

- Beer/tent/alcohol service (location shown)
 - Where will the fence(s) be located, will it also encompass the entertainment section. Will a trailer be present that supplies the beer to customers
Please indicate access and egress points from the fence enclosures and beer tent as well as location and access for beverage trailer(s) and equipment.
We may be using a trailer for cold storage of beer, but since we are featuring many different Michigan beers, we will be pouring out of kegs for most of it. The attached map will show where the entrance to this area will be and the access area for the trailer, if needed.
- Tent/spectator seating layouts
 - Looking for a basic seating area is along with service areas to ensure barrier free access
Please indicate seating area access and emergency egress points as well as provision for Barrier Free seating (circus may have standard layout for different size tents)
We have attached the seating area map for the Entertainment Tent and circus tent.
- Temporary access drive to adjacent property (general location shown/minimal information included with TSUP application referenced below)
 - Please indicate if this access point will be limited in off hours? Attended during these off hours for emergency access?
The access point will be attended in off hours and will be able to be opened so that people and emergency vehicles can enter and exit freely.
- Temporary power (location only shown)
 - Will you be using generators or a drop from DTE? Realizing you may be seeking a separate license
Please indicate sources for power and distribution, i.e. DTE drop or generators, temporary pedestal distribution or existing switchgear. (we understand that you will be securing separate electrical permits and inspections)
Generators will be used by the Midway company as needed and will potentially ne used for other components of the Fair. Primary temporary hook ups for the Circus and Entertainment will be extended from the Suburban Collection Showplace properties.
- Restrooms/portable toilet numbers, location, accessibility (BF) and service access
 - Please note the Barrier Free portable toilet locations (min. (1) or 5% whichever is greater) evenly distributed, as well as overall quantity. **At each portable toilet location, one of the toilets will be barrier-free for a total of 2. Locations are noted on the attached map.**
 - Is there enough space for service vehicle access during the fair (i.e. pump them out?)
Yes, the portable toilets will be at the outer edge of the perimeter so that they can be accessed for cleaning. We have scheduled at least one cleaning per active day and will increase this as needed by attendace.
- Fire Lanes and Emergency Medical Access
 - We are looking for basic layout of where rides will be positioned in relation to all the other activities to ensure there is enough room for emergency personnel to access
Please note location of EMS vehicle staging referenced in our earlier meeting , first aid station (if applicable) and vehicle ingress/egress lane and egress through the site
The Emergency Vehicle staging will be as indicated on the attached map along with the first aid station location. The Midway rides will be spaced with enough room to be access by emergency vehicles per their regulations.

- Location of HVA/CEMS provided by fair
 - Where exactly will the emergency personnel be positioned on the site? **See attached map.**
- Signage
 - Will be seeking additional signage to directing individuals to where to enter for camper village, midway , etc.
Please include size and location of any additional needed identification and directional signage needed for visitor/traffic control.
Sandwich board style signs or temporary staked sign no larger than 24" x 36" will be used. These will be positioned at periodic points on Grand River and in the camper village.

Adjacent Site(s):

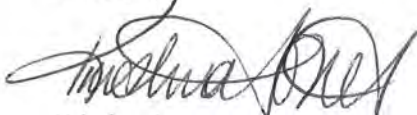
The second part of the submission is a Temporary Special Land Use Permit Application for the adjacent parcels to be used for the camper village and overflow parking . Documentation includes an aerial photograph with approximate location of fire lanes, location of (3) portable toilets and power outlets as well as egress and emergency vehicle entrances and exists. Nominal information is provided for the temporary access point to the Showplace site to the east. The plan is nominally to scale but no dimensions are provided. The permit fee has been provided. The following detailed information requested in your June 13 letter is not included or included in part:

- Balance of access aisle and fire lanes including widths
 - As before, we are looking for specifics to ensure there is enough space for emergency personnel (and emergency vehicle access including hydrants and turning radius)
Per previously submitted application, the access aisle and fire lanes will be a 24' wide loop around the entire area with enough space for turning radius for emergency access.
- Temporary power and lighting details
 - As before, we seek the details of you will be providing power to all the accessory uses occurring, specifically at the camper village
Please indicate sources for power and distribution, i.e. DTE drop or generators, temporary pedestal distribution or existing switchgear as well as provisions for temporary lighting, if applicable. (we understand that you will be securing separate electrical permits and inspections)
The existing permanent structure that the camping village area will be around will supply all of the power needs for the camping village. No additional DTE drops or generators will be needed as it will be powered with temporary pedestal distribution. We feel the existing exterior lighting of this area will be sufficient with the addition of one light tree by the porta potties.
- Controlled access points for vehicles and pedestrians
 - The access points between the two properties, for vehicles or pedestrians? Also, Please indicate if this access point will be limited in off hours? Attended during these off hours for emergency access?
The access point will be attended in off hours and will be able to be opened so that people and emergency vehicles can enter and exit freely.
- Signage
 - Please include size and location of any additional needed identification and directional signage needed for visitor/traffic control.

Sandwich board style signs or temporary staked sign no larger than 24" x 36" will be used. These will be positioned at periodic points on Grand River and in the camper village.

- Barrier free restroom and shower facilities (showers were mentioned in earlier discussion) and temporary utility hookups for campers
 - How do you intent to providing water to the camper village. Attached is a map depicting where fire hydrants are locate in case you were considering that as an option
The existing permanent structure around which the camper village is located has water access and we have secured the rights to use this for the camper village.
 - Will water service/temporary showers be provided? IF so. Please indicate layout/location including temporary meters.
Water service will be provided but shower trailers will not be located in the camper village.
- Time Frames for set up/use/teardown/restoration
In the beginning of Aug- access point to be created between Suburban Collection Showplace lot and O'Shea property.
August 28th-Porta johns to be delivered
August 29-Sep 4- Camper village opened, overflow parking lots to be used
- Trash disposal
 - Will there be one area dedicated for trash collection? Will there be dumpsters positioned throughout camper village, if so where? How will the dumpsters be serviced during the fair if needed?
There will be one larger dumpster located in the camper village area, which will be emptied at the conclusion or sooner if needed by Metro Sanitation. Smaller trash bins will be located in the overflow parking area and emptied throughout the event.
- Security
 - Who will be providing security and where will they position as discussed in previous meetings regarding special access for animal owners
Axiom Security is the official security company for the State Fair. They will be positioned at the exhibitor entrance at the north side of the building to allow 24 hour access for animal owners. Animal owners will be identified by specific color wristbands that must be worn at all times.

