

FORD FIELD MAJOR EVENT EMERGENCY GUIDELINES

There are generally three types of workplace emergencies:

1. Those that require building evacuation.
2. Those that require one to seek protective shelter.
3. Those that require medical attention.

Examples of emergencies that may require evacuation or to seek shelter:

1. Active Shooter
2. Fire
3. Bomb Threat (checklist below)
4. Severe Weather
5. Radiation, Biological, or Chemical Spills.

Ford Field uses the following methods when notifying employees, tenants, and stadium occupants of an emergency:

1. Notification in person, telephone, email, or two-way radio.
2. Public address system.
3. Fire alarm/Fire Panel Voice Communication System.

If you discover an emergency that requires immediate attention (Fire, Serious Injury, Chemical Spills, etc.) call the Ford Field Integrated Operations Center, 313.262.2901, (located on Level 5 East; Suite 533) and provide the following information:

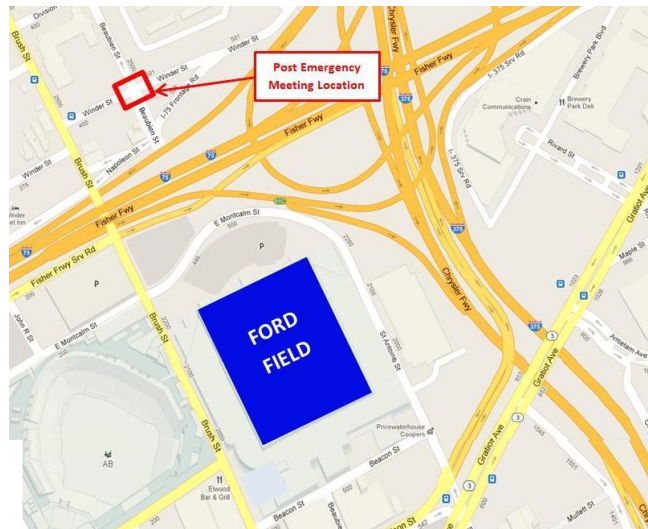
1. Your Name, Location, and Telephone Number.
2. Describe the Situation, Location, and if any action has been taken.
3. State the nature and extent of the injuries if any.

EVACUATION

Building occupants will stop all activities when the Fire Alarm sounds or when instructed by Ford Field Security to evacuate and do the following:

1. Remain calm, do not panic or run.
2. Promptly move to the nearest exit and assemble at the designated assembly area
 - a. In the event Ford Field and Comerica Park need to be evacuated, the **first stadium** shall evacuate its occupants from the building via the nearest exit to street level. Proceed north on the eastside of Woodward, John R., Brush (depending on nearest avenue), to just south of Mack Avenue. The pre-arranged employee/staff location shall be the corner of Beaubien and Winder, which is just north of the I-75 Service Drive.
 - b. In the event Ford Field and Comerica Park need to be evacuated, the **second stadium** shall evacuate its occupants from the building via the nearest exit at street level. With the assistance of stadium security and staff, tenants, guest, vendors, and others shall proceed northbound on the east side of Woodward Avenue, Brush Street, Beaubien Street, John R. Street (depending on nearest avenue), to just north of I-75 Service Drive. The pre-arranged employee/staff location shall be the corner of Beaubien and Winder, which is just north of the I-75 Service Drive.
 - c. A headcount of patrons/employees and others shall be conducted. Report any missing person(s) immediately to Fire/Police/EMS personnel on site and remain together until otherwise directed.
3. Department Managers or Supervisors will poll their respective personnel and report all unaccounted individuals to Ford Field Security and/ or first responding emergency personnel.
4. **DO NOT** enter the building until the “**ALL CLEAR**” has been given via the communication methods listed above.

POST EMERGENCY MEETING LOCATION



SHELTER IN PLACE

Ford Field will monitor the weather if severe weather is forecasted. In case of a Severe Weather Warning all stadium occupants, including staff, tenants and guests, will stop all activities proceed to the nearest designated protective shelter.

1. Remain calm and do not panic or run.
2. Move to the nearest designated shelter.
 - a. Guests seated in the seating bowl should remain in their seats, lower their heads and cover with hands and arms.
 - b. Guests in the concourse should take cover in the nearest restroom or remain in the concourse away from glass.
 - c. Guests in the club should proceed to the nearest restroom or remain in the club away from glass.
 - d. Other designated shelter areas include the following: level one restrooms, interior rooms on the lowest floor away from windows and skylights, locker rooms, tunnel and the loading dock.
3. **DO NOT** return to your designated seating area or work space until the **"ALL CLEAR"** is given.

MEDICAL

Medical emergencies should be reported to the Ford Field Security Command Center at 313.262.2911 who will deploy onsite medical staff. Always Remember to use universal precautions when there is a potential to bodily substance exposure.

When calling the Ford Field Command Center the following information is needed:

1. Nature of the emergency.
2. Location, extent of the injuries, and any action taken.
3. Your name and telephone number calling from.

ACTIVE SHOOTER

Profile: An active shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area, typically using firearms and there is no pattern or method to their selection of victims.

