NYSPHSAA
State Championship
Site/ Facility Bid

FOOTBALL CHAMPIONSHIPS
2019, 2020 & 2021

Carrier Dome
Venue Name
Syracuse, New York
Location

Due Date/ Time: March 27, 2018 @ 10:00 AM
* Bids must be delivered in a sealed envelope.
(Please provide a minimum of 20 copies of the bid)
BID INFORMATION:
BID RELEASE DATE: February 5, 2018

BID RETURN DUE DATE/ TIME: March 27, 2018 @ 10:00 AM
  * All bids must be delivered in a sealed envelope to:
    NYSPIHSAA
    Attn: Championship Site Bid (Football Championships)
    8 Airport Park Blvd.
    Latham, NY 12110

Sport Committee/ Staff Review Date/ Time: March 27, 2018 @ 10:00 AM

EXECUTIVE/ CENTRAL COMMITTEE APPROVAL: May 4, 2018
NYSPHSAA
Championship Site Bid

Football Championships

Thank you for your interest in hosting the New York State Public High School Athletic Association’s Football Championships. The NYSPHSAA is a non-profit, voluntary, educational service organization composed of 783 public, parochial, and private schools dedicated to providing equitable and safe competition for the students of its member schools. Membership is open to secondary schools providing interschool athletic activities for boys and girls in grades 7-12.

**PROCESS:**
All NYSPHSAA State Championship sites will be open for bid by any NYSPHSAA Section/ Member School and their respective communities in New York State; NYSPHSAA retains sole control over the administration of State Championship events and is the sole rights holder. All expenses and revenues are collected and dispersed by NYSPHSAA.

All site bids will be for a three year period, unless rationale is provided for a shorter or longer term, and must be endorsed by the Section Executive Director.

The NYSPHSAA Executive/ Central Committee will approve all State Championship sites/ facilities, taking into consideration the recommendations of the State Sports Committee and the NYSPHSAA Executive Director/ Office Staff.

Each proposal will be scored from **1 (Not favorable for the event)** to **5 (Excellent for the event)** on the following criteria by the Sport Committee and the NYSPHSAA Staff:

- Size/ Quality of facility
- Effectiveness of site committee
- Spectator interest
- Handicap accessibility
- Proposed Expenses (Total Costs)
- Parking
- Volunteerism
- Sponsorship/ Community financial commitment
- Hotel Room Rates & Availability
- Restaurants
- Security provisions
- Location

**Note:** qualifications will not be based solely upon score.
All sealed bids will be opened by the State Sport Committee and the NYSPHSAA Executive Director/Office Staff on the date/time specified on page 2 of this document. Once bids are submitted, no revisions, modifications or adjustments will be permitted. The Championship Advisory Committee will review the recommendations of the Sport Committee and the NYSPHSAA Executive Director/Office Staff to provide input to the Executive/Central Committee.

All bids must be submitted on the enclosed document.

A minimum of 20 copies must be submitted in ONE enclosed envelope.

All bidders must provide an individual or individuals available via teleconference on the day of the Sport Committee meeting to answer any questions the Sports Committee/Staff may have.

The successful facility will be required to provide the association with a contract, stipulating all proposed and agreed upon terms and conditions, within 30 days following the presentation to the Sports Committee and NYSPHSAA Staff.

**Timeline:**
When appropriate, bids will be released 12-14 months prior to the expiration of the current contract/agreement.
Proposal Dates:
For the purpose of this bid, the NYSPHSAA Football Championships are scheduled for the following dates:

- Week #21 (NYSPHSAA Calendar) November 29-December 1, 2019
- Week #21 (NYSPHSAA Calendar) November 27-29, 2020
- Week #21 (NYSPHSAA Calendar) November 26-28, 2021

The NYSPHSAA Football Championships will last 2 day(s).

The approximate start/end times are as follows:
- Set Up: Noon day before
- Day 1: 7:00 AM-11:00 PM
- Day 2: 7:00 AM-11:00 PM

Past Event Specifics:

<table>
<thead>
<tr>
<th>Year</th>
<th>Attendance</th>
<th>Location</th>
<th>Hotel Room Nights</th>
</tr>
</thead>
<tbody>
<tr>
<td>2017</td>
<td>10,951</td>
<td>Carrier Dome</td>
<td>55</td>
</tr>
<tr>
<td>2016</td>
<td>10,921</td>
<td>Carrier Dome</td>
<td>32</td>
</tr>
<tr>
<td>2015</td>
<td>10,905</td>
<td>Carrier Dome</td>
<td>0</td>
</tr>
<tr>
<td>2014</td>
<td>9,166</td>
<td>Carrier Dome</td>
<td>15</td>
</tr>
</tbody>
</table>

Approximate Number of Participating:
- Athletes: 550
- Teams: 20
- Officials: 15

Accomodations:
Hotel Room Nights Needed for participating athletes, teams and officials:
- Day Before: 0-60 Hotel Room Nights
**EVENT:**
To host this event, the site/facility must:
- LIST DETAILS

* Additional event specs listed on pages 7-14 (locker rooms, parking, Wi-Fi, seating capacity, etc.)
SITE/ FACILITY SPECIFICS

SITE LOCATION:
Section: 3 Venue Name: Carrier Dome City: Syracuse

Number of restaurants within a 10 miles radius of venue: 290

Number of hotels within a 10 mile radius of venue: 80

Number of hotel rooms within a 10 mile radius of venue: 6500

Site/ Facility Distance:
From Section VI office From Section XI office From NYSPHSAA
355 Harlem Road 180 E. Main Street, Suite 302 8 Airport Park Blvd.
West Seneca, NY 14224 Smithtown, NY 11787 Latham, NY 12110
MILES: 150 MILES: 297 MILES: 140

Negotiated Hotel(s)

<table>
<thead>
<tr>
<th>Hotel Name</th>
<th>Rate Per Night</th>
<th>Letter Attached</th>
<th>Total # of Rooms</th>
<th># Single Rooms</th>
<th># Double Rooms</th>
<th>Yr. of Last Renovation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Holiday Inn Syracuse/Liverpool</td>
<td>$ 105</td>
<td>✓</td>
<td>60</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ramada Inn Carrier Circle</td>
<td>$ 79</td>
<td>✓</td>
<td>25</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Candlewood Suites East Syracuse</td>
<td>$ 79</td>
<td>✓</td>
<td>20</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Comfort Inn Syracuse Airport</td>
<td>$ 85</td>
<td>✓</td>
<td>25</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Comfort Inn Carrier Circle</td>
<td>$ 79</td>
<td>✓</td>
<td>25</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

ATTACHMENT “A”:- Please attach a commitment letter, for the length of the bid, from the hotel(s) with a negotiated room rate for the dates listed on Page 5. Be sure to include any added value (i.e. complimentary breakfast, complimentary Wi-Fi, etc.) NYSPHSAA requires a 30-1 comp room ratio.

Banquet Facility:
Is there an area to accommodate a pre-event banquet (See Page 5 for specifics):- Yes ✓ No ☐

Cost of banquet facility: $TBD
PROPOSED CHAMPIONSHIP COST:

* Please list all related championship costs to be paid by NYSPHSAA.