Sincerely,

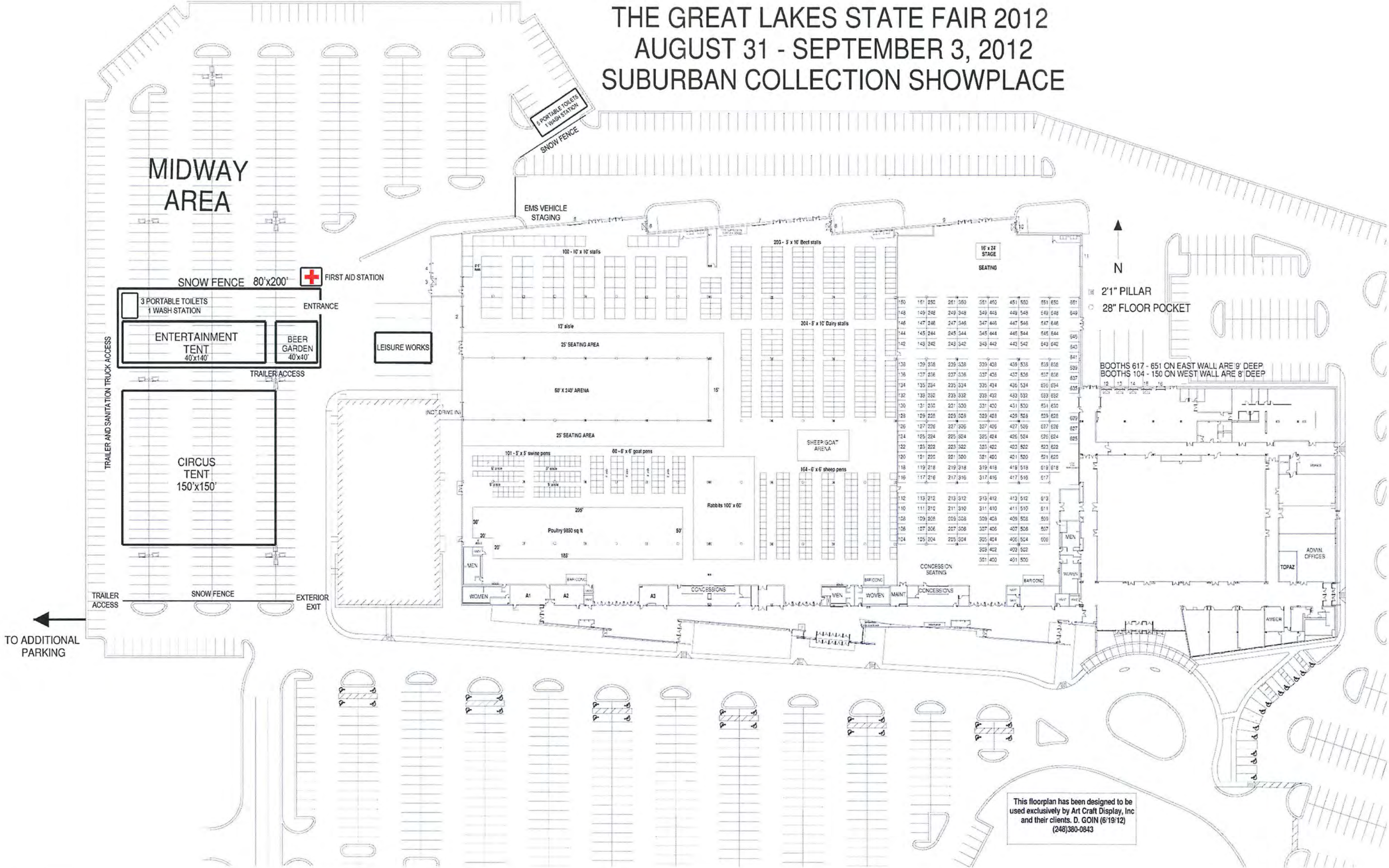


Kristina Jones
Event Manager
Great Lakes State Fair
Suburban Collection Showplace

THE GREAT LAKES STATE FAIR 2012

AUGUST 31 - SEPTEMBER 3, 2012

SUBURBAN COLLECTION SHOWPLACE



This floorplan has been designed to be used exclusively by Art Craft Display, Inc and their clients. D. GOIN (6/19/12) (248)380-0843

MAIN ENTRANCE

FLOOR SEATING



GREAT LAKES STATE FAIR 2012 BLEACHER RING
24 Bleacher Sets x 50 Seats per Set = 1200 Bleacher Seats
300 Chairs in Additional Floor Seating - 1500 Seats Total
150' diameter circle

