

Appendix 1: Relocation and Evacuation Plan Template

Relocation and Evacuation Plan Template Instructions

- The Relocation and Evacuation Plan template is an Appendix to the Mass Evacuation Planning Guide for Major Events, NASCAR Pilot document.
 - Text in **RED** font needs to be filled in with information specific to the NASCAR sanctioned facility completing the template.
 - Text in **BLUE** font is an example included for planning purposes, and may need to be deleted and replaced with information specific to the NASCAR sanctioned facility completing the template or updated with facility specific information.
 - Information included in text boxes is guidance for completing the section or is a reference from the Mass Evacuation Planning Guide for Major Events, NASCAR Pilot, which is to be used as a guide in completing the Relocation & Evacuation Plan template. Text box information should be deleted as part of the process of completing the Relocation & Evacuation Plan.
 - If any of the information included in the template is not appropriate for the NASCAR sanctioned facility this plan applies to, delete it.
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RELOCATION and EVACUATION PLAN TEMPLATE

I. INTRODUCTION

NASCAR racing events at (Insert name of Speedway) Motor Speedway are considered one of the largest and premier events hosted in (Insert name of State). As such, (Insert name of Speedway) Motor Speedway needs to be prepared for any eventuality where it

may become necessary to relocate or evacuate spectators and staff from within the facility, or to redirect traffic around the facility. Assessing risk, reducing vulnerabilities, and increasing the level of preparedness will help to minimize potential threats and consequences. It is essential, therefore, that key security personnel at (Insert name of Speedway)

Motor Speedway are well trained in risk factors, planning an appropriate response, informing the public, and implementing the plan. This Relocation and Evacuation Plan will be a supplement to the (Insert name of Speedway) Motor Speedway Emergency Action Plan. The template for this plan

was developed in collaboration with the Department of Homeland Security, by invitation from the Director of Security, National Association for Stock Car Auto Racing (NASCAR).

This Relocation and Evacuation Plan is specific to the (Insert name of Speedway) Motor Speedway.

Although there are some fundamentals for safety and security that are standard to all facilities, it is recognized that each Motorsports facility may deal with unique challenges that are specific to location and scale. For additional specific information, please refer to the Mass Evacuation Planning Guide for Major Events, NASCAR Pilot, for which this Relocation and Evacuation Plan template is an Appendix.

Reference: Mass Evacuation Planning Guide for Major Events, Section 1: Introduction, Mass Evacuation Program Overview.

II. PURPOSE

This plan provides instructions and guidance to effectively address the safety of all individuals in attendance at a NASCAR sanctioned event with regard to Relocation/Evacuation/Shelter-in-Place at the (Insert name of Speedway) Motor Speedway. The following (Insert name of Speedway) Motor Speedway Relocation & Evacuation Plan provides information, direction, procedures, communication, logistics, staffing, and roles and responsibilities to protect people and property associated with the evacuation or relocation of spectators at a NASCAR racing event. It defines emergency response systems for on- and off-track incidents and emergencies that might require relocation or evacuation. This plan

also provides for coordination between (Insert name of Speedway) security/safety staff, NASCAR Security/Safety Staff, and government authorities to promote a secure, safe event and to facilitate an effective response to incidents or emergencies when and/or where relocation or evacuation is required.

Critical incidents are defined as any situation (e.g., natural, man-made, technological, related to national security), that involves or has the potential to involve mass casualties, evacuation, extreme weather, terrorist attack, bomb threat or bombing/explosion, hazardous materials release/exposure, sniper attack, hostage taking, civil disorder, or any other emergency with significant impact upon public safety and the necessary resources for a successful recovery.

Reference: Mass Evacuation Planning Guide for Major Events, Section 1: Introduction, Purpose and Scope.

The Emergency Action Plan (EAP) serves as a guide, a plan should an emergency or critical incident occur during an event. The Relocation and Evacuation Plan will serves as an annex to the EAP to provide direction, information, roles, responsibilities, principles, management, coordination procedures, and Command & Control outlines relating to relocation, evacuation, and shelter-in-place decisions.

This Relocation and Evacuation Plan was prepared by (Insert Name), (Insert name of Speedway) Motor Speedway Security/Safety Director and (Insert Name), (Insert name of County/City) Emergency Management Director on X/XX/XX. This document was prepared in coordination and cooperation with the following, and they have signed-off with their concurrence:

1. Chief of Police _____, & Staff _____ Police Department
2. Fire Chief _____, & Staff _____ Fire & Rescue
3. Sheriff _____, & Staff _____ Co. Sheriff's Office
4. _____ Emergency Management Director _____
5. _____ Emergency Medical Services Director _____
6. _____ State Highway Patrol Captain _____, & Staff
7. _____ State Bureau of Investigation _____, & Staff
8. FBI Special Agent in Charge _____, & Staff
9. BATF ASAC _____
10. FAA FSO _____
11. Other – if additional or different people, continue to list.

III. RELEVANT PLANS

This section provides an overview of the plans, policies, and guidance documents that are applicable to the (Insert name of Speedway) Motor Speedway facility. Plans may be maintained by the County or City that the speedway facility resides in.

