

Attachment 1

**WILLIAM & MARY
KAPLAN ARENA SPECIAL EVENTS IMPAIRMENT PERMIT**

Special Event Title: _____

Special Event Date & Time: _____

Special Event Impairment Requestor: _____ Name _____ Phone _____

Reason for Impairment: [Provide attachments such as drawings & emergency personnel staffing plan to support request if applicable]

Impairment Requestor: _____ Date: _____

Vice President/Dean: _____ Print Name _____ Phone _____

Vice President/Dean Concurrence: _____ Signature _____ Date: _____

Reviewers: (signature indicates concurrence) _____ **Work Request ID:** _____

Event Sponsor/Funding _____ Date: _____

FSO/Impairment Coordinator: _____ Date: _____

Building Coordinator: _____ Date: _____

FPS Maintenance Supervisor: _____ Date: _____

Director, O&M: _____ Date: _____

Director, EH&S: _____ Date: _____

Approval: _____ **Date:** _____
Associate Vice President for Facilities Management

Kaplan Arena Fire Protection System returned to Normal operations: _____
FSO/Impairment Coordinator

Attachment 2

BUILDING EMERGENCY COORDINATOR RESPONSIBILITIES

Building Emergency Coordinator is expected to:

1. Ensure that an emergency evacuation plan is in place for their assigned building(s), and or floor(s). The plan will include but not be limited to the following:
 - Education of new employees on basic evacuation procedures;
 - Ensuring that building evacuation routes and charts are posted near exits;
 - Being familiar with all exits out of the building;
 - Identification of assigned assembly points for building evacuees;
 - Having a contingency plan for evacuation of persons with physical disabilities;
 - At the assembly point, providing information between ECC, Emergency Management Team (EMT) (as needed) and evacuees;
 - Preventing reentry into the arena until the all-clear has been given.
2. Serve as liaison to the ECC and the Emergency Management Team (EMT).
3. Provide assistance to the university's ECC and the Emergency Operations Team as requested.
4. Coordinate through Facilities Management Work Control to arrange for additional emergency equipment, personnel or other assistance as needed/directed.

