

**SMOOTHIE KING CENTER INFORMATION**

1. Miscellaneous Information

On February 6, 2014, the New Orleans Sports Arena was officially re-named Smoothie King Center. The Smoothie King Center is a multipurpose indoor arena located adjacent to the Mercedes-Benz Superdome. It officially opened in 1999.

- A) Escalators - 7  
Elevators - 5  
Freight Elevator - 2
  
- B) There are nine (9) Box Offices at the Center. Cash is transported to the Superdome for pickup. The Accounting Office is maintained at the Superdome.
  
- C) Patrons park in the Superdome garage. The Center is closed to the public on non-event days, except to buy tickets, and Superdome security patrols the area.
  
- D) Two (2) security guards are assigned to the Center.
  
- E) The Center is run in direct conjunction with the Superdome. The emergency, fire and evacuation procedures are handled the same as in the Superdome.
  
- F) Arena Seating Capacity is 18,500.
  
- G) Smoothie King Center Rail Height: 100 Level 26.5" high with 43" aisle rails; All other are 28" with 43" aisle rails.
  
- H) Fire Safety  
The majority of the Smoothie King Center is sprinkler protected. Any areas with ceiling tiles have smoke detectors. Kitchens have Ansul hood systems. The Center has a single electric fire pump, and Notifier fire alarm panels. The panels are remotely monitored by Simplex/Grinnell. The center has smoke evac systems in place. It has horns and strobes throughout the entire facility and is inspected, tested and certified annually.
  
- H) Total Gross Receipts:  

2009-2010	\$7,763,700
2010-2011	\$7,904,900
2011-2012	\$5,530,700
2012-2013	\$6,657,500
2013-2014	\$6,803,300 (PROJECTED)
2014-2015	\$6,500,000 (PROJECTED)
  
- I) The projected attendance for all events held in the Center in FY 2013-2014 is 699,800.

**NEW ORLEANS ARENA  
EVENT SUMMARY DATA  
07/01/12-06/30/13**

EVENT	Event Date	No Of Perf	Attend
313500 Voodoo vs. Georgia	7/21/2012	1	4,741
313501 Voodoo vs. Orlando	3/24/2013	1	2,144
313502 Voodoo vs. Iowa	3/30/2013	1	2,715
313503 Voodoo vs. Pittsburgh	4/19/2013	1	3,169
<b>Voodoo</b>		4	12,769
313202 National Urban League Concert	7/26/2012	1	2,827
313204 Frankie Beverly & Maze Concert	8/5/2012	1	7,074
313203 AARP Concert	9/22/2012	1	7,760
312212 Red Hot Chili Peppers	10/4/2012	1	13,474
313208 Brad Paisley	10/13/2012	1	8,550
313201 Madonna	10/27/2012	1	14,331
313205 Aerosmith	12/6/2012	1	9,657
313212 Justin Bieber	1/15/2013	1	14,545
313213 Kid Rock	2/21/2013	1	7,922
313214 Alicia Keys	3/21/2013	1	4,696
313211 Eric Clapton	3/23/2013	1	12,760
313206 George Strait	4/13/2013	1	17,409
<b>Concerts</b>		12	121,005
313254 American Idol Auditions	7/17/2012	3	12,000
313253 WWE Elimination Chamber	2/17/2013	1	12,580
313251 Cirque du Soleil Quidam	3/16/2013	7	15,525
313256 Nuclear Cowboyz	3/9/2013	2	19,878
<b>Entertainment</b>		13	59,983
313301 Organo Gold Private Session	9/30/2012	2	20,895
<b>Meetings</b>		2	20,895
313326 Arena Bowl	8/10/2012	1	5,661
313329 Tourney Town	4/9/2013	3	24,000
313327 Women's Final Four	4/9/2013	3	25,240
<b>Sporting Events</b>		7	54,901
313001 Hornets vs. Charlotte	10/9/2012	1	4,536
313002 Hornets vs. Houston	10/24/2012	1	4,823
313003 Hornets vs. San Antonio	10/31/2012	1	12,262
313004 Hornets vs. Utah	11/2/2012	1	10,451
313005 Hornets vs. Philadelphia	11/7/2012	1	9,567

**NEW ORLEANS ARENA  
EVENT SUMMARY DATA  
07/01/12-06/30/13**

	EVENT	Event Date	No Of Perf	Attend
313006	Hornets vs. Charlotte	11/9/2012	1	8,521
313007	Hornets vs. Oklahoma	11/16/2012	1	13,032
313008	Hornets vs. New York	11/20/2012	1	11,288
313009	Hornets vs. Utah	11/28/2012	1	6,811
313010	Hornets vs. Oklahoma	12/1/2012	1	11,058
313011	Hornets vs. Milwaukee	12/3/2012	1	5,067
313012	Hornets vs. LA Lakers	12/5/2012	1	15,753
313013	Hornets vs. Memphis	12/7/2012	1	9,350
313014	Hornets vs. Washington	12/11/2012	1	5,809
313015	Hornets vs. Minnesota	12/14/2012	1	8,663
313016	Hornets vs. Indiana	12/22/2012	1	9,753
313017	Hornets vs. Toronto	12/28/2012	1	9,808
313018	Hornets vs. Atlanta	1/1/2013	1	8,718
313019	Hornets vs. San Antonio	1/7/2013	1	6,192
313020	Hornets vs. Houston	1/9/2013	1	7,884
313021	Hornets vs. Minnesota	1/11/2013	1	9,844
313022	Hornets vs. Golden State	1/19/2013	1	11,876
313023	Hornets vs. Sacramento	1/21/2013	1	6,607
313024	Hornets vs. Houston	1/25/2013	1	11,653
313025	Hornets vs. Phoenix	2/6/2013	1	6,537
313026	Hornets vs. Portland	2/13/2013	1	7,611
313027	Hornets vs. Chicago	2/19/2013	1	9,643
313028	Hornets vs. Dallas	2/22/2013	1	12,047
313029	Hornets vs. Sacramento	2/24/2013	1	8,192
313030	Hornets vs. Brooklyn	2/26/2013	1	8,112
313031	Hornets vs. Detroit	3/1/2013	1	9,690
313032	Hornets vs. Orlando	3/4/2013	1	6,322
313033	Hornets vs. LA Lakers	3/6/2013	1	13,907
313034	Hornets vs. Portland	3/10/2013	1	9,134
313035	Hornets vs. Golden State	3/18/2013	1	6,405
313036	Hornets vs. Boston	3/20/2013	1	11,161
313037	Hornets vs. Memphis	3/22/2013	1	10,670
313038	Hornets vs. Denver	3/25/2013	1	7,041
313039	Hornets vs. LA Clippers	3/27/2013	1	12,135
313040	Hornets vs. Miami	3/29/2013	1	17,228
313041	Hornets vs. Cleveland	3/31/2013	1	6,356
313042	Hornet vs LA Clippers	4/12/2013	1	11,434

NEW ORLEANS ARENA  
 EVENT SUMMARY DATA  
 07/01/12-06/30/13

EVENT	Event Date	No Of Perf	Attend
313043 Hornes vs Dallas <b>Hornets</b>	4/14/2013	1 <u>43</u>	11,817 <u>404,768</u>
313400 Hornets Stinger Tryouts	8/18/2012	1	150
313401 Buzz Patrol Tryouts	9/22/2012	1	100
313406 Party Planners F&B Tasting	10/17/2012	1	60
313407 Hornets Open Practice	10/20/2012	1	1,038
313408 Hornets Re-Branding Event	1/24/2013	1	110
313499 Prior Year Events		0	0
313800 Non Event F & B <b>Other</b>		0 <u>5</u>	0 <u>1,458</u>
<b>Grand Total</b>		<u>86</u>	<u>675,779</u>

