

**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

- The following specific responsibilities are assigned to Valleycats personnel:
  - General Manager (G.M.): Primary liaison with HVCC Public Safety, Fire Department, or other local response agencies. Oversees Valleycat staff to ensure a safe, orderly evacuation.
  - Stadium Operations Manager: Coordinate evacuation of stadium interior. Responsible for gate opening and direction of staff which enables spectators to leave stadium through proper, established routes.
  - Food Service Supervisor: Prompt shut down of all concession areas. Detailed process further defined in this Evacuation Action Plan. Evacuation of personnel from concession stands, portable points of sale, and suite staff.
  - Assistant General Manager: Will assist G.M. after evacuating home and visiting team personnel. Responsible for exterior assembly areas.
  - Ticket Manager: Responsible for all administrative offices including Valleycats administration, ticket office and team store.

The Contracted Grounds Crew will have the following responsibilities:

- Familiarize all grounds staff with this plan
- Coordinate emergency response action with the College, Valleycats, Fire Department and outside response agencies.
- Ensure all fertilizers, pesticides and other grounds products are stored in their proper, designated location

The Public Safety Office role and responsibilities are:

- Provide emergency response and assistance to calls for service and to work harmoniously with other agencies at the scene of an emergency
- Maintain a 24/7 dispatch operation to receive calls and fire alarm notifications and respond to the scene
- Notify the local fire department through the Rensselaer County 911 system immediately whenever a fire alarm is received
- Communicate the need for additional resources and initiate a call out to the HVCC Emergency Response Team as necessary
- Coordinate and maintain egress to the site for responding emergency resources
- Convey additional information regarding the emergency to responding agencies, Building Contacts and other response officials

- 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 immediately provide this information to Public Safety or other emergency responders
- when directed by Public Safety, communicate to occupants that it is safe to re-enter
- during partial evacuations, assist in communicating to spectators and providing them with assistance or directions as needed

The personnel assigned areas are:

Name	Assigned Area	Cell Phone	Office Phone
Rick Murphy, General Manager	Overall operations	413-441-2802	
Gian Rafaniello, Food & Beverage Coordinator	Concession areas	596-9800	
Matt Callahan, Assistant General Manager	Home and visiting team, stadium exterior	617-875-1285	629-2287 ex 21
Michelle Skinner	Fan Development Manger	317-417-2373	629-2287
Keith Sweeny, Stadium Operations Manager	Main seating bowl, opening of gates	401-265-0435	
Ushers	Each is responsible for their assigned seating section of the stadium	--	

John Hudson Contractor Grounds Supervisor	Grounds Crew, groundskeeping shed	518-878- 0890	
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## SECTION II MAJOR FIRE HAZARDS

Major fire hazards associated with normal use and occupancy this building (including maintenance and housekeeping procedures) are:

- Two food concession stands located in the Administrative Bldg contain gas fired cooking equipment, fryolators, grills.
- Portable propane cylinders may be in use during the season.
- Groundskeeping equipment powered by gasoline engines are stored during the baseball season in and around the groundskeeping shed. During the off season, all gasoline equipment is either taken off site by the groundskeeping contractor or if stored indoors on campus, the gas is removed from the engines and the battery or spark plug removed.
- Gasoline cans for fueling grounds equipment are approved fire safety cans with flame arrestor and self closing valves. During the season they are stored in the groundskeeping shed area. During off season, no gasoline is stored on site.
- Fertilizers, pesticides and other lawn care chemicals are stored in the groundskeeping shed, located beyond the left field wall, away from the occupied buildings in the complex. During the off season, all pesticides are removed from the shed by the contractor and taken off premises for proper storage. Leftover fertilizers, cleaners, paint may be stored in the shed over the winter.

### Critical equipment/operations that require employees to remain during emergencies:

- During a partial evacuation: Stadium employees will take their assigned areas in the stadium to assist in communicating to spectators and giving direction. See Section IV for further details.

### Procedures employees will follow to keep equipment operational before leaving:

None, all equipment will be shut down. The stadium complex is equipped with an emergency generator that will power life safety systems in the event of a power outage. No other systems need to remain operational or require that employees stay in the building.