Attachment 3

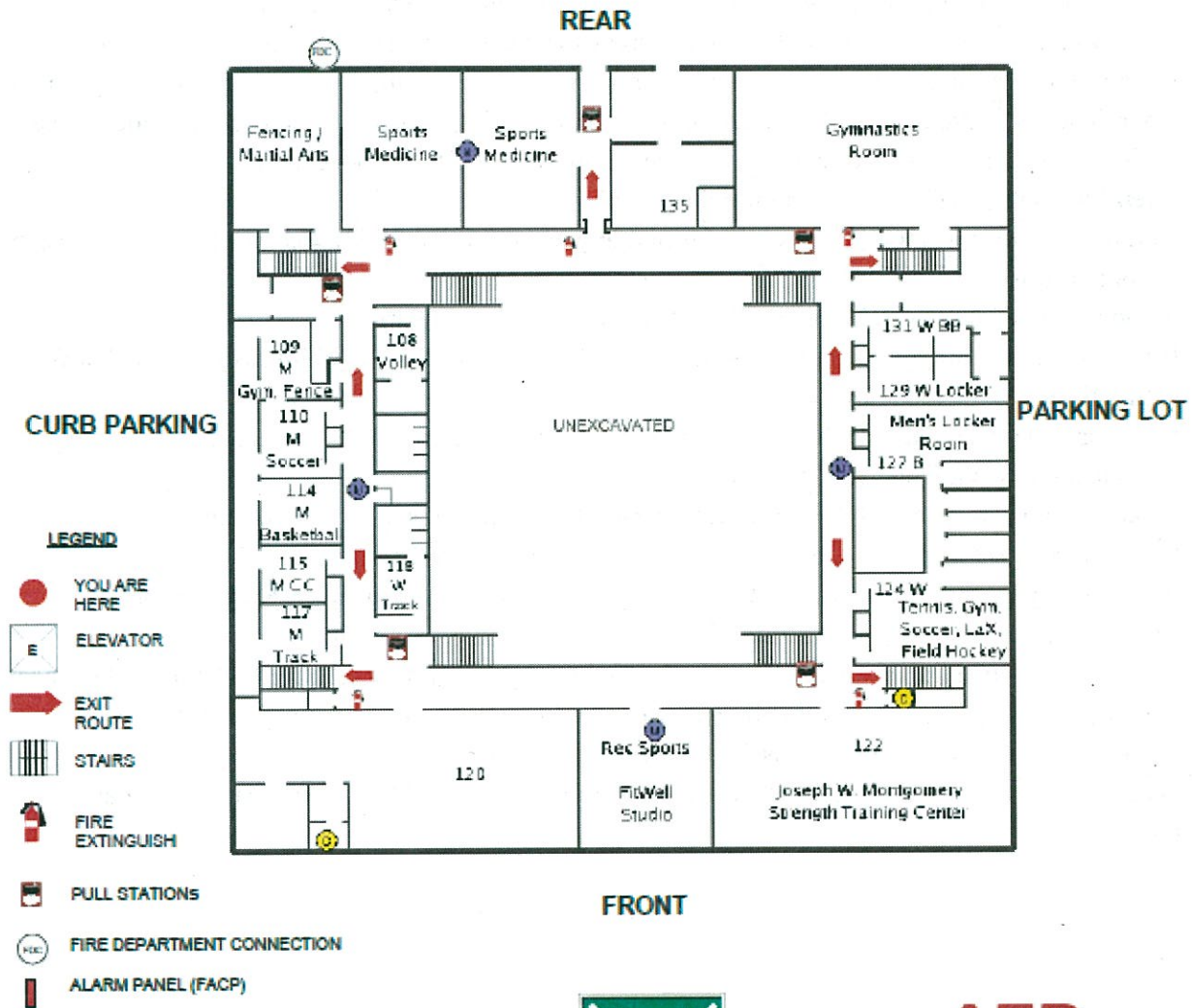
FIRE WATCH RESPONSIBILITIES

Basic responsibilities of a fire watch:

1. Fire Watch personnel may not perform any other tasks outside of their fire watch duties.
2. Watch out for fire hazards throughout assigned zone during a PAS activation.
3. Your walkthrough of areas includes storage areas located under the East stands. Notify the Impairment Coordinator if you are unable to access a space in your assigned area. The Impairment Coordinator will request the Assistant Athletics Director, Facilities & Operations provide access.
4. Maintain the conditions and requirements stated on the impairment permit.
5. Keep flammable materials from ignition sources.
6. Notify the Impairment Coordinator if you find any hazardous condition that needs to be addressed as soon as possible.
7. In the event of fire, Call 911 and notify the Impairment Coordinator.
8. If you are able, extinguish a small fire (no larger than a small waste can) immediately with a fire extinguisher.
9. If you are unable to extinguish a fire by using a fire extinguisher, or you do not feel safe doing so, activate a pull station and exit the area.
10. Make sure you are aware of the exact location of fire extinguishers in the immediate area.
11. Maintain constant means of communication with the Impairment Coordinator.
12. As much as possible, keep visual and voice contact with other impairment response personnel.
13. Be prepared to operate the fire extinguisher.
14. Never leave your assigned area until instructed to do so by the Impairment Coordinator. If you need to take a restroom break, notify the Impairment Coordinator. The Impairment Coordinator will identify someone to monitor your assigned area during your absence.
15. When all operations are done, do not leave your assigned area until the Impairment Coordinator releases you.