Reference: Mass Evacuation Planning Guide for Major Events, Section 1: Introduction, Relationship to Other Plans.

A. NASCAR Security and Safety Guideline Reference Manual

The NASCAR Security and Safety Guideline Reference Manual (Version 1.1), dated January 18, 2006, outlines recommendations for security and safety procedures based upon recognized publications, standards, and personal experience, not upon regulations.

B. (Insert name of Speedway) Motor Speedway Emergency Action Plan (EAP)

Insert brief description of the (Insert name of Speedway) Motor Speedway Emergency Action Plan.

C. (Insert name of Speedway) Motor Speedway Security & Safety Plan

Insert brief description of the (Insert name of Speedway) Motor Speedway Security & Safety Plan.

D. Other (as appropriate)

- Reference other Speedway facility plans (.)
- Reference County Plans (including Mass Casualty Plan).
- Reference City Plans.

IV. PRE-EVENT PLANNING CONSIDERATIONS

Pre-event planning considerations need to be considered prior to a scheduled event at the

(Insert name of Speedway) Motor Speedway facility.

This section of the Relocation and Evacuation Plan provides further information on the types of potential hazards/scenarios and the population of the Speedway facility.

A. Potential Hazards/Scenarios

Table 1 below includes the potential hazards that the (Insert name of Speedway) Motor Speedway facility can expect. The table also illustrates the likelihood of the hazard and whether relocation, evacuation, or shelter-in-place would be needed for each hazard.

Pre-event planning against potential hazards, risks, and threats should take into consideration the likely scenarios that the facility could face, how many people are expected to attend/support the event, and where spectators and staff will be congregating. Effective planning activities can identify ways to mitigate vulnerabilities and prepare for response.

Reference: Mass Evacuation Planning Guide for Major Events, Section 3.1: Pre-Incident Planning and Annex F: Hazards and Vulnerabilities Matrix.

Table 1: (Insert name of Speedway) Motor Speedway Hazards

Hazard/Scenario	Threat Level of Hazard	Relocation, Shelter-in-Place or Evacuation Decision
Weather <ul style="list-style-type: none"> - Rain - Lightning - Tornado - Heat - Severe Thunderstorm/Heavy Rain - High Winds - Hurricane 	High Threat	Shelter-In-Place at Track Facility
Accidental release (Chemical, Biological, Radiological)	Low Threat	Relocation or Evacuation (depending on situation)
IED/Bomb Threat	High Threat	Relocation
Shooter Situation		
Mass Casualty Event		

Vehicle in Stands		
Civil Disturbance		
Food Borne i.e., accidental food poisoning (mayonaise left in sun)		
Fire i.e., Multiple Motor Homes, Track, Wildfire, Stuctural, Fuel		
Hazmat		
Structural Collapse		
Terrorism i.e., WMD, Explosion, Chemical/Biological event, Dirty Bomb		
Plane Crash		
Unattended Package		
Suspicious Package		
Parachute Failure		
Lost Child		
Water Supply		
Train/Railroad Accident (Hazmat)		
Transport on Highway (Hazmat)		
Earthquake		
Gas Pipelines		
Vehicle into Crowd		
Propane Explosion		
Other		

B. Population of (Insert name of Speedway) Motor Speedway

When planning against possible hazards, risks, and threats, it is helpful to break the population of the speedway into groups and persons.

- Groups:

- Grandstands
- Suites
- Hospitality
- Campgrounds
- Vendor Row
- Concessations
- UJOC
- Infield
 - Garage
 - Pits
 - Driver/Owner Lot
 - Media Center
 - Camping/RV area
- Persons:
 - Spectators
 - Competitors
 - NASCAR Officials/employees
 - Workers
 - Vendors
 - Media
 - Sponsors

All categories of groups and persons should be considered when determining response activities and the need for relocation, evacuation, or shelter-in-place.

Reference: Mass Evacuation Planning Guide for Major Events, Section 3.2: Event Staff Support.

V. RELOCATION, EVACUATION, AND SHELTER-IN-PLACE DECISIONS

This section reviews the (Insert name of Speedway) Motor Speedway's policies and procedures related to relocation, evacuation and shelter-in-place decisions.

A. Relocation

This section provides an overview of the policy and guidance for decisions to relocate race participants and spectators. It includes the decision points and identifies where to relocate all population categories (named above) for all hazards (identified in Table 1).

Relocation and sheltering in place should always be considered as an option for protecting race participants and spectators. Full or partial evacuation decisions and routes should be identified and evaluated. An organized evacuation can prevent or minimize injury and property damage through adequate planning.

However, as outlined by the NASCAR Security and Safety Guideline Reference Manual, consideration should always be given to the fact that, in many circumstances, not evacuating may be the best course of action.

Reference: Mass Evacuation Planning Guide for Major Events, Section 3.1: Pre-Incident Planning.

Insert information about the decision to relocate spectators. (Who, what, where, when, why? For all population categories, for all hazards, in all areas of the facility.)

