



EMERGENCY ACTION PLAN



EMERGENCY ACTION PLAN
The Fort Bend Epicenter

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.

Gus Le Grand
General Manager- *Fort Bend Epicenter*

EMERGENCY TELEPHONE NUMBERS

City Contacts

All emergency calls will be initiated by the Fort Bend Epicenter staff upon instruction and direction from the General Manager or his designee.

Emergency Contact List

Management

	Cell Phone
Sharilyn Mayhugh – General Manager	512.731.1059
Howard Butler – Director of Operations	281.935.4478
India Johnson – Events Director	281.906.0269

***Call Down List in Order**

Sharilyn Mayhugh; General Manager	512.731.1059
Howard Butler; Director of Operations	281.935.4478
India Johnson; Events Director	281.906.0269

Following Numbers are for Reference Only

Call only if directed by G/M or Manager on Duty

Business Development & Event Services

India Johnson	281.906.0269
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Finance

Lisa Stiba	281.415.1804
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Overnight Emergency Procedures

During overnight shifts in the Epicenter, when the building is not open to the public, emergency management authority rests with the City of Rosenberg 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:

	Cell Phone
Sharilyn Mayhugh; General Manager	512.731.1059
Howard Butler; Director of Operations	281.935.4478

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:

	Cell Phone
Howard Butler, Director of Operations	281.935.4478
India Johnson, Director of Business Development	281.906.0269

EMERGENCY PLAN

I. STATEMENT OF PURPOSE

The Emergency Plan initiated by Fort Bend Epicenter addresses situations that could:

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

As identified in the Fort Bend County Multi-Departmental Emergency Plan, 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 the FB Epicenter and or its parts. This plan is for **internal** use by **FB Epicenter personnel and Public Safety Officials only**.

II. 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:

- Director of Operations
- Director of Business Development
- MOD
- Senior Full time Personnel

III. COMMAND POST

Key FB Epicenter supervisors and contractors are instructed to report to the Guest Services office area located on the west lower level of the Epicenter. The alternate location will be located at the west dock logistic office. If either of these areas are deemed to be unsafe or inaccessible, the Epicenter management team will designate an alternate location. Radios, blueprints, alarms, etc., provided at each location for access by emergency workers. Initial emergency responders from the Rosenberg Fire Department, Rosenberg 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 Epicenter staff.

In case of an emergency, the following Epicenter officials will be present: General Manager, Director of Operations, Director of Business Development, Logistics Coordinator, and designated event promoter. Actions will be coordinated with City public safety officials present in the command center.

IV. RADIO COMMUNICATIONS

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

V. PUBLIC INFORMATION

- Prior to being released, information to either the news media or general public concerning emergency activities within, will be coordinated jointly between the Epicenter and City's public safety departments, per established procedure in the FB Epicenter Emergency Operations Procedures. To further prevent the release of inaccurate information, all Epicenter employees will direct any media inquiries to the General Manager or his designee immediately.
- Representatives of 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 City Public Safety Departments.
- During an event, the General Manager or his designee will direct the Security personnel to make the appropriate emergency announcements to FB Epicenter patrons.

Emergency Structure

An emergency is any unplanned event, which may cause injuries and or death, to guests or employees; interrupt normal business operations; physical or environmental damage; or can threaten the facility's financial standing or public image. Emergencies range from being irritations that cause minor disruption to catastrophic events that forever scar individuals and organizations. It is important to be able to recognize an emergency situation, 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 outline 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, assumes the overall leadership role in the building while liaison with the Fort Bend Police Department Officer in charge and the responding emergency agencies.

Operations MOD or RPD 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 arena during events; prime contact with team representative and or promoter; will execute the necessary response plan when authorized by Manager on Duty.

***Responding Agencies** – Rosenberg Fire Department, EMT's/paramedics, Sheriff's Office, State Troopers, etc...will confer with RPD Event Officer in Charge on Duty upon arrival.

