



**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 v. NSU Football Game	2. Incident Number: N/A	3. Date/Time Initiated: 09/12/2015 1200 hours - 09/12/2015 0000 hours
4. Map/Sketch: See "Map" tab for clear image.		
<p>5. Important Information and Safety Briefing:</p> <p>A. Anticipate a sold-out crowd. The stadium holds approximately 30,118 spectators for the event (hat, sunscreen, water, rain gear, radios as applicable, and safety vests as applicable).</p> <p>B. Fireworks will be fired from the 30-yard line as home team takes the field. Maintain a clear radius of at least 25 feet.</p> <p>C. Cannon to be fired @ NI field when home team takes field (beginning of game and beginning of third quarter). Be prepared for large blasts. Maintain 30-yard distance from muzzle.</p> <p>D. A roughly 50% chance of rain/storm exists. Maintain situational awareness and evacuate stadium posts as instructed.</p> <p>E. 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 room, home (and visiting, if applicable) band(s) reports to Rollins Hall first floor corridor (and Spring Hall first floor corridor as overflow), Spirit Squad/ODU cheerleaders report to Spring Hall first floor corridor, stadium Public Safety staff report to the Annals South Tunnel, as appropriate, and Spectra staff report to (West) Garage E, as appropriate. Note: Rollins and Spring are reserved on the weekends and will need to be unblocked by ODU Public Safety personnel. Limited evacuation/sheltering space is available in Dragas Hall 1117 (approx. cap. 78), Constant Hall 1007 (approx. cap. 107), and Constant Hall 1005 (approx. cap. 118). Several Webb Center spaces can also be used to shelter in-place (River Rooms (approx. cap. 80 combined), Hampton/Newsport News (approx. cap. 200), Center Cafeteria (approx. cap. 266), C&amp;W 1201 (approx. cap. 275), Study Lounge (approx. cap. 285), U-Center (approx. cap. 701).</p> <p>F. Drones/unmanned aerial systems/vehicles (UAVs/UAS) are not permitted. Immediately report sightings of these vehicles to ODUPO @ (717) 483-4006. Intercept operators of these vehicles and advise that unapproved use is not permitted @ ODU.</p> <p>G. NSU, NSU cheerleading, and general public sections will be active for the 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>H. Radio communications should use plain language and no codes when communicating outside their agency.</p> <p>I. Unified Command Post in Annals Building South Tunnel, First Aid Room in Annals Building South Tunnel.</p>		
6. Prepared by: Name: <u>Jared Hastings</u>	Position/Title: <u>Assoc. Dir., O&amp;M</u>	Signature: <u>Jared Hastings</u>
ICS 201	MAP Page <u>1</u>	Date/Time: <u>09/12/2015 0100 hours</u>

INCIDENT BRIEFING (ICS 201)		
1. Incident Name: ODU v. 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"> <li>Provide for the safety and security of all event participants at all event locations (stadium, parking lots/garages, and staging areas).</li> <li>Provide proactive and responsive customer service support to facilitate a memorable guest experience.</li> <li>Adhere to the established schedule set forth in the event plan integrated timeline (EIT).</li> <li>Provide emergency medical services support to all event participants at the stadium.</li> <li>Ensure safe and prompt egress are provided to the home team, visiting team, and officials.</li> <li>Ensure safe pedestrian and vehicular egress at all parking lots and key intersections.</li> <li>Identify and respond to high frequency conflicts with respect to coaches, officials, stadium personnel, and all other event staff.</li> <li>Conduct a post-event "hot wash" to analyze and evaluate operational performance in accordance with event objectives.</li> </ul>		
5. Current and Planned Actions, Strategies, and Tactics:		
See Event Daily Integrated Timeline (EIT)		
6. National Weather Service Forecast/Hourly Weather Graph:		
<p><b>Saturday, 12 September:</b> A chance of showers, with thunderstorms also possible after 1pm. Mostly cloudy, with a high near 65. South wind 5 to 13 mph. Chance of precipitation is 50%. New rainfall amounts between a tenth and a quarter of an inch, except higher amounts possible in thunderstorms.</p> <p><b>Saturday Night, 12 September:</b> 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 a quarter of an inch, except higher amounts possible in thunderstorms.</p>		
7. Prepared by: Name: <u>Jared Hastings</u>		
Position/Title: <u>Assoc. Dir., O&amp;M</u>		
Signature: <u>Jared Hastings</u>		
ICS 201	MAP Page <u>2</u>	Date/Time: <u>09/12/2015 0100 hours</u>

# ICS Form 202

## Incident Objectives



INCIDENT OBJECTIVES (ICS 202)																		
<b>1. Incident Name:</b> ODU vs. NSU Football Game	<b>2. Operational Period:</b>	Date 09/12/2015 Time 1200 hours-0000 hours																
<b>3. Objective(s):</b> <ul style="list-style-type: none"><li>• Provide for the safety and security of all event participants at all event locations (stadium, parking lots/garages, and tailgating areas).</li><li>• Provide proactive and responsive customer service support to facilitate a memorable guest experience.</li><li>• Adhere to the established schedule set forth in the Event Daily Integrated Timeline (EDIT).</li><li>• Provide emergency medical services support to all event participants at the stadium.</li><li>• Ensure safe and prompt escorts are provided to the home team, visiting team, and officials.</li><li>• Ensure safe pedestrian and vehicular movement at all parking lots and key intersections.</li><li>• Identify and reconcile radio frequency conflicts with respect to coaches, officials, sideline personnel, and all other event staff.</li><li>• Conduct a post-event "hot wash" to analyze and evaluate operational performance in accordance with event objectives.</li></ul>																		
<b>4. Operational Period Command Emphasis:</b> <ul style="list-style-type: none"><li>• Ensure event objectives are met.</li><li>• Follow organizational chart for appropriate reporting and communications flow.</li><li>• 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).</li><li>• For weather-related emergencies, Greg Smith (Athletics) provides direct support to Unified Command through a meteorologist at Thor-Guard, our third-party weather contractor.</li></ul>																		
<b>5. Site Safety Plan Required?</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Approved Site Safety Plan(s) Located at: N/A																		
<b>6. Incident Action Plan</b> (the items checked below are included in this Incident Action Plan): <table border="0"><tr><td><input checked="" type="checkbox"/> ICS Form 201 (Incident Briefing with Weather Forecast)</td><td><input checked="" type="checkbox"/> ICS 213 General Message (Public Safety Timeline)</td></tr><tr><td><input checked="" type="checkbox"/> ICS Form 202 (Incident Objectives)</td><td><input checked="" type="checkbox"/> Maps (Parking, Stadium, Campus, Evac, Webb Center)</td></tr><tr><td><input checked="" type="checkbox"/> ICS Form 204 (Assignment List – Multiple)</td><td><input checked="" type="checkbox"/> Webb Center Procedures During Stadium Evacuation</td></tr><tr><td><input checked="" type="checkbox"/> ICS Form 205 (Incident Radio Communications Plan)</td><td><input checked="" type="checkbox"/> NCAA Lightning Guidelines</td></tr><tr><td><input checked="" type="checkbox"/> ICS Form 205A (Communications List – Cell Phones)</td><td><input checked="" type="checkbox"/> S.B. Ballard Stadium Emergency Procedures</td></tr><tr><td><input checked="" type="checkbox"/> ICS Form 206 (Medical Plan)</td><td><input checked="" type="checkbox"/> Emergency Public Address Announcements</td></tr><tr><td><input checked="" type="checkbox"/> ICS 207 (Incident Organizational Chart)</td><td><input checked="" type="checkbox"/> Event Daily Integrated Timeline (EDIT)</td></tr><tr><td><input checked="" type="checkbox"/> ICS 207A (Football Emergency Phone Tree)</td><td></td></tr></table>			<input checked="" type="checkbox"/> ICS Form 201 (Incident Briefing with Weather Forecast)	<input checked="" type="checkbox"/> ICS 213 General Message (Public Safety Timeline)	<input checked="" type="checkbox"/> ICS Form 202 (Incident Objectives)	<input checked="" type="checkbox"/> Maps (Parking, Stadium, Campus, Evac, Webb Center)	<input checked="" type="checkbox"/> ICS Form 204 (Assignment List – Multiple)	<input checked="" type="checkbox"/> Webb Center Procedures During Stadium Evacuation	<input checked="" type="checkbox"/> ICS Form 205 (Incident Radio Communications Plan)	<input checked="" type="checkbox"/> NCAA Lightning Guidelines	<input checked="" type="checkbox"/> ICS Form 205A (Communications List – Cell Phones)	<input checked="" type="checkbox"/> S.B. Ballard Stadium Emergency Procedures	<input checked="" type="checkbox"/> ICS Form 206 (Medical Plan)	<input checked="" type="checkbox"/> Emergency Public Address Announcements	<input checked="" type="checkbox"/> ICS 207 (Incident Organizational Chart)	<input checked="" type="checkbox"/> Event Daily Integrated Timeline (EDIT)	<input checked="" type="checkbox"/> ICS 207A (Football Emergency Phone Tree)	
<input checked="" type="checkbox"/> ICS Form 201 (Incident Briefing with Weather Forecast)	<input checked="" type="checkbox"/> ICS 213 General Message (Public Safety Timeline)																	
<input checked="" type="checkbox"/> ICS Form 202 (Incident Objectives)	<input checked="" type="checkbox"/> Maps (Parking, Stadium, Campus, Evac, Webb Center)																	
<input checked="" type="checkbox"/> ICS Form 204 (Assignment List – Multiple)	<input checked="" type="checkbox"/> Webb Center Procedures During Stadium Evacuation																	
<input checked="" type="checkbox"/> ICS Form 205 (Incident Radio Communications Plan)	<input checked="" type="checkbox"/> NCAA Lightning Guidelines																	
<input checked="" type="checkbox"/> ICS Form 205A (Communications List – Cell Phones)	<input checked="" type="checkbox"/> S.B. Ballard Stadium Emergency Procedures																	
<input checked="" type="checkbox"/> ICS Form 206 (Medical Plan)	<input checked="" type="checkbox"/> Emergency Public Address Announcements																	
<input checked="" type="checkbox"/> ICS 207 (Incident Organizational Chart)	<input checked="" type="checkbox"/> Event Daily Integrated Timeline (EDIT)																	
<input checked="" type="checkbox"/> ICS 207A (Football Emergency Phone Tree)																		
<b>7. Prepared by:</b> Name: <u>Jared Hoernig</u>	Position/Title: <u>Assoc. Dir., OEM</u>	Signature: <u>Jared Hoernig</u>																
ICS 202	IAP Page <u>3</u>	Date/Time: <u>09/12/2015, 0100 hours</u>																

