

## **Basketball Championships Emergency Action Plan**

A crisis is a significant disruption, which has the potential to stimulate extensive news media coverage and public scrutiny that interferes with the organization's normal business activities. A crisis may have one or more of the following elements: occur suddenly; demands quick response; interferes with organizational performance; creates uncertainty and stress; threatens the reputation, assets and bottom-line of the organization; escalates in intensity; causes outsiders to scrutinize the organization; and permanently alters the organization.

A crisis may be, but not limited to, any of the following:

- **Any loss of life for any reason (including natural causes) of any athlete, coach, volunteer, spectator, staff member or conference attendee.**
- **Any accident or injury posing potential loss of life.**
- **Any accident involving multiple people (bus accident, etc.)**
- **Any athlete missing for more than one hour.**
- **Any severe weather situation that may result in serious injury or property damage.**
- **Any large-scale disaster, whether by natural causes (e.g. hurricane) or other (e.g. terrorist activity).**
- **Any criminal action of an athlete, coach, volunteer or staff member.**

### **Communication**

In the event of an emergency, the Special Olympics Crisis Management Team will prepare a statement for public release. The Crisis Management Team will then release the statement. Under no circumstances should volunteers, staff, board members or persons other than the President and the Chairman of the Board of Directors, make a statement to the media in the event of a catastrophe, death, or related crisis.

Should an event like this happen, you may be approached by a media representative for a reaction or statement. Keep the following suggestions in mind if you are approached for a comment, and refer all inquiries to the Operations Center.

- Remember, the welfare of the athletes, families and volunteers always come first.
- Concentrate. Think before speaking.
- Never say "no comment" or "go off the record."
- If you are asked what happened, say you do not know.
- Never speculate or answer "what ifs."

If you witness a catastrophe or become aware of an emergency or crisis situation, locate a communications person and/or medical personnel immediately. Give the communications person/medical personnel a brief description of the incident, location of the incident, the Area involved (if applicable), and persons involved, and any other pertinent information. Give as much information as possible. Stay calm and help those around you to remain calm.

### **Serious Injury, Loss of Life, Multiple person incidents:**

-All injuries should be treated by the personnel designated for initial treatment at each venue (SOVA Medical Team, Rescue Squad). The status of all emergency situations should be assessed and evaluated by the appropriate medical team and action taken should be summarized and given to the appropriate SOVA staff.

-The Coordinator of Medical Services or SOVA staff should inform the Director of Sports and Competition or the Director of Fitness and Events regarding the situation through the communication parameters as established for the event.

-The Director of Competition and Director of Fitness and Events will communicate all details of situation to the Vice President of Sports, Health and Fitness if the injury or instance warrants the involvement of the Crisis Management Team.

-The Vice President of Sports, Health and Fitness will summarize all existing information if Crisis Management Team involvement is necessary regarding the situation.

-In the case of an incident involving severe injury or death, the Vice President of Sports, Health and Fitness will organize and communicate with the Crisis Management Team.

-Any competition or practice being performed where the incident takes place will be suspended by the Vice President of Sports, Health and Fitness while the situation is being evaluated if necessary.

-The Director of Competition will be notified and will instruct all athletes and volunteers that competition has been suspended temporarily. If necessary, Areas will be instructed to return to their place of residence for the weekend until the situation is resolved.

-The Vice President of Sports, Health and Fitness will assemble the Crisis Management Team. The use of SOVA cell phones will be used unless the lack of signal renders this impossible. Hand held radios will be substituted for cell phones if the cell phone system is rendered inoperative.

- The Vice President of Sports, Health and Fitness will brief the Crisis Management Team of the situation.

-The Vice President of Program Services (or designee) will research all individuals involved and summarize name, address, phone number and emergency contact information available on the SOVA database. This list will be included in the summary report for the situation.

- A fact sheet will be drawn up summarizing all known facts regarding the incident. The summary sheet will be drafted by the Vice President of Sports, Health and Fitness and entered and printed by the Vice President, Development & Communications.

- Upon the briefing of the situation, the staff will do the following as necessary:

- The President will open dialogue with the appropriate spokesperson for the facility involved in the incident.

- Vice President of Sports, Health and Fitness or designee will go directly to the Emergency facility where involved parties are being treated and act as SOVA liaison.

- The President will contact all family members and emergency contacts for any individuals involved in the incident through the use of the incident summary.

- The Vice President, Development & Communications will work with the President to prepare a statement, in conjunction with the appropriate person(s) from the facility involved regarding any statements made to anyone outside SOVA. All inquiries regarding such incident should be directed at the President of SOVA.

- The President will inform American Speciality of the situation and engage any necessary services (crisis hotline, etc...) on an as needed basis.
- The Vice President of Sports, Health and Fitness will assemble the key management team coordinators and communicate with the key management team leaders (Games Chair, Coordinator of Medical Services, Coordinator of Communication Services, etc.) on the situation and their role. The Vice-President will utilize the Basketball Championships Communication system to assemble the Heads of Delegation for a briefing if needed and will have the Director of Competition work with the Competition Directors to announce the meeting time, date and place at competition venue.
- The Vice President, Development & Communications will post the meeting time and place in areas of view throughout the venue.
- The Vice President of Sports, Health and Fitness will organize all event staff and Crisis Management Team to summarize the plan for the remainder of the event. This plan and any relevant information will be summarized and utilized for the Head of Delegation meeting.
- The Games Communication System will be utilized to identify all Heads of Delegation for a briefing. The briefing should occur when the summary report is completed and the public statement is prepared. The Vice President of Program Services will assist in locating all Heads of Delegation and taking a role at the meeting. The meeting will take place in a spot TBD. The Vice President of Sports, Health and Fitness will conduct the meeting and give necessary information and plan for the remainder of the event.

### **Missing Person (s) Procedure**

#### **0-30 Minutes**

1. Areas or volunteers should notify the Competition Director or the staff members present at the competition venue who will then notify the Director of Events. Make sure to record the athlete's name, Area number, place and time the athlete was last seen. If the athlete is missing at the hotel overnight, area volunteers should notify their HOD who will then notify SOVA Staff or the VP of Sports, Health and Fitness at 804-467-6003.
2. Search the area where athlete was last seen.
3. Report back to the Competition Director and/or Staff Members helping with the search.
4. The Vice President of Sports, Health and Fitness or President will notify the police as necessary

#### **30 minutes -1 HOUR**

1. The Vice President of Sports, Health and Fitness or President will notify the police as necessary.
2. Utilize the communication system to announce the athlete's name, sex, Area number and a description of his/her appearance (all important information that would enable people to recognize the athlete).
3. The SOVA Crisis Management Team will be assembled and briefed at the location of the incident.

4. The Vice President of Sports, Health and Fitness will work with the Event Management staff, Event Security, Medical personnel, and the local police department to help coordinate a search of the venue.
5. Depending on the venue, SOVA handheld radios will be brought to a central distribution point for search volunteers to use. Search locations will be assigned and the search will continue with set time frames to report in to the central security command center.

**1 + HOURS** - Police will give instructions as necessary.

### **Severe Weather Situations**

Outdoor events can be affected in many ways by inclement weather.

