

Joseph L. Searles III Stadium

Emergency Action Plan

4400 Chaparral Rd.

Killeen, Texas 76542

Introduction of the Emergency Action Plan

For Joseph L. Searles III Stadium

Purpose: This Emergency Action Plan (EAP) has been designed to assist the School District of Killeen ISD in the creation of a system for protection of life and property in the event of various emergency situations (whether natural or man caused) requiring the movement of people from an area which is believed to be unsafe within Searles Stadium to a safe area.

Potential emergencies at Searles Stadium such as fires, explosions, bomb threats, and severe weather conditions will require some or all of the staff, performers, teams, officials, and spectators to evacuate Searles Stadium event locations. The EAP provides guidance for the management, staff, and spectators and will minimize threats to life and property.

The EAP will mainly pertain to sporting events but will also apply to other events held at Searles Stadium.

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Joseph L. Searles III Staff

Stadium Incident Command Structure

- Killeen ISD Senior Officer or Designee
Responsible for outside law enforcement personnel and communication during crisis. Will have command post located inside home side ticket booth.
- Stadium Manager or Designee
Responsible for Stadium Staff (ushers & ticket takers), Custodians, Maintenance, Transportation, Announcers, Scoreboard Operator
- Athletic Director or Designee
Responsible for Coaches (home & visitor), Trainers, and Referees

Training & Pre-event Assignments

- Stadium Staff and Killeen ISD Police Officers (KISD PD) will be trained to operate the fire alarm, public address system, AED, fire extinguishers
- All stadium staff and KISD PD will be trained in Searles Stadium EAP
- KISD PD and stadium staff will be given assigned station areas and responsibilities before the event in accordance with the stadium's crisis plan. In case of an emergency, they will provide immediate assistance and then respond to their designated station area and duties to assist with evacuation.
- Stadium staff will ensure that gates are open in their designated areas according to the EAP.

Crowd Control

- Staff will assist with crowd control and communications in the areas that were assigned to them at the beginning of the event. If staff member moves to a different

area this must be communicated to the Stadium Manager or Incident Commander (KISD PD Officer)

Traffic

- KISD PD will have radio communications and will assist with traffic control on school district property
- Local law enforcement will be responsible for traffic control on Chaparral Rd.

Wheelchair Assistance

- Spectators in the ADA section will be assisted, when needed, when the stadium is evacuated.

INCLEMENT WEATHER PLAN

Monitoring

Weather will be monitored by a variety of devices. These include: Perry Weather System, stadium staff, radios, television, police dispatch and computer webcast

Communication

Stadium staff will keep game officials and spectators up to date on changing weather conditions. Officials will call the game/event if weather conditions warrant. If the game/event is delayed, fans will be notified by public address to evacuate to the designated facilities or vehicles. If the game/event is called, a public address message will be made asking everyone to leave the premises. Teams will report to the locker rooms until they are told to vacate. **During sporting events in which lightning is nearby band members, cheerleaders, and drill teams will be sent back to school transportation.** Law enforcement officers and stadium administration will assist in the evacuation of the stadium. If officials and Athletic Director agree that it is safe to resume,

fans will be allowed to enter for the remainder of the game without ticket or penalty for the remainder of the game

Exit/Gates

When the area is in a severe weather condition, extra gates will be opened so that the area on the bottom floor of the press box is available for shelter. This will be done at the direction of the Stadium Administration.

Extreme Heat and Cold

The extreme heat, cold in our region is a concern to the health and safety of our athletes, spectators and other participants in events at Searles Stadium. Specific conditions will determine the activity restrictions according to:

Heat – temperature and or heat index

Cold – temperature or wind chill

Equipment will be used to minimize the effects of the heat and cold during events at Searles Stadium. Sideline fans/misters will be employed in an attempt to keep body temperature at a safe level during times of extreme heat and fluid guidelines set forth by the Athletic Safety Handbook will be followed. During cold weather events with the temperatures below 30 degrees, events will feature:

- Abbreviated introductions
- Extended Halftimes
- Access to a warm building
- Ensuring/mandating proper clothing

All events will be cancelled or rescheduled if the temperature or wind chill is below 15 degrees.

