



ANKENY
COMMUNITY SCHOOL DISTRICT

EMERGENCY ACTION PLANNING



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 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.



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.