

EMERGENCY ACTION PLANNING POWER OUTAGE AT AN INDOOR 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. If DURING a contest - have participants and other personnel gather at the side line, team bench, or other contestant area (if there is total darkness, it may be safest for everyone to stay where they are without moving, for example on the deck of a swimming pool)
3. If PRIOR TO OR AFTER a contest – have team personnel gather in the locker room, if they can get there safely
4. help participants relax and remain calm and quiet
5. make certain all team personnel are present
6. wait for the power to return
7. if not present, contact the activities director, principal and/or superintendent
8. follow school protocol for releasing students

The activities director / event manager should:

1. assess the situation
2. if there is total darkness in the facility, use a bull horn, or loud voice, to make announcement #1 shown below
3. contact the maintenance staff
4. contact the local utility company, if necessary
5. communicate with officials, schools and coaches/advisors how the situation will be handled

IF the contest must be cancelled, but there is still some LIGHT...

1. make announcement #2 shown below
2. follow school protocol for releasing students to parents/guardians
3. contact the AD from the opposing school to inform of the situation and reschedule the contest
4. follow school protocol regarding media contact

IF the contest must be cancelled and there is total DARKNESS...

1. make announcement #3 shown below
2. organize contest workers to assist in the evacuation of the area (key areas to have someone stationed at aisles, bleachers, stairways, roadways, parking lot, etc.)
3. assist in the evacuation of the area
4. follow school protocol for releasing students to parents/guardians
5. contact the AD from the opposing school to inform of the situation and reschedule the contest
6. follow school protocol regarding media contact

PA Script:

#1 Ladies and gentlemen - Due to the power outage that just occurred, we must temporarily suspend the contest. For your safety and the safety of others, we ask you to remain seated (or be seated), calm and quiet while we attend to this matter. Further information will be provided as soon as it becomes available.

#2 Ladies and gentlemen - We are unable to restore power and this event has been cancelled. We ask that you be extremely careful as you exit the facility. Information regarding the rescheduling of this contest will be available from you school activities office.

#3 We are unable to restore power and this event has been cancelled. Please remain seated and calm and quiet while we work toward a safe exit for all participants and spectators. Personnel with flashlights will assist in helping you exit the area. Please remain seated until personnel are able to assist you in leaving the facility. Information regarding the rescheduling of this contest will be available from you school activities office. Please be patient. Thank you.

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.