Designated Shelter Area

If severe weather (tornado, hail, heavy winds, lightening, etc.) is in close proximity to stadium, spectators and others not in locker rooms will be directed to take shelter in their vehicles, the Killeen High School Gym (home side) or the Athletic Warehouse (visitor side). During a tornado,

this will include individuals located in the press box. *Inclement Weather Evacuation/Shelter Routes see Appendix B*

Emergency Evacuation (non - weather)

If an emergency is identified either through the alarm system or some other means of communication, the Athletic Director will determine if evacuation is necessary. When an emergency is identified, the Athletic Director will use the following forms of communication to direct action. If the Athletic Director is not on site, his designee will assume this role (Assistant Athletic Director, Stadium Manager).

Emergency Communications

Radio system

- Send personnel to verify emergency
- Send a message to KISD PD and stadium staff personnel to ensure gates are open. All gates should be unlocked by personnel prior to the start of all events.

Public Address System

- Inform spectators and stadium occupants that there has been a report of an emergency situation and that personnel have been dispatched to investigate
- Relay the results of the investigation and communicate what areas, if any, should begin evacuation

Scoreboard

- Scoreboard can be used to communicate emergency information to stadium occupants

Phone System

- Stadium Staff/ KISD PD should initiate a call to 911 to notify them of the situation. It is likely that some spectators/occupants will contact 911 to report the alarm. It is best if stadium personnel can provide 911 with accurate information.

Fire or Fire Alarm Activation

- The stadium announcer will notify the Stadium Manager
- Go to fire alarm panel and determine location of activated device
- Dispatch staff member to verify emergency
- Dispatch staff to open gates
- Dispatch security to assigned stations to standby for possible crowd control evacuation
- Communicate with spectators and participants that there has been an alarm activated and to listen for further instructions
- Begin evacuation and notify emergency responders of situation
- Stadium staff should provide assistance to those in wheelchairs and others requiring special assistance safely out of the venue
- Stadium staff should notify the Athletic Director via radio that all floors of press box, stadium seating, restrooms, stadium concourse and field has been cleared and successfully evacuated
- When fire department/EMS respond to emergency and set up incident command site Police Commander will report to this command post. Individual will use radio to keep Stadium Manager informed of events
- Emergency diagrams will be posted under the stadium and in the restrooms.

Fire Evacuation Routes see Appendix C

Bomb Threat During Events

- Once any Searles staff member has been notified of a bomb threat, KISD PD will be contacted who will, in turn, notify local legal authorities.
- Person who answers phone will fill out form (included) while on the phone or after the phone call
- Ticket takers upon being informed of evacuation will lock the doors to the ticket booth securing money behind locked doors
- Officials will be contacted and directed to exit the teams immediately to their dressing rooms and then to buses. Officials will report to Athletic Office
- Band, cheer, drill team, and all student groups will exit stadium and board school transportation.
- Announcement will be made informing spectators that game/event has been rescheduled and to evacuate the stadium *Bomb Evacuation Routes see Appendix D*