The following are some Relocation considerations and supporting actions from the Mass Evacuation Planning Guide for Major Events, NASCAR Pilot, Section 3.1.3: Relocation.

Considerations

- What are you relocating from? (i.e. weather, explosion, plane crash, etc.)
- What criteria should be used to select relocation areas?
- How effective is the relocation?
- How many people can you relocate?
- Who will make this decision? Who will implement the decision and how?
- What steps do you need to take before an event occurs? What areas should be designated as safe for relocation? Outside of track, Grandstands, Infield, Garage/Pits?
- How will you know if there are harmful contaminants in the air?
- How long can persons remain safely in the relocation area?
- By whom and how will the "All Clear" be communicated?

Supporting Actions

- Develop decision criteria to assist in making the relocation decision.
- Determine who will make the decision.
- Develop procedures for implementing relocation activities.
- Establish roles and responsibilities for Implementation Team to effect relocation activities.
- For chemical or other contaminant situations, make sure that air monitoring teams and equipment are on site and functioning.

B. Evacuation

This section provides an overview of the policy and guidance for decisions to evacuate race participants and spectators. It includes the decision points and identifies how an evacuation of all population categories (named above) will take place.

Insert information about decision to evacuate spectators. (Who, what, where, when, why? For all population categories, for all hazards, in all areas of the facility.)

The following are some shelter in place considerations and supporting actions from the Mass Evacuation Planning Guide for Major Events, NASCAR Pilot, Section 3.1.4: Shelter in Place.

Considerations

- What are you sheltering from? (i.e. weather, chemical, biological, radiological)
- What criteria should be used to select shelter in place?
- How effective is the sheltering in place?
- How many people can you shelter?
- Who will make this decision? Who will implement the decision and how?
- What steps do you need to take before an event occurs? What areas should be designated as safe for sheltering? Outside of track, Grandstands, Infield, Garage/Pits?
- How will you know if there are harmful contaminants in the air?
- How long can persons remain safely sheltered?
- By whom and how will the "All Clear" be communicated?

Supporting Actions

- Develop decision criteria to assist in making the sheltering in place decision.
- Determine who will make the decision.
- Develop procedures for implementing sheltering in place activities.
- Establish roles and responsibilities for Implementation Team to effect sheltering in place.
- For chemical or other contaminant situations, make sure that air monitoring teams and equipment are on site and functioning.

C. Shelter-In-Place

This section provides an overview of the policy and guidance for decisions to shelter-in-place race participants and spectators. It includes the decision points and identifies recommendations for where to relocate all population categories (named above) for all hazards (identified in Table 1).

Insert the facility policy and additional information about the decision to Shelter-In-Place. (Who, what, where, when, why? For all population categories, for all hazards, in all areas of the facility.)

The following are some shelter in place considerations and supporting actions from the Mass Evacuation Planning Guide for Major Events, NASCAR Pilot, Section 3.1.5: Evacuation.

Considerations

- What are you evacuating from? (i.e. weather, chemical, biological, radiological)
- What criteria should be used when making evacuation decisions?
- How effective is the evacuation?
- How many people can you evacuate in a reasonable amount of time?
- Who will make this decision? Who will implement the decision and how?
- What steps do you need to take before an event occurs? How will you know if there are harmful contaminants in the air?

Supporting Actions

- Develop decision criteria to assist in making the evacuation decision.
- Determine who will make the decision.
- Develop procedures for implementing evacuation activities.
- Establish roles and responsibilities for Implementation Team to effect evacuation.
- For chemical or other contaminant situations, make sure that air monitoring teams and equipment are on site and functioning.

VI. COMMAND STRUCTURE/RESPONSE ORGANIZATION

The Command Structure/Response Organization for Relocation and Evacuation activities should mirror the normal Command Structure, as found in Section (Insert Section Number) of your Emergency Action Plan.

The below diagram, which depicts the command structure/response organization is also included in the EAP.

Reference: Mass Evacuation Planning Guide for Major Events, Section 2: Organizational Structure
2.1 - Implementation Team
2.2 - Direction & Control
2.3 - Local, State, and Federal Response
2.4 - Industry/Private Sector Response
2.5 - Local Transportation Structure

Insert Command Structure/Response Organization Diagram

Exhibit 1: Command Structure/Response Organization

A. Roles & Responsibilities

- Define for each entity, designate & identify key personnel

B. Direction, Control and Coordination

- Define for each entity, designate & identify key personnel

VII. (INSERT NAME OF SPEEDWAY) MOTOR SPEEDWAY RELOCATION AND EVACUATION CONCEPT OF OPERATIONS

A. Facility Information

The decision to evacuate or relocate from a Tower, Grandstand, Suite, Campground, Hospitality Area, Vendor Row, Concession Area, Infield (Garage, Pits, Driver/Owner Lot, Media Center), or _____ area, requires that the following considerations be taken into account:

Reference: Mass Evacuation Planning Guide for Major Events, Section 3.1: Pre-Incident Planning and 3.2 Event Staff Support.

