

# EMERGENCY ACTION PLANNING HAZARDOUS WEATHER DURING 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.

## **SEVERE WEATHER & TORNADO WATCH –**

### **The coach/advisor should:**

1. monitor weather reports
2. know the school's safety plan in case severe weather occurs
3. contact the activities director, principal and/or superintendent about implementing the school safety plan in case severe weather occurs
4. know the closest safe shelter location
5. follow school's protocol for releasing students to parents/guardians, if appropriate

### **The activities director / event manager should:**

1. talk with the contest officials and coaches/advisors about the procedures to follow if severe weather occurs (evacuation, documentation of contest information - score, time left in contest, possession, etc.)
2. communicate with the facility staff about the procedures to follow if severe weather occurs
3. make certain the shelter area is unlocked and available

**TORNADO WARNING** – Take shelter; the shelter area is \_\_\_\_\_.

### **The coach/advisor should:**

1. remain calm
2. know the school's safety plan
3. evacuate participants and other personnel to the pre-determined safe shelter. That location is \_\_\_\_\_
4. account for all participants and personnel once in the shelter
5. have participants and personnel remain quiet and have them listen to instructions
6. have participants and other personnel sit on the floor facing the wall, legs crossed, heads down and hands clasped over their heads
7. avoid spaces that are opposite doorways, areas with swinging doors, rooms with windows or glass, areas with a large roof
8. contact the athletic director, principal and/or superintendent as soon as possible
9. follow school protocol for releasing students to parents/guardians

**IF it is determined it is necessary to take shelter, the activities director / event manager should:**

1. make the announcement shown below
2. evacuate participants, personnel, and spectators to the designated shelter area. That location is \_\_\_\_\_
3. assist with the evacuation and make certain no one remains
4. contact the principal and/or superintendent
5. contact the AD from the opposing school to inform of the situation and reschedule the contest
6. communicate cancellation and rescheduling information with the media, as per the critical incident/emergency plan
7. follow school protocol regarding releasing information about the situation to the media

The following links are provided by the National Weather Service.

<http://www.spc.noaa.gov/faq/tornado/safety.html>

<http://www.spc.noaa.gov/faq/tornado/school.html>

**PA Script:**

Ladies and gentlemen – Due to the severe weather conditions we are experiencing, please take shelter. For your safety, and the safety of others, we ask you to remain calm, quiet, and quickly move to shelter. Participants, report to your coaches/advisors and go to \_\_\_\_\_ (designated shelter area). Spectators, please take cover in \_\_\_\_\_. You will be given additional information when it is available.

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.