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 Option 1	Assembly area Option 2	Assembly area Option 3
Parking lot C, in front of the Administration/Home Clubhouse Building	Parking lot E, outside of the Visitor Clubhouse	Ball field

5. Valleycats personnel will go to their assigned area and encourage employees, athletes and spectators to leave the building without delay and in an orderly fashion, using the closest safe exit, according to the building plan. Each person will sweep their assigned area as they leave the building and then report the status of any occupants left in the building to Public Safety or the Fire Department.
6. Evacuation of persons with disabilities may be facilitated by individuals in the immediate area or a Stadium Employee. If an individual cannot evacuate, they should go to a safe area, away from the fire and call Public Safety to report their exact location and nature of emergency.
7. Procedures for accounting for employees and occupants: Due to the nature of the varied use of the JBS complex, it will not always be possible to conduct a head count to account for all the individuals who were in the building. The Stadium Employees will sweep their assigned area to account for occupants left in the area and provide any information they have on the status of persons left behind to Public Safety or the Fire Department or other response personnel immediately.
8. **Occupants will not re-enter the buildings** until advised to do so by the Fire Department and 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.
9. 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.

### **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:

*"Ladies and gentlemen, may I have your attention please. Due to difficulties in certain areas of the stadium, we regret that the stadium must be temporarily evacuated. We are asking that you follow the direction of the stadium personnel to the nearest exit in an orderly fashion. Please move away from the exit as you leave, so that others may exit after you. Please remain outside the stadium, as we expect to reopen the stadium soon. We are sorry for any inconvenience." Repeat message.*

2. Valleycats Ushers will go to their assigned location and assist the spectators in exiting. The Fire Department, Public Safety and Valleycat management will determine if spectators should be directed on to the ball field or out the exits. This will depend on the nature of the emergency and the need to keep the main entrance clear for staging fire equipment and trucks.

Every attempt will be made to keep people moving in a calm and orderly fashion. Spectators that may be in the process of buying tickets and entering the stadium will be stopped and asked to move away from the turn styles so that people can exit the stadium.

3. Valleycats personnel will communicate by portable radio, but refrain from making unnecessary transmissions, keeping channels open for emergency use.
4. Evacuation of persons with disabilities may be facilitated by individuals in the immediate area. If a disabled person cannot be evacuated, they should go to an area of the stadium furthest from the danger and the Ushers will communicate their location and situation to Public Safety or the Fire Department.
5. Procedures for accounting for all spectators: The Ushers will sweep the stadium to account for persons inside the stadium and provide any information they have on persons in the stadium to Public Safety or the Fire Department.



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 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.

#### **SECTION IV EMERGENCY RESCUE & MEDICAL AID**

A local ambulance is on scene during all Valleycat games to provide emergency rescue and medical aid. Whenever the ambulance is not on the scene, services will be provided by contacting the County 911 dispatch. The General Manager is responsible for overseeing the provision of emergency rescue and medical aid.

If a serious physical injury or death occurs, the Valleycats General Manager will contact the College Department of Public Safety immediately.

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

### **Severe Weather**

The General Manager monitors severe weather through internet and radio communications. On receipt of severe weather watches or warnings, the General Manager will make the following notifications for Severe Weather/Tornado Warning:

1. Assign the Director of Production and Director of Operations as designated observers to watch for incoming weather, they will be supplied with radios. They will notify the General Manager of any visual sightings.
2. When severe weather is imminent, or has been observed, the General Manager will order the relocation order.
3. The General Manager or designee will contact the College Public Safety Office so that the McDonough Building can be opened for use as a "safe area" if necessary.
4. The Public Address announcement for severe weather will be issued and all spectators will be directed to the safe area.

Severe Weather Announcement:

*"Ladies and Gentlemen, may I have your attention please. Due to developing weather conditions, we are asking that you follow the direction of stadium personnel to the McDonough Center. Please remain in the safe shelter area until the all clear has been issued. Thank you for your assistance in this matter."*  
Repeat

### **Floods or other building damage:**

Should flooding occur in this building, occupants will follow these procedures:

1. Immediately contact the General Manager. The General Manager will immediately notify the College Public Safety Office, who will in turn notify the Physical Plant Department. Report the location, extent of flooding, or damage.
2. Leave the area, turning off or unplugging any electrical equipment in the area. Also shut down any machinery or processes that do not need to be left on.
3. If it appears that flood water has mixed with cooking oil, fuels, or any hazardous materials in the vicinity, the Physical Plant or Director of Environmental Health & Safety must be contacted immediately through Public Safety. Assistance in containing and cleaning up the area will be provided by Physical Plant staff or outside trained professionals.
4. Mitigation of the flooding and clean up of the area will be coordinated through Physical Plant and Director of Environmental Health & Safety.

**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.

Emergency response\building action plan\JBS