1. Number/Location of Gates (P = Pedestrian; C = Cars; GC = Golf Carts; T = Trucks; EV = Emergency Vehicles)

- List gates/entrances/exits and the plan for each gate/entrance/exit depending on the need to relocate spectators or evacuate the grandstands, tower, etc. Refer to scenarios listed in your EAP.

2. Facility Population

- Breakdown how many people to expect in the following categories (Spectators, Competitors, Teams, NASCAR Personnel, Workers, Vendors, Media, Sponsors, etc.).
- List the sections where people congregate to work or watch the event (i.e., grandstands, towers, bleachers, etc.).
 - Are there any additional fan congregation areas?
 - If evacuation is recommended, specify which exit/gates should be used for each of the areas listed above.
 - If relocation is recommended, specify the relocation area for each spectator section.
 - If shelter-in-place is recommended, specify the location for each spectator section.

3. Special Needs Population

- All special needs persons shall enter initially through Gate(s) _____.
- Following the race, special needs persons shall enter/exit through Gate(s) _____.

List where Special Needs persons could be located, how they should evacuate, relocate, or shelter-in-place in each area, and where/how they should move. Also who will assist them.

4. Special Considerations for Competitors, Teams, Media, Sponsors, and NASCAR Personnel
 - a. Competitors and Teams
 - All competitors and teams shall enter initially through Gate(s) _____.
 - Following the race, competitors and teams shall enter/exit through Gate(s) _____.
 - If evacuation is recommended, specify which Gate(s) the competitors and teams should use.
 - If relocation is recommended, specify relocation area for competitors and teams.
 - Shelter-in-Place for Competitors, Teams, NASCAR personnel, Media or Sponsors in the Garage during weather or WMD incidents will be in the center aisle of the Team Haulers.
 - b. Media
 - All media personnel shall enter initially through Gate(s) _____.
 - Following the race, media personnel shall enter/exit through Gate(s) _____.
 - If evacuation is recommended, specify which Gate(s) the media should use.
 - If relocation is recommended, specify relocation area for media.
 - If shelter-in-place is recommended, specify the location for each spectator section.
 - c. Sponsors (Depending upon their location)
 - All sponsors shall enter initially through Gate(s) _____.
 - Following the race, sponsors shall enter/exit through Gate(s) _____.
 - If evacuation is recommended, specify which Gate(s) the sponsors should use.
 - If relocation is recommended, specify relocation area for sponsors.
 - If shelter-in-place is recommended, specify the location for each spectator section.
 - Hospitality Tents?
 - d. NASCAR Personnel
 - All NASCAR personnel shall enter initially through Gate(s) _____.
 - Following the race, NASCAR personnel shall enter/exit through Gate(s) _____.
 - If evacuation is recommended, specify which Gate(s) the NASCAR personnel should use.
 - If relocation is recommended, specify relocation area for NASCAR personnel
 - Shelter-in-Place for NASCAR personnel, in the Garage during weather or WMD incidents will be in the center aisle of the Team Haulers.
5. Special Considerations for Vendor Areas
 - Food & Drink

- Where are they located?
- How many personnel are involved?
- What gates should be used for evacuation?
- What relocation areas should be used?
- Souvenirs
 - Where are they located?
 - How many personnel are involved?
 - What gates should be used for evacuation?
 - What relocation areas should be used?
 - What shelter-in-place areas will be used?

6. Vehicles

- Gates to Infield:
 - List gates/entrances/exits.
- Gates to Exit Track Facility:
 - List gates/entrances/exits.

7. Emergency Access

- List what gates are to be used for the entry and exit of emergency vehicles.
- Refer to EAP and Mass Casualty Plan.

B. Communication

This section outlines the communication equipment, systems, and terminology used at the (Insert Name of Speedway) Motor Speedway facility for communication among all track personnel (i.e., local law enforcement, fire department, Emergency Management Agency, NASCAR personnel, facility security).

Reference: Mass Evacuation Planning Guide for Major Events, Section 3.1.5: Communications.

- What system is used for communication among all track personnel (i.e., local law enforcement, fire department, Emergency Management Agency, NASCAR personnel, facility security)?
- What channel(s) are used for communicating among what groups?
- What equipment is used?
- What terminology is used to communicate different events at the facility?

C. Warnings, Messages and Signage

In order to notify fans of the events happening at the (Insert name of Speedway) Motor Speedway, Public Service Announcements (PSAs) need to be pre-scripted.

This section includes information related to how messages will reach the public, including sample PSAs, location and method of

Reference: Mass Evacuation Planning Guide for Major Events, Section 3.1.5: Communications.

communicating warnings and messages, number and location of sirens, and lighting.

- Who makes the announcements for fans?
- Can different messages be broadcast for different areas of the track?

- Who makes the decision on what announcement/message to send to race participants and spectators?
- How are messages communicated to competitors and teams?