**NEW ORLEANS ARENA  
EVENT SUMMARY DATA  
07/01/13-12/31/13**

EVENT	Event Date	No Of Perf	Attend
314201 Michael Buble'	10/22/2013	1	10,130
314204 Jason Aldean	10/25/2013	1	13,178
314203 Drake	11/9/2013	1	11,261
314202 Rihanna	11/15/2013	1	10,956
314207 Kanye West	12/5/2013	1	8,905
314208 John Mayer	12/7/2013	1	8,482
<b>Concerts</b>		6	62,912
314001 Pelicans vs. Miami	10/23/2013	1	12,604
314002 Pelicans vs. Indiana	10/30/2013	1	14,671
314003 Pelicans vs. Charlotte	11/2/2013	1	10,562
314004 Pelicans vs. Phoenix	11/5/2013	1	8,195
314005 Pelicans vs. LA Lakers	11/8/2013	1	15,009
314006 Pelicans vs. Philadelphia	11/16/2013	1	11,997
314007 Pelicans vs. Utah	11/20/2013	1	8,049
314008 Pelicans vs. Cleveland	11/22/2013	1	10,014
314009 Pelicans vs. Golden State	11/26/2013	1	11,123
314010 Pelicans vs. Dallas	12/4/2013	1	8,391
314011 Pelicans vs. Oklahoma City	12/6/2013	1	12,561
314012 Pelicans vs. Detroit	12/11/2013	1	8,534
314013 Pelicans vs. Memphis	12/13/2013	1	9,264
314014 Pelicans vs. Denver	12/27/2013	1	14,254
314015 Pelicans vs. Portland	12/30/2013	1	12,786
<b>Pelicans</b>		15	168,014
314404 Pelicans Select A Seat	10/9/2013	1	0
314400 Pelicans Open Practice	10/26/2013	1	804
314402 Pelicans Capital One Event	12/9/2013	1	0
314499 Prior Year Events		0	0
<b>Other</b>		3	804
<b>Grand Total</b>		24	231,730

**SMOOTHIE KING CENTER  
EVENT SUMMARY DATA**

Actual Jan 2014 - budget Feb thru Jun 2014

EVENT	Event Date	No Of Perf
<b>314276 Ringling Bros. Circus Family Shows</b>	<b>6/25-29/14</b>	<u>7</u> <u>7</u>
<b>314500 Voodoo vs Cleveland</b>	<b>3/29/2014</b>	1
<b>314501 Voodoo vs Orlando</b>	<b>4/3/2014</b>	1
<b>314502 Voodoo vs San Antonio</b>	<b>4/18/2014</b>	1
<b>314503 Voodoo vs Iowa</b>	<b>5/24/2014</b>	1
<b>314504 Voodoo vs Tampa Bay</b>	<b>5/30/2014</b>	1
<b>314505 Voodoo vs Jacksonville Voodoo</b>	<b>6/21/2014</b>	<u>1</u> <u>6</u>
<b>314205 Eagles</b>	<b>2/23/2014</b>	1
<b>314210 311 Concert</b>	<b>3/11/2014</b>	1
<b>314212 Miley Cyrus</b>	<b>3/18/2014</b>	1
<b>314213 Elton John</b>	<b>3/21/2014</b>	1
<b>314211 Kings of Leon</b>	<b>04/11/14</b>	1
<b>314214 Bruno Mars Concerts</b>	<b>6/7/2014</b>	<u>1</u> <u>6</u>
<b>314251 Jeff Dunham</b>	<b>1/22/2014</b>	1
<b>314253 Nuclear Cowboyz</b>	<b>3/15/2014</b>	1
<b>314252 WWE Raw Entertainment</b>	<b>04/07/14</b>	<u>1</u> <u>3</u>
<b>314326 NBA Allstars Game Sporting Events</b>	<b>2/16/2014</b>	<u>3</u> <u>3</u>
<b>314016 Pelicans vs. Washington</b>	<b>1/8/2014</b>	1
<b>314017 Pelicans vs. Dallas</b>	<b>1/10/2014</b>	1
<b>314018 Pelicans vs. San Antonio</b>	<b>1/13/2014</b>	1
<b>314019 Pelicans vs. Houston</b>	<b>1/15/2014</b>	1
<b>314020 Pelicans vs. Golden State</b>	<b>1/18/2014</b>	1
<b>314021 Pelicans vs. Sacramento</b>	<b>1/21/2014</b>	1
<b>314022 Pelicans vs. Orlando</b>	<b>1/26/2014</b>	1
<b>314023 Pelicans vs Chicago</b>	<b>2/1/2014</b>	1
<b>314024 Pelicans vs San Antonio</b>	<b>2/3/2014</b>	1

**SMOOTHIE KING CENTER**

**EVENT SUMMARY DATA**

**Actual Jan 2014 - budget Feb thru Jun 2014**

<b>EVENT</b>	<b>Event Date</b>	<b>No Of Perf</b>
314025 Pelicans vs Atlanta	2/5/2014	1
314026 Pelicans vs Minnesota	2/7/2014	1
314027 Pelicans vs New York	2/19/2014	1
314028 Pelicans vs LA Clippers	2/24/2014	1
314029 Pelicans vs Milwaukee	3/7/2014	1
314030 Pelicans vs Denver	3/9/2014	1
314031 Pelicans vs Memphis	3/12/2014	1
314032 Pelicans vs Portland	3/14/2014	1
314033 Pelicans vs Boston	3/16/2014	1
314034 Pelicans vs Toronto	3/19/2014	1
314035 Pelicans vs Miami	3/22/2014	1
314036 Pelicans vs Brooklyn	3/24/2014	1
314037 Pelicans vs LA Clippers	3/26/2014	1
314038 Pelicans vs Utah	3/28/2014	1
314039 Pelicans vs Sacramento	3/31/2014	1
314040 Pelicans vs Phoenix	4/9/2014	1
314041 Pelicans vs Oklahoma City	4/14/2014	1
314042 Pelicans vs Houston	4/16/2014	1
Pelicans		<u>27</u>
Grand Total		<u><u>52</u></u>

- J) The Center does co-promote concerts (country music concerts, in the past) only a couple times a year. All proceeds of a co-promoted concert are split 50-50 by the LSED and the promoter/management group.
- 2. Attached is a schedule of events held or to be held in the Smoothie King Center in FY 2012-2013 and projected for FY2014-2015.

# **EMERGENCY ACTION PLAN**

## **NEW ORLEANS ARENA**

### **REVISED 2-18-13**

#### **PURPOSE**

This plan is for the safety and well being of the company employees, visitors and patrons of the:

**NEW ORLEANS ARENA – A SMG Managed Facility**

It identifies necessary management and employee actions during fires and other emergencies. Education and training are provided so that all employees know and understand the emergency action plan.

#### **LOCATION OF PLAN**

The Emergency Action Plan can be found at the station or office of each SMG officer, Public Safety Control, and Engineering Control. Building tenants are also provided the Emergency Action Plan for their benefit. Copies are also maintained in the Safety Office.

Upon request, an OSHA representative may obtain a copy of the plan from:

New Orleans Arena  
Safety Manager  
1500 Poydras Street  
New Orleans, LA 70112

# **TABLE OF CONTENTS**

INTRODUCTION	1
FIRE/EMERGENCY REPORTING	2
EMERGENCY NUMBERS	3
REPORTING AUTHORITY / NOTIFICATION OF EMERGENCIES	4
FIRE EMERGENCY CHECKLIST	5
OBJECTIVE/EMERGENCY INSTRUCTIONS	6
GENERAL AND EVENT INSTRUCTIONS	7
SPECIAL INSTRUCTIONS	8
TENANT RESPONSIBILITIES/EMPLOYEE ACCOUNTING	9
EVACUATION ROUTES	10
CRITICAL PLANT OPERATIONS	11
DRILL PROCEDURES/RESCUE & MEDICAL DUTIES	12
EMERGENCY P.A. ANNOUNCEMENT	13
TRAINING	14
EXPLOSIVES AND BOMB THREAT POLICY	15-21
BOMB THREAT/EXPLOSIVE INCIDENT CHECK LIST	22
BOMB THREAT REPORT FORM	24
EMERGENCY MEDICAL PLAN	25-26
ACADIAN MEDICAL DISASTER PLAN	27
MEDICAL EQUIPMENT LIST	29
APPENDICES	
NEW ORLEANS ARENA LEVEL DIAGRAMS	
HURRICANE AND SEVERE WEATHER PLAN	

# **INTRODUCTION**

The New Orleans Arena maintains a very high profile as a significant landmark in the City of New Orleans. The games and events staged at the New Orleans Arena attract a large number of spectators and patrons. As such, the facility could also be the focal point for a number of potential problems or emergency situations.