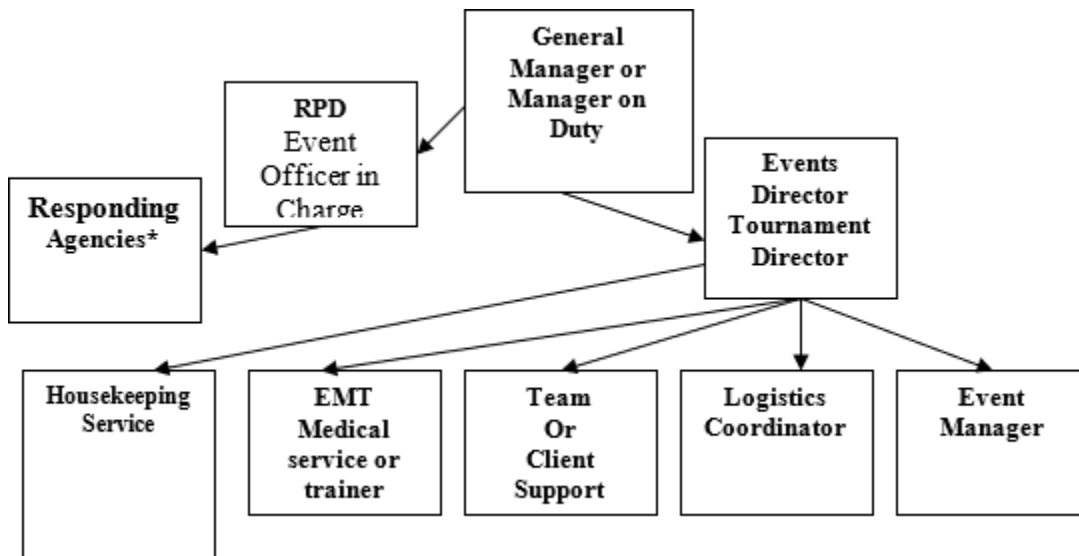


Figure 1: - Event Emergency Management Structure

V.I BOMB THREATS – CODE BLUE

ELEPHONE OPERATOR PROCEDURE

All Epicenter employees must familiarize themselves with Rosenberg Police Department Bomb Threat and Emergency Procedures. All personnel will have a copy of the bomb threat call checklist at their desks at all times. Additional training on handling bomb threat calls and identifying suspicious packages will be conducted by the Rosenberg Police Department.

Upon receiving a bomb threat, the operator should attempt to keep the caller on line as long as possible and complete the checklist. If the threat is received through the main switchboard, make note of which trunk line the call is received on.

IMPORTANT: Do not discuss the call with anyone else except those personnel mentioned above. It is extremely important to follow all procedures as outlined.

NOTIFICATION

General Manager or their designated representative will assume primary responsibility for notification of a bomb threat. Director or designee will notify the city’s 9-1-1 system. The 9-1-1 operator will take appropriate information and make subsequent Government notifications. Fort Bend Epicenter notifies department heads and sub-contract services personnel, as needed.

SEARCH ACTION – IDENTIFIED OVER THE RADIO AS A “CODE BLUE”

Search Action (**Code Blue**) will be conducted using the sweep procedure outlined on page 14. **Any suspicious object which could be an explosive device must not be disturbed by anyone.** Rosenberg Fire Department (RFD) Bomb Squad will be notified immediately by responding RFD supervisor.

- General Manager or designee notifies 9-1-1 and describes the situation to the operator. The Rosenberg Fire Department will, upon arrival at the scene of the suspicious object, assume command and take appropriate action.

In the event a partial or full evacuation of occupants is ordered, the following actions will be taken by the Epicenter staff:

- Commence evacuation of occupants. Persons located nearest the incident site and disabled/special needs patrons will be evacuated first. Safe areas will be outside the building at least 300 feet away.
- Operations Department personnel will shut down mechanical systems in the facility as required and will be available for assistance to the Incident Commander.
- If ordered by the Incident Commander, public safety officials are responsible for the safe evacuation of FB Epicenter patrons once they are 300 feet away from the building.

NOTE: FORT BEND EPICENTER STAFF SHALL NOT TRANSMIT 2 WAY RADIOS OR CELLULAR PHONES WITHIN 300 FEET OF SUSPICIOUS OBJECT. RADIO FREQUENCY COULD TRIGGER DEVICE. A PUBLIC ADDRESS ANNOUNCEMENT WILL BE MADE REQUESTING THE SAME OF FORT BEND EPICENTER OCCUPANTS.

Search responsibilities:

STAFF

AREA

Maintenance

Manager- Mechanical and electrical rooms and all technical spaces

Food and Beverage

Manager - All Kitchen areas, to include storage, freezers & coolers

Manager On Duty - All offices and climbing area

Logistics Coordinator - All Storage areas, including stairwells and roof tops

SWEEP/VERIFICATION/ALL-CLEAR

The primary purposes for the sweep is to search for suspicious packages or potential explosive devices, after a bomb threat is received or to check for the Epicenter patrons or employees who remain after a building evacuation.

