

Emergency Action Plan For Leo Buckley Stadium

500 N 38th St

Killeen, TX 76543

Introduction of the Emergency Action Plan for Leo Buckley Stadium

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

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

The plan will mainly pertain to sporting events but will also apply other events held at Leo Buckley Stadium.

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Leo Buckley Staff

Stadium Incident Command Structure

- KilleenISD Senior Officer or Designee
 - Responsible for outside law enforcement personnel and communication during crisis. Will have command post located inside home side ticket booth.

- Stadium Manager or Designee
 - Responsible for Stadium Staff (ushers & ticket takers), Custodians, Maintenance, Transportation, Announcers, Scoreboard Operator

- Athletic Director or Designee
 - Responsible for – Coaches (home & visitor), Trainers, and Referees

Training & Pre-event Assignments

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

Exits/Gates

- Stadium staff will ensure that gates are open in their designed areas according to the emergency action plan

Crowd Control

- Staff will assist with crowd control and communications in the areas that were assigned to them at the beginning of the event. If staff member moves to a different area, this must be communicated to Stadium Manager or Incident Commander (KISD PD Senior Officer)

Traffic

- KISD PD will have radio communications will assist with traffic control on school district property
- Local law enforcement will be responsible for traffic control on 38th St. and Atkinson
Parking and flow of traffic see Appendix A

Wheelchair Assistance

- First Floor – Will be removed from first floor deck into elevator. Stadium staff will then monitor as they leave the elevator and exit the stadium. Evacuation devices will be provided.

Inclement Weather Plan

Monitoring

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

Communication

Stadium staff will keep game officials and spectators up to date on changing weather conditions. Officials will call the game/event if weather conditions warrant. If the game/event is delayed, fans will be notified by public address to evacuate to the designated facilities and vehicles. If the game/event is called, a public-address message will be made asking everyone to leave the premises. Teams will report to the locker rooms until they are told to vacate. During sporting events in which lightening is nearby band members, cheerleaders, and drill teams will be sent back to school transportation. Law enforcement officers and stadium administration will assist in the evacuation of the stadium. If officials and Athletic Director agree that it is safe to resume, fans will be allowed to enter for the remainder of the game without ticket or penalty for the remainder of the game

Exit/Gates

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

Extreme Heat/Cold

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

Heat – temperature and or heat index

Cold – temperature or wind chill

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

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

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

Designated Shelter Area

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

Incident Weather Evacuation/Shelter Routes see Appendix B

Emergency Evacuation (non-weather)

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

Emergency Communications

Radio System

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

Public Address System

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

Scoreboard

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

Phone System

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

Fire or Fire Alarm Activation

- The stadium announcer will notify the Stadium Manager
- Go to fire alarm panel and determine location of activated device
- Dispatch staff member to verify emergency
- Dispatch staff to open gates
- Dispatch security to assigned stations to standby for possible crowd control evacuation
- Communicate with spectators and participants that there has been an alarm activated and to listen for further instructions
- Begin evacuation

- Notify emergency responders of situation
- Stadium staff should provide assistance to those in wheelchairs and others requiring special assistance safely out of the venue
- Stadium staff should notify the Stadium Manager via radio that all floors of press box, stadium seating, restrooms, stadium concourse and field has been cleared and successfully evacuated
- When fire department/EMS respond to emergency and set up incident command site Police Commander will report to this command post. Individual will use radio to keep Stadium Manager informed of events
- Emergency diagrams will be posted under the stadium and in the restrooms.

Fire Evacuation Routes see Appendix C

Bomb Threat During Events

- Once any Leo Buckley staff member has been notified of a bomb threat, KISD PD will be contacted who will, in turn, notify local legal authorities.
- Person who answers phone will fill out form (included) while on the phone or after the phone call
- Ticket takers upon being informed of evacuation will lock the doors to the ticket booth securing money behind locked doors
- Officials will be contacted and directed to exit the teams immediately to their dressing rooms and then to buses. Officials will report to Athletic Office

- Band, cheer, drill team, and all student groups will exit stadium and board school transportation.
- Announcement will be made informing spectators that game/event has been rescheduled and to evacuate the stadium.

