

MICHIGAN COVID-19 VACCINE
ADMINISTRATION PROGRAM

FORD FIELD
TYPE 1 VACCINATION SITE
INCIDENT ACTION PLAN

OPERATIONAL PERIOD

SATURDAY, SUNDAY & MONDAY

APRIL 24-26, 2021

0700-2100 HOURS



FEMA



Scan QR Code
for a PDF of IAP

https://ftp.wildfire.gov/public/incident_specific_data/eastern/michigan/Ford_Field_2021/Ford%20Field%20Type1%20Vaccination%20Site%20IAP.pdf

INCIDENT OBJECTIVES (ICS 202)

1. Incident Name: Ford Field Type 1 Vaccination Site	2. Operational Period:	Date From: 04/24/2021 Time From: 0700	Date To: 04/26/2021 Time To: 2100															
3. Objective(s): <ul style="list-style-type: none"> Provide for safety, health, and welfare of all staff and clients following Ford Field safety and security procedures, including implementing CDC guidelines related to the mitigation and prevention of the spread of COVID-19. Maintain an operational, federally supported, Type 1 mass vaccination site at Ford Field capable of administering 5,000 vaccinations per day. Support 4 mobile vaccination modules in the SE Region of Michigan, capable of administering 1,000 vaccinations per day at mobile sites, and up to an additional 1,000 per day at mobile sites from the state allocation. Provide close coordination between the local, state, and federal agencies, and partners for the vaccination center. Maintain tracking systems to monitor and ensure an uninterrupted supply of vaccine and medical supplies. Track all metrics required by the State and FEMA, including PPE burn rates. Maintain a daily chain of custody procedure for the distribution of vaccines at Ford Field. Develop and support a demobilization plan for the IMT, staff, and other agency members and supplies utilized at the Ford Field Type 1 Vaccination Site. 																		
4. Operational Period Command Emphasis: <ul style="list-style-type: none"> Implement an Incident Action Plan (IAP) daily in conjunction with the Operations Plan to use as a cohesive playbook guiding daily operations. Utilize organization chart to maintain two-way communication with your Group Leader on progress, updates, and any issues that arise. Groups are advised to reference the FEMA CVC Playbook V.2.0 when working through their assigned operational charge, special instructions, and tasks. (SEE HYPERLINK) 																		
General Situational Awareness <ul style="list-style-type: none"> Maintain social distancing and other recommended CDC COVID-19 practices. Monitor your own personal health and fitness as you conduct your duties at vaccination site. Use safe travel practices commuting to and from the vaccination site. Maintain awareness for suspicious activity in or near the vaccination site. See Something. Say Something! Be aware of client's privacy. IAP contains links to other pertinent documents. 																		
5. Site Safety Plan Required? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Approved Site Safety Plan(s) Located at: Security Command Center																		
6. Incident Action Plan (the items checked below are included in this Incident Action Plan): <table style="width: 100%; border: none;"> <tr> <td style="width: 25%;"><input checked="" type="checkbox"/> ICS 203</td> <td style="width: 25%;"><input checked="" type="checkbox"/> Maps</td> <td style="width: 25%;"><input checked="" type="checkbox"/> FEMA CVC Playbook Checklist</td> </tr> <tr> <td><input checked="" type="checkbox"/> ICS 204</td> <td><input checked="" type="checkbox"/> Weather Forecast</td> <td><input checked="" type="checkbox"/> Acronym List</td> </tr> <tr> <td><input checked="" type="checkbox"/> ICS 205</td> <td><u>Other Attachments:</u></td> <td><input checked="" type="checkbox"/> ICS 215A – IAP Risk Assessment</td> </tr> <tr> <td><input checked="" type="checkbox"/> ICS 206</td> <td><input checked="" type="checkbox"/> Ford Field Emergency Guidelines</td> <td><input checked="" type="checkbox"/> Ford Field Type 1 Vaccination Site Operational Plan</td> </tr> <tr> <td><input checked="" type="checkbox"/> ICS 208</td> <td></td> <td></td> </tr> </table>				<input checked="" type="checkbox"/> ICS 203	<input checked="" type="checkbox"/> Maps	<input checked="" type="checkbox"/> FEMA CVC Playbook Checklist	<input checked="" type="checkbox"/> ICS 204	<input checked="" type="checkbox"/> Weather Forecast	<input checked="" type="checkbox"/> Acronym List	<input checked="" type="checkbox"/> ICS 205	<u>Other Attachments:</u>	<input checked="" type="checkbox"/> ICS 215A – IAP Risk Assessment	<input checked="" type="checkbox"/> ICS 206	<input checked="" type="checkbox"/> Ford Field Emergency Guidelines	<input checked="" type="checkbox"/> Ford Field Type 1 Vaccination Site Operational Plan	<input checked="" type="checkbox"/> ICS 208		
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<input checked="" type="checkbox"/> ICS 208																		
7. Prepared by: Name: Jen Burnham Position/Title: PSC Signature:																		
8. Approved by Incident Commander: Name: Avi Shalom Signature:																		
ICS 202	IAP Page 1	Date/Time: April 23, 2021 @ 1635																

ORGANIZATION ASSIGNMENT LIST (ICS 203)

1. Incident Name: Ford Field Type 1 Vaccination Site		2. Operational Period: Date From: 04-24-2021 Date To: 04-26-2021 Time From: 0700 Time To: 2100		
3. Incident Commander(s) and Command Staff:		7. Operations Section:		
Site Manager	Lt Nate McQueen, MSP	Chief	Steve Cameron	MDNR-IMT
Site Manager	Shawn Ewing, MSP	CG OSC	LCDR Keith Meverden	LT Labbe & LT Garrison
Medical Director	Dr Steven Rockoff	Branch	Clinical	Valerie Gunn
Pharmacy Director	Nick Benedetti, Meijer	Group	Pharmacy	Nick Benedetti, Meijer
DoD OIC	Lt Col Shay Edwards	Group	Scheduling/Screening/ Registration	Lt Col Benjamin Crandall
DoD Medical Lead	Lt Col Benjamin Crandall			
IC	Avraham (Avi) Shalom, MDNR-IMT	Group	Vaccination/Observation	Lt Col Benjamin Crandall
CG IC	CAPT Sara Platt-Moser 04/26/21	Group	Emergency Services	Darren Johnson, Ford Field Dustin Hawley, Superior Ambulance
4. Agency/Organization Representatives:				
Agency/Organization	Name	Branch	Non-Clinical	Lt Nate McQueen/ Shawn Ewing
MSP	Capt Kevin Sweeney	Group	Security	Lt Nate McQueen/Shawn Ewing, MSP Darren Johnson, Ford Field Lt Shonda Starks, DPD
MDHHS	Jean Ingersoll	Group	Traffic Control/Parking	Lt Nate McQueen/Shawn Ewing, MSP Darren Johnson, Ford Field Lt Shonda Starks, DPD
FEMA	Waddy Gonzalez			
City of Detroit	Hakim Berry	Group	Client Services	Lt Nate McQueen/Shawn Ewing, MSP
Wayne County	Genelle Allen			
DoD	Col Sean Southworth Lt Col Shay Edwards	Group	Mobile Vaccinations	Jay Fielder, MDHHS Jason Smith, MDHHS
Ford Field	Todd Argust			
USFS ESF4 Lead	Robert Clark			
MSP/SEOC, Program Manager	Lt Gabe Covey			
5. Planning Section:				
Planning Section Chief	Jen Burnham, MDNR-IMT			
Technical Specialist	Cory Luoto, MDNR-IMT			
CG PSC 04/26/21	LCDR Michael Walker & MST1 Davis			
RESL 04/26/21	BMC Mike Cuneo			
6. Logistics Section:				
Chief	Tim Gallagher, MDNR-IMT			
CG LSC 04/26/21	ME2 Jeff Munson & MST2 Jon Macko			
Branch				
		8. Finance/Administration Section:		
		Chief	Tracy McDermott, MDNR-IMT (virtual)	
		Procurement Unit		
9. Prepared by: Name: Jen Burnham		Position/Title: PSC		Signature:
203	IAP Page 2	Date/Time: 4/23/21 17:30		



Ford Field Type 1 Vaccination Site



Department/Organizational Leadership
Col Joe Gasper/Dr. Joneigh Khaldun/MG Paul Rogers/Ms. Tricia Foster/Ms. Elizabeth Hertel/Ms. Diane Tooman/Ms. Kerry Ebersole



Unified Command
Capt Kevin Sweeney/Jean Ingersoll/Waddy Gonzales/Hakim Berry/Genelle Allen/Col Sean Southworth/Lt Col Shay Edwards/Todd Argust

