

After Hour Emergencies: How to Plan

*Presented by
John Stangler*



Administrative/Superintendent Support

- Safety of all stakeholders
- Relationships
- Resources
- Opportunities for Improvement
- Processes & Protocols

Facility Use Agreements

- Know who is in your school and the purpose of the visit
- Security controls of your building
- Use of your equipment
- Pre and post activity inspection
- Classifications of groups to naturally prioritize groups
- Handling event emergencies
- Community access

Large Event Security Controls

- School providing supervision
- Law enforcement presence/security firms
- Mobile & moving
- Emergency communications
- Interior wayfinding
- Parade guidelines
- Standardized statements/scripted
- Vests/similar apparel/properly marked

CHAMPION



Athletics/Coaches

- Building access hours
- Breaking habits
- Intending purpose
- Weekly touch base meetings
- Fobs or rotate athletic coring every 5-6 years

Are your coaches or athletic director still propping doors or dogging them open without locking them back up?



Preparation

What systems do you have in place to identify a potential problem before it arises at a rival football game?

Athletic Events

- Develop a plan
- Pre-game meeting
- Contingency plans
- Look at weather and have access on phone during event
- Produce a command matrix for operations & facilities
- Don't assume any details – inform workers of emergency protocols and clear expectations
- Similar windbreakers or vests
- PA techniques - listed or scripted
- Signage - what's prohibited?
- Police presence
- Keys & fobs to visiting teams, officials, booster club
- Limit traffic patterns - natural barriers & staff
- Designated place for media/credentialed
- Student section locations

Home vs. Away Event Safety/Security Controls

- Inside or outside activity
- Emergency communication with your school district
- Transportation or movement of students
- Local medical facilities

Communication Protocols

- Means of communication
- Who answers your '911' calls?
- Communication Loops
- Internal communication team
- Is everyone empowered & knows how to call 911?
- Radios for events
- Redundancy
- Lanyards



**EVENT
STAFF**

**SUN PRAIRIE
HIGH SCHOOL**

**IN CASE OF EMERGENCIES,
CONTACT:**

WEATHER: GAME MANAGER

SMOKE/FIRE: GAME MANAGER, 911

- Exact location of smoke or fire.
- Type of material burning (paper, electrical wiring, oil, grease, etc.).
- How widespread is the fire?
- Exact location of the nearest entrance to the fire.

CHEMICAL SPILL: GAME MANAGER

Identify the location and the type of chemical substance

POWER FAILURE: GAME MANAGER

- Be prepared to evacuate if necessary.
- Locate Bullhorn from Athletic Office to communicate

BOMB THREAT: GAME MANAGER, 911

PRIOR TO STARTING YOUR SHIFT:

- Pick up a Walkie Talkie from the Athletic Department
- Exchange Cell Phone #'s with the Game Manager
- Review Evacuation Plans for the Assigned Venue

CALL ATHLETIC DIRECTOR:

Eric Nee at 608-576-2444 if you have questions.

Emergency Communication



IN CASE OF EMERGENCIES, CONTACT:

WEATHER: GAME MANAGER

SMOKE/FIRE: GAME MANAGER, 911

- Exact location of smoke or fire.
- Type of material burning (paper, electrical wiring, oil, grease, etc.).
- How widespread is the fire?
- Exact location of the nearest entrance to the fire.

CHEMICAL SPILL: GAME MANAGER

Identify the location and the type of chemical substance

POWER FAILURE: GAME MANAGER

- Be prepared to evacuate if necessary.
- Locate Bullhorn from Athletic Office to communicate