<table>
<thead>
<tr>
<th>Check &quot;ALL&quot; items below that are included in Total Cost</th>
<th>NOTES &amp; Additional Information if &quot;NO&quot; explain/ list additional costs to NYSPHSAA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Facility Rental</td>
<td>YES</td>
</tr>
<tr>
<td>Set Up</td>
<td>✓</td>
</tr>
<tr>
<td>Take Down</td>
<td>✓</td>
</tr>
<tr>
<td>Utilities</td>
<td>✓</td>
</tr>
<tr>
<td>Merchandise Buyout</td>
<td>✓</td>
</tr>
<tr>
<td>Amount: $</td>
<td></td>
</tr>
<tr>
<td>Staff/ VIP Parking</td>
<td>✓</td>
</tr>
<tr>
<td>Video Board Usage</td>
<td>✓</td>
</tr>
<tr>
<td>Spotlight</td>
<td>✓</td>
</tr>
<tr>
<td>Scoreboard</td>
<td>✓</td>
</tr>
<tr>
<td>Internet Access (WiFi)</td>
<td>✓</td>
</tr>
<tr>
<td>Tables</td>
<td>✓</td>
</tr>
<tr>
<td>Chairs</td>
<td>✓</td>
</tr>
<tr>
<td>Risers/ Stage</td>
<td>✓</td>
</tr>
<tr>
<td>Fire inspection</td>
<td>✓</td>
</tr>
<tr>
<td>Ticket Takers</td>
<td>✓</td>
</tr>
<tr>
<td># of Ticket Takers:</td>
<td></td>
</tr>
<tr>
<td>Ticket Sellers</td>
<td>✓</td>
</tr>
<tr>
<td># of Ticket Sellers:</td>
<td></td>
</tr>
<tr>
<td>Box Office Staff</td>
<td>✓</td>
</tr>
<tr>
<td>Ushers</td>
<td>✓</td>
</tr>
<tr>
<td>PA Announcer</td>
<td>✓</td>
</tr>
<tr>
<td>Security</td>
<td>✓</td>
</tr>
<tr>
<td>Police</td>
<td>✓</td>
</tr>
<tr>
<td>EMS/ Ambulance</td>
<td>✓</td>
</tr>
<tr>
<td>Athletic Trainer</td>
<td>✓</td>
</tr>
<tr>
<td>Custodial/ Cleaning</td>
<td>✓</td>
</tr>
<tr>
<td>Tech Support</td>
<td>✓</td>
</tr>
<tr>
<td>Video Operator</td>
<td>✓</td>
</tr>
<tr>
<td>Scoreboard Operator</td>
<td>✓</td>
</tr>
<tr>
<td>Stagehands/ Union Fee</td>
<td>✓</td>
</tr>
</tbody>
</table>

Please list other items below

<table>
<thead>
<tr>
<th>COST: $56,300</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contributions/ Donations: $0</td>
</tr>
<tr>
<td>TOTAL COST: $56,300</td>
</tr>
</tbody>
</table>

*Contributions/ Donations are not considered "NYSPHSAA Sponsorships."

Page 8
**CONTRIBUTIONS/ DONATIONS:**

Please list all contributions/donations associated with this event; must include a letter of guarantee. No deliverables will be associated with contributions/donations. NYSPHSAA shall handle all “sponsorships” associated with NYSPHSAA Championship events. LIST BELOW:

<table>
<thead>
<tr>
<th>Source</th>
<th>Amount</th>
<th>Letters of Confirmation (Attachment “B”)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$</td>
<td></td>
</tr>
<tr>
<td></td>
<td>$</td>
<td></td>
</tr>
<tr>
<td></td>
<td>$</td>
<td></td>
</tr>
<tr>
<td></td>
<td>$</td>
<td></td>
</tr>
<tr>
<td></td>
<td>$</td>
<td></td>
</tr>
<tr>
<td></td>
<td>$</td>
<td></td>
</tr>
<tr>
<td></td>
<td>$</td>
<td></td>
</tr>
<tr>
<td></td>
<td>$</td>
<td></td>
</tr>
<tr>
<td></td>
<td>$</td>
<td></td>
</tr>
<tr>
<td></td>
<td>$</td>
<td></td>
</tr>
</tbody>
</table>

Does the Facility/Venue have a Per-ticket sold fee?  Yes ☑  No ☐  If yes, amount $1.00

Does the Facility/Venue have a Credit Card fee?  Yes ☑  No ☐  If yes, amount %3

Pay rates determined by NYSPHSAA for personnel checked “NO” on page 8. NYSPHSAA will NOT pay negotiated rates; those must be included in total facility cost on page 8.

- Ticket Takers: $15 Per hour
- Ticket Seller: $15 Per Hour
- PA Announcer: $30 Per game (Team)/ $15 per hour (Individual)
- Scoreboard Operator: $30 Per game (Team)/ $15 per hour (Individual)
- Athletic Trainer: $35 Per hour
**FACILITY:**

Total Seating Capacity: 48,200
- Chair back seating? Yes [✓] No [square] Some [square] N/A [square]
- Handicap seating? Yes [✓] No [square]
- Ability to charge admission? Yes [✓] No [square]
- Separate entrance available for teams/coaches? Yes [✓] No [square]
- Area for vendor set-up? Yes [✓] No [square]
  - Any limitations for vendor set up?
    - Limited concourse locations

Number of Parking Spaces available **onsite**: 1753

Additional parking available near the site/facility? Yes [✓] No [square]
- If "Yes" number of parking spaces: 4150

VIP parking in designated area? Yes [✓] No [square]

Team Bus parking designated area **onsite**? Yes [✓] No [square]
- If "Yes" how many spots: 12+
- If "No" how far is the designated team bus parking area: _____ miles

Broadcast ready? Yes [✓] No [square]

WiFi? Yes [✓] No [square]

Media accommodations? Yes [✓] No [square]
- If "Yes" please describe:
  - Media passes will be available on the day of the event at the ticket office "will call" window inside gate B.

Number of team locker rooms available for use: 4
- Do all locker rooms have showers and restroom facilities? Yes [✓] No [square]

Number of officials/referee locker rooms available for use: 1
- Do all locker rooms have showers and restroom facilities? Yes [✓] No [square]

Number of restrooms at facility: 16

Would there be a designated "hospitality" area for NYSPHSAA use? Yes [✓] No [square]
Catering Service availability: Yes ☑ No ☐

Concession availability: Yes ☑ No ☐

Will facility have staff available to assist with hanging of Championship banners? Yes ☑ No ☐

All NYSPHSAA events are smoke and alcohol free activities. Please describe how alcohol and tobacco sponsor signs/ banners/ messages, if any, located at the facility will be covered or otherwise not advertised/ displayed during the time of use of the facility:

There is no signage in the seating area.
No alcohol will be sold during the events.
Smoking is prohibited within the facility. The Syracuse University campus is smoke free including the exterior of the Dome and parking lots.

Facility Photos/ Diagram
ATTACHMENT “C”- Please attach any photos or diagrams of the site/ facility.

Emergency Policy
NYSPHSAA requires each competition facility/ site to have an emergency plan including sufficient AEDs in place during the entire length of time to conduct the event. Describe the measures in place to address any/ all emergencies that could occur affecting participants and spectators.

The Carrier Dome Emergency Plan is attached (Attachment D)

note:
There are (10) AEDs located throughout the facility.
MISCELLANEOUS:

Event/ Tournament Director:
Name: Pete Sala
Position (i.e. coach, athletic director, facility manager, etc.)
Managing Director
Telephone Number: 315-443-3517
E-Mail: pesala@syr.edu

Person available to answer questions during bid opening:
Name: Pete Sala
Phone #: 315-443-3517

Has this facility hosted a NYSPHSAA event in the past? Yes x No ___
If “Yes” please list most recent:

<table>
<thead>
<tr>
<th>Sport</th>
<th>Event</th>
<th>Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>NYSPHSAA Championship</td>
<td>Football</td>
<td>2017</td>
</tr>
<tr>
<td>NYSPHSAA Championship</td>
<td>Football</td>
<td>2016</td>
</tr>
<tr>
<td>NYSPHSAA Championship</td>
<td>Football</td>
<td>2015</td>
</tr>
<tr>
<td>NYSPHSAA Championship</td>
<td>Football</td>
<td>2014</td>
</tr>
<tr>
<td>NYSPHSAA Championship</td>
<td>Football</td>
<td>2013</td>
</tr>
<tr>
<td>NYSPHSAA Championship</td>
<td>Football</td>
<td>2012</td>
</tr>
<tr>
<td>NYSPHSAA Championship</td>
<td>Football</td>
<td>2011</td>
</tr>
</tbody>
</table>

List other events (sporting events, concerts, youth tournaments, etc.) in your area during the time of this event:

College Football
College Basketball

Describe promotional activities to be conducted for this event:

The event will be promoted on www.carrierdome.com.
Volunteerism:
    Describe the volunteerism for this event:

No volunteers are scheduled for the event by the Carrier Dome.
Please list any other pertinent information pertaining to this proposal:

1. Spectator parking will be located in the Stadium West lots. These lots are located between the Carrier Dome and route 81. Spectators will be charged for parking in Carrier Dome lots.
ENDORSEMENT SIGNATURES

NYSPHSAA

The following officials/ representatives have reviewed this bid and provide endorsement, support and approval. We are confident our site/ facility meets all requirements to host a successful State Championship event.

