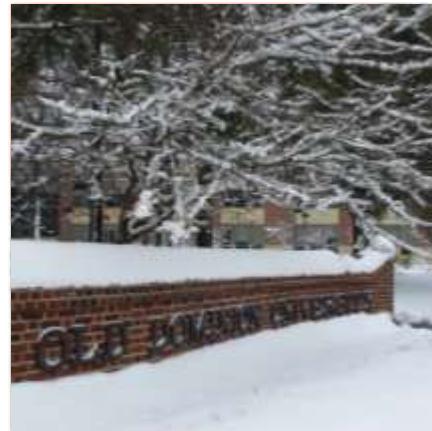




OLD DOMINION
UNIVERSITY
IDEA FUSION



Special Event Incident Action Planning

Jared Hoernig, MEP, Associate Director
Wednesday, 30 March 2016
Virginia Emergency Management Symposium

Poll



- What kind of special events take place in your jurisdiction?
- For these events, how many of you create formal incident/event action plans?

ODU Special Events



- Football
- Basketball
- Homecoming
- Commencement
- Move-In
- Admitted Students' Day
- Concerts
- VIP Visits

Campus Profile



- 208 acre urban campus
- 24,672 students (UG/G, Fall 2015)
- 4,732 live on campus
- 4,693 full- and part-time faculty/staff

Primary Campus Event Locations

Ted Constant Convocation Center



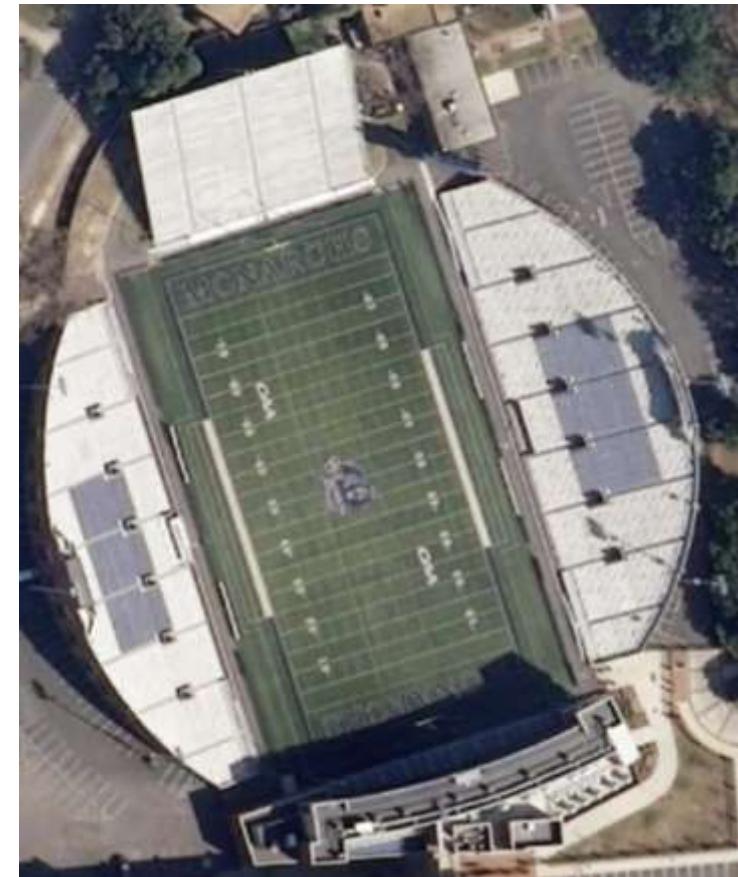
- Contractor-managed venue (Spectra)
- Capacity 9,100
- Opened in 2002
- 135 events annually,
with approx. 400K-450K
total attendance



Primary Campus Event Locations

S.B. Ballard Stadium

- Capacity 20,118
- Opened in 1936
- 6-7 games annually, sold out since program restarted in 2009
- At least \$500K revenue generated for University per game



Stakeholders

“It Depends”



- Athletics
- Event Management
- Contractors
- Public Safety
- Strategic Communication and Marketing
- External Partners

Football

One of campus' largest events



- Weekly planning meetings during football season
- Recognized need for consolidated plan
- Opportunities
 - Practice blue sky event management using ICS
 - Demonstrate value of new EM program
- IAPs take a page from other athletic conferences

IAP Composition



- Cover Page
- 201 Briefing
- 202 Objectives
- Multiple 204s
- 205 Radio Comms
- 205A Cell Phone Comms
- 206 Medical Plan
- 207 Org Chart
- 213 Timeline
- Maps (parking, stadium, campus, Webb Center)
- Webb Center Stadium Evacuation Procedures
- NCAA Lightning Guidelines
- Stadium Emergency Procedures
- Emergency PA Announcements
- Event Daily Integrated Timeline (EDIT)

IAP Cover Page

Football Incident Action Plan (IAP)



Old Dominion Monarchs

VS



Norfolk State Spartans

Date: Saturday, 12 September 2015

Kickoff Time: 1906hrs

Location: S.B. Ballard Stadium/Foreman Field

Operational Period: 1200hrs—0000hrs



ICS Form 201

Incident Briefing



INCIDENT BRIEFING (ICS 201)

1. Incident Name:	ODU vs. NSU Football Game	2. Incident Number:	N/A	3. Date/Time Initiated:	09/13/2015 1200 hours – 09/13/2015 0000 hours
4. Map/Sketch: See "Map" tab for clear image.					
5. Important Information and Safety Briefing:					
<p>A. Anticipate a sold-out crowd. The stadium holds approximately 20,118 spectators.</p> <p>B. All event personnel should be prepared with necessary personal protective equipment for the event (hat, sunscreen, water, rain gear, radios as applicable, and safety vests as applicable).</p> <p>C. Fireworks will be fired from the 20-yard line as home team takes the field. Maintain a clear radius of at least 25 feet.</p> <p>D. Cannons to be fired @ NE field when home team takes field (beginning of game and beginning of third quarter). Be prepared for large crowds. Maintain 30-yard distance from muzzle.</p> <p>E. A roughly 50% chance of rain/s-dorms exists. Maintain situational awareness and evacuate stadium posts as instructed.</p> <p>F. In the event that evacuation becomes necessary, Football teams and associated staff should report to respective locker rooms, visiting Athletic Director contingent reports to visiting team locker rooms, Farms (and visiting, if applicable) banjo(s), reports to Rollins Hall first floor corridor (and Spragg Hall first floor corridor as overflow), Spirit Squad/OOC/cheerleaders report to Spring Hall first floor corridor, stadium Public Safety staff report to the Amherst South Tunnel, as appropriate, and Spectra staff report to (West) Garage E, as appropriate. note: Rollins and Spragg are secured on the weekends and will need to be unlocked for ODU Public Safety personnel. Limited evacuation/sheltering space is available in Draper Hall 2117 (approx. cap. 750), Constant Hall 1003 (approx. cap. 100), and Constant Hall 1005 (approx. cap. 110). Several Webb Center spaces can also be used to shelter-in-place (River Rooms (approx. cap. 80 combined), Hampton/Newport News (approx. cap. 2000), Center Cafeteria (approx. cap. 2000), Caf 1292 (approx. cap. 275), Study Lounge (approx. cap. 200), U-Center (approx. cap. 700)).</p> <p>G. Drones/unmanned aerial systems/vehicles (UAV/UAS) are not permitted. Immediately report sightings of these vehicles to ODUPO at (757) 455-4099. Intercept operators of these vehicles and advise that unapproved use is not permitted @ ODU.</p> <p>H. MSU, NSU cheering, and general public sections will be active for this game. Police personnel should take all steps necessary to provide for the safety of these groups and encourage a welcoming, respectful environment for all guests.</p> <p>I. Radio communications should use plain language and no codes when communicating outside their agency.</p> <p>J. Unified Command Post in Amherst Building South Tunnel, First Aid Room in Amherst Building South Tunnel.</p>					
6. Prepared by: Name: Jason Hartman Position/Title: Asst. Dir., OEM Signature:					
ICS 201 IAP Page 1 Date/Time: 09/12/2015, 0100 hours					

INCIDENT BRIEFING (ICS 201)

1. Incident Name:	ODU vs. NSU Football Game	2. Incident Number:	N/A	3. Date/Time Initiated:	09/12/2015 1200 hours – 09/12/2015 0000 hours
4. Current and Planned Objectives:					
<ul style="list-style-type: none"> Provide for the safety and security of all event participants at all event locations (stadium, parking lots/garages, and tailgating areas). Provide proactive and responsive customer service support to facilitate a memorable guest experience. Adhere to the established schedule set forth in the event plan/integrated timeline (IPT). Provide emergency medical services support to all event participants at the stadium. Ensure relevant pre-plan assets are provided to the home team, visiting team, and officials. Ensure safe pedestrian and vehicular movement at all parking lots and key intersections. Identify and resolve traffic/queue conflicts with respect to coaches, officials, visiting personnel, and all other event staff. Conduct a post-game "hot wash" to analyze and evaluate operational performance in accordance with event objectives. 					
5. Current and Planned Actions, Strategies, and Tactics:					
See Event Daily Integrated Timeline (EDIT)					
6. National Weather Service Forecast/Instant Weather Graph:					
<p>Saturday, 12 September: A chance of showers, with thunderstorms also possible after 1pm. Mostly cloudy, with a high near 85. South wind 5 to 8 mph. Chance of precipitation is 50%. New rainfall amounts between a tenth and quarter of an inch, except higher amounts possible in thunderstorms.</p> <p>Saturday Night, 12 September: A chance of showers and thunderstorms. Mostly cloudy, with a low around 67. Southwest wind around 8 mph. Chance of precipitation is 60%. New rainfall amounts between a tenth and quarter of an inch, except higher amounts possible in thunderstorms.</p>					
7. Prepared by: Name: Jason Hartman Position/Title: Asst. Dir., OEM Signature:					
ICS 201	IAP Page 2	Date/Time: 09/12/2015, 0100 hours			

ICS Form 202

Incident Objectives



INCIDENT OBJECTIVES (ICS 202)		
1. Incident Name: ODU vs. NSU Football Game	2. Operational Period:	Date 09/12/2015 Time 1200 hours-0000 hours
3. Objective(s): <ul style="list-style-type: none">Provide for the safety and security of all event participants at all event locations (stadium, parking lots/garages, and tailgating areas).Provide proactive and responsive customer service support to facilitate a memorable guest experience.Adhere to the established schedule set forth in the Event Daily Integrated Timeline (EDIT).Provide emergency medical services support to all event participants at the stadium.Ensure safe and prompt escorts are provided to the home team, visiting team, and officials.Ensure safe pedestrian and vehicular movement at all parking lots and key intersections.Identify and reconcile radio frequency conflicts with respect to coaches, officials, sideline personnel, and all other event staff.Conduct a post-event "hot wash" to analyze and evaluate operational performance in accordance with event objectives.		
4. Operational Period Command Emphasis: <ul style="list-style-type: none">Ensure event objectives are met.Follow organizational chart for appropriate reporting and communications flow.Unified Command Post located at Ainslie Building South Tunnel. Unified Command consists of Athletics (Bruce Stewart), Spectra (Mike Frying), ODU Police (Capt. Garrett Shelton), and ODU Emergency Management (Jared Hoernig).For weather-related emergencies, Greg Smith (Athletics) provides direct support to Unified Command through a meteorologist at Thor-Guard, our third-party weather contractor.		
5. Site Safety Plan Required? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Approved Site Safety Plan(s) Located at: N/A		
6. Incident Action Plan (the items checked below are included in this Incident Action Plan): <input checked="" type="checkbox"/> ICS Form 201 (Incident Briefing with Weather Forecast) <input checked="" type="checkbox"/> ICS Form 202 (Incident Objectives) <input checked="" type="checkbox"/> ICS Form 204 (Assignment List – Multiple) <input checked="" type="checkbox"/> ICS Form 205 (Incident Radio Communications Plan) <input checked="" type="checkbox"/> ICS Form 205A (Communications List – Cell Phones) <input checked="" type="checkbox"/> ICS Form 206 (Medical Plan) <input checked="" type="checkbox"/> ICS 207 (Incident Organizational Chart) <input checked="" type="checkbox"/> ICS 207A (Football Emergency Phone Tree) <input checked="" type="checkbox"/> ICS 213 General Message (Public Safety Timeline) <input checked="" type="checkbox"/> Maps (Parking, Stadium, Campus, Evac, Webb Center) <input checked="" type="checkbox"/> Webb Center Procedures During Stadium Evacuation <input checked="" type="checkbox"/> NCAA Lightning Guidelines <input checked="" type="checkbox"/> S.B. Ballard Stadium Emergency Procedures <input checked="" type="checkbox"/> Emergency Public Address Announcements <input checked="" type="checkbox"/> Event Daily Integrated Timeline (EDIT)		
7. Prepared by: Name: Jared Hoernig Position/Title: Asst. Dir., OEM Signature: IAP Page: 3 Date/Time: 09/12/2015, 0100 hours		