Communication/Outreach Team
DHHS/City of Detroit/Wayne County
SEOC PIO Dale George

Program Manager
F/Lt Gabe Covey

Medical Director - Dr. Rockoff
Pharmacy Director - Nick Benedetti
DOD OIC - Lt Col Edwards
DOD Medical Lead - Lt Col Crandall

Site Manager
Lt Nate McQueen/
Shawn Ewing

Incident Command MDNR
IMT IC - Shalom
CG IMT - CAPT Platt-Moser



Operations
MDNR IMT - Cameron
CG IMT - LCDR Meverden
CG IMT - LT Labbe
CG IMT - LT Garrison

Planning
MDNR IMT - Burnham
CG IMT - LCDR Walker
CG IMT - MST1 Davis

Logistics
MDNR IMT - Gallagher
CG IMT - MST2 Mako
CG IMT - ME2 Munson

Clinical Branch
Valerie Gunn

Mobile Vaccination

Non-Clinical Branch
Lt Nate McQueen/
Shawn Ewing

Resource Unit
CG IMT - BMC Cuneo

GISS
FEMA - Randall Gooden
Virtual

IT Support
Facilities Unit
Supply Unit

Pharmacy

Scheduling/
Screening/
Registration

Vaccination/
Observation

Emergency Services

Security

Traffic Control/
Parking

Client Services

Unscheduled Vaccine

Medical Waste

GROUP ASSIGNMENT LIST		1. Branch Clinical		2. Group Pharmacy			
3. Incident Name Ford Field Type 1 Vaccination Site		4. Operational Period Date: 04/24 – 04/26/2021 Time: 0700 - 2100					
5. Operations Personnel							
Operations Chief	Steve Cameron 231-357-7404 CG OSC 04/26/21		Group Supervisor	Nick Benedetti, Meijer 586-817-9131			
Branch Director	Valerie Gunn						
6. Resources Assigned this Period							
Resource Designator	Leader	Number Persons	Contact (e.g., phone, pager, radio, etc.)	Reporting Location, Special Remarks, Notes, Information			
Meijer Pharmacists	Justin Manners Tom Hancock	2	734-476-4934 231-250-4526	Ford Field, Lion's Den			
USPHS Pharmacist	Christine Machon	1	410-456-7970	Ford Field, Lion's Den			
DoD Pharmacy Tech	Capt Christina Blitch	10	478-305-2001	Ford Field, Lion's Den			
DoD Pharmacy Tech Standby/on call	Capt Christina Blitch	5	478-305-2001	Ford Field, Lion's Den			
DoD Runners	Capt Christina Blitch	8	478-305-2001	Ford Field, Lion's Den			
7. Pharmacy Group Operational Charge							
<ul style="list-style-type: none"> Pharmacy Tech will reconstitute vaccine and draw into syringes. DoD runners will transport vaccine syringes to stations with assistance of Station Monitors. Pharmacy Clerk will track vaccine Chain of Custody. Vaccine reconstitution and usage rates, patient flow, and staffing will be monitored, reported, and evaluated. Changes will be documented and implemented if warranted daily. Staff will escalate clinic issues to clinical leadership team. Vaccination ordering, storage, transportation, and monitoring/status reporting of dose allocation procedures shall follow Ford Field Type 1 Vaccination Site Operational Plan. 							
8. Special Instructions/Tasks							
<ul style="list-style-type: none"> Individual gate and shift assignments will be given by leader. Maintain social distancing and other recommended CDC COVID-19 practices. Follow Standard Operating Procedure for End of Day Vaccination Administration. 							
9. Group Communication Summary							
Function	Frequency	System	Channel	Function	Frequency	System	Channel
Command		800 MHz	Zone J Event 49	Logistics			
Group				Ford Field		High Band Ford Field Radios	20
Prepared by (Resource Unit Leader) Steven Cameron		Approved by (Planning Section Chief) /JB/		Date 04/23/2021		Time 1640	

GROUP ASSIGNMENT LIST		1. Branch Clinical		2. Group Vaccination/Observation			
3. Incident Name Ford Field Type 1 Vaccination Site		4. Operational Period Date: 04/24 – 04/26/2021 Time: 0700 - 2100					
5. Operations Personnel							
Operations Chief	Steve Cameron 231-357-7404 CG OSC 04/26/21	Group Supervisor		Lt Col Benjamin Crandall, DoD			
Branch Director	Valerie Gunn						
6. Resources Assigned this Period							
Resource Designator	Leader	Number Persons –	Contact (e.g., phone, pager, radio, etc.)	Reporting Location, Special Remarks, Notes, Information			
Clinical Operations (Leads)	Maj Erica Eyer MSgt Jason Gates	2	478-955-2312 405-821-8450	Ford Field, Main Floor			
Clinical Ops	Capt Angela Scott	67	850-624-7404	Ford Field, Main Floor			
Clinical Ops A Shift Standby/On-call	Capt Angela Scott	34	850-624-7404	Ford Field, Main Floor			
Clinical Ops A Shift Medical Provider	Capt Casey Lynch	4	561-314-9188	Ford Field, Main Floor			
7. Vaccination/Observation Group Operational Charge							
<ul style="list-style-type: none"> Client Flow Monitors will direct clients from registration to pre-vaccination waiting area, assist clients in finding next available vaccination station, and assist clients in exiting observation area and facility. Station Monitors will identify vaccination supply needs and guide DoD Runners to appropriate stations for vaccination resupply. Assigned vaccinators administer vaccine to client. Client Observer will monitor client in waiting area and contact Medical Provider if adverse reaction or other medical emergency witnessed. Medical Provider will provide first response to adverse reactions and other medical emergencies. An Observation Pod Escort will assist with patient transport to the Observation Pod. Medical waste handling and disposal at Ford Field CVC shall follow procedures in Ford Field Type 1 Vaccination Site Operational Plan. All medical waste will be consolidated by on-site staff in identified vendor containers and be removed weekly from facility by identified vendor only, not Ford Field general waste handling. 							
8. Special Instructions/Tasks							
<ul style="list-style-type: none"> Individual gate and shift assignments will be given by leader. See the Emergency Services 204 for ALS instructions. Maintain social distancing and other recommended CDC COVID-19 practices. Follow Standard Operating Procedures for End of Day Vaccination Administration. 							
9. Group Communication Summary							
	Frequency	System	Channel	Function	Frequency	System	Channel
Command		800 MHz	Zone J Event 49	Ford Field		High Band Ford Field Radios	17, 21, 22
Prepared by (Resource Unit Leader) Steven Cameron		Approved by (Planning Section Chief) /JB/		Date 04/23/2021		Time 1630	

GROUP ASSIGNMENT LIST				1. Branch Clinical		2. Group Scheduling/Screening/ Registration	
3. Incident Name Ford Field Type 1 Vaccination Site				4. Operational Period Date: 04/24 – 04/26/21 Time: 0700 - 2100			
5. Operations Personnel							
Operations Chief		Steve Cameron 231-357-7404 CG OSC 04/26/21		Group Supervisor		Nick Benedetti, Meijer 586-817-9131 Lt Col Benjamin Crandall, DoD	
Branch Director		Valerie Gunn					
6. Resources Assigned this Period							
Resource Designator		Leader		Number Persons	Contact (e.g., phone, pager, radio, etc.)	Reporting Location, Special Remarks, Notes, Information	
Vaccine Support Leads (Overall)		Capt Derek Willmott MSgt Yvette Martinez		8	702-506-2630 813-727-6405	Ford Field, Main Floor	
Vaccine Support All-Day		MSgt Yvette Martinez		48	813-727-6405	Ford Field, Main Floor	
Vaccine Support Standby/on call		MSgt Yvette Martinez		25	937-825-4827	Ford Field, Main Floor	
Logistics		MSgt Yvette Martinez		10	937-825-4827	Ford Field, Main Floor	
Registration/Check-in		Meijer		18		Ford Field, Main Floor	
7. Scheduling/Screening/Registration Operational Charge							
<ul style="list-style-type: none"> • A summary of next-day appointments and accessibility/other needs will be provided to DNR IMT Operations for daily staffing and un-scheduled vaccine planning. • MVU Clients will be registered and scheduled through systems used by the County Health Department in which the Unit will be located. Registration will confirm registration time, accessibility or other needs, and address of MVU. • Registration will ensure client is properly set up in EPS, has an appointment in Immunization Portal, and enter deltoid preference. • Patient Flow Monitor will assist with guiding clients to open registration stations. • Registration Admin Support will assist with IT and other client registration issues. • Follow Registration Down Time Plan in event of failure of the computer-based registration system. • Client with potential contraindications will have consent forms reviewed by pharmacists. • Registration will provide data to IMT for daily vaccine use tracking and reporting. 							
8. Special Instructions/Tasks							
<ul style="list-style-type: none"> • Individual gate and shift assignments will be given by leader. • See the Emergency Services ICS 204 for ALS instructions. • Maintain social distancing and other recommended CDC COVID-19 practices. • Follow Standard Operating Procedure for End of Day Vaccination Administration. 							
9. Group Communication Summary							
Function		Frequency		System		Channel	
Command				800 MHz		Zone J Event 49	
				Ford Field		High Band Ford Field Radios 17, 21, 22	
Prepared by (Resource Unit Leader) Steven Cameron			Approved by (Planning Section Chief) /JB/			Date 04/23/2021	
						Time 1030	