Section Executive Director
Section: III
Name: John Rathbun
Signature: [Signature]
Date: 3/15/18

Facility Manager
Name: Peter Sala
Signature: [Signature]
Date: 3/15/18

Application Completed by:
Section: ______
Name: Tom Benzel
Organization/ Section/ School: Carrier Dome, Syracuse, New York 13244
Address: 900 Irving Avenue
[Street]
Syracuse, New York
[City, Zip]
Signature: [Signature]
Date: 3/15/18

Please direct any questions or concerns pertaining to this bid to Joe Altieri, NYSPHSAA Assistant Director, at 518-690-0771 or Altieri@nysphsaa.org
☑ Completed application; must be sent in a sealed envelope by specified deadline (date/time)

☑ Provide a minimum of 20 copies of the bid

☑ Attachment A (Negotiated Hotel(s) Commitment Letters) Pg. 7

☐ Attachment B (Contributions/Donations) Pg. 9

☑ Attachment B (Facility Photos/Diagram) Pg. 11

☑ Endorsement signatures
March 14, 2018

Mr. Tom Benzel  
Associate Director  
Syracuse University | Carrier Dome  
900 Irving Avenue  
Syracuse, NY 13244-1060

Dear Mr. Benzel:

Thank you for considering the Holiday Inn Syracuse/Liverpool to host the teams and officials for the 2019-2021 NYSPHSAA Football Championships. This letter is to serve as our official commitment letter. Below you will find our negotiated rates and hotel amenities for the championships.

Hotel Amenities for 2019-2021 NYSPHSAA Football Championships:

- Breakfast included in room rate for up to (4) people per room. Breakfast served from 6am-11:30am.
- Complimentary Meeting Space for Teams (based on availability)
- On-Site Catering for Team Meals (based on availability)
- Complimentary Wi-Fi
- Complimentary Parking (over 1,000 parking spaces)
- Indoor heated pool
- On-Site Laundry
- On-Site Restaurant/Bar
- Refrigerators available at no charge on a first come, first serve basis
- Rollaway Beds available @ $10.00 per night
- 1:30 comp room policy. For every 30 paid room nights, at the group rate, one complimentary room night will be provided.

**Game Dates: November 29-December 1, 2019**

<table>
<thead>
<tr>
<th></th>
<th>Thu 11/28</th>
<th>Fri 11/29</th>
<th>Sat 11/30</th>
</tr>
</thead>
<tbody>
<tr>
<td>Run of House</td>
<td>60</td>
<td>60</td>
<td>60</td>
</tr>
</tbody>
</table>

**Guestroom Rate***:

<table>
<thead>
<tr>
<th>Room</th>
<th>Single Rate</th>
<th>Double Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Run of House</td>
<td>$105</td>
<td>$105</td>
</tr>
</tbody>
</table>

*Subject to 13% Tax

**Includes Breakfast for up to (4) people per room
Game Dates: November 27-29, 2020

Guestroom Block:

<table>
<thead>
<tr>
<th></th>
<th>Thu 11/26</th>
<th>Fri 11/27</th>
<th>Sat 11/28</th>
</tr>
</thead>
<tbody>
<tr>
<td>Run of House</td>
<td>60</td>
<td>60</td>
<td>60</td>
</tr>
</tbody>
</table>

Guestroom Rate*:

<table>
<thead>
<tr>
<th>Room</th>
<th>Single Rate</th>
<th>Double Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Run of House</td>
<td>$107</td>
<td>$107</td>
</tr>
</tbody>
</table>

*Subject to 13% Tax

**Includes Breakfast for up to (4) people per room

Game Dates: November 26-28, 2021

Guestroom Block:

<table>
<thead>
<tr>
<th></th>
<th>Thu 11/25</th>
<th>Fri 11/26</th>
<th>Sat 11/27</th>
</tr>
</thead>
<tbody>
<tr>
<td>Run of House</td>
<td>60</td>
<td>60</td>
<td>60</td>
</tr>
</tbody>
</table>

Guestroom Rate*:

<table>
<thead>
<tr>
<th>Room</th>
<th>Single Rate</th>
<th>Double Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Run of House</td>
<td>$107</td>
<td>$107</td>
</tr>
</tbody>
</table>

*Subject to 13% Tax

**Includes Breakfast for up to (4) people per room

Sincerely,

Amanda Joss
Sales Manager
315-399-5903
ajoss@staysyracuse.com
NYSPHSSA Football Championships 2019-2021

Rate Available for Teams to Sub-Block

<table>
<thead>
<tr>
<th>Date</th>
<th>Day of Week</th>
<th># of Doubles Available</th>
<th># of Kings Available</th>
<th>Total Per Day</th>
</tr>
</thead>
<tbody>
<tr>
<td>11/25/2019</td>
<td>Friday</td>
<td>20</td>
<td>5</td>
<td>25</td>
</tr>
<tr>
<td>11/30/2019</td>
<td>Saturday</td>
<td>20</td>
<td>5</td>
<td>25</td>
</tr>
<tr>
<td>11/27/2020</td>
<td>Friday</td>
<td>20</td>
<td>5</td>
<td>25</td>
</tr>
<tr>
<td>11/28/2020</td>
<td>Saturday</td>
<td>20</td>
<td>5</td>
<td>25</td>
</tr>
<tr>
<td>11/26/2021</td>
<td>Friday</td>
<td>20</td>
<td>5</td>
<td>25</td>
</tr>
<tr>
<td>11/27/2021</td>
<td>Saturday</td>
<td>20</td>
<td>5</td>
<td>25</td>
</tr>
<tr>
<td>RATE</td>
<td></td>
<td>$79.00</td>
<td>$79.00</td>
<td></td>
</tr>
</tbody>
</table>

Courtesy Rate Available for Parents/Families to Call In & Reserve on Own

<table>
<thead>
<tr>
<th>Date(s)</th>
<th>Standard Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>2019-2021 Dates</td>
<td>$89.00</td>
</tr>
</tbody>
</table>

Concessions & Considerations

No Attrition/Cancellation Policy with (30) Day Cutoff

After Cutoff Hotel Will Continue to Honor Rate Based on Availability at Hotel Discretion

Complimentary Parking in Open/Easily Accessible Lot with Capacity to Accommodate Buses, Trailers, Vans, etc.