#### **Weather Issues occurring during the Championships:**

- The Director of Fitness and Events and the Director of Sports and Competition will receive information through the National Weather Service and local sources including the Communications Command Center (if available) on incoming weather issues.
- The Event Directors will inform the Vice President of Sports, Health and Fitness if weather interferes with or presents a safety issue with the scheduled and normal course of the event.
- The Vice President of Sports, Health and Fitness will summarize all existing information regarding the situation.
- Any competition or practice being performed may be suspended by the Competition Director or the Director of Sports and Competition for all sports and the Director of Fitness and Events for all non-competition venues. Cancellation of play must be approved by the Vice President of Sports, Health and Fitness.
- The Director of Competition or Director of Fitness and Events will be notified and will instruct all athletes and volunteers that competition/training has been suspended temporarily. The areas may at that time be asked to vacate the premises and return to their place of residence for the weekend.
- The Vice President of Sports, Health and Fitness will assemble the Crisis Management Team and will clear the area of everyone except for the Crisis Management Team. The use of SOVA cell phones will be used unless the lack of signal renders this impossible. Hand held radios will be substituted for cell phones if the cell phone system is rendered inoperative.
- The Vice President of Sports, Health and Fitness will brief the Crisis Management Team of the situation.
- A fact sheet will be drawn up summarizing all known facts regarding the situation. The summary sheet will be drafted by the Vice President of Sports, Health and Fitness and entered and printed by the Vice President, Development & Communications.
- Upon the briefing of the situation, the staff will do the following as necessary:
  - The President will open dialogue with the appropriate spokesperson for the facility where the situation has occurred.

- The Vice President, Development & Communications will work with the President to prepare a statement, in conjunction with the appropriate person(s) from the involved facility regarding any statements made to anyone outside the event management staff. All inquiries regarding such incident should be directed at the President of SOVA.
- The Vice President of Sports, Health and Fitness will assemble the key management team coordinators and communicate with the key management team leaders (Chair, Medical Coordinator, Communications Coordinator, and the Security Coordinator) on the situation and their role.
- The Vice President, Development & Communications will post the meeting time and place in areas of view throughout the venue.
- The Vice President of Sports, Health and Fitness will organize all event staff and Crisis Management Team to summarize the plan for the remainder of the event. This plan and any relevant information will be summarized and utilized for the Head of Delegation meeting.
- The Communications system and Text Alert system will be utilized to identify all Heads of Delegation for a briefing. The briefing should occur when the summary report is completed and the public statement is prepared. The Vice President of Sports, Health and Fitness will conduct the meeting and give necessary information and plan for the remainder of the event.
- The Event Directors and event staff will communicate with the Operations staff of the appropriate facility and update the Vice President of Sports, Health and Fitness as necessary.

### **Special Olympics Virginia Lightning Policy**

Lightning has consistently been 1 of the top 3 causes of weather-related deaths in the United States. In order to protect the welfare of the athletes, volunteers and event staff, it is imperative that each venue take proper safety measures to best avoid a lightning related accident. At all competition sites, the Competition Director will be directly in charge of the stoppage and continuation of play unless the Director of Competition for Special Olympics is involved in the decision.

**Suspension of outdoor competition and pool competition:** Special Olympics Virginia bases their weather decisions on the most current weather app available to determine lightning distance from facility and risk factors involved. In the absence of the ability to utilize a mobile phone app such as WeatherBug(Spark) Special Olympics Virginia bases the suspension and resumption of play based on the flash-to-bang method. The method is based on the fact that light travels faster than sound. To use the flash-to-bang method, begin counting on the lightning flash, and stop counting when the associated clap of thunder is heard. When the flash-to-bang ratio is 30 seconds or less (lightning is within 6 miles), competition directors should do the following:

**Suspension of Play:** A flash-to-bang count of 30 Seconds or less requires outdoor activities and indoor or outdoor pool activities to be suspended.

To suspend play, the Competition Director should utilize a local sound system or air horn, depending on the size of the venue, as a signal to suspend or resume play. Special Olympics Virginia Director of Competition should be notified immediately. The Text Alert system can be utilized to notify all participants of current status of the event.

**Resumption of Play:** Once play is suspended, the Competition Director should not resume competition until 30 minutes after the last lightning flash is seen.

All competitors and volunteers should be instructed to seek a safe structure or location once play is suspended. At most venues, safe harbor can be taken in a number of buildings. In the event that no safe indoor structure is within walking distance, volunteers, coaches and athletes should seek shelter in their vehicles.

## **Natural Disaster or Large-Scale Disaster**

In the event of a natural disaster or large-scale disaster, SOVA participants would follow the evacuation and safety plan as laid out for by the facility they are residing in or competing at during the time of the incident.

The above-described communication plan for severe injury, loss of life, etc. will be engaged at the earliest possible point.

## **Evaluation of Crisis During Post Incident Timeframe**

Upon the conclusion and resolution of any crisis, the Crisis Management Team will meet to evaluate the handling and end result of all crisis situations. This evaluation will include an evaluation from the key Management Team personnel, the Event Management staff and the Crisis Management Team. This evaluation should be conducted no later than 14 days after an event. A summary of the evaluation should be recorded and kept. Edits or additions to the Crisis Management Plan will be made by the Vice President of Sports, Health and Fitness at that time.

## **Fire or Evacuation Plan for Emergencies at Basketball Championships**

### **-Plan in Case of Fire of Indoor Residences (hotels)**

Heads of Delegations should make sure their Area volunteers do the following:

**-Develop a Fire Escape Plan.** Check the exits. Surviving a motel fire begins right after you check-in. When you get to your room, take a few moments to check out possible escape routes.

### **-Walk Down the Corridor and Find the Fire Exits.**

Remember; never use the elevator in a fire. The call buttons may take you to a floor filled with smoke or flames.

**-Count the Doorways and Any Other Features Between Your Room and the Exits.** If the corridor is dark and full of smoke, you'll need to know your way as you crawl along the wall to the exit.

**If the Motel Has a Fire Alarm System, Find the Nearest Fire Alarm.** Be sure you know how to use it. You may have to activate it in the dark or dense smoke.

**-Check Your Rooms.** It is important to know the layout of your room because you may have to stay in it if smoke in the corridor cuts off your escape. Many people have lived through a motel fire by remaining in their rooms protected against smoke and gases while awaiting rescue.

**-Begin by Putting Your Room Key Close to Where You Sleep so You Can Find it Easily.** They should also keep their housing lists and rosters handy as well.

**-Look Out the Windows to See What's Outside.** Is escape possible? You may be only a few feet from the ground and you can get out this way if the hall is not usable. If you are on an upper floor there may be a roof or deck within safe dropping distance. Dropping from more than two floors usually results in injury.

**-Fire** - If a fire begins in your room, report it to the hotel operator immediately and only then try to put it out if you're sure you can handle it. If you are at all in doubt, get out of your room and close the door behind you to keep smoke and flames out of the corridor. Sound the alarm and arouse your neighbors.

**If you discover that there is a fire, here is what to do in easy steps:**

**-Grab Your Key and Make for the Door. HOD's should grab their Area number, housing lists and rosters that they kept handy.** If there is any evidence of smoke in the room, roll out of your bed and crawl to the door. Don't stand; smoke and deadly gases rise.

**-Feel the Door with the Palm of Your Hand.** If the door or knob is hot don't open it. If the door is not hot, open slowly and be ready to slam it shut if necessary.

**-Check the Hall.** If everything is clear, walk to the nearest exit. If there is any smoke in the corridor, crawl into the hallway. Stay close to the wall so you can count the doorways to the exit. If the nearest exit or stairway is blocked, use an alternate one. Remember; don't use the elevator.

**-Walk Down to the Ground Level.** Fires generate heat, smoke, and panic, so hold the handrail for guidance and protection against being knocked down by exiting occupants. If fire or smoke is dense at lower levels, turn around and walk up to clearer air or to the roof if it is accessible.

