



WESTERN KENTUCKY UNIVERSITY

NICK DENES FIELD Emergency Policy and Procedures Manual

INTRODUCTION

The intent of the Emergency Policy and Procedures Manual is to outline action to be taken by employees, students and visitors in the event of an emergency. The written plan reflects the philosophy that people are more important than objects and that it is better to save lives, not things.

General Emergency Evacuation Procedures

Emergencies that require evacuation

1. The decision to evacuate will be determined by game management and public safety.
2. Prior to announcement to evacuate, all exits must be checked for safety. Facility interns and staff will check this.
3. All employees should understand their role so when the announcement is made everyone moves to their position.
4. If ushers are staffed, one usher will locate at each of the steps that allow access to the home-plate stands, one usher will locate at the first-base bleachers near the "visiting team" dugout, and one usher will locate at the third-base bleachers near the "home team" dugout.
5. Flashlights will be passed out to each usher by the event usher supervisor.
6. The ushers will direct traffic out of the ballpark...
7. Once the announcement is made, assist in getting everyone out of the ballpark.
8. Each area supervisor (marketing, athletic training, etc.) will need to move their staff and assist where needed.
9. After leaving the ballpark, all employees should report to the emergency assembly area. Our assemble area is the front steps of Keen Hall.

10. Each supervisor will now check for his/her staff members to ensure everyone made it safely.
11. Only the Facility Coordinator is allowed into the ballpark until Public Safety gives an all clear.
12. Facility Coordinator works with authorities supplying them with pertinent information about the emergency, the physical facility and personnel. Designated back up personnel perform job responsibilities in the absence of the Facility Coordinator.

Bomb Threat

Bomb threat by telephone

1. Keep person on telephone as long as possible.
2. Notice background noises.
3. Get as much information as possible using bomb threat checklist
4. Contact Game Management and WKU Police, **911**.
5. Game Management and Public Safety will determine action.
6. If the threat is considered minor, Announcement 1 will be made.
7. If the threat is deemed major, Announcement 2 will be made.
8. If ushers are staffed, one usher will locate at each of the steps that allow access to the home-plate stands, one usher will locate at the first-base bleachers near the "visiting team" dugout, and one usher will locate at the third-base bleachers near the "home team" dugout.
9. Flashlights will be passed out to each usher by the event usher supervisor.
10. The ushers will direct traffic out of the ballpark.
11. Each area supervisor (marketing, athletic training, etc.) will need to move their staff and assist where needed.
12. Note any unfamiliar items but do not touch them.
13. Inform game management and Public Safety of the items.
14. Once everyone has moved out of the ballpark, employees are to meet at the emergency assembly area (front steps of Keen Hall). Each supervisor accounts for all personnel.
15. WKU Police and the proper authorities will search the ballpark.

Bomb threat by card or letter

1. Allow no one to touch the item.
2. Write down information about its receipt.
3. Contact Game Management and Public Safety.
4. Game Management and Public Safety will determine action.
5. Follow above format.

Suspicious letter, package, abandoned backpack, briefcase etc.

1. Do NOT touch the item.
2. Immediately contact Game Management and Public Safety.

Evacuation of Physically Challenged Persons

1. Identify yourself to the disabled person.
2. Briefly explain the evacuation procedures.
3. Take them to the nearest exit
4. If unable to assist them to exit the ballpark, take them to the nearest safe place.
5. Contact Public Safety of Game Management to assist with the evacuation of the disable person.

Earthquake

1. Stay calm. Earthquakes may last from a few seconds to a few minutes.
2. Do NOT evacuate the ballpark during a tremor.
3. If out of seated areas, kneel on ground and cover head with hands.
4. Stay away from glass.
5. When tremor stops, make a quick survey for injured people unless doing so poses a threat to your personal safety.
6. The Evacuation Announcement should now be made.
7. If ushers are staffed, one usher will locate at each of the steps that allow access to the home-plate stands, one usher will located at the first-base bleachers near the "visiting team" dugout, and one usher will locate at the third-base bleachers near the "home team" dugout.
8. Flashlights will be passed out to each usher by the event usher supervisor.
9. If individuals are injured, note their location and go for help. Contact EMTs or Public Safety.
10. Aftershocks may occur. Be prepared to take cover again. Watch for falling objects.
11. Do NOT allow anyone to smoke, light matches, or use electricity.
12. Report to the emergency assembly area (front steps of Keen). Each supervisor will account for personnel using the staff checklist.

Electrical Power Failure

Generator should be checked monthly

Flashlights need to be checked twice each semester

A weather radio should be located with the Facility Coordinator

1. The generator will operate lights in the ballpark.
2. Facilities Manager will begin to check the location of the problem and report back to Event management.
3. If ushers are staffed, one usher will locate at each of the steps that allow access to the home-plate stands, one usher will located at the first-base bleachers near the "visiting team" dugout, and one usher will locate at the third-base bleachers near the "home team" dugout.
4. Flashlights will be passed out to each usher by the event usher supervisor.
5. The Electrical Power Failure Announcement should now be made.
6. The usher will direct traffic out of the ballpark.
7. Each area supervisor (marketing, athletic training, etc.) will need to move their staff and assist where needed.
8. Event management will now determine status of the event.