Bomb Evacuation Routes see Appendix D

Weapon Threat

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

Power Outage

- In the event of a power outage, there is not a backup generator.
- Stadium manger or Athletic director will contact ONCOR to gather more information about the power outage.
- The PA system will not be operable so bullhorns will be provided to stadium workers in order to communicate further directions. In the event of an evening power outage, glow sticks, light wands and flashlights will be provided to stadium staff.
- Supervisor/designated staff determine if evacuation or other course of action should be taken (e.g. wait for power to be restored and continue event).

- Supervisor/designated staff inform event staff of determination and direct staff to initiate a course of action.
- Event Staff, Event Manager, and Police direct patrons to exits and assist those needing assistance.
- Event Staff assists patrons with evacuations of necessary.

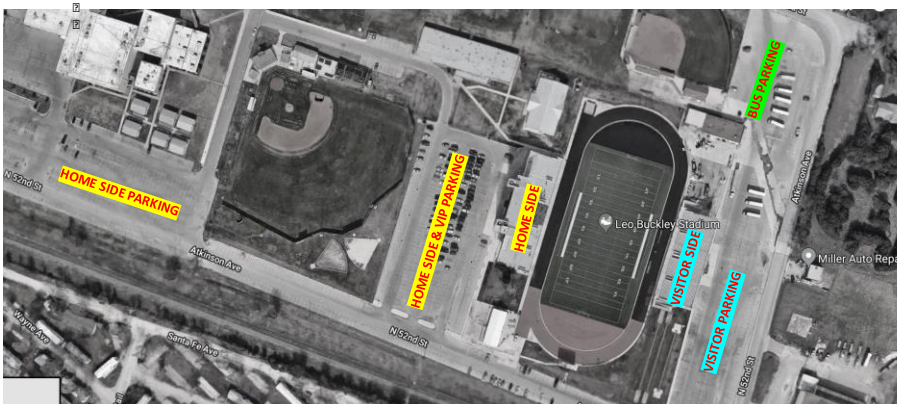
Bomb Evacuation Routes see Appendix D

Train Accident

- In the event of a train derailment/accident with a subsequent hazardous materials release into the atmosphere, the most senior KISD PD will determine the emergency level and appropriate response and will advise the stadium staff what to do.
- **Level One:** Minor derailment with no, or small, release of non-hazardous material. No or minor risk to stadium patrons.
- **Level Two:** A derailment that causes a major explosion, fire or chemical release affecting the stadium and surrounding community. Evacuation will be initiated as there is no shelter to seal patrons in. Everyone will be told to evacuate to their vehicles.

Move away from campus quickly and as far away as you can. Be aware of wind direction and try to move in the direction of the wind, if possible. Vehicles should close windows and turn off car heater/air conditioner fan that could allow hazardous fumes to vent into the vehicle.

