

Athletic Emergency Procedures

**Waldron Jr.-Sr. High School
Waldron, Indiana**

FIRE DRILL

Athletics in building

1. Administration will stop athletic event by P.A. system
2. Spectators and teams will be notified to leave building by P.A. system through emergency exits to parking lot.
3. Administrator on duty will set-up command post outside Door 17.
Administration will confirm with both coaches that all athletes are accounted for.
4. A.D. will confirm fire department has been notified and meet them when they arrive to direct them to crisis area.
5. Administration and fire department will decide if contest will continue.
6. Central Office will be notified of crisis.

Athletics out of building

1. Administration will clear building of indoor activities.
2. Command post will be set-up outside Door 17 to confirm and meet fire department.
3. Administration will direct fire department to crisis area.
4. Administration will keep athletes and spectators a safe distance from building.
5. Administration and fire department will decide if contest will continue.
6. Central Office will be notified of crisis.

EARTH QUAKE

Athletics in building

1. Administration will confirm an emergency situation. If needed, teams and spectators will be evacuated from the building.
2. Command post will be established in the parking lot outside Door 17.
3. Administration will confirm with both coaches that all athletes are accounted for.
4. Administration will direct emergency personnel to crisis area.
5. Central Office will be notified of crisis.

Athletics out of building

1. Administration will direct athletes and spectators to a safe area away from structures.
2. Command post will be set-up in parking lot outside Door 17.
3. Notification of emergency personnel and Central Office will take place if needed.

TORNADO AND SEVERE STORM PROCEDURES

TORNADO/SEVERE WEATHER GUIDELINES

Definitions

Tornado Watch: Weather conditions are favorable for the development of a tornado.

Tornado Warning: A tornado has been sighted or detected on radar. Take shelter now.

Alert Signal

Announcement over the public address (PA) of a "Tornado Watch" - be prepared to take shelter if a tornado is reported or "Tornado Warning" - take shelter immediately.

Lead Administrator Response

1. Monitor weather radios.
2. Announce appropriate alert signal over the PA.
3. Call 911 or emergency services in the event of a tornado sighting or strike.
4. Make sure that all outdoor activities and personnel are moved indoors when a "Tornado Watch" is received.
5. When a "Tornado Warning" is received:
 - a) Move all personnel to tornado safe areas. Ensure that all persons in areas such as the gym and cafeteria are evacuated to the appropriate locations. Take the Emergency Evacuation Kit with you.
 - b) Make sure that all personnel remain in the duck and cover position until danger passes.
 - c) Implement the Injury or Illness Protocol, if needed.
 - d) If possible, consult with local emergency management officials regarding the structural integrity of the facility prior to remaining in or re-entering the facility after a tornado strike. You may have to make a determination to evacuate the facility or to remain in the damaged facility, weighing the dangers posed by structural damage against the possibility of a second tornado strike on exposed evacuees. If an evacuation is deemed appropriate after a tornado strike, move evacuees to an area away from gas or electrical lines.
 - e) Implement the Family Reunification Protocol, if needed. Consult with public safety officials before transporting students and staff. Hold all students who walk or ride buses to and from school until a determination can be made as to how they should be released to parents and guardians.
 - f) Implement the Media Protocol, if needed.
 - g) If damage to the property occurs, request that the appropriate district officials notify insurance carrier and document damage with properly documented photographs.

Staff Response

Tornado/Severe Weather Alarm: When the tornado alarm sounds, follow these procedures:

1. Tell the students: "Tornado Alarm; NO Talking"; pick up your class list and/or seating chart.
2. Close windows and classroom door.
3. Lead students to Tornado Safety Area.
4. Ensure that students take the proper safety position: *Sitting or kneeling FACING the wall; hands over the back of the head.*
5. Wait for an "all clear"; or, wait for further instructions.
6. DO NOT leave the Tornado Safety Area until told to do so.

Tornado/Severe Weather AFTERMATH: Follow these procedures if conditions do NOT allow a return to classrooms after severe weather:

1. In-place Waiting: Severe Weather situations can last for a long time. Be alert to the fact that it may be necessary to wait in-place at the Tornado Safety Area for a long time. Students must maintain the proper safety position and talking must be kept to a minimum during this circumstance. When safety permits, and if in-place waiting lasts for a long time, arrange a “buddy system” restroom break process.
2. Building Damage: If the school is damaged and it is not possible to remain in-place, instructions will be given to move students. Be alert to receive these instructions—the Safety Zone may be used, or, it may be necessary to move to another, undamaged, portion of the building.
3. If injuries occur:
 - a. Assess the extent of any injury. In an emergency situation, get help as quickly as possible. *FIRST PRIORITY*—stop serious bleeding and restore breathing when necessary.
 - b. Keep any injured person warm; reassure the injured person that additional help is on the way and that they will be fine.
 - c. Be sure that school administration or rescue personnel know that you have injured individuals with you.
4. If EVACUATION is required:
 - a. Evacuation may be ordered by school or public safety officials.
 - b. Keep students together and follow instructions if evacuation from school or the school’s Safety Zone is ordered.
 - c. In most cases, your school will evacuate to the designated Evacuation Site.
 - d. Keep students informed; enlist the support of student leaders in your group to help calm or reassure students who need this support.
5. If a tornado/severe weather has caused extensive damage in Waldron:
 - a. The safest place for staff and students may be the school building; it may be necessary to remain at school for a long time after the storm has passed.
 - b. Reassure students; establish a “buddy system” bathroom break schedule; encourage students to write about what they are experiencing.
 - c. Tell students that information will be shared with them as soon as it’s available.
 - d. Be alert to new instructions; changing circumstances; and/or evacuation orders.
 - e. If/when students are called out of your room by school officials or public safety authorities, make a list of the students and include why they left, when they left, and with whom they left.

Athletics in building

1. Contest will be stopped by Administration. Direct spectators and athletes to a safe area by P.A. system or by voice.
2. Administration will evaluate the situation when crisis has passed.
3. If needed, Administration will initiate evacuation and emergency procedure by word of mouth or P.A. system
4. A command post will be established in front of Door 17, if needed, to meet Emergency personnel
5. Central Office will be notified if situation merits this.

Athletics out of building

1. Contests will be stopped by Administration via P.A system or severe weather sirens. Direct all athletes, coaches, and spectators to safe areas inside the building.
2. Administration will evaluate situation after crisis has passed.
3. If needed, emergency procedure will be implemented and command post will be established in front of Door 17.
4. Central Office will be notified if situation merits this.

WEAPON

1. If the situation merits, Administration will instruct coaches to immediately remove their teams to the locker rooms and secure the area.
2. Administration will notify 911 if needed and report the situation.
3. Administration will decide if contest will continue.
4. Debriefing by Administration and notification will be sent home if this situation merits.
5. Central Office will be notified by Administration of situation.

INJURY BY A WEAPON

1. Administration will call 911 and ask for police and emergency personnel.
2. Athletes and coaches will be instructed by Administration to go to the locker rooms and secure the area.
3. A command post will be set up at Door 17 to meet police and emergency personnel. Administration will also secure area where injury has occurred.
4. Athletes and coaches will not be released until approval by law enforcement Agency.
5. Debriefing after situation is over.
6. Central Office will be notified by Administration of situation.

HOSTAGE SITUATION

1. Administration will confirm crisis situation.
2. Administration will notify 911 and ask for emergency and law assistance.
3. Isolate hostage area. Administration will remove athletes, coaches and spectators as far away as possible. If in the building, move everyone to safe areas and secure.
4. If possible, evacuate athletes, coaches, spectators to another school building (WES). **Allow police to do their work.**
5. Administration will notify Central Office of situation.
6. Collect any eye witnesses and isolate them for interviewing by school and law enforcement agencies.
7. Administration will dismiss athletes, coaches and spectators when law Agencies and Central Office approves
8. Debriefing after crisis is over.

BOMB THREAT

1. Administrator will decide if this is a crisis situation.
2. If situation merits crisis, law enforcement agency will be notified (911).
3. Central Office will be notified of situation.
4. Indoor facilities will be evacuated to a safe area designated by the Administration. Outdoor facilities will be evacuated to a safe distance from structures.
5. A Command Post will be established at front entrance of Door 17, with cell phones, to meet Law Enforcement agency.
6. Administration will conduct search of school grounds.
7. Athletic teams will be dismissed with approval of Law Enforcement agency and/or Administration if needed.
8. Debriefing by Administration.

TEAM BUS ACCIDENT

1. Coaches will evaluate situation.
2. If injuries, Coaches will evaluate athlete's injuries. Do not move an individual until Emergency personnel arrive and addresses situation.
3. Coaches need to have emergency forms in their possession for emergency personnel and Law Enforcement agency.
4. Coaches will notify their Athletic Director and Principal to explain situation.
If athletes are taken to hospital, Coaches will notify the Administration of the correct hospital.
5. Central Office will be notified.
6. An All-Call will be made to the parents of the team involved.

Principal's Cell Phone:	Gary Brown
Athletic Director's Cell Phone:	Mark Shadiow
Asst. AD's Cell Phone:	Martha Kolkmeier