**-Go to the designated gathering point for your Area.** The designated points for your Area to gather are based on the hotels that you are occupying. The designated meeting points according to residence would be:  
Virginia Beach Sports Center

**-The Head of Delegation should find a clear, safe spot in the parking lot.**

**-Once outside, the HOD for each Area should instruct all chaperones and coaches to do a roster check of all athletes and volunteers.**

**-If the head count does not account for all individuals in the delegation, do not return inside the building.** Report to the Emergency Responders in the designated meeting area and report any missing persons there.

#### **What to do if Your Room Door is Hot or Smoke is Dense in the Hall:**

Don't panic. You can stay in your room and still survive a fire.

Here are some things you should do:

**-Open Window to Vent Room if there is Any Smoke.** If you are on the first or second floor you may be able to drop to ground safely. If you are up any higher, you are usually better off staying put. Although some people survive jumps from 35 feet or more, they are usually seriously injured.

**-Let Someone Know you are in Your Room.** If the phone works, call for help. Hang a bed sheet out the window to signal fire fighters, but don't try to climb down.

**-Fill the Tub with Water.** It might be needed for fire fighting. Turn on the bathroom fan if it helps to clear your room of smoke.

**-Wet Towels and Sheets.** You'll need them to put around doors and cracks if smoke seeps in. Use your ice bucket to bail water.

**-Get Fresh Air.** Make a tent over your head with a blanket at a slightly opened window to get fresh air. If the windows do not open, you may have to break one with a chair or drawer. If heat and flames are rising outside the window from a lower floor, don't breathe smoke-laden air.

### **Criminal Action of an Athlete, Coach, Volunteer or Staff member**

Behavior of athletes, coaches, volunteers and staff is subject to Special Olympics Virginia's Policy Manual and the volunteer, coach and athlete code of conduct. Criminal acts perpetrated at Special Olympics events will be first dealt with by the SOVA staff or local law enforcement. Any potential criminal act must be reported immediately to the Vice President of Sports, Health and Fitness at 804-467-6003.

-The SOVA staff or law enforcement will inform the event management staff of the situation. The event management staff will communicate with the Vice President of Sports, Health and Fitness.

-All information will be recorded on a Conduct Report Form.

-If an onsite Security Team is utilized, the police will be notified by the Vice President of Sports, Health and Fitness if the situation warrants.

-The individual(s) involved in the situation may be removed from the event and will be dealt with according to the Special Olympics Virginia Policy Manual and/or when warranted with the local police authority.



**Special  
Olympics  
Virginia**

## **SOVA CRISIS REPORT FORM**

<b>Date of Incident:</b>
<b>Time of Incident:</b>
<b>Location of Incident:</b>
<b>Event Where Incident Occurred:</b>

**Name of Athletes/Volunteers Involved:**

## **Witnesses to Incident**

<b>Names</b>	<b>Role in SOVA Program</b>

## Please Describe the Incident

## Action Taken at the Time of Incident

## **Information on Person Completing the Form**

<b>Information on Person Completing the Form</b>		
<b>Form Completed By:</b>		
<b>Date Form was Completed:</b>		
<b>Street Address:</b>		
<b>City</b>	<b>State</b>	<b>Zip Code</b>
<b>Telephone Number:</b>		
<b>E-Mail:</b>		



**Special  
Olympics**  
Virginia

## SOVA CONDUCT REPORT FORM

**Name of Athlete/Volunteer:**

Please check:	<input type="checkbox"/>	<b>Athlete</b>	<input type="checkbox"/>	<b>Coach</b>	<input type="checkbox"/>	<b>General Volunteer</b>
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**Date of Incident:**

**Event Where Incident Occurred:**

### **Witnesses to Incident**

<b>Names</b>	<b>Role in SOVA Program</b>

### **Please Describe the Incident**


### **Action Taken at the Time of Incident**


### **Information on Person Completing the Form**

<b>Form Completed By:</b>		
<b>Date Form was Completed:</b>		
<b>Street Address:</b>		
<b>City</b>	<b>State</b>	<b>Zip Code</b>
<b>Telephone Number:</b>		
<b>E-Mail:</b>		



# Rapid Response and Communication Plan for Basketball Championships 2026

The priority of Special Olympics Virginia is to maintain the safety and well being of the athletes and volunteers at all practices and events. Although much planning occurs to avoid emergency situations, they do occasionally happen. Emergency situations can include a lost athlete, accidents or injuries, sexual abuse allegations, an athlete or volunteer death, or an arrest of a delegation member.

## Injury or Illness Situations

During  
Competition/Event



Athlete or Volunteer  
reports to the  
volunteer medical  
station at the venue



Athlete receives treatment  
for injury or is referred for  
emergency medical services



If athlete is referred for Emergency  
Services medical will contact Bryan  
Schubring (competition related) at  
804-467-6006 or Casey Henderson at  
703-728-7191

Saturday Evening  
after Opening  
Ceremony



Athlete or Volunteer  
seeks medical assistance from local  
emergency facility and calls David  
Pawlowski at 804-467-6003 at the  
safest and most convenient time to  
do so



Athlete receives treatment  
for injury or illness at a local  
emergent care center

## Rapid Response Situations

Should an athlete or volunteer be involved in any of the following situations; lost athlete, accidents or injuries, sexual abuse allegations, athlete or volunteer death, or an arrest of a delegation member, or accidents involving multiple people, SOVA will follow the following action plan.



Athlete or Volunteer calls Casey Henderson or 911 if situation warrants immediate emergency service



Casey Henderson will call David Pawlowski, VP of Sports, Health and Fitness at 804-467-6003. Casey Henderson will also communicate the situation to the Senior Director of Sports and Competition as necessary.



Law Enforcement Authorities are notified if applicable by appropriate SOVA Staff only

VP of Sports, Health and Fitness notifies the President and the VP of Development and Communications



VP of Development and Communications notifies appropriate personnel at SONA as needed



Incident is resolved and follow-up action is dictated by the situation



VP of Sports, Health and Fitness or the VP of Local Services and the VP of Development and Communications assemble the Rapid Response and Communications Team

## Flame Effect Plans for Special Olympics Virginia- Opening Ceremony

Special Olympics Virginia, further known as SOVA, intends to use a hand-held torch that will be carried by an athlete and Law Enforcement Torch Run (LETR) Volunteer and is burned with Paraffin Oil, an odorless, tasteless and transparent oil used for fuel purposes. We also plan to use a Propane tank to light the cauldron (base is approximately 4 feet tall and made of metal) that will produce a low- level flame. The cauldron top is metal and is connected to a LP 350 hose that is connected to a standard 5 lb. propane tank.

1. **Name of persons responsible:** David Pawlowski, Casey Henderson, employees of SOVA
2. **Date and Time of Production:** February 21, 2026, 7:30 pm
3. **Location:** Henrico Sports and Event Center
4. **Flame Effect Classification:**
  5. a. Torch- The flame will be approximately 3-4 inches in height  
Cauldron- The flame will be approximately 6 – 8 inches height
  - b. Torch- The flame will be lit on the corner of the stadium part of the facility and then will be put out with a metal snuffer by SOVA Staff.  
Propane- The propane will be turned on and off by David Pawlowski or SOVA Staff person.
  - c. The athlete and LETR Volunteer will be walking the torch through a line of Sheriff's Deputies with an approximate clearance of 3 feet on either side of the athlete and an approximate clearance of 10 feet from the cauldron. The athlete will be contained to the gym floor and will not be in the stands. The cauldron will be on the gym floor and not near the stands.
  - d. The audience will be sitting in the bleachers. There will be no seating on the basketball court other than a handful of speakers for Opening.
  - e. Torch- The fuel used will be Ronsonol Lighter fluid and consumption will be approximately 3 tbsps.  
Propane- Propane gas will be used.
  - f. Doors from the facility to the outside will be unlocked as well as multiple emergency exits.
  - g. The propane tank is connected to the top of the cauldron by LP 350 hose.
  - h. Torch- The lighter fluid will be kept in a closed container and once extinguished, the torch is kept in a separate holder designed specifically for the torch.