DURING EVENT

A sweep will begin simultaneously in the upper areas on all sides of the building and work downward. Depending on the type of event, seating capacity and locations will vary on the event floor.

Operations and Logistics personnel will sweep all levels, Epicenter maintenance rooms, storage areas, offices, and any other areas of access such as ramps, stairwells, and rest rooms.

Epicenter personnel will sweep areas which include all offices, seating areas, Food court, rest rooms, janitor closets, trash containers, stairwells, and other areas of responsibility.

Food and Beverage, and merchandise vendors, are responsible for sweeping their work areas for suspicious packages and notifying anyone present to evacuate the facility.

DURING NON-EVENT TIMES

Operations personnel will sweep all areas indicated above.

Food and Beverage Manager will sweep all food service areas as noted above

A. FIRE - CODE RED

The Epicenter is fully equipped with a sprinkler system and fire extinguisher suppression system, located on all concourses, suites, offices and back of house areas (meeting rooms) and common areas, throughout the stadium.

- Fire Pump Room: Located east side lower level **rm 162**.
- Fire Command: Located east side lower level **rm 164**.

It is the responsibility of the Manager on Duty to coordinate and assist with emergency actions through the Rosenberg Fire Department.



Upon any fire or smoke related incident at the Epicenter, being observed or reported to the Epicenter officials, immediate notification must be made to on-site Rosenberg Fire Department and Police Department personnel, via the Command Post, which is located in the west dock area. When in extreme emergencies, call 9-1-1. After a fire has been extinguished, the Operations Director or designee in cooperation with the Fire Department, supervises salvage operations and the restoration of sprinkler protection. The system is monitored 24 hours a day.

I. Steps to be taken in the event of a fire or fire alarm:

1. If the Epicenter is in general alarm (ie strobes flashing, and annunciator saying to evacuate the building), then remain calm and inform patrons that the alarm is being investigated, and they do not have to leave. If they wish to leave, they may, and then return when the alarm is cleared.
2. The reporting staff member will call the Manager on Duty on the events channel and report that the Fire Alarm system has been activated and they need to call 911. The Manager on Duty is to be notified via radio with the message that the Fire Alarm system has been activated and he/she will determine if an evacuation is necessary.

3. If the fire alarm panel shows an alarm, but the Epicenter is not in a general alarm status, then the office personnel will silence the fire alarm panel and relay the location of the active fire device to the operations department, security, and event coordinator via radio. The nearest staff member will investigate to verify if a fire exists. If no fire is detected, the office staff member silences the alarm immediately, and resets the panel. If a fire does exist, and the staff member investigating the fire decides if the fire is uncontrollable then they should pull the nearest pull station, so the building goes into general alarm. They also called the Manager on Duty on channel 1 and report that we are experiencing a fire, the fire alarm has been activated and they need to call 911. The Manager on Duty is to be notified via radio with the message that an actual fire is occurring and he/she will determine if an evacuation is necessary.

When calling 911, the following information needs to be provided to the 911 operator:

LOCATION: Fort Bend Epicenter

ADDRESS: 28505 SW Freeway, Rosenberg, TX 77471

LOCATION OF FIRE: LOBBY, MULTIPURPOSE, DOCK, SPECIFIC MEETING ROOM, ETC.

The Epicenter General Manager or Designee will assign staff, to ensure the facility fire pumps are operational. If not, pumps should be turned on manually. Once the fire pumps are operational, the Operations Staff shall proceed to the Command Post at the designated location.

3. Fire alarm sensors (as indicated in the fire control panel located in the Fire Panel Room). At this time the Operations Manager or Designee will investigate the cause of the alarm. **Note: the public address system and voice alarm are captured and ready for use if needed.** After the specified time has elapsed, appropriate actions will be taken by the Operation Manager or Designee.

Fire Alarm and Detection

Manufacture and Model

Edwards United Technology
iO Series Fire Panel

Zones and Stages

There are 135 degree-F heat detectors in normal temperature spaces and in elevator equipment rooms, sheaves and boiler room. There is alarm status reporting for extinguishing systems, sprinkler flow switches and tamper switches. This system detects and reports on wet pipe sprinkler system.

Sequence of Operation

Smoke control mode is automatically activated from a signal from the fire alarm system detecting smoke in the stadium from the air sampling detectors, or manually through the fire department Firefighter Control Panel (FFCP).

Detectors

Heat:

Intelligent thermal detectors rated at 135 degrees Fahrenheit.