The nature of potential problems is virtually unlimited ranging from fire, acts of terrorism, structural failure, natural disasters, to civil disorder and other such occurrences. Many situations, should they be experienced, could result in the need to effect a mass evacuation. It is essential that we be prepared to manage such evacuation, attend to medical casualties, and communicate in such a way to protect life and safety of our patrons, participants and staff.

The procedures contained in this document are not the answer to every situation or problem that may be encountered. It is a working document to enable each of us to respond to any emergency situation in an organized and professional manner.

Knowledge of these procedures can protect ourselves as well as others around us. Most emergency situations do not allow the luxury of time to find, review and implement these documented procedures beforehand. Therefore, each of us should read and review the procedures on a regular basis to be prepared for any eventuality.

# **FIRE AND EMERGENCY REPORTING**

Upon discovering a fire or other emergency, do not put yourself in harms way or endanger the life of a patron or fellow employee.

An individual discovering fire or smoke or other emergency should:

A. Notify:

1. SMG Superdome Public Safety Control (587-3900 or 3900 on in-house lines) or Radio Channel #1
2. SMG New Orleans Arena Public Safety Control (587-3901 or 3901 on in-house lines) or Radio Channel #1
3. Engineering Control (587-3862) or Radio Channel #3
4. Emergency Operator (911 or 9-911 on in-house lines)

B. Information for the Operator

1. Your Name
2. New Orleans Arena Location
3. Level # \_\_\_\_ of fire, smoke or other emergency.
4. Exact location of emergency (Level, Quadrant, Section, Room, or Office)

C. Type of fire or smoke, nature of emergency (Stove fire, trash fire, structural damage, explosion, medical emergency, etc.)

D. Other information requested by the operator.

If you are trapped in the building and cannot find an escape route:

Notify 911 or **9-911**

Notify Superdome Public Safety Control at 587-3900 or Radio Channel #1

Notify Arena Public Safety Control at 587-3901 or Radio Channel #1

Notify Security immediately about the incident even if the fire or emergency is over and under control.

**GIVE YOUR EXACT LOCATION TO THE OPERATOR**

**REMAIN CALM, HELP WILL BE ON THE WAY**

## **EMERGENCY NUMBERS**

<b>Police, Fire, Medical Emergency</b>	<b>911 or 9-911</b>
<b>SMG Superdome Public Safety Control</b>	<b>587-3900</b>
<b>SMG New Orleans Arena Public Safety Control</b>	<b>587-3901</b>
<b>Engineering Control</b>	<b>587-3862</b>

## **FACILITY NOTIFICATION NUMBERS**

### **NEW ORLEANS ARENA (SMG)**

Switchboard Operator	587-3663 or “O” on house phones
Executive Administrative Offices	587-3851
Regional Vice President	587-3827
General Manager	587-3892
Assistant General Manager	587-3875
Director of Finance	587-3850
Director of Public Relations	587-3921
Director of Operations	587-3865
Director of Event Services	587-3561
Engineering Manager	587-3818
Operations/Safety Manager	587-3559
Chief of Public Safety	587-3939
Box Office	587-3822
Audio	587-3861
Scoreboard	587-3930
First Aid 100 Level	587-3928
Event Services	587-3809
<b>CENTERPLATE</b>	587-3736
Receptionist	587-3736 Ext. 5470
General Manager	587-3736 Ext. 6621
Food Prep/Concessions	Ext. 5475
<b>Ticketmaster</b>	522-5572

**New Orleans Hornets Broadcast & Media Relations Office** 593-4790/593-4828

SMG Superdome/Arena Public Safety Control will call the above numbers during an emergency or evacuation situation to advise of the emergency. Each entity is responsible for notifying their employees to evacuate the facility.

## **REPORTING EMERGENCIES**

The following personnel have the duty of contacting public responders to come to the emergency scene. The personnel are listed in descending order of **AUTHORITY**.

<u>NAME</u>	<u>PHONE</u>
Doug Thornton	587-3827
Alan Freeman	587-3892
Mike Schilling	587-3875
Randy Philipson	587-3865
Eric Eagen	587-3921
David Weidler	587-3850
Farrow Bouton	587-3561
Donald Paisant	587-3939
Chad Wilken	587-3559
SMG Public Safety Control	587-3900
Engineering Control	587-3862

## **ALARM SYSTEMS AND NOTIFICATION OF EMERGENCIES**

In a facility emergency, employees will be notified by the following means:

### **P.A. Announcement, Telephone and/or Radio**

Audio and/or visual alarms may sound during emergency situations.

Full evacuation is mandatory for all employees.

# **FIRE EMERGENCY CHECKLIST**

There are several important considerations in any fire situation. The checklist below does not purport to be a complete listing of alternatives. It does attempt to list points that should be considered by the individual in charge of the incident. Actions will obviously be dictated by the reality of the situation in consideration of the circumstances and activities in and about the stadium. This checklist is intended to be a summary of action options.

## **IMMEDIATE CONSIDERATIONS**

- Personal safety is paramount. Clear the hazard area immediately if endangered.
- The person identifying any potential fire (fire or smoke) situation should:
  - Notify the New Orleans Fire Department by 911 or 9-911 immediately;
  - Notify SMG Superdome Public Safety Control (587-3900) and Arena Public Safety Control (587-3901)
  - Notify Engineering Control (587-3862)Report the following information:
  1. Exact location of fire or smoke (level, section, office, or room, etc.)
  2. Type and extent of fire or smoke (stove, trash container, electrical, etc.)
  3. If you are trapped and/or can not find an escape route
  4. Your name and any other information requested by the operator.
  - Activate Fire Alarms.
  - Advise other persons in the area of the fire emergency.
- Do Not Use Elevators. All Elevators may report to the Ground Level during a fire emergency for use by life/safety emergency responders.
- If possible, close doors and windows at the fire scene.
- The use of extinguishers is limited to those individuals who have received instruction on hazards of fire fighting and how to properly operate extinguishers.
- Evacuate area/building based on the danger or as directed by appropriate authorities.

## **CONTINUING CONSIDERATIONS**

- Engineering personnel arrange for Gas and Electrical service to be shut off.
- Public Safety Department to establish crowd control and traffic perimeters. Provide Fire Pak and direct fire department resources to fire scene.
- Assist fire and emergency personnel as necessary.

## **POST-OPERATION CONSIDERATIONS**

- Director of Operations/Safety Officer critique entire operation with all involved.

## **EVACUATION PLAN OBJECTIVE**

Emergency situations can arise at the New Orleans Arena requiring partial or total evacuation of the building. Evacuation from the building may be necessary as the result of fire, explosion, chemical leak, structural failure, equipment failure, civil disturbances, severe weather, or other situations. It is important to be aware of procedures before an emergency. In a real emergency, there is generally not enough time to locate the Emergency Action Plan, review it, and then decide what to do. The Evacuation Plan is designed to promote personal safety by providing a safe and orderly departure from the New Orleans Arena through systems and procedures initiated in emergency situations.