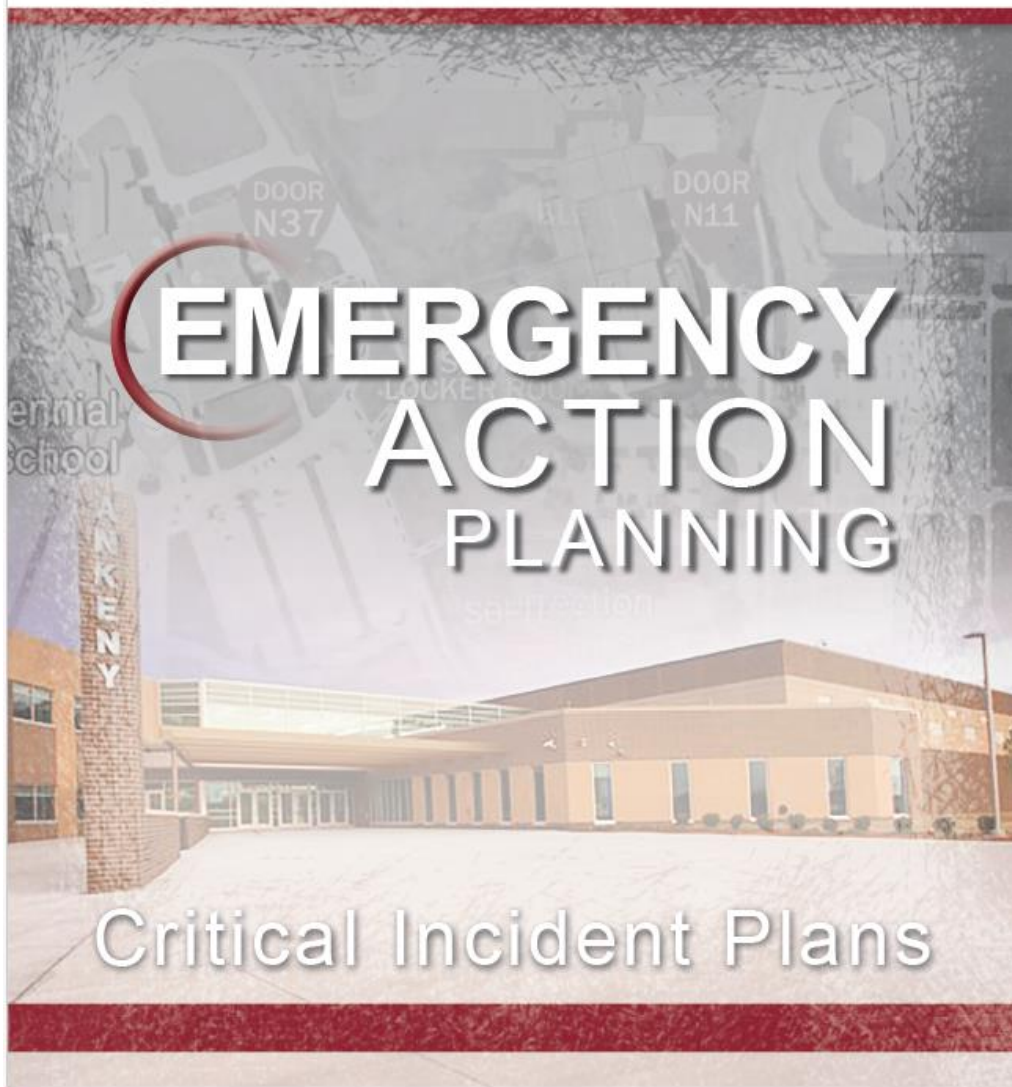
BOMB THREAT: GAME MANAGER, 911

PRIOR TO STARTING YOUR SHIFT:

- Pick up a Walkie Talkie from the Athletic Department
- Exchange Cell Phone #'s with the Game Manager
- Review Evacuation Plans for the Assigned Venue

CALL ATHLETIC DIRECTOR:

Eric Nee at 608-576-2444 if you have questions.



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.



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.



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."

Handling of Money

- Money vs. food controls
- Movement of money from event
- Depositing money in bank
- Online ticketing



