

**BOWLING GREEN STATE UNIVERSITY**

**DOYT PERRY STADIUM**

**EMERGENCY EVACUATION PLAN**

August 15, 2003

Doyt Perry Stadium  
Emergency Evacuation Plan

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**DOYT PERRY STADIUM**  
**EMERGENCY/EVACUATION PLAN**

I. OVERVIEW

A. OBJECTIVE

The objective of these guidelines is to prepare all employees for emergencies and evacuations and to provide a clear course of action in order to eliminate or minimize loss of life, injuries and property. While this plan has been implemented to deal primarily with emergencies, it is important to remember that emergencies can vary greatly in magnitude, scope, timing and type of event. Common sense, a calm demeanor and sound decision making are the most important elements in any emergency.

B. GUIDELINES

1. All game day staff and event staff are expected to become thoroughly familiar with this plan and to be prepared to follow the directions provided. However, emergency situations can arise, that require an employee to deviate from these guidelines in order to protect lives. This plan is not intended to limit initiative where the need is clearly indicated. Employees who deviate from the plan; however, will be required to show reasonable justification for his/her actions during a critique of the event.
2. In order to ensure an efficient and rapid flow of information from all locations to the Command Post, all employees must notify their supervisors of changes and important developments during an emergency situation. This information is critical, as the Command Post (described below) will base its decisions on the information received from the Event Staff throughout the facility.
3. This plan will not change an employee's normal supervisory duties unless otherwise indicated. Supervisors will continue to supervise and direct their assigned employees, while following the guidelines of this plan and instructions from the Command Post.
4. At the onset of an emergency, or when a pre-evacuation alert or evacuation is declared, all non-essential radio traffic must cease. Only transmissions directly relating to the emergency should be made. These transmissions must be short and simple. Employees should be discrete while transmitting keeping in mind the potential impact that these transmissions may have on patrons should they overhear the radio traffic. Radio use must be curtailed during bomb sweeps and in the vicinity of suspicious items.
5. The Athletic Department's Public Information Officer (PIO) will keep the media informed and up-to-date during an emergency. Information released to the media will be the most current available and will be authorized by the incident Command Post. Other employees must not discuss any aspect of the emergency with the media and, if approached by the media should, refer them to the Public Information Officer.
6. Bullhorns will be kept by the stadium staff for use by authorized personnel during an emergency.

C. TRAINING

The Athletic Director will assign supervisors to train employees on their responsibilities as stated in this plan. This training shall include a review of the plan with each employee when: the plan is developed; when an employee is assigned initially to a job; when an employee's responsibilities under the plan have changed; and when the plan itself has changed.

#### D. CHAIN OF COMMAND

- 1a. Ranking University Police Officer - Officer in Charge (overall O.I.C. during police related emergencies, always University O.I.C.)
- 1b. Ranking Fire Department Officer - Incident Commander (overall I.C. during fire related emergencies)
2. Paul Krebs, Athletic Director
3. Jim Elsasser, Assistant Athletic Director Internal Affairs
4. Janna Blais, Associate Athletic Director
5. David Sayler, Assistant Director,
6. J.D. Campbell, Assistant Athletic Director Athletic Communications

The above Chain of Command will be utilized during all emergency situations at the Stadium. Depending on the type of emergency, University Police O.I.C and/or Bowling Green Fire Department I.C., will be in charge of the emergency response. The O.I.C. will direct all University resources. The highest ranked person on the list representing the Athletics Department, that is on-site, will be the Principal Evacuation Officer (PEO).

Immediately upon notification of a pending or on-going emergency, the O.I.C. will contact the Athletic Director or the next highest person representing the Athletic department and apprise him/her of the emergency situation, and summon him/her to the Command Post. Once there, the Athletic Director will serve as an advisor to the Fire Division I.C. and/or the University Police O.I.C. The Bowling Green Fire Division I.C. is in command of all emergency operations such as fire incidents, hazardous material incidents, etc. The BGSU Police will assume command of the criminal incidents such as bomb threats, disturbances, riots, etc.

Number two through six on the Chain of Command must report to the Command Post immediately during an emergency situation.

Should there be no Medical Supervisor on site; the medical personnel will be directed by the O.I.C.

The Athletic Director is the contact person for employees who need more information about the plan or an explanation of their duties under the plan.

## II. EMERGENCY SITUATIONS AND CRITERIA PROMPTING ACTIVATION OF PLAN

Following is a list of emergency situations that could lead the Officer in Charge to consider activating all or part of the Evacuation Plan:

- \* Threat of explosion (bomb threat, etc.)
- \* Explosion
- \* Fire
- \* Power failure
- \* Severe storm or threat of severe storm or tornado
- \* Riot or disturbance inside the facility
- \* Terrorist or serious criminal activity within the facility
- \* Disaster outside the facility (toxic gas, Hazardous Material, plane crash, etc.)
- \* Building collapse
- \* Crowd crushing incident

Any decision to evacuate the facility will be based on the presumed existence of one or more of the following criteria:

- \* Loss of life or major injuries that have occurred or have the potential to occur.
- \* Property damage is likely to occur in areas where patrons or employees are located.

### III. EVACUATION PLAN INTRODUCTION

#### A. GENERAL INTRODUCTION

The Evacuation Plan is divided into two phases: Pre-evacuation and Evacuation. Whenever possible, evacuations will be preceded by a pre-evacuation alert in order to allow personnel to prepare the facility for egress. Upon receiving notification of a pre-evacuation alert, all employees will assume their evacuation positions, perform any pre-evacuation duties and await further instructions. The Officer in Charge will continue to evaluate the situation and determine if an evacuation is necessary and if he/she decides to evacuate, all employees will be notified to proceed with evacuation operations. Notification will be via Public Address announcement, scoreboard, two-way radio and telephone. It is possible that an emergency of a severe and unexpected nature could occur, causing rapid and widespread structural damage with no prior warning, requiring immediate evacuation without the pre-evacuation alert phase. Examples of this type of emergency could include an explosion, major storm/tornado, plane crash, major structural failure, chemical spill or gas leak.

#### IV. PRE-EVACUATION ALERT

##### A. PURPOSE

The purpose of the Pre-Evacuation Alert is to alert the necessary employees for a pending evacuation.

##### B. GUIDELINES

All employees are responsible for immediately notifying their supervisor and police of any ongoing or potential emergency situation.

##### C. DUTIES/PROCEDURES of the Principal Evacuation Officer (PEO)

- Notify BGSU Police of the situation via 911, radio, or in person.
- Notify the Event Coordinator to meet at the designated Command Post.
- Notify the Assistant Athletic Director of Internal Affairs.
- If instructed by the O.I.C., ask the Public Address Announcer to make the following announcement:  
  
"LADIES AND GENTLEMEN, THANK YOU FOR VISITING DOYT PERRY STADIUM TODAY. IN LOOKING AT THE CROWD, I SEE THAT DOYT PERRY STADIUM HAS BECOME A SEA OF ORANGE."
- Advise over all two-way radio channels that the pre-evacuation alert is underway.
- Notify the ticket office, maintenance, engineering, concessions, caterers, parking, head ushers, and athletic department staff to advise them of the emergency situation.
- Following the announcement for the pre-evacuation alert continue to monitor the situation.
- If some exits are unavailable or unusable, due to the nature of the emergency, notify all supervisors of available means of egress. Assigned individuals shall unlock all stadium gates to provide maximum egress from the stadium.
- All ushers and event staff members need to report to their pre-assigned places.

## V. EVACUATION

### A. TOTAL (FOLLOWING PRE-EVACUATION ALERT)

#### PURPOSE

To clear the facility of all patrons as quickly and orderly as possible due to an ongoing or potentially dangerous situation.

ALL PERSONNEL - IN ANY SITUATION WHERE PERSONNEL ARE THREATENED DUE TO THE NATURE OF THE EMERGENCY, TAKE WHATEVER STEPS NECESSARY TO PROTECT YOURSELF. IT IS MORE IMPORTANT TO ESCAPE PERSONAL HARM THAN TO PROTECT THE ASSETS OF THE STADIUM.

Each employee must clearly understand his or her assignment, including exit route assignments and procedures to be followed by employees who remain to operate critical equipment before they evacuate.

#### DUTIES/PROCEDURES

##### OFFICER IN CHARGE (O.I.C.)

- Upon receiving word from all sections that the pre-evacuation has been completed, and if the evacuation is necessary, the O. I.C. will promptly order the evacuation.
- Authorize the Public Address Announcer to play the appropriate announcement (See Public Address Announcements (Section VIII). In the event of a complete loss of power with no generator back-up bullhorns may need to be used.
- Make the announcement over two-way radio on all channels
- Make adjustments to the Plan and give instructions to the staff as the situation dictates
- Establish communications with Bowling Green Fire Division, Bowling Green Police Department, Wood County Sheriff's Office and the Wood County Emergency Management Agency.

## B. TOTAL (WITH NO PRECEDING PRE-EVACUATION ALERT)

### PURPOSE

To clear the facility of all patrons in a safe and efficient manner with no preceding pre-evacuation alert because of a major on-going emergency.

In this situation, employees must respond quickly and efficiently to ensure a safe evacuation, as they will not have sufficient time to prepare the facility for an evacuation before patrons will begin their egress.

### DUTIES/PROCEDURES

#### OFFICER IN CHARGE (O.I.C.)

- Determine if immediate evacuation is necessary. If so then order the evacuation. As quickly as possible, identify any unusable exits and notify game day staff so the patrons may be rerouted to access exits.
- Notify the necessary on-site personnel
- Make the announcement on the two-way radios, on all channels (See Public address Announcements Section VIII).
- Establish communications with Bowling Green Fire Division, Bowling Green Police Department, Wood County Sheriff's Office and Wood County Emergency Management Agency.
- In the event that a pre-evacuation alert can be sounded, authorize the Public Address Announcer to make the appropriate announcement.

#### BGSU POLICE

- (See O.I.C. duties above)
- Notify field and traffic supervisors
- All police officers assist in the evacuation by directing patrons toward usable exits
- Field level officers direct teams, coaches, media and others from the field to the nearest exit. All other officers assist in the orderly evacuation of patrons
- Assist traffic detail units in maintaining clear and accessible roads for responding emergency equipment.

#### TICKET OFFICE

- Halt all sales
- Secure all funds (if time permits)
- Evacuate the Stadium.

#### MEDICAL

- Medical personnel including athletic trainers working the event will (if possible) remain at their post until they are dispatched to care for an injured person or other medical emergency.

#### USHERS

- Calmly direct all patrons to the appropriate exits
- Do not use the elevators except for wheelchair/disabled patrons as noted in Section VIII
- If near a door or gate, make sure it is opened and suitable for egress
- If near an exit, direct the patrons to the exit; Do not allow re-entry

#### TICKET TAKERS

- If at an exit, halt ticket taking and prevent patrons from entering
- Open all egress gates
- Remove turnstiles and other obstructions
- If away from assigned area, return to assist with the exiting of patrons

#### ELEVATOR OPERATORS

- Return all elevators to the ground level then standby for further instructions

#### CONCESSIONAIRES/CATERERS

- Secure all equipment and funds if feasible
- Evacuate all staff using nearest exits

#### DUTIES FOR ALL PERSONNEL:

**ENSURE THAT ALL PATRONS ARE EVACUATED AND CLEAR OF THE BUILDING AND INCOMING EMERGENCY VEHICLES. UPON TOTAL EVACUATION OF ALL PATRONS, STAFF MEMBERS WILL EVACUATE THE BUILDING THROUGH THE NEAREST EXIT AND AWAIT FURTHER INSTRUCTIONS.**

## C. EVACUATION - PARTIAL

### PURPOSE

To clear a particular seating area or other limited area of the facility of all patrons because an emergency situation has placed only these people in danger. This evacuation may be to the concourses or to the outside of the facility. All employees in areas not evacuated should work to reassure patrons in their areas to remain calm and stay seated.

### **NOTE: SEE STADIUM DIAGRAM – back page**

In this type of emergency, the dangerous situation is limited to a specific area of the Stadium. Patrons in other areas are not currently or potentially endangered and do not need to be evacuated. A partial evacuation could be limited to a single room or suite, a couple aisles of seating, a section of the concourse, etc. Examples of emergency situations that could lead to a partial evacuations include a bomb threat, minor fires, smoke or other foul air, minor structural damage, or unruly patron behavior. It is important to realize that prior to ordering only a partial evacuation that the O.I.C. must clearly establish that the danger at hand is limited only to those areas to be evacuated, and that others are safe from this danger. If there is any chance that the danger may spread, a total evacuation should be considered.

### DUTIES/PROCEDURES

#### OFFICER IN CHARGE O.I.C.

- Oversees command of all operations.
- Declares evacuation as necessary, making clear that only specific areas mentioned are being evacuated. Also indicate if evacuees are to go to Concourse, outside facility, or be relocated to another area of the facility. (Ice Arena or Field House)
- Authorize Assistant Athletic Director to make appropriate public address announcement
- Make announcement over 2-way radio, all channels. Emphasize evacuation is partial and limited to certain areas.
- Informs Stadium Telephone Operator, Concessionaires, Caterers, Maintenance, Event Security, Ticket Office, and Public Information Officer of circumstances relating to emergency.
- Monitors situation. Watch carefully for escalation of danger to other areas.

#### BGSU POLICE

- Assign additional officers to area(s) being evacuated.
- Establish perimeter around evacuated area, allowing only authorized personnel inside.

#### MEDICAL

- Remain at your assigned stations unless instructed to report to main First Aid Station.
- Monitor radio and respond as directed.
- If no Medical Supervisor is on site, medics will be supervised by Officer in Charge.

#### FACILITIES SERVICES

- Respond to evacuated area. Make any necessary repairs, safety checks, etc.
- Provide barricades, ropes, etc., if required to cordon off area.
- Assist IC, OIC and PEO as directed.