## **EMERGENCY INSTRUCTIONS**

- 1. STAY CALM. AVOID PANIC AND CONFUSION.**
- 2. KNOW THE LOCATION OF EXITS. BE SURE YOU KNOW THE MOST DIRECT ROUTE AND ALTERNATE ROUTE TO EXIT FROM ANY LOCATION IN THE BUILDING.**
- 3. KNOW THE LOCATION OF ALL FIRE EXTINGUISHERS. LEARN PROPER USE OF ALL TYPES OF EXTINGUISHERS.**
- 4. KNOW HOW TO REPORT A FIRE OR OTHER EMERGENCY. NOTIFY 911 OR 9-911 FOR EMERGENCY POLICE, FIRE OR MEDICAL RESPONSE. NOTIFY SMG SUPERDOME PUBLIC SAFETY CONTROL AT 587-3900 OR SMG ARENA PUBLIC SAFETY CONTROL AT 587-3901, OR RADIO CHANNEL #1.**
- 5. WALK TO YOUR ASSIGNED EXIT. MAINTAIN ORDER AND QUIET.**
- 6. REPORT TO LOT #4 ON GIROD STREET (ASSEMBLY AREA).**

**The use of elevators during an emergency is discouraged under all circumstances. Exit the building in an orderly fashion and report to your designated area if possible. If you are assigned to a specific area and you cannot reach the area, notify security or a supervisor by radio as soon as possible and practicable.**

**All emergency fire exit doors will remain unlocked during working hours. All employees must exit the facility in a quiet and orderly manner.**

**The Engineering Department, Safety Department, and/or the SMG Public Safety Department can be contacted for further information concerning the EMERGENCY ACTION PLAN.**

## **GENERAL INSTRUCTIONS**

1. Upon hearing the fire alarm or when instructed walk quietly, but quickly, to the nearest exit and proceed to the assembly area (Lot #4 or other designated area).
2. Remain calm. Do not panic, run, push or overtake. Keep noise to a minimum so instructions or announcements may be easily heard.
3. **DO NOT USE ELEVATORS. STAIRWAYS are the primary means of egress.**
4. Do not return to the building until the “all clear” and re-entry authorization is given.

## **EVENT INSTRUCTIONS**

Evacuation procedures during a public/private event are simplified by the presence of event staff to assist in the movement of attendees and the fact that egress points are manned personnel can react to the emergency in a timely manner.

1. When instructed and/or announcement made, Regular and Event staff will:
  - ❑ **DIRECT PATRONS TO THE NEAREST EXIT.** Assist disabled persons in the area.
  - ❑ **ASSURE ALL EXIT DOORS ARE OPEN AND FREE OF OBSTACLES.**
  - ❑ **STOP ESCALATORS.** Exercise caution to make sure no one is on it.
  - ❑ **NOT ALLOW PATRONS TO USE ELEVATORS.**
  - ❑ **NOT ALLOW PERSONS TO RE-ENTER THE BUILDING.**
2. **USE THE STAIRWAYS** for primary means of egress.
3. **REMAIN CALM.** Panic may cause more injury than the incident requiring the need to evacuate.

# **SPECIAL INSTRUCTIONS**

## **CONCESSIONAIRE (CENTERPLATE)**

- Implement prescribed procedures regarding the closure of concession stands and food preparation areas (shut down of electrical and heating equipment) during an evacuation.

## **PUBLIC SAFETY DEPARTMENT**

- Notify local emergency responders (police, fire, medical) as appropriate to the situation.
- Notify the General Manager, Crisis Communications Team, Event Coordinator, Engineering Control, Building tenants and others listed on the Emergency Notification List.
- Assist other staff members with the evacuation.
- Assign public safety officer(s) to the Magnolia St. Loading Dock Area to facilitate arriving emergency personnel.
- Implement a building check for remaining individuals.

## **PARKING DEPARTMENT**

- Open all parking arms to allow access to all exit lanes in all garages.
- Expedite vehicle egress from all garages.

## **ENGINEERING CONTROL**

- Coordinate fire safety aspects of HVAC, Fire Sprinkler system, hazardous chemicals/materials.
- Assign engineering staff to assist emergency personnel as required.

## **ARENA CONTROL**

- When directed by the General Manager, make public announcements as provided under separate cover.

## **TENNANT/OCCUPANT RESPONSIBILITIES**

1. You are responsible for your own safety!
2. Evacuate the building by following designated and/or posted evacuation routes to the assigned areas of assembly.
3. Alert other occupants to evacuate if you are not in immediate danger.
4. Close but DO NOT LOCK doors as you leave. Items requiring security may be placed in a locking file or desk drawer on your way out. Turn off unnecessary equipment, if possible.
5. Wheelchair occupants should be escorted to an exit immediately. Inform evacuating occupants to notify Emergency personnel of your location.
6. DO NOT RE-ENTER the building unless you have been notified to do so.
7. After Evacuation: Assemble at Lot #4 or other designated area.

## **EMPLOYEE ACCOUNTING**

1. All SMG employees will evacuate the Arena facility upon notification of an emergency and proceed to your pre-determined area for accountability. Supervisors/managers will conduct a count of their employees and notify Security upon determining someone is missing.
2. Minimum staffing requirements will be made by Central Plant Personnel.
3. After exiting the building, no one will re-enter the facility until notification from SMG Public Safety officials or other proper authority.

# **EVACUATION ROUTES**

The Evacuation Routes listed below are recommended for use during normal work hours to expedite exiting the Arena facility. In the event a particular route is not available, employees are directed to use the next closest designated evacuation route.

\*The following departments / areas should leave through **Girod St. Door or Loading Dock Area**

Ticket Office  
Hornets Nest Gift Shop  
Hornets Broadcast/Media Relations Office

\*The following departments / areas should leave through the **Loading Dock Area or Magnolia St. Door(s)**

All Craft Shops, Housekeeping, Engineering Department, Centerplate Personnel

\*The following departments / areas should leave through **Loading Dock Area or Howard St. Doors**

Locker Rooms/Dressing Rooms

All personnel should use the nearest Emergency Exit Door to leave the building during an evacuation situation

The General Assembly Area for SMG Employees is Lot #4 unless otherwise instructed

# **CRITICAL PLANT OPERATIONS**

**OSHA** requires employers to establish procedures for personnel who remain behind for critical plant operations. To minimize damage from the emergency, the following personnel are responsible for shutting down the plant operations:

<b><u>PERSONNEL NAMES</u></b>	<b><u>CRITICAL OPERATION</u></b>
MIKE SCHILLING	ASST. GENERAL MANAGER
RANDY PHILIPSON	OPERATIONS /ENGINEERING
CHAD WILKEN	OPERATIONS/SAFETY MANAGER
BRIAN BROCATO	ENGINEERING MANAGER
DAVE STEWART	INFORMATION TECHNOLOGY DIRECTOR

\* **All engineering personnel as needed**

As soon as shutdown is complete, the employees who performed critical plant operations must take the nearest exit route in accordance with general emergency procedures.

## **EVACUATION DRILL PROCEDURES**

1. Evacuation Fire Drills should be conducted semi-annually, as recommended by NFPA, simulating actual fire and/or emergency conditions.
2. The building Safety Officer should pre-plan fire/evacuation drills and properly alert building occupants of the day, but not the time, before the drill to avoid panic and injury.
3. In conducting drills, emphasis shall be placed upon orderly evacuation rather than speed. Drills should involve all occupants.
4. The Safety Officer will perform duties assigned for actual fire/emergency conditions.
5. Provisions should be made for timing and evaluating each drill.

## **RESCUE AND MEDICAL DUTIES**

The following company personnel are certified and trained in both CPR and general FIRST AID. These persons are to be contacted, as specified in the general emergency training:

Chad Wilken	587-3559
Brian Brocato	587-3818
Donald Paisant	587-3939
All Full Time Commissioned Public Safety Officers	587-3900/3901

An Emergency First Aid Kit is maintained in Arena Public Safety Control for emergency use.

Additional medical supplies are stored in the First Aid Station – Plaza Level at Section 123.

# **EMERGENCY P.A. ANNOUNCEMENT**

**(Mandatory Evacuation)**

“LADIES AND GENTLEMEN, MAY I HAVE YOUR ATTENTION PLEASE!”

**(REPEAT IF CROWD IS NOT ATTENTIVE)**

WE HAVE RECEIVED INFORMATION THAT REQUIRES US TO EVACUATE THE ARENA.

PLEASE EXIT THE ARENA IN AN ORDERLY MANNER...DO NOT RUN!

WE REQUEST YOU USE THE STAIRS TO GROUND LEVEL EXITS.

PERSONS ON THE GROUND LEVEL SHOULD USE THE CONCOURSE EXITS ON THAT LEVEL.

PLEASE DO NOT USE THE ELEVATORS.

AGAIN, WE HAVE RECEIVED INFORMATION THAT REQUIRES US TO EVACUATE THE ARENA.

PLEASE DO NOT RUN; LEAVE IN AN ORDERLY MANNER. THANK YOU.

