GENERAL INFORMATION FOR

Mercedes-Benz Superdome
Smoothie King Center
Champions Square

1. **Safety and security questions answered by SMG as follows:**

   a. Who is in charge of security: Mr. Farrow Bouton, Director of Event Services. How long has this person held this position? Since August 2007.

   b. Security guards **are** armed while in patrol vehicles.

   c. Are restrooms monitored? x yes no
   x before event x during event x after event

   d. Are coolers, thermoses, bottles or cans permitted in the facility during events? yes x no

   e. Are banners, flags, or pom-poms permitted in the facility during events? x yes no
   Provided that they are not attached to poles or any object which could be used as a weapon.

   f. Distance between event areas to the nearest spectator areas: 20' - 100'. What precautions are taken to prevent spectators from entering restricted areas? Both personnel and physical barricades are used.

   g. What is the maximum alcohol content of alcoholic beverages sold? 86-100% proof; wine 19%. What is the maximum alcohol content of alcoholic beverages served? Same %. Are security personnel present at alcohol distribution sites? x yes no. What procedures are used for control of consumption? Security officers, police officers, and ushers are present at various locations throughout the building. Alcohol beverage training is provided. Alcohol sales are cut off at the end of the 3rd quarter for football and basketball games and 30 to 45 minutes before the end of all other events.

   h. Describe equipment used and safety precautions taken for TV media used in the facility. (i.e. placement of wires, power equipment secured, placement of tripod cameras, etc.)
   All media equipment is closely monitored to prevent such hazards. Wires, etc. are either covered with matting and identified accordingly or they are flown overhead. Power equipment is barricaded and stored away from common public areas. Cameras placed in public areas are provided with a security officer as needed.

   i. There are security officers on every level during events and are very visible. Guest services and supervisors are available throughout the facilities to offer assistance. The garages are patrolled by security.

2. **Building emergency plans and procedures:**

EMERGENCY PLAN

The following is a plan to prepare for an emergency and for conducting employee activity should there be an emergency in the Louisiana Superdome.

Before each event:

1) Each employee should be familiar with the quadrant level to which he or she is assigned, know the location of the nearest telephone, the closest person with a radio, the nearest exit ramp, stairways and escalators, the location of fire extinguishers and alarm pull stations, know their Supervisor and know their fellow employees including police and firemen.

2) Each employee should know the location of the handicap area and first-aid station behind Section 131.

3) Immediately upon arrival at your assigned positions, check for possible hazards such as broken fire equipment or doors, water on the floor, tripping hazards, dark walkways, etc.

4) Employees assigned to areas near escalators should make sure they know how the escalators are stopped.

When an Emergency Happens:

1) When an emergency occurs notify Security Control on extension 3900 or on the radio channels 1 or 3 and give the following information:
   a) State the nature of the emergency by the following code:
      51 B for a bomb scare
      52 F for a fire
      103 F for a fight
      10-2B do not transmit

   b) State the exact location of the emergency
   c) State if assistance is requiredUntil assistance arrives, clear the area of distraction and maintain concentration on the emergency.

2) The Director of Security or his representative will coordinate emergency procedures and activate a command with the senior staff officer in charge of the building, the Director of Safety, the Vice-President of Operations, and the ranking N.O.P.D. and N.O.F.D. representatives present in the building.

3) Announcements on the public address system will be made only by an announcer designated by the senior SMG Officer present and only when informed to do so by that Officer.

4) Electricians and plumbers will report to Engineering Control and stand by for instructions.

5) The Chief Operating Engineer will be sure that the emergency generators are ready for use and be ready to shut down fans or other equipment as required.

6) The Security Supervisor will report to Security Control.

7) If evacuation is necessary, Units 5617 (mobile unit) and 5620 (assistant watch commander) and ushers will report to the wheelchair (handicapped) area and take charge of directing these patrons to the most available means of egress.