Fire

1. Event management will determine actions.
2. If minor, the area may be cleared.
3. If major, the ballpark will need to be evacuated.
4. Entrances and steps should be checked for safety by facilities interns and student workers.
5. If ushers are staffed, one usher will locate at each of the steps that allow access to the home-plate stands, one usher will located at the first-base bleachers near the "visiting team" dugout, and one usher will locate at the third-base bleachers near the "home team" dugout.
6. The Evacuation Announcement will now be made.
7. Flashlights will be given to each usher by the Event Usher Supervisor.
8. The ushers will direct traffic out of the ballpark.
9. Each area supervisor (marketing, athletic training, etc.) will need to move their staff and assist where needed.
10. All personnel report to the emergency assembly area (front steps of Keen Hall).

11. Facility Coordinator works with authorities, supplying them with pertinent information about the emergency, the physical facility, and personnel.

Fire Checklist:

- What is the location of the fire?
- What are the available exits?
 - Behind first-base dugout
 - Behind home-plate dugout (2)
 - Down left-field line

Medical Emergency

Life-Threatening

1. Contact Public Safety and briefly explain the emergency, condition of the individual and location.
2. Do not try to diagnose the problem.
3. Remain with the individual. Do NOT move an injured person.
4. Have another staff member bring the emergency team to the person.
5. When in doubt, treat an emergency as life threatening.

First Aid

For minor first aid treatment, there are kits in the main concession stand; or see the EMTs.

Visitor Injury

1. For visitor injuries, offer to call for assistance from the EMTs.
2. Ask the victim if there is someone you may call (at the event or elsewhere) or assist him or her in making the call.
3. If the visitor declines medical treatment, encourage them to fill out an incident report form. Note witnesses to the incident. Forms are kept in the Facility Coordinator's office and the concessions stand.

Employee Injury

1. Follow University procedures for reporting injuries.
2. Employee should always report any injury to their supervisor who then reports incident to the Department Head.
3. The Department Head reports the incident to Human Resources.

4. For minor injuries needing medical attention go to Student Health Services in the Academic Complex.
5. If immediate medical attention is necessary, proceed to the emergency room or contact Public Safety.

Unusual Odors, Toxic Vapors, Hazardous Materials Release

Unusual odors

1. Try to identify the source of any unusual odor.
2. If safety becomes an issue, Game Management will decide to evacuate the ballpark.
3. The Evacuation Announcement will now be made.

Toxic Fumes

Note: Toxic vapors or fumes can be odorless.

If staff or spectators are experiencing symptoms such as headaches, nausea, burning eyes, or breathing difficulty, Game Management will make the call to evacuate.

Hazardous Material Release

1. If the situation is extremely threatening, Game Management will Make the call to pull the nearest fire alarm and evacuate the ballpark.
2. In case of spills, remove any affected persons from the area and flush clothing, skin, or eyes with water.
3. Stay clear of the area. In the case of fumes or fire hazard, evacuate the immediate area and block it off.

Severe Weather

1. Weather monitored by radio and Warren County C.A.L.V.E.S. unit.
2. Event Management/Public Safety make the call.
3. If ushers are staffed, one usher will locate at each of the steps that allow access to the home-plate stands, one usher will located at the first-base bleachers near the "visiting team" dugout, and one usher will locate at the third-base bleachers near the "home team" dugout.

4. Flashlights will be passed out to each usher by the event usher supervisor.
5. The Severe Weather Announcement will now be made.
6. All in attendance will move into the restrooms and under the home-plate stands.
7. Each area supervisor (marketing, athletic training, etc.) will need to move their staff and assist where needed.
8. Keep everyone away from windows.
9. Facility Coordinator works with the authorities, supplying them with pertinent information about the emergency, the physical facility, and personnel.
10. Everyone is to remain where they are until cleared by Game Management and Public Safety.

TRAINING AND PREVENTION

1. Staff should become familiar with the Nick Denes Field
2. emergency policies and procedures.
3. Supervisors will acquaint all new employees with the Nick Denes
4. Field policies and procedures and give them this manual to read.
5. Particular emphasis will be placed upon reporting an emergency, evacuation routes, and designated safe spaces.
6. Particular emphasis will be placed upon reporting an emergency, evacuation routes, and designated safe spaces.
7. Staff should be aware of work environments and report any unsafe areas to the Game Management.
8. Keep pathways to evacuation routes clear. Ask yourself, "Could you make it out of the ballpark blindfolded?"

FIRE EXTINGUISHER USE

1. Make sure the fire extinguisher is charged.
2. Use the correct fire extinguisher. Most fire extinguishers at Nick Denes Field are the "ABC" type and can be used on all fires.
3. Fires are categorized into three (3) classes:
 - a. CLASS A FIRES: paper, trash, wood, cloth, etc.
 - b. CLASS B FIRES: burning liquid such as oils, paints, and gasoline.
 - c. CLASS C FIRES: Electrical fires such as burning wires, switches, machinery, computers, and photocopiers.
4. Only attempt to use a fire extinguisher if you feel certain you can extinguish the fire. Do NOT try to put out a fire larger than a wastebasket.
5. If uncertain contact Game Management and Public Safety.

6. If it is obvious that evacuation will need to take place, contact Game Management.
7. To use the fire extinguisher, follow the P.A.S.S. method:
 - a. Pull the safety pin at the top of the extinguisher.
 - b. Aim the nozzle, horn, or hose at the base of the flames.
 - c. Squeeze or press the handle.
 - d. Sweep from side to side at the base of the fire until it goes out.
8. Keep near the door when using the fire extinguisher. Always stay between the fire and exit.
9. If the fire becomes larger, get out.