EVACUATION

PARTIAL BUILDING EVACUATION PROCEDURES - IDENTIFIED OVER THE RADIO AS A “CODE RED”

In the event of an isolated/minor emergency, persons in the immediate area may be asked by Epicenter personnel to evacuate the area. They will be directed to safe areas until the danger has passed. Epicenter personnel and event staff will assist patrons in evacuating the facility. **When identifying this situation over the radio, identify it as having a “I Have a Code Red in (location).”**

Based on information provided at the time of the emergency, fire and police department incident commanders have authority to order an evacuation of the building for public safety reasons. In all other cases, it is the sole responsibility of the General Manager/ Manager on Duty or his/her designee to order an evacuation.

The evacuation of FB Epicenter patrons to the exterior of the facility is the responsibility of the venue. Epicenter staff shall familiarize themselves with the locations of all fire hose valves, extinguishers and exit routes from their assigned areas, per Fire Marshal requirements. Primary exit from the stadium is through any exterior door clearly marked with an **EXIT** sign.

All stairways must be safe to exit. Each one will be inspected by staff and event security prior to any evacuation order.

At the start of an evacuation, elevators will automatically shut off during alarm activation, or should be shut off manually by the Epicenter logistics or operations staff.

FB Epicenter and all subcontractor staff shall establish contact with their supervisors for emergency instructions.

The General Manager/MOD, Director of Operations, Director or Business Development, and highest ranking member of the facilities staff shall report directly to designated control or other designated location, depending upon current circumstances.

Patrons will be assisted in the evacuation by staff and event logistics via the nearest safe exit from the building.

All employees understand their first responsibility is to serve FB Epicenter patrons and aid in their safe/expedient evacuation. Upon the completion of the evacuation, staff shall exit the building and report to the following locations for a head count:

<u>Department</u>	<u>Location</u>
All Staff and Patrons	Primary location – Guest Services
All Staff and Patrons	Secondary Location – RV Lot

MOBILITY IMPAIRED PATRONS

Special attention will be provided to disabled patrons. Guests will be evacuated with assistance from Guest services staff or and security staff to designated areas. At the start of an evacuation, elevators will be shut off, therefore do not put anyone on an elevator.

BOX OFFICE PROCEDURES

Box Office Representative (Shift Lead) or designee will instruct ticket sellers to secure all ticket receipts and ticket stock. All box office employees are to exit the facility through nearest exit door and proceed to the Administration Office or evacuation location on exterior of building.

POST EVACUATION PROCEDURES

The General Manager or designated representative will advise the supervisory staff of post evacuation procedures and actions as dictated by the situation. Supervisory staff will then advise all other Epicenter and event personnel of the aforementioned information.

Epicenter Management will disseminate information via the media and other means regarding refund policy, if any.

Team Evacuation:

During Game:

- Players, coaches, and officials will be escorted to a central location. If the need to evacuate arises, then they will be escorted out of the facility to designated areas.
- Family members will be notified and will be reunited at evacuation locations following head count and personnel verification.

VI. 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.

VII. ACTIVE SHOOTER - CODE BLACK***ACTIVE SHOOTERS - HOW TO RESPOND*****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 firearm(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 dealing with an active shooter situation

- **Be aware of your environment and any possible dangers.**
- **Take note of the nearest two exits in any facility that you visit.**
- **If you are in an office, stay there and secure the door.**
- **If you are in a hallway, get into a room and secure the door.**
- **As a last resort, attempt to take the active shooter down. When the shooter is at close range and you cannot flee, 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 customers and clients are likely to follow the lead of employees and managers during an active shooter situation.

1. 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 the 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.

2. Take Cover

If the 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 the shots are fired in your direction (i.e., an office with a closed and locked door)
- Not trap 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 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.

3. 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 improvising 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 the officer's instructions.
- Put down any items in your hands (i.e., bags, jackets)

- Immediately raise your hands and spread your fingers.
- Always keep your hands visible.
- Avoid making any quick movements toward officers such as holding onto 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** the officers are entering the premises.

Information to provide to law enforcement or 911 operators:

- 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 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.

Once you have reached a safe location or 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.

RECOGNIZING POTENTIAL WORKPLACE VIOLENCE

An active shooter in your workplace may be a current or former employee, or an acquaintance of a current or former employee. Intuitive managers and coworkers may notice characteristics of potentially violent behavior in an employee. Alert your Human Resources Department or Manager/Supervisor, if you believe an employee or coworker exhibits potentially violent behavior.