**REPEAT AS NECESSARY.**

# TRAINING

Prior to implementing the emergency action plan, employees must receive training in order to have a viable plan of action. This training must be documented for all employees and key personnel and their roll in the emergency action plan. Training also must be conducted when there is any change to the plan.

## **EMPLOYEE ACCOUNTABILITY TRAINING:**

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NAME / TITLE

---

NAME / TITLE

## **RESCUE AND MEDICAL DUTY TRAINING**

---

NAME / TITLE

---

NAME / TITLE

---

NAME / TITLE

## **EMERGENCY REPORTING TRAINING:**

All employees are trained in reporting emergencies to the proper AUTHORITY.

## **EXTINGUISHER TRAINING**

All employees are trained in the use of fire extinguishers and reporting procedures.

## **NEVER PLACE YOURSELF, FELLOW EMPLOYEE OR A PATRON IN DANGER**

A record of training will be kept in the SAFETY OFFICE.

### FURTHER INFORMATION

For further information or explanation about any duties or procedures under the emergency action plan, contact:

Chad Wilken  
Mike Schilling  
Randy Philipson  
Donald Paisant

Operations & Safety Manager  
Asst. General Manager  
Director Operations/ Engineering  
Chief, Public Safety Department

# **EXPLOSIVES AND BOMB THREATS POLICY**

## **I. PURPOSE:**

To establish the policies and procedures for responding to a bomb threat and for bomb disposal, if necessary

## **II. POLICY:**

It shall be the policy of SMG to take all reasonable measures to maximize the safety of the public and department personnel in situations involving the use or potential use of explosives. The SMG Public Safety Department shall provide the utmost protection possible for persons and property in the community when threatened with any type of bomb, explosive, or ordinance.

## **III. DEFINITIONS:**

- A. Bomb Threat means any communication, reported to anyone, warning of an explosive device or substance placed where it may cause injury or damage.
- B. Bomb or Explosive Substance means dynamite, nitroglycerin, gunpowder, and any other material that, if detonated, could cause injury to persons or damage to property.
- C. Explosive Ordinance Specialist (EOS) means persons trained to handle deactivate or detonate explosive substances. Only those persons recognized as certified explosive ordinance specialists or specialist teams are authorized to act in this capacity.

## **IV. INVESTIGATIVE PROCEDURES:**

- A. Upon receiving information or a threat from any source regarding a suspected bomb or explosive device, the New Orleans Police Department shall be notified immediately.
  - 1. The SMG Public Safety Department shall be responsible for the initial investigation and/or search until New Orleans Police arrive.
  - 2. A supervisor shall immediately respond to the location and determine what additional assistance may be required. Officers at the scene may seek aid in searching the premises from those persons who may be familiar with the threatened location; however, in no case shall they be required to assist in the search.

- B. If any suspected explosive device is found, other than fixed ammunition:
1. The officers involved shall:
    - a. Refrain in any way from touching, moving, or attempting to open the device; and
    - b. Exclude all unauthorized persons from the vicinity of the device.
  2. The Watch Commander shall:
    - a. Notify the fire department and paramedics and ask them to respond to the area of the threatened location;
    - b. Notify the Chief and Assistant Chief of SMG Public Safety and the General Manager or in his absence, the appropriate staff personnel.
- C. The highest ranking New Orleans Police supervisor present shall have overall responsibility of the disposal operations, evacuation if needed, and make a determination as it relates to the response of explosives disposal experts to the scene. If, in the opinion of the supervisor, assistance is required in handling, transporting, or in disposing of the device, assistance may be requested from the explosives disposal experts of the N.O.P.D., or the appropriate military ordinance disposal unit.
- D. Receipt of the Bomb Threat Call:
1. Calls of bomb threats are of two types:
    - a. One in which a subject calls the New Orleans Arena and/or the Mercedes Benz Superdome and makes a bomb threat
    - b. One in which the New Orleans Arena and/or the Mercedes Benz Superdome receives a call from a person reporting that they have received a bomb threat
  2. Upon receipt of a bomb threat of the first type, the person receiving the call will attempt to hold the caller on the telephone and obtain all information possible.
  3. Communications will notify the employee or office involved of the threat and that officers are on the way to that location to investigate the threat.
  4. The person in charge of the specific area should be the one notified, and he or she will be advised if the police department recommends evacuation.
  5. The telephone caller should be kept on the line as long as possible. The call should be taped or monitored on an extension phone whenever possible. The person answering the call should:
    - a. Make notes as to times, places or any other pertinent facts or bits of information that the caller relates.

- b. Attempt to ascertain from the caller the location of the bomb and detonation time.
  - c. Pay special attention to the caller and how he/she speaks, terms used, if there are any speech impediments noticeable, if he/she has an accent.
  - d. Listen for background noises on the line such as traffic sounds, music, someone speaking.
  - e. Obtain a description of the bomb and the caller's reason for placing the bomb.
- 6. Upon receipt of such a call, the New Orleans Arena and/or Superdome employee will notify the SMG Public Safety Department and his/her supervisor of the situation.
  - 7. If the bomb threat is of the second type, the employee receiving the call will obtain all information possible concerning the original call including as much of the information contained in number B-2 page 2 of this policy.
  - 8. The employee receiving the information will not advise the person reporting the threat that evacuation is recommended.

**V. EVACUATION PROCEDURE/ON SCENE INVESTIGATION:**

- A. The decision to evacuate should be made by the person who is responsible for, or in charge of the threatened location.
  - 1. If an evacuation is ordered, it should be conducted by the person in charge to lessen confusion.
  - 2. SMG Public Safety officers and employees of the New Orleans Arena present shall assist in the orderly evacuation of the premises.
  - 3. The person in charge of the threatened location shall be advised of all facts pertaining to the incident so that he/she will be able to make the final decision as to when the building may be reoccupied.
- B. An officer may order the evacuation of any building, public or private, if in his/her opinion there is reasonable cause to believe that persons or property may be in danger.
  - 1. When an evacuation is conducted, officers shall prevent unauthorized entry into the threatened location.
  - 2. At no time shall an officer explicitly state that a building is safe to enter.

3. An officer will ensure that a search was conducted whether or not the building is evacuated.
  - a. If possible, personnel from the building involved should be asked to assist in the building search.
  - b. If there are volunteers, a sworn officer and a volunteer should search the areas of the building together, where the volunteer works. In that way the volunteer can identify packages or other items that are not usually present in that area that could contain a bomb.
  - c. Portable radios will be turned off during the search of the building. Some bombs have electrical detonating devices that can be triggered by electrical signals from a portable radio.
  - d. When the building search is completed and no bomb is located, the person responsible for the building will be re-contacted. The person responsible for the building will be advised that the building has been searched and no bomb was located. The person in charge of the building will NOT be advised that there is no bomb in the building, as there is always the possibility that no matter how thoroughly the building was searched, a bomb was present but not located.

**VI. FOUND EXPLOSIVE/INCENDIARY DEVICES:**

- A. If an article is found that could be an explosive or incendiary device, officers will:
  1. Notify the SMG Public Safety Watch Commander, Fire Department and the New Orleans Police Department, and the Chief and Assistant Chief of Public Safety.
  2. Evacuate the area and secure the scene.
  3. Obtain as much information as possible regarding the incident from witnesses and/or persons in the area.
  4. Not handle or allow anyone else to handle, touch, or come in contact with any firebomb, pipe bomb, or other suspicious article, which could be an incendiary or explosive device, until cleared to do so by the Bomb Squad.
- B. The Ranking SMG Public Safety Supervisor shall:
  1. Take command of security operations as soon as practical and relinquish the scene to the police upon their arrival.

2. Establish a command post with telephone communications. It should be near the scene but protected from the effects of any potential explosion. Radio silence is to be observed.
3. Maintain command of the scene and brief the police explosive ordinance specialists when they arrive. Coordinate the security operations as directed by the police department.
  - a. Be the only person to authorize entry into the danger zone until the police assume charge of the scene.
  - b. Assist the Special Operations Division - Bomb Squad in reaching the scene by coordinating such things as traffic control and escorting officers to the device location.