ICS Form 204

Assignment List



ICS Form 205

Radio Comms Plan



INCIDENT RADIO COMMUNICATIONS PLAN (ICS 205)

1. Incident Name: ODU vs. NSU Football Game		2. Date/Time Prepared: Date: 09/12/2015 Time: 1200 hours			3. Operational Period: Date 09/12/2015 Time 1200 hours-0000 hours		
4. Basic Radio Channel Use:							
Zone Group	Channel Name/Trunked Radio System Talk group	Assignment	Function	TX/RX Freq.	Stadium Only or Campus-Wide	Mode (A, D, or M)	Remarks
Police	800 Mhz	Operations/Dispatch	Command	ODU TAC2	Campus	M	Unified Command to Monitor
Game	400 Mhz	Ref Mic Primary	Support	479.425	Stadium	D	N/A
Game	500 Mhz	Ref Mic Backup	Support	503.900	Stadium	D	N/A
Game	500 Mhz	Wireless Mic 1	Support	500.125	Stadium	D	N/A
Game	500 Mhz	Wireless Mic 2	Support	512.125	Stadium	D	N/A
Game	600 Mhz	Wireless Intercom	Support	668.200	Stadium	D	N/A
Game	600 Mhz	Wireless Intercom	Support	668.700	Stadium	D	N/A
Game	600 Mhz	Wireless Intercom	Support	670.500	Stadium	D	N/A
Game	600 Mhz	Wireless Intercom	Support	673.000	Stadium	D	N/A
Game	600 Mhz	Wireless Intercom	Support	676.000	Stadium	D	N/A
Game	600 Mhz	Wireless Intercom	Support	679.500	Stadium	D	N/A
Game	600 Mhz	Wireless Intercom	Support	680.700	Stadium	D	N/A
Game	600 Mhz	Wireless Intercom	Support	680.700	Stadium	D	N/A
Game	600 Mhz	Wireless Intercom	Support	684.400	Campus	D	N/A
Operations	400 Mhz	Parking Services	Support	465.550	Campus	A	N/A
Operations	400 Mhz	Parking Services	Support	460.550	Campus	A	N/A
Operations	400 Mhz	Parking Services	Support	465.100	Campus	A	N/A
Game	900 Mhz	ODU Coach Comms	Support	902.000 to 928.000	Stadium	D	N/A
Game	2.4 Ghz	ODU Coach Comms	Support	2400.000 to 2480.000	Stadium	D	N/A
5. Special Instructions:							
6. Prepared by (Communications Unit Leader): Name: Dwayne Smith					Signature: <u>Dwayne Smith</u>		
ICS 205	IAP Page <u>15</u>	Date/Time: 09/12/2015					

ICS Form 205A

Cell Phone Comms Plan



COMMUNICATIONS LIST (ICS 205A)

1. Incident Name: ODU vs. NSU Football Game	2. Operational Period: Date 09/12/2015 Time 1200 hours-0000 hours	
3. Basic Local Communications Information:		
Incident Assigned Position	Name	Method of Contact
Athletics Monarch Marching Bands	Alex Trevino	757-639-6970
Facilities/Housekeeping	Anthony Tyler	757-408-7502
Athletics Football	Bruce Stewart	757-390-6293
Athletics Spirit Squad	Carmen Harris	757-679-3315
Athletics	Chris Schaefer	518-669-8978
Norfolk Sheriff's Office	Chris Waltz	757-478-1691
ODUSP	Chuck Gray	757-647-2173
ODUSP	Colby Owen	757-510-8839
Aramark	Connie Pate	757-289-5281
ODUPD	Damaso Medel	757-893-6428
Athletics Equipment	Dan Cornier	757-218-0343
Athletics External Relations	Debbie White	757-647-2073
President's Office	Diana Hurst	804-218-1004
ODAF	Drew Turner	757-724-7583
OCCS	Dwayne Smith	757-754-1660
Athletics Media Relations	Eric Bohannon	757-375-0244
OCCS	Eric Edens	757-323-9379
ODUPD	Garrett Shelton	757-235-5714
Athletics Facilities	Greg Smith	757-642-7431
Fire Safety	Greg Wooldridge	757-354-5998
Aramark	Janet McLaughlin	757-243-4039
4. Prepared by: Name: <u>Jared Hoernig</u>	Position/Title: <u>Assoc. Dir., OEM</u>	Signature: <u>Jared Hoernig</u>
ICS 205A	MAP Page <u>16</u>	Date/Time: <u>09/12/2015</u>

COMMUNICATIONS LIST (ICS 205A)

1. Incident Name: ODU vs. NSU Football Game	2. Operational Period: Date 09/12/2015 Time 1200 hours-0000 hours	
3. Basic Local Communications Information:		
Incident Assigned Position	Name	Method of Contact
Emergency Management	Jared Hoernig	757-633-9937
handler		Cell
Avant		336-380-1611
ith		757-323-9385
onemaker		419-307-5056
Hughes		757-448-7679
rown		252-435-4102
oppe		731-217-5102
Shurtz		757-469-5694
bb		757-870-2609
stle		757-553-7582
Willing		757-323-9389
Dispatch		757-683-4000
Harris		908-616-2472
inch		270-996-8244
elace		757-286-0064
Moal		757-567-6505
Harmon		757-710-5858
macho		757-577-8852
n Villanueva		703-501-0209
chell		757-536-5981
oe		757-237-3500
Position/Title: <u>Assoc. Dir., OEM</u>	Signature: <u>Jared Hoernig</u>	
Date/Time: <u>09/12/2015</u>		

ICS Form 206

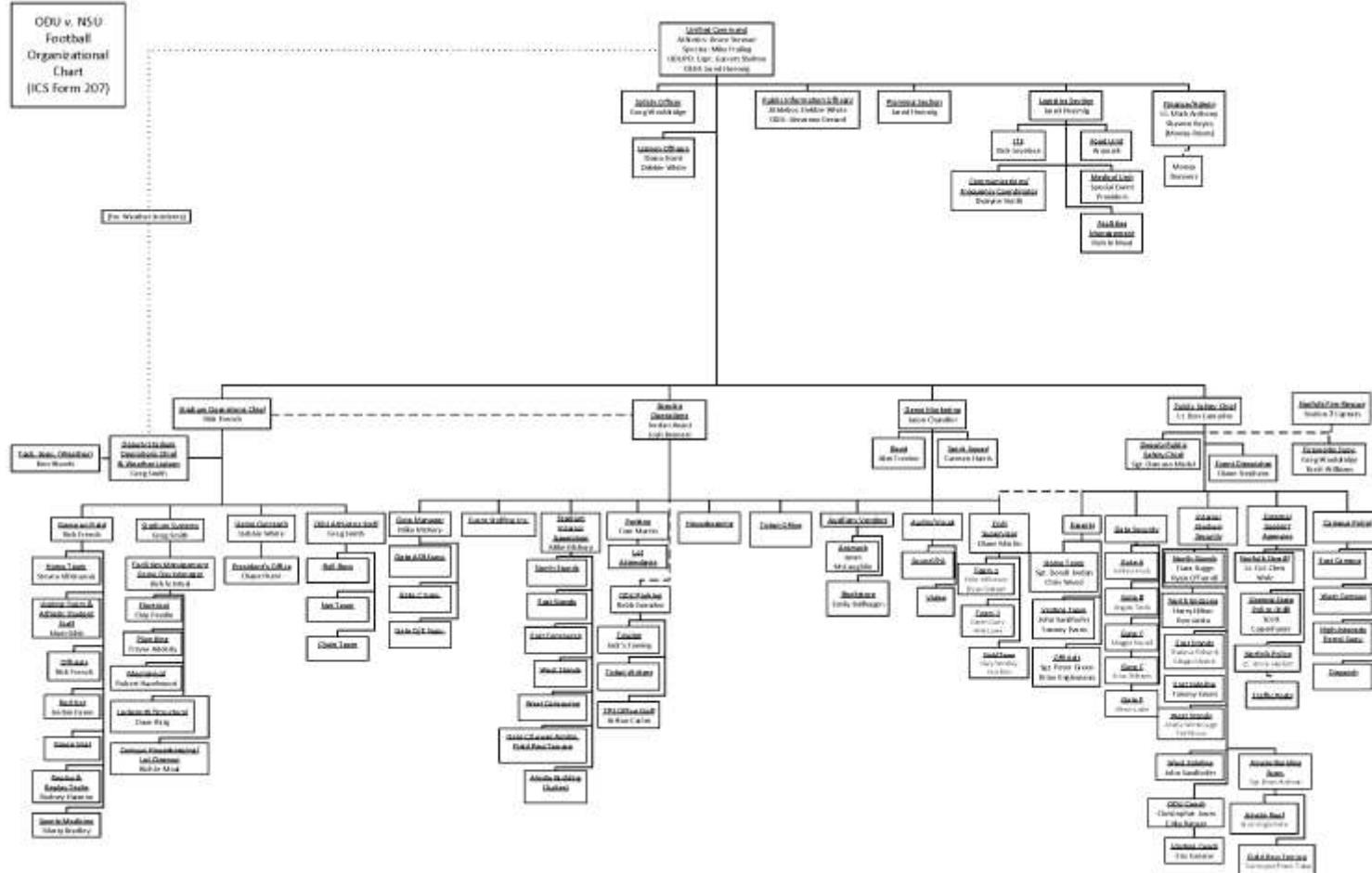
Medical Plan



MEDICAL PLAN (ICS 206)							
1. Incident Name: ODU vs. NSU Football Game		2. Operational Period: Date 09/12/2015 Time 1200 hours-0000 hours					
3. Medical Aid Station:							
Name	Location	Contact Number(s)/Frequency		Paramedics on Site?			
Stadium First Aid Room	Ainslie Building: South Tunnel	(757) 737-2429		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No		
4. Transportation (Indicate air or ground):							
Ambulance Service	Location	Contact Number(s)/Frequency		Level of Service			
Special Event Providers (ground)	Lot 6, South End	(757) 287-7251		<input checked="" type="checkbox"/> ALS	<input type="checkbox"/> BLS		
Norfolk Fire-Rescue (ground)	Fire Station 7 1211 W. 43 rd St., Norfolk, VA 23508	(757) 441-5610		<input checked="" type="checkbox"/> ALS	<input type="checkbox"/> BLS		
Sentara Nightingale (air)	Sentara Norfolk General Hospital 600 Gresham Dr, Norfolk, VA 23505	(757) 388-3000		<input checked="" type="checkbox"/> ALS	<input type="checkbox"/> BLS		
5. Hospitals:							
Hospital Name	Address, Latitude & Longitude if Helipad	Contact Number(s)/Frequency	Travel Time		Trauma Center	Burn Center	Helipad
			Air	Ground			
Sentara Norfolk General	600 Gresham Dr, Norfolk, VA 23505	(757) 388-3000	2 min	8 min	<input checked="" type="checkbox"/> Yes Level: 1	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Bon Secours DePaul Medical Center	100 Kingsley Ln, Norfolk, VA 23507	(757) 889-5000	4 min	12 min	<input type="checkbox"/> Yes Level: 3	<input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Naval Medical Center Portsmouth	620 John Paul Jones Cir, Portsmouth, VA 23708	(757) 953-5008	6 min	15 min	<input type="checkbox"/> Yes Level: 2	<input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Bon Secours Maryview	3636 High St, Portsmouth, VA 23707	(757) 398-2200	8 min	18 min	<input type="checkbox"/> Yes Level: 3	<input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No
6. Special Medical Emergency Procedures:							
<p><input type="checkbox"/> Check box if aviation assets are utilized for rescue. If assets are used, coordinate with Air Operations.</p> <p>• All life threatening illnesses or injuries will go to the closest most appropriate hospitals. Example – Trauma/Burns: Sentara Norfolk General.</p> <p>• All non-life threatening illnesses or injuries (other than the need for specialty care) can be transported per the request of the patient.</p>							
7. Prepared by (Medical Unit Leader): Name: Tom Martin				Signature: Tom Martin			
ICS 206	IAP Page 18	Date/Time: Friday, 12 September 2015, 1800hrs					