Appendix A Parking and Side Designations

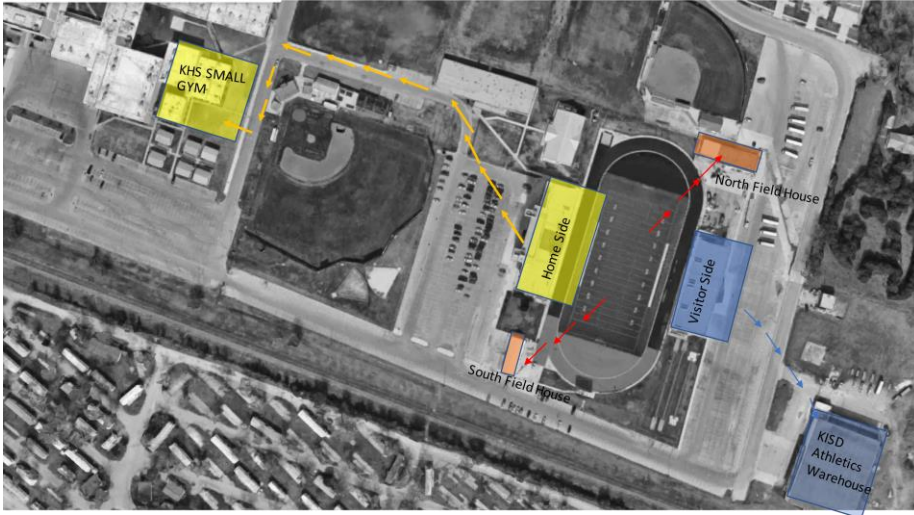


Appendix B General Stand Evacuation



Appendix C Inclement Weather/ Shelter Evacuation Routes

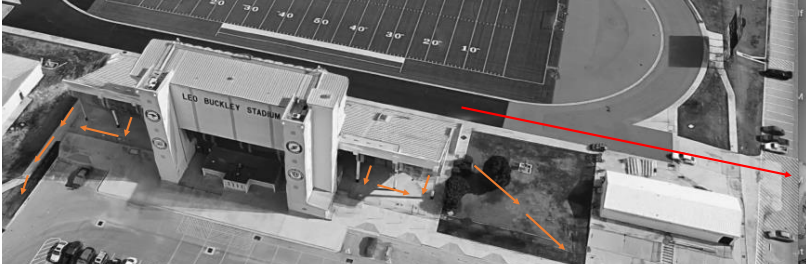
LEO BUCKLEY LIGHTNING/TORNADO PLAN



HOME SIDE STANDS WILL EVACUATE TO THE KILLEEN HIGH SCHOOL SMALL GYM
VISITOR SIDE STANDS WILL EVACUATE TO THE KISD ATHLETICS WAREHOUSE
ATHLETES, COACHES AND SUPPORT ALREADY ON THE FIELD WILL EVACUATE TO THEIR ASSIGNED FIELD HOUSE FOR THE EVENT
*EVENT PARTICIPANTS ON THE FIELD DURING A NON-SPORTING EVENT WILL EVACUATE TO THE FIELD HOUSES AS WELL.