Weapon Threat

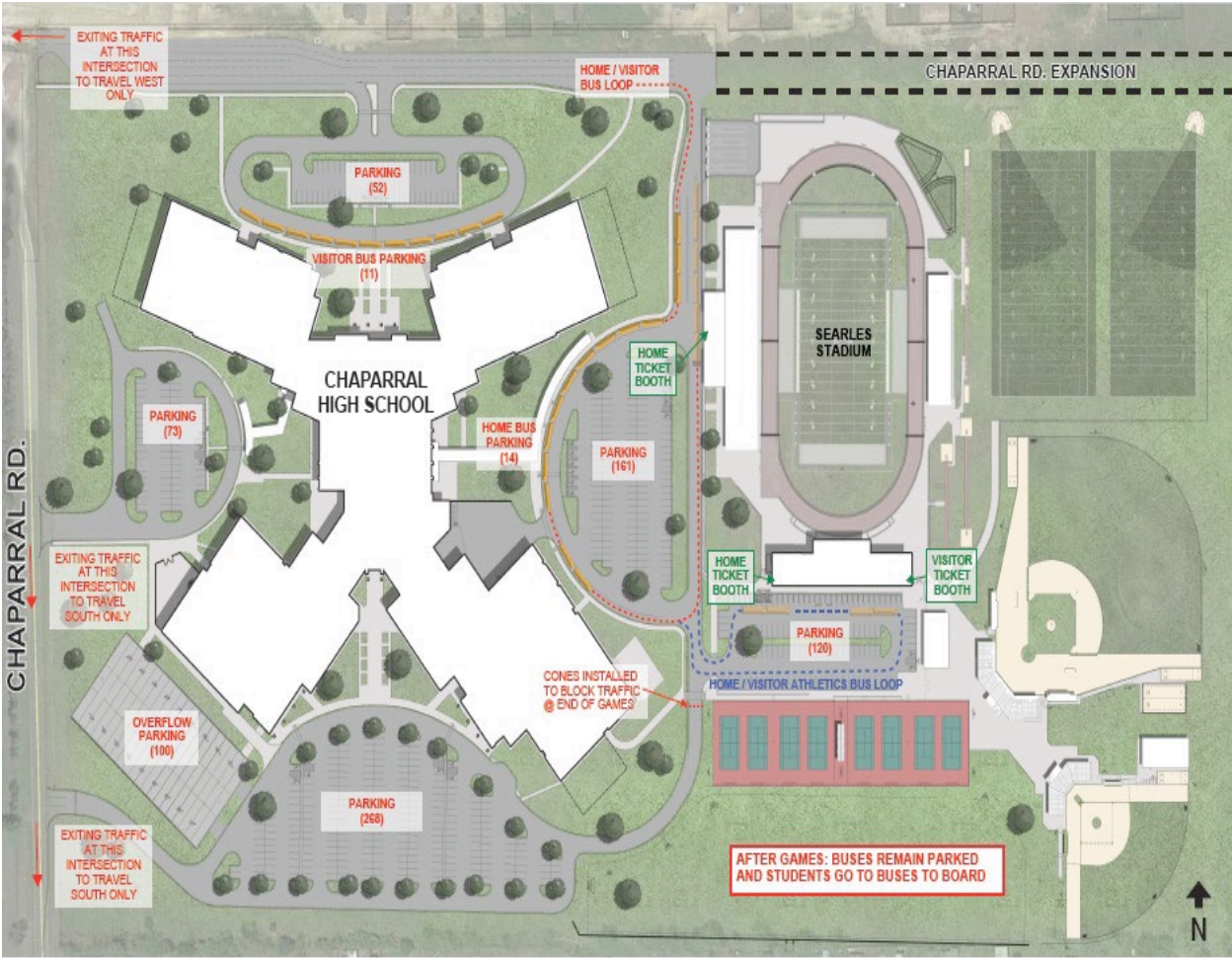
- If a weapon is spotted, KISD PD will be notified. The Athletic Director will be notified and in turn will notify the officials on the field. If it is determined that fans or the football team are in no danger, the event will proceed as normal
- If it is determined that the situation presents danger, the Athletic Director will notify the announcer who will instruct the officials to exit the teams from the field
- If shots are fired, spectators will follow the instructions of the responding officer.
- Once the suspect has been apprehended and the police feel that it is safe to resume the event, the Athletic Director or designee for the event will give the notification to resume
- If the Athletic Director feels that the situation is damaged, the event will be rescheduled.

Power Outage

- In the event of a power outage, there is not a backup generator.
- The Stadium Manager or the Athletic Director will contact ONCOR to gather more information about the power outage.
- The PA system will not be operable so bullhorns will be provided to stadium workers in order to communicate further directions. In the event of an evening power outage, glow sticks, light wands and flashlights will be provided to stadium staff.
- Supervisor/designated staff determine if evacuation or other course of action should be taken (e.g. wait for power to be restored and continue event).
- Supervisor/designated staff inform event staff of determination and direct staff to initiate a course of action.
- Event Staff, Event Manager, and Police direct patrons to exits and assist those needing assistance.
- Event Staff assists patrons with evacuations of necessary.

