



Event Holder Safety Briefing

Event Safety Briefing Topics:

1. **Welcome:** Welcome to the Menard Sports Center. Your primary staff contacts today will be Ben Ott- Facility Supervisor and _____, Event Support staff. Staff and I are available during your rental time.
2. **Purpose:** To ensure the safety of all attendees, vendors, staff or sub-contractors at your event. Safety is our #1 priority.
3. **Announcements:** In the event of an emergency, and we must evacuate the facility, please locate the nearest emergency exit and calmly exit immediately. Exit to the farthest points of the parking lot away from the building. There is fire alarm pull stations and fire extinguishers located through-out the building. All exit doors have an exit sign above the doorway. All doors are designed to be exited at any time.

In case of an alarm, announcements will be made regarding the situation being investigated and if evacuation is necessary. During this time, please prepare yourself and anyone you are responsible for to be evacuated. Do not worry about non-essential items. Staff will announce if the situation is under control or if evacuation is necessary. Please listen and follow all instructions. Thank you for your cooperation.

4. **Rights**
 - Facility retains the right to cause the interruption of any Event in the interests of public safety; and to likewise cause the termination of any Event when, in the sole judgment of Facility, such act is necessary to the interest of public safety or for any violation of terms of this agreement.
 - User shall notify Facility of any public safety hazards, emergencies, or issues as soon as possible.
 - User at all times shall conduct its activities with full regard to public safety.
5. **On-site Radio:** We will provide a radio if you have questions, requests, concerns, etc. for your event. This radio should be used only by your designated representative. In the case of an emergency, please do not use the radio as it is the Menard staffs only direct communication tool and additional radio traffic may affect our response time.

6. Facility Evacuation Maps (see attached)

- Facility- First Floor
- Arena- Mid-Level and Track Level
- Evacuation Zones- Exterior

7. Potential Situations

A. Active Threat RUN, HIDE, FIGHT

- RUN: Escape the area of threat
- HIDE: Seek cover and/or concealment
- FIGHT: Overpower or distract with force

B. Alarm-Public Address-Sirens

- If the fire alarm is activated, the building system will turn on the building sirens, alarm flashers and automated messaging.
- Staff may make announcement via our public address system

C. Bomb Threat- Suspicious Package

- STAY CALM.
- If a suspicious object or potential bomb is discovered, DO NOT HANDLE THE OBJECT, CLEAR THE AREA, AND CALL 911.
- Be sure to include the location and appearance of the object when reporting.

D. Criminal Activity

BE AWARE! STAY ALERT! IF YOU SEE SOMETHING, SAY SOMETHING!

- Report Suspicious Activity- **Matcom Dispatch 907- 352-5401**
- In case of emergency CALL 9-1-1

E. Crowd Control

- All event holders are responsible for crowd control via staff, contracted security, or trained volunteers.
- We suggest 1 crowd control manager per 250 ppl if the event has more than 1000 or more in attendance.

F. Earthquake

During the earthquake remain calm and ACT, do not react.

- If indoors, DROP to the floor under a table, doorway, or protected area. COVER your head and face with your arms, and HOLD on. Stay away from windows, fixtures, and heavy equipment.
- If outdoors, move quickly away from buildings, utility poles, overhead wires, trees and other structures.

G. Evacuation

- Please review evacuation maps
- Event Holder responsible to keep all fire exit doors clear
- If unable to evacuate, shelter in place in an area with no immediate hazards
- Do not use the elevators.

H. Fire & Fire Exits

- Fire alarm will activate the building sirens, flashers and automated announcements.
- Staff will investigate if the alarm is false or real.
- Immediately evacuate the building, if fire or smoke is present
- Locate persons with disabilities and provide assistance if possible.
- Walk quickly to the nearest exit. **DO NOT USE THE ELEVATORS**
- Gather away from the building in designated evacuation zones
- **DO NOT** re-enter the building until the fire department or police personnel give an all clear.

I. Gas Leak- Hazardous Material

- Immediately notify on-site staff and evacuate the spill area
- Attendees may be directed to shelter in place due to a hazardous materials accidental release where the air quality may be threatened.

J. Medical Incident

- In the event of a serious injury or illness, immediately call 911.
- The facility has AED's located in the lobby and track by the entry-exit doors
- In the event of a minor injury or illness, implement your medical plan. We have basic first aid kits available

K. Mental Health Issue

- A psychological crisis exists when an individual is threatening harm to himself/herself, others or is agitated and disruptive to others, call 911

L. Power Outage

- The Menard Sports Center is equipped with two back-up generators.
- The first generator will kick on within seconds and provide emergency lighting and ventilation.
- Second Generator power can be transferred by staff to power the whole facility.

M. Shelter In-place

- A designated area of safety when it is not safe to go outside.
stay in the current building or room.
- If you are told to shelter in place, follow the instructions provided.
- Different situations require different locations.

Received by: _____

Date: _____

Print Name: _____