1. **Public Service Announcements/Messages**

A sample Emergency Evacuation Announcement would be:

Ladies and Gentlemen, we regret interrupting the race. There is no cause for alarm, but we have received information that necessitates that we gradually clear the track facility in _____ area. This is for your safety. As soon as we conclude our investigation of the situation, this event will continue. Again, we apologize for any inconvenience. Please follow the directions of track facility personnel, who will direct you through to the exits most convenient to your location.

- What additional Public Service Announcements exist?
- What special messages exist?

2. **Communicating of Warnings**

List information about how warnings are communicated to race participants and spectators.

- How will messages reach fans?
- Is there a JumboTron? If you have a JumboTron, how best can you use this to pass on information (i.e., perhaps use it for some pre-race emergency information)?

3. **Signage**

List information about location and use of signage to assist race participants and spectators in relocation, evacuation, and shelter-in-place.

Reference: Mass Evacuation Planning Guide for Major Events, Section 3.1.8: Signage and Lighting.

4. **Sirens or Other Warning Devices**

List information about location and use of sirens or other warning devices to assist race participants and spectators in relocation, evacuation, and shelter-in-place.

5. **Lighting**

List information about location and use of lighting to assist race participants and spectators in relocation, evacuation, and shelter-in-place.

- Are track personnel given flashlights?
- Is there sufficient lighting during night races for race participants and spectators to easily and safely evacuate all sections?

6. **Other**

VIII. POST INCIDENT REVIEW/AFTER ACTION REVIEW PROCESS

This section provides an overview of the After Action Review (AAR) Process. An AAR should be conducted immediately following the exercise or event and should involve representatives from

Reference: Mass Evacuation Planning Guide for Major Events, Section 3.3.4: Post Incident Review and Annex H: Exercising the Plan.

each participating agency. This should include information of the major events, all lessons learned, and review any new initiatives developed or identified during the exercise. The AAR should also include a discussion of all techniques, tactics, and procedures utilized during the exercise to include what went right and what went wrong. It should identify any issues and the consequences resulting from the potential outcomes of those issues. Following the AAR meetings and discussion, an After Action Report/Improvement Plan (AAR/IP) should be written which identifies areas that require improvements, the actions required, the timelines for implementing those improvements, and the organization and party responsible for this action. The AAR/IP should be shared with all stakeholders, and used to further define the plans and procedures related to race events.

IX. PROGRAM AND PLAN MAINTENANCE

The Relocation and Evacuation Plan will be maintained, reviewed, and updated following the preparedness cycle: Plan, Train, Exercise/Respond, Evaluate and Mitigate. The Preparedness Cycle is depicted in Exhibit 2. All stakeholders should participate in each phase of this cycle to ensure that the plan reflects the current operational strategies, organizational structures, and methodologies utilized by response personnel. Following each event, training, or incident, an evaluation of all response actions and in-place mitigation measures should be performed. This will allow for the identification of areas to be sustained, improved, or added to enhance the facility's overall preparedness.

Reference: Mass Evacuation Planning Guide for Major Events, Section 4: Program and Plan Maintenance.



Exhibit 2: Preparedness Cycle

This section provides an overview of how to utilize the preparedness cycle for maintenance of the Relocation and Evacuation Plan.

A. Training, Drills and Exercises

- List the annual training, exercise, drill plan.

Reference: Mass Evacuation Planning Guide for Major Events, Section 4.1: Program Maintenance and Annex H: Exercising the Plan.

B. Plan Maintenance and Revision

Reference: Mass Evacuation Planning Guide for Major Events, Section 4.2: Plan Maintenance and Revision and Annex H: Exercising the Plan.

- List the maintenance and revision plan.

Appendix 2: Data Collection Tool

Mass Evacuation Planning Guide for Major Events Data Collection Tool

Motor Speedway (Insert Date Completed)

Objectives of the Mass Evacuation Planning Meeting:

- Build your Relocation and Evacuation Plan if you don't have one
- Vet your Relocation and Evacuation Plan if you do have one
- Determine needed revisions or items to include in Relocation and Evacuation Plan

Facility Information	
Track Information	
Closest City & Surrounding Area	
Campgrounds	
Local Hospitals	

Listing of Relevant Plans <i>(MEP Template Section 3.1 – Pre-Incident Planning)</i>	
<u> </u> Motor Speedway	
Exercising of Plan	
Staff During Race Weekend	

Potential Hazards/Scenarios <i>(MEP Template Section 3.1 – Pre-Incident Planning; Section 3.2 – Direction and Control; Section 3.4 – Event Staff Support; Annex F: Hazards and Vulnerabilities Matrix)</i>	
Weather:	
- Heat	
- Severe Thunderstorms/ Heavy Rain	
- High Winds	
- Tornado	
- Lightning	
- Hurricane	
- Other?	
Fire	
- Multiple Motor Homes	
- Track	
- Wildfire	
- Structural	
- Fuel	
Mass Casualty Event	
Vehicle in Stands	
Civil Disturbance	
Food Borne - i.e., Accidental Food Poisoning (mayonnaise left in sun)	
Hazmat	
- Highway	
- RV in Campground	
Terrorism:	
▪ WMD	

<ul style="list-style-type: none"> ▪ Explosion ▪ Chemical/Biological Event ▪ IED ▪ Dirty Bomb ▪ Bomb Threat 	
Plane Crash	
Unattended Package	
Unknown Substance found in or near stands (white powder, etc.)	
Suspicious Package	
Parachute Failure	
Active Shooter/Sniper	
Lost Child	
Water Supply	
Transport on Highway	
Train/Railroad Accidents (Hazmat)	
Earthquake	
Gas Pipelines	
Vehicle into Crowd	
Riot/Civil Disturbance	
Propane Explosion	
Chemical Depot or other nearby Hazardous Materials storage location	
Other?	

