

EMERGENCY ACTION PLANNING RADIOLOGICAL / CHEMICAL SPILL / ATTACK AT AN EVENT

If the facility is NOT a school facility, prior to the start of the season, all staff members who COULD be involved should become familiar with the facility's emergency procedures.

The coach/advisor should:

1. remain calm
2. notify the contest officials and have a responsible adult contact 911
3. have all participants and other personnel evacuate and to a designated, safe place
4. close all doors and windows
5. take attendance and make certain all participants and personnel are present
6. do not allow students to drink from public fountains, etc.
7. have participants cover their nose and mouth with handkerchief or other material
8. attempt to locate anyone missing; determine their last known location
9. report any missing person to the fire department, law enforcement or rescue team
10. contact the activities director, event manager, superintendent and/or principal of the situation
11. await further instructions from emergency personnel
12. follow school protocol regarding media contact
13. follow school protocol for releasing students

The activities director / event manager should:

1. assess the situation
2. make the announcement shown below
3. assist in the evacuation of the facility
4. when safe, contact 911, or confirm that 911 has been contacted
5. when safe, contact the principal and/or superintendent
6. communicate and cooperate with emergency personnel
7. make sure all participants and personnel have gone into the nearest enclosed structure
8. if possible, document the contest information (score, time left in contest, possession, etc.)
9. be sure coaches/advisors have taken attendance and accounted for all participants and personnel
10. inform parents of the situation, as per the critical incident/emergency plan
11. follow school protocol regarding media contact
12. follow school protocol for releasing students to parents/guardians
13. contact the AD from the opposing school to inform of the situation and reschedule the contest

PA Script:

Ladies and gentlemen – We have been informed that a radiological / chemical spill has occurred nearby. The contest is being cancelled. For your safety, and the safety of those around you, we ask that you do the following:

- Cover your mouth and nose. Refrain from eating, drinking, chewing gum, and putting anything in your mouth.

- Athletes, report to your coaches and follow their directions. Coaches, take your athletes to _____.

- Spectators please gather your belongings and proceed in a calm and orderly fashion to _____. Information regarding the rescheduling of this contest will be available from your school athletic office at a later time.

Information provided by the Iowa High School Athletic Association and adapted, with permission, from the Michigan Interscholastic Athletic Administrators Association. It is meant to provide guidelines for schools to refer to as they develop their own emergency action plans.