Coping with an active shooter situation:

- Be aware of your environment and any possible dangers
- Take note of the two nearest exits
- If you are in an office, stay there and secure the door
- Attempt to take the active shooter down as a last resort

How to Respond:

- **Evacuate (Flight)**– if there is an accessible escape path, attempt to evacuate. Be sure to:
 - Have an escape route and plan in mind
 - Leave your belongings behind
 - Keep your hands visible
- **Hide (Concealment/Cover)** – if evacuation is not possible, find a place to hide where the active shooter is less likely to find you:

- Hide in an area out of the shooter's view
- Block entry to your hiding place and lock the doors
- Silence your cell phone, radio and/or pager
- **Take-Action (Defend)**
 - 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 shooter
- **Call 911** and the Ford Field Security Command Center, 313.262.2911 when safe to do so. Provide as much information as possible:
 - Your Name, Location, and Telephone Number
 - Describe the Situation, Location, and if any action has been taken.
 - 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, including the nature and extent of injuries, if any
 - Request that the responding unit proceed to the Ford Field loading dock located on Beacon St. Ford Field Security will meet the emergency vehicle and provide further direction to the emergency location within the building.

When Law Enforcement Arrives:

- Remain calm and follow instruction
- Put down any items in your hands
- Raise hands and spread fingers
- Always keep hands visible
- Avoid quick movements toward officers such as holding on to the for safety
- Avoid pointing, screaming or yelling
- Do not stop to ask officers for help or direction when evacuating

UNATTENDED/SUSPICIOUS ITEM PROCEDURE

An unattended item is left, and no one is around, but it is not necessarily suspicious. Someone may have dropped an item or inadvertently left it. If a package or item is noticed in and around the building and/or looks out of place, please follow the procedures below.

A suspicious item may have one or more of the following signs:

- | | |
|-----------------------|----------------------|
| ● No return addresses | ● Poorly handwritten |
| ● Excessive postage | ● Misspelled words |
| ● Stains | ● Incorrect titles |
| ● Strange odor | ● Foreign postage |
| ● Strange sounds | ● Restrictive notes |
| ● Unexpected delivery | |

If an unattended or suspicious item is found, please follow the procedures below:

- Move as far away from the item as possible (150 feet) and contact the Ford Field IOC, 313-262-2901
- Command Center will notify the Director of Security and the Security Supervisor to respond to the scene and assess the situation
- Please remain a safe distance (150 feet) away from the item until Ford Field Security arrives
- Please advise others to stay away from the item while waiting for Ford Field Security to arrive
- Once Ford Field Security arrives, they will take control of the scene and staff member is free to leave the area
- If it is determined that the item is a possible explosive device, stadium bomb protocol will be activated and the Detroit Police Bomb Disposal unit will be notified and take charge of the scene

Please remain calm:

- DO NOT overreact/cause a panic situation
- DO NOT attempt to move/inspect the item
- DO NOT touch or move a suspicious package
- DO NOT use a two-way radio or mobile phone within 150 feet of the item

BOMB THREAT REPORT/CHECKLIST

INSTRUCTIONS: Listen carefully, be polite and show interest. Remain calm. DO NOT HANG UP, even if the caller does. Copy the phone number on the window display of your phone. Try to keep the caller talking and learn more information. Complete the Bomb Threat Checklist below immediately. Write down as much detail as you can remember. Try to get exact words.

Call Received by: _____ Time: _____ Date: _____

Internal or External Call: _____ Caller ID: _____

What time will it go off?	Time: _____ am _____ pm
Where is it located?	___ Stadium ___ Warehouse ___ Basement ___ Level 1-7 ___ Other: _____
What floor is it on?	
What does it look like?	
Why are you doing this?	
What is your name?	
What kind of bomb is it?	
Voice Characteristics:	___ Female ___ Male ___ Intoxicated ___ Loud ___ Soft ___ Pleasant ___ Crying ___ High Pitched ___ Deep ___ Raspy ___ Clearing Throat ___ Coughing ___ Deep breathing ___ Lisp ___ Ragged Other: _____
Accent:	___ Local ___ Not local ___ Foreign ___ Race: _____ ___ Regional ___ Other: _____
Speech:	___ Fast ___ Distorted ___ Stutter ___ Slow ___ Distinct ___ Precise ___ Nasal ___ Slurred ___ Other: _____
Manner:	___ Incoherent ___ Laughing ___ Rational ___ Calm ___ Coherent ___ Emotional ___ Irrational ___ Angry ___ Righteous ___ Deliberate ___ Taped ___ Message read Other: _____
Background Noises:	___ Animals ___ Music ___ Airplanes ___ Quiet ___ House Noises ___ Bedlam ___ Emotional ___ Trains ___ Office Machines ___ PA System ___ Conversation ___ Static ___ Factory Machines ___ Other: _____
Language:	___ Excellent ___ Poor ___ Good ___ Foul/Profane ___ Fair ___ Other: _____

When the call is complete, DO NOT HANG UP, even if the caller does. On a different phone, the bomb threat should be reported to the Ford Field IOC at 313.262.2901. When dialing the Ford Field IOC the following information is needed:

1. Your Name, Location, and Telephone Number.
2. Describe the Situation, Location, and if any action has been taken.
3. State the nature and extent of the injuries if any.