

**HUDSON VALLEY COMMUNITY COLLEGE  
BUILDING EMERGENCY ACTION PLAN**

**BUILDING NAME:           JOE BRUNO STADIUM COMPLEX (JBS)  
INCLUDING: ADMINISTRATIVE OFFICE/HOME  
CLUBHOUSE, VISITOR CLUBHOUSE,  
CLASSROOM BLDG. AND GROUNDSKEEPING  
SHED**

**PURPOSE:**

To establish an action plan and procedures for the orderly and coordinated evacuation in response to fire, smoke or other emergencies at JBS. The action plan addresses all major aspects of fire safety, evacuation and other emergencies and the coordination between the Valleycats management, Hudson Valley Community College personnel, contracted Grounds Crew and outside response agencies.

- Section I     Roles, Responsibilities
- Section II    Listing of major fire hazards and personnel assignments
- Section III   Fire Safety Planning
- Section IV    Evacuation Procedures
- Section V     Emergency Rescue and Medical Aid
- Section VI    Severe Weather, Floods, Building Damage

**SECTION I  
ROLES, RESPONSIBILITIES**

It is the responsibility of all stadium employees, contractors and their respective employees to be familiar with all emergency procedures and emergency exits at JBS.

The Valleycats management will have the following responsibilities:

- Ensure that all Valleycats employees and contractors are familiar with and follow this emergency plan
- Coordinate emergency response action with the Hudson Valley Community College (the College) Office of Public Safety, Physical Plant Department, Environmental Health & Safety Department and other local or state response agencies
- Arrange for annual emergency, fire safety and evacuation training of all full time and part time Valleycats employees through the College's Environmental Health & Safety Department



For emergencies in the Classroom Building, Public Safety will have responsibility for checking if occupants have evacuated and for initiating all response activities.

The College Physical Plant Department role and responsibilities are:

Respond to calls from Public Safety to provide personnel to address repairs and clean up as soon as possible in accordance with Physical Plant procedures and all state and federal environmental, health and safety regulations

Provide personnel to handle any utilities problems and access to mechanical and electrical spaces

Provide information and work in cooperation with local or state emergency response officials as necessary

The responsibilities of the Valleycats Ushers are:

be familiar with this building plan and procedures

assist in evacuation of spectators in the stadium and/or employees/athletes in the buildings by encouraging occupants to leave and communicating evacuation routes, including the side gates

make note of any occupants that may be left in the building or stadium and



Maintenance of fire safety systems:

Responsibility for maintenance of systems and equipment installed to prevent or control fires is assigned to the College Physical Plant Department. Records of all inspection, testing, and maintenance is kept by the College Department of Environmental Health & Safety.

Maintenance, housekeeping and control of fuel hazard sources:

Responsibility for maintenance, housekeeping and controlling of all utilities is under the exclusive jurisdiction of the College Physical Plant Department. Valleycats management will not have access to mechanical, electrical and utilities spaces. Where the need arises to access these areas during an emergency, the College Public Safety Office will initiate the College emergency notification protocols to contact designated Physical Plant personnel.

Other fuel hazard sources such as portable gas containers will come under the responsibility of the Valleycats or their contractors to assure that all applicable regulations regarding the storage and use are properly followed.

## **SECTION II FIRE SAFETY PLANNING**

The following steps have been taken in planning for fire safety and emergency evacuation of this building:

1. All exits are labeled and operable. Side exit gates are kept unlocked during Valleycats games and are monitored by Stadium Employees for illegal entry into the stadium.
2. Evacuation route diagrams have been developed by Physical Plant and are posted on all floors.
3. All fire prevention and control systems in buildings are inspected, tested, and maintained as per NYS Fire Code and applicable NFPA codes.
4. A campus site plan indicating the location of fire hydrants, emergency phones, and normal routes of fire department vehicle access has been developed by Physical Plant and is available through the Public Safety office.

5. Designated assembly areas outside the building and on the field have been identified for evacuation.
6. Storage or arrangement of furniture or equipment does not block exits, fire hoses, fire extinguishers, corridors or stairs. Good housekeeping is everyone's responsibility.
7. All Valleycats personnel have been familiarized with their specific duties and attend training on emergency, fire safety and evacuation annually. Key staff are equipped with portable phones-radios for emergency communications.
8. Fire drills to ensure occupants are familiar with emergency evacuation procedures are held three times per year.

### **SECTION III EVACUATION PROCEDURES**

The following procedures will be initiated when there is a fire alarm, explosion, major hazardous material incident, or any other incident where notified by Public Safety to evacuate the building. The procedures are broken down into: evacuation of building interiors, evacuation of the stadium, and partial evacuation.