Propane- While in use, the propane will sit enclosed in the bottom of the cauldron. Once turned off, the propane will be brought back outside.

i. There will be a fire extinguisher on hand.

j. Please see the Crowd Control Plan for our Emergency Response Procedures. Staff will be pre-assigned as marshals in the event we need to evacuate the building for any reason.

k. Please see the floor diagram for Means of Egress on last page of this document.

**6. The Effect Operator will be as follows:**

SOVA Staff- Lighting of the Effect (Torch)

Athlete/LETR Volunteer - Carrying the Effect (Torch)

David Pawlowski– Putting the Effect (cauldron) out/Turning the propane on and off.

# **Emergency Action Plan for the Henrico County Sports and Event Center**

**11000 Telegraph Road, Glen Allen, Virginia 23059**

During the Basketball Competition and Opening Ceremonies we will be following the EAP according to the Henrico County Sports and Events Center porotocols.

## **Emergency Procedures:**

- Employees, contractors, and volunteers must become familiar with the building escape routes and assembly locations, both primary and secondary. Corridors and hallways serving as a means of egress to exits must always remain clear and unobstructed.

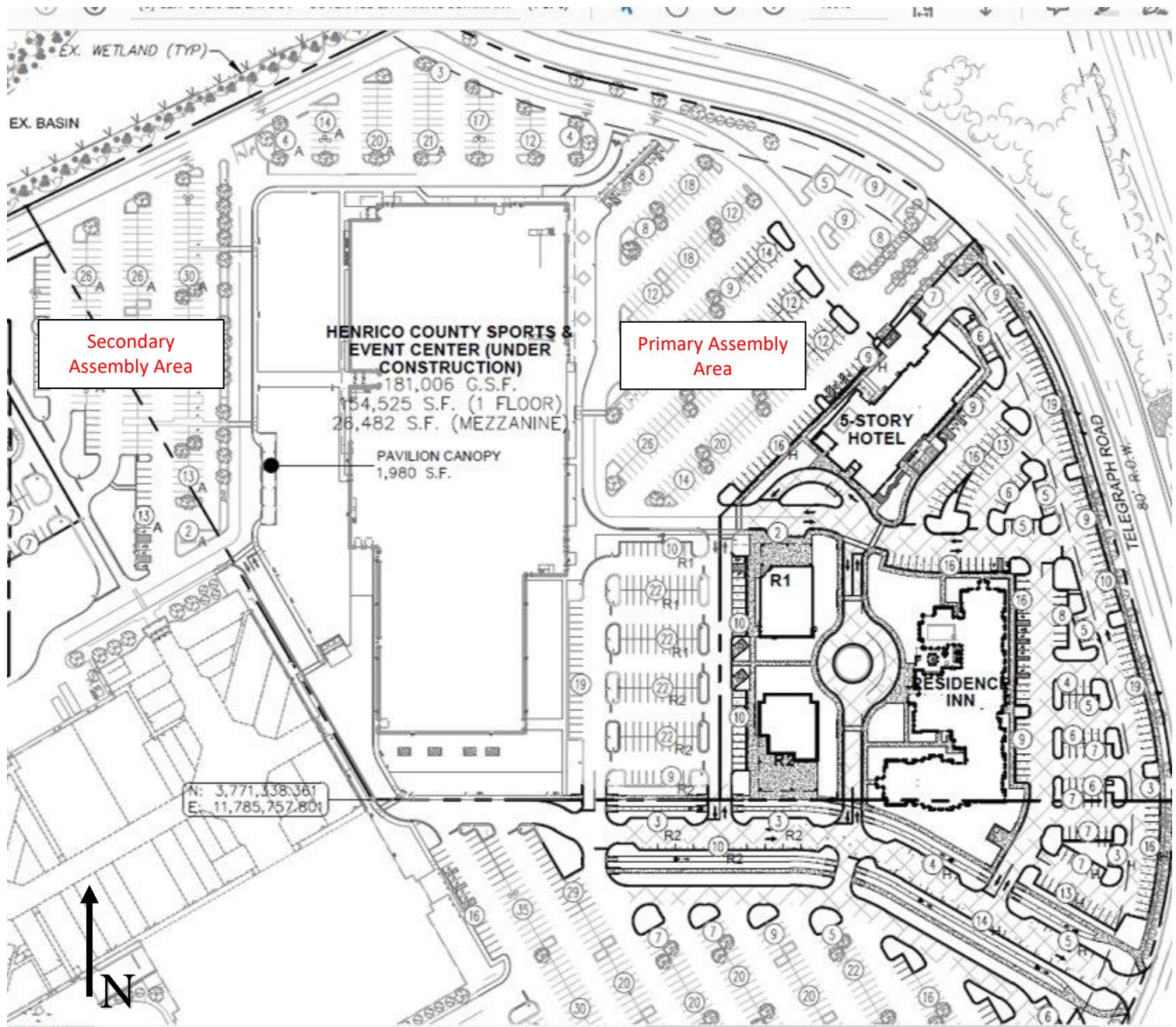
## **Evacuation Policy:**

- When a fire alarm sounds within the building, all occupants must promptly evacuate the building using the nearest designated exit routes.
- Personnel may briefly delay evacuating if they need time to shut down electrical and other equipment, especially any that involves flame, explosive vapors, or hazardous materials.
- All building occupants will follow instructions relevant to public safety issued by the Emergency Coordinator, or emergency response personnel.
- Emergency response personnel and employees will assist in directing citizens to the nearest exits.
- The primary assembly area is the east parking lot, located outside of the main entrance. The secondary assembly area is located outside of the west hallway, the west parking lot.