**VII. EXPLOSIONS:**

- A. If an explosion occurs from a bomb or unknown cause, the first SMG Public Safety units to arrive will render first aid, evacuate the injured and secure the scene.
- B. Pending arrival of the Bomb Squad, officers will:
  1. Search the area for suspicious or potentially dangerous items that may be a second bomb.
  2. Attempt to obtain names, addresses, and telephone numbers of witnesses and victims who must be transported to hospitals.
  3. Interrogate any suspicious observer, since bombers often return to the scene to view the damage.
- C. When the scene is secured, the Public Safety Supervisor shall assist the N.O.P.D. coordinate the preservation of evidence and allow no one into the danger zone except rescue personnel, Explosives Units and investigators.
- D. Bomb Squad investigator shall notify the SMG Public Safety on scene supervisor when examination of the scene is complete
- E. Explosions may cause structural damage and other non-detonated explosives may still be present. People on the scene should use caution and no person should enter the danger zone except to prevent injury or death to another person. This does not apply to Bomb Squad investigators or specialists examining the scene.
- F. Re-entry into the area of the explosion will be restricted to Bomb Squad investigators.

1. There will be no exceptions to this policy unless authorized by a member of the Bomb Squad.
2. The Bomb Squad will advise when the scene is clear.
3. Re-entry will not be permitted until all safety and engineering structural Surveys and assessments are complete and it is deemed safe for re-entry.

**VIII. STORAGE:**

- A. All explosives and disarmed explosive devices and involved ammunition shall be given to the New Orleans Police Department Bomb Squad disposal.
- B. Evidentiary flammable liquids, i.e., gasoline, solvents, shall not be stored at the New Orleans Arena or the Mercedes Benz Superdome.

**IX. TRANSPORTATION AND DISPOSAL:**

- A. All explosive devices (except firecrackers/flammable liquids) shall be transported and disposed of by the New Orleans Police Bomb Squad. New Orleans Arena personnel will not handle, transport or dispose of any explosive device.
- B. The New Orleans Police Department will take custody of firecrackers/flammable liquids for disposition in accordance with its policy.

**X. REPORTING PROCEDURE:**

- A. An incident report shall be written for bomb threats/explosives reported to the New Orleans Arena by SMG Public Safety officer(s).
  1. When a citizen calls the New Orleans Arena to report that he has received a bomb threat directly or to advise that they have overheard a conversation concerning a possible bombing incident and does not desire any on-the-scene investigation, a report will be completed.
  2. The New Orleans Arena will report all bomb threats and explosive incidents to the New Orleans Police Department.

**XI. COMMUNICATIONS RESPONSIBILITY:**

- A. When the Public Safety Department Control Center receives a call of a bomb threat, bombing or non-detonated explosive substance, the Fire Department, the New Orleans Police Department and members of the SMG Public Safety Department, including the watch commander, shall be dispatched immediately.

- B. When dispatching a bomb threat, the radio signal, “51-B” shall be used and the location shall be given to all field units. Units should refrain from using the term “bomb” or “bomb threat” over the radio.
  - 1. Any unit closer than 500 yards shall move away from it before responding over the radio.
- C. No radio or mobile telephone transmissions shall take place from any field unit closer than 500 yards to the scene.

# **BOMB THREATS/EXPLOSIVE INCIDENTS**

## **CHECKLIST**

There are a number of important considerations in bomb/explosive incident. The checklist below does not purport to be a complete listing of alternatives. It does attempt to list points that should be considered by the individual(s) affected by the incident. Actions will obviously be dictated by the eventuality of an explosion versus an unsubstantiated threat with consideration of surrounding circumstances and activities in and about the stadium. This checklist is intended to be a summary of action options. The Explosive and Bomb Threat Policy should be reviewed and/or consulted for more detailed information.

### **IMMEDIATE CONSIDERATIONS**

- The person receiving a bomb threat call should make detailed notes as to time of call, type threat/device, time of detonation and location of device. Use of the available Bomb Threat Report Form will provide the desired information sought.
- Notify Public Safety Dome Control (587-3900) and Public Safety Arena Control (587-3901) immediately upon receiving the call.
- Notify the New Orleans Police Department by 911 immediately if a device is located.
- Notify the New Orleans Fire Department if a device is located and/or explosion appears imminent.
- Notify medical/paramedics if a device is located and/or explosion appears imminent.
- DO NOT USE RADIOS OR CELLULAR PHONES near a device.** Some devices may be detonated by radio frequency energy. **DO NOT TURN ON LIGHTS near a suspected device.**
- A public safety officer should make personal contact with the reporting party.
- Obtain as much information as possible as to location and characteristics of device found/threatened.
- An area search should be systematic and involve a volunteer person familiar with the area being searched.
- If a suspected device is located, **DO NOT TOUCH IT.** Isolate the device (300 ft. minimum, the further the better). Observe and describe the device as accurately as possible without moving it.
- Evacuate area/building based on joint decision with management direction.
- Request additional personnel as needed.
- Make notification to the General Manager and Chief and Assistant Chief of Public Safety if they are not already on the scene.

### **CONTINUING CONSIDERATIONS**

- Consider arranging for Gas and Electrical service to be shut off.
- Establish crowd and traffic perimeters.
- Arrange for Crisis Communication Plan implementation.
- Assist fire and emergency personnel as necessary.

### **DETONATION CONSIDERATIONS**

- Establish an Incident Command Center.
- Assist Fire and Paramedics in search and rescue for casualties.
- Seal off inner areas of the building.
- Consider the possibility of a secondary device.
- Consider the call-out of off-duty personnel for manpower resources.
- The New Orleans Police Department has reporting and investigation jurisdiction.
- Additional expertise/consultation available from the F.B.I. and the US A.T.F.
- Assist investigators as necessary.

# BOMB THREAT REPORT FORM

**START TAPE RECORDER (if available) and ALERT YOUR SUPERVISOR**

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Place: \_\_\_\_\_  
Location of Device: \_\_\_\_\_  
Time set for detonation: \_\_\_\_\_  
What does it look like: \_\_\_\_\_  
What kind of explosive: \_\_\_\_\_  
Why was it placed: \_\_\_\_\_  
Exact Words Used: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## LANGUAGE

Good \_\_\_\_\_ Poor \_\_\_\_\_ Foul \_\_\_\_\_ Other \_\_\_\_\_

## IDENTITY OF CALLER

Name: \_\_\_\_\_ Address: \_\_\_\_\_  
Male \_\_\_\_\_ Female \_\_\_\_\_ Adult \_\_\_\_\_ Child \_\_\_\_\_ Estimated Age \_\_\_\_\_

## VOICE/SPEECH PATTERNS

Loud \_\_\_\_\_ Soft \_\_\_\_\_ Pitch \_\_\_\_\_ Deep \_\_\_\_\_ Raspy \_\_\_\_\_ Intox. \_\_\_\_\_  
Stutter \_\_\_\_\_ Fast \_\_\_\_\_ Nasal \_\_\_\_\_ Distinct \_\_\_\_\_ Distorted \_\_\_\_\_ Slow \_\_\_\_\_  
Other \_\_\_\_\_

## ACCENT

Local \_\_\_\_\_ Foreign \_\_\_\_\_ Racial \_\_\_\_\_ Regional \_\_\_\_\_ Nationality \_\_\_\_\_  
Other \_\_\_\_\_

## MANNER/BACKGROUND

Calm _____	Angry _____	Traffic _____	Voices _____
Rational _____	Irrational _____	Factory _____	Train _____
Coherent _____	Incoherent _____	Animals _____	Music _____
Deliberate _____	Emotional _____	Planes _____	Quiet _____
Righteous _____	Nervous _____	Offensive _____	Other _____

Obtain as much detail as possible about the device and its location. Request more data by expressing a desire to save lives. **DO NOT BE THE ONE WHO TERMINATES THE CALL.**

# **EMERGENCY MEDICAL PLAN**

## **PURPOSE**

This plan provides guidelines for handling medical emergency situation(s) and obtaining the appropriate response of medical services for injured or ill persons.

During regular work days (Non-event days) access to emergency medical services are obtainable by calling 911. During most events, a medical staff will be on-site to respond to medical calls.