#### PUBLIC INFORMATION OFFICER

- Evacuate media personnel if instructed by the O.I.C.
- Update media on situation.
- Media should not go to problem areas.

#### ALL EMPLOYEES WORKING IN EVACUATED AREA.

- Give patrons directions to exits, stairs and doors, or to area relocation.
- Once all patrons are evacuated from assigned area, leave the area and stand by outside perimeter.

#### ALL EMPLOYEES NOT WORKING IN EVACUATED AREA

- Calmly reassure patrons in your area that problem is an isolated one.
- Encourage patrons to remain seated.
- Listen attentively for further announcements or instructions.

## VI. EVACUATION COMPLETE

### PURPOSE:

To establish that all patrons have vacated the Stadium.

As patrons are evacuated, police and ushers will sweep each area, checking all levels, suites, restrooms, etc. if safety permits. Doors must not be locked behind evacuated patrons so that emergency teams (fire, police, medical) may enter the facility. As each area is cleared, supervisors will report this information to the Command Post.

When all patrons have been evacuated and are outside the Stadium, employees are to evacuate the Stadium as well. Patrons should be moved away from the gates and the Stadium. Employees should remain near the doors they exited and await further instructions. Supervisors will keep their assigned employees gathered as a group and ready for redeployment or further instructions. The Gate Captain at entrances must remain near that position ready to unlock gates if necessary.

### DUTIES/PROCEDURES

#### PRINCIPLE EVACUATION OFFICER (PEO)

- Declares the Stadium cleared and evacuation completion.
- Notify BGSU Police, BG Fire Division Officers, Athletic Director, Assistant Athletic Director Internal Affairs, Grounds and Facilities Services.
- Assess situation: If event has not been canceled a determination must be made at this point. This decision will be made by the Officer in Charge, with input from the P.E.O., Athletic Director, Assistant AD Internal Affairs, and Bowling Green Fire Department Incident Commander.
- Prevent re-entry to unauthorized persons or patrons.
- Await further instructions.
- Security: Provide the necessary assistance to BGSU Police or BG Fire Division.
- Supervisors: Keep your assigned employees together and ready for re-deployment. Assemble in pre-assigned areas that were established in plan rehearsals. Use radios and cellular phones to account for employees who are not at pre-established assembly points.

## VII. RE-ENTRY

### PURPOSE:

To allow patrons that were evacuated to return to their seats for the resumption of the game following the emergency situation which precipitated the evacuation. If the emergency situation which necessitated the evacuation no longer exists or the evacuation was precautionary in nature, patrons may be allowed to return to their seats and the event will resume.

Prior to any re-entry, the facility must be declared safe by the Officer in Charge, with input from the responding BGSU Police and/or the I.C. A thorough check of the facility will be made before any re-entry announcement. Doyt Perry Staff must be in position at their posts before re-entry may begin.

The P.E.O. will be notified promptly by the Assistant AD, Internal Affairs when re-entry has been completed. The P.E.O. will then coordinate the resumption of the event.

### DUTIES/RESPONSIBILITIES

#### PRINCIPLE EVACUATION OFFICER (PEO)

- Upon completion of evacuation, organize inspection tour for the purpose of determining whether the stadium can be reopened, unless its already been decided that the building will not be reopened. This inspection should occur as soon as safely possible and should include the Assistant Athletic Director Internal Affairs, Stadium Maintenance, and ranking officers of responding BG Fire Division and BGSU Police
- A decision to re-open will be made by the O.I.C. or I.C. following discussions with the inspection group.
- Declares Stadium safe for re-entry.
- Instructs Stadium Staff to return to their posts.
- Coordinates resumption of event.

#### ALL EMPLOYEES

- Upon receiving instructions from P.E.O. and supervisors, employees return to their posts and perform all tasks within their areas of responsibility necessary to open the facility.
- Assist patrons in locating seats.
- Assistant AD, Internal Affairs will notify the P.E.O. when re-entry has been completed.

## VIII. ADDITIONAL EVACUATION MEASURES

### WHEELCHAIR/DISABLED PATRONS

During any evacuation, special attention must be provided to wheelchair-bound and/or disabled patrons and those otherwise in need of assistance. If time is available, as outlined in these plans, wheelchair/disabled patrons will be evacuated before the rest of the audience in order to get them safely out of the building without getting caught in massive flow of people. If all patrons must be immediately evacuated with no advance notice, Doyt Perry employees, on all levels must be prepared to offer assistance to any disabled patron requiring such assistance to get out of the building or to an area of refuge.

NOTE: Elevators will be used during emergency to move disabled from building, except in the case of fire when the elevators will automatically shut down. Ushers should allow any disabled person to use the elevator. Attendants should be allowed to ride with the disabled. During a fire emergency, the location of the disabled person should be given to the IC. The IC will determine if the patron should be evacuated, and how.