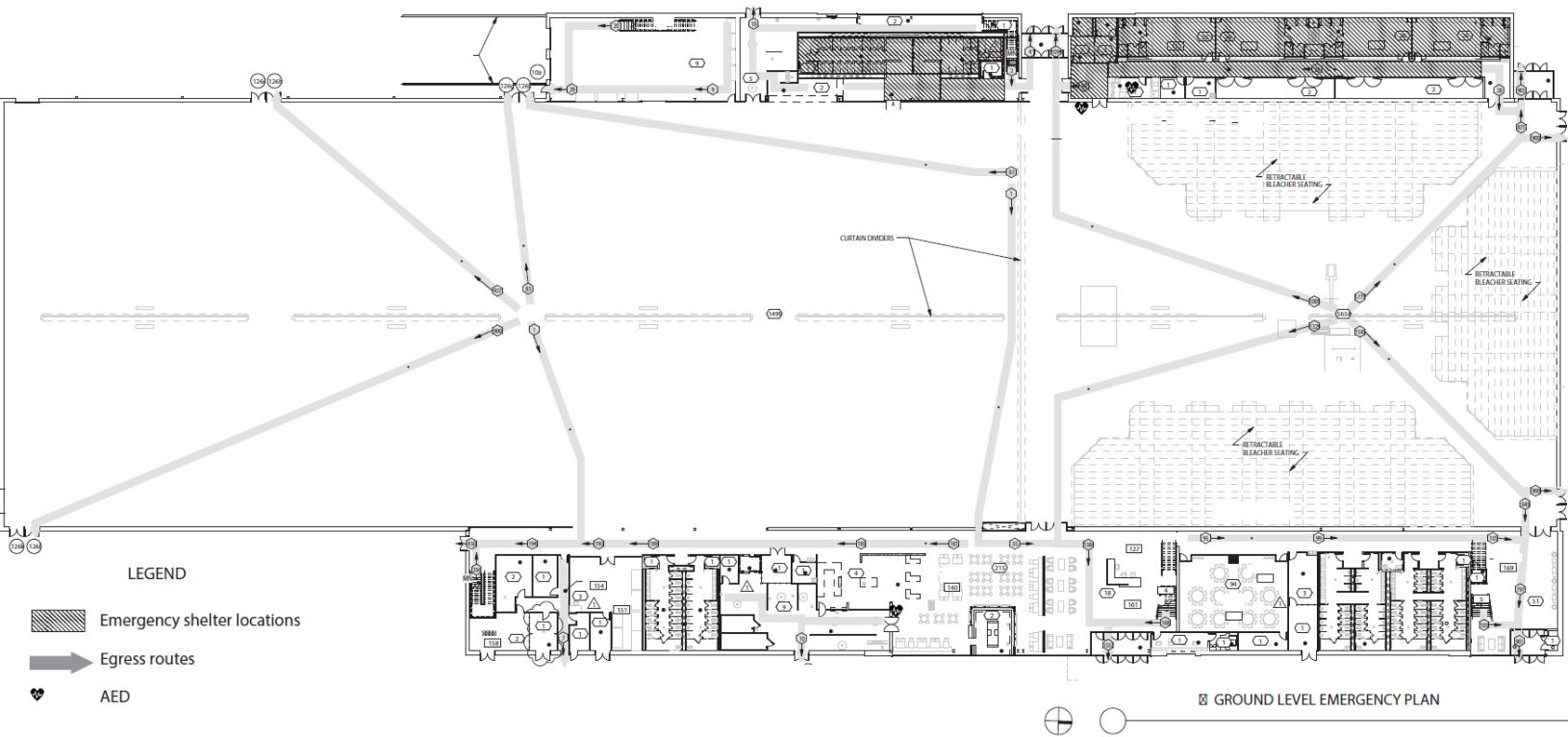
## **Shelter-in-Place Procedures:**

- Employees and citizens may be required to shelter-in-place for events such as:
  - Tornado warning or other severe weather events
  - Hazardous materials release
- If a shelter-in-place order is given by the Emergency Coordinator or emergency response personnel, employees and citizens will move to the hallways surrounding the arena/event space away from windows. Utilization of rooms to shelter-in-place is also permitted.

## AERIAL VIEW INCLUDING ASSMEBLY AREAS



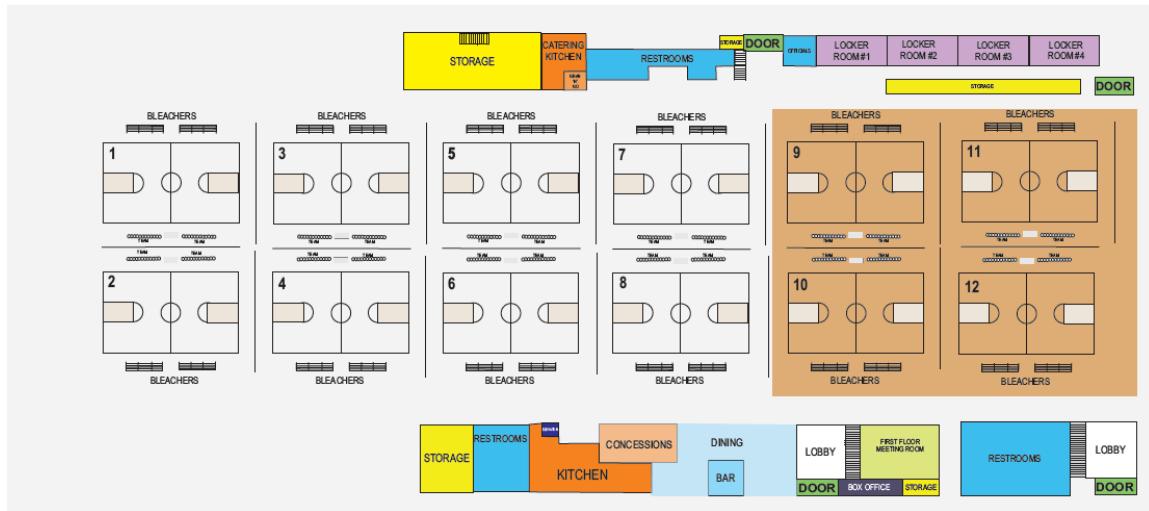
## **EGRESS and SHELTER PLAN**



*Please note that the above plan contains emergency egress routes, shelter locations and AED locations (see legend in bottom left-hand corner).*