Attachment 4

KAPLAN ARENA EMERGENCY FIRE EVACUATION PLAN 1ST FLOOR



C.A.R.E.
Close the door
Alert others
Report fire call 911
Evacuate the building



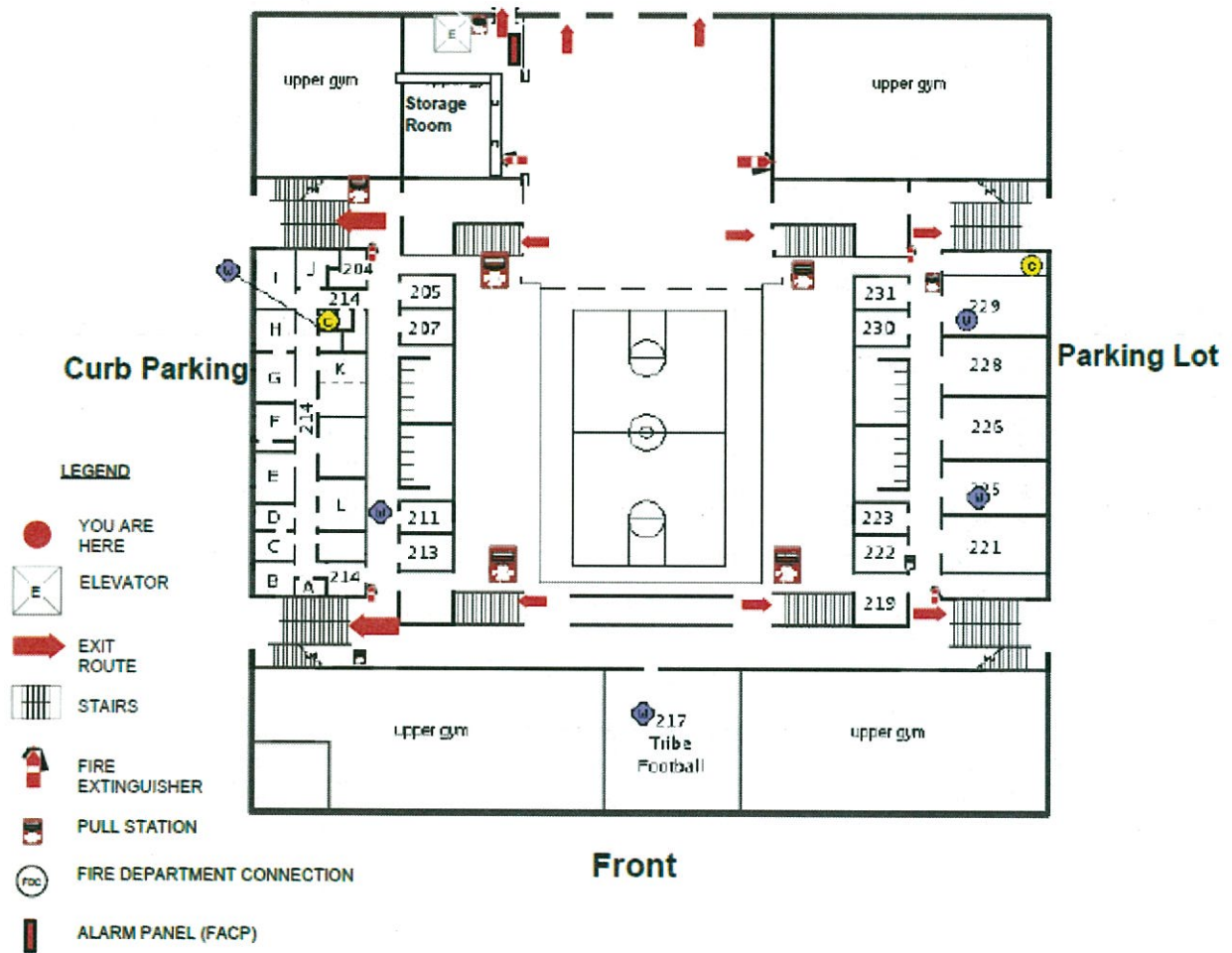
Fire Alarm Muster Point:
 North Side - Arena Parking Lot
 South Side - Grassy Area by Commons Dining Hall



The nearest A.E.D. is located inside this building in on the arena floor underneath section 29, tunnel 3, tunnel 6, tunnel 29, or in the weight room.