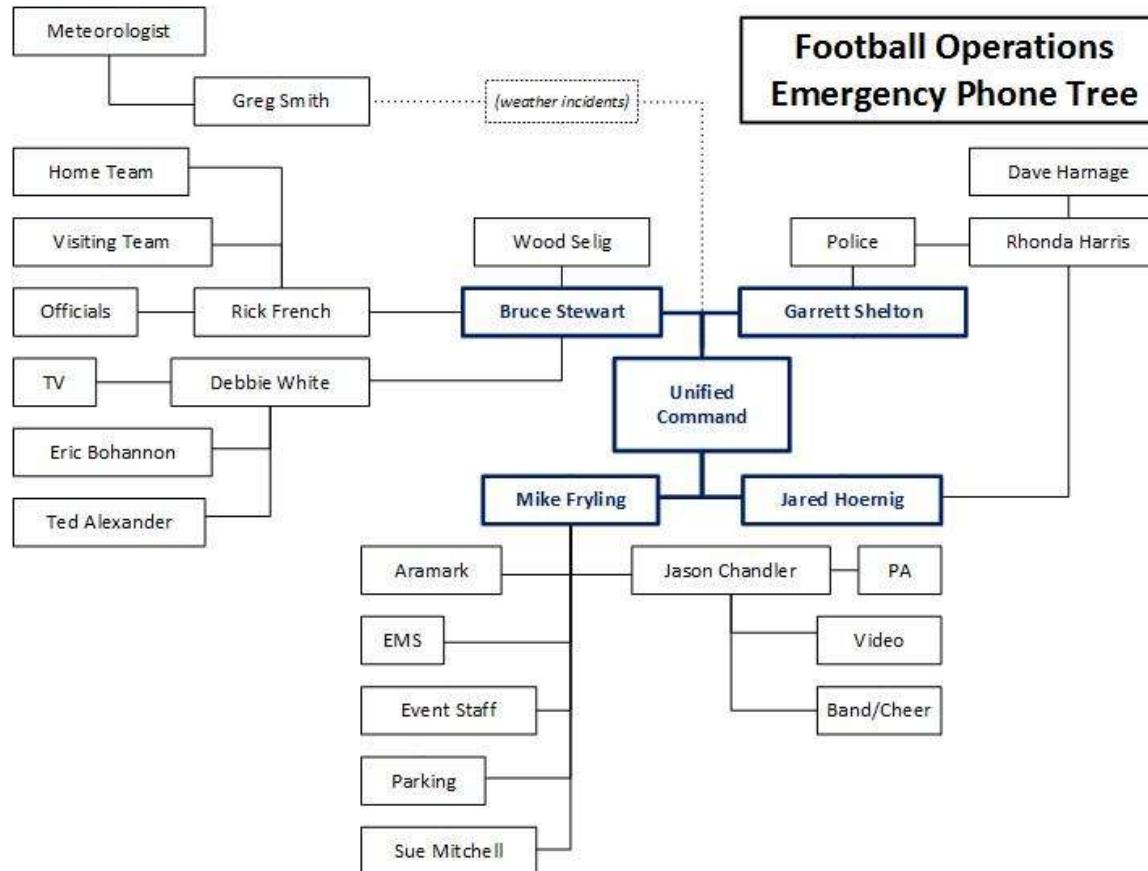
ICS Form 207

Incident Org Chart



ICS Form 207A

Football Emergency Phone Tree



ICS Form 213

General Message - Public Safety Timeline



GENERAL MESSAGE (ICS 213)			
1. Incident Name: ODU vs. NSU Football Game	2. To: All Public Safety Personnel	3. From: Jared Hoernig, Assoc. Director of EM	4. Subject: Public Safety Timeline
			5. Date: 09/12/2015 6. Time: 1200-0000
7. Message (Control Operations): 1300 hours – NSO deputies working Lots 8/42, Garage E, and Grass Lots report 1400 hours – Lot 42 opens 1400 hours – NSO deputies working Lots 1/9/11/23/38/43/44/49/47/58, Garages A/B/C/D, Overflow Grass Lots report 1500 hours – All other parking lots and tailgating areas open to the public 1500 hours – Public Safety pre-event briefing in Ted Big Blue Room 1500 hours – ODU Lt. Anthony, Det. Reyes, and Deps. Wampler/Griffin report under the north end zone stands for beginning of money security detail 1500 hours – VSP Explosives K-9(s) sweep the Ainslie building 1500 hours – ODU Sgt. Jordan and Officer Wood respond to Downtown Norfolk Sheraton Hotel to escort ODU to L.R. Hill Sports Complex (1625 departure from Sheraton, 1640 arrival at L.R. Hill) 1500 hours – ODU Officers Sandhofer/Evans respond to NSU Gills Gym escort NSU to S.B. Ballard Stadium (1630 departure from NSU, 1645 arrival at ODU) 1500 hours – ODU Sgt. Green, Officer Englemann, and Dep. Willie respond to Doubletree Norfolk Airport to escort game officials to S.B. Ballard Stadium (1600 departure from Doubletree, 1615 arrival at ODU) 1530 hours – ODU Officers report to assigned pre-game traffic posts 1645 hours – ODU Officer Durall leads Monarch March football team escort from L.R. Hill Sports Complex to S.B. Ballard Stadium 1645 hours – ODU Officers on pre-game traffic posts move to posts in S.B. Ballard Stadium 1700 hours – S.B. Ballard Stadium gates open to public 1700 hours – ODU/NSO officers/deputies on assigned posts in and around S.B. Ballard Stadium 1700 hours – NPD Traffic Unit assumes Hampton Blvd. traffic post coverage through 0000 hours 1720 hours – 100-minute meeting in Officials Locker Room 1901 hours – ODU takes the field, cannon/fireworks fired 1906 hours – Kick-off Halftime – ODU Dets. Jones/Ranger escort ODU coach to locker room and back; ODU Officer Greene escorts NSU coach to locker room and back; Officer Barrineau assists visiting official from press box down stands, to locker room, and back Start of Third Quarter – Cannon fired as home team takes field End of Third Quarter – Unified Command meeting in Ainslie South Tunnel End of Game – Officers/deputies maintain posts until stadium is clear, field protection provided to coaches/officials 2 Hours After Game Ends – All parking lots close 2300/0000 hours (approx.) – Detail ends			
8. Approved by: Name: <u>Jared Hoernig</u> Signature: <u>Jared Hoernig</u> Position/Title: <u>Assoc. Dir., OEM</u>			
ICS 213	IAP Page <u>21</u>	Date/Time: 09/12/2015	

Map 1

Tailgating Parking Lots



Where Winners Buy
CHECKERED FLAG
TAILGATING LOTS

TOWING

Patrons whose vehicles have been towed while parking on grounds will need to contact Jack's Towing at (757) 461.5765 to locate their vehicle.



Map 2

Stadium



Map 3

Campus

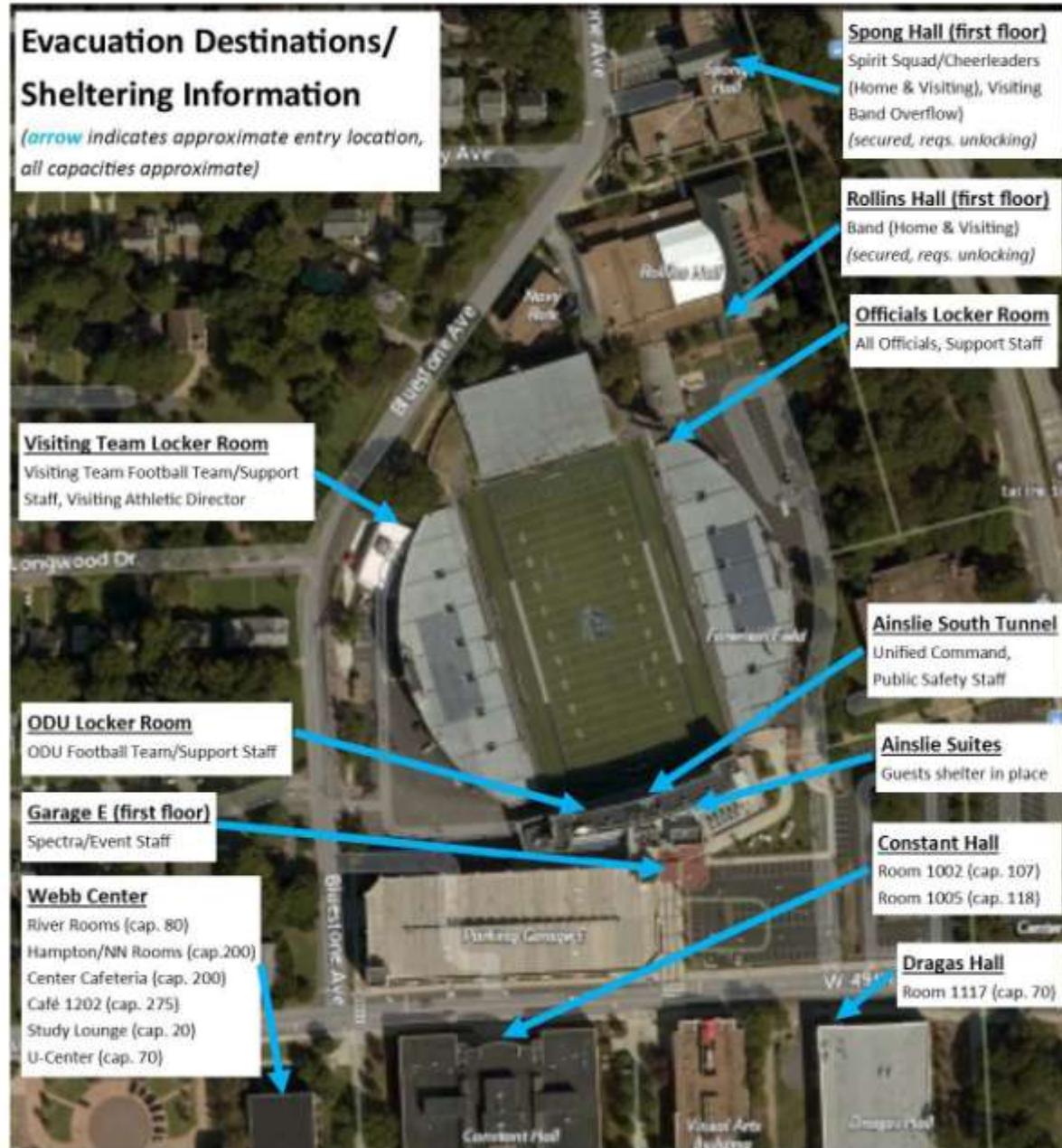


MAP: ODU NORFOLK CAMPUS



Map 4

General Evacuation Plan



Map 5

Band/ Cheer Squad Evac Plan



MAP: BAND/SPIRIT SQUAD EVACUATION PROCEDURES



Webb Center Procedures



WEBB CENTER'S ROLE DURING S.B. BALLARD STADIUM EVACUATION

During certain severe weather situations (e.g. lightning, tornado), S.B. Ballard Stadium may be evacuated for guest safety reasons. Guests will be instructed to [return to their vehicles](#) and monitor ESPN Radio 94.5/94.1 FM for updates. Should weather conditions deteriorate while guests are in transit to their vehicles, they may choose to seek shelter in the closest open building – which in many cases may be the Webb University Center. Webb will not be identified/publicized as a shelter to the general public; however, the building may be considered a refuge of last resort by operational staff for emergency planning/preparedness purposes.

The following areas within Webb that are designated safe to shelter during severe weather situations are (indicated by orange shading in map below):

- River Conference Rooms (James, Lynnhaven, York, Potomac) – Occupancy: approx. 80 combined, approx. 20 partitioned
- Hampton/Newport News Conference Rooms – Occupancy: approx. 200
- Center Cafeteria (with partition closed) – Occupancy: approx. 200
- Café 1201 Seating Area – Occupancy: approx. 275
- Study Lounge – Occupancy: approx. 20
- U-Center – Occupancy: approx. 70

Availability of these designated safe rooms will depend on events already scheduled within Webb. Webb Administrative/Operations staff and Emergency Management will monitor room availability (and the weather forecast) on a weekly basis and will provide guidance to operational front line staff should the need to potentially execute these guidelines arise.

What to Do

- Remain calm, friendly, and professional
- Stand by at main entrances adjacent to 49th Street
- Direct guests to closest available rooms designated safe for sheltering until full, continuing to next available designated safe rooms as needed
- Communicate room occupancy and any questions/concerns to Webb Administrative/Operations staff
- Provide information and assistance to guests, as needed

Webb University Center - First Floor



— Kaufman Mall —

NCAA Lightning Guidelines



NCAA LIGHTNING GUIDELINES

Appendix G

Guidelines for Game Officials and Game Management To Use Regarding Lightning

The purpose of this appendix is to provide information to those responsible for making decisions about suspending and resuming games based on the presence of lightning.

GUIDELINE 1a

Lightning Safety

July 1997 • Revised June 2007

The NCAA Committee on Competitive Safeguards and Medical Aspects of Sports acknowledges the significant input of Stiles L. Bennett, formerly an athletic trainer with the College of William and Mary Division of Sports Medicine; Herman L. Holt, a meteorologist, formerly of the National Weather Service Laboratory (NWSL); and Mary Ann Cooper, M.D., Professor of Emergency Medicine at the University of Illinois at Chicago, in the development of this guideline.

Lightning is the most consistent and significant weather hazard that may affect intercollegiate athletics. Within the United States, the National Climatic and Atmospheric Administration (NOAA) estimates that 60 to 70 fatalities and about 10 times as many injuries occur from lightning strikes every year. While the probability of being struck by lightning is low, the odds are significantly greater when a storm is in the area and proper safety precautions are not followed.

Education and prevention are the keys to lightning safety. The consensus among those with this guideline on lightning education recommends. Authorities should be educated on before, during and after lightning strikes. This is possible by being present and having a lightning safety plan in place. The following steps are recommended by the NCAA and NOAA to mitigate the lightning hazard:

- Designate a person to monitor incoming weather and to make the decision to resume a game or indefinitely defer an athletic site or event. A lightning safety plan should include planned instructions for participants and spectators, designations of 30-second (3rd-5th) and all-clear signals, proper signs, and designation of safer places for shelter from the lightning.

APPENDIX G / GUIDELINES REGARDING LIGHTNING

79/79

- Monitor local weather reports each day before any practice or game. Pay attention to areas of potential thunderstorms that may form during thunderstorms, lightning events or practice. Weather information can be found through various means via local television news coverage, the internet, radio and satellite weather programming, or the National Weather Service (NWS) Web site at www.weather.gov.
- Be informed of National Weather Service issued thunderstorms, "watches" or "warnings," and the starting signs of developing thunderstorms in the area, such as high winds or darkening skies. A "watch" means conditions are favorable for severe weather to develop in the area. A "warning" means that severe weather has been reported in an area and everyone should take proper precautions. A NOAA weather radio is particularly helpful in providing this information.
- Know where the closest "safest structure or location" is to the field or playing area, and know how long it takes to get to that location. A safer structure or location is defined as:
 - Any building normally occupied or frequently used by people, i.e., a building with plumbing, safety electrical wiring that acts as effectively ground the structure.
 - Avoid using the shower or plumbing facilities and having contact with electrical appliance during a thunderstorm.
- In the absence of a sturdy, frequently inhabited building, any vehicle with a hard metal roof (preferably a convertible), a soft top (soft with the windows down) provides a measure of safety. Hard top vehicles and soft, sun-tinted ones, are what protection managers by changing driving patterns around the vehicle and not through the windows. It is important not to touch the metal framework of the vehicle. Some vehicles even have side air bags or side inflators to prevent around open car doors or fields.
- Lightning strikes should be postponed at the first flash of lightning, stop of thunder, and/or other criteria such as increasing winds or darkening skies, to monitor the area. These types of activities should be treated as a "warning" or "wake-up call" to intercollegiate athletics personnel. Lightning safety experts suggest that if you hear thunder, begin preparation for evacuation; if you see lightning, consider suspending activities and heading for your designated safe location.
- The following specific lightning safety guidelines have been developed with the assistance of lightning safety experts. Design your lightning safety plan to consider local safety needs, weather patterns and thunderstorm type:
 - As a minimum, lightning safety experts strongly recommend that by the time a thunderstorm occurs 10 minutes before the start of the lightning storm and before the first lightning strike, all individuals should have left the athletic site and reached a safer structure or location.
 - Please note that thunder may be heard to hear if there is an athletic event going on, particularly in stadiums with large crowds. Implement your lightning safety plan accordingly.
 - The absence of blue sky and the absence of rain are not guarantees that lightning will not strike. At least 30 percent of lightning occurs when there is no rainfall and when blue sky is often visible somewhere in the sky, especially with summer thunderstorms. Lightning can, and does, strike as far as 10 (or more) miles away from the rain shaft.

APPENDIX G / GUIDELINES REGARDING LIGHTNING

79/79

- Avoid using landline telephones, except in emergency situations. People have been killed while using a landline telephone during a thunderstorm. Cellular or wireless phones are safe alternatives to a landline phone, particularly if the person and the antenna are located within a safe structure or location, and if all other precautions are followed.
- To ensure athletic activities, lightning safety experts recommend waiting 30 minutes after both the last sound of thunder and last flash of lightning. If lightning is seen within hearing distance, lightning may be out of range and therefore less likely to be a significant threat. At this, be aware that lightning can be visible at a much greater distance than during the day as clouds are being lit from the inside by lightning. This greater distance may mean that the lightning is no longer a significant threat. At night, use both the sound of thunder and seeing the lightning observe itself to decide on resuming the 30-minute "return-to-play" clock before resuming outdoor athletics activities.
- People who have been struck by lightning do not carry an electrical charge. Therefore, cardiopulmonary resuscitation (CPR) is safe for the responder. If possible, an injured person should be moved to a safer location before starting CPR. Lightning-strike victims who show signs of cardiac or respiratory arrest need prompt emergency help. If you are in a 911 community, call for help. Prompt, aggressive CPR has been highly effective for the survival of victims of lightning strikes.

Automatic external defibrillators (AEDs) have become a common, safe and effective means of reviving persons in cardiac arrest. Placed soon to early defibrillation should be part of your emergency plan. However, CPR should never be delayed while searching for an AED.

Note: Weather monitors, real-time weather forecasts and commercial weather-warning services are all tools that can be used to aid in decision-making regarding stopping of play, evacuation and return to play.

Dangerous Locations

Outside locations increase the risk of being struck by lightning when thunderstorms are in the area. Small covered shelters are not safe from lightning. Doghouses, rain shelters, golf shelters and picnic shelters, even if they are properly grounded for structural safety, are usually not properly grounded from the effects of lightning and can flash to people. They can usually very easily and may actually increase the risk of lightning injury. Other dangerous locations include areas unsheltered to, or near, light poles, trees and fences that can carry a nearby strike to people. Also dangerous is any location that makes the person the highest point in the area.

APPENDIX G / GUIDELINES REGARDING LIGHTNING

79/79

References

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- National Lightning Safety Institute Web site: www.lightningsafety.com.
- Uman MG. *All About Lightning*. New York: Dover Publications. 1998.
- NOAA lightning safety Web site: www.lightningsafety.noaa.gov.
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- Walsh EM, Bennett SL, Hurlak L, Cooper MA, Kahl R. National Athletic Trainers' Association Position Statement: Lightning Safety for Athletes and Recreation. *Journal of Athletic Training*. 38(4):471-477. 2005.
- Hurlak L. 2005 Lightning-caused recreation deaths and injuries. *Preprints, 4th Symposium on Lightning*, January 9-13, San Diego, California, American Meteorological Society; 6 pp.
- The Weather Channel on satellite or cable, and on the Internet at www.weather.com.

Event Emergency Procedures

S.B. BALLARD STADIUM/FOREMAN FIELD EMERGENCY PROCEDURES

Command and Control

- Unified Command, event coordination staff, and on-site medical staff meet at the south tunnel by the First Aid room. Alternate location is northeast Officials Locker Room.

Active Threat/Criminal Activity (Code Brown)

- Remain calm and use common sense/good judgment.
- Notify ODUOPD, Unified Command, and/or the Manager on Duty (MOD) immediately.
- Do not engage the threat or put yourself in harm's way.
- Put something between yourself and the threat if possible.
- Secure-in-place if possible (place a locked door between yourself and the threat and keep still and quiet).

Bomb Threat (Code Blue)

- Remain calm, professional, and treat the threat seriously.
- Use a Bomb Threat Checklist to document the call and what you hear. Capture as many details as possible by asking the caller the listed questions. Keep the caller on the phone for as long as possible, and do not hang up.
- Have another staff member notify ODUOPD, Unified Command, and/or the MOD immediately.
- Avoid suspicious packages. Do not use radios.

Evacuation

- Remain calm and do not rush or panic.
- Listen for evacuation instructions from the stadium public address system, if provided. If not provided, evacuate away from the danger/incident area and shelter-in-place in a safe location (this may be a nearby building, an interior room away from windows, or a vehicle, depending on the hazard). For non-hazardous evacuations, assemble in Lot B near the Alumni Building.
- Assist guests and/or staff to quickly but calmly move to the nearest accessible exit.
- Limit elevator usage to persons with disabilities if possible. If a fire or utility outage has occurred, do not use elevators.
- For persons with disabilities, always ASK how you can help before giving assistance. Attempt rescues only if there is imminent danger and the person cannot wait for emergency responders.
 - Visual disabilities:** offer verbal instructions, describe the evacuation route, and offer your arm as a guide.
 - Hearing disabilities:** gain person's attention by waving arms, then use gestures or hand signs to convey instructions.
 - Mobility impairments:** evacuate to Areas of Rescue Assistance, if available. If physically able and if imminent danger exists, use a two-handed or seated carry to move the person.

Extreme Heat

- Dress for the weather and drink plenty of fluids.
- Minimize excessive activity and take plenty of breaks.
- Watch guests and staff for signs of heat stress (excessive sweating, headache, confusion, slurred speech, chills). Seek medical assistance if these signs are observed.

Explosion (Code White)

- Remain calm and move away from the scene. Restrict access to the incident area if possible.
- Observe surroundings and watch for falling debris. Listen for gas leaks. Report injuries to medical staff.
- Notify ODUOPD, Unified Command, and/or the MOD immediately.
- Do not use elevators. Prepare to evacuate.