## COMMAND POST

### PURPOSE

To locate in a single place the Officer in Charge, Athletic Director, Assistant AD Internal Affairs, the P.E.O., Police detail Supervisor, representative of the BGF D and other necessary and appropriate supervisors, allowing efficient decisions and communications, as well as a smooth implementation of these plans.

### LOCATION

The primary location during events, concerts, will be the Doyt Perry Stadium Press Box Police Command Post. If the Command Post is unsafe, damaged or otherwise not usable, the Alternate Command Post location will be determined by the O.I.C.

### DUTIES/PROCEDURES

#### ATHLETIC DIRECTOR

- May assume P.E.O. position
- Remain in Command Post and provide advisement and recommendations as necessary.

#### ASSISTANT ATHLETIC DIRECTOR

- Coordinate activities of players, performers, exhibitors, etc....
- Provides input to P.E.O. and Command Post Team as needed

#### PRINCIPLE EVACUATION OFFICER (PEO)

- Responsible for complying with and carrying out evacuation decisions.
- Responsible for directing evacuation operations and implementation of evacuation plan.
- Confer and consult on all matters as needed with Command Post Team.
- Supervise the Alternate Evacuation Officer, Stadium Telephone Operator, Maintenance, and all other employees otherwise requiring supervision during non-emergency situations.
- If necessary request Security post an officer at entrance to control access to Command Post. (BGSU Police if available)

#### ALTERNATE EVACUATION OFFICER (A.P.E.O.)

- Assist P.E.O. as needed
- Assume position of P.E.O. if P.E.O. must leave site or is incapacitated.
- Maintain log of events
- Assign two employees with thorough knowledge of facility to report to Command Post and serve as runners.

#### OFFICER IN CHARGE O.I.C.

- Assumes control of police and security operations. Directs P.E.O. on Security, First Aid, Crowd Control, Traffic Control, Parking Operations, and BGSU Police operations and other security related emergency procedures.
- Oversee First Aid and Parking Operations
- Coordinates arrival of I.C., BGSU Police and Bowling Green City Police officers responding to emergency Command Post.

#### RUNNERS

- Deliver messages throughout facility at request of Command Post Team.

Note: Admittance to the Command Post will be restricted. When available, BGSU Police will assign a uniformed officer to regulate admittance.

#### EQUIPMENT

Telephones  
2-way radios with chargers  
Doyle Perry Stadium Emergency Evacuation Plan  
Maps and diagrams of facility and grounds  
Pads and writing material  
Bullhorns  
Flashlights

NOTE: The Assistant AD Internal Affairs will assign one of his assistants to ensure that these items are readily available and maintained in an emergency kit.

## POLICE COMMAND POST

### PURPOSE:

To coordinate all security and parking actions and assist Command Post in coordinating of facility's response to the emergency/evacuation situation. Provide assistance as needed to responding BGFDP and BGSUPD units. Engineering, BGFDP and BGSUPD representatives are requested to respond to Police Command Post.

### LOCATION

- Press Box, west side of stadium, level 2
- Alternate Location- To be determined ranking BGSUPD Officer at the scene.

### DUTIES/RESPONSIBILITIES

- Assign Non-Police Security Staff as needed and as requested by the Command Post.
- Oversee First Aid and Parking Operations
- Assist BGFDP and BGSUPD as necessary

## MEDIA STAGING AREA

### PURPOSE:

To establish an area where representatives of the media can gather so that they may be kept informed and updated on emergency situation developments.

### LOCATION:

Room 130, Stadium East Team Meeting Room. BGSUPD will be requested to barricade this area as time permits and Officer in Charge will assign an officer as available to regulate access to this area.

### ALTERNATE LOCATION:

To be determined by the ranking BGSUPD Officer at the scene.

### DUTIES/RESPONSIBILITIES:

- The media evacuation and Staging Area will be under the supervision of the Athletic Department's Public Information Officer (PIO), who will report to the OIC.
- The PIO is responsible for the set-up of the media staging area, and for the dissemination of information to the media.
- The PIO will request through the Command Post any assistance required from Maintenance and/or Security in setting up or operating the Staging Area.
- No information will be given to the media by an employee other than the PIO or the OIC. The PIO will release only information authorized by the Command Post.
- The Media will not be allowed inside the facility without authorization from the Officer in Charge. (OIC)

## MAINTENANCE CONTROL STATION

### PURPOSE

To provide any service or equipment needed for an evacuation or emergency and a central location for all maintenance employees to await further instructions from the (OIC).

### LOCATION

Stadium West Room #160

### ALTERNATE LOCATION

To be determined by the Maintenance Supervisor with the approval of the O.I.C.

