

EMERGENCY ACTION PLANNING FIRE OR EXPLOSION 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. evacuate participants and other personnel from the facility
4. evacuate to the designated area, specifically to the _____ by _____ (mode of transportation)
5. take attendance and account for all participants and personnel
6. attempt to locate anyone missing; determine last known location
7. report any missing person to the fire department, law enforcement or rescue team
8. when safe, contact 911
9. when safe, notify the activities director, event manager, superintendent and/or principal of the situation
10. follow school protocol regarding media contact
11. follow school protocol for releasing students

The activities director / event manager should:

1. assess the situation
2. suspend the contest
3. contact 911, if not already done
4. communicate and cooperate with emergency personnel
5. assist in the evacuation of the facility
6. make the announcement shown below
7. when safe, contact the superintendent and/or principal
8. make sure all team personnel have evacuated the facility
9. if possible, document the contest information (score, time left in contest, possession, etc...)
10. be sure coaches/advisors have taken attendance and accounted for all of their participants and personnel; tell visiting coach/advisor their evacuation location, should it be necessary. This location is _____
11. follow school protocol regarding media contact
12. follow school protocol for releasing students and informing parents
13. contact the AD from the opposing school to inform him/her of the situation and reschedule the contest.

PA Script:

Ladies and gentlemen:

- Due to the sounding of the fire alarm, at this time we must suspend the contest and evacuate the facility. Please gather your belongings and move toward the nearest exit in a calm, quiet and orderly fashion. We will provide further information as soon as possible.

- If necessary, make the following announcement
 - × 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.