Fire (Code Red)

- Remain calm. For large or uncontrollable fires, facilitate activation of the venue alarm by contacting the fire alarm panel operator in the Fire Alarm Control Panel (FACP) room.
- Evacuate all guests and/or staff from the area. Do not use elevators.
- Contain and/or isolate the fire, if possible. If trained and it safe to do so, use a fire extinguisher appropriate for the type and size of fire, using the PASS (pull pin/aim nozzle at base of fire/squeeze handle/sweep from base of fire inward) method. Ensure a safe exit for you is maintained at all times.
- Notify ODUOPD, Unified Command, and/or the MOD immediately.

Hazardous Materials Emergencies/Gas Leaks (Code Green)

- Remain calm. Alert and evacuate guests and/or staff from the immediate area.
- Contain the leak/spill if possible. Prohibit smoking and open flames.
- Notify ODUOPD, Unified Command, and/or the MOD immediately. Seek medical assistance if needed.

Loss of Utilities/Power Outage (Code Black)

- Remain calm and in position, as many outages are brief in nature.
- If the outage is extended, assist guests and/or staff to evacuate to the nearest accessible exit. Use flashlights if needed and available.
- Notify ODUOPD, Unified Command, and/or the MOD immediately.

Medical Emergencies (Code Yellow)

- Remain calm. Notify on-site Emergency Medical Services (EMS) staff immediately. If no on-site personnel exist, call 911.
- Contain the scene to facilitate responder access.
- Do not move the injured person(s) unless there is imminent danger. Keep the person(s) calm, still, and warm.
- Do not provide medical treatment unless you are trained to do so.
- Notify ODUOPD, Unified Command, and/or the MOD immediately.

Severe Thunderstorms/Lightning/Tornadoes

- Remain calm and follow announced evacuation procedures. Do not use elevators.
- Shelter-in-place in a safe location (this may be a nearby building, an interior room away from windows, or a hard-top vehicle). Crouch near the floor under heavy, well-supported objects and cover your head. Watch for flying debris.
- If outside and unable to locate safe shelter, lie flat in a ditch or depression and cover your head.

Suspicious Package

- If you see something, say something. Remain calm. From a safe location, notify ODUOPD, Unified Command, and/or the MOD immediately. Do not use radios. Provide a detailed description of the package (including where placed, kind of container, markings, sounds, and any other available descriptors).
- Move guests and/or staff away from the package and restrict access to the area.
- Do not move, open, cover, insulate, or closely investigate the package.

Suspicious Person

- If you see a person acting in an odd or unusual manner that is uncharacteristic of the general event environment, notify ODUOPD, Unified Command, and/or the MOD immediately. Provide a detailed description of the person (age, race, clothing, height, weight, sex, hair/eye color, weapons [if any], direction of travel, and any other available descriptors).
- Do not physically confront the person or restrict their ability to exit.
- Move guests and/or staff away from the area, if possible.



Emergency PA Announcements

SB BALLARD STADIUM PUBLIC ADDRESS (PA) ANNOUNCEMENTS 2015

1. Fans Entering Field
2. Re-entry to Original Seats
3. Re-entry But Not to Original Seats
4. Partial Evacuation
5. Alert Patrons That Emergency/Problems Exist and to Remain Seated Until Further Notice
6. Power Failure
7. Event Suspension/No Re-Entry
8. Total Evacuation with Re-entry Possible/Anticipated
9. Severe Weather-Pre Evacuation
10. Pre-Evacuation Notice to Employees
11. Stadium Closing due to Weather

1. Fans Entering Field

"Attention fans, in accordance with Conference USA and Old Dominion University policy, we remind you that fans are prohibited from going on the field at the conclusion of the game. This not only ensures your safety, but the safety of the players, coaches and game officials. Thank you for your consideration and sportsmanship. Your cooperation is expected and appreciated." (Repeat PA Announcement as necessary)

2. Re-Entry to Original Seats

"An Attention fan, The Old Dominion University Athletics Department has reopened SB Ballard Stadium. We ask that you please show your ticket at the gate and return to your original seats in an orderly fashion. Thank you for your cooperation." (Repeat PA Announcement as necessary)

3. Re-Entry But Not to Original Seats

"Attention fans, The Old Dominion University Athletics Department has re-opened SB Ballard Stadium, but some seating areas have been closed. Please follow the directions of Event Staff personnel to locate available seating. We apologize for the inconvenience. Thank you for your cooperation." (Repeat PA Announcement as necessary)

4. Partial Evacuation

"Attention fans, due to difficulties at/in _____. The Old Dominion University Athletics Department asks that all patrons leave that area in an orderly fashion. I repeat, at this time all patrons in _____ must vacate the area. Please proceed to the outer concourse and follow the instructions of the Event Staff. Thank you for your cooperation."

5. Alert Patrons That Emergency/Problems Exist and to Remain Seated Until Further Notice

"Attention fans, we are experiencing some temporary difficulties in SB Ballard Stadium. Please remain in your seats. The Old Dominion University Athletics Department asks for your cooperation during this time. We will update you on the situation as information is made available." (Repeat PA Announcement as necessary)

6. Power Failure

"Attention fans, we are experiencing a temporary power failure. The Old Dominion University Athletics Department asks that you remain in your seats. We hope to resolve the situation and resume the event. If necessary, additional information will be provided as it becomes available. We apologize for the inconvenience. Thank you for your cooperation." (Repeat PA Announcement as necessary)

7. Event Suspension/No Re-Entry

"Attention fans, Old Dominion University regrets to inform you this event must be suspended. Please proceed to the nearest gate and exit SB Ballard Stadium. SB Ballard Stadium is now closed. We apologize for the inconvenience and thank you for your cooperation. Please retain your ticket stub as a receipt and tune to ESPN 94.5 FM for additional information." (Repeat PA Announcement as necessary)

e-entry Possible/Anticipated

"Old Dominion University regrets to inform you that SB Ballard Stadium must be temporarily cleared. For your safety, please proceed to the nearest gate and exit SB Ballard Stadium in an orderly manner. Please follow the instructions of Event Staff personnel to locate available seating. We apologize for this inconvenience and thank you for your cooperation." (Repeat PA Announcement as necessary)

vised that severe weather is in the area. If you wish to exit SB Ballard Stadium, you may re-enter using the nearest gate when it has cleared. Tune to ESPN 94.5 FM for further weather and game information. Your cooperation is appreciated. Thank you for your cooperation." (Repeat PA Announcement 2 times)

to Employees

urrently ____ degrees and _____. I repeat, it is currently ____ degrees. (Repeat PA Announcement as necessary) (Example: 78 degrees and cloudy)

o Weather

nding severe weather, we regret to inform you that SB Ballard Stadium must be temporarily closed. Please proceed to the nearest gate, exit SB Ballard Stadium, and return to your vehicle. Please retain your ticket stub as a receipt. We apologize for the inconvenience and thank you for your cooperation. Please tune to ESPN 94.5 FM for additional information." (Repeat PA Announcement as necessary)



Event Daily Integrated Timeline



ODU v. Norfolk State (W, 24-10)

Saturday, 12 September 2015



- First game of season, 1907hrs kick
- 23-minute late start due to lightning
- More lightning during third quarter
 - Full evacuation
 - 1 hour, 12 minute delay
- Game ended @ 2317hrs

Pre-Game

Courtesy Leo Kim, Virginian-Pilot



Game Delayed Start

Courtesy Leo Kim, Virginian-Pilot



During the Game

Courtesy Jason Hirschfeld, Virginian-Pilot



Notification to Evacuate



Rain Delay



ODU v. NC State (L, 38-14)

Saturday, 19 September 2015



- One of the largest games to-date for football program
- Cell network saturation led to comms issues
- Minor PA speaker fire

Sold-Out Crowd



PA Speaker BBQ



SECSTATE Visit

Tuesday, 10 November 2015



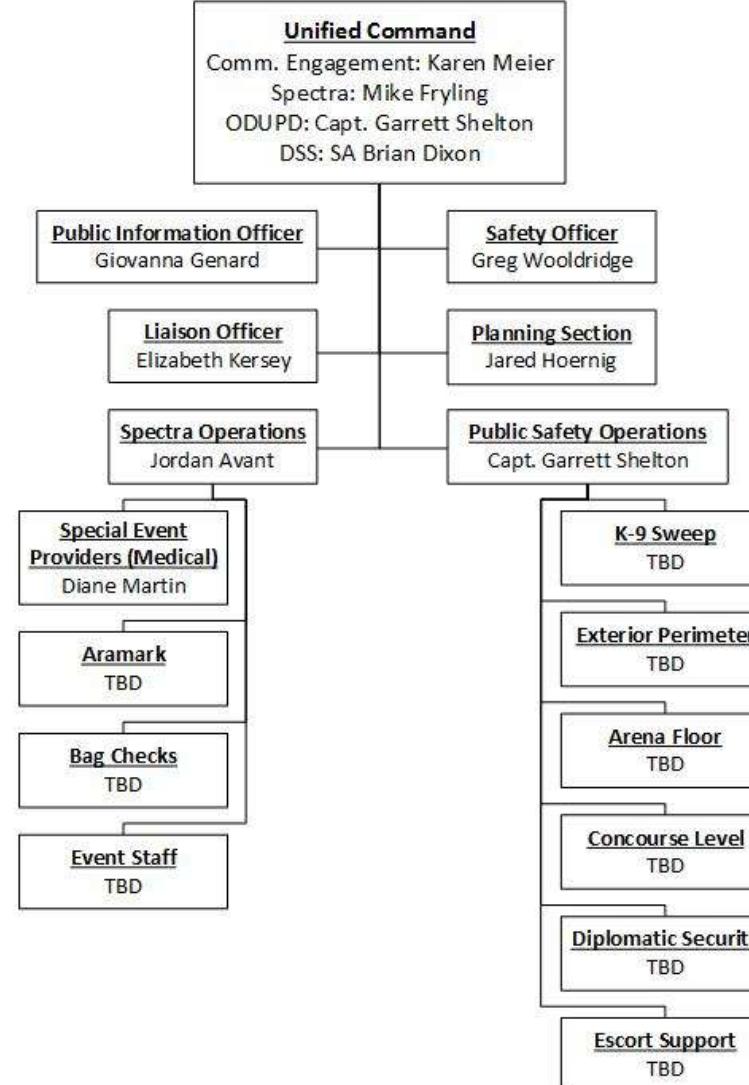
Secretary Kerry Visit Incident Action Plan (IAP)