8' AISLE

8' AISLE

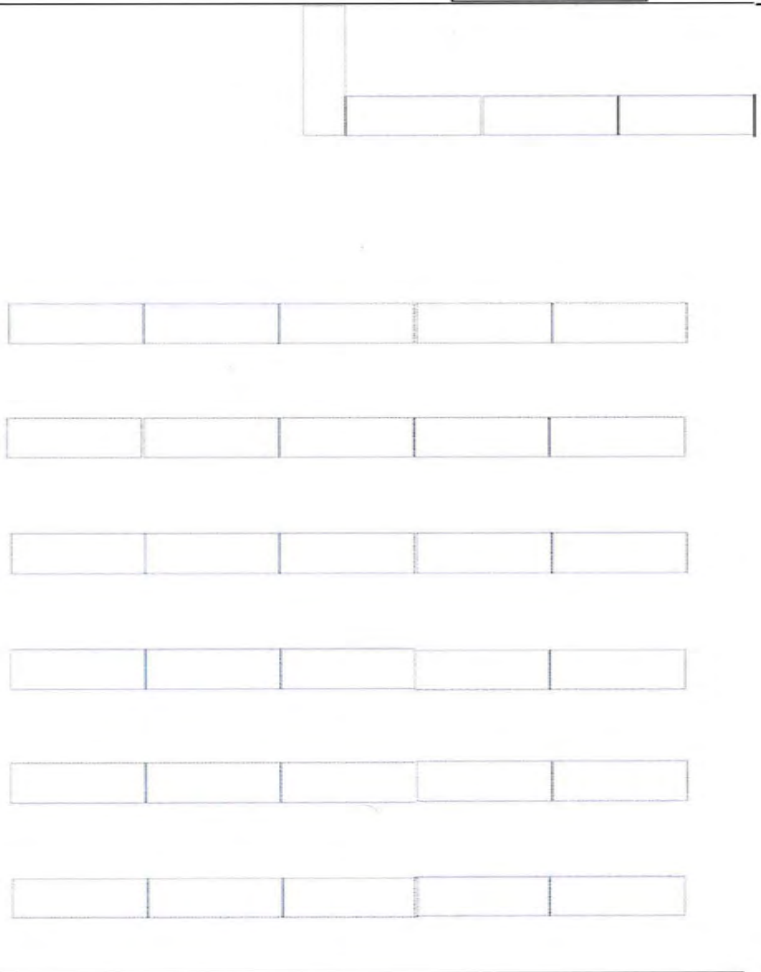
FLOOR SEATING

FLOOR SEATING

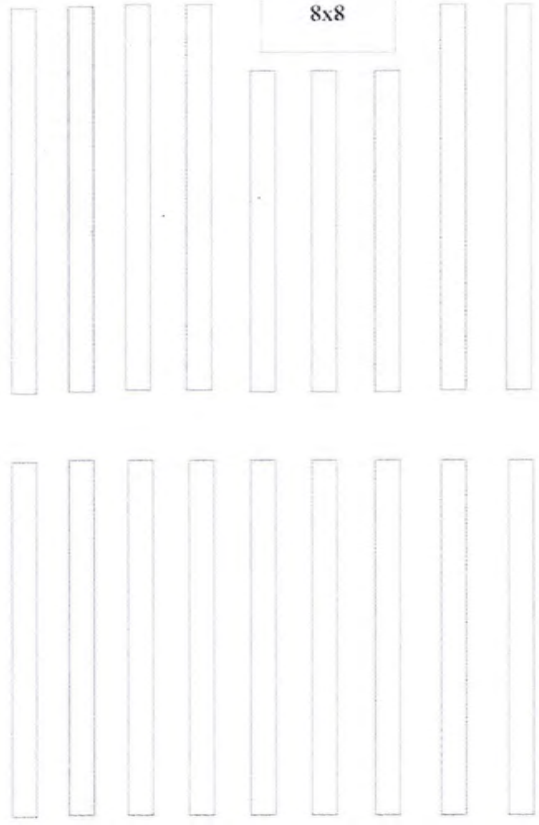
MAIN ENTRANCE

ENTERTAINMENT TENT LAYOUT

Beer
Trailer



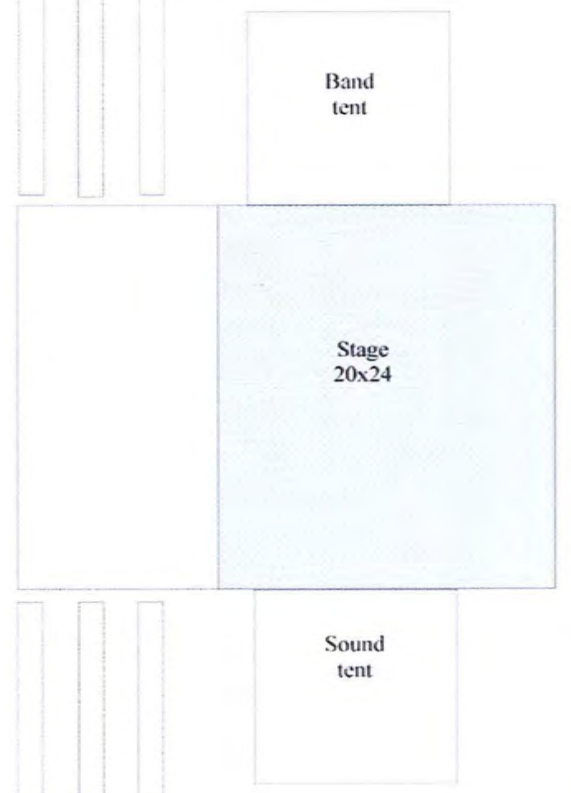
Sound
tech
8x8



Band
tent

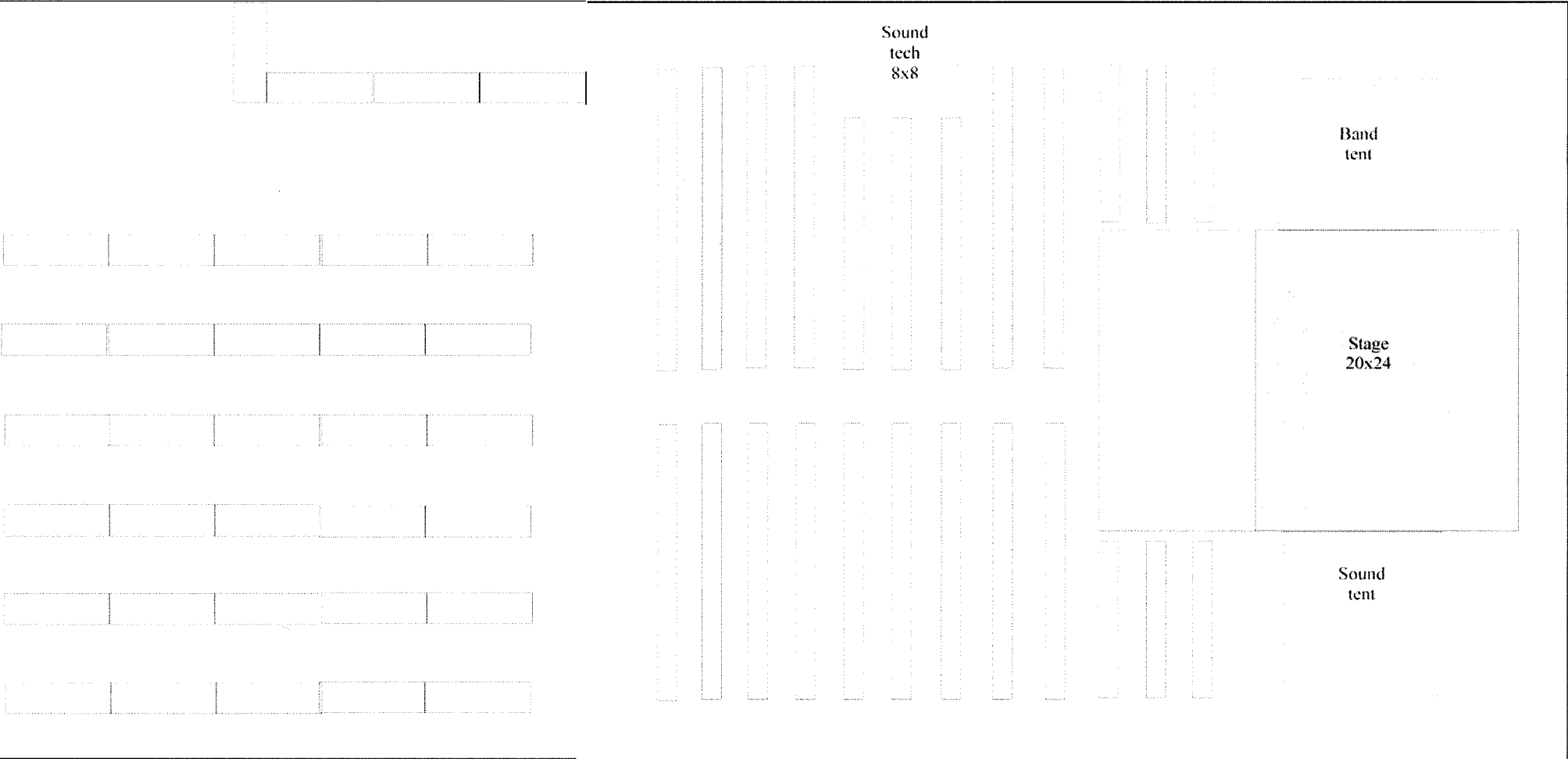
Stage
20x24

Sound
tent



Beer
Trailer

ENTERTAINMENT TENT LAYOUT





**SUBURBAN COLLECTION
SHOWPLACE**

EMERGENCY EVACUATION PLAN
Updated July 13, 2011

46100 Grand River Ave
Novi MI, 48374
(248) 348-5600

SECTION I

SUBURBAN COLLECTION SHOWPLACE POLICY AND PURPOSE

Management is responsible for the protection of guests, personnel and property within the facility during event and non-event emergencies. All listed standard operating procedures provide a guide to staff and is the responsibility of the Department Managers. They include these in their training programs and adapt procedures according to **type D scope** of various emergencies. The purpose of this plan is to provide a reference for employees, giving an overview of their duties and responsibilities during an emergency. Emphasis has been placed on training and hands-on action. Regular training programs are an essential part of this plan in order to maintain and increase employee emergency action awareness and preparedness.

Whenever the Police Department or Fire Department are present at a scene they assume control of the situation, and all direction should be taken from their designated leader.

SCOPE OF FACILITY

- The Suburban Collection Showplace is 325,000 square feet. The exhibit halls are 214,000 square feet. Hall A is 85,000 square feet. Halls B & C are **each** 64,500 square feet. The expo pre-function space is 25,000 square feet. The ballroom is 20,000 square feet. The pre-function of the banquet center is 25,000 square feet.
- On **dark** days approximately 150 – 200 people are inside of Suburban Collection Showplace.
- On full capacity event days the facility averages about 4,000 people at once. The building maxes out at 7,500 people.