8) Security units will report as follows:
   a) Unit 5626 to SE Centerplate Employee Entrance
   b) Unit 5628 to SW Employee Entrance
   c) Unit 5621 to SMG ticket office
   d) Unit 5627 to South Gate and be ready to raise doors as required

9) All reserve officers including N.O.P.D. interior officers will remain at their post to direct patrons to the closest ramps.

10) South Gate personnel will man the gate to admit fire, police, and emergency vehicles only.

11) The reserve officer assigned or the report writer will escort any lost children in his care to the nearest exit.

12) Officers stationed at exit gates will insure that all doors in their area are open.

13) Louisiana State Police have the primary responsibility to preserve the safety and well being of the Governor and his guests.

14) Ushering service will remain on station to direct patrons to a safe means of egress.

BOMB THREAT PROCEDURE

This procedure assumes that the Facility Management of Louisiana, Inc., personnel who are on duty at the time of a bomb threat are familiar with the "emergency during an event" procedure and the fire procedure. These procedures provide the employee with a knowledge of the administrative and operational structure of SMG and the Superdome features which can be very helpful in carrying out any plan to meet the threat of a bomb or any other destructive device being placed in the building.

There is no single course of action that will always be suitable for all bomb threats. Each situation **must** be evaluated individually and a course of action determined by the senior SMG staff officers present. If it has been decided that a bomb threat does exist, the following parties will report to the command post.

Director of Events
Maintenance Supervisor
Building Engineer
Electrician and other Craft Supervisor
Director of Security
Lessee of His Representative Director of Safety
Head Usher
Ranking Police Officer

The senior staff officer in charge will make the decisions about evacuating an area or the entire building and about any search which might be initiated. All radio channels will cease to operate and the telephone used for communication. All available personnel will be used to prevent additional persons from entering the building or identified bomb area.

EVACUATION

If time permits, personnel will be marshaled and instructed on how to facilitate an evacuation prior to any PA announcements.

Before any announcement to evacuate is made, the following steps will be taken:

1) Turn off all escalators.

2) Turn off all elevators and return them to ground level.

3) Ushers and other employees will carry out instructions in which seating areas agree to be emptied and on directing patrons to proper evacuation routes.

4) House control personnel will stand by to assist in the making of any announcements on the PA system or flashing messages on the message board.

5) Engineering personnel should turn off gas and fuel in the suspected area or to the entire building if necessary.

6) Prior to leaving the building, employees will unlock desks, lockers, doors and file cabinets. Evacuees should remove all purses, attache cases, personal packages and lunch boxes.

SEARCH

Search teams will be formed with a full-time employee as captain of each team.

Each searcher should have a flashlight, knife, standard and Phillips screwdriver, tape, twine, chalk or crepe paper to mark searched areas.

Unless otherwise directed, the normal search sequence is to start on the outside and work toward the inside. Once inside, start at the lowest level and work upward. When entering an area where the lights are off, it is advisable to leave lights off. Use flashlights. Once in a room searchers should stop and listen for any unusual noises.

Prior to a physical search of a room, a visual search should be made of all levels from the floor to the ceiling. The physical search should start from the sides of an area working toward the center.

Each search team should note all items searched in an area.

If a device or suspect device is located, **DO NOT TOUCH IT** and do not assume it to be the only one. Note its location, description and proximity to utilities (gas lines, water pipes, electrical panels). Relay this information to the Command post, then clear and secure the area. Only trained personnel should handle the device. A discovery of a device does not end the search. More devices may be present and search efforts **must** continue until the entire facility has been checked. Should a bomb be located, police officers will be notified, request the presence of a Bomb Unit to facilitate the removal and investigate the bomb.

FIRE PROCEDURE

In the event there is reason to believe there is a fire in the building, call Engineering Control (3862) immediately for assistance. From information given, personnel will be dispatched to assist in locating the source of the suspected fire.

If there is a fire, the following procedures will be adhered to:

I. PERSONNEL

A. Anyone being notified of a fire in the building or anyone discovering a fire or responding to an activated fire alarm and finding a fire **shall**, first, call Engineering Control (3862) by radio or telephone and tell the Operator the location of the fire. If a radio is not available and a telephone is not close by, proceed to locate either one as quickly as possible. If you activate a fire alarm pull box, continue searching for a radio or telephone to assure that positive voice contact is made with Engineering Control. When there is a fire, regardless of size, Engineering Control will notify the Fire Department.