Protection of Utilities

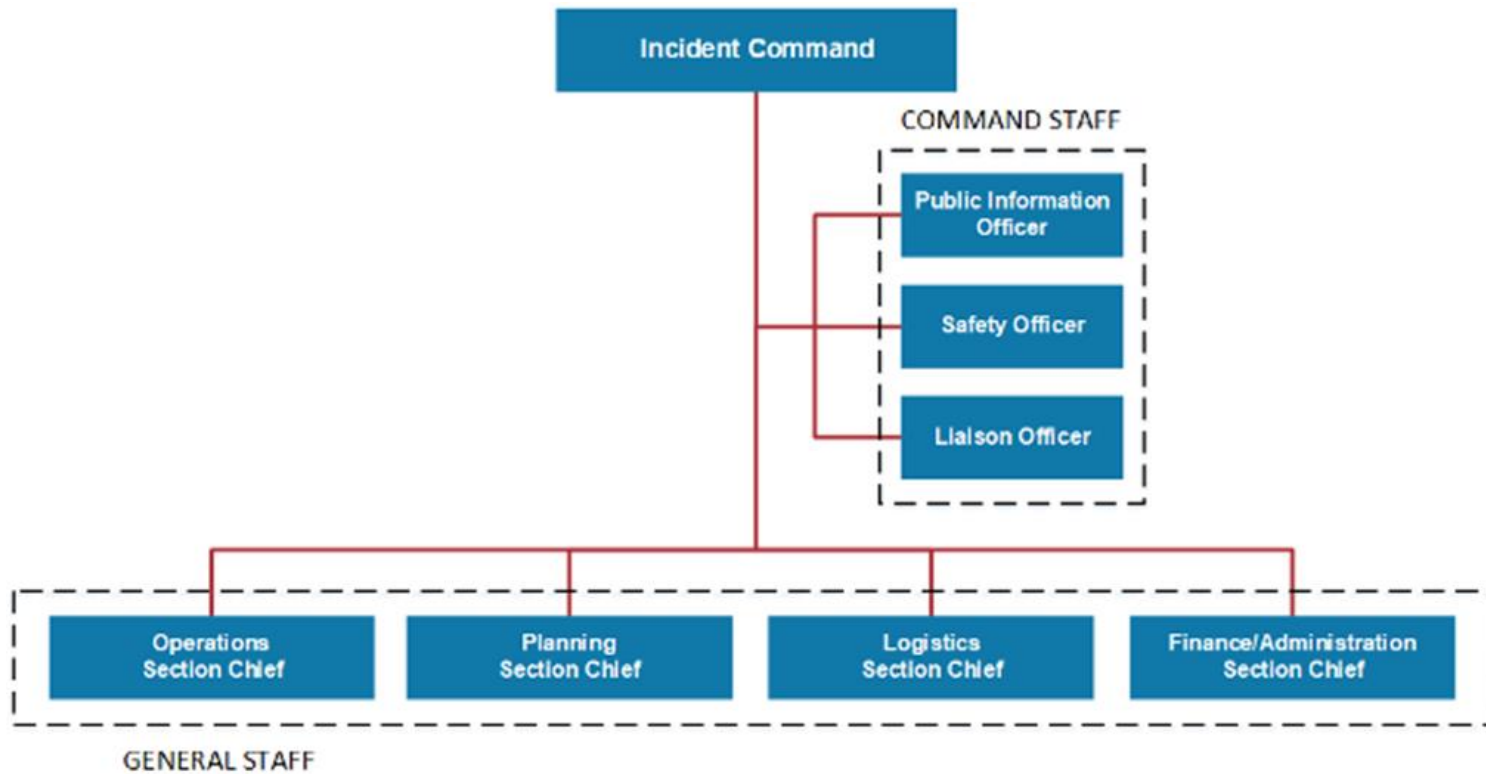
Can your large event utility controls be controlled by an intruder or shooter?

- Security of electrical panels
- HVAC security
- Protection of internal utility areas/rooms
- Protection of external buildings and utility boxes
- Are your fire pull stations covered?