Indicators of Potential Violence by an Employee

Employees typically do not just “snap”, but display indicators of potentially violent behavior over time. If these behaviors are recognized, they can often be managed and treated. Potentially violent behaviors by an employee may include one or more of the following (this list of behaviors is not comprehensive, nor is it intended as a mechanism for diagnosing violent tendencies):

- Increased use of alcohol and/or illegal drugs
- Unexplained increase in absenteeism: vague physical complaints
- Noticeable decrease in attention to appearance and hygiene
- Depression / withdrawal
- Resistance and overreaction to changes in policy and procedures.
- Repeated violations of company policies
- Increased severe mood swings.
- Noticeable unstable, emotional responses
- Explosive outbursts of anger or rage without provocation
- Suicidal; comments about “putting things in order.”
- Behavior, which is suspect of paranoia, (“everybody is against me”)
- Increasingly talks of problems at home.
- Escalation of domestic problems into the workplace; talk of severe financial problems.

- Talk of previous incidents of violence
- Empathy with individuals committing violence.
- Increase in unsolicited comments about firearms, other dangerous weapons and violent crimes.

MANAGING THE CONSEQUENCES OF AN ACTIVE SHOOTER

After the active shooter has been incapacitated and is no longer a threat, management should engage in post-event assessments and activities, including:

- An accounting of all individuals at a designated assembly point to determine who, if anyone, is missing and potentially injured.
- Determining a method for notifying families of individuals affected by the active shooter, including notification of casualties.
- Assessing the psychological state of the individuals at the scene, and referring them to health care specialists accordingly
- Identifying and filling any critical personnel or operational gaps left in the organization because of the active shooter.

VIII. SEVERE WEATHER – CODE GREEN

Fort Bend Epicenter Staff works closely with the City of Rosenberg Office of Emergency Management, along with the National Weather Service Severe weather bulletins are sent to senior staff, for any potential weather threats in the area.

When a severe weather is broadcast during an event at the Epicenter, and the threat of lightning is approaching, the management team will assemble either in the Logistics Control or 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 Epicenter, if patrons will be allowed to return to their seats, after the threat is over. Any event that is delayed, will not resume until 30 minutes after the last lightning strike in the area, is over 6 miles away. If within that time period, another lightning strike occurs, then the clock will re-set to 30 minutes.

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, THE FORT BEND EPICENTER 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.

MESSAGE TO BE PUT ON SCORE BOARD

ATTENTION: PLEASE VACATE THE STADIUM IN A CALM AND ORDERLY MANNER NOW.

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 stadium. 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 (shut water off to boilers - water in boilers may be used for drinking)
 - 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 notifies 9-1-1 for emergency response and power restoration by Centerpointe Energy.
- Follow the instructions and advice issued by the City’s public safety department officials.
- Seek necessary medical care at nearest first aid stations.

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

ATTACHMENT 4

GENERAL FIRST AID

Keep injured person lying down, covered and warm. Call Paramedics, MOD, and Event Manager during events.

- Don’t move the individual except from an area which would further endanger his/her life.
- Do not give 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 accident report and submit it to the Event Manager within 24 Hours of accident.

CLEANING:

BLOOD BORN PATHOGENS – EXPOSURE CONTROL PLAN & CLEAN UP PROCEDURES

Affected Personnel: HOUSEKEEPING, FOOD & BEVERAGE, EVENT SECURITY

Responsibility

The Facility Manager and Sports Coordinator are responsible for ensuring their employees comply with the provisions of this plan.

The Operations Department is responsible for providing all necessary supplies such as personal protective equipment, soap, bleach and Hepatitis B vaccinations identified in this procedure.

The Facility Manager or Sports Coordinator will be responsible for training and ensuring Operations – Housekeeping staff and Coaches staff members are aware of how to deal with bodily fluid spills and for disposing waste.

Engineering and Work Practice Controls

Don't touch or use anything that has the victim's body fluid on it without a barrier between you and the fluid. The safest assumption is that all body fluids are infectious and must be treated accordingly.

Universal Precautions

Universal Precautions are the minimum acceptable work practice for protection against transmission of blood born pathogens in the workplace.

It is the practice of treating all blood and other potentially infectious material as if it is infectious with blood born pathogens and avoiding all direct contact with this material.

Using Universal Precautions potentially excludes urine, feces, vomit, nasal secretions, saliva in non-dental settings and sweat from cautionary handling. Although these body fluids are not potentially infectious with blood born pathogens all except sweat may be infectious with other diseases. The following protocols exist to protect oneself from infection.

