



ANKENY
COMMUNITY SCHOOL DISTRICT

EMERGENCY ACTION PLANNING

Critical Incident Plans



TORNADO/LIGHTNING WEATHER DURING AN EVENT ANKENY CENTENNIAL HIGH SCHOOL

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 ACHS Locker Rooms. ACHS Sports Complex (Enter Through Door N37)

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 ACHS Locker Rooms ACHS Sports Complex (Enter Through Door N37)
- 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 designated game administration/event site manager 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 ACHS Locker Rooms. ACHS Sports Complex (Enter Through Door N37)
- 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>

Tornado/Lightning WEATHER DURING AN EVENT ANNOUNCEMENTS

Lightning Announcement

"Ladies and gentlemen Due to severe inclement weather conditions, including lightning, in the vicinity of Ankeny Centennial High School. The Game has been suspended until the weather no longer poses a danger to this area. Please begin to evacuate the stadium in a calm and orderly fashion for everyone's safety. (Ankeny Centennial Personnel) are available to assist you. Once the storm clears, we will notify patrons of the resumption of the event via social media. At that point, you will be permitted to re-enter with and return to your seats."

Tornado Announcement

"Ladies and gentlemen – Due to the severe weather conditions we are experiencing, the game has been suspended until the weather no longer poses a danger to this area. please take shelter. For your safety, & 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 the Ankeny Centennial Locker Rooms Located through Door N37. Spectators, please take cover in Ankeny Centennial High through Door N37. You will be given additional information when it is available."

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.



EMERGENCY
ACTION PLANNING





MISSING STUDENT AT AN EVENT

The coach/advisor should:

- 1 Remain calm
- 2 Try to contact the student on their cell phone
- 3 Ask the student's friends if they have any information about the student's location
- 4 Attempt to find out where the student was last seen
- 5 Account for the rest of the participants and personnel
- 6 Contact the activities director or principal immediately
- 7 Become aware of any special custody arrangements of the student
- 8 Coordinate with the athletic director and/or event manager an organized search of the facility
- 9 Call 911, if necessary If present the ACSD Police School Resource Officer's will handle Lead Emergency Communication with All EMS
- 10 If someone noticed the student being taken obtain any information about the unauthorized individual - description, license plate, type of force used, direction of travel
- 11 Do NOT release any information to the media
- 12 Follow school protocol regarding media contact

The activities director / event manager should:

- 1 Assess the situation
- 2 Review information from coach/advisor and participants
- 3 Call 911, if not already done
- 4 Contact principal and/or superintendent
- 5 Make announcement #1 shown below
- 6 Confer with law enforcement about making announcement #2
- 7 Confer with law enforcement about contacting the missing student's parent/guardian
- 8 Confer with law enforcement about assigning personnel to search the facility
- 9 Cooperate with the law enforcement in any way possible
- 10 Follow school protocol regarding media contact

MISSING STUDENT AT AN EVENT

ANNOUNCEMENTS

PA Script:

- 1 **(Missing student's name)**, please report to the ACHS Main Office or Pressbox (**designated area**).
- 2 Ladies and gentlemen, we are trying to locate **(Missing Students Name)** If anyone knows the whereabouts of

(Missing Students Name) please report to the Main Office or Pressbox. She/He is ____ years old and was last seen wearing **(Description of Student)**.



FIRE OR EXPLOSION AT AN EVENT

The coach/advisor should:

- 1 Remain calm-notify the contest officials and have a responsible adult contact 911- If present the ACSD Police School Resource Officer's will handle Lead Emergency Communication with All EMS
- 2 Evacuate participants and other personnel from the facility
- 3 Evacuate to the designated area, specifically to the ACHS East Parking Lot by ACHS Sports Complex
- 4 Take attendance and account for all participants and personnel
- 5 Attempt to locate anyone missing; determine last known location
- 6 Report any missing person to the fire department, law enforcement or rescue team
- 7 When safe, contact 911
- 8 When safe, notify the activities director, event manager, superintendent and/or principal of the situation
- 9 Follow school protocol regarding media contact
- 10 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 ACHS East Parking Lot by Sports Complex
- 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.

FIRE OR EXPLOSION AT AN EVENT

ANNOUNCEMENTS

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.



POWER OUTAGE AT AN EVENT

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

POWER OUTAGE AT AN EVENT

ANNOUNCEMENTS

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 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.



CROWD CRISIS OR VIOLENCE AT AN EVENT

ANKENY CENTENNIAL HIGH SCHOOL

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 If present the ACSD Police School Resource Officer's will handle Lead Emergency Communication with All EMS
- 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 ACHS Team Locker Rooms
- 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

CROWD CRISIS OR VIOLENCE AT AN EVENT

ANNOUNCEMENTS

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.



