

# **EMERGENCY ACTION PLANNING BOMB THREAT & EVACUATION FROM 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, confirm that 911 has been contacted
9. when safe, notify the activities director, event manager, superintendent and/or principal
10. follow school protocol regarding media contact
11. follow school protocol for releasing students

## **The coach/advisor should not use or allow students to use:**

1. cell phones
2. pagers
3. radios
4. light switches

## **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 superintendent and/or principal
6. communicate and cooperate with emergency personnel
7. make sure all participants and other personnel have evacuated the facility
8. be sure coaches/advisors have taken attendance and accounted for all participants and other personnel;
9. tell visiting schools' coach/advisor their evacuation location, should it be necessary
10. if possible, document the contest information (score, time left in contest, possession, etc...)
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 unforeseen circumstances, this contest is being cancelled. For your safety, and the safety of those around you, we ask that you do the following:

- Students/participants, report to your coaches/advisors and follow their directions.
  
- Coaches/Advisors, take your students to \_\_\_\_\_.
  
- Spectators please gather your belongings and proceed in a calm and orderly fashion to the exits located \_\_\_\_\_. If you do not have a vehicle, please proceed to the \_\_\_\_\_ located \_\_\_\_\_. We ask that you refrain from using cell phones and pagers. 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.