# ICS Form 204

## Assignment List



**ASSIGNMENT LIST (ICS 204)**

1. Incident Name  
ODU v. NSU Football Game

2. Operations Personnel  
Adrian Camacho

3. Resources Assigned this Period

Officer Name	Category	Start	End
Magallanes, Jerry	ATH	163	
Rumsey, Terrence	ATH	163	
Owens, Mike	ATH	163	
Slayton, Mike	ATH	163	
Dobson, Bill	ATH	163	
McCarthy, Michael	ATH	163	
Luckian, Rob	ATH	163	
Hayes, Larry	ATH	163	
Mallon, Larry	ATH	163	
Morehead, Craig	ATH	153	
Morehead, Spruk	ATH	153	
Bullock, Jordan	ATH	120	
Foster, Jewel	ATH	120	
Smith, Kelsey	ATH	120	
McCoy, Brennan	ATH	120	
Tucker, Raymond	ATH	170	
Wernicke, Colby	ATH	170	
Frazier, Jordan	ATH	170	
Rupp, brass	ATH	170	
Robinson, Brianna	ATH	170	
Reid, Anthony	ATH	170	
Bakke, Zac	ATH	090	
Edwards, Amber	ATH	090	

1 Control Operations: N/A

4 Special Operations: N/A

5. Division/Group Communication Summary

Resource	Priority Channel	40 Channel	Priority Channel	40 Channel
Control		Supper	N/A	N/A
Tactical Radio		N/A	N/A	N/A

Prepared By: Jordan Awert, Tom Martin, Rob Grandon  
Reviewed By: Jared Hoernig  
Date: 11 September 2015  
IAP Page: 7

**ASSIGNMENT LIST (ICS 204)**

1. Incident Name  
ODU v. NSU Football Game

2. Operations Personnel  
Rick French

3. Resources Assigned this Period

Officer Name	Category	Start	End
Magallanes, Jerry	ATH	163	
Rumsey, Terrence	ATH	163	
Owens, Mike	ATH	163	
Slayton, Mike	ATH	163	
Dobson, Bill	ATH	163	
McCarthy, Michael	ATH	163	
Luckian, Rob	ATH	163	
Hayes, Larry	ATH	163	
Mallon, Larry	ATH	163	
Morehead, Craig	ATH	153	
Morehead, Spruk	ATH	153	
Bullock, Jordan	ATH	120	
Foster, Jewel	ATH	120	
Smith, Kelsey	ATH	120	
McCoy, Brennan	ATH	120	
Tucker, Raymond	ATH	170	
Wernicke, Colby	ATH	170	
Frazier, Jordan	ATH	170	
Rupp, brass	ATH	170	
Robinson, Brianna	ATH	170	
Reid, Anthony	ATH	170	
Bakke, Zac	ATH	090	
Edwards, Amber	ATH	090	

1 Control Operations: N/A

4 Special Operations: N/A

5. Division/Group Communication Summary

Resource	Priority Channel	40 Channel	Priority Channel	40 Channel
Control		Supper	N/A	N/A
Tactical Radio		N/A	N/A	N/A

Prepared By: Rick French  
Reviewed By: Jared Hoernig  
Date: 11 September 2015  
IAP Page: 5

**ASSIGNMENT LIST (ICS 204)**

1. Incident Name  
Public Safety Operations

2. Operations Personnel  
Lt. Ben Camacho, Sgt. Damaso Medel

3. Resources Assigned this Period

Officer Name	Category	Start	End	Assignment Location	Instructions
Jones, Christopher	ODU	1530	1645	40th Hampton	Provide pedestrian safety/traffic control
Ruggen, Erik	ODU	1530	1645	40th Hampton	
Wilson, Harry	ODU	1530	1645	40th Hampton	
Taggs, Tom	ODU	1530	1645	40th Hampton	
Westbertha, McKinley	NSO	1530	1645	40th Hampton	
Jankis, Ron	ODU	1530	1645	40th Hampton	
O'Hanell, Ryan	ODU	1530	1645	40th Hampton	
Degehorn, Chad	NSO	1430	0030	40th Hampton	
Ornel, Changemir	ODU	1530	1700	40th Powhatan, Monarch March	
Rand, Kevin	NSO	1430	0030	40th Skutumpah	
Jatani, David	NSO	1430	0030	40th Powhatan	
Eggle, Jonathan	NSO	1430	0030	Lot 1/Hampton	
Greene, Eric	ODU	1530	1645	Rolling/Hampton	
Trevera, Richard	NSO	1430	0030	Rolling/Hampton	
O'Brien, Shelle	NSO	1430	0030	Rolling/Swanton	
Jordan, David	ODU	1530	1700	Downtown Norfolk Sheraton Hotel	
Wissel, Chris	ODU	1530	1700	Downtown Norfolk Sheraton Hotel	
Yanulof, John	ODU	1530	1700	NSU - GIBS Gym	
Fewis, Tommy	ODU	1530	1700	NSU - GIBS Gym	
Greene, Peter	ODU	1530	1700	Doubletree Norfolk Airport	
Engelmann, Brian	ODU	1530	1700	Doubletree Norfolk Airport	
Wilke, Amanda	NSO	1700	1730	Doubletree Norfolk Airport	

1 Control Operations: See ICS Form 213 for Public Safety timeline

4 Special Operations: **ODU Escort Route:** From Sheraton, STRAIGHT on St. Paul, LEFT on Brambleton, CONTINUE on Hampton, LEFT on 42nd to L.R. Hill Sports Complex.  
**NSU Escort Route:** From GIBS Gym, STRAIGHT on Presidential, LEFT on Corporate, RIGHT on Brambleton, CONTINUE on Hampton, LEFT on 42nd, RIGHT on Powhatan, RIGHT on 49th, LEFT on Bluestone to Gate E.  
**Officer's Escort Route:** EAST on Northampton, MERGE onto I-64 NB, MERGE onto I-264 WB, EXIT at Brambleton, CONTINUE on Hampton, LEFT on 42nd, RIGHT on Powhatan, RIGHT on 49th, RIGHT into Webb VIF Lot. (All routes subject to change)

5. Division/Group Communication Summary

Resource	Priority Channel	40 Channel	Priority Channel	40 Channel
Control	ODU TAC2	ODU CONV	N/A	N/A
Tactical Radio	ODU/CP	N/A	N/A	N/A

Prepared By: Jared Hoernig  
Reviewed By: Capt. Garrett Shelton, Lt. Col. Chris Wald, Lt. Ben Camacho, Sgt. Damaso Medel  
Date: 4 September 2015  
IAP Page: 11

**ASSIGNMENT LIST (ICS 204)**

1. Incident Name  
Public Safety Operations

2. Operations Personnel  
Jared Hoernig

3. Resources Assigned this Period

Officer Name	Category	Start	End
Magallanes, Jerry	ATH	163	
Rumsey, Terrence	ATH	163	
Owens, Mike	ATH	163	
Slayton, Mike	ATH	163	
Dobson, Bill	ATH	163	
McCarthy, Michael	ATH	163	
Luckian, Rob	ATH	163	
Hayes, Larry	ATH	163	
Mallon, Larry	ATH	163	
Morehead, Craig	ATH	153	
Morehead, Spruk	ATH	153	
Bullock, Jordan	ATH	120	
Foster, Jewel	ATH	120	
Smith, Kelsey	ATH	120	
McCoy, Brennan	ATH	120	
Tucker, Raymond	ATH	170	
Wernicke, Colby	ATH	170	
Frazier, Jordan	ATH	170	
Rupp, brass	ATH	170	
Robinson, Brianna	ATH	170	
Reid, Anthony	ATH	170	
Bakke, Zac	ATH	090	
Edwards, Amber	ATH	090	

1 Control Operations: N/A

4 Special Operations: N/A

5. Division/Group Communication Summary

Resource	Priority Channel	40 Channel	Priority Channel	40 Channel
Control		Supper	N/A	N/A
Tactical Radio		N/A	N/A	N/A

Prepared By: Jordan Awert, Tom Martin, Rob Grandon  
Reviewed By: Jared Hoernig  
Date: 11 September 2015  
IAP Page: 7

# ICS Form 205

## Radio Comms Plan



### INCIDENT RADIO COMMUNICATIONS PLAN (ICS 205)

<b>1. Incident Name:</b> ODU vs. NSU Football Game		<b>2. Date/Time Prepared:</b> Date: 09/12/2015 Time: 1200 hours			<b>3. Operational Period:</b> Date 09/12/2015 Time 1200 hours-0000 hours		
<b>4. Basic Radio Channel Use:</b>							
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	675.000	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
<b>5. Special Instructions:</b>							
<b>6. Prepared by</b> (Communications Unit Leader): Name: <u>Dwayne Smith</u>				Signature: <u>Dwayne Smith</u>			
ICS 205		IAP Page <u>15</u>		Date/Time: <u>09/12/2015</u>			

# ICS Form 205A

## Cell Phone Comms Plan



### COMMUNICATIONS LIST (ICS 205A)

<b>1. Incident Name:</b> ODU vs. NSJ Football Game		<b>2. Operational Period:</b> Date 09/12/2015 Time 1200 hours-0000 hours	
<b>3. Basic Local Communications Information:</b>			
Incident Assigned Position	Name	Method of Contact	
Emergency Management	Jared Hoernig	757-633-9937	Cell

### COMMUNICATIONS LIST (ICS 205A)

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

handler	336-380-1611	Cell
Avant	757-323-9385	Cell
ilth	419-307-5056	Cell
onemaker	757-448-7679	Cell
Hughes	252-435-4102	Cell
awn	731-217-5102	Cell
ogge	757-469-5694	Cell
r Shurtz	757-870-2609	Cell
lbb	757-553-7582	Cell
stle	757-323-9389	Cell
yling	757-323-9383	Cell
i Dispatch	757-683-4000	Office
i Harris	908-616-2472	Cell
inch	270-996-8244	Cell
elace	757-286-0064	Cell
Mcal	757-567-6505	Cell
i Harmon	757-710-5858	Cell
macho	757-577-8852	Cell
n Villanueva	703-501-0209	Cell
chell	757-536-5981	Cell
oe	757-237-3500	Cell
Position/Title: <u>Assoc. Dir., OEM</u> Signature: <u>Jared Hoernig</u>		
Date/Time: <u>09/12/2015</u>		