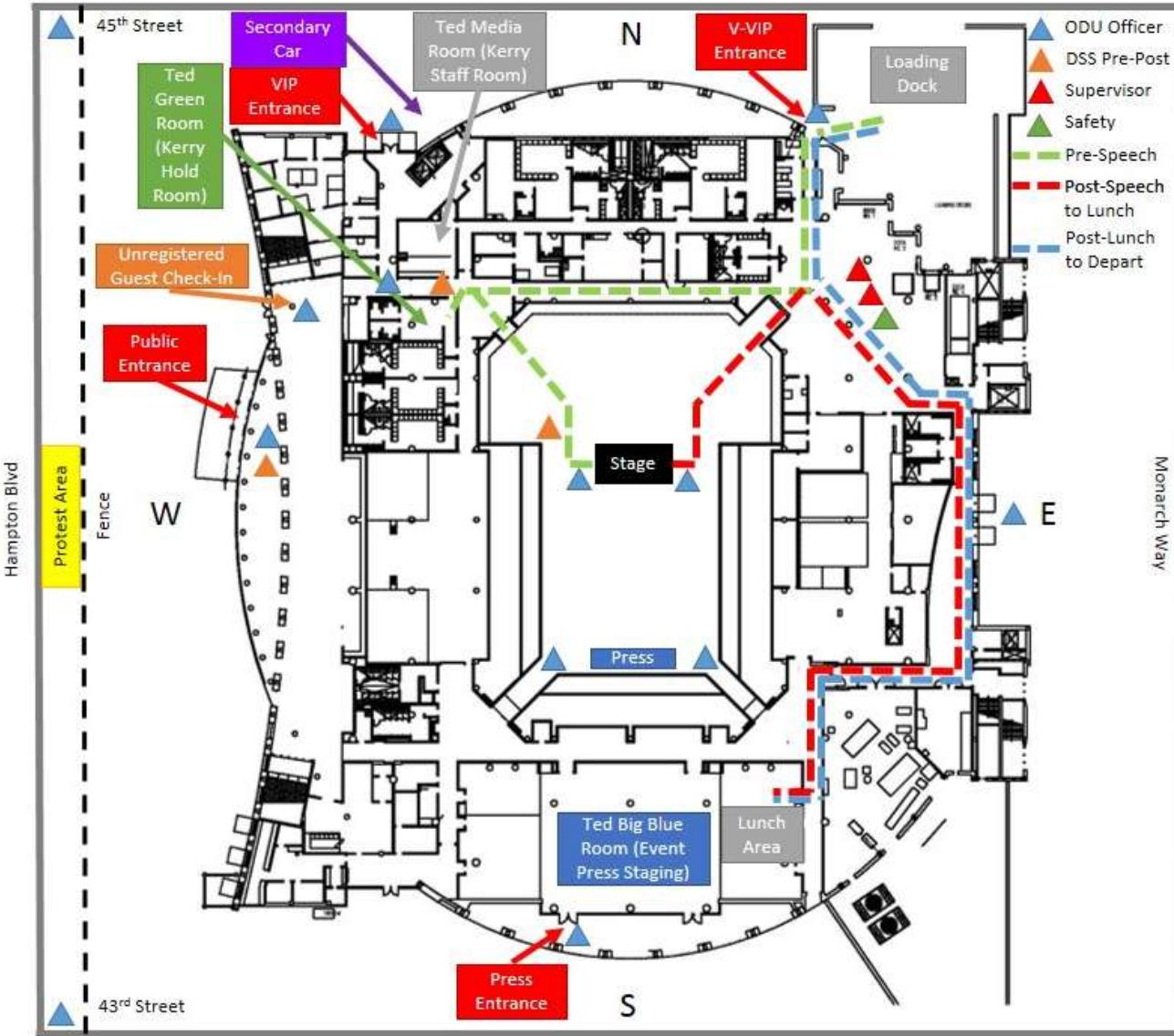
Date: Tuesday, 10 November 2015
Location: Ted Constant Convocation Center
Address: 4320 Hampton Blvd., Norfolk VA 23529
Operational Period: 0800hrs—1400hrs
Version: Final (9 November 2015, 1800hrs)

ICS Form 207

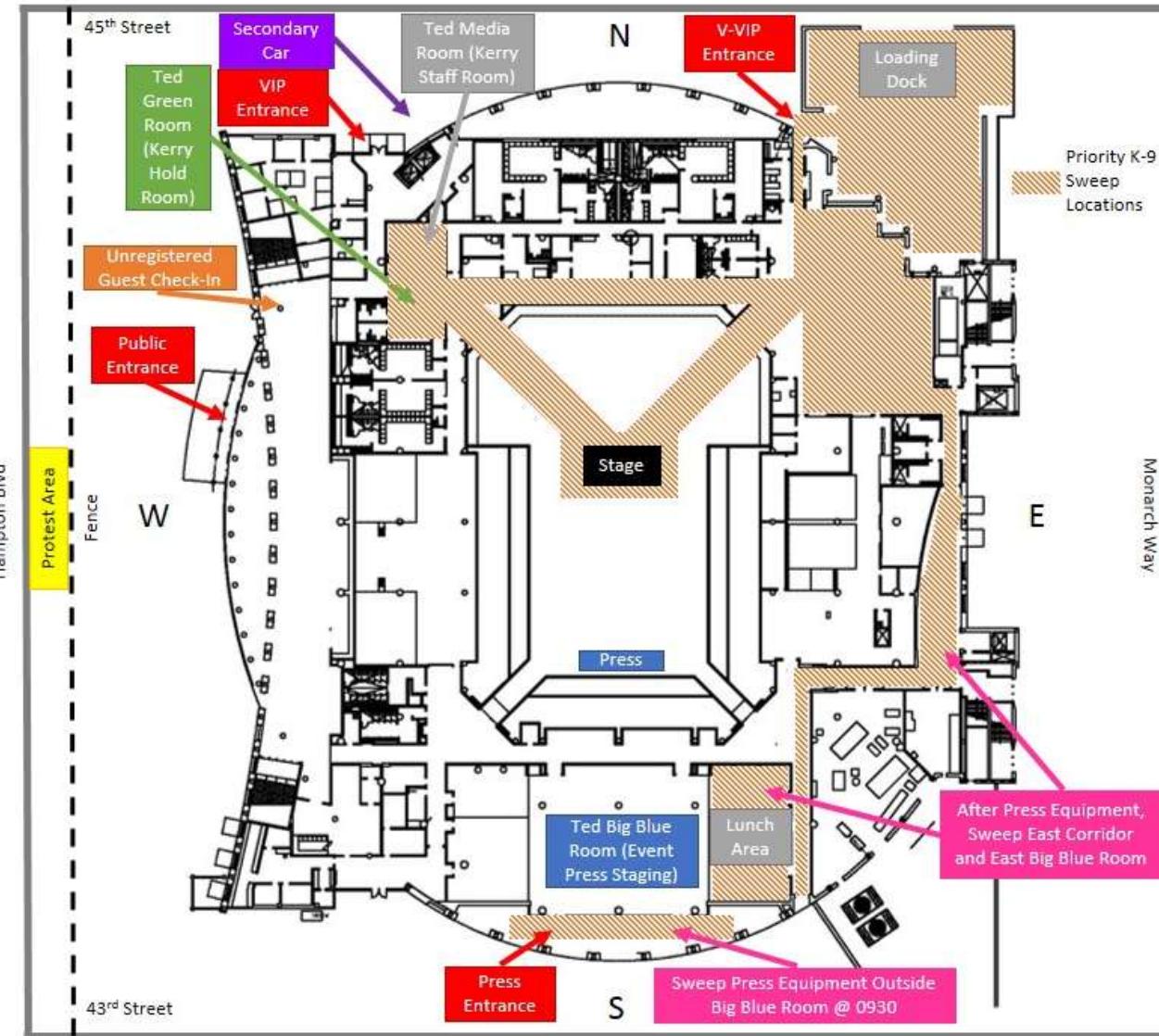
Secretary Kerry Visit
Organizational Chart
(ICS Form 207)



SECSTATE Staging/Movement Plan



SECSTATE K-9



SECSTATE Motorcade Route



FNV Live!/FLOTUS Visit

Friday, 20 November 2015



FNV Live!/FLOTUS Visit Incident Action Plan (IAP)



Date: Friday, 20 November 2015

Location: Ted Constant Convocation Center

Address: 4320 Hampton Blvd., Norfolk VA 23529

Operational Period: 0900hrs—1800hrs

Version: Final (20 November 2015, 0800hrs)