B. While waiting for the Fire Department to respond, an attempt should be made to fight the fire with material and equipment on hand.

C. If the situation is not under control, be prepared to assist the building occupants in an orderly evacuation of the building.

D. Above all else, EXERCISE GOOD COMMON SENSE AND JUDGEMENT. Remember, if there is a fire, notify Engineering Control to call the Fire Department first and then do whatever fire fighting that can be done.

II. ADMINISTRATIVE STAFF PERSONNEL

A. Upon notification of a fire, or an activated alarm, the highest ranking staff member will determine, from the information available, the gravity of the situation. If no information has been supplied, other than an activated alarm, proceed immediately to the indicated area to investigate the cause for the alarm. If no action has been taken, do what is necessary on the spot. Dispatch available personnel to the South Gate loading area and Southwest Employee entrance to assist Fire Department personnel entering the facility.

B. Notify Engineering Control of the situation in order that they might set in motion their fire procedures such as cutting off power, water, steam, air and HVAC in the area(s) of a fire.

C. If a fire should occur during an event and efforts to extinguish the fire have not been successful, take necessary action to notify the audience. This notification **shall** be made at the direction of the senior staff officer in charge and be made by the Announcer. The information **shall** be given over the house paging system to give the most expeditious route of egress from the facility.

"Ladies and Gentlemen-there is no apparent danger, however a minor fire has been detected in the building and, as a precautionary measure, the management of the Superdome requests that all persons be cleared immediately and more to the outside of the building by way of ramps. Emergency personnel have been alerted and will assist in this move. Please walk to the nearest ramp. The ramps are the safest and quickest way out."

When making this announcement, it is mandatory to do so in a calm manner trying to avoid instilling a feeling of panic. Coordinate this evacuation utilizing police and crowd control personnel.

III. PUBLIC SERVICE PERSONNEL

A. In the event that the above announcement is made, proceed immediately to the outer concourse dormitories and exit doors to aid in expediting evacuation of the building. Lend any assistance necessary to the handicapped and stay on station until it has been determined that the building has been completely evacuated.

IV. SECURITY PERSONNEL

A. Security Control - First notify Engineering Control by using the pick-up phones. Notify SW Employee Entrance Guard (2028), South Gate Loading Area Guard (2027) by phone and radio giving exact location of fire, senior staff officer in charge and the Director of Security.

B. SW Employee Entrance Guard - Upon notification of fire, locate and have Fire Protection Pak* ready to give to arriving firemen along with directions to the fire location. Prohibit non-emergency personnel from entering building.

C. South Gate Guard - Fully open both gates and leave open, admitting only emergency vehicles and personnel. Give arriving firemen directions to fire location and Fire Protection Pak*.

*Fire Protection Pak: Set of building plans showing locations of fire hose cabinets and sprinkler system valves, instructions for security personnel, etc.

V. ADDITIONAL INFORMATION

A. Louisiana Revised Statute 13:5106 imposes limitations as respects liability coverage. A copy of this statute is on file at ORM, and will be sent to the bidder/contractors as requested individually.

B. Exhibitions using the Mercedes-Benz Superdome, Smoothie King Center and Champions Square are required to have $1,000,000 Combined Bodily Injury/Property Damage Liability Coverage.

C. A copy of the latest audited financial statements for Louisiana Stadium and Exposition District is available to any interested bidders/contractors upon written request.

D. Centerplate is the company that provides food services and concessions for the Mercedes-Benz Superdome, Smoothie King Center and Champions Square. A copy of the certificate of insurance showing proof of coverages for Centerplate is available to any interested bidder/contractor upon written request. A new concessionaire contract may be in place for FY 2014-2015.

E. Do season ticket holders have a financial investment in retaining their tickets based on permanent seat license membership that was established in order to construct the stadiums? There was no financial investment of ticket holders to construct the stadiums.