# ICS Form 206

## Medical Plan



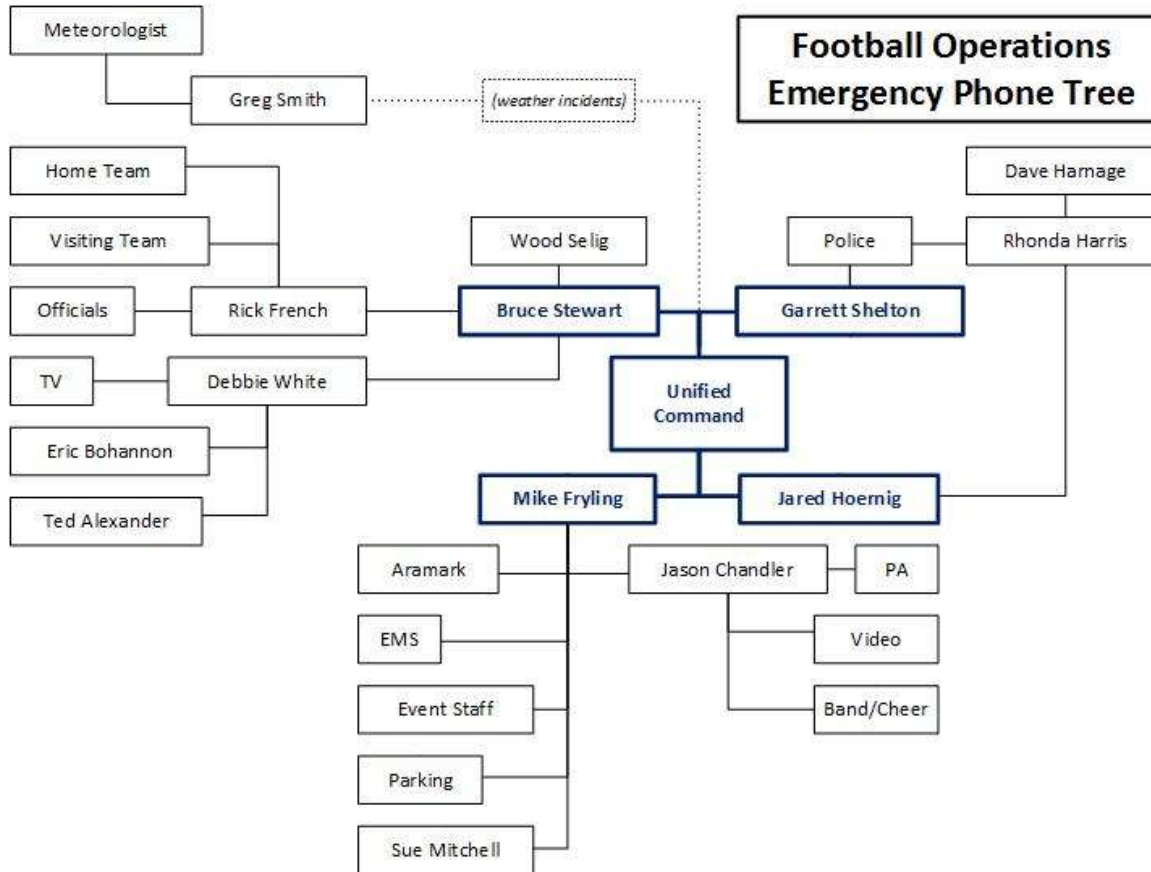
MEDICAL PLAN (ICS 206)							
<b>1. Incident Name:</b> ODU vs. NSU Football Game			<b>2. Operational Period:</b> Date 09/12/2015 Time 1200 hours-0000 hours				
<b>3. Medical Aid Station:</b>							
Name	Location	Contact Number(s)/Frequency	Paramedics on Site?				
Stadium First Aid Room	Ainslie Building: South Tunnel	(757) 737-2429	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No				
<b>4. Transportation (indicate air or ground):</b>							
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 <sup>rd</sup> . 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				
<b>5. Hospitals:</b>							
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: <u>1</u>	<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: <u>3</u>	<input 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: <u>2</u>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Bon Secours Maryview	3636 High St, Portsmouth, VA 23707	(757) 398-2200	8 min	18 min	<input type="checkbox"/> Yes Level: <u>3</u>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>6. Special Medical Emergency Procedures:</b>							
<ul style="list-style-type: none"> <li>•All life threatening illnesses or injuries will go to the closest most appropriate hospitals. Example - Trauma/Burns: Sentara Norfolk General.</li> <li>•All non-life threatening illnesses or injuries (other than the need for specialty care) can be transported per the request of the patient.</li> </ul>							
<input type="checkbox"/> Check box if aviation assets are utilized for rescue. If assets are used, coordinate with Air Operations.							
<b>7. Prepared by (Medical Unit Leader):</b> Name: <u>Tom Martin</u> Signature: <u>Tom Martin</u>							
ICS 206	IAP Page <u>18</u>	Date/Time: <u>Friday, 12 September 2015, 1800hrs</u>					





# ICS Form 207A

## Football Emergency Phone Tree



# ICS Form 213

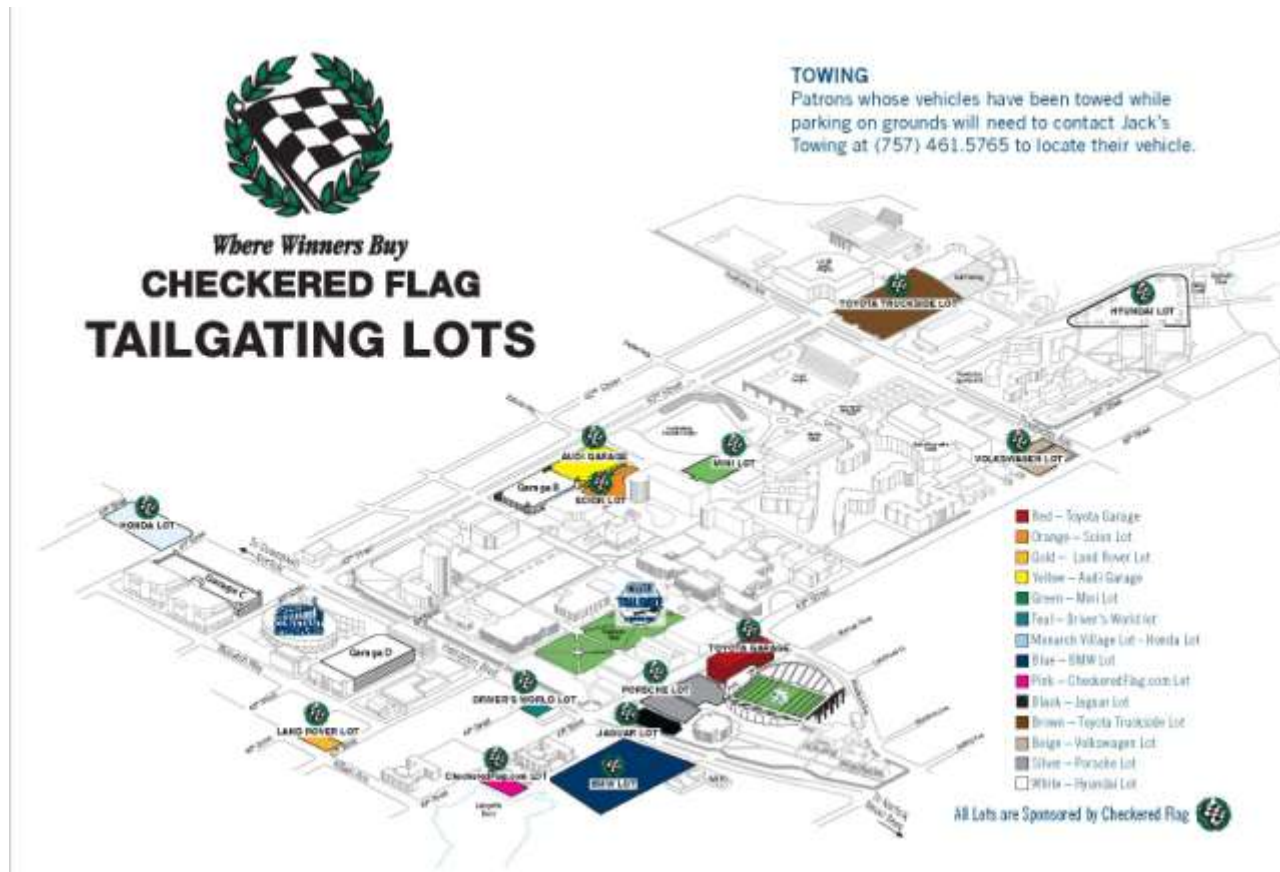
## General Message - Public Safety Timeline



GENERAL MESSAGE (ICS 213)		
<b>1. Incident Name:</b> ODU vs. NSU Football Game		
<b>2. To:</b> All Public Safety Personnel		
<b>3. From:</b> Jared Hoernig, Assoc. Director of EM		
<b>4. Subject:</b> Public Safety Timeline	<b>5. Date:</b> 09/12/2015	<b>6. Time:</b> 1200-0000
<b>7. Message (Control Operations):</b>		
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		
<b>8. Approved by:</b> 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: <u>09/12/2015</u>

# Map 1

## Tailgating Parking Lots



# Map 2

## Stadium



- Seating Key**
- Season Tickets
  - Premium Sideline Seating
  - Students
  - Family Plan Tickets
  - Visitors
  - Loge Seating / Suites



# MAP: EVACUATION DESTINATIONS/SHELTERING INFORMATION

## 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 45<sup>th</sup> 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



# 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 rescheduling and continuing games based on the presence of lightning.