- For the purposes of evacuation, the parking lot of Suburban Collection Showplace is broken into lots A, B, C, D & E.
- Please reference Exhibit A to view a map of building and surrounding area.

SECTION II GENERAL PROCEDURES

PURPOSE

1. Provide a plan of action for a variety of emergencies.
2. Establish Incident Management for the various departments to function under.
3. Identify and assign personnel to the various positions.
4. Coordinate the Suburban Showplace plan with local emergency responders.

RESPONSE PROCEDURES

Response to emergencies is a cooperative effort between on-site departments, outside services and governmental agencies. Notification of an emergency is through Security, and the **Dispatch Center**.

The Command **Post** can be activated by the highest-ranking individual in the facility at the time when the emergency occurs. These people in order will be Executive Director/Owner, General Manager, Controller, and Box Office/Concessions Manager. All emergency response forces may be supplemented by local governmental field forces and volunteer organizations as necessary. The Command Center is responsible for notifying local government authorities of on-site emergencies such as fires, bomb threats, and explosions. The Command Center will notify local authorities via the telephone of the scope and magnitude of the situation and request the necessary assistance. Local government forces may set up a separate command center off-site as deemed necessary.

During active shows, if there is no imminent danger to employees, they are to secure all cash in cash office safe and report to their assigned positions. If it is not safe to secure the cash in the safe, the employees are to transport as much cash as safely possible to the designated spot at the east side of Parking Lot A; if Parking Lot A can't be reached due to fire, the designated spot will be at the west side of Parking Lot A.