<p>Command Structure/Response Organization <i>(MEP Template Section 2: Organizational Structure; Section 3.2 Direction and Control)</i></p>

Decontamination <i>(MEP Template Section 3.2 – Direction and Control)</i>	
Triage/Decon Areas for People	
What is the size of the contaminant – water bottle or refrigerator truck?	
Decon of Vehicles	

Evacuation/Shelter In Place Decisions <i>(MEP Template Section 3.1 – Pre-Incident Planning, Section 3.2 – Event Staff Support)</i>

Messages <i>(MEP Template Section 3.1 – Pre-Incident Planning)</i>	
Pre-Scripted Messages/Public Service Announcements	
Joint Information Center	
Information Hotline	
Family Assistance	

Signage <i>(MEP Template Section 3.1 – Pre-Incident Planning, Section 3.2 – Event Staff Support)</i>

Policies <i>(MEP Template Section 3.1 – Pre-Incident Planning)</i>	

Communications <i>(MEP Template Section 3.2 – Direction and Control)</i>	
Primary Communciations	
One way communications	

Training <i>(MEP Template Section 4.1 Program Maintenance)</i>	
DHS/PSA Training	
Exercises/Training	
NASCAR Training/Guidelines	

Post Incident Review/After Action Review Process <i>(MEP Template Section 3.4 Recovery Planning)</i>	
What is the process?	
How often?	

NASCAR Initiatives	

Scenario #1 –	

Scenario #2 –	

Issues/Information for Future Consideration	

Appendix 3: Planning Process and Procedures

Mass Evacuation Planning Meeting (Using the Mass Evacuation Planning Guide for Major Events, NASCAR Pilot)

Planning Process and Procedures

The purpose of the Mass Evacuation Planning Meeting is to develop an integrated joint response plan to handle any type of mass evacuation or sheltering in place situation that could occur at a NASCAR sanctioned facility. The Mass Evacuation Planning Guide (template) that was developed as a joint effort between the Department of Homeland Security (DHS) and NASCAR will be used as the guideline for developing the mass evacuation plans.

The focus of the mass evacuation planning meeting is to develop a mass evacuation plan as part of any existing emergency action plans presently in place. For those facilities that have a mass evacuation plan already in place, the template and planning process will assist in enhancing those existing plans. It is not envisioned that the Mass Evacuation Plan will be a stand-alone plan, but that it will become part of your existing emergency plans. For example, the organizational structure to respond to a mass evacuation is one of the areas that will be covered by the template, but it is envisioned that this response organization would likely be similar to the organization that deals with most other emergency situations within the facility.

The planning meeting should be facilitated by someone familiar with the track and hazards to the track. It is suggested that someone be designated to take notes during the meeting, and then provide the pertinent information on plan details, decisions made, and any outstanding planning issues to the entire planning team for their use in developing the track's Mass Evacuation Plan.

Who should attend the planning meeting?

All pertinent track, local, state, federal and industry planning partners should be invited to the meeting. These should include those individuals that are able to speak and make decisions on behalf of their agencies, with respect to evacuation planning, and those with knowledge of the current plans. During the course of the planning meeting, a discussion will be held regarding the right mix of members for the planning team, and a determination of who will be responsible for maintaining the plan and planning process.

Some of the local, state, federal and industry personnel and agencies to invite to participate include:

- Facility and track
 - Law Enforcement
 - Fire and Rescue
 - Emergency Management
 - Health and Safety
 - Medical (health care facilities and EMS)
-

- Transportation (all modes, if relevant)
- Industry neighbors
- Others, as necessary and dictated by your particular track location

How should personnel and agencies prepare for the planning meeting?

- All personnel participating in the planning meetings should review any and all emergency response plans and procedures, especially those pertaining to evacuation/sheltering in place. These plans should include both the facility emergency action plans as well as the local emergency response plans, since these plans should link together.
- Review and be thoroughly familiar with the DHS NASCAR Mass Evacuation Planning Guide for Major Events, since this is the document that will be used in guiding us through these facilitated meetings.
- Review the special adjacent facilities located near your facility or within your community.
- Bring along any maps, facility diagrams, pictures, etc. of your facility and track, as well as the local area. These will be helpful in planning out such items as resource staging areas, holding areas for evacuees, transportation routes for pedestrians and vehicles, etc.
- Be familiar with the facility. For example, the numbers of seats per section, number of people that can camp/view the race from the infield, people that camp in adjacent camping grounds, etc.
- Identify possible areas for shelter in place.
- Be familiar with local area's response capability, including hospital's surge capacity.
- Send copies of existing emergency plans and procedures to DHS and SRA at least one week prior to the planning meeting so they may become familiar with response operations prior to arriving on site.
- Create a few realistic scenarios (reference Appendix 4: Sample Scenarios) to discuss during your planning meeting (see draft Planning Meeting Agenda below). The scenario discussion can be used as part of the analysis to validate the decisions made during the planning process.