## **NOTIFICATION**

Report medical emergencies as provided under FIRE AND EMERGENCY REPORTING by calling SMG Dome Public Safety Control (3900) or SMG Arena Public Safety Control (3901) Radio Channel #1 and/or 911.

## **FIRST RESPONDERS**

First responders are usually public service personnel (engineering personnel, ushers, ticket takers, Public Safety officers and police. Those with radios will contact Public Safety Control on Channel 1 directly. Others will contact their supervisors for radio access. All first responders receive an orientation to the facility, Arena operations, event format, and emergency medical procedure. As part of the latter, first responders are asked to be specific about the nature of the case, and the location. Additionally, they are instructed to make the person as comfortable as possible, assist in securing the area and in patient care and transport. Some first responders have received instruction in first aid and Cardiopulmonary Resuscitation and, as such, may give first aid to patients.

Acadian Ambulance is under contract with the New Orleans Arena, and provides on-site medical staff during most events. The principal First Aid Station is located at the Section 123 on the 100 Level. Acadian Ambulance personnel are equipped with radios and operate on Security Channel 1 and are designated as "Unit 55". On-duty ambulances covering Orleans Parish will be available for rapid response to meet any overwhelming EMS needs at the New Orleans Arena.

New Orleans Health Department will be notified of any mass casualty incident, whereby the Orleans Parish Disaster Plan would be activated. During an event, whenever possible, off-site Acadian EMS units will be brought in to transport patients to maintain on-site resources.

## **HOSPITALS**

In accordance with Orleans Parish ordinance, all trauma or cardiac arrest patients will be routed to University Hospital.

Note: In the event of mass casualty incident triage and transportation decisions will be made by MD 1, who will maintain telephone communications with University Hospital.

# **ACADIAN EMS** **DISASTER PLAN FOR** **THE NEW ORLEANS ARENA**

This plan is designed to structure a response in the event of a manmade disaster.  
Upon Notification:

- A. The on duty supervisor, all management staff including medical director. Management will verify notification by contacting dispatch.
- B. The first responding unit will respond to the incident with the exception of hazardous materials where they will respond to the command post established by the Fire Dept. The on duty supervisor will also be dispatched simultaneously.
- C. An incident packet will be opened by the dispatcher to begin a manual log. Additional units will start in the direction of the incident under the direction of the supervisor. Additional units will not go on scene until cleared by the first arriving unit.
- D. The initial arriving unit will coordinate with on scene incident command and establish medical command and triage. The first arriving unit will use their vehicle as the medical command post until the supervisor arrives. The first arriving unit will also give an initial assessment to the responding supervisor of the following.
  - Exact location of incident
  - Assessment of scene and determine number of possible patients.
  - Any information pertinent to additional responding resources such as approved route to the scene and wind direction (haz-mat incidents)
- E. Upon first report from the first arriving unit, the following actions will be taken.
  - “All page” to staff to alert of incident, hazards, and to bring in additional staff.
  - Notify area hospitals.
  - Movement of additional units for coverage/mutual aid as needed.

- F. The on duty supervisor/ Medical Director will assume medical command upon arrival at scene.
- G. Triage will be established coordinating with security staff in an area secure from the incident such as a meeting room, under bleachers, stand seats, etc.
- H. Evacuation of patrons and patients will be coordinated with security staff.
- I. Transports will be coordinated with Medical director and triage coordinator. Tracking of these transports will be the responsibility of the transportation officer.

# **NEW ORLEANS ARENA** **MEDICAL EQUIPMENT LIST**

Date: \_\_\_\_\_ Employee: \_\_\_\_\_ Event: \_\_\_\_\_  
Shift: \_\_\_\_\_ Certification Level: \_\_\_\_\_

FIRST AID STATION PLAZA (100) LEVEL – NORTH LOBBY

## **HARD EQUIPMENT**

1. Oxygen - 1 Main (secured)  
1 Portable (secured)  
1 Portable spare
2. One spine board
3. One rolling stretcher\*
4. One stair chair\*
5. One portable suction (charged)
6. One trauma bag (stocked)
7. bag (stocked)
8. Six straps
9. One B/P Kit
10. C-Collar Bag with 2 ea. each size
11. One paramedic bag (complete)
12. Two (2) wheelchairs\*

\* Available arena equipment on-site

## **EXPENDABLE SUPPLIES**

1. Tylenol (1 bottle)
2. Aspirin (1 bottle)
3. Hydrogen peroxide (2 bottles)
4. Tums (1 bottle)
5. Band Aids (1 Box)
6. Alcohol preps (1 box)
7. Betadine preps (1 box)
8. 4 x 4 Gauze Pads (2 Boxes) One oxygen
9. 4" Kling (12 rolls)
10. 4" Ace wraps (12 ea.)
11. Neosporin packets (20 ea.)
12. Sanitary napkins/tampons (1 box ea.)
13. 1" Tape (1 box)
14. 2" Tape (1 box)
15. Gloves (1 box ea. size)
16. BFI Medical Waste box
17. One Sharps Container
18. Non-rebreather mask (6 ea.)
19. Nasal Cannulas (6ea)
20. Convenience bags (10)
21. Disposable splints (2 ea. size)
22. Immodium (1 bottle)
23. Ibuprofen
24. Alcohol Foam (1 ea.)

Scene resources will not be released until the Medical Commander has given the all clear.

## **CHEMICAL, BIOLOGICAL, RADIOLOGICAL INCIDENT**

### **A. What is the difference between a Chemical, Biological, or Radiological Event**

1. Chemical, biological, and radiological material as well as industrial agents can be dispersed in the air we breathe, the water we drink, or on surfaces we physically contact. Dispersion methods may be as simple as placing a container in a heavily used area, opening a container, using conventional (garden)/commercial spray devices, or as elaborate as detonating an improvised explosive device.
2. Chemical incidents are characterized by the rapid onset of medical symptoms (minutes to hours) and easily observed signatures (colored residue, dead foliage, pungent odor, and dead insect and animal life).
3. In the case of a biological incident, the onset of symptoms requires days to weeks and there typically will no characteristic signatures. Because of the delayed onset of the symptoms in a biological incident, the area affected may be greater due to the migration of infected individuals.
4. In the case of a radiological incident, the onset of the symptoms requires days to weeks and there typically no characteristic signatures. Radiological materials are not recognizable by the sense, and are colorless and odorless.
5. Specialized equipment is required to determine the size of the effected area and if the level of radioactivity presents an immediate or long-term health hazard. Because of the delayed onset symptoms in as radiological incident, the affected area may be greater due to the migration of contaminated individuals.

### **B. Personal Safety Considerations**

1. When approaching a scene that may involve chemical, biological, or radiological materials the most critical consideration is the safety of oneself and other responders.
2. Be cognizant that the presence and identification of hazardous agents may not immediately verifiable, especially in the case of biological and radiological agents.

### **C. Actions to be considered**

1. If outside, approach or evacuate upwind of the suspected area.
2. If outside, don available protective mask and clothing immediately. Cover exposed skin surfaces and protect the respiratory system as much as possible. Overcoats, booths, gloves, hats, self-contained breathing systems, and organic vapor respirators will help provide protection.
3. If inside and the incident is outside, stay inside, evacuate while minimizing passage through the contaminated area and keep windows and doors not used closed.

4. If inside, and the incident is outside. Turn off air conditioning, and seal windows and doors with plastic tape.
5. If radiological material is suspected, remember to minimizing exposure by minimizing time around suspected site, maximizing the distance from the site, and trying to place some shielding (e.g. buildings, vehicles, land features, etc) between yourself and the site.
6. Deploy CBR detection equipment, if available.
7. When clear of the area or adequate protected, call specialized expertise if a CBR event is suspected.
8. Report information compiled to the appropriate authorities.

#### D. Decontamination Measures

1. Once clear of the suspected contaminated area, remove all external apparel, such as clothes shoes, gloves, hats and leave them outside.
2. Proceed to a shower and thoroughly wash your body with soap and water. This needs o be accomplished within minutes. Simply flushing water over the body is not enough. You need to be aggressively scrubbing your skin and irrigate your eyes with water. In the case of biological, this often sufficient to avert contact infection. If available, for suspected biological and chemical contamination the contaminated areas should then be washed with 0,5 -percent sodium hypochlorite solution, allowing a contact time of 10 to 15 minutes. To make a 0.5-percent sodium hypochlorite solution, take one part household bleach such as Clorox, and 10 parts water. Do not let this solution contact your eyes.
3. If a biological or chemical contamination is suspected, for decontamination of fabric clothing or equipment, use undiluted household bleach. A contact time of 30 minutes should be allowed before discarding or further use.