1:30 Complimentary

Hotel Can Provide In-House Catering for Teams Who Choose to Stay

Group Rates Available (3) Days Pre & Post Block Dates to Cover All Possible Shoulder Nights
NYSPHSAA Football Championships
Room Block Dates: Friday November 29, 2019- Sunday December 1, 2019; Friday November 27, 2020- Sunday November 29, 2020
Friday November 26, 2021- Sunday November 28, 2021

Dear Mr. Benzel,

The management and staff at our SyrHotel group would like to thank you for considering our hotels to accommodate players, families, and guests who will be participating in the NYSPHSAA Football Championships. We have prepared a multi-property proposal comprising of our four properties, the Comfort Inn & Suites Syracuse Airport, Ramada Carrier Circle, Candlewood Suites East Syracuse and the Comfort Inn Carrier Circle. We would like to invite you and any other event coordinators in to tour the properties and meet with our Sales Team. Our ability to work together as a multi-property team helps ensure a seamless booking process for the teams and participants/families as well your peace of mind in knowing that if/when one hotel fills their block additional inquiries will be redirected to the remaining hotels in our portfolio with available rooms.

A separate Group/Rate will be made available for parents/families.

Comfort Inn & Suites Airport
- Complimentary Hot Breakfast
- Meeting & Banquet Space
- Heated Indoor Pool & Whirlpool
- Business Center
- Fitness Center
- Complimentary WiFi
- Complimentary Parking
- On-Site Dining in Atrium & Bar
- 100% Non-Smoking Hotel
- Complimentary Shuttle to Airport and Destiny USA Mall
- Complimentary Shuttle to Regional Transportation Center

Comfort Inn Carrier Circle
- Complimentary Hot Breakfast
- Business Center
- Fitness Center
- Guest Laundry
- Complimentary WiFi
- Complimentary Parking
- Hospitality Rooms
- Adjacent to McDonald’s
- 100% Non-Smoking Hotel

Ramada Carrier Circle
- Complimentary Hot Breakfast
- Meeting & Banquet Space
- Heated Indoor Pool
- Business Center
- Fitness Center
- Complimentary WiFi
- Complimentary Parking
- On-Site Dining in Roundabout Tavern & Grill
- 100% Non-Smoking Hotel

Candlewood Suites East Syracuse
- Business Center
- Fitness Center
- Complimentary WiFi
- Complimentary Parking
- 100% Non-Smoking Hotel
- Pet Friendly
- Hotel Just Completed Extensive Renovations this Summer
- Gazebo area with Complimentary Grill & Utensils
- Complimentary Lending Locker

**Individual properties may be chosen; this is a joint proposal however we do not require a joint/multi-property contract**

www.syrhotel.com
Comfort Inn Carrier Circle  
6491 Thompson Road  
East Syracuse, NY 13206  
T: (315) 437-0222  
F: (315) 437-4510  
Director of Sales: Denise Hunt - dhunt@syrhotel.com

NYSPHSAA Football Championships 2019-2021
Rate Available for Teams to Sub-Block

<table>
<thead>
<tr>
<th>Date</th>
<th>Day of Week</th>
<th># of Doubles Available</th>
<th># of Kings Available</th>
<th>Total Per Day</th>
</tr>
</thead>
<tbody>
<tr>
<td>11/29/2019</td>
<td>Friday</td>
<td>20</td>
<td>5</td>
<td>25</td>
</tr>
<tr>
<td>11/30/19</td>
<td>Saturday</td>
<td>20</td>
<td>5</td>
<td>25</td>
</tr>
<tr>
<td>11/27/2020</td>
<td>Friday</td>
<td>20</td>
<td>5</td>
<td>25</td>
</tr>
<tr>
<td>11/28/2020</td>
<td>Saturday</td>
<td>20</td>
<td>5</td>
<td>25</td>
</tr>
<tr>
<td>11/26/2021</td>
<td>Friday</td>
<td>20</td>
<td>5</td>
<td>25</td>
</tr>
<tr>
<td>11/27/2021</td>
<td>Saturday</td>
<td>20</td>
<td>5</td>
<td>25</td>
</tr>
<tr>
<td>RATE</td>
<td></td>
<td>20</td>
<td>5</td>
<td>$79.00</td>
</tr>
</tbody>
</table>

**Courtesy Rate Available for Parents/Families to Call In & Reserve on Own**

<table>
<thead>
<tr>
<th>Date(s)</th>
<th>Standard Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>2019-2021 Dates</td>
<td>$89.00</td>
</tr>
</tbody>
</table>

**Concessions & Considerations**

No Attrition/Cancellation Policy with (30) Day Cutoff  
After Cutoff Hotel Will Continue to Honor Rate Based on Availability at Hotel Discretion  
Complimentary Parking in Open/Easily Accessible Lot with Capacity to Accommodate Buses, Trailers, Vans, etc.  
1:30 Complimentary
Comfort Inn & Suites Syracuse Airport
6701 Buckley Road - Syracuse NY 13212
T: (315) 457-4000
F: (315) 453-7877
Director of Sales: Tanya Gleason - tgleason@syhotel.com

NYSPHSAA Football Championships
Rate Available for Teams to Sub-Block

<table>
<thead>
<tr>
<th>Date</th>
<th>Day of Week</th>
<th># of Doubles Available</th>
<th># of Kings Available</th>
<th>Total Per Day</th>
</tr>
</thead>
<tbody>
<tr>
<td>11/29/2019</td>
<td>Friday</td>
<td>20</td>
<td>5</td>
<td>25</td>
</tr>
<tr>
<td>11/30/2019</td>
<td>Saturday</td>
<td>20</td>
<td>5</td>
<td>25</td>
</tr>
<tr>
<td>11/27/2020</td>
<td>Friday</td>
<td>20</td>
<td>5</td>
<td>25</td>
</tr>
<tr>
<td>11/28/2020</td>
<td>Saturday</td>
<td>20</td>
<td>5</td>
<td>25</td>
</tr>
<tr>
<td>11/26/2021</td>
<td>Friday</td>
<td>20</td>
<td>5</td>
<td>25</td>
</tr>
<tr>
<td>11/27/2021</td>
<td>Saturday</td>
<td>20</td>
<td>5</td>
<td>25</td>
</tr>
<tr>
<td>RATE</td>
<td></td>
<td>$85.00</td>
<td>$85.00</td>
<td></td>
</tr>
</tbody>
</table>

Courtesy Rate Available for Parents/Families to Call In & Reserve on Own

<table>
<thead>
<tr>
<th>Date(s)</th>
<th>Doubles Rate</th>
<th>King Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>2019-2021 Dates</td>
<td>$95.00</td>
<td>$95.00</td>
</tr>
</tbody>
</table>

Concessions & Considerations

No Attrition/Cancellation Policy with (30) Day Cutoff

After Cutoff Hotel Will Continue to Honor Rate Based on Availability at Hotel Discretion
Complimentary Parking in Open/Easily Accessible Lot with Capacity to Accommodate Buses, Trailers, Vans, etc.

1:30 Complimentary
Hotel Can Provide In-House Catering for Teams Who Choose to Stay

Group Rates Available (3) Days Pre & Post Block Dates to Cover All Possible Shoulder Nights
Candlewood Suites East Syracuse
6550 Baptist Way - East Syracuse, NY 13057
T: (315) 432-1684
F: (315) 433-9959
Director of Sales: Denise Hunt - dhunt@syrohotel.com

NYSPHSAA Football Championships 2019-2021
Rate Available for Officials

<table>
<thead>
<tr>
<th>Date</th>
<th>Day of Week</th>
<th># of Doubles Available</th>
<th># of Queen Studio Suites Available</th>
<th>Total Per Day</th>
</tr>
</thead>
<tbody>
<tr>
<td>11/29/2019</td>
<td>Friday</td>
<td>-</td>
<td>20</td>
<td>20</td>
</tr>
<tr>
<td>11/30/19</td>
<td>Saturday</td>
<td>-</td>
<td>20</td>
<td>20</td>
</tr>
<tr>
<td>11/27/2020</td>
<td>Friday</td>
<td>-</td>
<td>20</td>
<td>20</td>
</tr>
<tr>
<td>11/28/2020</td>
<td>Saturday</td>
<td>-</td>
<td>20</td>
<td>20</td>
</tr>
<tr>
<td>11/29/2021</td>
<td>Friday</td>
<td>-</td>
<td>20</td>
<td>20</td>
</tr>
<tr>
<td>11/27/2021</td>
<td>Saturday</td>
<td>-</td>
<td>20</td>
<td>20</td>
</tr>
<tr>
<td>RATE</td>
<td></td>
<td></td>
<td>20</td>
<td>$79.00</td>
</tr>
</tbody>
</table>