FORD FIELD VACCINATION SITE END OF DAY VACCINATION ADMINISTRATION STANDARD OPERATING PROCEDURE

Expectations

- Doses are delivered from the pharmacy to the floor in boxes each containing 6 doses (draws from 1 Pfizer vial).
- The goal of Pharmacy is to have 60-80% of daily expected doses drawn by 2:00 PM to 4:00 PM, depending on the client throughput pace for the day.
- During peak operating hours of 11:00 AM to 4:00 PM, the general goal is to prepare doses at a rate to ensure that approximately 50 – 100 boxes are available at all times.
- Starting at approximately 4:00 PM, in anticipation of the closure of Gate A and reduced patient throughput, preparation of doses should be reduced to ensure that approximately 10 – 20 boxes or 150 doses always staged at satellite/floor pharmacy.

Procedure

- **5:00 - Confirm Open Vaccination Stations (Pods)** - At 5:00 PM daily, after closure of Gate A, on-floor DoD will confirm with pharmacy the number of Gate G open vaccination stations (pods).
- **5:30 - Begin In-Line Client Count** - At 5:30, on-floor DoD staff will begin client registration count procedure.
- **6:00 - Tactical Pause** - At 6:00 PM daily, administration of vaccinations will be paused so DoD and pharmacy can communicate:
 - The count of all available vaccination doses at the following locations:
 - Vaccination stations (pods)
 - Satellite/Floor pharmacy
 - Held by Runners
 - Main pharmacy
 - The count of clients in line.
- **Initial Vaccine Preparation Adjustment** – DoD will determine dose surplus or deficit based upon the count of total available doses versus the number of clients in line and report to Pharmacy. Tracking of the available doses versus number of clients in line will continue for the remainder of operating hours.
- **Move Vaccine Preparation to Floor** – by 6:45 PM, vaccine preparation will move to satellite pharmacy location on floor to facilitate timely on-demand dose preparation.
- **Real-Time/On-demand Vaccination Preparation** – At minimum of every 10 minutes, DoD will report required additional doses to Pharmacy until close.

GROUP ASSIGNMENT LIST				1. Branch Clinical		2. Group Emergency Services	
3. Incident Name Ford Field Type 1 Vaccination Site				4. Operational Period Date: 04/24 – 04/26/2021 Time: 0700 - 2100			
5. Operations Personnel							
Operations Chief		Steve Cameron 231-357-7404 CG OSC 04/26/21		Group Supervisor		Darren Johnson, Ford Field 313-694-6217	
Branch Director		Valerie Gunn		Dustin Hawley, Superior Ambulance			
6. Resources Assigned this Period							
Resource Designator		Leader		Number Persons	Contact (e.g., phone, pager, radio, etc.)		Reporting Location, Special Remarks, Notes, Information
Superior Ambulance 1				2			Beaubien Paver Area/ Gate A - Internal Rover
Superior Ambulance 2				2			Loading Dock/ Gate G - Internal Rover
Medical Director		Dr. Steven Rockoff		1	412-951-7222		Henry Ford Health System
Associate Director		Dr. Matthew Ball		1	313-623-6089		Henry Ford Health System
Associate Director		Dr. Howard Klausner		1	248-469-3159		Henry Ford Health System
Floor Physician 04/24		Dr. Gina Hurst		1			Henry Ford Health System
Floor Physician 04/25		Dr. Jackie Benner		1			Henry Ford Health System
Floor Physician 04/26		Dr. Camille Miguel		1			Henry Ford Health System
7. Emergency Services Group Operational Charge							
<ul style="list-style-type: none"> Onsite ALS crews will provide direct care of patients during any medical emergency. ALS crews will not be used to fill other clinical staffing roles. ALS crews will follow Ford Field Standard Operating Procedures. ALS crews will not be used for anything except 911 services. 							
8. Special Instructions/Tasks							
<ul style="list-style-type: none"> Superior Ambulance will backfill when/if an ambulance transports a person to the hospital. Ford Field Command Center will request local emergency services if needed, according to the Ford Field Emergency Protocols. To activate, contact the nearest Ford Field Event Staff Member. Maintain social distancing and other recommended CDC COVID-19 practices. 							
9. Group Communication Summary							
Function		Frequency		System		Channel	
Command				800 MHz		Zone J Event 49	
Tactics				High Band Ford Field Radios		3	
Prepared by (Resource Unit Leader)		Approved by (Planning Section Chief)			Date		Time
M.P. Cuneo		/JB/			04/23/2021		1415

GROUP ASSIGNMENT LIST			1. Branch Non-Clinical		2. Group Security		
3. Incident Name Ford Field Type 1 Vaccination Site			4. Operational Period Date: 04/24 – 04/26/2021 Time: 0700 - 2100				
5. Operations Personnel							
Operations Chief		Steve Cameron 231-357-7404 CG OSC 04/26/21		Group Supervisor		Darren Johnson, Ford Field 313-694-6217	
Branch Director		Lt Nate McQueen, MSP Shawn Ewing, MSP		Lt Nate McQueen, MSP 248-210-0672 Shawn Ewing, MSP 517-897-7576 Lt Shonda Starks, DPD 313-682-2473			
6. Resources Assigned this Period							
Resource Designator		Leader		Number Persons	Contact (e.g., phone, pager, radio, etc.)		Reporting Location, Special Remarks, Notes, Information
DPD Supervisor		Lt Shonda Starks		3	313-682-2473		Ford Field
DPD Patrol		Comm. Franklin Hayes		9	313-778-0507		Ford Field
DPD K-9		Sgt Oscar Garza		2	313-258-9222		Ford Field
DPD Bomb Squad		Lt Matt Taylor		2	313-614-3755		Ford Field
DPD Command		Lt Shonda Starks		3	313-682-2473		Ford Field
Ford Field Security		Jon Seibt (SAFE Mon.)		22	602-722-6860		Ford Field
Ford Field SAFE Event Staff				108			Ford Field
7. Security Group Operational Charge							
<ul style="list-style-type: none"> • Detroit P.D. will provide for site security inside and outside facility during the operational period. • Ford Field will provide inside security 24 hours per day through duration of event. • Ford Field SAFE Event Staff will be stationed throughout the event to assist as needed in screening and greeting, patient flow, and 911 assistance if needed. 							
8. Special Instructions/Tasks							
<ul style="list-style-type: none"> • Individual shift assignments will be given by DPD and Ford Field leaders. • Maintain social distancing and other recommended CDC COVID-19 practices. 							
9. Group Communication Summary							
Function	Frequency	System	Channel	Function	Frequency	System	Channel
Command		800 MHz	Zone J Event 49	Logistics			
Detroit PD Michigan State Police		800 MHz	Zone J Event 47- In Event 48 - Outside	Ford Field Security		High Band Ford Field Radios	3
Prepared by (Resource Unit Leader) M.P. Cuneo		Approved by (Planning Section Chief) Burnham, J			Date 04/23/2021		Time 1455