BOMB THREAT & EVACUATION FROM AN EVENT SPORTS COMPLEX

The coach/advisor should:

- 1 Remain calm-notify the contest officials and have a responsible adult contact 911 If present the ACSD Police School Resource Officer's will handle Lead Emergency Communication with All EMS
- 2 Evacuate participants and other personnel from the facility
- 3 Evacuate to the designated area, specifically to the South Parking Lot
- 4 Take attendance and account for all participants and personnel
- 5 Attempt to locate anyone missing; determine last known location
- 6 Report any missing person to the fire department, law enforcement or rescue team
- 7 When safe, confirm that 911 has been contacted
- 8 When safe, notify the activities director, event manager, superintendent and/or principal
- 9 Follow school protocol regarding media contact
- 10 Follow school protocol for releasing students

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

- 1 Cell phones
- 2 Radios
- 3 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.

BOMB THREAT & EVACUATION FROM AN EVENT

ANNOUNCEMENTS

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 **ACHS South Parking Lot**.

- Spectators please gather your belongings and proceed in a calm and orderly fashion to the ACHS Parking Lot. If you do not have a vehicle, please proceed to the **ACHS South Parking Lot** located **South of ACHS**. 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.



BOMB THREAT & EVACUATION FROM AN EVENT GYMNASIUM

The coach/advisor should:

- 1 Remain calm-notify the contest officials and have a responsible adult contact 911-If present the ACSD Police School Resource Officer's will handle Lead Emergency Communication with All EMS
- 2 Evacuate participants and other personnel from the facility
- 3 Evacuate to the designated area, specifically to the ACHS Turf Field
- 4 Take attendance and account for all participants and personnel
- 5 Attempt to locate anyone missing; determine last known location
- 6 Report any missing person to the fire department, law enforcement or rescue team
- 7 When safe, confirm that 911 has been contacted
- 8 When safe, notify the activities director, event manager, superintendent and/or principal
- 9 Follow school protocol regarding media contact
- 10 Follow school protocol for releasing students

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

- 1 Cell phones
- 2 Radios
- 3 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.

BOMB THREAT & EVACUATION FROM AN EVENT

ANNOUNCEMENTS

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 **ACHS Turf Field**.
- Spectators please gather your belongings and proceed in a calm and orderly fashion to the exits located **NE Door 5**. If you do not have a vehicle, please proceed to the **ACHS Turf Field** located **North of ACHS**. 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.



HAZARDOUS WEATHER DURING AN EVENT PRAIRIE RIDGE SPORTS COMPLEX

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 Prairie Ridge Middle School.

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 Prairie Middle School (East Entrance E16)
- 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 Prairie Ridge Middle School (East Entrance Door E16)
- 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>

HAZARDOUS WEATHER DURING AN EVENT ANNOUNCEMENTS

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 Prairie Ridge Locker Rooms (designated shelter area). Spectators, please take cover in Prairie Ridge East Entrance Door E16 (Bathrooms/LockerRooms). You will be given additional information when it is available.

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.



EMERGENCY
ACTION PLANNING





SEVERE WEATHER PROCEDURES

Throughout the summer electrical storms, severe thunderstorms, tornado watches and warnings will occur. Whenever threatening weather enters western and central Iowa, the

WeatherOps system will be turned on/monitored and these procedures should be followed for inclement weather conditions.

LIGHTNING STORMS AND SEVERE THUNDERSTORMS

- A.** Whenever lightning is sighted by any staff member or detected within the 12 mile radius by the WeatherOps system, the PRSC Outdoor Warning System will sound resulting in the playing platforms and area surrounding platforms being cleared of all patrons in the area. Spectators and participants will be directed to go to their vehicles.
- B.** When the storm passes and lightning was last seen/detected 30 minutes after the last strike, patrons will be given the "all clear" notification via the PRSC Outdoor Warning System.
- C.** If storms are of some length, games may be cancelled with the permission of the Prairie Ridge Sports Complex Supervisor.
- D.** Whenever severe thunderstorm weather alerts are issued for Polk County and neighboring counties to the west and southwest of Polk County there is a step of procedures that need to be followed.
 - 1st** – Staff contact "officer of the day" or "tournament coordinator" for each sport group. Make officers and coordinators aware of possible approaching weather and approximate time of arrival.
 - 2nd** - Staff contact each concession stand. Make aware of possible approaching weather and approximate time of arrival.
 - 3rd** – Officers and coordinators make coaches and public aware of possible approaching weather and approximate time of arrival.

TORNADO WATCH OR WARNING

- A.** A tornado watch indicates that weather conditions are favorable for a tornado. The WeatherOps system should be turned on and the Prairie Ridge Sports Complex staff, tournament coordinators and "officers of the day" should watch the sky for severe weather moving into the area.
- B.** During tornado watch, the playing platforms remain open.
- C.** If weather becomes severe or a tornado is sighted, the Civil Defense siren will sound. Evacuate all "willing" patrons and staff to the Prairie Ridge Middle School gymnasium (entering through the north side of the building) and direct everyone to interior hallways.

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.