Logistics requirements for the planning meeting

Logistics requirements for the planning meeting include a meeting location and minimum Audio/Visual requirements. The primary need is for a meeting space (tables and chairs) that will hold the requisite number of attendees. The meeting place should also be large enough to be able to lay out maps, diagrams, emergency plans, etc. The meeting space should include a white board or flip chart, LCD projector and screen, teleconference capability, and extension cords/power strip for computer hookup. Even though we will not need to have this in the meeting room, access to a copier and printer may be necessary.

Planning Meeting Agenda (Draft)

- Welcome and Introductions
 - Purpose and Objectives of the Planning Meeting
 - Review existing emergency plans and procedures
 - Discuss gaps and inconsistencies
 - How will the Mass Evacuation Plan fit into the existing plans
 - Conduct site tour of track and speedway property – for familiarity purposes
 - Review track and local area hazards and vulnerabilities
 - Work through Planning Guideline (Template)
-

- Organizational Structure
- Concept of Operations
- Program and Plan Maintenance
- Annexes
- Review potential scenario incidents – discuss relocation/evacuation/shelter in place options
- Discuss next steps

Appendix 4: Sample Scenarios

The following sample scenarios were used during the track visits at the Infineon Raceway and Milwaukee Mile to validate the decisions made during the planning process.

Scenario #1 – Plane Crash

It is a perfect day for racing at Infineon Raceway on Sunday. The scheduled NASCAR race is about midway through, with no major incidents or accidents occurring and only 3 minor car crashes taking place thus far. The weather is typical for this time of year: partly cloudy; temperature in the low 80's; barometric pressure is normal; and a slight wind out of the west at about 3 mph.

Attendance at the track is at peak levels, with the grand stands and all terrace seating at maximum capacity. There have been no significant events with the spectators up to this time. All law enforcement, track security, and crowd management personnel are in place and have reported normal operations.

At about midway through the race, a Cessna Citation airplane is seen flying a little low over the track, from east to west, somewhat erratically. Suddenly, the plane veers to the left and crashes into the West side of the Grandstands. It explodes and bursts into flames, and within a few seconds the western portion of the Grandstands (about 1/3 of the Grandstands) collapses. Parts of the plane, after crashing into the grand stands, are flying everywhere, with burning pieces of the wing ending up on top of the entrance to the West Tunnel. Fire and smoke are everywhere. Chaos erupts, and race fans flee in all directions, some onto the track near Turn 1, others run under and behind the still standing sections of the grandstands. The rest to the track spectators are all standing to see the disaster, with many of them leaving their seats and heading towards their vehicles. Still, many other good Samaritans (spectators) are arriving on scene trying to help with the rescue of those injured in the grand stands. Initial assessments indicate approximately 200 people are killed, and hundreds more are severely injured and badly burned.

Scenario #2 – RV Explosion and Suspicious Package

It is a very hot and cloudy day for racing at Infineon Raceway on Sunday. The scheduled NASCAR race is about to begin in about 15 minutes, with fans still moving into their seats. Most of the drivers are in their cars preparing to get started. The weather is hot and dry for this time of year: cloudy with a chance of rain; temperature in the low 90's; barometric pressure is normal; and a slight wind out of the west at about 4-5 mph. Attendance at the track is at peak levels, with the grand stands and all terrace seating at maximum capacity. All parking areas are at maximum capacity as well. All law enforcement, track security, and crowd management personnel are in place and have reported normal operations.

Just prior to the race beginning, there is a tremendous explosion in the RV parking area just behind the Turn 9 Terrace seating. A large dark cloud of smoke billows toward the track and on to the Turn 9 Terrace seating; with the fire being seen from many parts of the track. Fans race to the top of the Turn 9 Terrace to see what happened, and others start to flee. Everyone appears to be coughing, with some falling to the ground not able to breathe very well. Those fans that were still moving from the parking areas to their seats, along with those that were not planning to attend the race and remain in the RV parking area begin to flee the area in chaos. Fire and EMS crews are dispatched to respond to the explosion. It appears that dozens of persons have been injured;

numbers of deaths are not known at this time. Security and law enforcement personnel are trying to get the spectators calm and moved to another location, out of the way of the smoke and fires.

However, a few minutes after the explosion in the RV parking area, as the terrace is being evacuated, a call comes over the radio that two suspicious packages have been found near the East end of the Grandstands, attached to the girders underneath, about 20 feet above the ground.