#### **Evacuation of Building Interiors:**

1. In the JBS buildings, occupants will be notified of fire/evacuation by:
  - Manual fire alarm activation stations
  - Automatic fire alarm with smoke detection
2. Anyone discovering a fire or smoke condition should pull the nearest fire alarm pull station and then call HVCC Public Safety, 911 from any campus phone or 629-7210 from a cell phone. Give your name, location, and the nature of the emergency. **DO NOT DELAY IN SOUNDING THE FIRE ALARM IN ORDER TO ATTEMPT TO EXTINGUISH A FIRE. SOUND THE ALARM FIRST, BEFORE ATTEMPTING TO EXTINGUISH OR MAKING AN EMERGENCY CALL. NEVER REMAIN IN SMOKE-FILLED AREAS OR FIRE AREAS FOR ANY REASON. DO NOT ATTEMPT TO FIGHT A FIRE THAT IS BEYOND YOUR CONTROL.**
3. Occupants will evacuate, close fire doors, turn off all cooking equipment, heating elements and appliances on their way out, and go to the designated assembly area for the building.

4. This applies to all portions of the buildings any time the alarm is sounded, including the gift shop, food prep areas, ticket sales office, even if these areas are active at the time. Valleycats personnel, contractors, part time concession stand workers must evacuate immediately. If spectators are currently entering the stadium, entry will be halted.

Designated assembly areas are:

|                           |                           |                      |
|---------------------------|---------------------------|----------------------|
| Assembly Area<br>Option 1 | Assembly area<br>Option 2 | Assembly area Option |
|---------------------------|---------------------------|----------------------|

Any questions regarding college policies and procedures will be handled by the Director of Communications and Marketing, in partnership with appropriate college officials (for example: physical plant, public safety, administration) and/or Valleycats management.

Depending on the nature of the emergency, a media staging area will be established and be staffed by members of the Office of Communications and Marketing.

**Evacuation of the Stadium:**

When it has been determined that all spectators in the stadium must be evacuated, the following procedures will be followed:

1. Spectators will be notified of the need to evacuate by: Sounding of the fire alarm system and this announcement over the PA system:

”



6. **Spectators and Stadium Personnel will not re-enter the buildings or stadium** until advised to do so by the Fire Department or HVCC Public Safety. After the Fire Department has left the scene, HVCC Public Safety or the Valleycats management, in consultation with other College response departments, has final authority to release the building for re-occupancy.
7. If members of the electronic or print media are on the scene, they should be directed to a representative from the appropriate authorities (fire or police) handling the incident/emergency for information on the nature and cause of the incident/emergency.

Any questions regarding college policies and procedures will be handled by the Director of Communications and Marketing, in partnership with appropriate college officials (for example: physical plant, public safety, administration) and/or Valleycats management.

Depending on the nature of the emergency, a media staging area will be established and be staffed by members of the Office of Communications and Marketing.

### **Partial Evacuation**

Depending on the nature of the emergency, it may be appropriate to allow the stadium audience to remain in the stadium while the interior of the buildings are being evacuated. The circumstances would need to indicate that the emergency is inside a building, in a localized area, and is being brought under control by the sprinkler system, the kitchen extinguishing system, or a portable fire extinguisher. Under these circumstances, spectators may be safer staying in the stadium rather than moving towards the exits next to the buildings. The determination for a full or partial evacuation will initially be made by the Valleycats's General Manager, who will immediately inform the College's Public Safety Dept. of the nature of the emergency and reasons for a partial evacuation. The determination to make a partial evacuation may be overruled by the Fire Department when they arrive on scene. Once the Fire Department is present, the Senior Fire Official has absolute control of the site and all personnel must adhere to the Senior Fire Official's instructions.

Partial Evacuation does not pertain to the interior of any JBS buildings. Under no circumstances should employees stay in the buildings during a fire alarm or other evacuation order. All occupants of all buildings must evacuate immediately and not re-enter under directed to as described above.

When a determination is made for partial evacuation (building evacuation only), the following procedures will be followed:

1. Evacuate buildings as described above for Building Evacuation.

2. A message will be announced to spectators, informing them that no entry to any parts of the building is permitted. Partial Evacuation Announcement:

*” Ladies and Gentlemen, may I have your attention please. Due to difficulties in certain areas of the stadium we regret to inform you that the food concession stand and interior of all buildings is temporarily closed. We ask for your patience while we re-open the buildings. We will give you an update of the status as soon as possible.”*

Repeat periodically until emergency resolved.

3. Valleycats Ushers will stay at their assigned stadium section to give further direction to spectators. Spectators will be allowed to leave the stadium, if they wish, but cannot exit through a building, nor use any portion of the building, including bathrooms, until the emergency has been resolved.
4. If members of the electronic or print media are on the scene, they should be directed

**SECTION VI**  
**SEVERE WEATHER - FLOODS**

**SECTION VII**  
**PLAN MAINTENANCE & AVAILBILITY**

This plan will be reviewed and updated where necessary at least annually or as necessitated by changes in staff assignments, occupancy, or the physical arrangement of the building. Plan review will be coordinated by the Department of Environmental Health & Safety, with input from the Valleycats management, Public Safety and Physical Plant departments and the local Fire Departments.

This plan will be incorporated into the College Emergency Preparedness Plan, and disseminated to the Valleycats management team, groundskeeping contractor and all other contractors working at the JBS.