CROWD MANAGEMENT-

Concession Manager, Controller, Box Office Supervisor, Building Security, Door Guards and Ticket Takers

Each employee of Suburban Collection Showplace must be trained in the appropriate crowd management techniques which are outlined in this manual under each emergency situation.

SAFETY DIRECTOR-

Building Maintenance Supervisor (Showplace), Banquet Manager (Diamond Center)

Second in Line- Maintenance Supervisor Assistants

The SAFETY DIRECTOR is responsible for maintaining the emergency plan and ensuring that all members are trained and knowledgeable in the performing of their tasks before an emergency occurs.

The Safety Director's primary responsibilities are:

1. Maintaining a current Emergency Plan.
2. Testing the emergency plan on a regular basis.
3. Training and activating personnel to perform emergency tasks, including personnel from each work unit/operations department to serve as Emergency Coordinators/Incident Managers.
4. Organizing, maintaining and directing a Command Post.
5. Ensuring that vital records are identified and protected.
6. Determining which individuals will take responsibility for safety commander duties during emergencies.
7. Appointing personnel to perform emergency tasks.
8. Deciding what protective actions should be taken for emergency or disaster situations.
9. Authorizing the use of Organization resources when appropriate.
10. Coordinating activities with local governmental response personnel.
11. CONTROL ALL EMERGENCY PROCEDURES and decision-making activities related to the emergency.

SAFETY COMMANDER ONE- Concession Manager (Showplace), General Manager (Diamond Center)

1. Manage the incident depending on the type of disaster requiring evacuation.
2. Activate the command post by radio.
3. Activate **media center**.
4. Oversee all activities of the **Action Plan** and obtain regular updates.
5. Ensure outside emergency response has been activated.
6. Initiate outside resources.
7. CONTROL ALL EMERGENCY PROCEDURES and decision-making activities related to the emergency.

SAFETY COMMANDER TWO- Box Office Supervisor

1. Instruct Staff of the emergency and the plan of action.
2. Oversee the evacuation procedure.
3. If time allows, secure all money, vital records and other valuables.

4. Staff Security with megaphones at exits to give further directions, the location of first-aid and lost and found.
5. Assist guests as needed.
6. Ensure that those individuals with special needs receive assistance.
7. Notify leaders when assigned areas are clear or account for remaining guests and injured parties.
8. Report to the **Command** Post when the evacuation is completed.

Each member of management should be trained in the procedures for Safety Commander duties so that they may take over any position when a need arises. EMS/First-aid staging shall be in the Parking Lot A immediately after any injury or potential for injury has been reported.

SECURITY SUPERVISOR-Highest Ranking Security Representative On-site

1. Second in-line should Safety Director Personnel be unable to perform the Command Position.
2. Assist in the Command Center and with Emergency Team as directed.
3. May take the lead role in specific plans such as Bomb Threat, Violence in the Workplace, and more.
4. Instruct Incident Command Staff of the emergency and plan of action that is being taken.
5. Oversee the evacuation procedures.
6. Aid Incident Command Staff in the evacuation procedures.
7. Maintain adequate security of the building during and after an evacuation by posting guards with megaphones at key entrances to prevent persons from re-entering the premises.
8. Assist guests as needed.
9. Record keeper, update manual as needed but only with approval of management.

PARKING LOT SUPERVISOR- **Layne Harrington (During Active Shows)**

1. Ensure emergency lanes and entrances are clear for entrance of emergency vehicles.
2. Assist in the evacuation.
3. Erect barricades or traffic control devices to control the direction of traffic.
4. Assist with specific functions depending on the incident requiring evacuation.
5. Ensure all fire hydrants are unobstructed.

ALL CLEAR SIGNAL

1. All guests and employees are to remain in the designated outdoor assembly, which will be Parking Lots A and B, until an "all clear" signal is given by the Command Post.

SECTION III BOMB THREAT PROCEDURES

Experience shows that the majority of written or telephone bomb threats are hoaxes. However, there is always a possibility that a threat may be authentic, so each one must be taken seriously. Appropriate action must be taken to provide for the safety of the persons on site. All the information possible on the person or group making the threat and the size/location of the bomb must be written down to effectively analyze the situation and the degree of threat to persons on-site. If circumstances dictate, a site evacuation may be necessary.

If a bomb is actually detonated on-site, immediately implement explosion procedures found in Fire or Explosion Procedures.

NOTIFICATION AND WARNING

1. Notification of a bomb threat against the facility may be received by telephone, mail or message at any time.
2. Telephone threats may be received on any phone line in the facility or may be directed to the home telephones of staff members.
3. When a bomb threat is received the individual who receives the threat should contact the Safety Director or their designee, and complete the bomb threat data sheet. (See Exhibit B)
4. The Safety Director or their designee will immediately contact the Novi Fire Department and Novi Police Department.
5. During **event modes**; it must be determined through the on-site Safety Director if facility evacuation is necessary or a bomb search will be conducted instead. This decision should be a collaborative effort of Police, Fire, and Suburban Collection Showplace Administration/Command Post Personnel.
6. During non-event hours, the facility will be evacuated.

GENERAL RESPONSE

1. Activate the Command Post to monitor the situation and coordinate response actions.

2. The FBI Bomb Threat reporting form should be used by the operators and security. Operators are directed to both fax and phone the information into security.
3. If a letter threat is received, it should be preserved for the police investigator. To preserve fingerprints, it should not be handled once the letter is opened.
4. The Safety Director shall brief necessary individuals of the status and action plan.
5. EST shall brief other emergency staff.
6. EST will search their designated areas and areas they are currently assigned to.
7. Staff is asked to report all suspicious objects and to refrain from touching or moving the object.
8. Police and fire shall be dispatched to suspicious objects while a Suburban Collection Showplace employee attempts to determine the owner of the object if it could be legitimately placed there. If guests are in the area, they shall be kept away from the object.
9. A minimum isolation distance of 200 feet should be maintained around a suspicious item.
10. Consider evacuation when suspicious items are found.
11. Once safely evacuated, all personnel will be directed to proceed to a safe location, if necessary.
12. Once an area has been searched and successfully cleared, the Safety Director should be notified.
13. Under no circumstances is an employee or patron to re-enter the building once it is evacuated unless given permission by the Safety Director.