EMERGENCY
ACTION PLANNING



HAZARDOUS WEATHER DURING AN EVENT **NORTHVIEW MIDDLE SCHOOL –INDOOR EVENT**

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 Northview Middle School boys & girls lockerrooms off main gym.

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 Northview Middle School boys & girls lockerrooms off main gym. Account for all participants and personnel once in the shelter.
- 4** Have participants and personnel remain quiet and have them listen to instructions

- 5** Have participants and other personnel sit on the floor facing the wall, legs crossed, heads down and hands clasped over their heads
- 6** Avoid spaces that are opposite doorways, areas with swinging doors, rooms with windows or glass, areas with a large roof
- 7** Contact the athletic director, principal and/or superintendent as soon as possible
- 8** 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 Northview Middle School boys & girls lockerrooms off main gym.
- 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>

Hazardous Weather During An Event **ANNOUNCEMENTS**

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 Northview Middle School boys & girls lockerrooms off main gym. Spectators, please take cover in Northview Middle School boys & girls lockerrooms off main gym. You will be given additional information when it is available.

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.





HAZARDOUS WEATHER DURING AN EVENT **NORTHVIEW MIDDLE SCHOOL – OUTDOOR EVENT**

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 Northview Middle School boys & girls lockerrooms off main gym –enter through west or south doors.

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 Northview Middle School boys & girls lockerrooms off main gym –enter through west or south doors. Account for all participants and personnel once in the shelter.
- 4** Have participants and personnel remain quiet and have them listen to instructions

- 5** Have participants and other personnel sit on the floor facing the wall, legs crossed, heads down and hands clasped over their heads
- 6** Avoid spaces that are opposite doorways, areas with swinging doors, rooms with windows or glass, areas with a large roof
- 7** Contact the athletic director, principal and/or superintendent as soon as possible
- 8** 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 Northview Middle School boys & girls lockerrooms off main gym –enter through west or south doors.
- 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>

Hazardous Weather During An Event **ANNOUNCEMENTS**

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 Northview Middle School boys & girls lockerrooms off main gym –enter through west or south doors. Spectators, please take cover in Northview Middle School boys & girls lockerrooms off main gym –enter through west or south doors. You will be given additional information when it is available.

MISSING STUDENT AT AN EVENT NORTHVIEW MIDDLE SCHOOL

The coach/advisor should:

- 1 Remain calm
- 2 Try to contact the student on their cell phone
- 3 Ask the student's friends if they have any information about the student's location
- 4 Attempt to find out where the student was last seen
- 5 Account for the rest of the participants and personnel
- 6 Contact the activities director or principal immediately
- 7 Become aware of any special custody arrangements of the student
- 8 Coordinate with the athletic director and/or event manager an organized search of the facility
- 9 Call 911, if necessary
- 10 If someone noticed the student being taken obtain any information about the unauthorized individual - description, license plate, type of force used, direction of travel
- 11 Do NOT release any information to the media
- 12 Follow school protocol regarding media contact

The activities director / event manager should:

- 1 Assess the situation
- 2 Review information from coach/advisor and participants
- 3 Call 911, if not already done
- 4 Contact principal and/or superintendent
- 5 Make announcement #1 shown below
- 6 Confer with law enforcement about making announcement #2
- 7 Confer with law enforcement about contacting the missing student's parent/guardian
- 8 Confer with law enforcement about assigning personnel to search the facility
- 9 Cooperate with the law enforcement in any way possible
- 10 Follow school protocol regarding media contact

Missing Student At An Event ANNOUNCEMENTS

PA Script:

- 1 _____(missing student's name), please report to the _____(designated area).
- 2 Ladies and gentlemen, we are trying to locate _____. If anyone knows the whereabouts of _____ please report to the _____. She/he is _____ years old and was last seen wearing _____.



FIRE OR EXPLOSION AT AN EVENT **NORTHVIEW MIDDLE SCHOOL – INDOOR EVENT**

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 Northview Middle School South Parking Lot or Northview Stadium.
- 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 Northview Middle School South Parking Lot or Northview Stadium.
- 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.

Fire Or Explosion At An Event **ANNOUNCEMENTS**

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.

CROWD CRISIS OR VIOLENCE AT AN EVENT

NORTHVIEW MIDDLE SCHOOL

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 NVMS locker rooms inside west doors.
- 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

Crowd Crisis Or Violence At An Event

ANNOUNCEMENTS

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.



BOMB THREAT & EVACUATION FROM AN EVENT **NORTHVIEW MIDDLE SCHOOL – INSIDE EVENT**

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 Northview Stadium or vehicles
- 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.

Bomb Threat & Evacuation From An Event

ANNOUNCEMENTS

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 Northview Stadium .
- Spectators please gather your belongings and proceed in a calm and orderly fashion to the exits located south of the gyms or west of the main gym. If you do not have a vehicle, please proceed to Northview Stadium located directly west of Northview Middle School. 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.

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.



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ACTION PLANNING



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