- Universal precautions will be observed by all Operations employees in order to prevent contact with blood or other potentially infectious materials. All blood or other potentially infectious materials will be considered infectious.
- Employees must wash their hands or other skin with soap and water, or flush mucous membranes with water, as soon as possible following an exposure incident (such as a splash of blood to the eyes or an accidental needle stick).
- Employees must wash their hands immediately (or as soon as feasible) after removal of gloves or other personal protective equipment.
- Employees shall familiarize themselves with the nearest hand washing facilities. The Panama City Beach Sports Complex buildings are public access buildings; they have available hand washing facilities in public restrooms and janitorial closets.

Personal Protective Equipment

Where occupational exposure remains after institution of engineering and work controls, personal protective equipment shall also be utilized.

The Operations / Sports Department or contracted cleaning company will provide:

- Gloves
- Face shields
- Masks
- Eye Protection

The Operations / Sports Department or contracted cleaning company as appropriate will supply, replace or repair personal protective equipment as necessary at no cost to employees.

All personal protective equipment to be used will be based upon the anticipated exposure to blood or other potentially infectious materials. The protective equipment will be considered appropriate only if it does not permit blood or other potentially infectious materials to pass through or reach the employee's clothing, skin, eyes, mouth, or mucous membranes under normal conditions of use and for the duration of time for which the protective equipment will be used.

Employees must:

- Utilize protective equipment in occupational exposure situations
- Remove garments that become penetrated by blood or other potentially infectious material immediately or as soon as feasible
- Replace all garments that are torn or punctured, or that lose their ability to function as a barrier to blood born pathogens
- Remove all personal protective equipment before leaving the work area
- Place all garments in the appropriate designated area or container for storage, cleaning, decontamination, or disposal.

If a routine booster dose of Hepatitis B vaccine is recommended by U.S. Public Health Service at a future date, such booster doses shall be made available at no cost to the employee.

Post-Exposure Evaluation and Follow-Up

All exposure incidents shall be reported, investigated, and documented. When the employee incurs an exposure incident (blood born pathogens), it is to be reported immediately to the Facility Manager or Sports Coordinator as appropriate.

Following a report of an exposure incident, the exposed employee will go to their immediate Supervisor who will arrange through HR for a confidential medical evaluation and follow-up, including at least the following elements:

- Documentation of the route(s) of exposure
- A description of the circumstances under which the exposure occurred
- The identification and documentation of the source individual. (The identification is not required if the employer can establish that identification is impossible or prohibited by state or local law.)
- The collection and testing of the source individual's blood for HBV and HIV serological status
- Post-exposure treatment for the employee, when medically indicated in accordance with the U.S. Public Health Service
- Counseling
- Evaluation of any reported illness

The Healthcare professional evaluating an employee will be provided with the following information:

- A copy of this plan
- A copy of the OSHA Blood born Pathogen regulations (29 CFR 1910.1030)
- Documentation of the route(s) of exposure
- A description of the circumstances under which the exposure occurred
- Results of the source individual's blood testing, if available
- All medical records applicable to treatment of the employee, including vaccination status
- The employee will receive a copy of the evaluating healthcare professional's written opinion within 15 days of the completion of the evaluation.

The healthcare professional's written opinion for Hepatitis B vaccination is limited to the following:

- Whether the employee needs Hepatitis B vaccination
- Whether the employee has received such a vaccination

The healthcare professional's written opinion for post-exposure evaluation and follow-up is limited to the following information:

- That the employee was informed of the results of the evaluation
- That the employee was informed about any medical conditions resulting from exposure to blood or other infectious materials that require further evaluation or treatment.

All other findings or diagnoses will remain confidential and will not be in a written report.

All medical evaluations shall be made by or under the supervision of a licensed physician or by or under the supervision of another licensed healthcare professional. All laboratory tests must be conducted by an accredited laboratory at no cost to the employee. All medical records will be kept in accordance with 29 CFR 1910.1020.

Training

All high-risk employees (Janitors, Coaches, Event Crew) shall participate in a training program provided by their employer. Training will occur before assignment to a task where occupational exposure may take place and at least annually thereafter. Additional training will be provided when changes such as modification of tasks or procedures affect the employee's occupational exposure.

Any employee who is exposed to infectious materials shall receive training, even if the employee was allowed to receive the HBV vaccine after exposure.