GROUP ASSIGNMENT LIST		1. Branch Non-Clinical		2. Group Traffic Control/Parking			
3. Incident Name Ford Field Type 1 Vaccination Site		4. Operational Period Date: 04/24 – 04/26/2021 Time: 0700 - 2100					
5. Operations Personnel							
Operations Chief	Steve Cameron 231-357-7404 CG OSC 04/26/21	Group Supervisor		Darren Johnson, Ford Field 313-694-6217 Lt Nate McQueen, MSP 248-210-0672 Shawn Ewing, MSP 517-897-7576 Lt Shonda Starks, DPD 313-682-2473			
Branch Director	Lt Nate McQueen, MSP Shawn Ewing, MSP						
6. Resources Assigned this Period							
Resource Designator	Leader	Number Persons	Contact (e.g., phone, pager, radio, etc.)	Reporting Location, Special Remarks, Notes, Information			
Detroit Police Dept.	Comm. Franklin Hayes	14	313-778-0507	Adjacent to Ford Field			
Ford Field Parking Team	Kristen Dale	15	989-529-2059	Ford Field			
7. Traffic Control/Parking Group Operational Charge							
<ul style="list-style-type: none"> • Detroit Police Department to provide traffic control measures adjacent to Ford Field to direct clients to parking areas. • Ford Field Parking Team to provide electronic parking information signs. • Ford Field Parking Team to provide traffic control and parking guidance to appropriate entry gate. • Detroit DPW to provide traffic control devices. • MDOT to provide electronic expressway sign coordination. 							
8. Special Instructions/Tasks							
<ul style="list-style-type: none"> • Individual shift assignments will be given by leader. • Gate A clients will be directed to GEM Theater Lot with overflow at Lot 5. • Gate G clients will be directed to Ford Field Parking Deck. • Clients with functional needs will be directed to Gate G and the Ford Field Parking Deck. The 20-minute surface lot is also available for these patients. • Staff will be directed to the Ford Field Parking Deck (preferred) or Lot 6. • Contact Al Prysiaznuik with Detroit DPW for traffic control device(s). • Contact Yazan Wraikat with MDOT for freeway traffic signs. • Maintain social distancing and other recommended CDC COVID-19 practices. 							
9. Group Communication Summary							
Function	Frequency	System	Channel	Function	Frequency	System	Channel
Command		800 MHz	Zone J Event 49	Logistics			
Detroit PD		800 MHz	Zone J Event 48	Ford Field Parking Team		High Band Ford Field Radios	18
Prepared by (Resource Unit Leader) M.P. Cuneo		Approved by (Planning Section Chief) Burnham, J		Date 04/23/2021		Time 1456	

GROUP ASSIGNMENT LIST			1. Branch Non-Clinical		2. Group Client Services		
3. Incident Name Ford Field Type 1 Vaccination Site			4. Operational Period Date: 04/24 – 04/26/2021 Time: 0700 - 2100				
5. Operations Personnel							
Operations Chief		Steve Cameron 231-357-7404 CG OSC 04/26/21		Group Supervisor		Lt Nate McQueen, MSP 248-210-0672 Shawn Ewing, MSP 517-897-7576	
Branch Director		Lt Nate McQueen, MSP Shawn Ewing, MSP					
6. Resources Assigned this Period							
Resource Designator		Leader		Number Persons	Contact (e.g., phone, pager, radio, etc.)	Reporting Location, Special Remarks, Notes, Information	
ModivCare				TBD		**	
Greeter/Screeners		Ford Field		12		Ford Field, Main Floor	
Help Desk Volunteers		Wendy Galbreath		40	517-449-8956	Ford Field, Main Floor	
Interpreters		Jessica Yaacoub		20	586-563-5545	Ford Field, Main Floor	
7. Site Transportation Group Operational Charge							
<ul style="list-style-type: none"> • Provide transport to and from Ford Field CVC for clients with limited access to transportation. • Provide transport to and from Mobile Module CVCs for clients with limited access to transportation. • Wheelchairs will be accessible to those clients requiring this service upon arrival to the vaccination site. • Greeter/Screeners will assist with client way finding and conduct high-level medical screening. • Help Desk volunteers will assist with guiding clients to open registration stations. 							
8. Special Instructions/Tasks							
<ul style="list-style-type: none"> • Individual shift assignments will be given by leader. • Maintain social distancing and other recommended CDC COVID-19 practices. • **Contact site manager for additional information. 							
9. Group Communication Summary							
Function		Frequency		System		Channel	
Command				800 MHz		Zone J Event 49	
Group						Ford Field	
Prepared by (Resource Unit Leader) M.P. Cuneo			Approved by (Planning Section Chief) Burnham, J			Date 04/23/2021	
						Time 1500	

GROUP ASSIGNMENT LIST			1. Branch		2. Group Mobile Vaccinations		
3. Incident Name Ford Field Type 1 Vaccination Site			4. Operational Period Date: 04/24 - 04/26/2021 Time: 0700 - 2100				
5. Operations Personnel							
Operations Chief		Steve Cameron 231-357-7404 CG OSC 04/26/21		Group Supervisor		Jason Smith SmithJ20@Michigan.gov 517-281-5362	
Branch Director							
6. Resources Assigned this Period							
Resource Designator		Leader		Number Persons	Contact (e.g., phone, pager, radio, etc.)	Reporting Location, Special Remarks, Notes, Information	
Mobile Location 1		Detroit Health Department		TBD	Nicole Hudson	Detroit Health Department (DHD)	
Mobile Location 2		Wayne County Health Department		TBD	Nicole Hudson	Wayne County Health Department (WCHD)	
Mobile Location 3		Macomb County Health Department		TBD	Nicole Hudson	Macomb County Health Department (MCHD)	
Mobile Location 4		Oakland County Health Department		TBD	Nicole Hudson	Oakland County Health Department (OCHD)	
7. Mobile Vaccinations Group Operational Charge							
<ul style="list-style-type: none"> Local Health Departments will be responsible for arranging necessary security for each site, during clinical hours. Ensure security detail is prearranged and on site during clinical hours. Ensure effective communication to CVC support staff to track and monitor vaccine use and medical supplies. Collect and report vaccine data, via Microsoft forms, daily, from MVU at the identified location(s). Data shall specifically include all the following: site location; appointments fulfilled, canceled and all no-shows; vaccine Chain of Custody; vaccine administered; vaccine wasted, spoiled, or residual doses; and any adverse reactions to the administration of the vaccine; the total number of doses administered at each site and how many vaccines used from each source. Medical supplies may be picked up at Ford Field. Contact Nicole Hudson at 517-284-4026 or HudsonN2@Michigan.gov for scheduling details. 							
8. Special Instructions/Tasks							
<ul style="list-style-type: none"> Communications between Ford Field and the Mobile Locations will be handled by Nicole Hudson. Maintain social distancing and other recommended CDC COVID-19 practices. 							
9. Group Communication Summary							
Function	Frequency	System	Channel	Function	Frequency	System	Channel
Command		800 MHz	Zone J Event 49	Logistics			
Group				Ford Field			
Prepared by (Resource Unit Leader) M.P. Cuneo		Approved by (Planning Section Chief) Burnham, J			Date 04/23/2021		Time 1503

INCIDENT RADIO COMMUNICATIONS PLAN (ICS 205)

1. Incident Name: Ford Field Type 1 Vaccination Site	2. Date/Time Prepared: Date: 4/20/2021 Time: 1250	3. Operational Period: Date From: 04/21/2021 Date To: 04/26/2021 Time From: 0700 Time To: 2100
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4. Basic Radio Channel Use:										
Zone Grp.	Ch #	Function	Channel Name/Trunked Radio System Talkgroup	Assignment	RX Freq N or W	RX Tone/NAC	TX Freq N or W	TX Tone/NAC	Mode (A, D, or M)	Remarks
J	3	Command	MPSCS Trunked SP Event J49	Command						Command
J	1	Tactical	MPSCS Trunked SP Event J47	Detroit PD						INTERIOR Communications
J	2	Tactical	MPSCS Trunked SP Event J48	Detroit PD						EXTERIOR Communications
J	4	Tactical	MPSCS Trunked SP Event J50	Contingency						Contingency for 800 system
	19	Tactical	Ford Field Radio System	Command						Open 1
	20	Tactical	Ford Field Radio System	Supply/ Pharmacy						Open 2 Pharmacy and Supply
	21	Tactical	Ford Field Radio System	Vaccination Common						Open 3 See Special Instructions
	17	Tactical	Ford Field Radio System	Gate A						50/50 – Gate A Communications
	22	Tactical	Ford Field Radio System	Gate G						Open 4 – Gate G Communications

5. Special Instructions:
 Ford field staff using in house radios (Motorola XPR 7550) event channels activated for 3/15 - 5/28
 If MPSCS system fails, use zone F channel 4
 Open 3 (Channel 21) Pods, Registration, Observation, Volunteers, IMT, Physicians

6. Prepared by LOGS Name: Tim Gallagher Signature: *tim gallagher*

INCIDENT RADIO COMMUNICATIONS PLAN (ICS 205)

