

## DEVELOPING AN EMERGENCY RESPONSE PLAN

### BEST PRACTICES CHECKLIST

THIS BEST PRACTICE CHECKLIST PROVIDES AN OVERVIEW OF THE KEY COMPONENTS FOR AN EFFECTIVE EMERGENCY RESPONSE PLAN AND WAS DESIGNED TO HELP SPORTS & ENTERTAINMENT VENUES ASSESS HOW PREPARED THEY ARE TO RESPOND TO EMERGENCY SITUATIONS. IT IS RECOMMENDED THAT SPORTS & ENTERTAINMENT VENUES USE THIS CHECKLIST TO ASSESS THEIR EMERGENCY RESPONSE PLAN AND ADDRESS ANY WEAKNESSES OR GAPS.

### EMERGENCY RESPONSE PLAN

#### EMERGENCY RESPONSE TEAM

<b>1</b>	An Emergency Response Team has been designated to coordinate activities in emergency situations that occur at the venue.  <i>Note: As a best practice, the Emergency Response Team structure should be consistent with the National Incident Management System/Incident Command System (NIMS/ICS) program.</i>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
<b>2</b>	A team leader along with the appropriate chain of command has been established and is identified in the emergency response procedures.	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
<b>3</b>	All designated personnel assigned to the Emergency Response Team have been assigned specific duties and responsibilities.	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
<b>4</b>	A Public Information Officer or Media Spokesperson that is the official voice of the organization and is the main person for media contact has been identified.	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
<b>5</b>	Alternate personnel have been identified to back-up each member of the Emergency Response Team.	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>

#### EMERGENCY RESPONSE WRITTEN PLAN

<b>1</b>	Written emergency response plans include the Emergency Response Team chain-of-command, assigned roles of the team members, as well as policies and procedures to protect lives and property for emergency situations at the venue.	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
<b>2</b>	The organization's emergency response plan meets OSHA 1910.38 standards and includes policies, protocols, and procedures for the following:	
	a. Evacuation/Shelter-in-Place/Relocation Plans to include the following: <ul style="list-style-type: none"> <li>• Defined roles and responsibilities for staff members who will assist or lead evacuations, sheltering, or relocation activities</li> <li>• Disability Evacuation Plan (DEP)</li> <li>• Maps of evacuation routes, shelter-in-place locations, and relocation areas</li> </ul>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
	b. Plan activation and emergency notification procedures to include the following: <ul style="list-style-type: none"> <li>• Emergency Response Team</li> <li>• Emergency Response Agencies</li> <li>• Employees</li> <li>• Patrons</li> <li>• Stakeholders</li> </ul>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>

	<p>c. Emergency response plans for the following scenarios:</p> <ul style="list-style-type: none"> <li>• Fire</li> <li>• Severe weather</li> <li>• Medical Emergencies</li> <li>• Utility Outage</li> <li>• Bomb Threat</li> <li>• Active Shooter</li> <li>• Hurricane <i>(where applicable)</i></li> <li>• Earthquake <i>(where applicable)</i></li> </ul> <p>Larger, high profile venues should also have emergency response plans for the following scenarios:</p> <ul style="list-style-type: none"> <li>• Improvised Explosive Device (IED)</li> <li>• Vehicle-Borne Improvised Explosive Device (VBIED)</li> <li>• Unmanned Aerial Systems (UAS) – <i>commonly referred to as drones</i></li> <li>• Chemical, Biological, Radiological, Nuclear, and Explosives - (CBRNE)</li> </ul>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/></p>
	<p>d. Communication plans to include the following:</p> <ul style="list-style-type: none"> <li>• Who is authorized to speak on behalf of the organization in the event of an emergency or crisis situation?</li> <li>• Plans and procedures for media briefings</li> <li>• Plans for monitor and respond to social media</li> </ul>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/></p>
3	<p>The emergency response plan reviewed and updated:</p> <ol style="list-style-type: none"> <li>a. On an annual basis,</li> <li>b. When site changes occur at the facility; and</li> <li>c. Following an incident or emergency.</li> </ol>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/></p>
4	<p>A risk assessment to identify potential emergency scenarios has been performed prior to developing the emergency response plan.</p> <p><i>Note: The first step when developing an emergency response plan is to conduct a risk assessment to identify high-priority hazards and potential emergency scenarios.</i></p> <p><i>A risk assessment answers the following questions:</i></p> <ol style="list-style-type: none"> <li>a. <i>What hazards exist within or surrounding the venue?</i></li> <li>b. <i>How frequently can they occur?</i></li> <li>c. <i>How severe can their impact be on the organization’s staff, patrons, infrastructure, finances, and reputation?</i></li> <li>d. <i>Which hazards pose the overall greatest threat to the organization?</i></li> </ol> <p><i>From there, a full ranking of each hazard by both likelihood and consequence can be made, allowing organizations to better prepare their emergency response plans.</i></p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/></p>
<b>EMERGENCY RESPONSE EQUIPMENT AND BUILDING SERVICES</b>		
1	<p>Emergency notification and/or alarm systems to signal an evacuation are adequate and in proper working order.</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/></p>
2	<p>An adequate number of exit routes (i.e. exit access, exit, and exit discharge) are available. All exit routes are of adequate width (28” wide at all points), clearly marked, and unobstructed.</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/></p>

# SAFETY CHECKLIST

3	Exit routes are located as far away as practical from each other in case one is blocked by fire or smoke.	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
4	Illuminated exit signs are clearly visible and are installed at all exit locations.	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
5	The appropriate life safety equipment is in place and in proper working order:	
	a. Emergency lighting	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
	b. Manual pull fire alarms	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
	c. Audible/visual fire alarms	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
	d. Overhead sprinklers	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
	e. Fire standpipe system	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
	f. Portable fire extinguishers	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
	g. Exit signs (properly illuminated)	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>

## EMERGENCY RESPONSE TRAINING AND DRILLS

1	All members of the Emergency Response Team, including their back-ups have been trained in their duties by a competent person familiar with OSHA 1910.38 standards and the NIMS/ICS program.	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
2	The organization's designated media spokesperson(s) have gone through formal crisis communication training.	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
3	Venue employees, contracted labor, and volunteer staff have gone through a formal training program relative to their duties and responsibilities in emergency situations at the venue in accordance with OSHA 1910.38 standards.	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
4	Tabletop and/or live-action drills designed to practice plans and procedures contained in the emergency response plan are conducted on an annual basis.	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
5	A debriefing and/or a lessons learned discussion is conducted following an incident or a drill.	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>

## ADDITIONAL NOTES AND COMMENTS: