

## **BCC EMERGENCY EVACUATION PLAN:**

### ***Building Evacuation –***

In the case of an obvious fire or other emergency, CALL 911.

Evacuation routes are posted in visible places throughout the building. When the fire alarm sounds, evacuate the building.

*Important: Refer to the Appendix where detailed schematic diagrams are available for easy reference during a Basketball Game and a Concert/Large Event. Diagrams include information on Police, Paramedics and CSC staff positioning at events and related important emergency information.*

#### Evacuation Procedure:

During large public events (example: concert or university basketball game) held in the BCC, the fire alarm control panel will be constantly monitored in the BCC Command Room - Room 165 by a trained university technician. All emergency communications and evacuation actions will be made by the Athletic Event Manager or the UD Police Officer/Supervisor who has been designated as the Incident Commander.

If an alarm is triggered during an event, the technician on duty will assess the panel and call the Athletic Event Manager to the area of alarm origin to review and assess the situation. The University Police Officer will respond and assist with this assessment. The University Police Officer and Athletic Event Manager for the Bob Carpenter Center will be contacted to report to the BCC Command Room. Floor supervisors and ushers will be directed to move into evacuation position and await further instruction. (Note: refer to the Appendix for building diagram and location of the Command Room)

Upon arrival to the area of alarm origin, the Athletic Event Manager and the University Police Officer will report back to staff in the Command Room the findings and recommended next steps. This assessment is typically conducted in a matter of minutes and the use of radio communications will serve to expedite the process. If the matter can be reasonably mitigated by the Athletic Event Manager without incurring any harm in the process i.e. a small fire that is now fully under control, he will radio back to the Command Room that the situation is under control. Floor supervisors and ushers will be notified to resume normal operations. The Public Address system will be used to report an "all clear".

If the situation is one that is a true emergency and 911 has been notified, the University Police Officer and the Athletic Event Manager will initiate the Evacuation Protocol. The Athletic Event Manager will be in continual communication with the Fire Alarm Technician inside the Command Room.

4. Alarm technician will utilize the fire panel to initiate pre-recorded messages announcing the fire/emergency or may use the live announcement to direct patrons.

5. Supervisors will prepare to assist the BCC Staff in ushering people to the nearest exits and outside of the BCC to the designated Evacuation Zones using the following protocol to move people out of the venue:

- a) North Side of the Building: Utilize the closest exit to include: the North door by Sports Medicine, the East door by the weight room, or the door in the office suite that provides an exit to the fire lane.
- b) Football and Administrative Office Suite: Utilize the north door, or the west door by the flagpoles, whichever is closer.
- c) Arena/courtside or Arena Floor Level: Utilize marked exits and follow to exterior of building.
- d) Bleacher Sections: Proceed up steps to the concourse level and proceed to the nearest exit stair
- e) Concourse: Proceed to the nearest stairwell exit to the exterior of the building. If the main staircase is blocked or crowded, move to the lobby and out the front doors.
- f) BCC Addition on the First Floor: Proceed to the main doors of the BCC or the main doors to the addition to the southeast corner doors of the building – whichever is closest to you.
- g) BCC Addition on the Second Floor: Proceed to the closest stairwell which are located at the west and east ends of the building. Do not exit the main stairwell.

**NOTE: Refer to Maps/Diagrams in the Appendix Section for specific exterior Evacuation Zones**

6. Proceed to the nearest exit. Walk, do not run. DO NOT USE ELEVATORS. If the stairs are out of service due to fire or smoke, seek an alternate escape route. You should be familiar with at least two distinct exit routes from your work place. If an alarm is sounding on the floor, continue your evacuation and exit the building.

Supervisory personnel will assist with the evacuation of their employees from the building and will report any known special conditions (i.e. medical conditions or persons with disabilities that may still be located in an Area of Refuge within the building). Supervisors should take a head count of their evacuated personnel when feasible.

7. Anyone having specific information concerning the nature and/or location of the emergency condition should report this information to the UD Police Officer or to the Command Post. These individuals shall remain at the Command Post as the Incident Commander or designee may need to interview them about their observations.
8. Patrons must be moved 500 feet away from the building. Supervisors will assist and ensure that patrons are evacuated outside of the general area

of the BCC so that first responders and equipment arriving on scene has immediate access to the building. Do NOT block adjacent fire lanes with vehicles or personnel.

9. Remain outside until the alarm has cleared, and enter only after authorization from building management has been granted. An announcement will be made using multiple communication modes (voice, text, social media, radio station and the public address system) when it is safe to return inside the BCC.

### Large Crowd Sporting Event Seating Configuration

## Bob Carpenter Center • Emergency Action Plan