#### E. Indicators of a Possible Chemical Incident

1. **Dead Animals/Birds**-Not just an occasional road kills, but numerous animals and birds in the same area.
2. **Lack of insect life**-If normal insect activity (ground, air and/or water) is missing, then check the ground/water surface for dead insects.
3. **Physical Symptoms**-Numerous individuals experiencing unexplained water like blisters, wheals (like bee stings), pinpointed pupils, choking, respiratory ailments and/ or rashes.
4. **Mass Casualties**-Numerous individuals exhibiting unexplained serious health problems ranging from nausea to disorientation to difficulty in breathing to convulsions to death.
5. **Unusual Liquid Droplets**-Numerous surface exhibit oily droplets/film; numerous water surface have an oily film (No recent rain.)
6. **Unexplained Odors**-Smell may range from fruity to flowery to sharp/pungent to garlic/horseradish-like to bitter almonds/peach kernels. It is important to note that the particular odor is completely out of character with its surroundings.

7. **Low-lying Clouds**-Low-lying cloud/fog-like condition that is not explained by its surroundings.
8. **Unusual Metal debris**-Unexplained bomb/munitions-like material, especially if it contains a liquid. (No recent rain).

**F. Indicators of a possible Biological Incident**

1. **Unusual numbers, of sick or dying people or Animals**-Any number of symptoms may occur. As a first responder, strong consideration should be given to calling local hospitals to see if additional casualties with similar symptoms have been observed. Casualties may occur hours to days to weeks after an incident has occurred. The time required before the symptoms are observed is dependent on the agent used and the dose received. Additional symptoms likely to occur include unexplained gastrointestinal illness and upper respiratory problems similar to flu/colds.
2. **Unscheduled and unusual spray being disseminated**-Especially if outdoors during the periods of darkness.
3. **Abandoned spray devices**-Devices will have no distinct odor.

**G. Indicator of a possible Radiological Incident.**

1. **Unusual numbers, of sick or dying people or animals**-As a first responder, strong consideration should be given to calling local hospitals to see if additional casualties with similar symptoms have been observed. Casualties may occur hours to days or weeks after an incident has occurred. The time required before symptoms are observed is dependent on the radioactive material used and the dose received. Additional symptoms include skin reddening and, in severe cases vomiting.
2. **Unusual metal debris**-Unexplained bomb/munitions-like material
3. **Radiation Symbols**-Containers that display a radiation symbol.
4. **Heat Emitting Material**-Material that seems to emit heat without any sign of an external heating source.
5. **Glowing material/particles**-If the material is strongly radioactive, and then it may emit a radioluminescence.

**H. Glossary of Chemical Terms.**

1. **Acetyl cholinesterase**-An enzyme that hydrolyzes the neurotransmitter acetylcholine. The action of this enzyme is inhibited by nerve agents.
2. **Aerosol**-Fine liquid or solid particles suspended in a gas; for example, fog or smoke.
3. **Atropine**-A compound used as an antidote for nerve agents.
4. **Choking Agents**-Substance that causes physical injury to the lungs. Exposure is through inhalation. In extreme cases, membranes swell and lungs become filled with liquid. Death results from lack of oxygen; hence, the victim is "choked".

5. **Blister Agents**-Substance that causes blistering of the skin. Exposure is through liquid or vapor contact with any exposed tissue (eyes, skin, lungs).
6. **Nerve Agents**-Substances that interfere with the central nervous system. Exposure is primary through contact with the liquid (skin and eyes) and secondarily through inhalation of the vapor. Three distinct symptoms associated with the nerve agent are: pinpoint pupils, and extreme headache, and severe tightness in the chest.
7. **Blood Agents**-Substances that injure a by interfering with cell respiration (the exchange of oxygen and carbon dioxide between blood and tissue).
8. **Chemical Agent**-A chemical substance that is intended for use in military operations to use, seriously injure, or incapacitate people through its physiological effects. Excluded from consideration are riot control agents, and smoke and flame materials. The agent may appear as a vapor, aerosol, or liquid; it can be a casualty/ toxic agent or an incapacitating agent.
9. **Decontamination**-The process of making a person, object, or safe by absorbing, destroying, neutralizing, making harmless, or moving the hazardous material.

## I. Glossary of Biological Term.

1. **Bacteria**-Single-celled organisms that multiply by cell division and that can cause disease in humans, plants, or animals.
2. **Biochemicals**-The chemicals that make up or are produced by living things.
3. **Causative Agent**-The organism or toxin that is responsible for causing specific disease or harmful effect.
4. **Biochemical's**-The chemicals that make up or are produced by living things
5. **Biological Warfare Agents**-Living organisms or the materials derived from them that cause disease in or harm to humans, animals, or plants, or cause deterioration of material. Biological agents may be used as liquid droplets, aerosols, or dry powders.
6. **Biological Warfare**-The intentional use of biological agents as weapons to kill or injure humans, animals, or plants or to damage equipment.
7. **Bioregulators**-Biochemicals that regulate the bodily functions. Bioregulators that reproduced by the body are termed "endogenous" Some of these same bioregulators can be chemically synthesized.
8. **Fungi**-Any group of plant mainly characterized by the absence of chlorophyll, the green colored compound found in other plants. Fungi range from microscopic single-celled plants (such as molds and mildews) to large plants (such as mushrooms).
9. **Host**-An animal or plant that harbors or nourishes another organism.
10. **Spore**-A reproductive form some micro-organisms can take to become resistant to environmental conditions, such as extreme heat or cold, while in a "resting stage".

11. **Toxicity**-A measure of the harmful effect produced by a given amount of a toxin on a living organism. The relative toxicity of an agent can be expressed in milligrams of toxin needed per kilogram of body weight to kill experimental.
12. **Toxins**-Poisonous substances produced by living organisms.
13. **Virus**-An infectious microorganism that exists as a particle rather than as a complete cell. Particle sizes range from 20 to 400 nanometers (one billionth of a meter). Viruses are not capable of reproducing outside of a host cell.

## J. Glossary of Radiological Terms.

1. **Alpha Particle**-The alpha particle has a very short range in air and a very low ability to penetrate other materials, but it has a strong ability to ionize materials. Alpha particles are unable to penetrate even the thin layer of dead cells of human skin and consequently are not an external radiation hazard. Alpha-emitting nuclides inside the body as a result of inhalation or ingestion are considerable internal radiation hazard.
2. **Beta Particles**-High-energy electrons emitted from the nucleus of an atom during radioactive decay. They normally can be stopped by the skin or a very thin sheet of metal.
3. **Gamma Rays**-High energy photons emitted from the nucleus of atoms; similar to x-rays. They can penetrate deeply into body tissue and many materials. Cobalt-60 and Cesium-137 are both strong emitters. Shielding against gamma radiation requires thick layers of dense materials, such as lead. Gamma rays are potentially lethal to humans.
4. **Ionize**-To split off one or more electrons from an atom, thus leaving it with positive electric charge. The electrons usually attach to one of the atoms or molecules, giving them a negative charge.
5. **Dosimeter**-A portable instrument for measuring and registering the total accumulated dose to ionizing radiation.
6. **Half-Life**-The amount of time for half of the atoms of a radioactive material to decay.
7. **Rad**-A unit absorbed dose of radiation defined as deposition of 100 ergs of energy per gram of tissue. It amounts to approximately one ionization per cubic micron.
8. **Radiation**-High energy alpha or beta particles or gamma rays that are emitted by an atom as the substance undergoes radioactive decay.
9. **Radioactive Waste**-Disposable, radioactive resulting from nuclear operations. Wastes are generally classified into two categories, high-level and low-level waste.
10. **REM**-A Roentgen Man Equivalent is a unit of absorbed dose that takes into account the relative effectiveness of radiation that harms human health.