The training program will include at least the following elements:

- An accessible copy of the regulatory text of 29 CFR 1910.1030 and an explanation of its contents
- A general explanation of the epidemiology and symptoms of blood born diseases
- An explanation of the modes of transmission of blood born pathogens
- An explanation of the employer's exposure control plan and the means by which the employee can obtain a copy of the written plan
- An explanation of the appropriate methods for recognizing tasks and other activities that may involve exposure to blood or other potentially infectious materials
- An explanation of the use and limitations of methods that will prevent or reduce exposure, including appropriate engineering controls, work practices, and personal protective equipment
- Information on the types, proper use, location, removal, handling, decontamination, and disposal of personal protective equipment
- An explanation of the basis for selection of personal protective equipment.

HEPATITIS B VACCINE DECLINATION

I understand that due to my potential occupational exposure to blood or other infectious materials that I may be at risk of acquiring Hepatitis B virus infection. I have been given the opportunity to be vaccinated with the Hepatitis B vaccine at no charge to myself. However, I decline the Hepatitis B vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring Hepatitis B, a serious disease. If in the future I continue to have occupational exposure to blood or other potentially infectious materials and I want the Hepatitis B vaccine, I can receive the vaccine series at no charge to me.

Print Name _____

Title _____

Signature _____ Date _____

BODILY FLUIDS – CLEAN UP USING SAFE N' EASY EMERGENCY CLEAN UP KIT

Affected Personnel: HOUSEKEEPING

Each Safe N' Easy Emergency Clean-Up Kit should contain the following:

- Emergency Clean-Up Powder
- oz. Pak 120:1 Pick Up Ratio Gels Over 5 Quarts of Liquid
- (1) Pair Seamless Latex Hospital Grade Gloves

- Added Touch Sensitivity, Strength and Protection
- (2) Pick Up Spatulas with Formed Handles
- Water Resistant for Strength and Easy Scoop Up
- (1) Large EPA Registered Germicidal Cloth
- (2) Black Disposable Bags with Twist Ties
- For Disposal of Non-Infectious Spills
- (1) Bio-Hazard Labeled Disposal Bag and Twist Tie
- For Outer Bag Disposal of Hazardous Waste Only
- (2) Sets of Velcro Strips per 6 Pack Box
- For Convenient Wall Mounting of Box

Housekeeping – Clean Up Procedure

Employees must perform all procedures involving blood or other potentially infectious materials in such a manner as to minimize splashing, spraying, splattering, and generation of droplets of these substances.

Staff responding to a “request to clean up a spill” will respond as follows:

- Take with them at least two Wet Floor Signs
- Wherever possible the Safe n’ Easy Emergency Clean Up Kit will be used
- Prior to cleaning the spill ensure that the Wet Floor signs are put in place
- If possible “Shut Down” the room or space where the spill has occurred
- Put on protective gloves and eye protection
- Open Emergency Clean-Up Powder packet. Sprinkle entire pouch over spill, starting from the outer edges and working to the center
- Wait approximately 30 seconds to 1 minute for spill to gel
- Take out the black bag disposal bags and open both of them. Roll down the tops of the bags until cuff is formed which will hold bags open
- Using spatulas, scoop up the gel and place in the first disposal bag
- Discard the spatulas in the first disposal bags
- Close the first bag with the twist tie
- Place first sealed bag into second Black Bag
- Open germicidal cloth and thoroughly wipe down the contaminated area. Discard in second disposal bag
- NOTE: SURFACE WILL BE MOIST WITH VISIBLE DROPS OF GERMICIDE. ALLOW THE SURFACE TO AIR DRY (APPROXIMATELY 10 MINUTES)

Take off gloves and place them into the second disposal bag

- Close the second disposal bag with the twist tie
- Wipe off your hands with the antiseptic towel
- If the spill is considered potentially infectious, place the closed Black Bags in the Red Bag and close with a twist tie
- The Red Bag is provided strictly as an outer bag to designate infectious waste
- If the spill is not considered infectious (Vomit, Non-Blood Body Fluid) – Do not use the RED bag. Discard the black disposable trash bags in the garbage dumpster in compliance with local regulations
- Take the trash bags, mop and bucket “back of house” or to a Janitor’s Closet
- Wearing gloves, clean the mop, wringer and bucket with a germicidal valve
- Hang the mop to dry

If the spill is considered potentially infectious

Take the Red Bag(s) to one of the following locations (depending on the location of the spill) and place in designated container:

First Aid/Sports Storage or Sports Performance

Notify either a Facility Manager or the Sports Coordinator who will make arrangements to have the bag(s) containing the infectious waste to be “picked up” by an appropriate infectious waste handler.