Courtesy Rate Available for Parents/Families to Call In & Reserve on Own

<table>
<thead>
<tr>
<th>Date(s)</th>
<th>Studio Suite</th>
<th>One Bedroom Suite</th>
<th>Two Bedroom Suite</th>
</tr>
</thead>
<tbody>
<tr>
<td>2019-2021 Dates</td>
<td>$89.00</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>

Concessions & Considerations
No Attrition/Cancellation Policy with (30) Day Cutoff
After Cutoff Hotel Will Continue to Honor Rate Based on Availability at Hotel Discretion
Complimentary Parking in Open/Easily Accessible Lot with Capacity to Accommodate Buses, Trailers, Vans, etc.
1:30 Complimentary
Group Rates Available (3) Days Pre & Post Block Dates to Cover All Possible Shoulder Nights
attachment C

Syracuse University Carrier Dome Parking Guide

Not all lots are available for all events.
Most campus lots are season only for football and men's basketball.
Organizational Structure and Assignment of Responsibilities

The Senior Vice President & Chief Campus Facilities Officer/Carrier Dome Managing Director and the Senior Vice President for Safety & Chief Law Enforcement Officer or their designees have the primary responsibility for the operations, safety and security of events at the Carrier Dome. This will be done in coordination with other Carrier Dome staff and supporting departments: SU Fire & Life Safety, Syracuse Police Department (SPD) and Syracuse Fire Department (SFD).

The Managing Director and the Chief of DPS or their designees will maintain a constant communication to discuss situations that are occurring.

Incident command would transition to the SFD or SPD at their discretion and in accordance with the memorandum of understanding between the DPS and SPD. During a time of crime or chaos, the SPD and DPS would have a joint command. For a weather-related incident, fire or mass casualty incident, the SFD would have command.

Communications and Coordination Center
A unified command structure has been established to provide a central location for organization, communications and coordination during normal operations as well as in the event of a natural or manmade emergency.

A Communications and Coordination Center (CCC) will be established for major events hosted at the Carrier Dome. The CCC will be responsible to:

- Coordinate event operations
- Monitor the event for any potential issues or hazards
- Coordinate the response to an emergency situation
- Dispatch onsite resources (other than Carrier Dome Medical)
- Notify the necessary departments and individuals of potential and occurring incidents
- Monitor all radio channels in use for each event (Channels are listed in the Communications Section of this plan)

The CCC will be operational a minimum of 30 minutes prior to doors opening to the public and remain operational until 30 minutes after the conclusion of the event.

Primary Location
The Carrier Dome CCC is located at Stadium Control (Southwest Service Level).

Alternate Locations
The DPS Conference Room (Sims Hall) or 621 Skytop Control Room / EOC

Other options may be considered at the time of the event.

Communications and Coordination Center Staffing
University Departments
- Carrier Dome Operations
- Department of Public Safety
- Food Services (Catering, Concessions and Merchandise Operations)
- Monitoring severe weather
- Implementation of a weather plan
- Communicating with Carrier Dome Operations staff and the CCC prior to evacuating the Quad

**Carrier Dome Operations and Staff**

**Senior Vice President & Chief Campus Facilities Officer/Carrier Dome Managing Director.**

The Managing Director is responsible for the overall operations of the Carrier Dome. The Managing Director is responsible for the following Dome operations and personnel:

- Event Staff Security
- Ticket Takers
- Ushers
- Guest Services
- Carrier Dome maintenance and building systems

Collectively, the above functions are referred to as Carrier Dome Operations staff.

The Managing Director will communicate with game officials, team officials, the DPS duty-chief and Athletic Department administrators to determine any changes to the event schedule or continuance.

In the event of a critical incident, contact will be made with the Managing Director or his/her designee who will in turn advise the Athletics Director of the situation.

During non-athletic events, the Managing Director will communicate with the event sponsor or promoter and the DPS Event Commander/ranking on-site officer regarding the event schedule.

**Stadium Control**

The Stadium Control Office is located on the service level in the southwest corner of the facility. It is the main entrance for event support staff, participants and non-patron personnel.

The facility’s mechanical, heating, ventilation, air conditioning, electrical and security systems are controlled or monitored in the Stadium Control Office. Stadium Control staff also monitors the facility’s closed circuit television system.

During major events, Stadium Control is staffed by one building access assistant, a steam fitter (to monitor pneumatic controls for the air pressure system), an Event Staff Security officer, and a Carrier Dome Operations staff member. Stadium Control is responsible for coordinating the opening and closing of entrances to maintain the necessary air pressures to maintain roof stability. **See the Break Out/Exiting section for additional information.**

**Security and Law Enforcement**

Safety and security is a joint venture for Carrier Dome events between Event Staff Security, uniformed SPD officers and uniformed DPS officers. Security measures may include plain clothed officers, bag restrictions, metal detection and/or explosive detection and will be determined based on the needs of each event. Prior to events, DPS will work with the Managing Director to identify and implement appropriate security measures for each event. The level of security measures to implement will be determined by the Managing Director.
Event Mode: During major events the fire alarm system may be placed in event mode, which makes the system a local alarm only and does not activate the enunciator panels or strobe lights. Stadium Control monitors the fire alarm panel when in this mode. If there is a fire alarm activation, Stadium Control will notify the CCC with alarm information. The situation will be investigated by on-site fire marshals (EHSSO and/or SFD). The responding fire marshal will determine what notifications need to be made and what actions to be taken. This information will be communicated to the CCC.

In addition to being monitored by Stadium Control, the DPS Emergency Communications Center is also notified of the fire alarm, but does not notify the Onondaga County Emergency Communications Center unless instructed to do so.

For most events, the fire alarm system is changed into event mode when gates open to the public by Stadium Control staff. When the fire alarm system is placed into event mode, Stadium Control must notify on-site FLSS and SFD personnel. The fire alarm system will return to the normal operating mode after the building closure announcement is made.

Fire Suppression
The following locations are equipped with sprinkler coverage:

- Concession stands
- Storage rooms
- Press box
- Suites
- Offices
- Club 44
- Locker Rooms

The concourses and concourse restrooms are not protected by a sprinkler system.

Emergency Medical Services

The Dome Medical Dispatcher is located in the First Aid Room for all major events.

Carrier Dome Medical
The Carrier Dome Medical team is responsible for providing emergency medical services, both advanced life support (ALS) and basic life support (BLS), to Carrier Dome staff and patrons. This is done through a combination of the First Aid Room and mobile medical teams. The number of medical teams will be determined by the specific needs of the event and in compliance with NYS Public Gathering Law.

First Aid Room
The First Aid Room is located on the lower level concourse between aisles 101 & 102 on the south side of the Carrier Dome across from Gate A.

It is operational 30 minutes prior to doors opening to the public.

Mobile Medical Teams
Mobile ALS and BLS medical teams are typically located throughout the Carrier Dome at the following locations:
Parking and Shuttle Service
Spectator parking is located across multiple campus surface lots and garages, which is coordinated by Parking and Transit Services (Parking Services). Shuttle service is provided from remote parking locations to the Carrier Dome by Centro. Shuttle schedules are included in each event’s IAP.

Disabled shuttle service is available for Skytop lot at Gate A.

During the event, shuttles not in use are staged at College Place, Manley and Skytop.