At about the same time as the suspicious package is located, the California Highway Patrol representative in the MACC gets the alert that a hazmat incident has occurred on SR 121. A tanker truck carrying chlorine gas has collided with a car and overturned about 10 miles from Infineon Raceway. Details of this are still pretty vague, but it appears to be an accident with another vehicle with both drivers being killed. The truck does not appear to be leaking at this time, but all precautions are being taken on scene by the California Highway Patrol.

Scenario #3 – Tornado Incident

On the evening of the NASCAR race at the Milwaukee Mile, the weather begins to change. Severe weather has been forecasted for the evening of the race, but at race time the decision was made to start the race; the race began promptly at 7:30 pm that Saturday evening with a full crowd, estimated at about 45,000. National Weather Service forecasts have identified a line of severe thunderstorms to the west of the track, about 100 miles away, moving very slowly. Clouds have moved in late in the afternoon, and the winds have been picking up for the past few hours. At about 8:15 pm, a series of severe thunderstorms and tornadoes begin moving through Waukesha County and information on this is passed on to the Milwaukee Mile EOC. There is imminent threat of a tornado and a tornado watch is issued for Waukesha. The sirens throughout Waukesha County are being sounded.

At approximately 8:50 PM a large violent tornado touches down in the southeastern section of the city of Waukesha. The tornado, up to a quarter-mile at points, moves east-northeast, remaining on the ground continuously for more than 30 miles before finally dissipating. In less than 30 minutes, 6 people are killed or mortally injured and approximately 32 are injured. The tornado will damage or destroy at least 50 homes. In addition, one (1) apartment complex, one (1) nursing home, 19 commercial buildings and 2,200 acres of farmland are destroyed. The event is a F-3 Tornado on the *Fujita Damage Intensity Scale*. Because a major transmission power line was destroyed, much of Waukesha County is without electrical power.

Due to the tornado in the adjoining county and the track of the thunderstorms, a tornado warning is now issued for Milwaukee county and other adjoining counties. The storm is now traveling east at approximately 30 miles per hour.

GO THROUGH A SERIES OF QUESTIONS ABOUT PREPARATION AT THE TRACK

At 9:15 PM the National weather service doppler radar indicated a tornado 6 miles west the Milwaukee Mile moving northeast at about 35 mph. This is a dangerous storm situation. At the track, winds have picked up significantly, now moving at about 60 mph and large hail has started falling. It is raining very heavily. At about 9:25 PM, a tornado touches down in the Milwaukee Mile infield near the south bleachers. The cars and vans parked in the immediate area are destroyed, and the tornado moves to the east tearing apart most of the south bleachers. Those persons that

remained in the bleacher and grand stand areas were heavily impacted by the tornado. The tornado continues on an eastern track ripping through the fair grounds area and taking off the siding and part of the roof of the Expo Center, leaving in tact most of that structure though. Once the tornado has passed, an assessment is conducted to verify the extent of damages. It appears that numerous persons have been injured and killed; there is extensive damage to the track, bleachers, grandstands, and surrounding buildings. Since it is dark, it will be hours before an accurate assessment can be completed.

Scenario #4 – Sniper Incident

It is a perfect day for racing at the Milwaukee Mile on Saturday evening. The scheduled NASCAR race is about midway through, with no major incidents or accidents occurring and only 3 minor car crashes taking place thus far. The weather is typical for this time of year: partly cloudy; temperature in the low 70's; barometric pressure is normal; and a slight wind out of the west at about 3 mph. Attendance at the track is at peak levels, with the grand stands and all bleachers seating at maximum capacity. There have been no significant events with the spectators up to this time. All law enforcement, track security, and crowd management personnel are in place and have reported normal operations.

At about midway through the race, one of the drivers appears to lose control of his car going into turn 3, with the car quickly spinning out of control, causing a huge pile up on turn three of the race track. Because of the size of the accident, the race is stopped and the drivers eventually return to the pits. Once the noise from the race cars dies down, someone reports hearing shots fired from somewhere in the grandstand area. It appears that spectators are being shot at random from someone located in the VIP section. A number of people have been shot during the past few seconds. At about the same time as this is being reported to the EOC, fans begin to quickly exit the bleachers and grand stands in a panic, with a number of younger children being knocked over in the quick exit. Shots continue to ring out and it appears now that the sniper is shooting randomly at spectators located in the various bleacher seats. Another report is received that the driver of the car that lost control had been shot and killed; thus causing the crash.

After 15 minutes of the initial shooting episode, a large explosion is heard in the north end of the track, causing a huge fire and tremendous damage to the north bleachers and surrounding area. It appears the one of the large propane tanks had just exploded. Everyone within the track and fair grounds area are in a panic and are running to get to their cars to leave the area. The north section of the track and north bleachers area are on fire from the explosion.

Shortly after the explosion, the County EOC receives a phone call from the apparent shooter indicating that he has 5 hostages in a VIP suite and he is wired with explosives. No law enforcement personnel are to come close to the suite; he has 3 other persons working with him that are observing the immediate area and that if anyone comes close, he will detonate the explosives. "I just blew up your propane tanks and can cause further damage if you like." The shooter hangs up; no demands have been made at this time.