Multiple VIPs

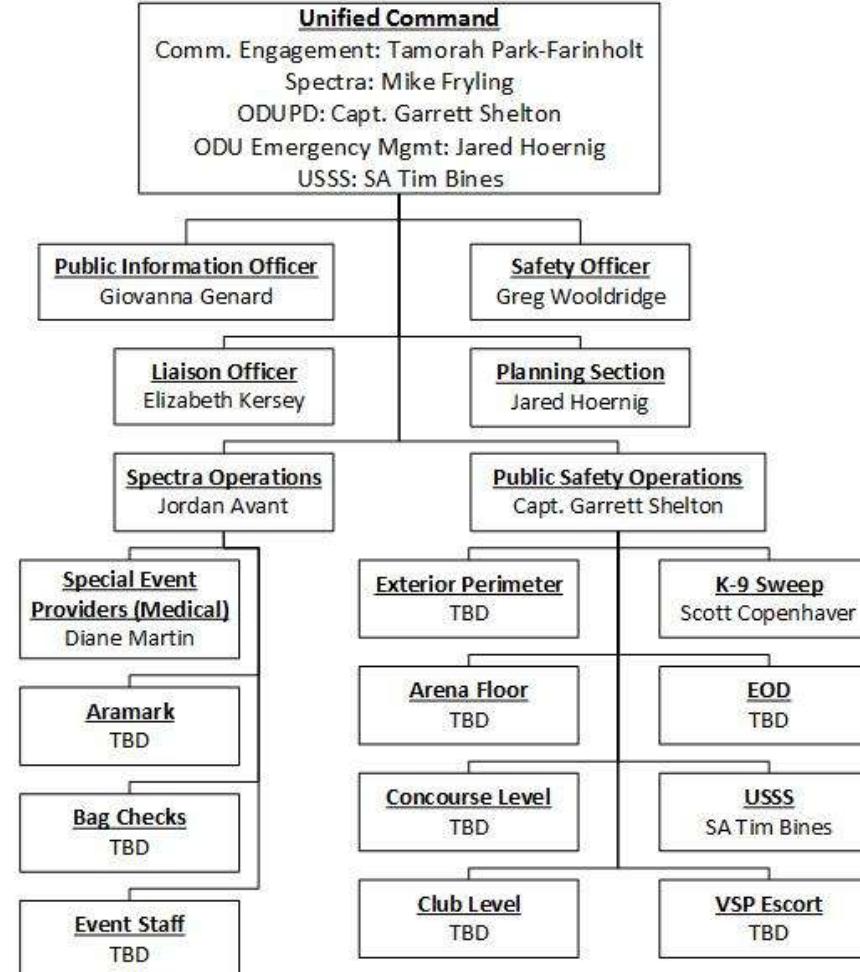


Nutrition/Wellness-Oriented Event

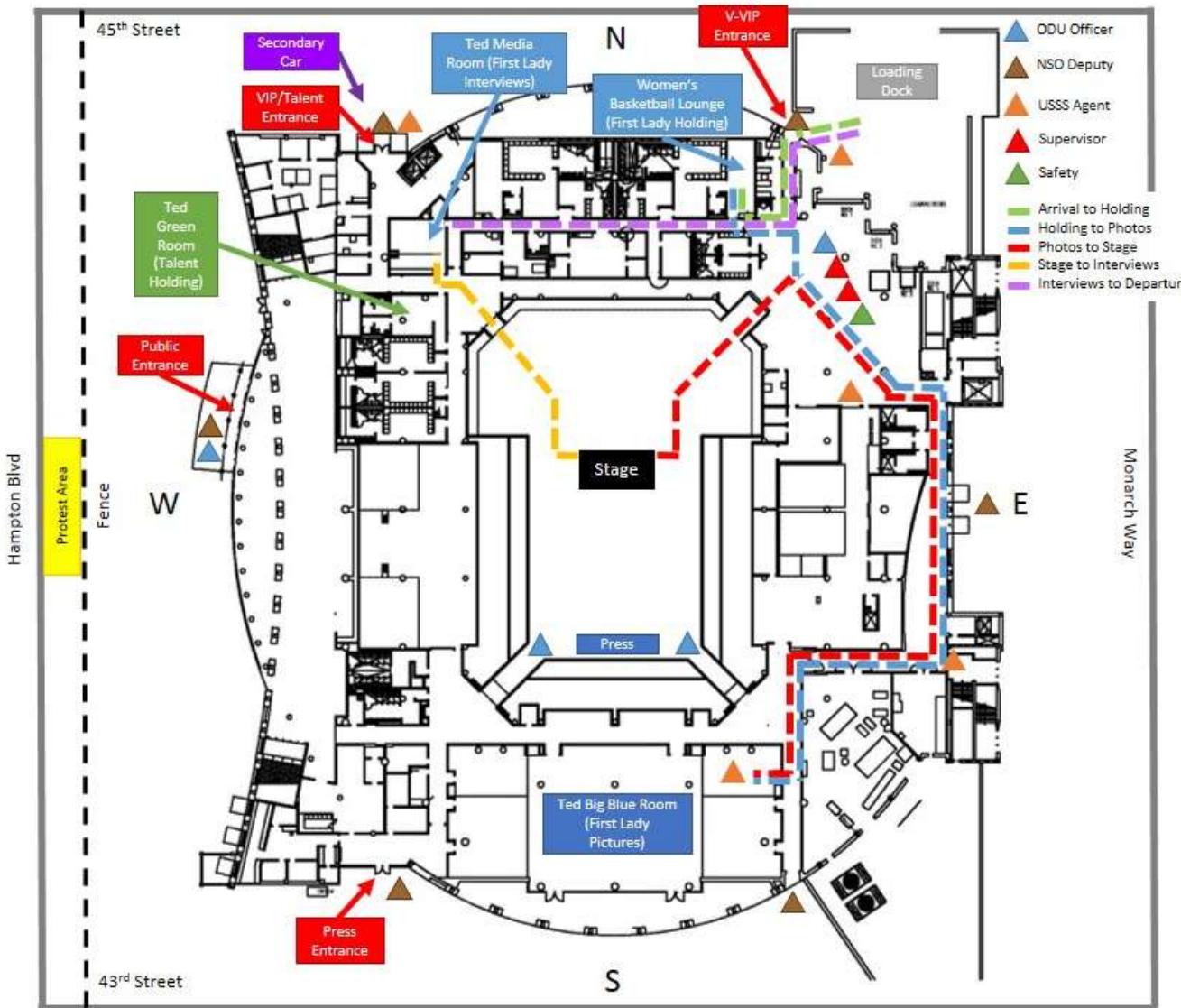


ICS Form 207

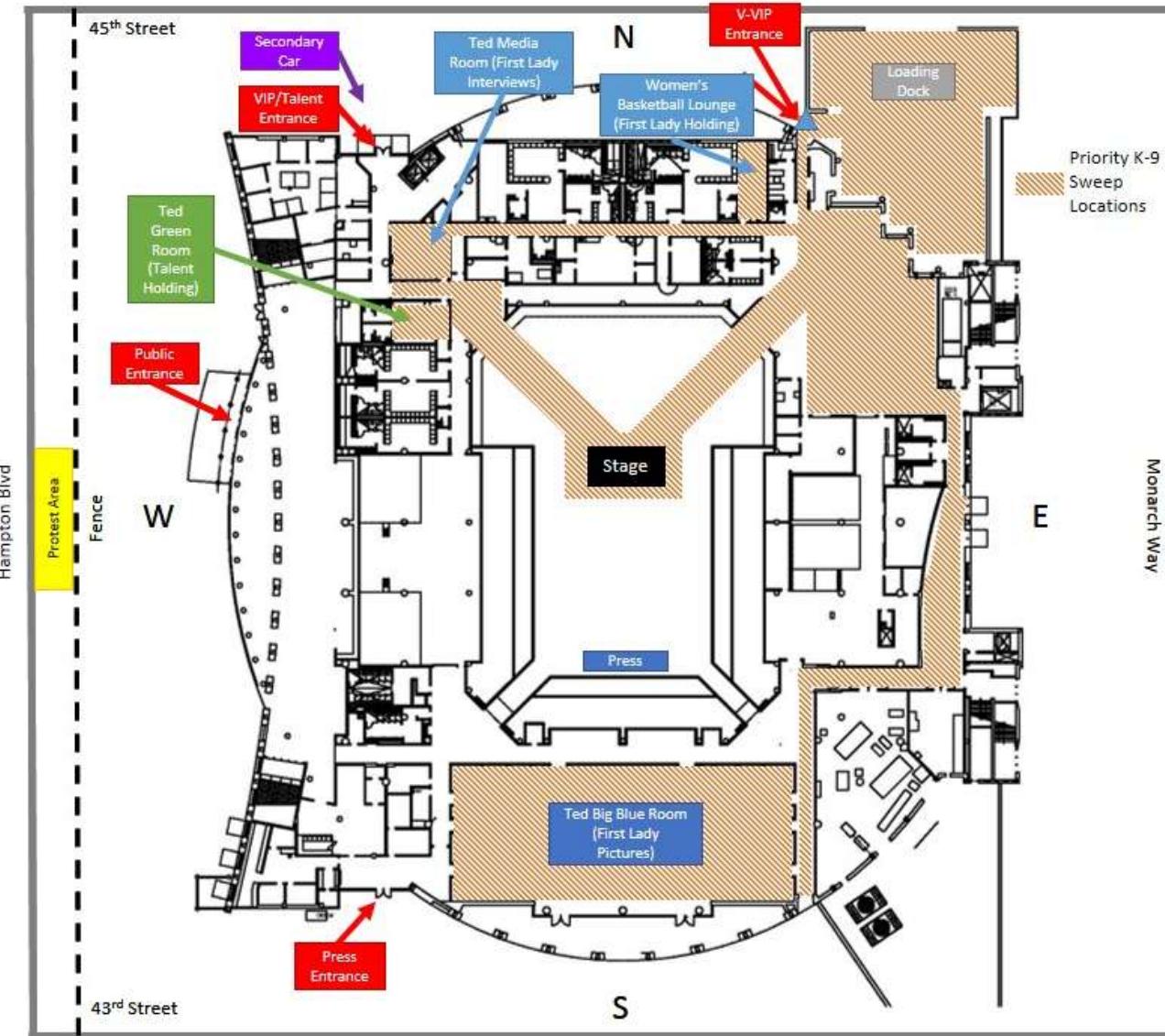
FNV Live!/
FLOTUS Visit
Organizational Chart
(ICS Form 207)



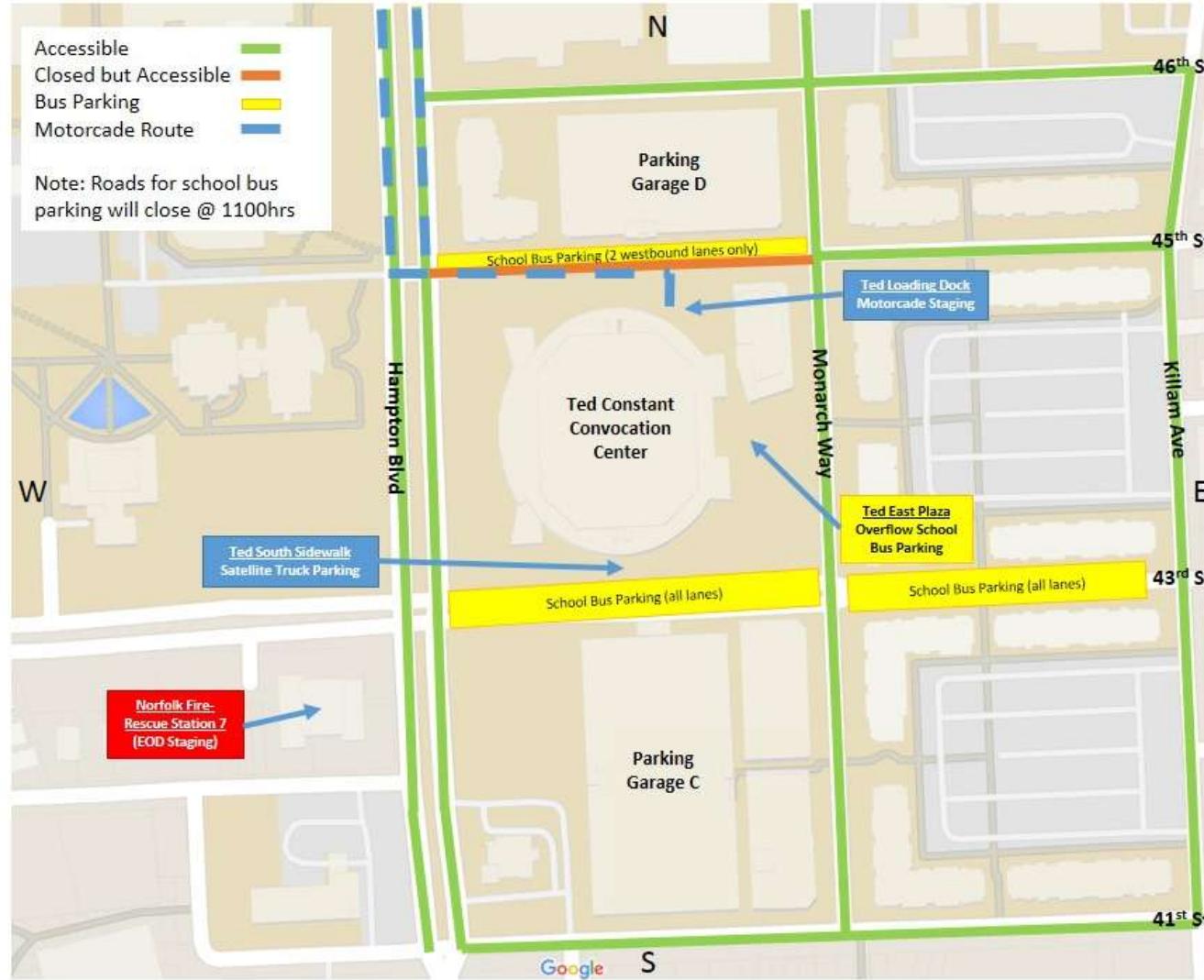
FLOTUS Staging/Movement Plan



FLOTUS K-9



Emergency Access/Egress



Commencement Exercises

Saturday, 12 Dec. 2015



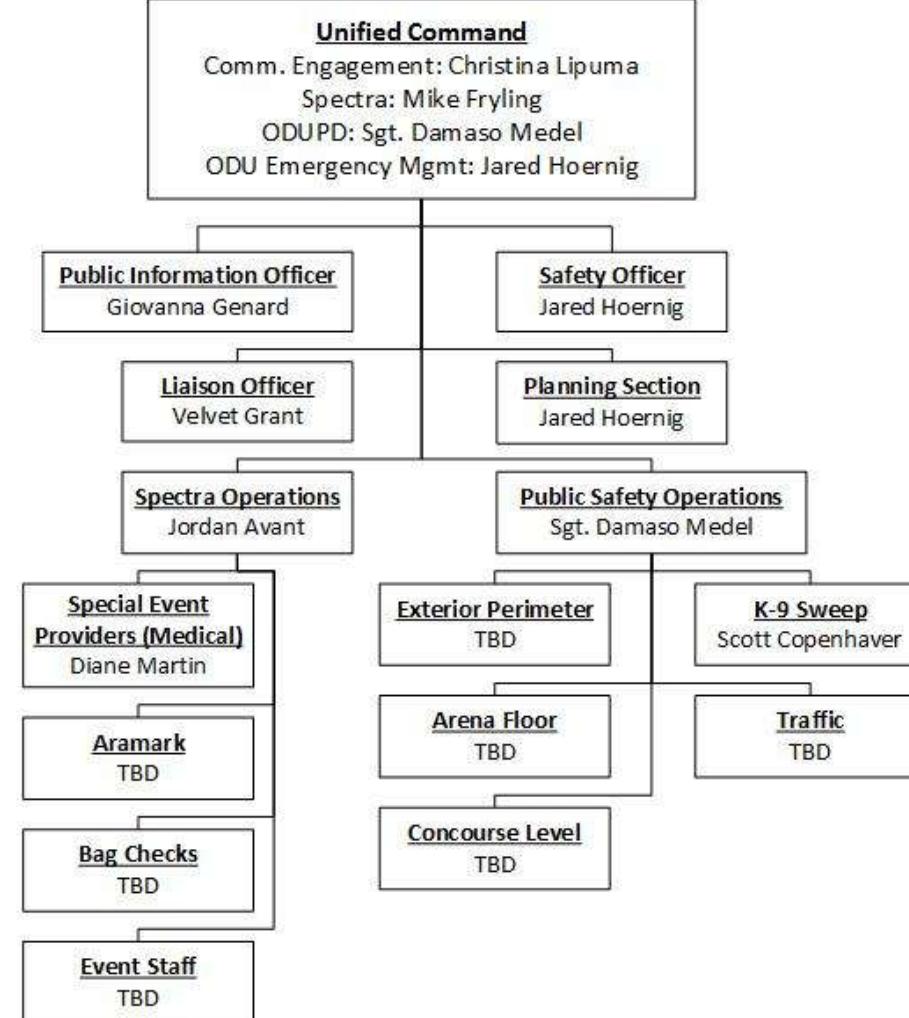
Fall 2015 Commencement Incident Action Plan