SAFETY DIRECTOR-Same as Evacuation Designees

1. Requires emergency communications only over the radio.
2. Report to Command Post.
3. Verify Police, Fire and EMS have been notified.
4. Advise Guest Services and other entities of the situation and action plan.
5. Determine the extent of the bomb threat and decide whether to evacuate or have staff search without evacuation. Take recommendations from the police, fire and FBI.
6. If evacuation is decided, follow evacuation procedures.

Preventative Measures

1. Conducting preventative searches prior to peak events.
2. Lock down facility for a period of time prior to the event.
3. Be aware of expected work/production activities.
4. Conduct a bomb search prior to event.
5. Utilize bomb search dogs prior to event (if necessary).
6. Remove large trash cans from outside at entrances.
7. Check air intakes on regular intervals.
8. Monitor restricted areas and maintain security by keeping doors closed/locked.

9. Pay attention to contractors, are they authorized for the area and work being conducted?
10. Ensure lighting is adequate and replace burned out lights.
11. Ensure alarms are functioning.
12. Make sure roof hatch is locked.

EMERGENCY COMMUNICATIONS REPRESENTATIVE- Follow Traditional Evacuation Procedures

1. Brief supervisors and managers of the situation and action plan.
2. If a search is called, coordinate search activities and reporting of suspicious items.
3. Coordinate evacuation if necessary.
4. Ensure that **communication with media** comes only from management.

SECURITY REPRESENTATIVE-Follow Traditional Evacuation Procedures

1. Report to Safety Director and maintain a written record of events that occur and action taken.
2. If possible preserve video or camera records.
3. Collect information and maintain forms on the bomb threat.
4. Prepare an after-report.

SECTION IV FIRE OR EXPLOSION PROCEDURES

GENERAL INFORMATION: Normal fire prevention rules are of special importance in preventing an emergency. Such precautions include, **but are not limited to, locking electrical boxes**, not allowing trash to accumulate, enforcing the "no smoking" policies, reporting any notice of faulty wiring or of a possible circuit overload, reporting any high voltage wiring that appears to be easily accessible, and simply reporting any objects and/or potential fire hazard situations that may cause an emergency situation to occur. Faulty boilers, leaking gas, and chemicals are all possible causes for explosions.

NOTIFICATION AND WARNING

1. Notification of a fire or explosion onsite is made by sound, visual reports, hearing an explosion, alarms, alarm panel notification, or smell of smoke reported.
2. The first person spotting a fire should notify the Safety Director, sound an alarm, and contact 911.
3. Provide information regarding what is burning, how large is the fire, potential injuries, etc.
4. The Safety Director shall immediately notify emergency staff personnel.

GENERAL RESPONSE

1. Safety Director shall activate Command Post if necessary.
2. When notified to evacuate, all Suburban Collection Showplace personnel EXCEPT box office and parking attendant employees should report to Parking Lot B for briefing; if Parking Lot B can not be reached due to fire, employees should report to the west side of Parking Lot A.
3. When asked to evacuate, all box office and parking personnel should follow instructions listed below.
4. Small or isolated fires should be extinguished if safely possible.
5. Information Officer shall use video surveillance to ensure all areas have taken appropriate action.
6. Supervisors shall account for employees at the employee check-in center of the Parking Lot B or other designated area.
7. Personnel shall remain in designated area until given further instructions.
8. Safety Director will authorize re-entry into the facility after being cleared to do so by the Fire Department.
9. Untrained people should not attempt to rescue people in a collapsed building, wait for professional emergency personnel to arrive.
10. Do not use matches or lighters for any reason.
11. Open doors carefully.
12. Be prepared for additional explosions.
13. The all-clear notice will be disseminated to personnel at the assembly area.

The following procedures are to only be followed if designated employees are in no personal danger.

SAFETY DIRECTOR- Same as Evacuation Designee

1. Report to Command Post.
2. If necessary, call for a facility evacuation, notify emergency team.
3. Determine the extent of the fire or explosion.
4. Determine what staff and personnel should do during interim period.
5. Authorize the use of Organization resources by Site Emergency Team.
6. Assist in evacuation.
7. Direct fire personnel to fire scene.
8. Control movement of people.
9. Maintain access lanes for emergency vehicles and personnel.
10. Prevent unauthorized entry into the hazardous area, Command Post and Media Center.
11. Assist with fire suppression if needed and safe to do so.
12. Assist with care and movement of sick or injured.
13. Direct media to media center.

SAFETY TEAM (Operations Staff)

1. Ensure that the Fire Department has been notified.
2. Ensure that the fire alarm system has been activated, 911 called, PA announcements made as necessary.
3. Determine the extent of the fire or explosion, if possible.
4. Coordinate with utility companies and the Fire Department in shutting down utility lines or systems that might present an additional hazard.
5. Coordinate actions of personnel with those of offsite responders.
6. Coordinate utility start-up or shut-down procedures with maintenance personnel, utility companies, and the Fire Department.
7. Coordinate shut-down procedures as necessary.
8. Collect damage information and report to the command post.
9. Prepare an after-action report.

SAFETY CAPTAIN (Box and Concessions Staff)

1. Notify persons of the need to evacuate.
2. Set up employee check-in and lost and found.
3. Ensure all persons have evacuated and those not evacuated have been accounted for to the fire department.
4. Coordinate start-up procedures as necessary.

EMERGENCY MAINTENANCE TEAM (Utility and Operations Staff)

Designated employees should only do this if there is no imminent danger to them.

