

# EMERGENCY ACTION PLANNING

## CROWD CRISIS OR VIOLENCE 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. have participants gather in one place with him or her (either at the side line, team bench, or a safe area away from the crowd)
3. help participants and other personnel relax, remain calm and quiet
4. be sure all participants and personnel are present
5. do NOT allow team personnel to get involved in the situation
6. contact the activities director, event manager, superintendent and/or principal
7. follow school protocol for releasing students to parents or guardians

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

1. assess the situation
2. contact 911, if necessary
3. when dealing with the people involved in the situation, in a calm voice identify yourself and tell them specifically what it is you want
4. remove from the people involved in the situation from the area, if possible

### **IF the situation has escalated to a point that cannot be handled without the possibility of violence:**

1. temporarily suspend the contest
2. have the PA announcer or someone with a loud speaker or bull horn make announcement #1 shown below
3. take all participants, personnel, and officials, to a safe location; this location is \_\_\_\_\_
4. communicate with contest staff what is happening and how it is being handled
5. if someone is filming the contest, and they are located in a safe place, have them film the situation (This should be communicated to the person filming before every contest.)
6. encourage spectators to move away from the situation and out of harms way
7. isolate the people/group involved in the situation
8. once the situation has deescalated, make announcement #2 shown below
9. resume the contest

**IF the contest needs to be cancelled and the area needs to be vacated:**

1. make announcement #3 shown below
2. communicate and cooperate with emergency personnel
3. assist law enforcement with the evacuation of the area
4. make sure all team personnel have evacuated the area
5. follow school protocol regarding media contact
6. follow school protocol for releasing students and notification of parents/guardians
7. contact the AD from the opposing school to inform him or her of the situation and reschedule the contest

**PA Script**

**#1** Ladies and gentlemen - For your safety and the safety of others, please move away from the disturbance. Do not become engaged in the situation. Security has been contacted and will handle the situation.

**#2** Ladies and gentlemen - We apologize for the delay of contest, at this time we are ready to resume. Thank you for your cooperation.

**#3** Ladies and gentlemen – Due to the disturbance that has taken place, this contest is being cancelled. For your safety and the safety of those around you, we ask that you do the following:

- Please gather your belongings and proceed in a calm and orderly fashion to your vehicle. 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.