1. Incident Name: Ford Field Type 1 Vaccination Site	2. Date/Time Prepared: Date: 04/20/2021 Time: 1336	3. Operational Period: Date From: 04/21/2021 Date To: 04/26/2021 Time From: 0700 Time To: 2100
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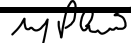
4. Basic Radio Channel Use:										
Zone Grp.	Ch #	Function	Channel Name/Trunked Radio System Talkgroup	Assignment	RX Freq N or W	RX Tone/NAC	TX Freq N or W	TX Tone/NAC	Mode (A, D, or M)	Remarks
F	4	Tactical	MPSCS Trunked SP 8TAC91D	Backup						Backup communications if needed
	3	Tactical	Ford Field Radio System	Security						Security/Emergency
	4	Tactical	Ford Field Radio System	Medical						Medical/Superior EMS
	18	Tactical	Ford Field Radio System	Traffic Control						Traffic Control/Parking

5. Special Instructions:

Ford field staff using in house radios (Motorola XPR 7550) event channels activated for 3/15 - 5/28
 If MPSCS system fails, use zone F channel 4
 Open 3 (Channel 21) Pods, Registration, Observation, Volunteers, IMT, Physicians

6. Prepared by LOGS Name: Tim Gallagher Signature: *tim gallagher*

COMMUNICATIONS LIST (ICS 205A)

1. Incident Name: Ford Field Type 1 Vaccination Site		2. Operational Period:		Date From: 04/24/2021 Time From: 0700	Date To: 04/26/2021 Time To: 2100
3. Basic Local Communications Information:					
Incident Assigned Position	Name	Method(s) of Contact			
Incident Commander	Avraham Shalom	906-202-2853 MDHHS-FFVSIC@Michigan.gov			
Operations Chief	Steve Cameron	231-357-7404 MDHHS-FFVSOSC@Michigan.gov			
Resources Unit Leader (t)	Keith Kintigh	989-619-2296 MDHHS-FFVSRESL@Michigan.gov			
GISS	Cory Luoto	906-287-5085 MDHHS-FFVSGISS@Michigan.gov			
Logistics Chief (t)	Tim Gallagher	989-429-1231 MDHHS-FFVSLSC@Michigan.gov			
Finance Chief (t)	Tracy McDermott	989-395-0717 MDHHS-FFVSPTRC@Michigan.gov			
Planning Chief	Jen Burnham	906-286-0043 MDHHS-FFVSPSC@Michigan.gov			
Site Manager	S/Lt Nate McQueen	O 248-584-5740 C 248-210-0672			
Site Manager	Shawn Ewing	C 517-284-3993			
Unified Command	Col Dale Jackson	O 517-420-6273 C 210-569-2356			
FEMA ESF4 Lead	Robert Clark	603-379-2243			
MDHHS	Jean Ingersoll	517-284-4022			
Medical Director	Dr. Steven Rockoff	412-951-7222			
Physician on Duty	Dr. Matt Ball MD	313-623-6089			
Physician on Duty	Dr. Howard Klausner MD	248-469-3159			
DoD Medical Lead	Lt. Col. Benjamin Crandall	805-354-4290			
Meijer Pharmacy	Nick Benedetti	586-817-9131			
Ford Field Command Center		313-262-2911			
Supply Desk		517-224-0689			
CG Incident Commander	CAPT Sara Platt-Moser	202-421-1717			
CG Operations Section Chief	LCDR Keith Meverden	608-345-0758			
CG Operations Section Chief	LT James Labbe	773-844-9751			
CG Operations Section Chief	LT Karol Garrison	310-896-6208			
CG Planning Section Chief	LCDR Michael Walker	757-305-3703			
CG Planning Section Chief	BMC Mike Cuneo	586-596-6966			
CG Planning Section Chief	MST1 Michael Davis	440-506-8640			
CG Logistics Section Chief	ME2 Jeffery Munson	315-572-7091			
CG Logistics Section Chief	MST2 Jonathan Macko	610-248-2311			
4. Prepared by: Name: M.P. Cuneo		Position/Title:		Signature: 	
ICS 205A	IAP Page 15	Date/Time: 04/23/2021 1515			

MEDICAL PLAN (ICS 206), Adapted for FDA

1. Incident Name: Ford Field Type 1 Community Vaccination Center		2. Operational Period: Date From: 04-24-21 Date To: 04-26-21 Time From: 0700 Time To: 2100				
3. Medical Aid Stations:						
Name	Location	Contact Number(s)/Frequency	Paramedics on Site?			
Superior Ambulance	ALS crew mobile throughout Gate A vaccination area	Verbally contact Event Staff or 313-262-2911	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
Superior Ambulance	ALS crew mobile throughout Gate G vaccination area	Verbally contact Event Staff or 313-262-2911	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
4. Transportation:						
Ambulance Service	Location	Contact Number(s)/Frequency	Level of Service			
Superior Ambulance	Ford Field – Beaubien Pavers	Verbally contact Event Staff or 313-262-2911	<input checked="" type="checkbox"/> ALS <input type="checkbox"/> BLS			
Superior Ambulance	Ford Field – Loading Dock	Verbally contact Event Staff or 313-262-2911	<input checked="" type="checkbox"/> ALS <input type="checkbox"/> BLS			
			<input type="checkbox"/> ALS <input type="checkbox"/> BLS			
5. Hospitals:						
Hospital Name	Address	Contact Number(s)	Distance	Trauma Center	Burn Center	Helipad
Detroit Receiving	4201 S. Antoine St. Detroit, 48202	313-745-3000	Ground – 4 Min	<input checked="" type="checkbox"/> Yes Level: __1__	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Henry Ford	2799 W. Grand Blvd Detroit, 48202	313-916-2600	Ground – 10 Min	<input checked="" type="checkbox"/> Yes Level: __1__	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> XX	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Ascension St. John	22101 Moross Rd. Detroit, 48236	313-343-4000	Ground – 15 Min	<input checked="" type="checkbox"/> Yes Level: _____	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> XX	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
6. Special Medical Emergency Procedures:						
DoD staff will initiate medical response using the Ford Field Radio Channel 21 (alpha numeric on radio shows "Open 3"). Pre-identified DoD and/or Henry Ford Hospital medical staff wearing orange vests will respond for further patient assessment.						
If DoD and/or Henry Ford Medical staff determine additional care is needed after/during patient assessment: Contact Superior EMS using Ford Field Radio Channel 4 then verbally inform Ford Field S.A.F.E. Staff that are identified by "EVENT STAFF, SECURITY OR SUPERVISORS" apparel (pictures attached) . Alternatively, DoD and/or Henry Ford Medical staff may verbally inform Ford Field S.A.F.E Staff who have direct radio communications with the Ford Field Command Center and can implement the Emergency Procedures of Ford Field; activating Superior EMS.						
If needed, call the Ford Field Command Center at 313-262-2911 as a secondary method of implementing Emergency Procedures. Provide the nature of emergency, location, 'your' name, and phone number.						
Superior Ambulance will backfill services when/if an ambulance transports a person to the hospital.						
Other Ambulances or Emergency Services will be requested by Ford Field Command Center following their Emergency Procedures.						
7. Prepared by (Medical Unit Leader): Name: _____ Signature: _____						
8. Approved by (Incident Commander): Name: Avi Shalom Signature: <i>Avi Shalom</i>						
ICS 206	IAP Page <u>16</u>	Date/Time: April 20, 2021 1430 Hrs				

SAFETY MESSAGE/PLAN (ICS 208)

1. Incident Name: Ford Field Type 1 Vaccination Site	2. Operational Period: Date From: 4/24/21 Date To: 4/26/21 Time From: 0700 Time To: 2200
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3. Safety Message/Expanded Safety Message, Safety Plan, Site Safety Plan:

Mitigate Covid-19 Exposure at Vaccination Facility—Protect yourself and other...

How to Protect Yourself and Others:

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>

<p style="text-align: center;">Self-Awareness / Screening</p> <ul style="list-style-type: none"> ✓ Immediately separate yourself from others ✓ Notify supervisor if you or others experience: <ul style="list-style-type: none"> ○ Cough, more than expected. ○ Shortness of breath or difficulty breathing. ○ New loss of taste or smell. ○ Chills ○ Sore Throat ○ Muscle Pain 	<p style="text-align: center;">Three Important Ways to Slow the Spread:</p> <ul style="list-style-type: none"> • Wear a mask to protect yourself and others and stop the spread of COVID-19. • Stay at least 6 feet (2 meters or 2 arm lengths) from others who do not live with you. • Avoid crowds. The more people you are in contact with, the more likely you are to be exposure to COVID-19. <p style="text-align: center;">Michigan.gov/Coronavirus</p>
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Utilize CDC guidelines for cleaning and disinfecting the vaccination facility and surfaces.

Cleaning and disinfecting your facility:

<https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>

Utilize CDC guidelines for site safety and infection control for healthcare professionals.