Bomb Evacuation Routes see Appendix D

Parking and Side Designations



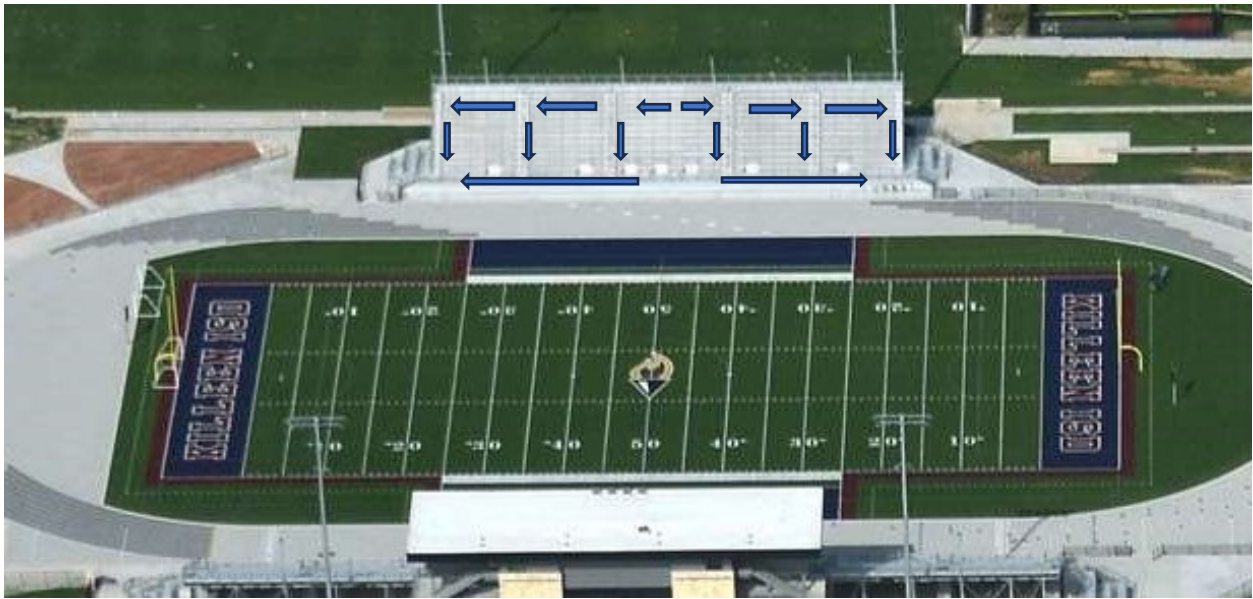
- All visitor parking is located on the east side of the stadium
- Overflow parking will be available on the south end behind the large scoreboard as well as the parking lot adjacent to the tennis courts
- Football, band, and support bus parking will be along the northeast fence (behind softball fence)

- Parking attendants will ensure the buses are parked correctly
- Tailgating is prohibited