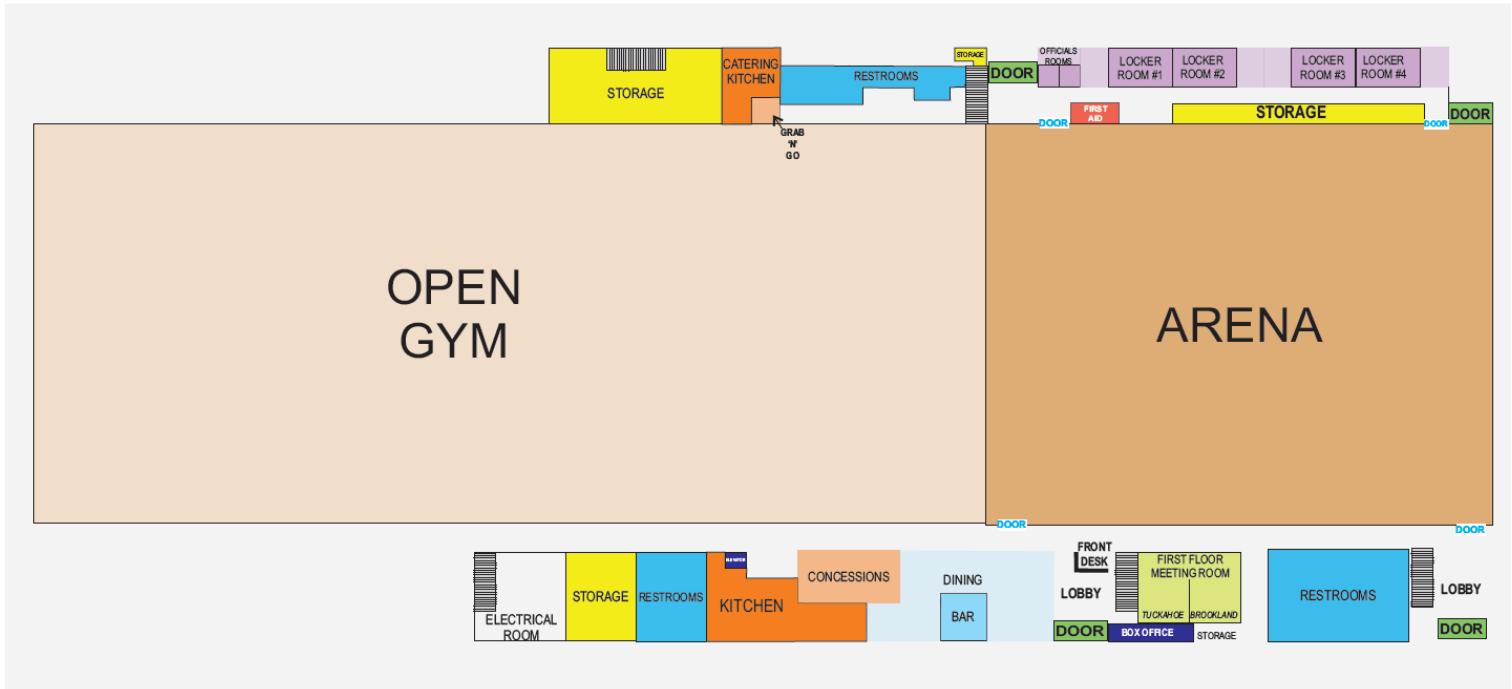
## FLOOR PLAN - GROUND LEVEL

### Basketball Court Layout



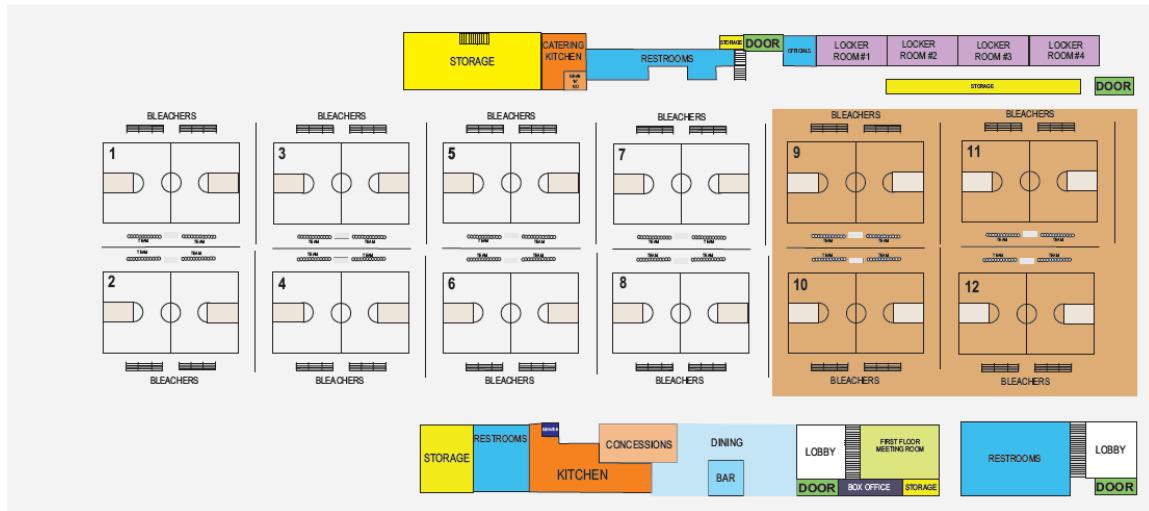
## FLOOR PLAN – GROUND LEVEL

### GROUND FLOOR



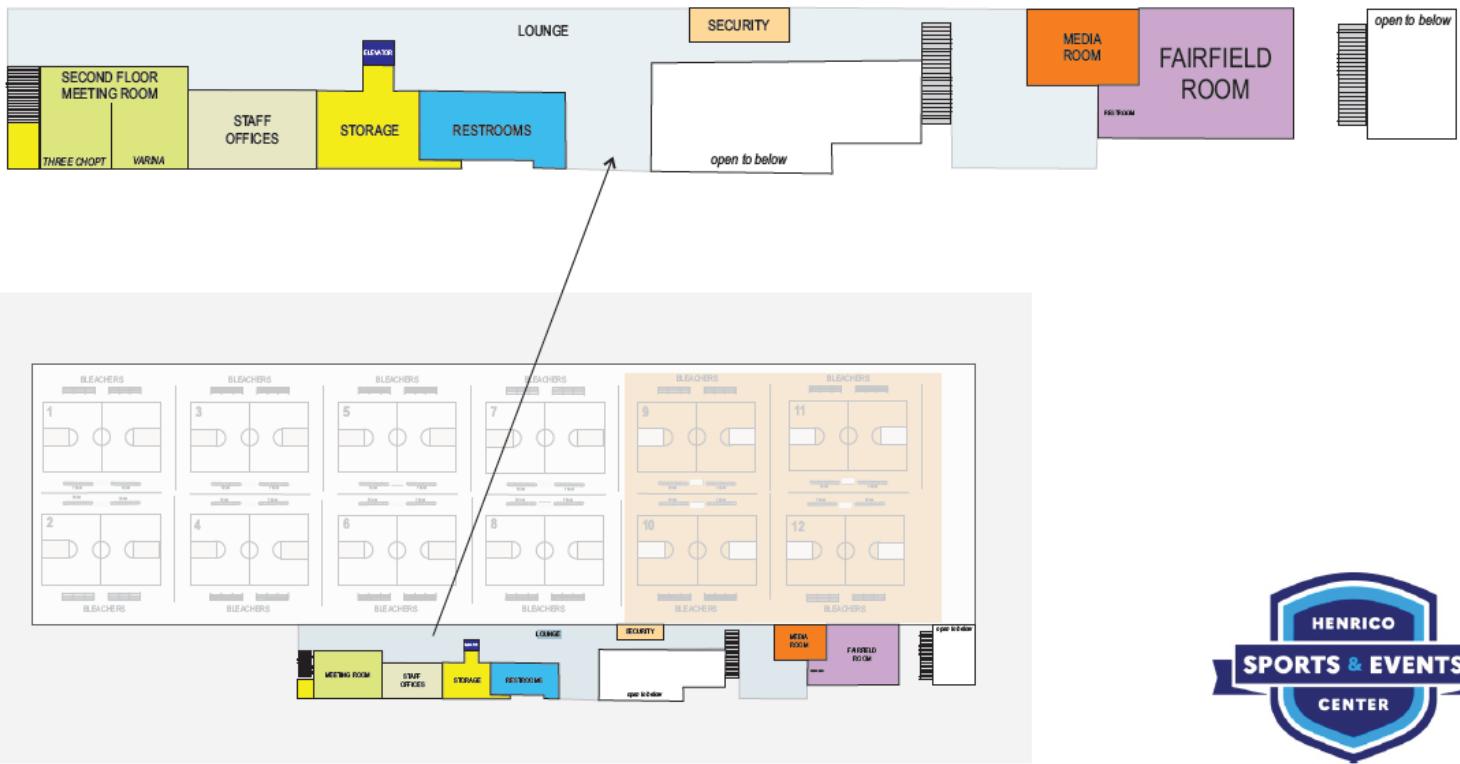
## FLOOR PLAN - GROUND LEVEL

### Basketball Court Layout



FLOOR PLAN – UPPER LEVEL/MEZZANINE

MEZZANINE LEVEL



# FIRE EMERGENCIES AT THE HENRICO SPORTS AND EVENTS CENTER

## Action Plan:

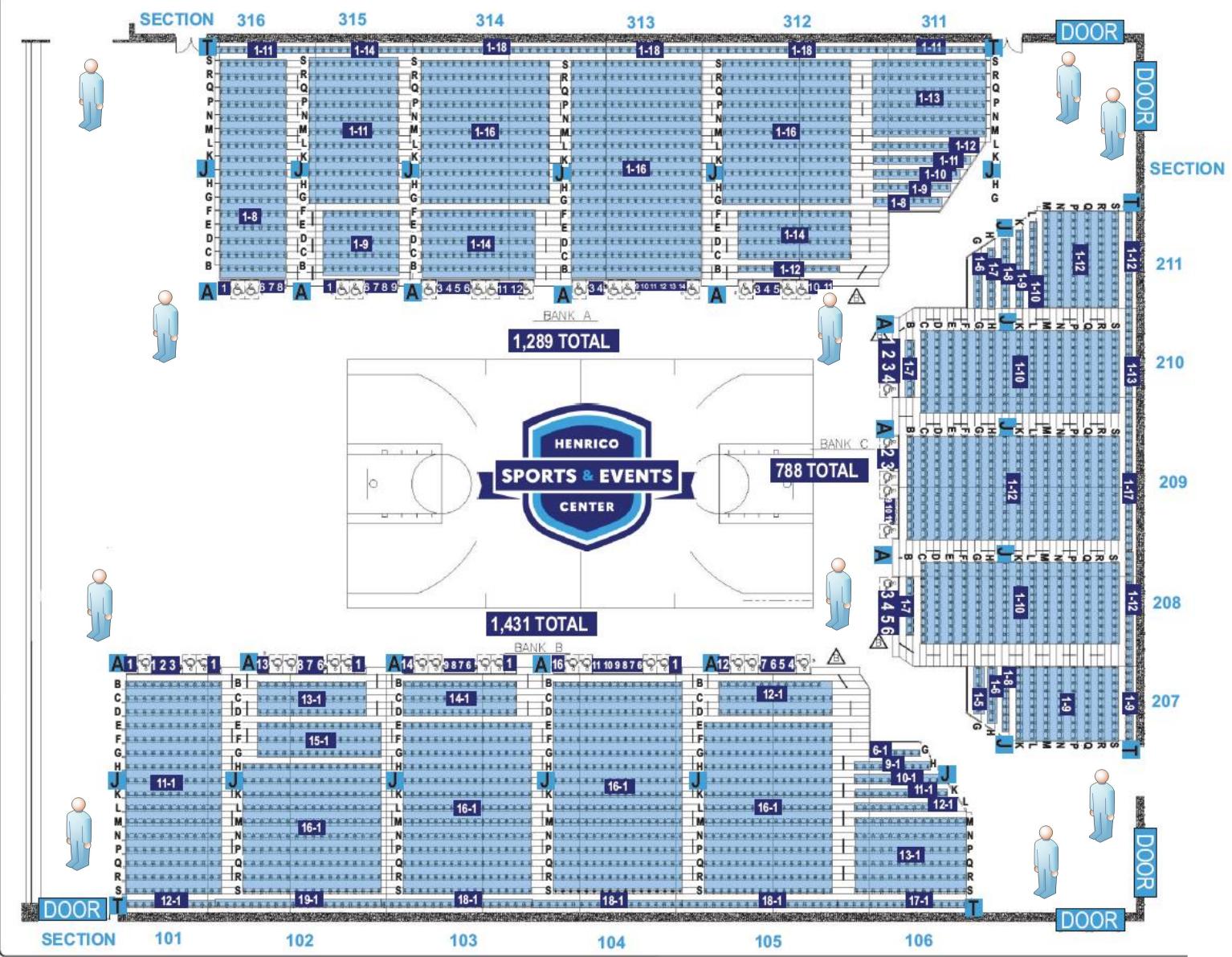
### **As soon as it is safe to do so, call 9-1-1**

Provide the communications officer with as much information as possible, including the specifics of the fire, the name and address of the building, and any additional information that is requested.

1. Activate the alarm system. Immediately notify employees and visitors that there is an emergency, and everyone must quickly and calmly evacuate the building.
2. If the alarm system does not sound, the Emergency Coordinator and employees will instruct everyone to evacuate the building.
3. Employees with Emergency Duties: All employees with emergency-related job duties (assisting others with disabilities, checking restrooms, etc.) should perform these tasks immediately. If the situation becomes dangerous to the employee's life, he or she must then evacuate. Communicate changes to the Emergency Coordinator as soon as possible.