KAPLAN ARENA EMERGENCY FIRE EVACUATION PLAN 2nd FLOOR

Rear Loading Dock Area



C.A.R.E.
Close the door
Alert others
Report fire call 911
Evacuate the building

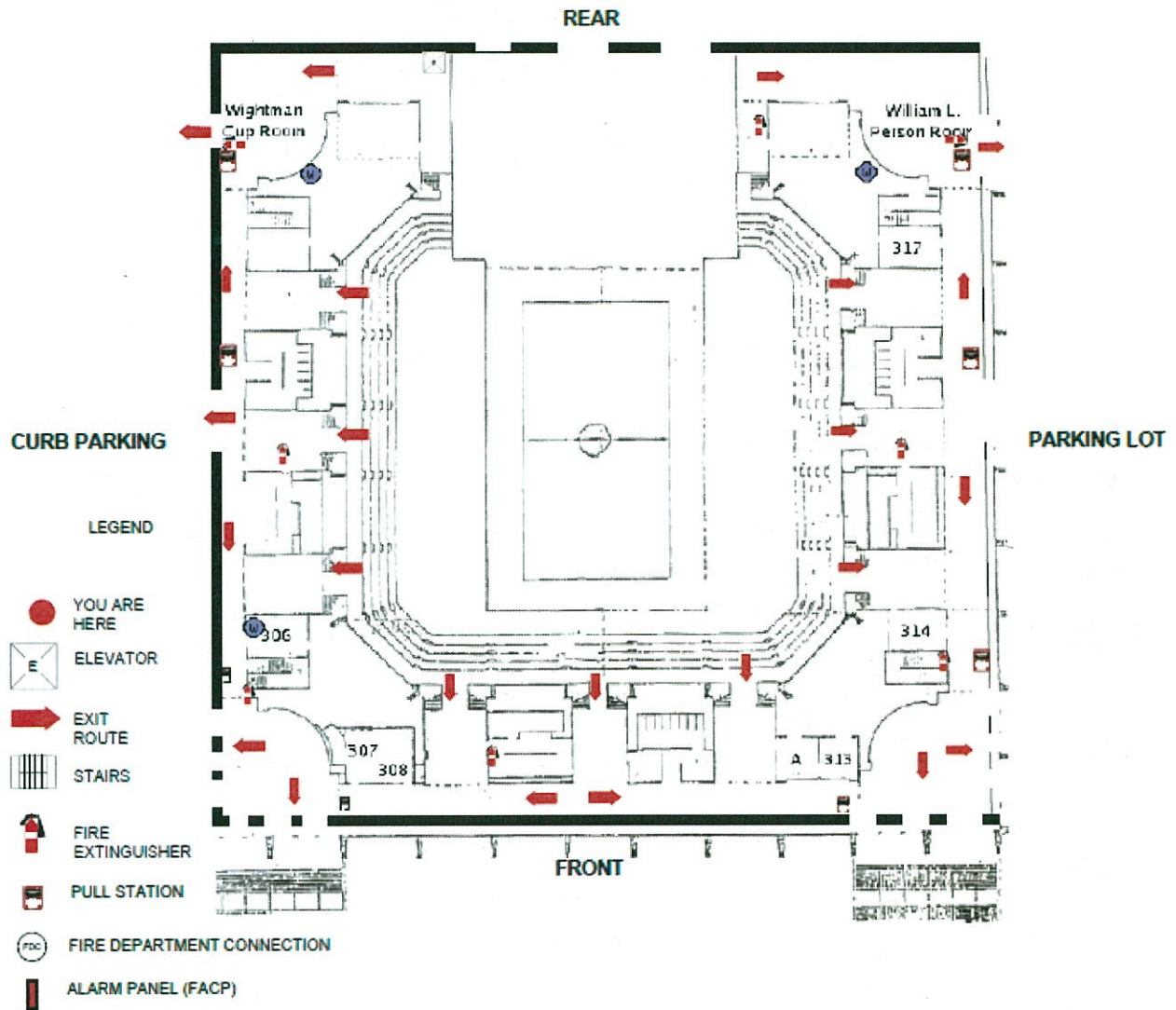


Fire Alarm Muster Point:
 North Side - Arena Parking Lot
 South Side - Grassy Area by Commons
 Dining Hall



The nearest A.E.D. is located inside this building in on the arena floor underneath section 29, tunnel 3, tunnel 6, tunnel 29, or in the weight room.