Appendix B

General Stand Evacuation

Visitors Side



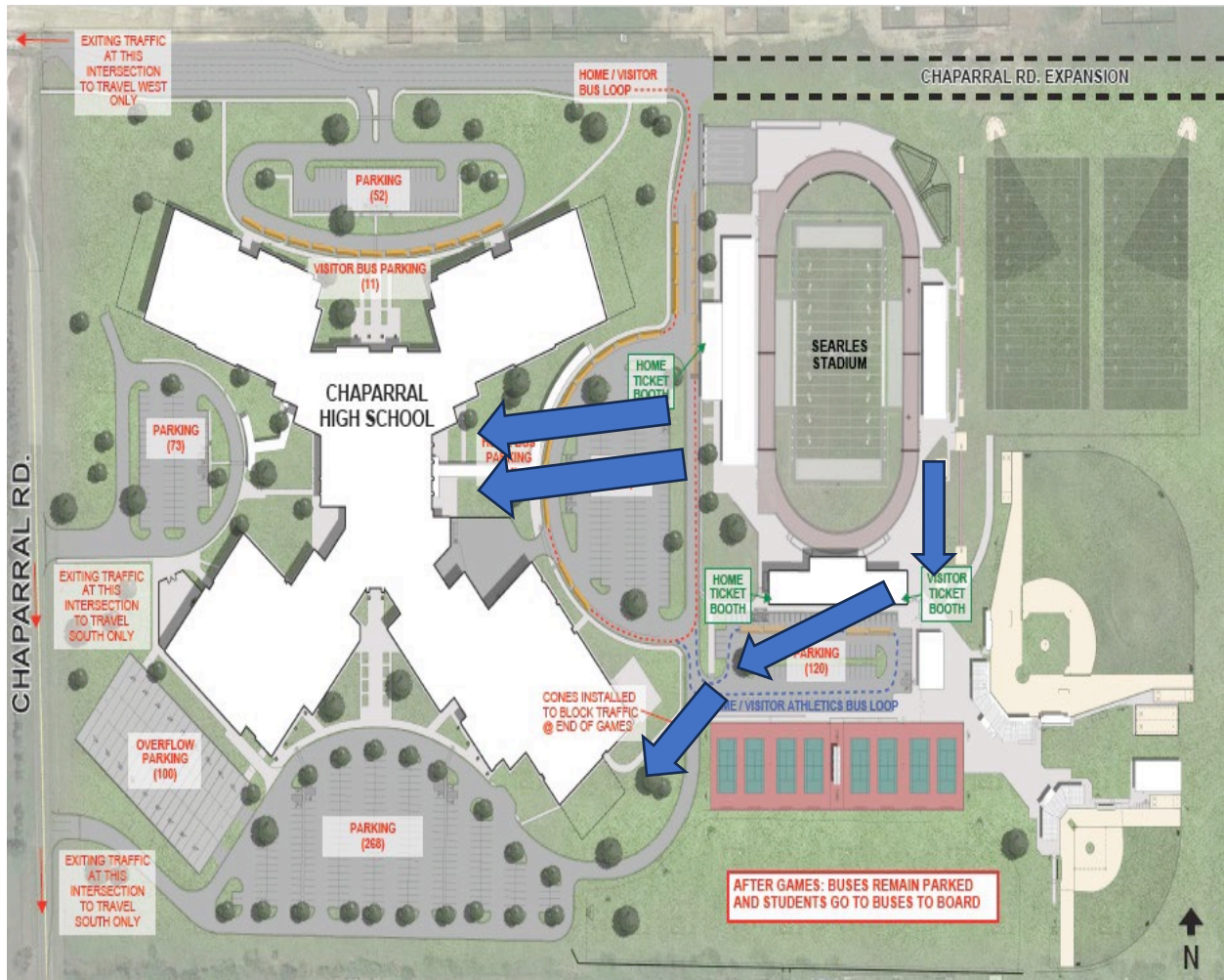
Searles – Home Side



Appendix C

Inclement Weather/ Shelter Evacuation Routes

Fire/ Bomb Evacuation



Home Side – will exit stadium and proceed to CHS cafeteria during extreme weather conditions.

Visitors Side – will exit stadium and proceed to CHS Athletic Wing during extreme weather conditions

Appendix E Bomb Threat Telephone Log

BOMB THREAT CHECKLIST

Date:	Time Call Received:	AM/PM	Time Call Concluded:	AM/PM
<ul style="list-style-type: none"> Remain calm, be courteous, LISTEN to, and do not interrupt the caller DON'T HANG UP THE PHONE. Leave the line open. GET THE ATTENTION OF ANOTHER PERSON - Give them a note saying, "BOMB THREAT - Call 911" 				
<ul style="list-style-type: none"> Write down what is displayed on your caller id: 				
<ul style="list-style-type: none"> Write down the exact words of the caller and threat: 				
KEEP THE CALLER ON THE PHONE AND TALKING BY ASKING THE FOLLOWING QUESTIONS:				
When is the bomb going to explode?		What kind of bomb is it?		
Where exactly is the bomb?		What will make the bomb explode?		
Which building? Which floor? Which room?		Did you place the bomb? Why?		
When did you put it there?		Who are you? What is your name?		
What does the bomb look like?		Where are you? What is your address?		
DESCRIPTION OF CALLER (check all that apply)				
<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Unknown		Approximate Age: _____		
Voice	Speech	Language	Behavior	Background Noises
<input type="checkbox"/> Clean	<input type="checkbox"/> Deliberate	<input type="checkbox"/> Educated	<input type="checkbox"/> Agitated	<input type="checkbox"/> Airport
<input type="checkbox"/> Distorted	<input type="checkbox"/> Distinct	<input type="checkbox"/> Foul	<input type="checkbox"/> Angry	<input type="checkbox"/> Animals
<input type="checkbox"/> Loud	<input type="checkbox"/> Fast	<input type="checkbox"/> Intelligent	<input type="checkbox"/> Blaming	<input type="checkbox"/> Baby
<input type="checkbox"/> Muffled	<input type="checkbox"/> Hesitant	<input type="checkbox"/> Irrational	<input type="checkbox"/> Calm	<input type="checkbox"/> Birds
<input type="checkbox"/> Nasal	<input type="checkbox"/> Lisp	<input type="checkbox"/> Rational	<input type="checkbox"/> Fearful	<input type="checkbox"/> Gymnasium
<input type="checkbox"/> Pitch-High	<input type="checkbox"/> Slow	<input type="checkbox"/> Slang	<input type="checkbox"/> Laughing	<input type="checkbox"/> Machinery
<input type="checkbox"/> Pitch-Med	<input type="checkbox"/> Slurred	<input type="checkbox"/> Uneducated	<input type="checkbox"/> Nervous	<input type="checkbox"/> Music
<input type="checkbox"/> Pitch-Low	<input type="checkbox"/> Stuttered	<input type="checkbox"/> Unintelligible	<input type="checkbox"/> Righteous	<input type="checkbox"/> Quiet
<input type="checkbox"/> Pleasant	<input type="checkbox"/> Accented	<input type="checkbox"/> Foreign	<input type="checkbox"/> Whiney	<input type="checkbox"/> Restaurant/Bar
<input type="checkbox"/> Raspy	<input type="checkbox"/> If Accented, Describe:	<input type="checkbox"/> If Foreign, Describe:	<input type="checkbox"/> Other:	<input type="checkbox"/> Talking
<input type="checkbox"/> Recorded message				<input type="checkbox"/> Television
<input type="checkbox"/> Smooth	<input type="checkbox"/> Other:	<input type="checkbox"/> Other:		<input type="checkbox"/> Traffic
<input type="checkbox"/> Soft				<input type="checkbox"/> Train
<input type="checkbox"/> Squeaky			<input type="checkbox"/> Typing	
<input type="checkbox"/> Other:			<input type="checkbox"/> Water/Wind	
			<input type="checkbox"/> Other:	
Name Of Person Receiving Call:				
Phone Number Threat Was Received On:				
Name Of Possible Suspect(s):				