Emergency Access to Floor
The primary location for emergency access to the Carrier Dome floor is through the overhead doors at Stadium Control.

In the event additional resources are required to enter the Carrier Dome, a pair of large overhead doors is located at the Stadium Control entrance. Ingress and egress of vehicles must be coordinated with Stadium Control.

Communications
The primary means of communication during an event in the Carrier Dome is by radio communications.

A combination of landline and cellular telephones provide an alternate means of communication.

A list of landline and cellular telephone numbers are included in Attachment #3. House phone locations include gates B, C, E, F, H, J, M and N, in a metal box on the concourse. House phones are not capable of making external calls. House phone numbers are also located in Attachment #3.

Radio Communications
Both the Carrier Dome radio system and Onondaga County Interoperable Communications System (OCICS) are utilized during major events. Persons assigned a portable radio are either assigned a designated call number or use a fixed location as their designation (i.e., Stadium Control to Gate A.). A list of radio designations is included in the event IAP.

Carrier Dome Radio Channels
The Carrier Dome maintains an internal radio communications system for the purposes of coordinating resources assigned to interior details. The internal system is an analog, simplex radio system that is utilized to coordinate all departments including emergency service providers within the Carrier Dome.

Onondaga County Interoperable Communications System
Emergency services personnel also have access to the OCICS, if needed. OCICS channels used for Carrier Dome events will be assigned by the Onondaga County Emergency Communications Center based on available channels at the time of need.

The traffic control detail, coordinated by the SPD, utilizes the OCICS network. The internal SPD and DPS details may also utilize the OCICS network.

Emergency medical services will utilize the OCICS if transportation of a patient from the Carrier Dome is required. The medical team will utilize current policies and procedures for the use of the OCICS system.
Public Information

Public Address System and Ribbon Boards
The public address system serves as the primary means of communication with patrons.

The public address announcer and ribbon board operator have pre-scripted announcements to be utilized in the event of an emergency situation which requires notification to all spectators. Pre-scripted messages include the following situations. The full text of the announcements and ribbon board messages can be found in the Emergency Announcement Section.

- Evacuation of the building (Ribbon Board, Video Board, PA Read)
- Fans on the field/court (PA Read)
- Shelter in place (PA Read)
- Severe winds (PA Read)
- Stop throwing objects on the field/court (PA Read)
- Power loss (PA Read)
- Onfield/court demonstrations (PA Read)
  - Message to fans
  - Message to demonstrators
- Game postponed (PA Read)
- Orange Alert on campus (PA Read)
  - Primary Announcement- Play to Continue
  - Alternate Announcement- Play to Suspend

The Managing Director, or next in command, with the concurrence of the SPD, DPS and SFD event commanders, will notify the public address announcer and ribbon board operator, via phone, radio or in person, to make emergency notifications related to the situation. The public address announcement will be read immediately a minimum of three times in succession. It should be repeated after appropriate intervals until the situation has been resolved. Message communicated across the public address system will also be displayed on the stadium video and ribbon boards.

The public address announcer is available one hour prior to gates opening until 30 minutes after the event ends.

If the public address announcer is not available or inaccessible, announcements can be made from Stadium Control during an emergency.

In addition to the Public Address Announcer making pre-scripted announcements, a pre-recording of the Evacuation Announcement can be played over the public address system. The text of the Evacuation Announcement is included.

Pre-Game Emergency Evacuation Video

The Carrier Dome will play an Emergency Evacuation video prior to all large-scale events.
Orange Alert
The DPS Communications Center is responsible for disseminating emergency notifications to the campus community. An emergency notification may be disseminated on campus that does not immediately pertain to the Carrier Dome event. If an emergency notification is disseminated, it will reach faculty, staff and students through the following mediums: social media, e-mail, text messaging and voice mail.
Specific procedures related to an Orange Alert being issued on campus are included in the Critical Incident Procedures Section.

The DPS Orange Alert SOP is included in Attachment #5.

If an incident at the Carrier Dome requires the dissemination of an Orange Alert, the DPS CCC representative will coordinate with the DPS Emergency Communications Center.

An emergency evacuation of the Carrier Dome will be the subject of an Orange Alert.

University Notifications
The following notifications are to be made if any situation occurs which could be considered critical to the operations of the ongoing event. The decision to initiate the below notifications will be made by the Managing Director and/or ranking DPS officer on-site.

<table>
<thead>
<tr>
<th>Notification to:</th>
<th>University Notifications</th>
<th>Individual</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chancellor</td>
<td>SVPS and CFO</td>
<td>SVP and CFO</td>
</tr>
<tr>
<td>Senior Vice President and CFO</td>
<td>DPS</td>
<td>Chief/Duty Commander</td>
</tr>
<tr>
<td>Senior Vice President, Public Affairs</td>
<td>News Services</td>
<td>Staff member assigned to event</td>
</tr>
<tr>
<td>Athletic Director</td>
<td>Athletics</td>
<td>Managing Director, or designee</td>
</tr>
<tr>
<td>DPS Chief/Duty Commander</td>
<td>DPS</td>
<td>Event Commander</td>
</tr>
<tr>
<td>Director of Risk Management</td>
<td>Risk Management</td>
<td>Emergency Management</td>
</tr>
<tr>
<td>News Services</td>
<td>Athletic Communications</td>
<td>Staff member assigned to event</td>
</tr>
</tbody>
</table>

The University Incident Management Team (UIMT) may be notified at the discretion of the DPS Chief/Duty Commander, Managing Director or any other member of the UIMT in accordance with the University's Comprehensive Emergency Management Plan.

Event Briefings
Prior to individual unit roll calls, the event commander from each area of responsibility will meet for a pre-briefing. The pre-briefing will include the leaders from Athletics, Parking, Food Services, Carrier Dome Medical, DPS, SPD, SFD and FLSS.

The event briefing will be held in the Managing Director’s office prior to the event.
6. When the decision to evacuate has been made, the CCC will announce over the University's Emergency Channel (Channel 16) the decision to evacuate the Carrier Dome. This will automatically notify all University staff with analog radios.

7. The DPS ranking officer on-site should institute evacuation procedures involving all security personnel not responding to the incident.

8. The Managing Director or the ranking DPS officer on-site should then determine if the pre-recorded evacuation announcement will be played over the PA system. It should be repeated after appropriate intervals until the crowd, staff and participants have completely left the building.

9. The ranking DPS officer on-site will instruct the DPS Emergency Communications Center to activate the Carrier Dome evacuation Orange Alert message.

Specific Staff Duties and Procedures in the event of an Emergency Evacuation

If the response to the emergency is an evacuation of the facility, then the evacuation will be coordinated by the CCC as directed by the Managing Director.

In addition to the actions of the CCC, the following Carrier Dome staff groups will perform duties specifically related to an evacuation of the facility:

Box Office Personnel
- Halt sale of tickets and close windows.
- Secure all funds.
- Secure money room, vault, and box office.

Medical Staff
- Assist with the evacuation of persons with disabilities or injuries, unless notified specifically of different procedures. Following safe evacuation, all medical personnel report to the First Aid Room for further instructions.
- Monitor radio for instructions.
- Assist ushers with the evacuation of disabled patrons.

Uniformed Police, Fire, DPS and FLSS
- While positioned in the concourse, direct patrons to the nearest gate exit.
- Continually tell patrons:
  - To move as quickly as possible, but to refrain from pushing those in front.
  - That there is plenty of time to get out of the facility and to remain calm.
  - That further details will be provided via the PA system and on the radio once they reach their vehicles.
  - That the traffic control and shuttle buses are already mobilized.
- Assist the evacuation of the disabled by working with ushers and medical staff.
- Check restrooms on both concourse levels for stragglers or for patrons who did not hear the PA system evacuation announcement.
Severe Weather
In the event of severe weather (e.g., lightning or large hail) during the time of breakout, the Managing Director may decide to offer attendees the option to shelter in place until the storm cell passes.