#### GUIDELINE 14

##### Lightning Safety

July 1997 • Revised June 2007

The NCAA Committee on Competitive Integrity and Medical Aspects of Sports acknowledges the significant input of James L. Jensen, Director of athletic training with the College of William and Mary Division of Sports Medicine; Ronald L. Hoffa, a meteorologist, formerly of the National Severe Storms Laboratory (NSSL); and Nancy 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 Oceanic and Atmospheric Administration (NOAA) estimates that 40 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 information associated with this guideline are essential educational resources. Authorities should begin prevention long before any intercollegiate athletics event or practice by being proactive and having a lightning safety plan in place. The following steps are recommended by the NCAA and NOAA to mitigate the lightning hazard.

1. Designate a person to monitor forecasting weather and to make the decision to remove a team or individuals from an athletics site or event. A lightning safety plan should include planned instructions for participants and spectators, designation of 30-second (30"=3) and all-clear signals, proper signs, and designation of safe places for shelter from the lightning.

#### APPENDIX G: GUIDELINES REGARDING LIGHTNING

7/6/14

2. Monitor local weather reports each day before any practice or event. Be diligently aware of potential thunderstorms that may form during scheduled intercollegiate athletics events or practices. 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](http://www.weather.gov).

3. Be informed of National Weather Service issued thunderstorm "watches" or "warnings," and the warning signs of developing thunderstorms in the area, such as high winds or shifting skies. A "watch" means conditions are favorable for severe weather to develop in an 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.

4. Know where the closest "safe structure or location" is to the field or playing area, and know how long it takes to get to that location. A safe structure or location is defined as:

- a. Any building normally occupied or frequently used by people, i.e., a building with plumbing and/or electrical wiring that can be electrically grounded to the structure. Avoid using the shower or plumbing facilities and leaving contact with electrical equipment during a thunderstorm.

- b. In the absence of a sturdy, fully enclosed building, any vehicle with a hard metal roof (include a convertible, not a golf cart) with the windows closed provides a measure of safety. The hard metal frame and roof, not the rubber tires, are what protect occupants by dissipating lightning current around the vehicle and not through the occupants. It is important not to touch the metal framework of the vehicle. Some athletics events may schedule buses or other vehicles to place around open areas or fields.

5. Lightning awareness should be heightened as the first flash of lightning, clap of thunder, or other criteria such as increasing winds or darkening skies, is either low or away. These types of activities should be treated as a warning or "warn-up call" in 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. Designate your lightning safety plan to consider local safety needs, weather patterns and thunderstorm types.

- a. As a minimum, lightning safety experts strongly recommend that by the time the weather observer 30 seconds between seeing the lightning flash and hearing an associated thunder, all individuals should have left the athletics site and reached a safe structure or location.

- b. Please note that thunder may be hard to hear if there is an athletics event going on, particularly in stadiums with large crowds. Implement your lightning safety plan accordingly.

6. The existence of blue sky and the absence of rain are not guarantees that lightning will not strike. At least 40 percent of lightning occurs when

7/6/14

#### APPENDIX G: GUIDELINES REGARDING LIGHTNING

there is no rainfall and when blue sky is often visible somewhere in the sky, especially with scattered thunderstorms. Lightning can, and does, strike as far as 10 (or more) miles away from the rain cloud.

4. Avoid using landline telephones, except in emergency situations. People have been killed while using a landline telephone during a thunderstorm. Cellular or satellite 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.

5. To ensure athletics activities, lightning safety experts recommend waiting 30 minutes after both the last sound of thunder and last flash of lightning. If lightning is seen without hearing thunder, lightning may be out of range and therefore less likely to be a significant threat. At night, be aware that lightning can be visible at a much greater distance than during the day so 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 channel itself to decide on meeting the 30-minute "return-to-play" clock before resuming outdoor athletics activities.

6. 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 strikes 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. Planned access to early defibrillation should be part of your emergency plan. However, CPR should never be delayed while searching for an AED.

*Note:* Weather watches, real-time weather forecasts and commercial weather-warning devices are all tools that can be used to aid in decision-making regarding resumption 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. Dugouts, winch 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 side flashes to people. They are usually very unsafe and may actually increase the risk of lightning injury. Other dangerous locations include areas connected to, or near, lightning poles, towers 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

7/6/14

#### References

1. Cooper MA, Andrews CJ, Hurlb RT, Lopez BE. Lightning injuries. In: Acaribak, ed. *Management of Wilderness and Environmental Emergencies*. 3rd ed. C.V. Mosby, 2007:167-188.
2. Bassett RL. A Model Lightning Safety Policy for Athletics. *Journal of Athletic Training*. 32(3):251-258, 1997.
3. Price TO, Cooper MA. Electrical and Lightning Injuries. In: Marx et al. *Rosen's Emergency Medicine, Concepts and Clinical Practice*, Mosby, 6th ed. 2006, 22:45-76.
4. National Lightning Safety Institute Web site: [www.lightningsafety.com](http://www.lightningsafety.com).
5. Utman SA. *All About Lightning*. New York: Dover Publications, 1986.
6. NOAA lightning safety Web site: [www.lightningsafety.noaa.gov](http://www.lightningsafety.noaa.gov).
7. Walsh KM, Haskley MJ, Cooper MA, Swann D, Hurlb RT. A Survey of Lightning Safety Policies in Intercollegiate Division I Colleges. *Journal of Athletic Training*. 32(2):206-210, 1997.
8. Walsh KM, Swann D, Hoffa RL, Cooper MA, Hurlb RT. National Athletic Trainers' Association Position Statement. *Lightning Safety for Athletics and Recreation*. *Journal of Athletic Training*. 35(4):471-477, 2000.
9. Hoffa RL. 2005. Lightning-related recreation deaths and injuries. *Preprints, 14th Symposium on Education, January 9-13, San Diego, California, American Meteorological Society*, 6 pp.
10. The Weather Channel on satellite or radio, and on the Internet at [www.weather.com](http://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 ODUPO, 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 ODUPO, 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 ODUPO, 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, 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 ODUPO, 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.
- Confine the leak/spill if possible. Prohibit smoking and open flames.
- Notify ODUPO, Unified Command, and/or the MOD immediately. Seek medical assistance if needed.

### 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 ODUPO, 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 ODUPO, 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 ODUPO, 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 ODUPO, 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 ticket as a receipt and tune to ESPN 94.5 FM for additional information." (Repeat PA

### Re-entry Possible/Anticipated

Old Dominion University regrets to inform you that SB Ballard Stadium must be temporarily cleared. For your nearest gate and exit SB Ballard Stadium in an orderly manner. Please follow the instructions of Event Staff personnel outside the facility until further notice. Please retain your ticket stub as we hope to re-open the facility as soon as possible. We apologize for this inconvenience and thank you for your cooperation." (Repeat PA Announcement 3 times)

When severe weather is in the area. If you wish to exit SB Ballard Stadium, you may re-enter using the nearest gate once the weather has cleared. Tune to ESPN 94.5 FM for further weather and game information. Your ticket is valid for re-entry. We apologize for the inconvenience and thank you for your cooperation." (Repeat PA Announcement 2 times)

### Pre-Evacuation Notice to Employees

"Attention employees, the current temperature is currently \_\_\_\_\_ degrees and \_\_\_\_\_, I repeat, it is currently \_\_\_\_\_ degrees and \_\_\_\_\_." (Repeat PA Announcement as necessary) (Example: 78 degrees and cloudy)

### Severe Weather-Pre Evacuation

"Attention fans, due to severe weather, we regret to inform you that SB Ballard Stadium must be temporarily closed. Please follow the directions of Event Staff personnel to the nearest gate, exit SB Ballard Stadium, and return to your vehicle. Please retain your ticket as it is valid for re-entry once the stadium once the weather has cleared. We apologize for the inconvenience and thank you for your cooperation." (Repeat PA Announcement as necessary)

SB Ballard Stadium is now closed. We apologize for the inconvenience and thank you for your cooperation." (Repeat PA Announcement as necessary)



# 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



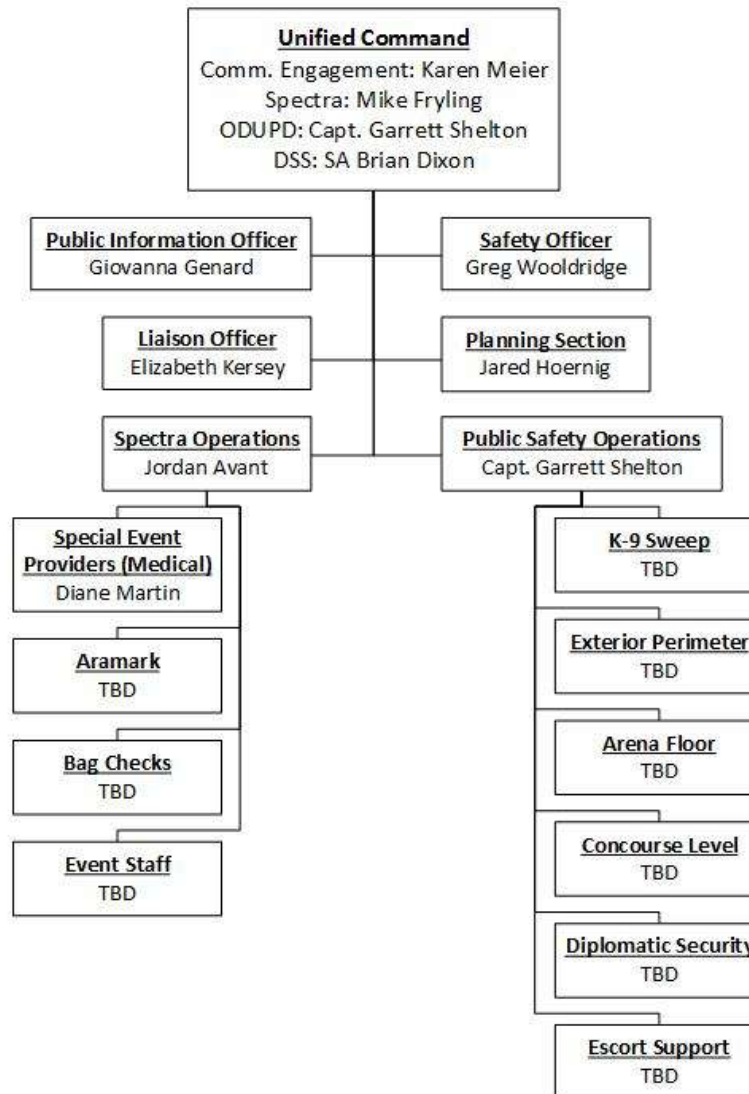
## Secretary Kerry Visit Incident Action Plan (IAP)