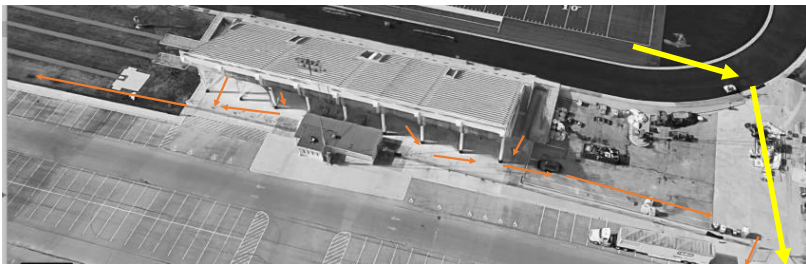
Appendix D Fire Evacuation Routes

LEO BUCKLEY FIRE EVACUATION PLAN HOME SIDE



- HOME SIDE STANDS EXIT GATES INTO PARKING LOT
- HOME TEAM EXITS GATE INTO PARKING LOT

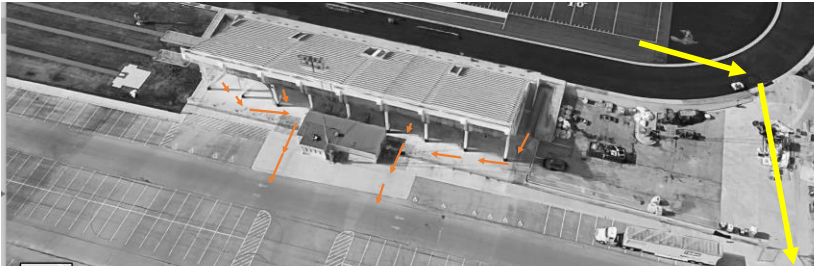
LEO BUCKLEY FIRE EVACUATION PLAN VISITOR SIDE



- VISITOR SIDE STANDS EXIT GATES INTO PARKING LOT
- VISITOR TEAM EXITS GATE INTO PARKING LOT

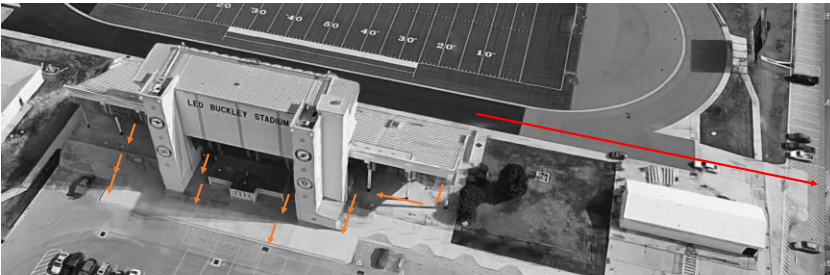
Appendix E Bomb Threat/Other Evacuation Routes

LEO BUCKLEY EVACUATION PLAN VISITOR SIDE



- ← VISITOR SIDE STANDS EXIT GATES INTO PARKING LOT
- ← VISITOR TEAM EXITS GATE INTO PARKING LOT

LEO BUCKLEY EVACUATION PLAN HOME SIDE



- ← HOME SIDE STANDS EXIT GATES INTO PARKING LOT
- ← HOME TEAM EXITS GATE INTO PARKING LOT

Appendix F Bomb Threat Log

Bomb Threat Telephone Log

1. Actions to be taken by persons receiving call:

- a. Remain Calm.
- b. Keep caller on phone as long as possible (apologize for bad line, ask him to speak up, etc.)
- c. Obtain as much information as you can. Ask questions:

MESSAGE FROM CALLER (exact words):

Where is it? _____
Time it will go off? _____
What does it look like? _____
Why are you doing this? _____
Who are you (name/address)? _____
Time of call? _____ Date: _____

2. From the "conversation" try to provide additional information regarding the caller:

DETAILS OF CALLER

Man/Woman/Child

Old/Young

SPEECH

Intoxicated / Rational / Rambling / Speech Impediment / Laughing/ Serious / Accent

Was the message read or was it spontaneous?

DISTRACTIONS

Any noise on the line? _____ Call box tone or coins? _____

Were there any interruptions? _____

Was there anyone in the background (voices)? _____

OTHER NOISES

Traffic / Talk / Typing / Machinery / Aircraft / Music / Children / Other

3. Notify administrator or supervisor immediately.

Appendix G

Emergency Announcement

Evacuations:

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

Severe Weather Shelter/Evacuation:

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

AREA EVACUATION MESSAGE:

An immediate evacuation of Leo Buckley Stadium and nearby parking lots is required due to _____ (Inclement Weather, Tornado Warning, Security Reasons, a threat against the stadium/building.) Please remain calm. Follow the instructions of emergency and other stadium personnel and evacuate the area at this time. Please limit phone use so phone lines are available for emergency messaging. Standby for additional messages. Personnel in those areas not listed for evacuation should remain in place, be alert to changing conditions.

SHELTER IN PLACE:

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

ALL CLEAR:

The situation has been resolved and people are now fine to leave the area.

Appendix H
Community Emergency Contact Information

Community Emergency Contact Information

Ambulance.....	911
Fire Department	911
Police Department	911
Bell County Sheriff’s Office	(254) 933-5412
Killeen Fire Department	(254) 501-7661
Killeen Animal Services	(254) 526-4455

Killeen ISD Personnel

Athletic Director, Randall Hugg	(254)336-2672
Assistant Athletic Director, Kevin Lawler	(254)336-2671
KISD Chief of Police, Ralph Disher	(254)336-2819
Director of School Safety, John Dye	(254)336-2810