### DUTIES/RESPONSIBILITIES:

- Standby for instructions from the Assistant AD of Internal Affairs or the O.I.C.
- Perform normal duties in addition to assistance required by emergency situation.

## FIRST AID CONTROL STATION

### PURPOSE

To provide aid and medical treatment as necessary during or following an emergency.

### LOCATION

The First Aid Station is located on the East Side Concourse between sections 14 and 16. The Mobile Unit can also be used and is located at the Northwest Corner of the field.

### ALTERNATE LOCATION

To be determined by the O.I.C.

### DUTIES/RESPONSIBILITIES

- First Aid Operations will be overseen by the Command Post.
- Treat all victims as necessary and request transportation for those in need of transportation to a hospital.
- Request Command Post to call in additional manpower and resources as needed. All Athletic Trainers are capable of providing first aid as needed.
- Prepare to set-up a triage area to treat multiple victims during severe emergencies.

## STAGING AREA FOR EMPLOYEES FOLLOWING EVACUATION

### PURPOSE

To establish area for employees to wait for further instructions following an evacuation.

### LOCATION

When all patrons have been evacuated employees will vacate the facility via the nearest exit. Ushers, Ticket Takers will remain outside their assigned gates. Other employees will wait outside on the east side of Perry Stadium, Gate #20 unless otherwise instructed. Assemble in pre-assigned areas that were established in plan rehearsals. Use radios and cellular phones to account for employees who are not at pre-established assembly areas.

## FIRE PROCEDURES

### PURPOSE

To present a clear plan of action to follow in the event of a fire to protect patrons, employees and the facility in the event of a fire.

### RESPONSE PROCEDURES

There are fire extinguishers distributed evenly throughout all concourses as well as fire hydrants located around the inner stadium drive. Our extinguishers have simple, well explained operating instructions on them which should always be followed. They are ABC extinguishers that are designed to fight the principle types of fires.

If a fire occurs during an event, the following procedures should be initiated:

1. Anyone observing a fire should follow the FIRE instructions on the BGSU Emergency Procedures poster:

- Close door behind you to contain the fire.
- Sound alarms by using the fire alarm pull station.
- Immediately and calmly evacuate the building.
- Call 911 – Give location and description.
- Do not re-enter for any reason. Only emergency personnel can authorize re-entry.

NOTE: USE PORTABLE EXTINGUISHERS ONLY IF YOU HAVE BEEN TRAINED TO DO SO.  
USE ON VERY SMALL FIRES ONLY. SAFE EVACUATION IS YOUR MAIN CONCERN.

2. The BGSU Public Safety Dispatcher will then notify the BG Fire Division of the incident and the Fire Division will respond. The BGSU Police will contact the first units that arrived at the fire and inform them of the status. BGSU Police will notify the Assistant Athletic director Internal Affairs, and assign Police officers to the scene to assist with evacuation, crowd control and traffic.
3. Any patron or employee near the fire shall be evacuated from the immediate area.
4. Upon receiving word of emergency, the Chain of Command will be activated. Command Post will be set up , and the O.I.C. will take the appropriate action. A partial or total evacuation may be necessary.
5. The O.I.C. will assign an officer to meet the BG Fire Division upon their arrival and guide them to the fire. Once the BG Fire Division arrives on the scene, they will take control of all firefighting actions and employees will obey their instructions. The O.I.C. coordinates all decisions with the ranking BGSU officer.
6. When the fire has been extinguished, patrons and employees will be kept clear of the area until the BG Fire Division has declared the area safe.

### Some Precautions in Dealing with Fire

- Beware of smoke and toxic fumes. They can be deadly. Toxic fumes are a by-product of many fires. Heated smoke and fumes will rise to the highest point then work its way back down.
- Fire can spread quickly. If attempting to fight a fire, do so with your back to the exit in case the fire spreads.
- Watch out for falling material that have been weakened or burned by the fire.
- Check doors. Before opening a door into a room where a fire is burning, feel the surface of it. If it's HOT don't open it. If it seems COOL, open slowly with your head away from the opening. The inward rush of air created when the door is opened can cause a fire to flare or explode outward (Back Draft).

- If a person's clothing catches fire force him to the ground. Roll the victim. When flames are out, contact 911 immediately.
- Evacuation is of the utmost importance to protect you from smoke and toxic gasses.
- Remember: Stop, Drop and Roll

## POWER FAILURE PROCEDURES

### PURPOSE

To provide a clear set of procedures to follow if a power failure occurs during an event.

### RESPONSE PROCEDURES:

1. Remain Calm
2. Emergency generator will engage and quartz lights will strike within two minutes to illuminate grandstand and exits.
3. Wait for instructions from Police or other Athletic Department personnel
4. A public address announcement will provide detailed information regarding the situation.
5. In the event of evacuations, the OIC, Police and/or Athletic staff will provide an orderly and controlled exiting of spectators.