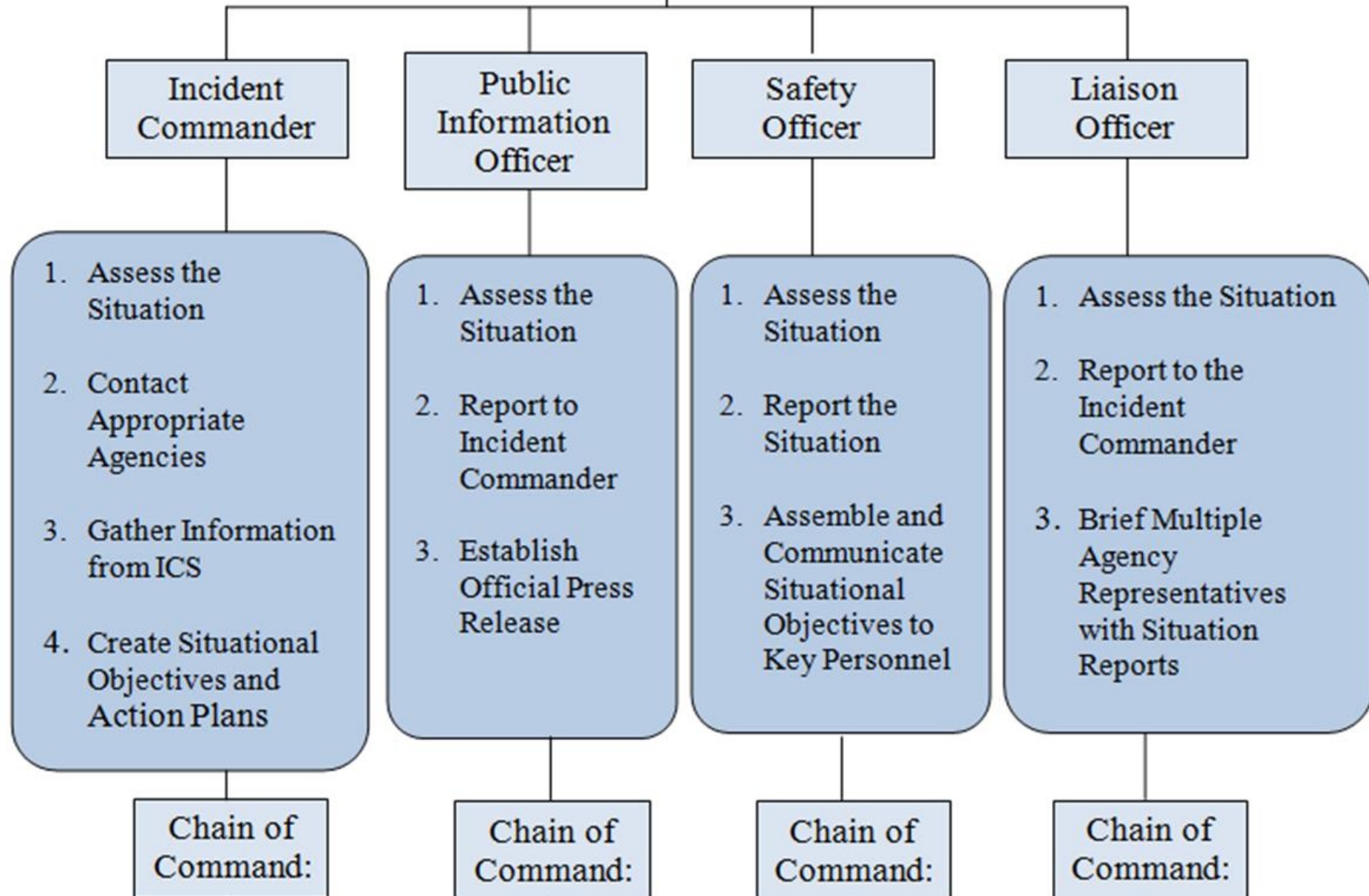
Is your ICS chain of command
training 3-4 deep?



Incident Command



Incident Command System



Police/Fire

- Does your local PD & First Responders have access to your cameras?
- CRG plans/Mapping
- Do they have keys & fobs?
- Active participation on safety committee
- What other processes do you have in place in your district?

Theater Safety

- Fire Department Approvals
- Smoke machines
- Emergency plans plans/Pre Performance announcements
- Fire rating on curtains
- Online ticketing
- Flying equipment/rigging equipment
- Set Building/Training
 - Staff & students



Pool Safety

- Supervision
- Chemical Balance
- Health Inspector/Requirements
- Testing Data
- Lifeguards/Certificates
- Usage



Who is in Charge?

- We know what we do for games against our biggest rivals for football and basketball, but what do we do for the smaller events, practices, theater performances?
- Often times, it's just a custodian.
- What administrator presence is at after-school activities?