1. The CCC moves to enhanced staffing.
2. The Managing Director decides on course of action.
3. The Managing Director directs the PA Announcer to play the shelter in place announcements.
4. Once the storm cell has passed 10 miles past the Dome, the PA Announcer should announce that it is now safe to exit the facility.
5. This may necessitate keeping the Dome open longer than the normal closing times.

In the event of severe weather prior to or following an event, the CCC will announce over the “Parking Services” and “DPS Dispatch” radio channels. Available Parking Services and DPS staff will attempt to notify patrons who may be socializing outdoors on University property. The announcement will be made over the indicated channels when lightning is detected within 10 miles of campus.

Bomb Threats
Person receiving the threat:

1. Get as much information from the caller as possible. This includes verbatim conversations with the caller, accent, male or female, attempt to determine approximate age, etc.
2. A special report form is attached (Attachment #6) to this document to assist in obtaining facts and presenting the information properly. Write down the information as soon as possible.
3. Attempt to place the exact time the call was received (this is important) and the length of time the caller spent on the phone.
4. Do not relay the bomb scare over the radio. Have persons to be notified call and relay information over the phone.
5. Call Managing Director and notify him/her that there is a “Bomb Threat”. The Managing Director will notify the SPD via a direct line. Contact Stadium Control and inform the person on duty to expect DPS and SPD.
6. The Managing Director will make the proper notifications to the Carrier Dome management and staff.

Upon receiving notification of a bomb threat at the Carrier Dome, the following actions are expected to be taken:

1. The CCC will move to the Enhanced Staffing level.
2. If there is a bomb threat, the SPD is responsible for command of the incident. The Managing Director, DPS and SPD will determine next steps based on incident specifics.
   a. Do not panic the occupants of the building. Try to use a reasonable approach in searching the building.
   b. Evacuation of the Carrier Dome during an event requires that extreme caution be used not to panic the patrons. Follow procedures as described earlier in this document.
Structure Collapse/Damage

1. The CCC will move to the Enhanced Staffing Level
2. Except under unusual circumstances, complete evacuation of the stadium will likely be necessary. Special consideration will be given to the area involving the collapse or damage.
3. All emergency management operations will be in accordance with the University’s Comprehensive Emergency Management Plan.
4. Thereafter, the decision to reoccupy will be made by the Managing Director of the Carrier Dome in consultation with DPS, SFD and FLSS, and University Leadership.

Medical Emergencies and Mass Casualty Incidents

Medical/Injury

The following procedures must be followed in the case of a serious illness or injury:

1. Find any Carrier Dome employee with a two-way radio.
2. The Dome employee with the radio will call “Medical” directly to dispatch medical staff to the scene.
3. Be prepared to provide the following information:
   a. Age
   b. Gender
   c. Location (e.g., aisle, gate, and concourse level)
   d. Nature and extent of injury (e.g., conscious or unconscious, bleeding, etc.)
4. Do not panic. Stay and wait for the arrival of medical personnel.
5. Do not move the injured person unless instructed to do so by medical personnel.
6. Make sure that your supervisor and a uniformed police officer are notified.
7. Assist the police to help keep the area clear of onlookers.
8. If a person falls or is injured and does not wish first aid attention, you should obtain the same information that is detailed in point #3 above and provide it to your supervisor.
9. DPS Officer will complete incident report

Mass Casualty Incident (MCI)

1. If an incident occurs, which results in multiple patients, it is the responsibility of the Carrier Dome Medical Supervisor to declare an MCI as appropriate. The Carrier Dome Medical Supervisor will initiate triage, treatment and transport procedures.

Per Onondaga County, mass casualty incidents are defined as:

- Level 1: 3-5 Patients
- Level 2: 6-10 Patients
- Level 3: 11 or more patients
**Blood Borne Pathogens**

Blood-borne pathogens are disease-causing micro-organisms that may be present in human blood. They may be transmitted with any exposure to blood or various body fluids.

Always contact Stadium Control and the Carrier Dome janitorial service will be dispatched to clean up the area.

1. If possible, do not allow patrons into the area that needs to be cleaned until the Carrier Dome janitorial service arrives and has completed its clean-up and disinfection of the area.
2. After cleaning the area, the Carrier Dome janitorial service will dispose of all solid items and other contaminated materials into a red Bio-Hazard bag which will be disposed of in a special area.
3. These bags are located both in the First Aid Room across from Gate A, and the team training room located in the locker room hallway.
4. Contaminated items in bio-hazard bags are not to be disposed of in the garbage containers within the stadium.

If you are exposed to another person’s blood or body fluids:

1. Immediately wash the exposed area with warm water and soap.
2. If the exposed area is in your mouth, rinse your mouth with water or mouthwash (whichever is most readily available).
3. If exposure is in your eyes, flush them with warm water (or normal saline, if available).
   A quick rinse is probably not adequate. You want to irrigate the area completely with water.
4. Report to the First Aid Room immediately.

**Utility Outages/Emergencies**

The Carrier Dome is equipped with two isolated electrical feeds to protect from a complete loss of power.

If necessary, the building has a backup generator that will provide enough power to fully evacuate the building.

In the event the Carrier Dome loses both electrical feeds from National Grid:

1. The CCC will move to the Enhanced Staffing level.
2. The Managing Director will contact the National Grid’s Regional Control Center or the University’s National Grid representative.
3. Should evacuation or relocation of patrons or other emergency response be necessary due to the event, they should be in accordance with the applicable sections of this or other established plans or protocols.
Orange Alert on Campus

If an Orange Alert is issued during a Dome event, the CCC will move to the Enhanced Staffing level.

1. The CCC will move to the enhanced staffing level.

2. The Managing Director, in consultation with the senior DPS Officer on site will determine whether or not play will continue. If play is suspended, the alternate message will be read over the PA System.

3. The DPS representative in the CCC will coordinate with the DPS Emergency Communications Center in regards to specifics related to the threat.

4. Upon receiving the Orange Alert, the PA Announcer will make the primary Orange Alert on Campus message, unless directed otherwise by the Managing Director.

5. The DPS ranking officer on site, in consultation with the Managing Director, will determine the appropriate course of action. Options may include:
   a. Continuing play
   b. Discontinuing play
   c. Shelter in place
   d. Lock-down the building
   e. Evacuation

6. Updates will be provided to the spectators as information becomes available
It has been determined that your activities are disrupting this (football/basketball/lacrosse) game and threaten the health and safety of others. You are directed to stop such activities and leave the (field/court) immediately. I repeat, stop these disruptive activities and leave the (field/court) immediately.

If you continue to disrupt this (football/basketball/lacrosse) game or threaten the health and safety of others, you will be subject to ejection from the Carrier Dome as well as additional disciplinary actions. Please be aware that your activities are being videotaped. The police are being asked to eject and arrest anyone who continues to disrupt this event or who threatens the health and safety of others. You will be prosecuted to the fullest extent of the law.

If you are a University student and continue to disrupt this (football/basketball/lacrosse) game or threaten the health and safety of others, you will also be subject to discipline under the Code of Student Conduct, including potential suspension or expulsion. If you are a University employee, you will also be subject to discipline, including potential suspension or termination.

Please stop your disruptive and threatening activities and leave the (field/court) immediately.

**Game Postponed (PA Read Only)**

This game has been postponed. We regret and apologize for the inconvenience. Thank you for coming and please exit the building now. An announcement regarding the rescheduling or ticket refunds will be made as soon as possible.