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)

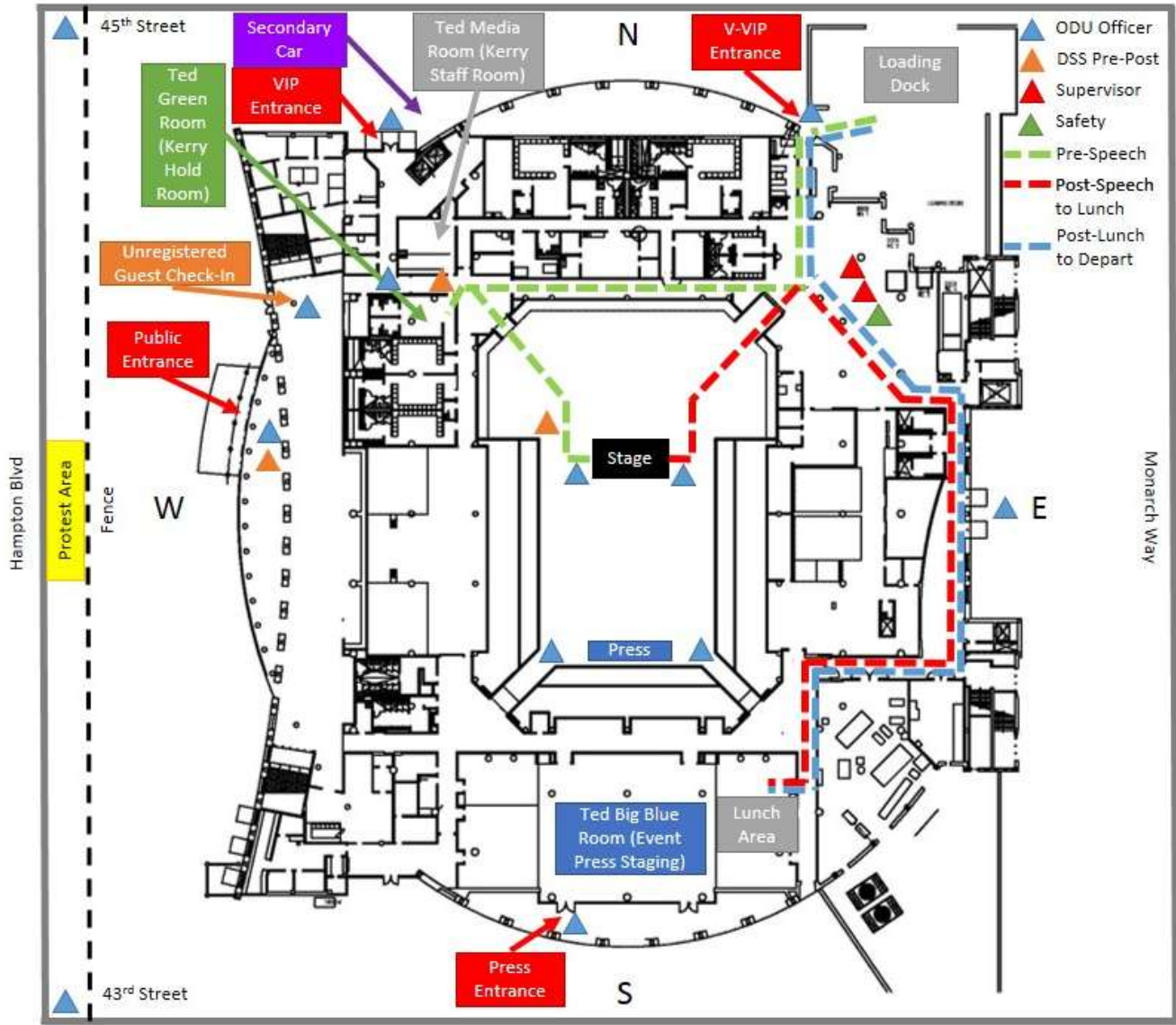
# ICS Form 207

Secretary Kerry Visit  
Organizational Chart  
(ICS Form 207)