### PUBLIC ADDRESS ANNOUNCEMENT

MAY I HAVE YOUR ATTENTION PLEASE? MAY I HAVE YOUR ATTENTION PLEASE? WE ARE EXPERIENCING A TEMPORARY POWER OUTAGE. PLEASE REMAIN IN YOUR SEATS AS WE HOPE TO RESOLVE IT AS SOON AS POSSIBLE AND CONTINUE THE EVENT. PLEASE REMAIN IN YOUR SEAT. WE APOLOGIZE FOR THIS INCONVENIENCE. **(REPEAT THREE TIMES)**

All ushers will keep people in their seats and out of the aisles. Patrons in the concourse or at the gates will be requested for safety reasons to remain there until full lighting resumes.

## PUBLIC ADDRESS ANNOUNCEMENT

The Stadium Staff operates a public address system which broadcasts throughout the venue. This will be used to convey these announcements. If other exterior areas need to be notified or if the PA System fails, bullhorns will be used. The O. I.C. will give the command to make the re-entry/no re-entry announcement. If re-entry is to be allowed, no announcement will be made to that effect until it is confirmed that all employees are back in position and the gates ready to be opened.

### TO ALERT PATRONS THAT EMERGENCY/PROBLEMS EXIST AND TO REMAIN SEATED

May I have your attention please? May I have your attention please? DOYT PERRY STADIUM is experiencing some temporary difficulties. We are attempting to resolve them. Please remain in your seats. We will update you on the situation as soon as possible.

Repeat Announcement as Necessary.

### TO ALERT GAME DAY STAFF THAT PRE-EVACUATION ALERT HAS BEEN DECLARED

Ladies and Gentlemen, Thank You for visiting Doyt Perry Stadium today. In looking at the crowd, I see that Doyt Perry Stadium has become a sea of orange.

(This is code for game day staff to set pre-evacuation plan in motion.)

Repeat Announcement as Necessary.

### FOR TOTAL EVACUATION WITH NO RE-ENTRY/EVENT TERMINATED

May I have your attention please. May I have your attention please. Due to difficulties within the facility, we regret that the Stadium must be cleared. The event has been canceled. For your safety, please proceed to the nearest exit in an orderly fashion and leave the area. Your ticket stub is your receipt. We are sorry for the inconvenience and thank you for your cooperation.

(Repeat the announcement 3 times.)

### FOR TOTAL EVACUATION WITH RE-ENTRY POSSIBLE/ANTICIPATED

May I have your attention please. May I have your attention please. Due to difficulties in the facility we regret that the Stadium must be temporarily cleared. For your safety, please proceed to the nearest exit in an orderly manner and leave the area. Please remain outside the facility until further notice. We hope to reopen the facility soon and continue this event. We are sorry for the inconvenience and thankful for your cooperation.

(Repeat the Announcement 3 times.)

### FOR PARTIAL EVACUATION

May I have your attention please. May I have your attention please. Due to difficulties at \_\_\_\_\_location\_\_\_\_\_, we would like all patrons to leave this area in an orderly manner. I repeat all patrons at \_\_\_\_\_location\_\_\_\_\_ must leave this area. Please proceed to the outer concourse and follow the instructions of the Stadium Staff. We will return you to your seats as soon as possible. We are sorry for this inconvenience and thank you for your cooperation.

## RE-ENTRY ANNOUNCEMENTS

If patrons are evacuated from the facility and are waiting outside for re-entry and resumption of the event, an announcement must be made as soon as possible informing them that either:

1. The event has been terminated and re-entry will not be allowed.
2. The building will be re-opened shortly, patrons will be re-admitted to their assigned seats, and the event will be resumed.
3. The building will be re-opened shortly and the event resumed, but patrons will be allowed to return to specific seating areas only.

### Re-entry not Possible

May I have your attention please. May I have your attention please. We regret to inform you that the event must be terminated. The Stadium is now closed. We are sorry for this inconvenience and thank you for your cooperation. Please retain your ticket stubs as a receipt.

Repeat Announcement as necessary.

### Re-entry to Original Seats

May I have your attention please. May I have your attention please. Please show your ticket stubs at the gate and return to your seat in an orderly fashion. The event will resumed after all patrons have re-entered. We are sorry for your inconvenience and thank you for your cooperation

Repeat Announcement as Necessary.

### Re-entry but not To Original Seats

May I have your attention please. May I have your attention please. The building is now ready for re-entry, however, some seating areas have been closed. Please follow the directions of the DOYT PERRY STADIUM Staff to the available seats. We are sorry for the inconvenience and thank you for your cooperation.

Repeat Announcement As Necessary.