Infection Control Guidance for Healthcare Professionals about Coronavirus (COVID-19):

<https://www.cdc.gov/coronavirus/2019-ncov/infection-control.html>

Facility and Site Safety—slips, trips, and falls:

- Ensure all walkways, doorways, and parking lots are safe (ice, snow, water, potholes, etc.).
- Ensure indoor walkways are safe and hazard free (slippery, carpet edges/corners)
- Ensure facility is properly ventilated, heated and cooled.
- Ensure facility is fully accessible and ADA compliant. <https://www.ada.gov/index.html>

<p style="text-align: center;">Traveling to and from the vaccination site:</p> <ul style="list-style-type: none"> • Obey all traffic laws and agency regulations while operating vehicles. • Establish check-in and check-out procedures as needed. • Maintain awareness of hazardous weather/driving conditions and adjust travel plans accordingly. 	<p style="text-align: center;">Utilize appropriate plans for evacuation and/or site safety:</p> <ul style="list-style-type: none"> • Weather event • Active shooter • Disruptive protests • Unruly customers • Power outage • Fire/Medical event
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Maintain Situational Awareness:

- If you see something, say something....
- Know your chain of command, know your supervisor, know your mission.

4. Site Safety Plan Required? Yes No

Approved Site Safety Plan(s) Located At: Ford Field Security Command Center

5. Prepared by: Name: Rob Shields MPC Position/Title: Safety Officer Signature:

ICS 208

IAP Page _____

Date/Time: 4/23/21 0715

EATING LOCATION MAP

UPPER LEVEL



Ford Field Event Staff are positioned throughout the facility.