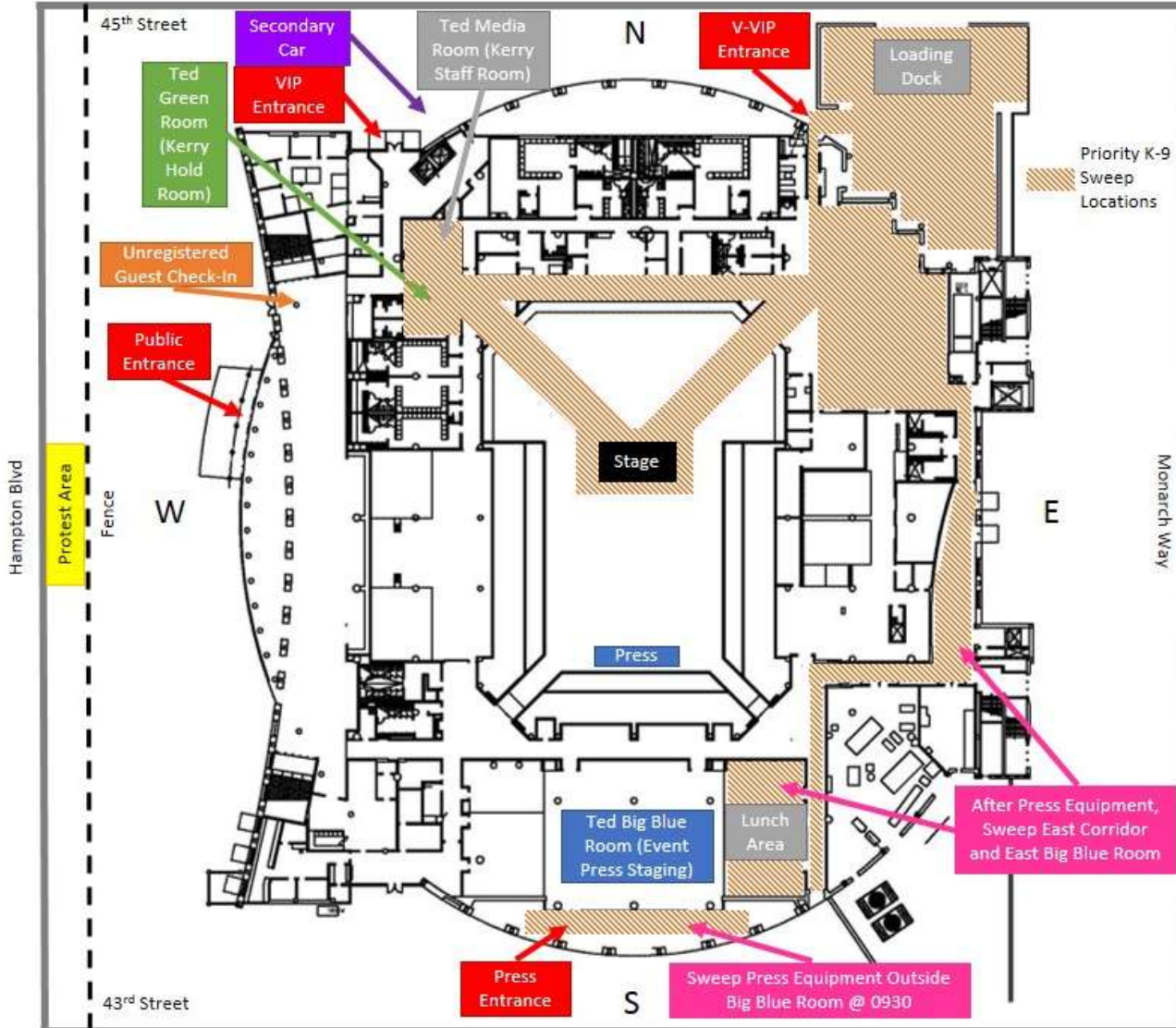




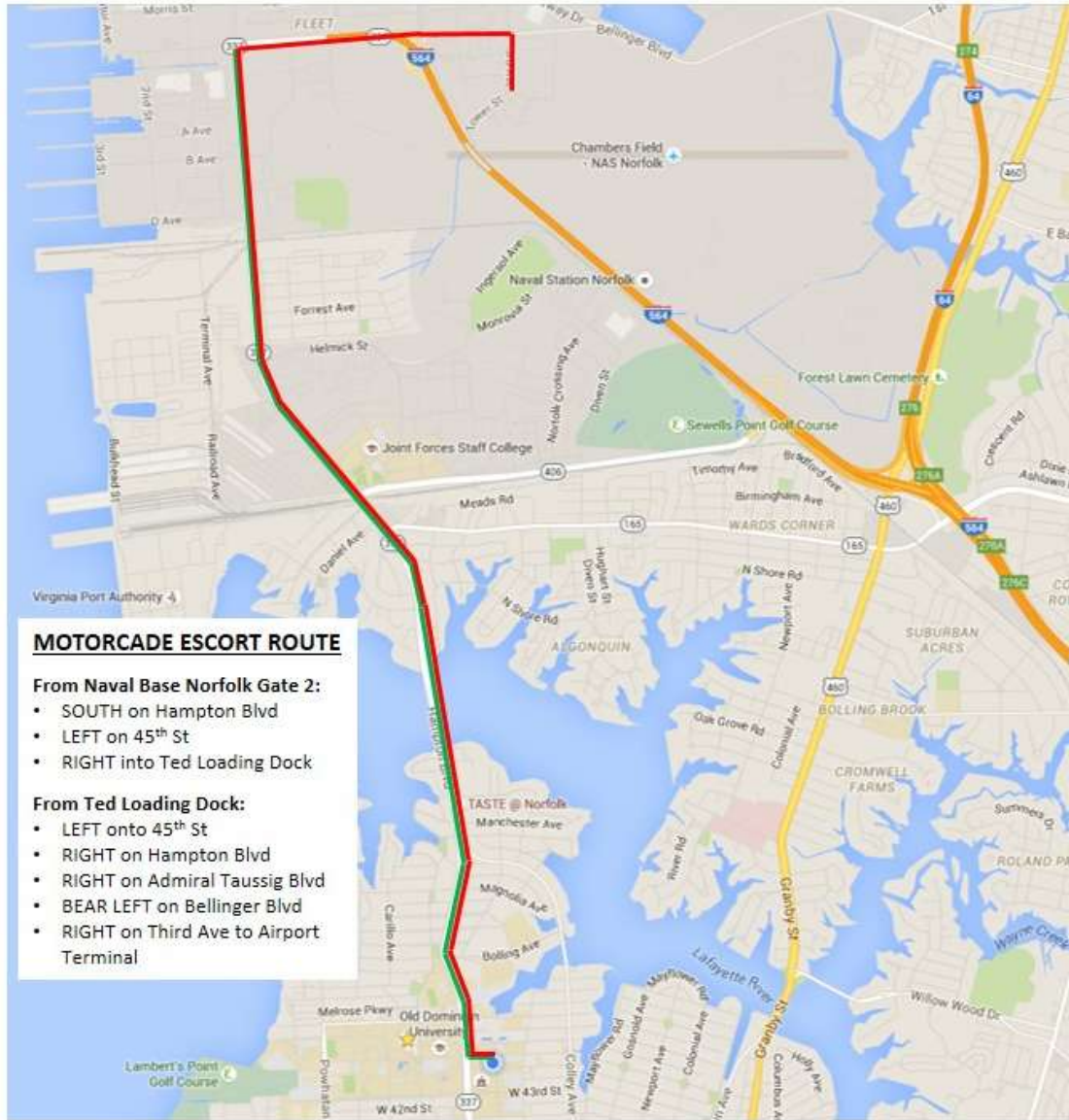
# SECSTATE Staging/Movement Plan



# 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

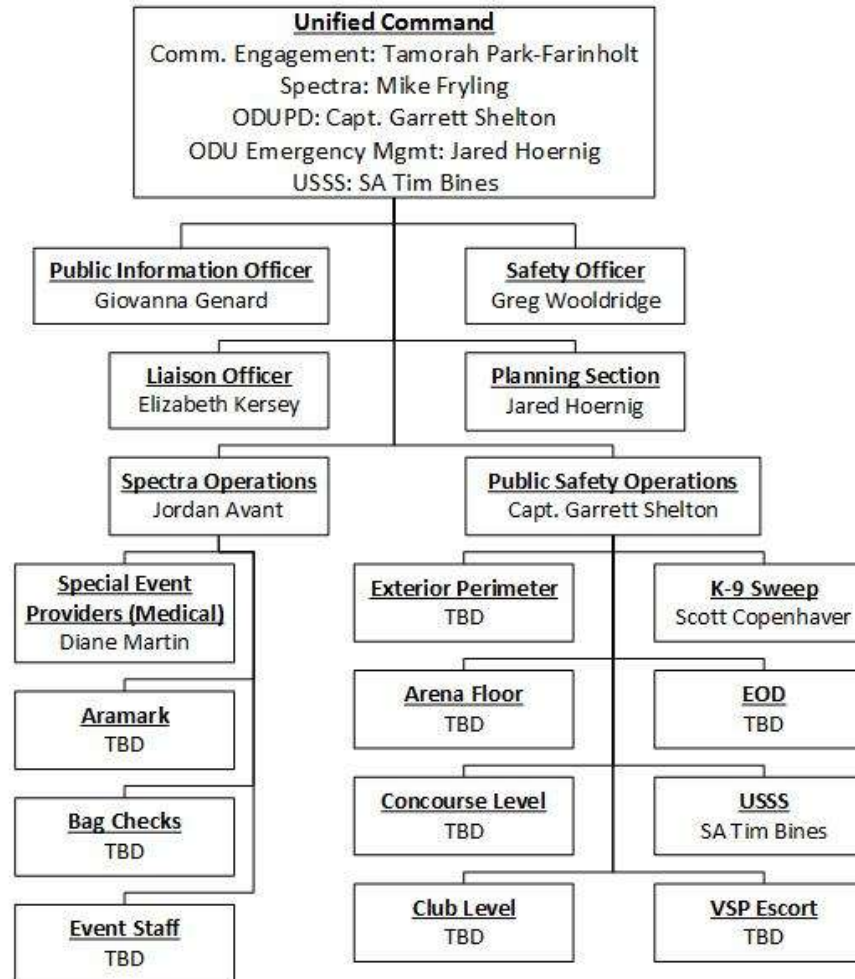


# Nutrition/Wellness-Oriented Event

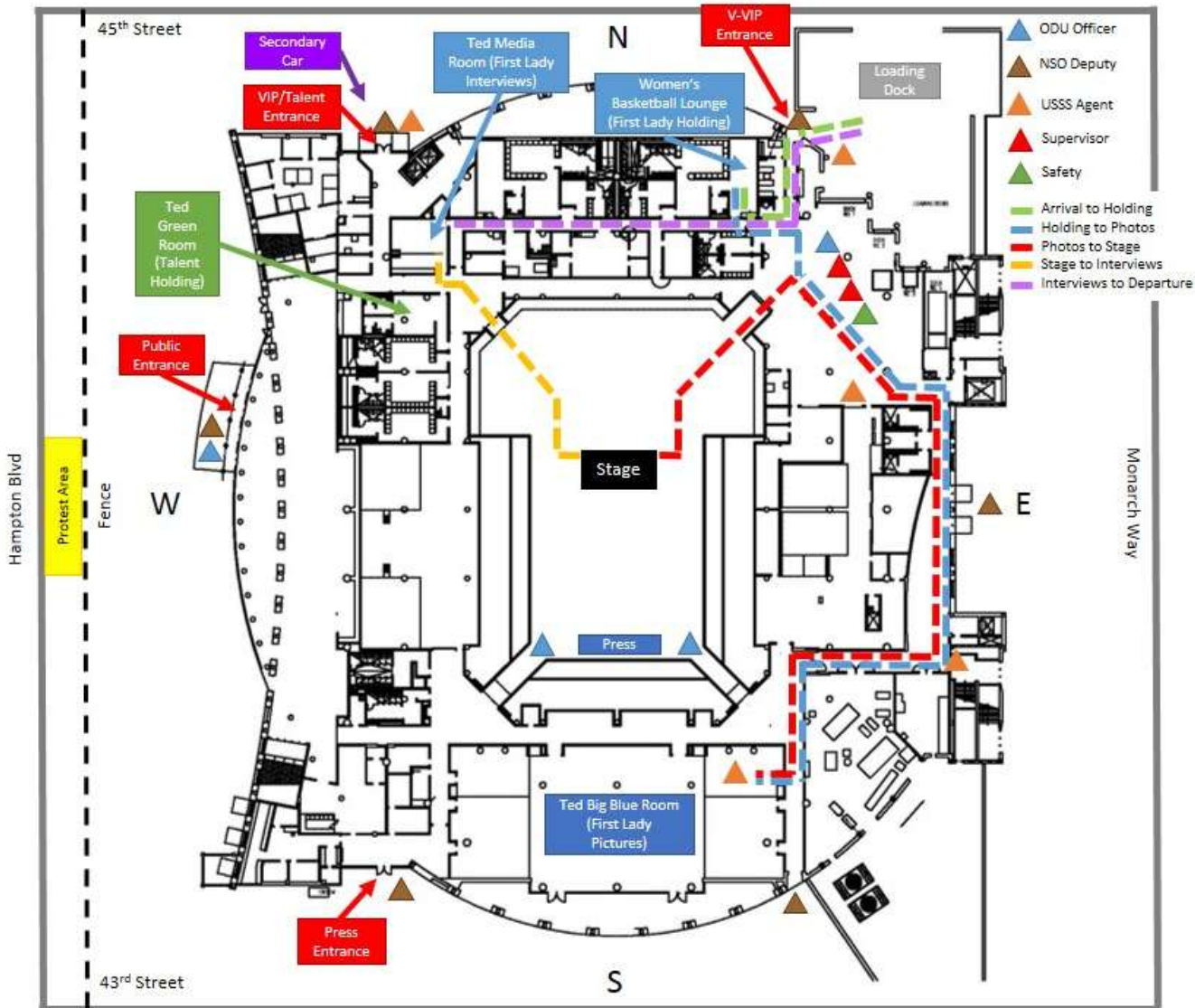


# ICS Form 207

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