Weather Contingencies

- Who is watching?
- Apps/Notifications
- Evacuation areas
- Part of your EOP
 - Lightning
 - Severe Thunderstorms
 - Extreme Heat
 - Extreme Cold
 - Flash Flood
 - Snow/Ice
 - Damaging Winds



Transportation Safety

- Sign-in & out process
- Field Trip calendar
- Accidents
- Breakdowns
- Trailer sign-offs
- Background checks
- Approved driver lists maintained



Volunteers

- Background checks
- Regular rotation
- All required to check in
- Field Trip Chaperones
- Busing
 - Protocols



Mental Health



Social Media

- Is it monitored?
- Cyber security
- Personal vs. School accounts
- Timing/bullying - after school - 4-8 pm
- Tik Tok
 - Challenges, memes, etc
- Do you have a threat reporting process in place?
- Digital threats, etc...
- Digital Threat Assessment Training
- Student involvement
- Students provide training?
- Do you have an effective off-boarding process - Fob, badge, keys, parking pass, social media accounts?

Pick-Up & Drop-off



- When was the last time you focused on parent pick-up and drop-off?
- Safe routes to school?
- Vests worn?
- Have you looked into bus traffic?
- Trained bus drivers?

Before & After School Care

- What door access or system do you have in place for before & after school childcare programs?
- Controlled entry in place?
- Allow walkers?



Summer School Safety

Just because it's summer school, doesn't mean we sacrifice safety for convenience.

- Single point of entry
- Fob/key access
- Drills
- Site familiarity

Proactive communication for parents on routing & bussing can go a long way.



Fire/Flood/Tornado

- Restrict building access as much as possible due to potential hazards
 - Asbestos, mercury, lead, chemicals
- Structural, electrical, hazardous materials
- Don't allow school district employees into the building
- Work with insurance company ASAP to define roles
- **Set-up a pre-arranged agreement (ERPP) with a remediation/restoration company that will agree to and has the resources to respond promptly**

Fire/Flood/Tornado

- City, Village, Municipality - Utilities
- Insurance Company (adjuster)
- Restoration company
 - Pre-approved by insurance provider
- Multi-disciplined environmental consultant
- Environmental contractor
- Provide agency maps and site utilities prior to the event

School Emergency Scenarios

- Bleachers collapse at a large event
- Fight between two basketball teams/parents get involved
- Abrupt storm with high winds approaching - tornado warning
- Fire alarm goes off at a large indoor event
- Loss of power/low light levels/generator failed so no emergency lights
- A person acting suspiciously walks onto the court of a game
- A student lights a pack of firecrackers at a large event causing panic
- The play is using a fog machine and sets off the fire alarm
- A strong odor of natural gas is identified during the school dance
- Student athlete collapses during basketball game
- Bus/car accident during parent pick-up
- Medical emergency
- Abuse or molestation allegation
- Custody dispute

School Emergency Scenarios

- Malware attack mid school day or overnight
- Gas leak/power outage
- Missing student/child
- Mysterious smell - ex: Spooner
- Food related illness
- Vehicle running into building - ice/medical emergency/electrical
- Train derailment
- Tik tok challenge/school fight
- Bus related accident off site/field trip
- Lift station stops
- Transformer knocks out power at rural school
- Kidnapped child during parent pick up
- Fire during school or after school
- Building flooding
- Traffic accident while leaving an event

School Emergency Scenarios

- How would your schools respond to a tornado warning issued at the end of the school day?
- What would happen or how would your school staff respond if there was an active threat during a JV girls' basketball game?
- Have you updated memorandums of understanding with emergency departments to include busses and after school programs such as daycares?

Risk Management Scenarios

Farmers Market

Sky Diving

Donkey Basketball

Ice Fishing

Deer Stands

Mechanical Bull

Fireworks

Car Smashing

Build an Airplane Drone in Pool

Helicopter to Homecoming

Risk Management Process



Questions & Answers



Contact Information

John Stangler - stanjoh@pewaukeeschools.org

Resources

<https://www.wssca.org/>

<https://ncs4.usm.edu/>

[Ankeny EAP](#)