KAPLAN ARENA EMERGENCY FIRE EVACUATION PLAN 3rd FLOOR



C.A.R.E.

- C**lose the door
- A**lert others
- R**eport fire call 911
- E**vacuate the building



Fire Alarm Muster Point:
 North Side - Arena Parking Lot
 South Side - Grassy Area by Commons
 Dining Hall



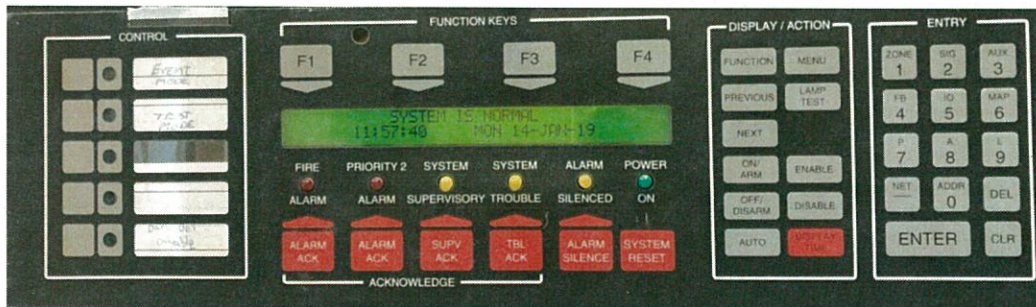
The nearest A.E.D. is located inside this building in on the arena floor underneath section 29, tunnel 3, tunnel 6, tunnel 29, or in the weight room.

Attachment 5

Procedure for Activating/Deactivating Positive Alarm Sequence at Kaplan Arena Fire Alarm Control Panel

A. To activate the Positive Alarm Sequence (PAS):

1. Inform W&M Police Dispatch, 221-4596, you will be placing the system in “Event mode/ Positive Alarm Sequence mode” and that they will receive a trouble alarm on their panel.
2. Use a Simplex B key to unlock/open the FACP door.



3. Log into (FACP) fire alarm control panel at Level 3:
 - a. Press “Menu” button
 - b. Press “F1” button
 - c. “Change Access Level” should appear on the panel screen
 - d. Press “Enter”
 - e. “Login” should appear on the screen; Press 1
 - f. Enter Passcode “333”, then press “Enter”
4. Push the Event button



5. Push “Trouble Ack” button to acknowledge/silence Trouble alarm
6. System is now in PAS.

To acknowledge a PAS device activation:

A PAS device activation shall be acknowledged at the FACP **within 15 seconds of activation** by pressing the “Alarm Ack” button

B. To reset the system after a PAS device activation when no issues are found:

Press the System Reset button

C. To deactivate the Positive Alarm Sequence (PAS):

1. Log in to fire alarm control panel (FACP) at Level 3.
 - a. Press Menu button
 - b. "Change Access Level" should appear on the panel screen
 - c. Press "Enter"
 - d. "Login" should appear on the screen; Press 1
 - e. Enter Passcode "333" then press Enter"
2. Press PAS mode button
3. Press "Exit"
4. **Call W&M Police, 221-4596, and advise them system is returned to normal and their panel should be clear.**
5. Impairment Coordinator informs ECC that fire detection system has been returned to Normal operations and signs off on the Special Event Impairment permit verification line at the bottom of the permit form.

Kaplan Arena Fire Protection System returned to Normal operations: _____
FSO/Impairment Coordinator