Verbally contact staff wearing attire shown in the need of Emergency Services

S.A.F.E. STAFF SHIRTS

SECURITY AND COURTESY TEAM



24/7 SECURITY

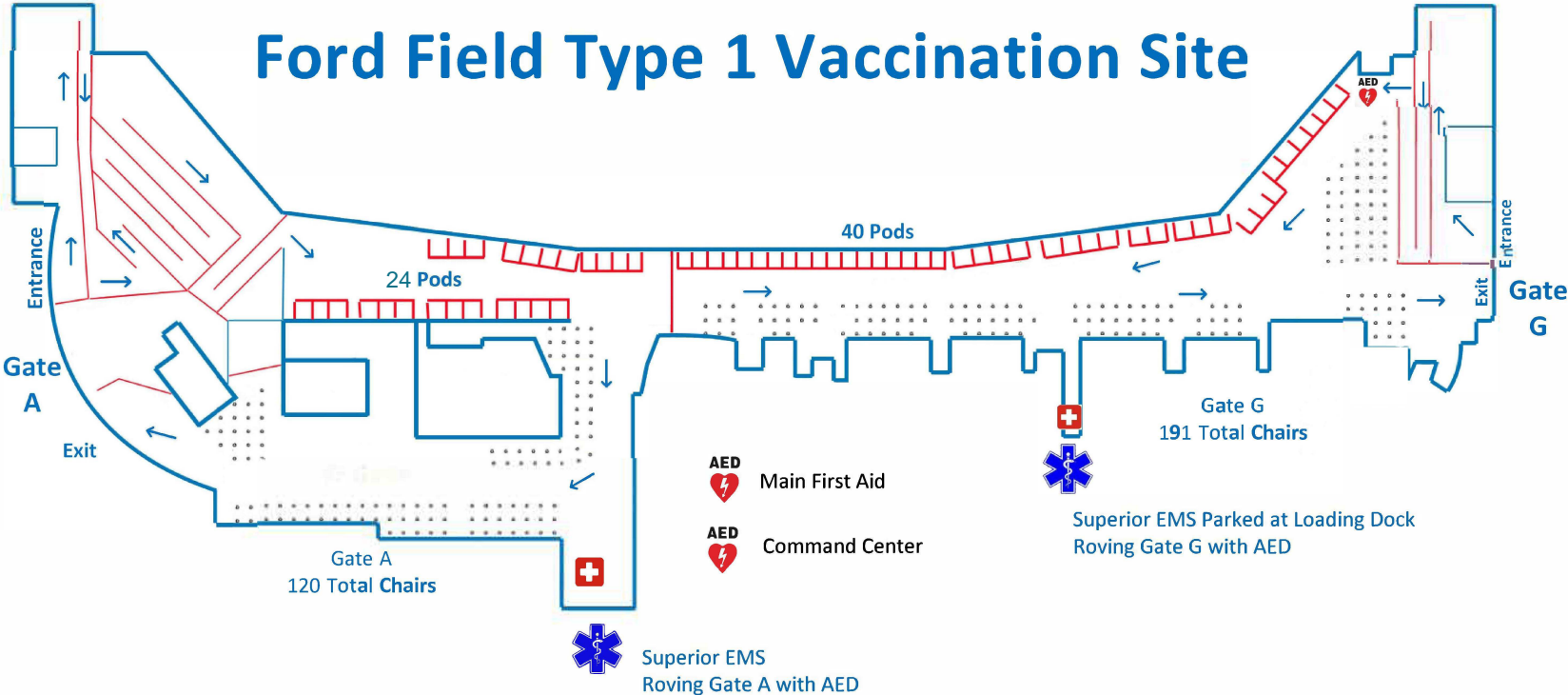
WHITE S.A.F.E. LOGO
ON BOTH SLEEVES



S.A.F.E. SUPERVISORS



Ford Field Type 1 Vaccination Site



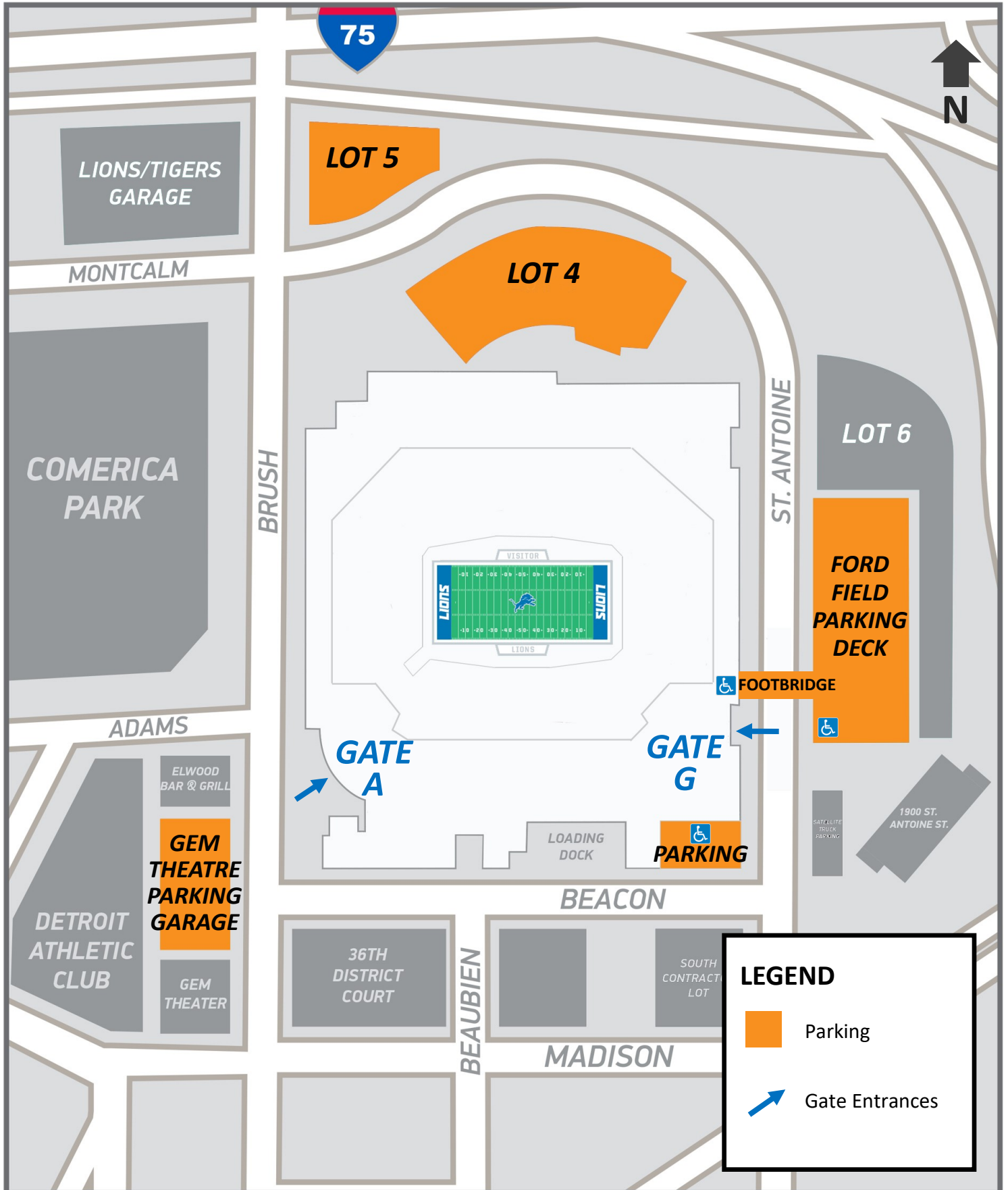


FORD FIELD SURROUNDING AREA

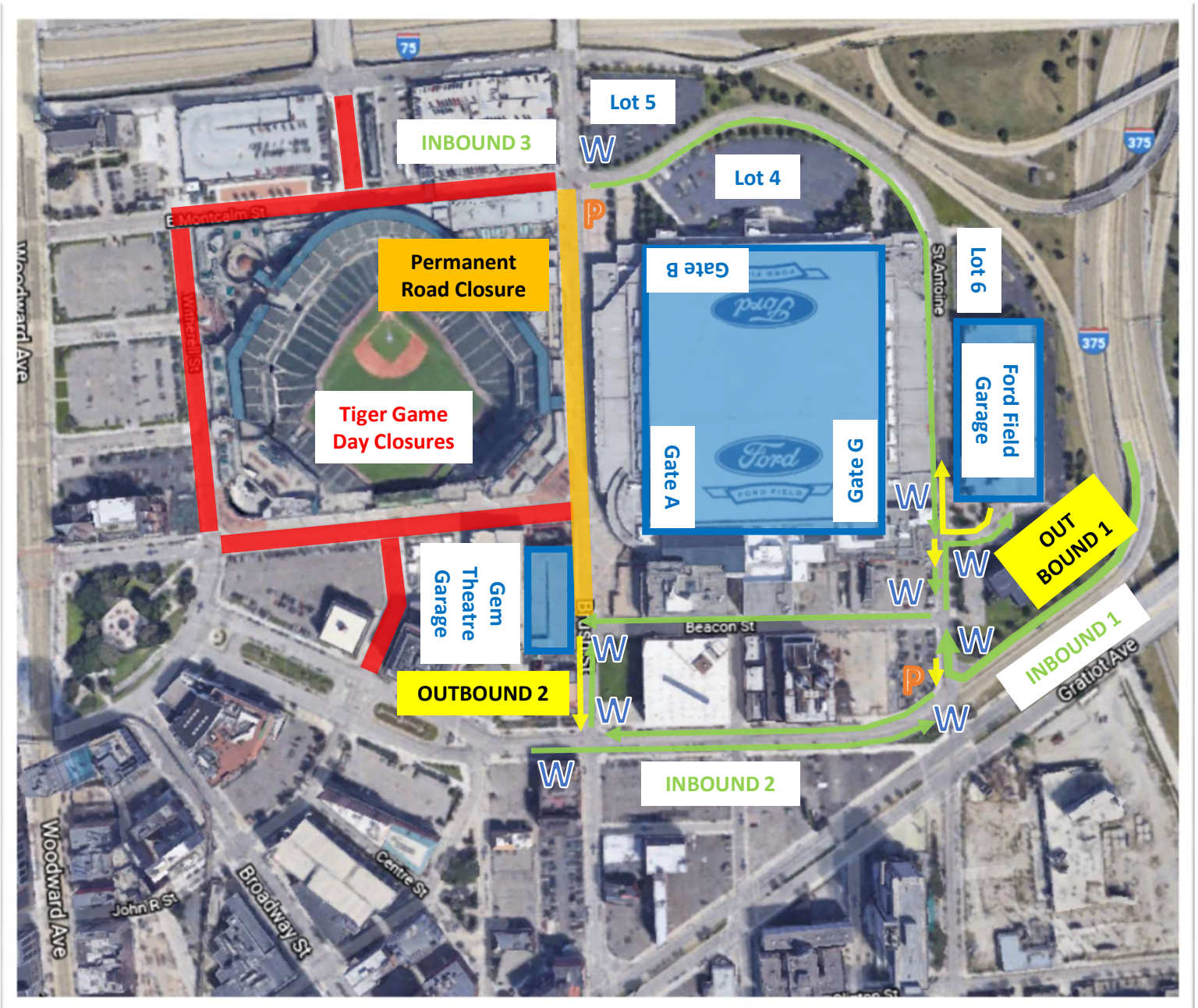




Ford Field Vaccine Event Parking



Ford Field Vaccination Clinic Traffic Site Plan



Detroit Tigers street closures in place 3 hours before game time:

- Montcalm between Woodward and Brush
- Witherell between Adams and Montcalm
- Adams between Brush and Witherell
- John R between Service Drive and Montcalm
- John R between Adams and Madison
- **Brush between Montcalm and Beacon (this closure will be permanent)**

Ford Field Parking Deck/Gate G

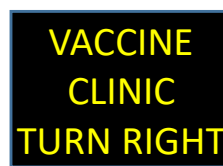
1902 St. Antoine
Detroit, MI 48226

Gem Theatre/Gate A

1910 Brush
Detroit, MI 48226

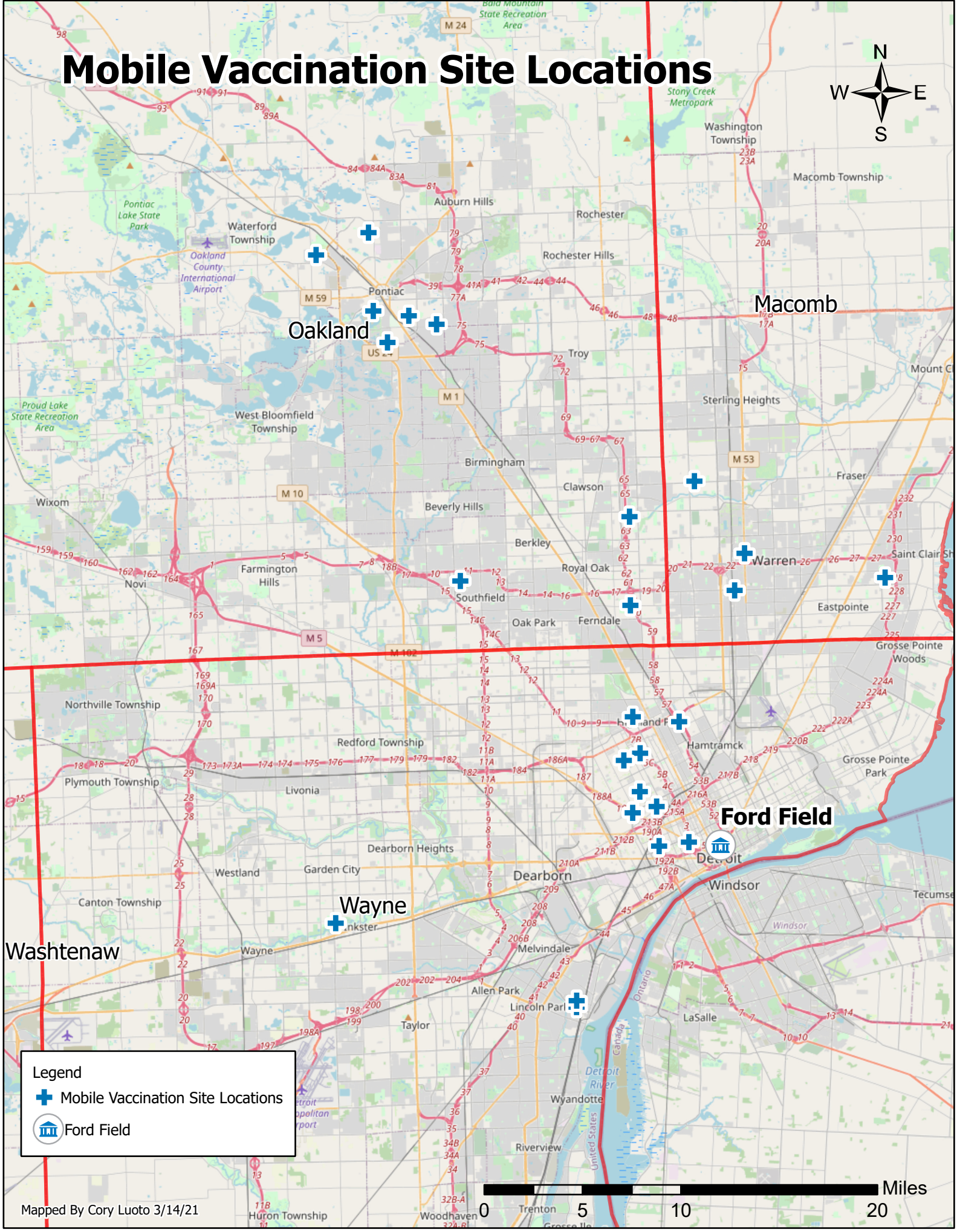


Wayfinding Signage



PCMS Signs

Mobile Vaccination Site Locations



Legend

- Mobile Vaccination Site Locations
- Ford Field






Mapped By Cory Luoto 3/14/21

WEATHER

DETROIT, MI

APRIL 24-26, 2021

Extended Forecast for
3 Miles SE Detroit MI

This Afternoon	Tonight	Saturday	Saturday Night	Sunday	Sunday Night	Monday	Monday Night
							