1. Shut down utility lines or systems as necessary.
2. Erect barricades and other traffic/access control devices and assist with traffic control as necessary.
3. As conditions permit, inspect the site for damage and provide re-entry recommendations. Note: Novi Fire Department will make final determination as to whether or not the site is safe to re-enter.
4. Provide emergency repair services as necessary.
5. Assist with debris clearance and site cleanup as needed.
6. Provide auxiliary power/lighting as needed.
7. After authorization by Fire Department, start-up utility lines or systems as needed.
8. Replenish, repair, or replace emergency equipment (including fire extinguishers) as needed.

PARKING LOT PERSONNEL (Layne Harrington & Ticket Sellers)

1. When parking lot personnel is notified that an evacuation is occurring, if the attendant is in no personal danger, each attendant should first take any cash on hand and secure it at designated spot at the east side of Parking Lot A; **if Parking Lot A can't be reached due to fire, the designated spot will be at the west side of Parking Lot A.**
2. They then should begin aiding in the evacuation of people.

3. They should direct people with their megaphones to exit the building and continue to move to the very front of Parking Lot A; unless Parking Lot A can not be reached due to fire in which case people should be directed to move to the North West corner of Parking Lot E.
4. Ensure that the Grand River Road entrances are clear at all times for emergency vehicles.

BOX OFFICE PERSONNEL (Ticket Sellers)

1. When **box office** personnel is notified that an evacuation is occurring, only if they are in no imminent danger, each attendant should first take any cash on hand and secure it at designated spot at the east side of Parking Lot A; **if Parking Lot A can not be reached due to fire, the designated spot will be at the west side of Parking Lot A.**
2. Two staff members should sit in vehicle for duration of evacuation.
3. The remaining staff members should locate a member of the parking lot personnel and assist in evacuation procedures.

SECTION V TORNADO PROCEDURES

NOTIFICATION AND WARNINGS

1. Notification of severe weather will be received by local television or through the facility NOAA radio, Police, Fire or EMS. Safety Director shall notify emergency team.
2. When threatening weather conditions exist, the Safety Director or designee will dispatch trained personnel to serve as weather spotters or sky watchers.
3. Prior to storms arrival, a thunderstorm or tornado watch may be issued by NOAA. This will provide staff with 4-8 hours advance notice on average.
4. Personnel sighting of a funnel cloud should be immediately reported to 911.
5. The Safety Director, upon notification, shall activate the Command Post and warning procedures.
6. The warning procedures should consist of a P.A. announcement or by the Command Post issuing a "Tornado Warning."

GENERAL PROCEDURES

1. Command Post will inform the tenant and management of the situation and of the action that is being taken.
2. The guests will be informed of the situation over venue wide PA system
3. All potential shelter areas will be checked. All appropriate doors will be unlocked.
4. The emergency team will be informed of the situation and of the action that is being taken and will be supplied with flashlights.
5. Remove all projectile objects outside or secure them if safe to do so.
6. Ensure that all persons have received warning and gone to east side of Hall C.

7. When the tornado warning is cancelled or downgraded, the Safety Director will determine if continued weather monitoring is advisable and take the appropriate steps as needed.
8. Personnel should remain in the tornado shelter until the all-clear is given
9. If the site has received damage, the safety director will coordinate with emergency team staff.
10. All parking lot personnel should inform guests of tornado warning by megaphone and direct them to re-enter the building.
11. All employees with any cash-on-hand should first report to Box Office Supervisor's office to secure all money.

SECTION VI POWER FAILURE/EMERGENCY LIGHTING

GENERAL INFORMATION

1. A power outage does not mean that evacuation is imminent. Evaluate the situation prior to making any decisions.
2. Suburban Collection Showplace also has generators that **should** kick in within seconds.
3. Generators could support the minimum functions of an evacuation but not enough to support all activities.
4. Minimal emergency lighting will be powered by generators
5. Refrigeration will not be supported by generators. Epoch Events Catering should take needed steps to ensure food safety.

SAFETY DIRECTOR-Same as Evacuation Plan Designee

1. Activate the Command Post
2. Contact DTE
3. Attempt to determine how long power will be out.
4. Make initial announcement to crowd about the power failure after your attempts to correct the situation.
5. Attempt to determine how long you will wait before cancelling the event. Take into consideration how well the crowd is behaving.

EMERGENCY TEAM –Building Maintenance Supervisor, Concession Manager, Banquet Manager, General Manager, Box Office Supervisor

1. Determine extent of the power outage.
2. Secure building and doors.
3. Focus on crowd management.
4. Secure money room.

5. Consider strategic locations of the employee vehicles to control lot activities and to use vehicles to provide lighting.
6. Inform staff of situation.
7. Issue flashlights.
8. Prepare for evacuation of crowd.
9. Remain calm.
10. Unplug all unnecessary equipment/computers.
11. Document time power went out.
12. Begin taking temperatures of coolers to ensure food safety.
13. Plans may include moving food, hooking up to generators to run power to coolers, bringing in a refrigerated truck to store food in until power is returned.

POSSIBLE ANNOUNCEMENT

"Ladies and gentlemen, we have encountered an electrical problem. Please bear with us until we determine what the difficulty is. In the meantime, please remain where you are. In case of prolonged outage, we have lighting equipment, which we can use in place of outside electrical power. You will be kept posted on developments, thank you".

SECTION VII EVACUATION PLAN FOR EPOCH EMPLOYEES

- When Tornado Alarm activates all employees who are not in the kitchen should report immediately to Hall C of Suburban Collection Showplace. When Fire Alarm activates all employees who are not in the kitchen are to go to the nearest door and exit.
- When evacuating the building, all employees shall go to the large Suburban Collection Showplace center sign by the freeway. This will verify that everyone working that day is safe and accounted for. **General Manager or Banquet Manager** will take a daily work roster out to the sign and check that all employees are accounted for.
- **Executive chef on duty**, only if it is safe, will make sure all gas valves and all kitchen equipment is turned off and all doors are accessible. If **executive chef** is not available, **first assistant chef** will make sure the above is done. If **first assistant chef** is not available, **second assistant chef** will make sure the above is done.
- **General Manager, AGM Epoch and Banquet Manager**, if it is safe, will start with the Sapphire Room and make sure it is evacuated. Working to the East they will check each room making sure all rooms are evacuated and the doors are accessible.