Personal Protective Equipment

- Disposable Latex Gloves
- Eye Protection

ATTACHMENT 5

OPERATIONS CHECKLIST

(Post Incident Damage Assessment)

BUILDING STRUCTURE

1. Exterior structure
2. Roof areas and overhangs
3. Interior wall sections (reinforced walls, partitions, etc.)
4. Flooring (concrete, tile, etc.)
5. Equipment pads
6. Columns, beams, and all steel structures

MECHANICAL

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

FIRE PROTECTION

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

ELECTRICAL

1. Main Switch Gear
2. Loose wiring
3. Broken fixtures and light bulbs
4. Control Panels

MISC. ITEMS

1. Ceiling tiles
2. Floor tiles
3. Curtain walls (air walls)
4. Ceiling registers, and diffuser
5. "EXIT" doors (and any other doors).
6. Kitchen equipment
7. Freezer, coolers, etc.

ATTACHMENT 6

BUILDING MAINTENANCE SAFETY PROCEDURES

A. ELECTRICAL

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

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

B. GAS

Inspect for 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 Director of Operations or Designee to shut off the main valve at the meter. The Director of Operations or Designee should then report status to the General Manager or authorized representative.

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

C. WATER

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

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

ATTACHMENT 7

BOMB

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:

Employee who received information: _____

THREAT CALL FORM

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. Switch to channel 1. Switch to channel 1.”

Receptionist/Person who received the call then goes to channel 1. A predetermined group of Team Members will meet in the conference room as well as representatives from the event. After a brief meeting, Team Members will check their preassigned areas for suspicious packages and meet at their predetermined areas after a 15 minute search.

Subject Description: Sex: [] Male [] Female Race: _____
Relationship: _____

Statement:

Witness 2:

Name: _____ Phone Number: _____

Address: _____

City: _____ State: _____ Zip: _____

Drivers Lic. # _____ D.O.B _____

SEAT LOCATION: Section: _____ Row: _____

Seat: _____

Subject Description: Sex: [] Male [] Female Race: _____

Relationship: _____

Statement:

INCIDENT DESCRIPTION (WHO/WHAT/WHERE/WHEN; state facts, avoid opinions, provide details, etc. lighting, substance on floor)

Vehicle Description: Year _____ Make _____ Model _____ Type _____

Color _____ Tag # _____ State _____

Photos or Video [] YES [] NO Storage Location:

Fort Bend Epicenter Incident Report

Incident Report # _____

Event: _____ Date: _____
Time: _____

Incident Location: _____
Incident Type: [] Altercation [] Ejection [] Injury [] Property Damage [] Trespassing [] Lost Child [] Other _____

SUBJECT INFORMATION:

Name: _____ Phone _____
Number: _____
Address: _____
City: _____ State: _____ Zip: _____
Drivers Lic. # _____ D.O.B _____
SEAT LOCATION: Section: _____ Row: _____
Seat: _____
Subject Description: Sex: [] Male [] Female Race: _____
Eye Color: _____ Hair Color: _____
Height: _____ Weight _____
Clothing: _____
Footwear: _____
Subject ID: [] Guest [] Employee [] Vendor [] Client []
Other _____
Subject's First Statement related to incident: _____

FIRST AID INFORMATION:

Did the subject receive First Aid? [] YES [] NO
Was First Aid Offered and Refused? [] YES [] NO
Is there a First Aid Report? [] YES [] NO
Report Prepared by [] EMT [] VENUE [] Other
Was subject transported? [] YES [] NO
Hospital _____
Transported by [] Ambulance [] Police [] Other _____
Appeared intoxicated or under the Influence? [] YES [] NO

POLICE INVOLVEMENT:

Officer(s)
Name: _____ Agency: _____
Badge # _____ Police Report: [] YES [] NO Report # _____ Arrest: [] YES [] NO

Witness 1:

Name: _____ Phone Number: _____
Address: _____
City: _____ State: _____ Zip: _____
Drivers Lic. # _____ D.O.B _____
SEAT LOCATION: Section: _____ Row: _____
Seat: _____

REPORT PREPARATION:

Date: _____

Time: _____

Employee: _____

Employee Signature: _____

Supervisor Signature: _____ Date: _____

EMERGENCY COMMUNICATION PROTOCOL