Partly Sunny	Partly Cloudy	40% → 70% Chance Rain then Rain Likely	30% Chance Rain	Mostly Sunny	Partly Cloudy	Mostly Sunny	Partly Cloudy
High: 63 °F	Low: 43 °F	High: 63 °F	Low: 43 °F	High: 59 °F	Low: 37 °F	High: 61 °F	Low: 48 °F

Detailed Forecast

This Afternoon	Partly sunny, with a high near 63. West southwest wind around 14 mph, with gusts as high as 24 mph.
Tonight	Partly cloudy, with a low around 43. Southwest wind 5 to 10 mph, with gusts as high as 20 mph.
Saturday	Rain likely, mainly after 1pm. Increasing clouds, with a high near 63. Light south southwest wind becoming south 5 to 10 mph in the morning. Winds could gust as high as 18 mph. Chance of precipitation is 70%. New precipitation amounts of less than a tenth of an inch possible.
Saturday Night	Rain likely, mainly before 9pm. Cloudy, with a low around 43. South southeast wind 6 to 9 mph becoming west after midnight. Chance of precipitation is 70%. New precipitation amounts of less than a tenth of an inch possible.
Sunday	Mostly cloudy, then gradually becoming sunny, with a high near 59. Northwest wind 11 to 14 mph, with gusts as high as 20 mph.
Sunday Night	Partly cloudy, with a low around 37.
Monday	Mostly sunny, with a high near 62.
Monday Night	Partly cloudy, with a low around 48.

FORD FIELD 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. Fire
2. Bomb Threat (checklist below)
3. Severe Weather
4. Radiation, Biological, or Chemical Spills

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

1. Notification in person, telephone, email, or two-way radio.
2. Public address system.
3. Fire alarm/Fire Panel Voice Communication System.
4. Communication codes that may be used via radio are below:
 - a. Code Black (**Bomb Threat**)
 - b. Code Purple (**Severe Weather**)
 - c. Code Blue (**Medical Emergency**)
 - d. Code Red (**Pull Fire Alarm**)
 - e. Code Yellow (**Active Shooter**)
 - f. Code Pink (**Missing Person**)
 - g. 9000 (**Prepare to Evacuate**)
 - h. 9999 (**Evacuate**)

If you discover an emergency situation that requires immediate attention (Fire, Serious Injury, Chemical Spills, etc.) call **911** and then the Ford Field Command Center, 313.262.2911, (located adjacent to the loading dock, south of Adams St concourse near section 106) 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.
4. 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.

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 (see map)
 - a. Please note the nearest exit in your work area so you are prepared in case of an emergency. Contact a Ford Field Security representative or Floor Captain if unsure of the nearest exit in your work area.
 - b. Designated assembly areas have been separated by tenant below with suggested exit location. Please proceed to the nearest exit at the time of the evacuation regardless of the suggested exit below. A map detailing these areas is located below on page 2.
 - i. Bodman, PLC – Exit east side of building and proceed to Lot 6
 - ii. The Breadstick – Exit west side of building and proceed to Comerica Park sidewalk on Adams St. If Comerica has an event, proceed to Grand Circus Park.
 - iii. Campbell Ewald/Jack Morton – Exit west side of building and proceed to Comerica Park sidewalk on Adams St. If Comerica has an event, LCE proceeds to Grand Circus Park.
 - iv. Fair Food Network – Exit east side of building and proceed to Etkin parking lot
 - v. FEI – Exit east side of building and proceed to Etkin parking lot
 - vi. Ford Field Office – Exit south side of building and proceed to 36th District Court plaza
 - vii. GroundWork0 - Exit east side of building and proceed to Etkin parking lot
 - viii. Jani-King - Exit south side of building and proceed to south contractor lot

- ix. Levy Restaurants – Exit south side of building and proceed to south contractor lot
 - x. Lions Pro Shop/MainGate Inc - Exit west side of building and proceed to 36th District Court plaza
 - xi. Loading Dock – Exit south side of building and proceed to south contractor lot
 - xii. Pinkerton – Exit south side of building and proceed to south contractor lot
 - xiii. Quick Lane Bowl – Exit east side of building and proceed to south contractor lot
 - xiv. S.A.F.E. Management - Exit south side of building and proceed to south contractor lot
 - xv. Techstars – Exit south side of building and proceed to 36th District Court plaza
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 LOCATIONS**



****Stadium staff (Lions/Ford Field, Levy, S.A.F.E., MainGate, Jani-King, Pinkerton) will use the location designated under 2b for a business day evacuation. Large event day assembly area will remain at Beaubien and Winder.**

MEDICAL

Medical emergencies should be reported to **911** and then the Ford Field Security Command Center at 313.262.2911. The **911** emergency number should be utilized for serious or life threatening situations. Remember to use universal precautions at all times when there is a potential to bodily substance exposure.

When dialing **911** and 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.
4. 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.

SHELTER IN PLACE (SEVERE WEATHER)

Ford Field Staff and Tenants should monitor the weather if severe weather is forecasted. In case of a Severe Weather Warning all stadium occupants, including staff and tenants, will stop all activities and proceed to the nearest suggested protective shelter. Ford Field Security will also monitor the weather and provide direction whenever possible.

1. Remain calm and do not panic or run.
2. Move to the nearest suggested shelter.
 - a. Suggested shelter areas include level one restrooms, interior rooms on the lowest floor away from windows and skylights the locker rooms, the tunnel, the loading dock, emergency stairwells and corridors adjacent to tenant office spaces, suite levels away from windows and glass.
 - b. Please note the suggested shelter near your usual work area so you are prepared in case of an emergency. Please contact a Ford Field Security representative or Floor Captain if unsure of the nearest shelter area.
 - c. Please proceed to an area away from glass and windows in the event of a severe weather emergency. Suggested shelter areas for each tenant are listed below.
 - i. Bodman, PLC – stairwell K and suite corridors on levels 5 and 6 away from glass and windows
 - ii. The Breadstick – stairwell B
 - iii. Campbell Ewald/Jack Morton – Stairwell F
 - iv. Fair Food Network – stairwell H
 - v. FEI –Stairwell K
 - vi. Ford Field Office – stairwell G and level 1 restrooms near command center ramp
 - vii. Gate A Ticket Office – stairwell A and B corridor
 - viii. Gate G Ticket Office – level 1 restrooms near Gate G
 - ix. GroundWork0 – stairwell H
 - x. Jani-King – level 1 restrooms
 - xi. Levy 1st level office & warehouse – corridor between post 6 and coolers
 - xii. Levy 2nd level office – stairwell G and level 1 restrooms near command center ramp
 - xiii. Levy Kitchen – inner area of kitchen away from glass and windows
 - xiv. Lions Pro Shop – stairwell A and B corridor
 - xv. MainGate Warehouse – stairwell G and level 1 restrooms near command center ramp
 - xvi. Loading Dock – corridor between post 6 and coolers
 - xvii. Pinkerton – Stairwell H
 - xviii. Quick Lane Bowl – Stairwell J
 - xix. S.A.F.E. Management – Stairwell J
 - xx. Techstars – Stairwell C
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** return to your work space until the “**ALL CLEAR**” is given via the communication methods listed above.

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 address
- Excessive postage
- Stains
- Strange odor
- Strange sounds
- Unexpected delivery
- Poorly handwritten
- Misspelled words
- Incorrect titles
- Foreign postage
- Restrictive notes

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 Command Center, 313-262-2911
- 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 or cause a panic situation
- DO NOT attempt to move or inspect the item
- DO NOT use a two way radio or mobile phone within 150 feet of the item
- DO NOT activate the fire alarm
- DO NOT touch or move a suspicious package

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 through the use of 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 (Run)— 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 out – 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 (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 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
- Keep hands visible at all times
- 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

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 **911** immediately and then the Ford Field Security Command Center at 313.262.2911. When dialing **911** and the Ford Field Command Center 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.
4. 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.