4. Follow the nearest safe exit route away from the fire. If the primary route is blocked, use secondary route.
5. If on upper levels, use stairs, not elevator to evacuate. Stay to the right and use handrails.
6. Anyone who is unable to get out of the building should move to the nearest stairwell. For persons with mobility issues, use a desk chair to roll him/her to the stairwell, or assist that person to the stairwell in another manner. If possible, bring a mobile phone to alert First Responders to the location. If the building has multiple floors, move to a floor below the fire if possible.
7. All employees (volunteers, visitors, etc. – if present) will assemble in an assembly area based on their evacuation point. See *assembly area aerial view on page 7*.
8. The Emergency Coordinator will account for all employees.
9. Do not leave the assembly area unless told to do so by public safety personnel or the Emergency Coordinator.

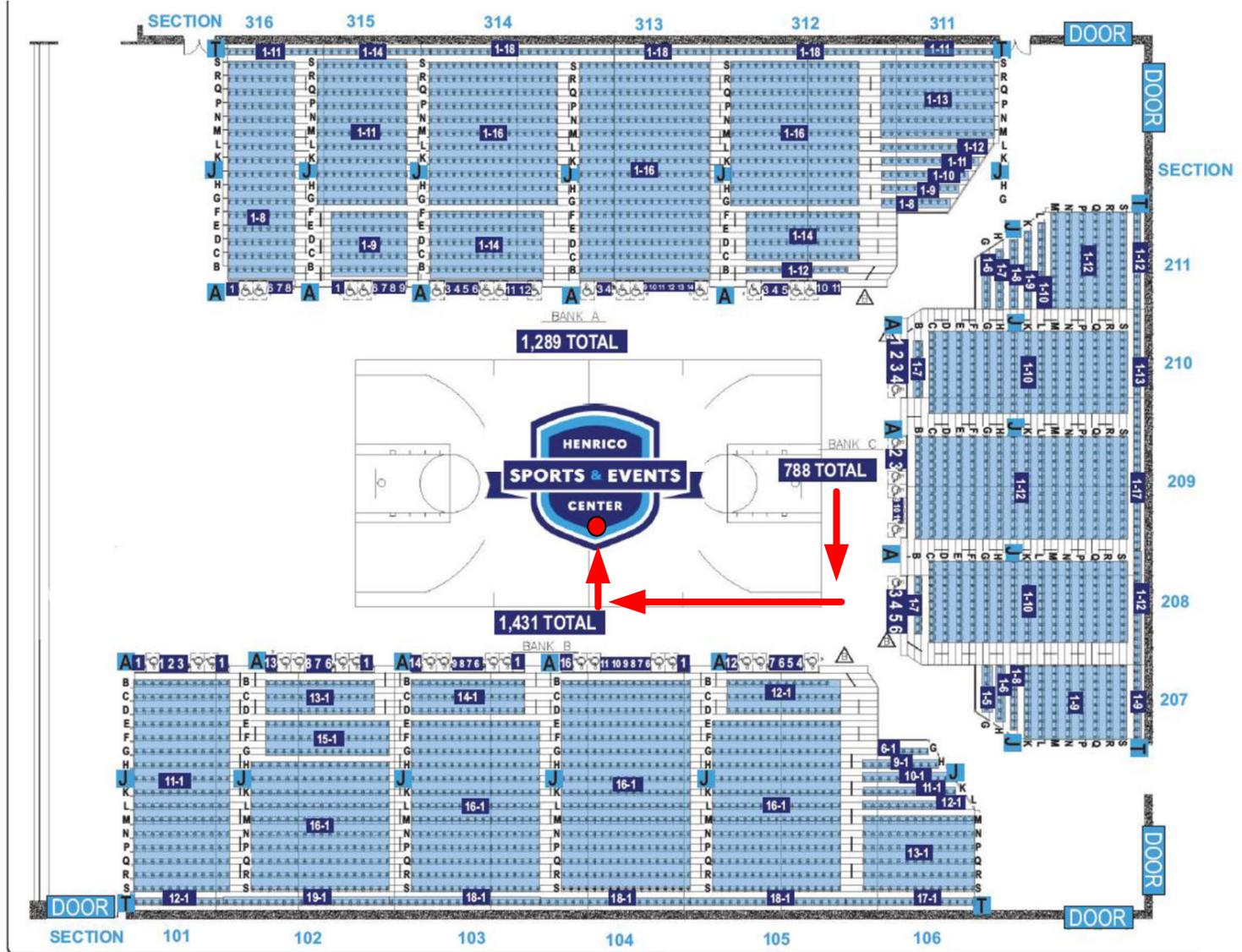
\*To note: The building is sprinkler operated.

