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# EMERGENCY ACTION PLAN



## Legends Event Center Emergency Action Plan Purpose

This Emergency Action Plan (EAP) establishes procedures for handling emergencies at Legends Event Center to ensure the safety of all occupants, including staff, athletes, spectators, and visitors.

### Facility Information

- Address: 2533 Midtown Park Blvd, Bryan, Texas 7801
- Main Phone: 979-703-5095
- General Manager: Jamie Cox | [jcox@sportsfacilities.com](mailto:jcox@sportsfacilities.com)
- Maximum Occupancy: 4,587

### Emergency Contacts

#### Primary Emergency Contacts

- Emergency Services: 911
- Police Department (non-emergency): 979-361-3888
- Fire Department (non-emergency): 979-209-5580
- General Manager: 706-409-0145
- Maintenance Supervisor: 570-814-8946

#### Secondary Contacts

- Local Hospital: St. Joseph Health Regional Hospital: 979-776-3777
- Poison Control: 1-800-222-1222
- Utility Companies:
  - BTU: 979-821-5700

#### Emergency Response Team Roles

1. Manager-on-Duty (typically General Manager or highest-ranking staff member present)
  - Coordinates all emergency response efforts
  - Makes final decisions regarding evacuation
  - Communicates with emergency services
2. First Aid Responders
  - Minimum of 1 CPR/AED certified athletic trainer on duty during athletic competitions
  - Location of first aid kits and AEDs clearly marked on facility map

#### Evacuation Procedures Primary Assembly Points

- Front Parking Lot: Minimum 100 feet from building
- Rear Parking Lot: Near Williamson Park
- Alternative: Travis Fields

#### Evacuation Routes

1. Court Space
  - North Exit: Courts 1-4
  - South Exit: Courts 5-8
  - Emergency exits on all sides

2. Flex/Meeting Spaces
  - Main hallway to nearest emergency exit
  - Secondary route through rear patio doors
3. Upper Concourse
  - Primary: Main entrance
  - Secondary: Side entrances

### **Special Considerations**

- Disabled Persons: Assign specific staff members to assist
- Large Events: Additional exit monitors required
- Youth Programs: Implement buddy system and head counts

### **Emergency Scenarios Fire Emergency**

1. Activation Steps
  - Pull nearest fire alarm
  - Call 911
  - Begin evacuation procedures
  - Close doors to contain fire
2. Staff Responsibilities
  - Shift leads: Direct evacuation
  - Emergency Personnel: Assist injured
  - Front Desk: Provide emergency services with facility access
  - Maintenance: Shut off gas/electrical if safe

### **Medical Emergency**

1. Response Protocol
  - Assess scene safety
  - Call 911 if necessary
  - Provide first aid/CPR as needed
  - Clear area of spectators
  - Document incident
2. AED Locations
  - Front Desk (1 units)
  - Staff Office (6 unit)
  - Athletic Trainers Room (1 unit)

### **Severe Weather**

1. Tornado/Severe Storm
  - Monitor weather alerts
  - Move all occupants to designated shelter areas:
    - Interior rooms with no windows
    - Referees room
    - Restrooms
  - Avoid court space and areas with high ceilings
2. Lightning Protocol
  - Clear outdoor sand volleyball courts
  - Wait 30 minutes after last lightning strike before resuming outdoor activities

## 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 Threat

1. Run-Hide-Fight Protocol
  - Identify exits and escape routes
  - Secure rooms if evacuation is impossible
  - Last resort: Counter the threat
2. Lockdown Procedures
  - Lock all exterior doors
  - Direct occupants to secure rooms
  - Maintain silence
  - Wait for law enforcement

## Equipment Locations

- Fire Extinguishers: around perimeter of courts and flex rooms
- AEDs: Front desk, staff office, athletic trainers room
- First Aid Kits: Front desk, staff office, athletic trainers room

## Communication Procedures

1. Internal Communication
  - Primary: Two-way radios
  - Secondary: Cell phones
  - Emergency codes:
    - Code Red: Fire
    - Code Blue: Security Emergency
    - Code Black: Active Threat
    - Code Brown: Severe Weather
    - Code Amber: Missing person (lost child)
2. External Communication
  - Designated media spokesperson
  - Pre-written emergency messages
  - Social media updates protocol

## Training Requirements

1. Staff Training (Conducted Annually)
  - CPR/AED certification
  - Fire extinguisher use
  - Evacuation procedures
  - Emergency response roles
2. Documentation
  - Training attendance records
  - Certification copies

- Drill reports

### **Regular Testing and Maintenance**

1. Monthly Checks
  - Fire alarms
  - Emergency lighting
  - Exit signs
  - Communication equipment
2. Annual Drills
  - Fire evacuation
  - Severe weather
  - Medical emergency
  - Active threat response

### **Post-Emergency Procedures**

1. Assessment
  - Document all actions taken, attach Incident Report
  - Collect witness statements
  - Photograph any damage
  - Review security footage
2. Review and Update
  - Conduct after-action review
  - Update procedures as needed
  - Restock emergency supplies
  - Repair/replace damaged equipment

### **Plan Maintenance**

- Annual review required
- Update after any major incident
- Distribute to all staff members
- Post in key locations
- File copy with local emergency services

FACILITY MAP ATTACHED