**Orange Alert on Campus (PA Read Only, Text Message to associated members)**

**PRIMARY ANNOUNCEMENT- Play to Continue**

Ladies and Gentlemen, may we have your attention, please. An emergency situation on campus has necessitated an Orange Alert emergency notification to be issued. At this time, the situation does not impact the Carrier Dome and the event will continue as planned. We ask that everyone remain in the Carrier Dome and away from the exits at this time. Updates will be provided as we receive additional information.

**ALTERNATE ANNOUNCEMENT- Play to Suspend**

Ladies and gentlemen, may we have your attention, please. An emergency situation on campus has necessitated an Orange Alert emergency notification to be issued. There is the potential for the situation to impact the Carrier Dome and play will be suspended at this time. We ask that everyone remain in the Carrier Dome and away from the exits at this time. Updates will be provided as we receive additional information.
• **Preparedness**
An Active Shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated place; in most cases, active shooters use firearms and there is no pattern or method to their selection of victims. Active shooter situations are unpredictable and evolve quickly. Typically, the immediate deployment of law enforcement is required to stop the shooting and mitigate harm to victims. Because active shooter situations are often over within 10-15 minutes, before law enforcement arrives on the scene, individuals must be prepared both mentally and physically to deal with an active shooter situation.

• **Relevant Plans**
This section provides an overview of the plans, policies, and guidance documents that are applicable to the *Carrier Dome*. Plans may be maintained by the Carrier Dome Operation Staff and the Syracuse University Department of Public Safety.

**Carrier Dome Emergency Operation Plan**
This plan addresses incidents and major events held in the Carrier Dome. If an incident is expected to last for an extended period of time or escalates beyond the capacity of on-duty staff and responders, it may be managed through the University’s Comprehensive Emergency Management Plan.

**Syracuse University Comprehensive Emergency Management Plan**
The Comprehensive Emergency Management Plan (CEMP) addresses the University’s planned response to emergencies associated with natural, technological, and man-made incidents or disasters. This document is the underlying framework for protection of health, safety, and property of students, staff, faculty and visitors during incidents/disasters.

• **Command Structure/Response Organization**
The Vice President & Chief Campus Facilities Officer and Carrier Dome Managing Director (VP and Managing Director) and the Senior Vice President of Campus Safety and Emergency Service and Chief Law enforcement (Senior VP of DCSES) officer or their designees have the primary responsibility for the operations, safety and security of events at the Carrier Dome. This will be done in coordination with other Carrier Dome staff and supporting departments; Syracuse Police Department (SPD) and Syracuse Fire Department (SFD).

The VP and Managing Director) and the Chief of DPS or their designees will maintain a constant communication to discuss situations that are occurring.
• Determine how to estimate the impact of an incident on the Carrier Dome/ Syracuse University operations and communicate that to customers, the public, and law enforcement.
• Communicate with emergency responders to manage facility expectations of response capabilities.

B. Employee Training and Awareness
• Training captures the development of skills and/or understanding through procedurally defined learning activities focused on a specific application. This component combines the types of training and exercises and the types of personnel trained.
• Train all employees on general emergency plans and those designed for specific scenarios.
• Train security personnel in providing guidance to employees in each scenario.

C. Prepare for an Incident
• Management:
  o Learn how to recognize potential workplace violence and suspicious behavior.
  o Identify the location of the nearest exits, potential safe harbors, emergency response kits, decontamination sites Law Enforcement Officer and Emergency Medical Professional,
• Employees:
  o Become familiar with emergency procedures and regularly review checklists or materials provided on emergency procedures.
  o Identify who to call to report an incident and what information to provide about the situation.

D. Exercise Emergency Action Plans Regularly and Repeatedly
• Schedule regular drills, tabletop and functional exercises.
• Assess gaps in plans, exercises and training.

E. Establish a Relationship with Emergency Responders
• Involve emergency services responders from multiple agencies in Carrier Dome training and exercises.
• Jointly map out incident management procedures and pre-identify a common, secure radio communication channel.
• Invite all emergency services responders to tour your site and provide details about the facility that will help responders to adjust their protocols if necessary.
• Gain a better understanding and awareness of the complexities involved in an integrated response to an incident, including law enforcement procedures and capabilities and the steps to preserving a crime scene.
• Educate law enforcement on the impact of a crime scene on business operations and restoration.
• Take action, if you must
  o If there is no opportunity for escape or hiding, as a last resort, and
    only when your life is in imminent danger, attempt to disrupt
    and/or incapacitate the active shooter.

• Respond Appropriately When Law Enforcement Arrives
  o Remain calm and follow officers’ instructions.
  o Raise your hands, spread your fingers, and keep hands visible at
    all times.
  o Do not run when police enter the vicinity. Drop to the floor, if you
    are told to do so, or move calmly out of the area or building.
  o Do not make quick moves toward officers or hold on to them for
    safety.
  o Avoid pointing, screaming, or yelling.
  o Do not stop officers to ask for help or directions. Evacuate the
    building in the direction the officers arrived while keeping your
    hands above your head.
  o For your own safety, do not get upset or argue if an officer
    questions whether you are a shooter or a victim. Do not resist,
    even if you are handcuffed and searched.

B. Carrier Dome Management and Security:
• Control Access and Account for Personnel
  o Utilize a credentialing system for vulnerable and sensitive areas
  o How will management notify employees of the situation and its
    location?
  o How will Dome Operation allow access to emergency
    responders?
  o Account for full-time, part-time, and contract employees
    ▪ Identify employees

• Assist Emergency Responders
  o Use security technology, such as closed circuit television, to
    assist law enforcement in locating the victims and shooter(s)
  o Provide site and building maps
  o Provide Carrier Dome access to emergency responders
  o Ensure critical phone calls get through to security personnel
  o Provide extra radios for emergency responders
  o Ensure incoming emergency response personnel know where to
    stage
  o Ensure emergency responders are aware of any safety concerns
    as they enter process areas

• Manage the Perimeter
  o Assist law enforcement in establishing a secure perimeter
  o Control or prevent the entrance of the media
    ▪ Establish a media center
  o Establish a safe location to stage evacuees
D. Warnings, Messages and Signage
In order to notify employees and visitors of the events happening at the Carrier Dome, Emergency Notification Messages need to be pre-scripted. This section includes information related to how messages will reach the employees and visitors, including sample Emergency Notifications, location and method of communicating warnings and messages, number and location of sirens, and lighting.

- Emergency Notification Message SEE CARRIER DOME EOP FOR MESSAGES

E. Activation, Staging, and Mobilization
The Carrier Dome Emergency Operation Plan should contain guidance and procedures for the activation and mobilization of staging areas associated with an emergency. There will be separate staging areas for emergency responders and evacuees or victims of the active shooter incident. Information should be provided on the preplanned location(s), personnel, equipment (i.e., decontamination, air monitoring), and other resources needed for activating, operating and demolishing a staging area.

F. Mass Care and Family Assistance (See Syracuse University CEMP)
The organization or facility Emergency Plan should contain guidance and procedures for Mass Care/Family Assistance (a scalable Emergency Support Function 6) once the evacuees or victims have been transported to staging area(s). Health and medical support for the evacuation of casualties should encompass the organic medical response assets of the organization or facility, in addition to incorporating the local Emergency Management Services (EMS) authorities' Mass Casualty Plan.

G. Health and Medical Support
The Carrier Dome Emergency Operation Plan contains guidance and procedures to address health and medical support needed at the staging areas during an emergency incident. The Carrier Dome participate in the county's Mass Casualty Plan through mutual aid agreements between the organization, local EMS and local hospitals, that comprise the county Mass Casualty Plan.

H. Incident Recovery Considerations
- Address Victims and Families
  - Established a family hotline
  - Assist with victim identification
    - Gather information related to victim identities, extent of injuries, and what hospitals are being utilized
  - Notify the family members
    - Use personnel who are specifically trained for this responsibility
  - Procure counselors for employees and families
  - Develop an action plan to handle concerns about returning to work