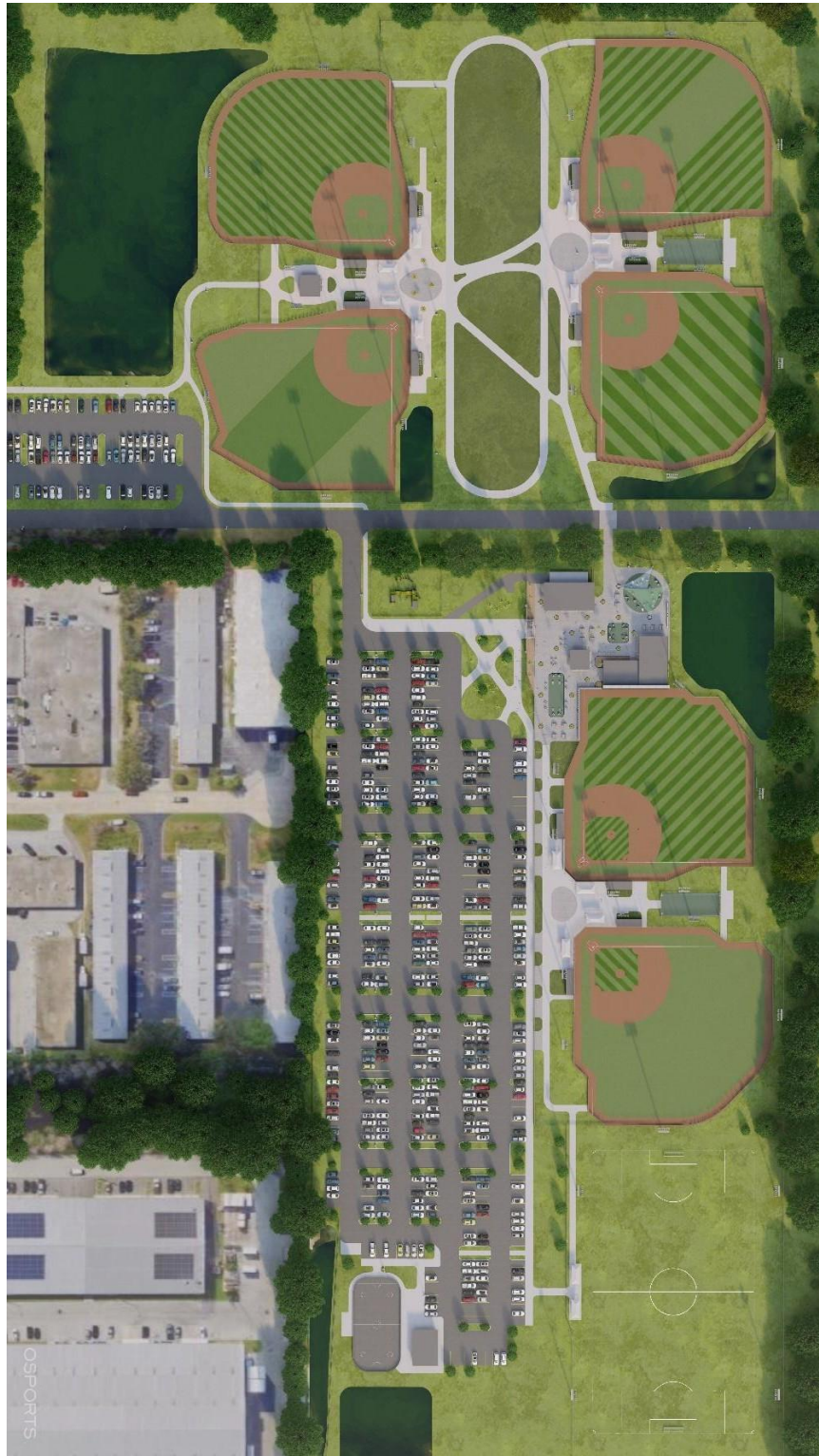
Name and signature of person completing report

Signature of Manager

EMERGENCY COMMUNICATION PROTOCOL



ATTACHED MAP – Sprowls Horizon Sports Park



LIST OF ATTACHMENTS

- 1. EVACUATION PUBLIC ADDRESS ANNOUNCEMENT**
- 2. CHECKLIST - SEVERE WEATHER / STRUCTURAL DAMAGE**
- 3. CHECKLIST - POWER FAILURE**
- 4. GENERAL - FIRST AID**
- 5. ENGINEERING CHECKLIST (Damage Assessment)**
- 6. BUILDING MAINTENANCE SAFETY PROCEDURES**
- 7. BOMB THREAT CALL FORM**

ATTACHMENT 1

EVACUATION PUBLIC ADDRESS

ANNOUNCEMENT LADIES AND GENTLEMEN – YOUR ATTENTION PLEASE!

LADIES AND GENTLEMEN – YOUR ATTENTION PLEASE!

DUE TO UNFORESEEN CIRCUMSTANCES, SPROWLS HORIZON SPORTS PARK WILL NEED TO BE EVACUATED. FACILITY PERSONNEL THROUGHOUT THE BUILDING ARE STANDING BY TO ASSIST YOU TO THE NEAREST EXIT. PLEASE PROCEED IN A CALM AND ORDERLY FASHION TO THE NEAREST EXIT, NOW. PUBLIC SAFETY OFFICIALS WILL BE AVAILABLE OUTSIDE TO PROVIDE FURTHER ASSISTANCE.

THANK YOU FOR YOUR ASSISTANCE IN THIS PROCESS.

(INSERT ABOVE IF BOMB RELATED) PLEASE DO NOT USE CELLULAR PHONES UNTIL YOU ARE MORE THAN 300 FEET AWAY FROM THE BUILDING.