## POWER FAILURE

May I have your attention please. May I have your attention please. We are experiencing a temporary power outage. Please remain in your seats as we hope to resolve it and continue the event. Please remain in your seats. We apologize for this inconvenience.

Repeat Announcement as Necessary

## BOMB THREAT PROCEDURE

### PURPOSE

To outline a clear plan to follow upon receipt of a bomb threat in order to protect stadium patrons, employees and property following a bomb threat.

### RESPONSE PROCEDURE

Most bomb threats will be received anonymously via telephone by the Perry Stadium Operator or Police Dispatcher. Other employees may be the recipient of a telephone threat as well. In all cases the following response procedure should be followed.

1. If received by telephone, keep the caller on the line as long as possible. Record all information collected on the Bomb Threat Checklist (see checklist). Pay close attention to voice and conversation details, and attempt to gather as much information as possible. (Note: If someone is in your area, attempt to gain their attention and write them a note as to your call and have them attempt a trace. They should call the University Police for assistance.)
2. Immediately after conclusion of bomb threat call, telephone 911 to report the information. DO NOT transmit this information via radio.
3. Contact the Assistant AD Internal Affairs who will promptly notify the Athletic Director, and Concessionaires and Caterers.
4. The Police Supervisor will determine if the BGSU Police and selected stadium staff will institute a search procedure. Any specific area of the stadium mentioned by the caller will be targeted. If no specific area is mentioned, a general search will be implemented. A radio announcement will be made utilizing the proper bomb threat code.
5. Supervisors will then inform their assigned employees without alerting nearby patrons.

Employees will begin an inconspicuous search of their assigned area. Once the bomb threat code is announced over the radio, all unrelated and nonessential radio traffic shall cease. The use of a radio in the vicinity of an explosive device may cause it to detonate. Staff should not utilize the radios to communicate during a bomb threat, but instead utilize telephones to communicate to the Command Post.

It is important that employees search their assigned areas in a manner that does not alert the attention of patrons. Ushers in crowded seating areas will not be able to check each seat, but should go down/up each aisle and scan visually. Areas of particular concern include the stadium club, press box, suites, concourses, restrooms, and HVAC, maintenance, Engineering, concessionaires, caterer storage or equipment rooms. The employee responsible for these areas normally will be requested to search them, and will be assigned by BGSUPD and the Assistant AD Internal Affairs. BGSU Police will assign officers to check the press and all suites. If plain clothes officers are not available, the Assistant AD Internal Affairs may head up this search in order to provide a non-uniformed, inconspicuous search.

While searching, pay particular attention to items that appear left behind or out of place. Garbage and trash containers should be checked. **AT NO TIME SHOULD EMPLOYEES TOUCH OR MOVE A SUSPICIOUS OBJECT.** Since explosive devices sometime emit a ticking noise or other sound, employees should attempt to distinguish any strange of unfamiliar sounds from the normal sounds of that area.

If a suspicious object is located, it should not be disturbed or move in any way. BGSU Police should be notified immediately, and patrons should be kept away from the object. The police will follow the BGSU Police SOP for explosive devices.

NOTE: UNDER NO CIRCUMSTANCES WILL RADIO OR CELLULAR TELEPHONE BE MADE WITHIN THE 300 FOOT CORDONED AREA. TRANSMISSION SIGNALS FROM THESE INSTRUMENTS COULD POSSIBLY ACTIVATE AN EXPLOSIVE DEVICE.

In order to create this zone, an evacuation will be necessary. The BGSU Police Supervisor makes this determination. If an evacuation is declared, either partial or total, it shall be carried out according to the plan outlined in this manual.

**BOMB THREAT CHECKLIST**

Time and date reported \_\_\_\_\_

How reported \_\_\_\_\_

**QUESTIONS TO ASK:**

1. When is the bomb going to explode? \_\_\_\_\_

2. Where is the bomb right now? \_\_\_\_\_

3. What kind of bomb is it? \_\_\_\_\_

4. What does it look like? \_\_\_\_\_

5. Where did you place the bomb? \_\_\_\_\_

6. What is your name and address? \_\_\_\_\_

\_\_\_\_\_

7. Where are you calling from? \_\_\_\_\_

**DESCRIPTION OF CALLER'S VOICE**

Male \_\_\_\_\_ Female \_\_\_\_\_

Young \_\_\_\_\_ Middle age \_\_\_\_\_ Old \_\_\_\_\_

Tone of Voice \_\_\_\_\_ Background Noise \_\_\_\_\_

Other Voice Characteristics \_\_\_\_\_

Time hung up \_\_\_\_\_

**OTHER INFORMATION**

Remarks \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name, address, telephone of person receiving call \_\_\_\_\_

\_\_\_\_\_

STADIUM DIAGRAM