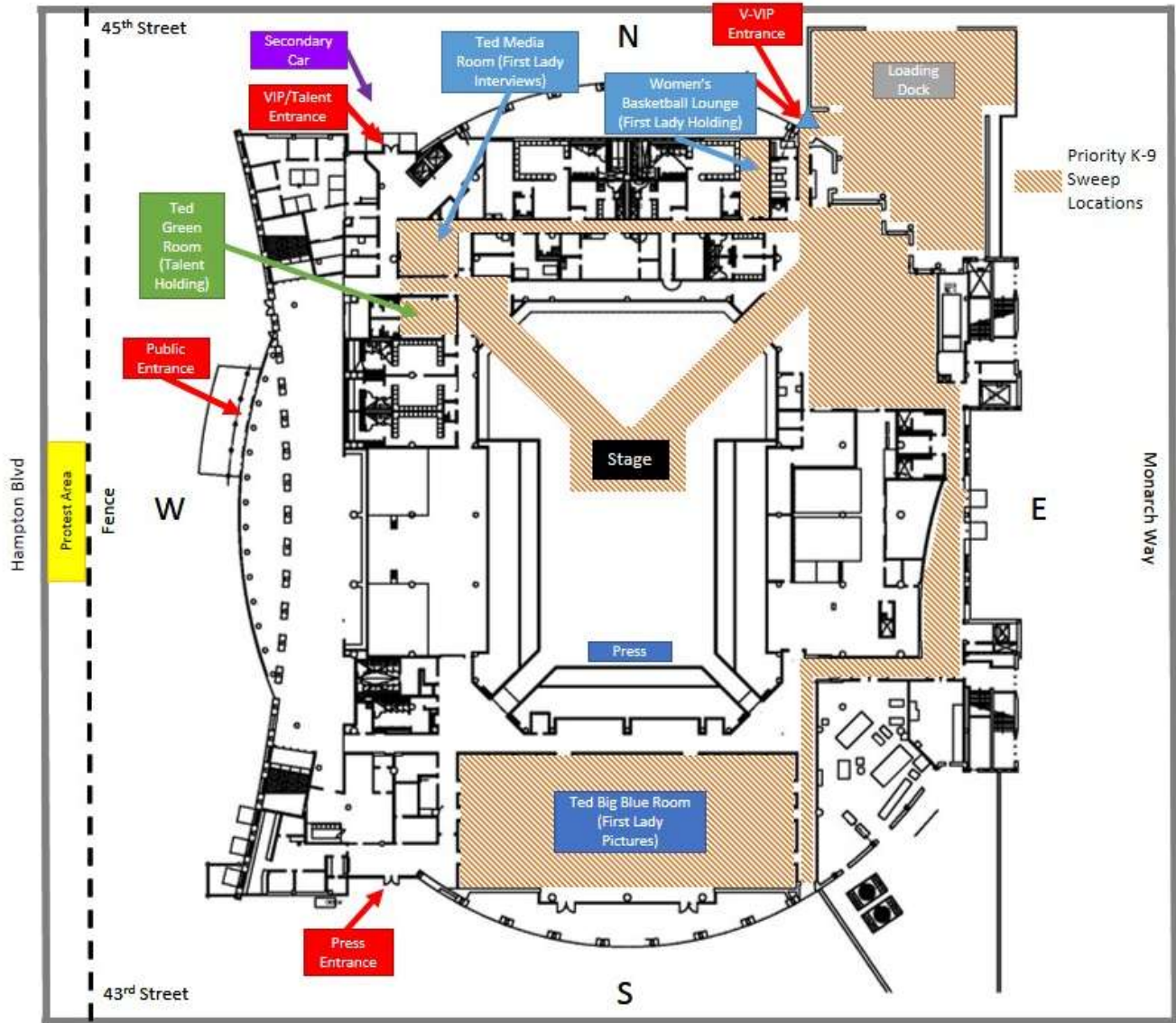


# FLOTUS Staging/Movement Plan

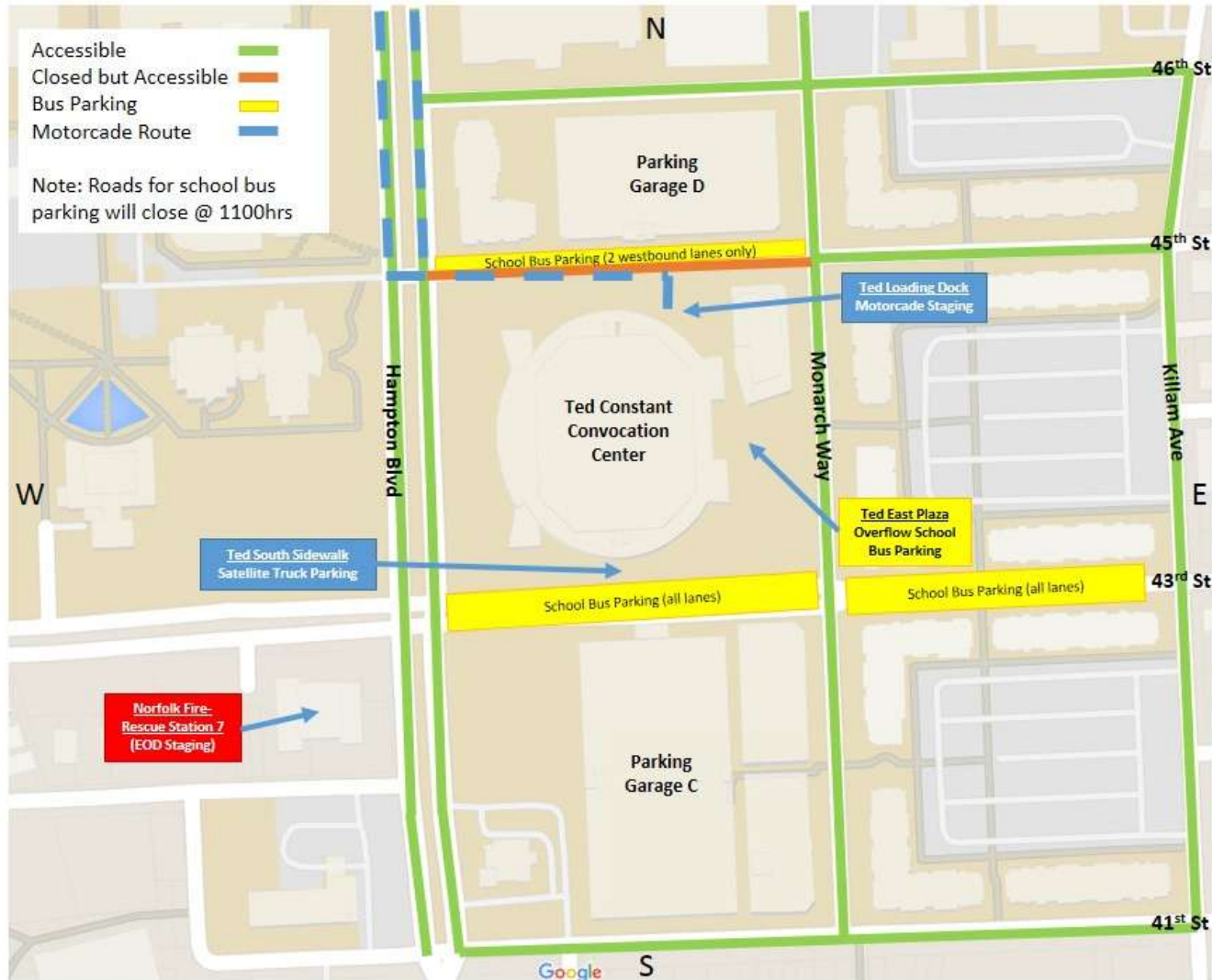




# FLOTUS K-9



# Emergency Access/Egress



# Commencement Exercises

Saturday, 12 Dec. 2015



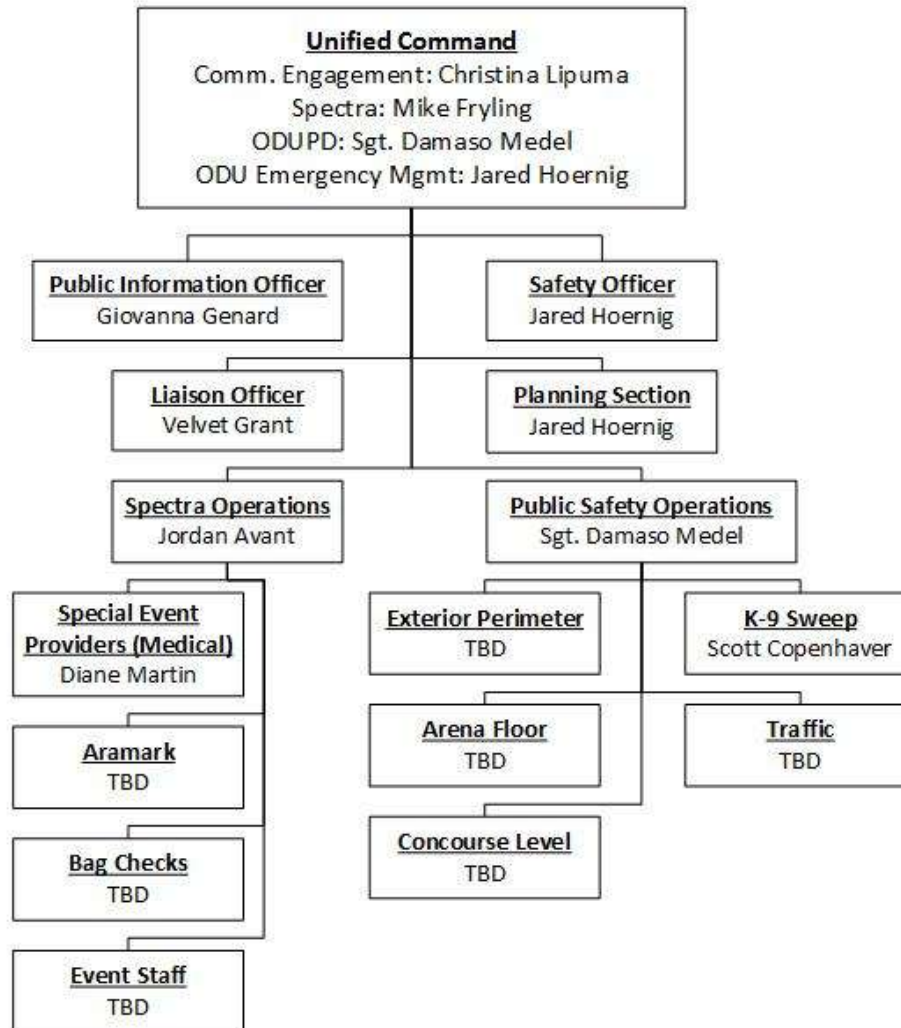
## Fall 2015 Commencement Incident Action Plan