ATTACHMENT 2

INCIDENT CHECKLIST

SEVERE WEATHER / STRUCTURAL DAMAGE

Keep calm. Do not run or panic. Remain where you are: indoors or outdoors.

IF INDOORS:

- Stay indoors or under covered areas. Take cover under a desk, table, or bench, or in doorways, halls, or against inside walls. Stay away from glass windows and doors. Do not run outside as you may be hit by falling debris or live electrical wires.

IF OUTDOORS:

- Get away from the venue. Go to clear areas and stay away from walls, utility poles, and downed wires that could cause serious injury or death.
- Do not run through or outside buildings. The greatest point of danger is just outside doorways and close to outer walls/fences.
- Turn on a portable radio. Do not use the telephone, except to report emergencies.

As soon as it is safe to do so, Operations personnel will make a preliminary inspection of the facility paying particular attention to:

- Water leaks
- Gas/chemical leaks
- Electrical damage
- Structural damage

ATTACHMENT 3
INCIDENT CHECKLIST

POWER FAILURE

- Prepare to evacuate on short notice.
- Monitor emergency radio and television stations on portable battery-operated units.
- Store and lock valuables before leaving your work area. Box office personnel should follow money vault procedures.
- Security office or operations on duty notify 9-1-1 for emergency response and power restoration by Santee Cooper.
- Follow the instructions and advice issued by the City's public safety department officials.
- Seek necessary medical care at the nearest first aid stations.

The Operations Manager or Designee shall determine the cause of power failure and report the status to the General Manager or his authorized representative.

ATTACHMENT 4

GENERAL FIRST AID

- Keep the injured person lying down, covered, and warm. Call Paramedics, MOD, and Event Manager during events.
- Don't move the individual except from an area that would further endanger his/her life.
- Do not give the unconscious or semi-conscious person anything to drink.
- Do not let an injured person see their wounds.
- Reassure him/her and keep the individual comfortable.
- Take the accident report and submit it to the Event Manager within 24 Hours of the accident

ATTACHMENT 5

OPERATIONS CHECKLIST (Post Incident Damage Assessment)

BUILDING STRUCTURE

- Exterior structure
- Roof areas and overhangs
- Interior wall sections (reinforced walls, partitions, etc.)
- Flooring (concrete, tile, etc.)
- Equipment pads
- Columns, beams, and all steel structures

MECHANICAL

- Large equipment condition (thermal unit, absorption unit, ice harvester, AHUs, etc.)
- Broken piping and hangers
- All safety requirements

FIRE PROTECTION

- Sprinkler Alarms, and their related components
- Damaged sprinkler heads, fire hose stations, etc.
- Broken pipes and pipe support
- Alarm panel board

ELECTRICAL

- Main Switch Gear
- Loose wiring
- Broken fixtures and light bulbs
- Control Panels

MISC. ITEMS

- Ceiling tiles
- Floor tiles
- Curtain walls (air walls)
- Ceiling registers, and diffuser
- "EXIT" doors (and any other doors).
- Kitchen equipment
- Freezer, coolers, etc.

ATTACHMENT 6

BUILDING MAINTENANCE SAFETY PROCEDURES

A. ELECTRICAL

If a short circuit exists inside the stadium, notify the Operations Manager or Designee to turn off the electricity at the electrical distribution panel. The Operations Manager or Designee should then report the status to the General Manager or authorized representative.

Keep personnel and guests clear from the area until safe to return.

B. GAS

Inspect leaky pipes by smell only. Do not use candles, matches, or other open flames.

If you smell gas, open windows, and doors so gas can escape. Contact the Operations Manager or Designee to shut off the main valve at the meter. The Operations Manager or Designee should then report the status to the General Manager or authorized representative.

Keep personnel and guests clear from the area until it is safe to return.

C. WATER

If water is leaking inside the facility, notify the Operations Manager or Designee to shut off the main valve. The Operations Manager or Designee should then report the status to the General Manager or authorized representative.

Keep personnel and guests clear from the area until it is safe to return.

ATTACHMENT 7

BOMB THREAT CALL FORM

Date _____ Location _____ Time _____

Stay calm - listen carefully - be polite - do not interrupt the caller. Keep the caller talking; get as many details as possible!

Find out:

What kind of bomb?

Where is it located?

When will it go off?

Why was it placed?

What group are you with?

Determine:

Male/Female _____ Adult/Teen/Juvenile _____

Type of voice: Loud _____ Soft _____ Articulate _____
Rough _____ Deep _____ Intoxicated ____ Other _____

Speech: Fast/Slow _____ Distinct _____ Slurred ____ Other _____

Pitch: High _____ Low _____ Varied _____

Accent: Y/N _____ Local _____ Foreign/regional ____ Other _____

Style: Angry _____ Frantic _____ Calm _____
Slurred _____ Laughing _____ Steady _____

Background noises: Machinery _____ Office _____ Factory _____
Planes _____ Trains _____ Subway _____
Street _____ Cars _____ Crowd _____
Bus _____ Other _____

Former Employee: Yes/No ____ Customer ____

Other Information:

Employees who received information:

Instructions for Person Who Received Call

After you have listened to the caller and taken notes on the form above and you are no longer talking to the caller, call SENIOR MANAGEMENT with a "Code Blue." Then call EACH channel on the radio and say the following:

"Clear this channel. Clear this channel. We have a Code Blue. We have a Code Blue. Go to Channel 1. Go to Channel 1."

The Receptionist/Person who received the call then goes to Channel 1. A predetermined group of employees will meet in the conference room as well as representatives from the event. After a brief meeting, employees will check their preassigned areas for suspicious packages and meet at the following places after 15 minutes of searching.