PARKING LOT D

SUBURBAN COLLECTION SHOWPLACE

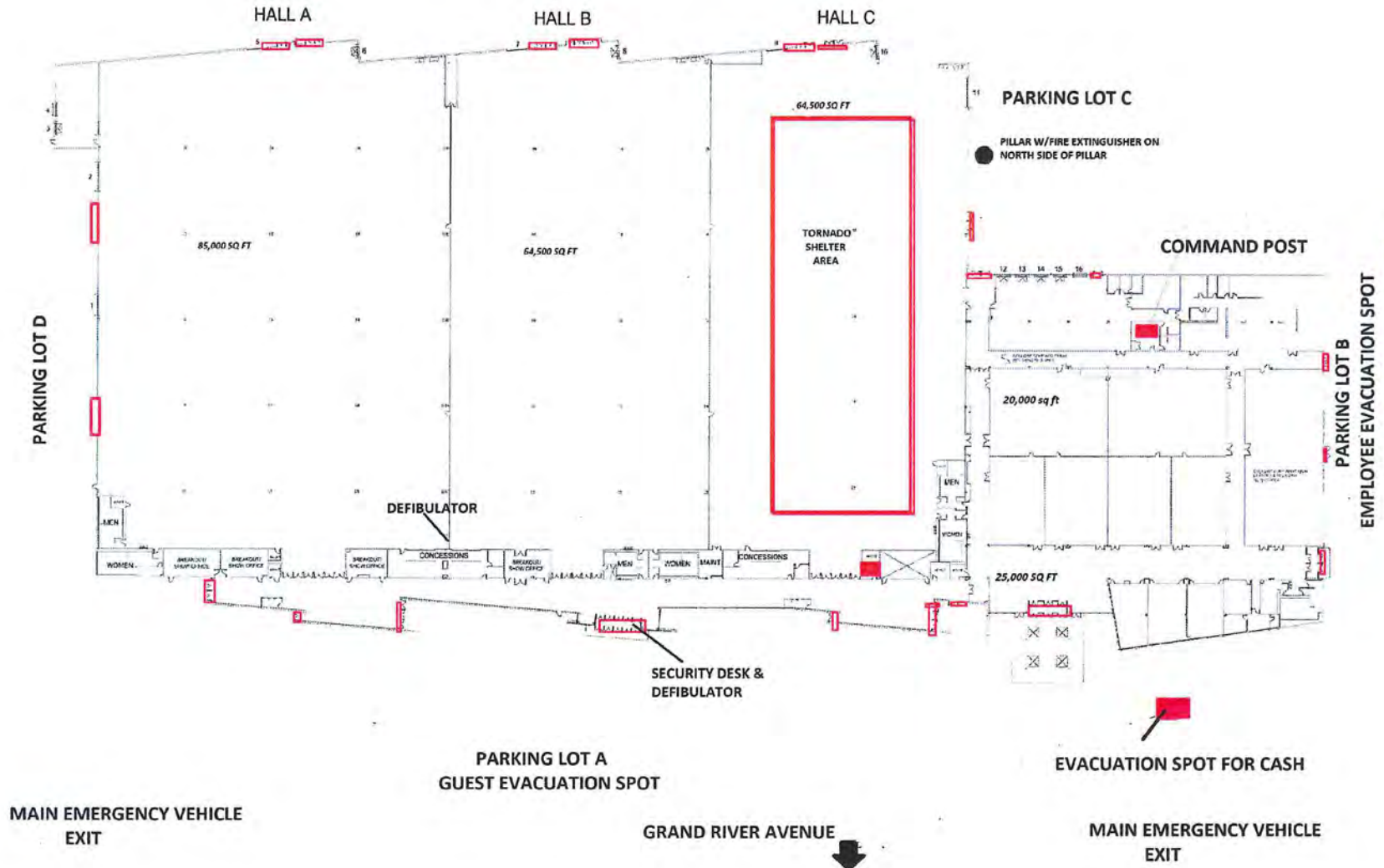


EXHIBIT A

EXHIBIT B

BOMB THREAT DATA SHEET

****Always write down phone number from Caller ID before hanging up phone.
Never tell any unnecessary co-workers or guests about threat until instructed to.**

QUESTIONS TO ASK:

- 1. When is the bomb going to explode?
- 2. Where is the bomb right now?
- 3. What does it look like?
- 4. What kind of bomb is it?
- 5. What will cause it to explode?
- 6. Did you place the bomb?
- 7. Why?
- 8. What is your address?
- 9. What is your name?

EXACT WORDING OF

Sex of Caller: MALE FEMALE
 Race: _____
 Age: _____ Length of call: _____
 Number at which call was received: _____

THREAT LANGUAGE

- Well-spoken
- Irrational
- Incoherent
- Foul
- Taped
- Message Read

Time: _____ Date: _____
 Caller ID: _____

CALLER'S VOICE

- Calm Nasal
- Excited Laughing
- Angry Stutter
- Soft Deep
- Loud Ragged
- Lisp Clearing Throat
- Crying Disguised
- Normal Accent
- Distant Familiar
- Slurred Whispered

BACKGROUND SOUNDS:

- Traffic Animal Noises
- Crockery Clear
- Voices Slow
- Music Other _____

**REPORT CALL TO SECURITY
IMMEDIATELY**

REMARKS:

OPERATOR NAME: _____

PHONE NUMBER: _____ DEPARTMENT: _____

**Fax Completed Form to Security
Call For Verification Report**