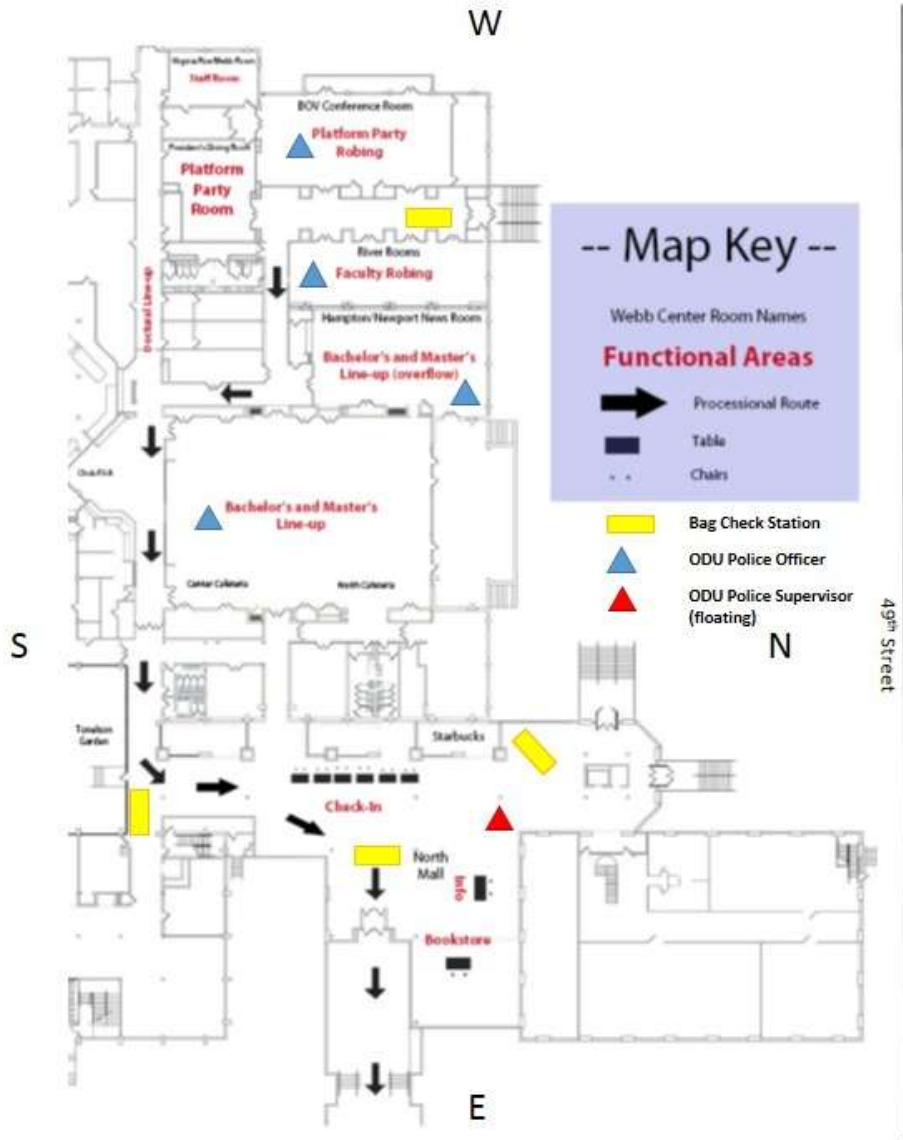
Date: Saturday, 12 December 2015  
Ceremony Start Times: 0900hrs/1400hrs  
Locations: Webb University Center/Ted Constant Convocation Center  
Operational Period: 0600hrs—1800hrs  
Version: Final (11 December 2015, 1900hrs)

# ICS Form 207

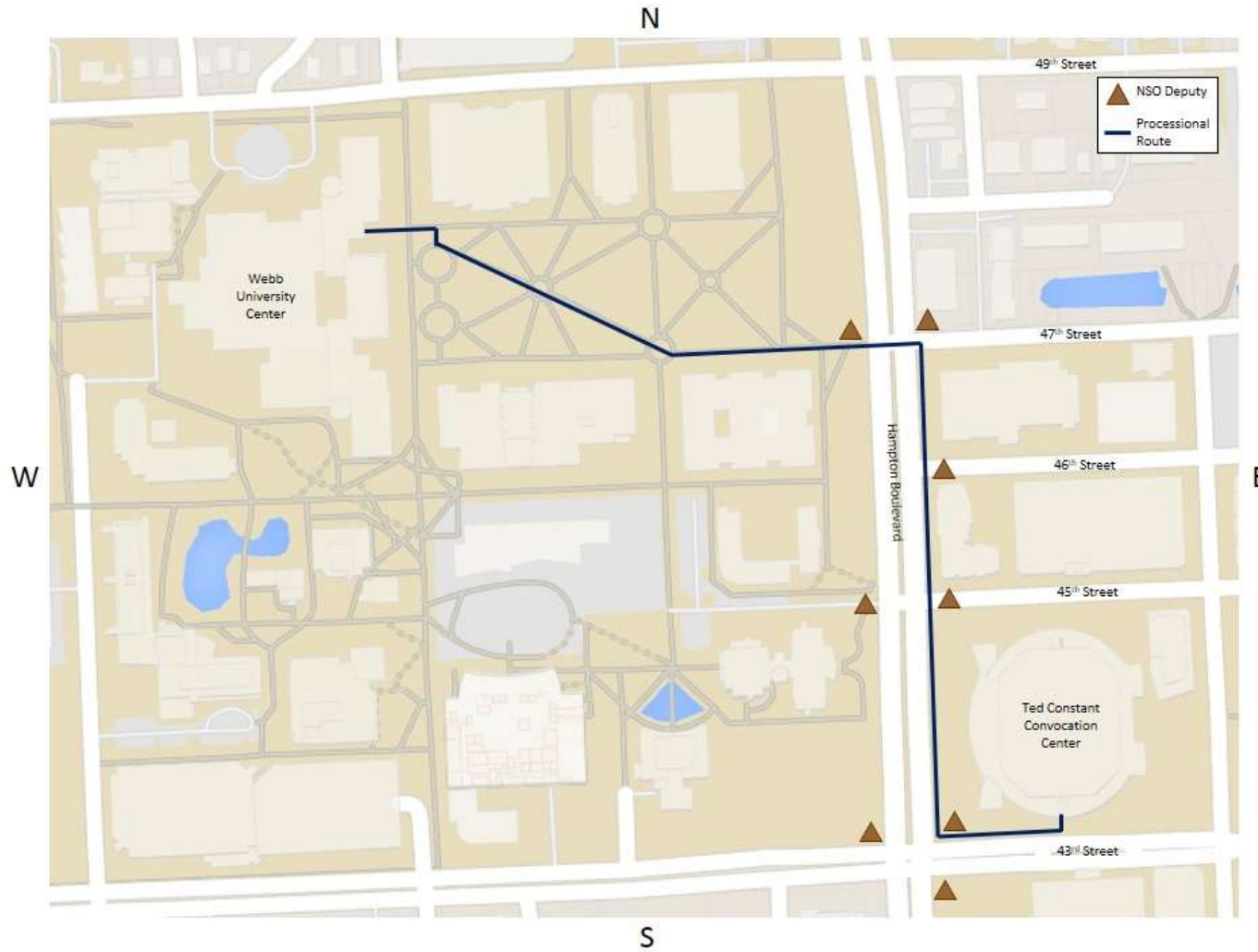
Fall 2015  
Commencement  
Organizational Chart  
(ICS Form 207)



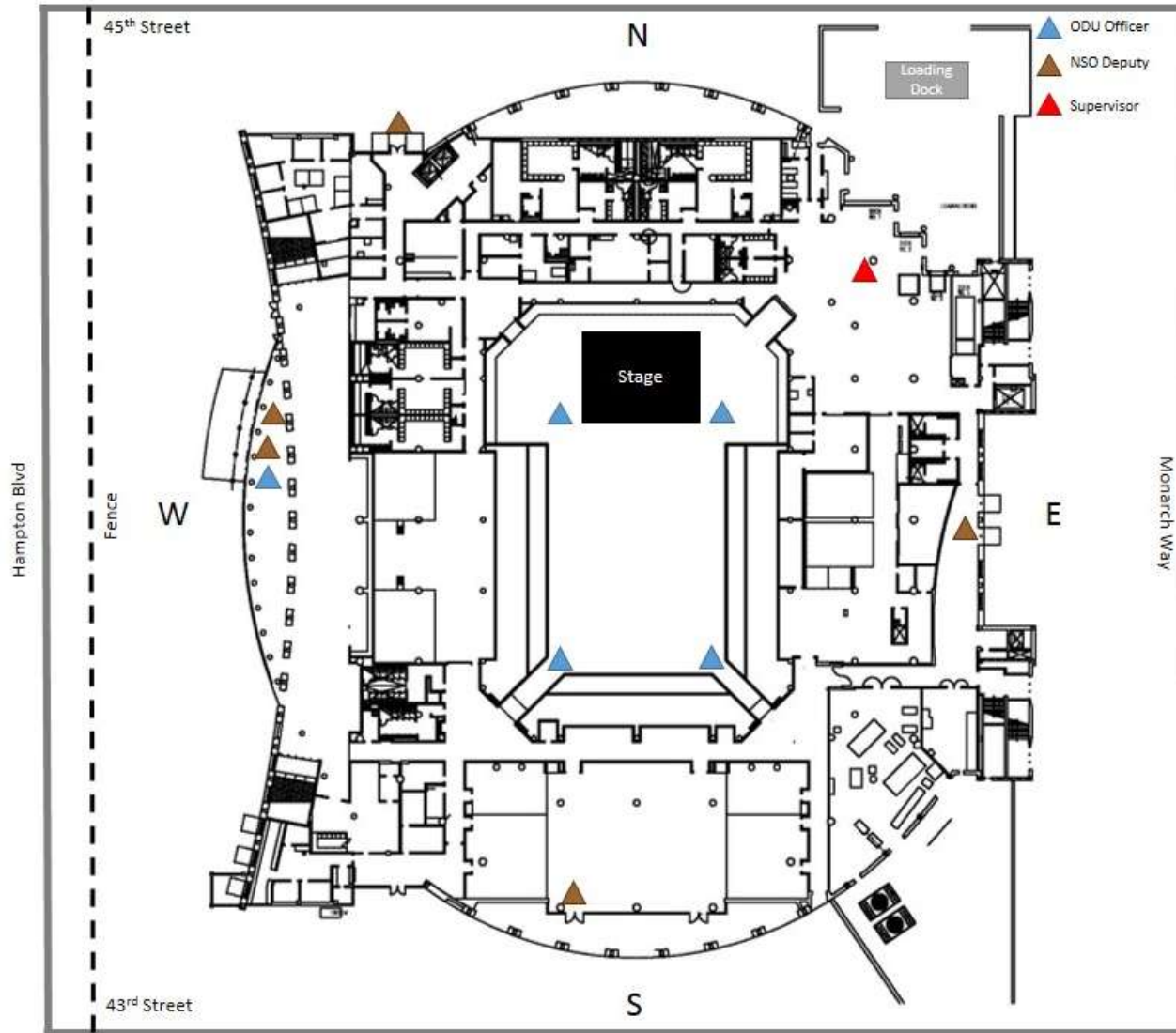
# Webb Center Security & Lineup



# Processional Route



# Ted Security



# Questions?

Thank you for your time!



## ■ Jared Hoernig, Associate Director, OEM

- (757) 683-5116 office
- (757) 633-9937 cell
- jhoernig@odu.edu
- oem@odu.edu

@MonarchReady



ODU Office of Emergency Management



odu\_oem