**ARENA SEATING- Opening Ceremony SOVA staff placement for potential evacuation**



SOVA Staff or Volunteers for Evacuation Direction

## Arena Seating: Opening Ceremony Torch Path and Cauldron Placement



Torch Path



## POWER OUTAGES

**In the event of an electrical failure, County of Henrico buildings equipped with an emergency generator will have power.**

If it is a true blackout, electrical lights in adjacent and surrounding buildings will be out.

***If the Emergency Generator System or Power fails:***

1. **Remain Calm:** If the blackout occurs during darkness or reduced visibility, the Emergency Coordinator shall inform employees and citizens of the power failure and ask everyone to remain calm, stay together, and not move. The Emergency Coordinator will give the following announcement:
  - Ladies and gentlemen, may I have your attention, please. We are currently experiencing electrical problems. Please remain where you are, and an announcement will be made when updates are available. Thank you for your cooperation."
2. **Employees will turn off all electrical appliances and indoor lighting:** To avoid damage from a power surge, or damage to circuits or equipment, all electrical devices and lighting will remain off until the power is restored.
3. **The Emergency Coordinator will distribute flashlights to employees.**
4. **If power has not been restored within one hour, or the source of the outage cannot be identified:** The Emergency Coordinator will coordinate with his/her Department Head for further instructions.
5. **Exit the building:** Instruct citizens to leave the arena in a quiet and calm manner if the power cannot be restored in a reasonable period of time. The Department Head, or his/her designee, will determine whether employees should be sent home.
6. **Facilities affected by long-term power outages with freezing temperatures** should turn off water supplies to fire suppression systems, standpipes, potable water lines and toilets.

Equipment containing fluids that might freeze should be moved to heated areas if possible, or drained of liquids.

Once power is restored, allow equipment to return to the ambient temperature before energized to prevent condensation from forming on circuitry.

Piping for fire suppression systems and potable water should be examined for damage or leaks prior to turning the water back on once heat is restored.

# SEVERE WEATHER EMERGENCIES

Severe weather can include the following events:

- Severe Thunderstorms
- High Winds
- Lightning
- Hail
- Heavy Snow
- Ice Storms
- Hurricanes
- Tornadoes

## Advanced Notice, or *Watch*:

1. If the National Weather Service issues a severe weather *watch* or local media provide advanced warning of severe weather, preparations should begin immediately.
2. Decisions regarding employee actions during impending severe weather will be taken at various levels of County management depending on the nature, timing, and magnitude of the threat. This may range from closure of county offices to advisory information.
3. If the National Weather Service issues a severe weather *warning*, additional actions may be required immediately.

## During a Severe Weather *Warning*:

1. Not all severe weather warnings will require sheltering. Many warnings will only require additional monitoring. Be alert for weather information from the Emergency Coordinator.
2. If the severe weather threat is significant and imminent, the Emergency Coordinator will direct employees and citizens to shelter-in-place as quickly as possible. The Emergency Coordinator will give the following announcement through the PA system:
  - "Ladies and gentleman may I have your attention, please. Due to \*insert severe weather type\*, please shelter-in-place away from windows. If you are on the second level, please re-locate to the first floor. Please remain seated and an announcement will be made when updates are available. Thank you for your cooperation."
3. The Emergency Coordinator will account for all employees.
4. Remain in the shelter area until you are instructed to leave, or the National Weather Service or other reliable source indicates the threat has passed.

# EARTHQUAKES

## If Indoors...

1. **Drop** to the ground; **take cover** under a sturdy piece of furniture; and **hold on** until the shaking stops. If no furniture is nearby, cover face and head with both arms and crouch against the inside corner of the building.
2. Stay away from glass, windows, outside doors and walls, and anything that could fall, such as stored equipment or stacked boxes.
3. Stay inside until the shaking stops. Most injuries occur when people move to a different location inside the building or go outside.
4. Be aware the power may go out, and the sprinkler system or fire alarm may activate.
5. To exit from an upper level, cautiously use stairs, if intact. Do not use elevators.

## If Outdoors...

1. Stay outside. Do not enter a building.
2. Move away from buildings, streetlights, and utility wires.
3. Once in the open, remain there until the shaking stops. The greatest danger exists outside buildings, at exits, and alongside exterior walls. Most earthquake-related casualties result from collapsing walls, flying glass, and falling objects.

## If Trapped Under Debris...

1. Stay as still as possible. Try not to stir up dust. Cover mouth and nose with a handkerchief, or clothing.
2. Alert rescuers by tapping on a pipe or wall. If available, use a whistle.
3. To avoid inhaling dangerous levels of dust, shout aloud as a last resort.
4. Do not light a match or lighter.

## ACTIVE THREAT

Respond to an Active Threat or Active Shooter with these options:



## RUN - HIDE - FIGHT

### HOW TO RESPOND

WHEN AN ACTIVE SHOOTER IS IN YOUR VICINITY

#### 1. RUN

- Have an escape route and plan in mind
- Leave your belongings behind
- Keep your hands visible

#### 2. HIDE

- Hide in an area out of the shooter's view
- Block entry to your hiding place and lock the doors
- Silence your cell phone and/or pager

#### 3. FIGHT

- As a last resort and only when your life is in imminent danger
- Attempt to incapacitate the shooter
- Act with physical aggression and throw items at the active shooter

**CALL 911 WHEN IT  
IS SAFE TO DO SO**

### HOW TO RESPOND

WHEN LAW ENFORCEMENT ARRIVES

- Remain calm and follow instructions
- Put down any items in your hands (i.e., bags, jackets)
- Raise hands and spread fingers
- Keep hands visible at all times
- Avoid quick movements toward officers such as holding on to them for safety
- Avoid pointing, screaming or yelling
- Do not stop to ask officers for help or direction when evacuating

### INFORMATION

YOU SHOULD PROVIDE TO LAW ENFORCEMENT OR 911 OPERATOR

- Location of the active shooter
- Number of shooters
- Physical description of shooters
- Number and type of weapons held by shooters
- Number of potential victims at the location

## EMERGENCY TELEPHONE NUMBERS FOR HENRICO SPORTS CENTER STAFF AND RELATED EMERGENCY NUMBERS

Should the need occur to contact emergency personnel below, Special Olympics Virginia staff will be responsible for and coordinate all communication to the list below.

Fire or Police Emergency.....	9-1-1
Emergency Medical Services.....	9-1-1
Henrico County Security Console.....	501-4555
Buildings and Grounds One Stop.....	501- 5392
Poison Control Center.....	1-800-222-1222
Henrico County Animal Control.....	727-8800
Gas Leak.....	9-1-1
Dominion Virginia Power.....	1-866-366-4357
Public Utilities.....	501-4517
Public Works.....	501-4393
Information Technology.....	501-4451
National Response Center..... (Report Chemical and Oil Spills as well as Chemical/Biological Terrorism)	1-800-424-8802

### Administration Numbers:

Name	Title	Number
Dennis Bickmeier	Executive Director	804-501-5650
Megan Hazzard	Manager of Business Development & Event Operations	804-501-5221
Michael McCormack	Manager of Business Development & Event Operations	804-501-4142

### Departmental Numbers:

Name	Title	Number
Rob Welch	Venue Operations Manager	804-501-5221