Bomb Threat Checklist

ANNOUNCEMENTS

- 1. “Conditions exist that require the stadium be evacuated at this time. Please follow directions from the public address system and stadium ushers to effect an orderly evacuation.”**
- 2. “Ladies and Gentlemen – May I have your attention please. Due to present conditions it has become necessary to evacuate the stadium. At this time we would ask that you calmly proceed from the seating area. Please proceed to the nearest exit in an orderly fashion. Please continue moving away from the exits and return to your vehicles. Do not run or push. Following the directions of the Police and the Department of Athletics staff. We are sorry for your inconvenience and appreciate your cooperation.**
- 3. Announce procedures to readmit if only suspension has taken place or to announce cancellation of event.**

Severe Weather Shelter/Evacuation:

- 1. “Due to a severe Weather Warning conditions exist that require all stadium occupants to seek shelter at this time. Please follow directions from the public address system, police officers and stadium ushers to direct you to a sheltered facility.**
- 2. “Ladies and Gentlemen – May I have your attention please. Due to Severe Weather conditions it has become necessary to direct you to a sheltered facility. At this time we would ask that you calmly proceed from the seating area to the nearest staircase or ramp leading to the main concourses. Please follow directions from the stadium ushers and police officers to direct you to the nearest sheltered facility. For the safety of all please do not run or push. Thank you. Your cooperation is appreciated.”**
- 3. Announce procedures to readmit if only suspension has taken place or announce cancellation of event.**

SHELTER IN PLACE:

An emergency has been detected in the area. Please remain calm and stay in your seat. KilleenISD Police and event staff are handling the incident, but request that you do not leave the area until the situation has been resolved. Once it is safe to leave the area another announcement will be made that it is now okay to leave the area.

Community Emergency Contact Information

Ambulance.....	911
Fire Department.....	911
Police Department.....	911
Bell County Sheriff's Office	(254) 933-5412
Killeen Fire Department	(254) 501-7661
Killeen Animal Services	(254)526-4454

Killeen ISD Personnel

Exec. Director for Athletics, Matt Carroll	(254) 336-2672
Exec. Director for Athletics, Latisha Williams	(254) 336-2670
Assistant Athletic Director, Kevin Lawler	(254) 336-2671
Assistant Athletic Director, Lanny Williams	(254) 336-2676
KISD Chief of Police, Erik Hydorn	(254) 336-2814
Director of Investigations, Campus Safety, Chuck Kelley	(254) 336-8601

Community Emergency Contact Information

Ambulance911
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Police Department.....	911
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