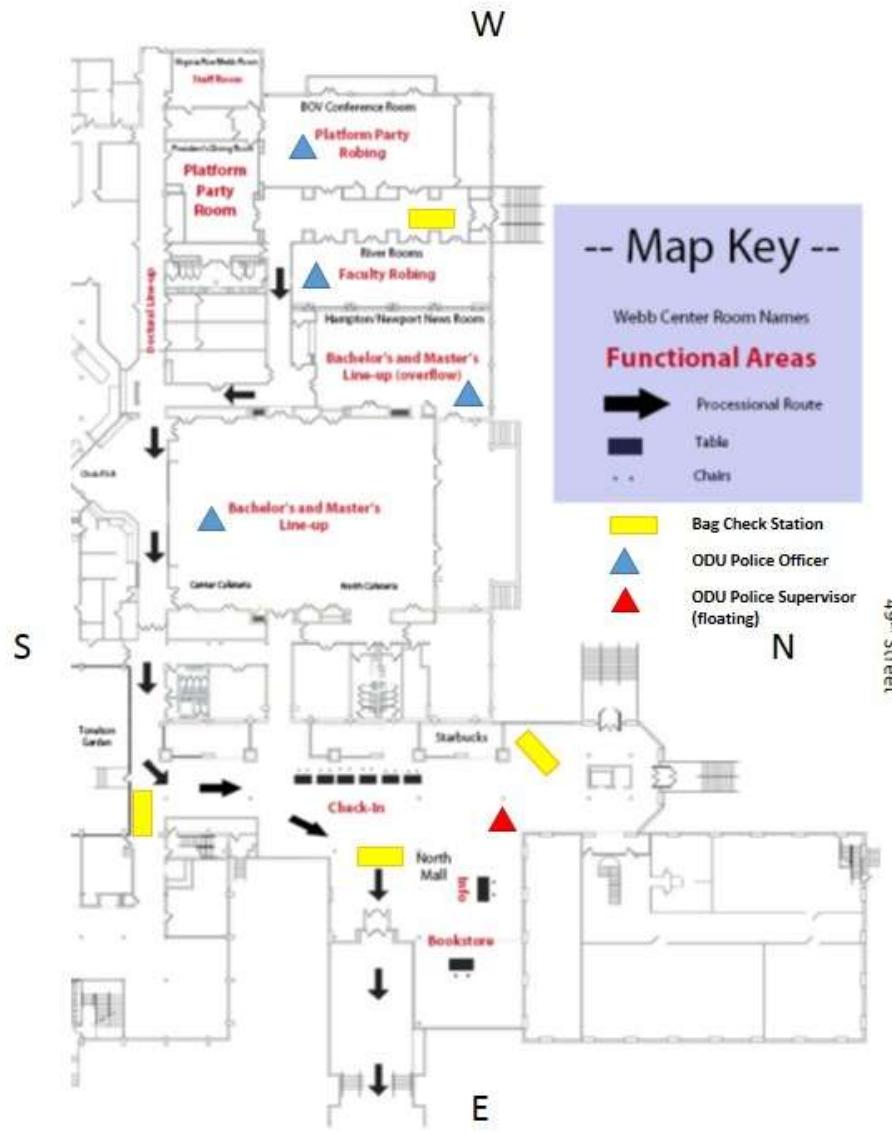
Date: Saturday, 12 December 2015
Ceremony Start Times: 0900hrs/1400hrs
Locations: Webb University Center/Ted Constant Convocation Center
Operational Period: 0600hrs—1800hrs
Version: Final (11 December 2015, 1900hrs)

ICS Form 207

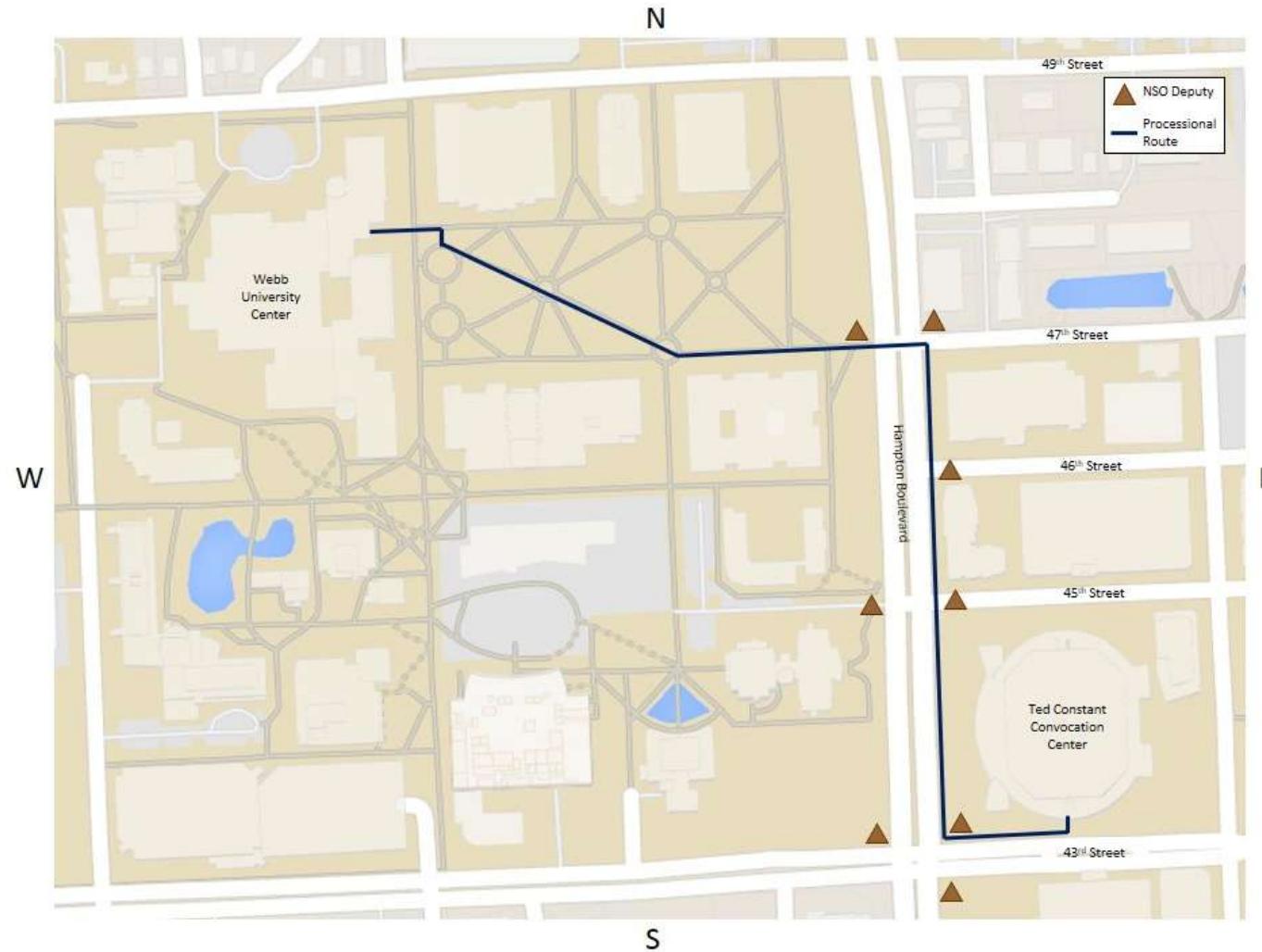
Fall 2015
Commencement
Organizational Chart
(ICS Form 207)



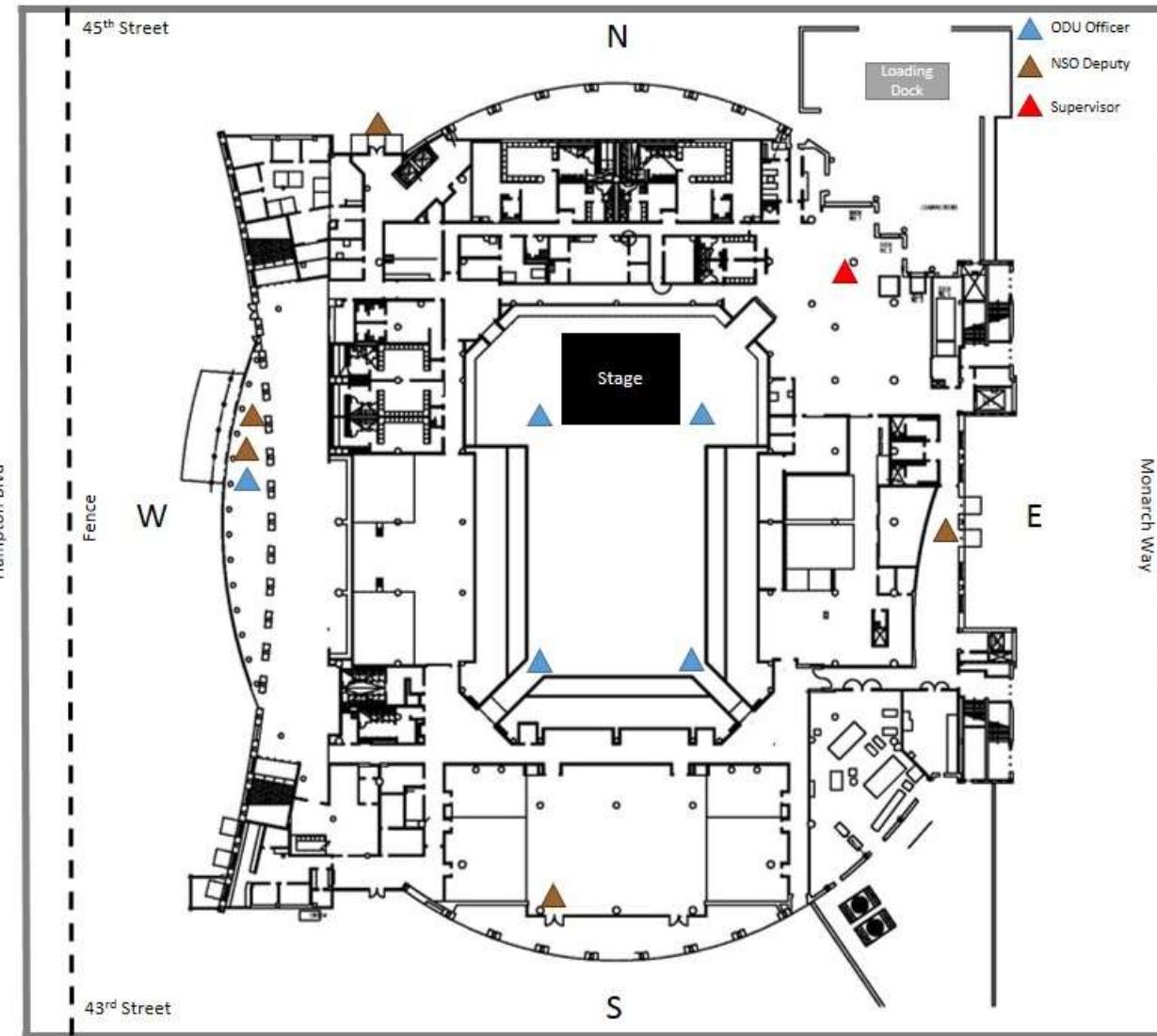
Webb Center Security & Lineup



Processional Route



Ted Security



Questions?

Thank you for your time!



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ODU Office of Emergency Management



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