



Contest Emergency Procedures

Fire

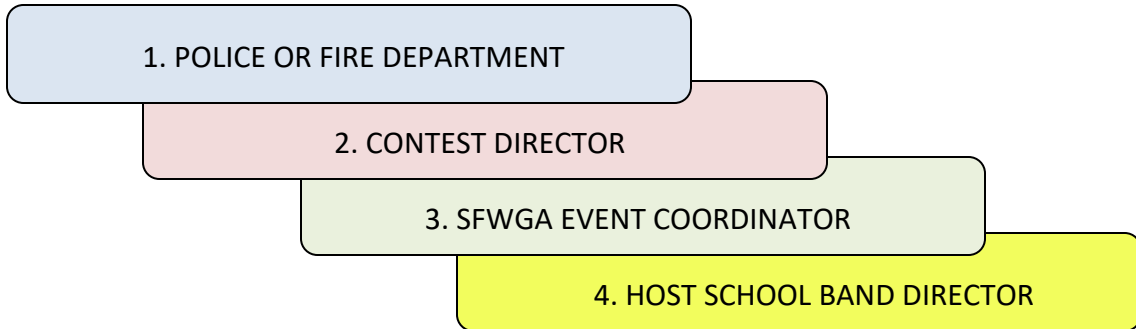
Bomb Threat

Severe Weather

Active Shooter

General Information

Securing the safety of everyone present at our contests takes precedence over all other activities. To ensure a clear understanding of safety and emergency protocol, the following levels of authority will be observed.



General Announcements

As part of the routine contest welcome announcements, the Announcer will call out all exits to the gymnasium at the beginning of the contest and following each major break.

Example: "There are 6 exits to this gymnasium, the two main doors you entered through, plus an additional exit in each corner of the building. In the unlikely event of an emergency, and when instructed to do so, leave personal items behind and go immediately to the nearest exit, bearing in mind that the closest exit may not be the same door you entered through."

Gymnasium General Evacuation (any reason)

Any type of evacuation may put spectators, performers, and staff at risk of injury. The decision to evacuate must be a sound and prudent decision, with all facts of the emergency considered.

It is human nature to attempt to leave a building or room through the same door that was used to enter. In an emergency, this will cause unnecessary delays in the evacuation. Contest staff should direct spectators and performers toward all exits.

Contest Staff should use all reasonable efforts to direct spectators and others to safety, but must never delay their own egress trying to convince others who are indecisive to exit.

- CONTEST DIRECTOR: Stop any performance that is in progress
- ANNOUNCER: "Ladies and Gentlemen, we have an emergency in the building. Leave personal items behind and proceed immediately to the nearest exit. Once outside, continue into the parking lot away from the building.
- Sound Tech: Play evacuation MP3 announcement on continuous loop.
- T&P JUDGE AND STARTER: Position yourselves on each side of the floor at the 50 line. Visually and verbally direct people coming out of the bleachers to the exits on the far side of the gym.

Emergency Codes

Many situations do not pose an immediate threat to those inside the gymnasium and can be quickly contained. Still, it is important for contest staff members to be aware of the situation, so that quick action can be taken if needed. These codes are intended to alert staff members without causing alarm to spectators. *Note: These are standard business and public event code words, so some spectators may understand their meanings.*

Code Phrase - Announcement	Meaning
Mr. Sands please go to (Location)	There is a fire at (Location).
Time Check, the time is...	Bomb threat, prepare to evacuate, but await Police instructions
Someone from Bright Star go to (Location)	Emergency medical assistance is needed at (Location)
Nora to (Location)	Need Officer Right Away at (Location)
"Can I speak to Angela?"	This is not an announcement, but a safe-word phrase. The person who says this is telling you they are in an unsafe or uncomfortable situation and need help.

Note that there are no code phrases for Active Shooter and Severe Weather. Due to the short timeframes to seek safety, the National Safety Council recommends using plain English to alert all building occupants to these threats.

**FIRE IN AN OUTSIDE LOCATION AWAY FROM THE GYM
(Local building fire alarm HAS NOT sounded)**

- ANNOUNCER: "Mr. Sands please to go (location of the fire)"
- AVAILABLE BOARD MEMBER must inspect the area of the fire
- HOST SCHOOL CHAIRPERSON must inspect the area of the fire

SMALL FIRES - Control the area until someone with a fire extinguisher arrives. Extinguish the fire.

DEEP FRYER AND GREASE FIRES - Turn off the heat source. Keep people and combustible materials away until the flames die. If flames do not die within several minutes, or if other materials are in close proximity to the fire, use a fire extinguisher designated for CLASS B fires, for example A-B-C would be acceptable, but not A by itself.

PROPANE/GRILL FIRES - **Do not** attempt to extinguish the fire. A propane tank or grill fire signals that propane is leaking. Propane is a clear gas that is heavier than air. If the flame is extinguished, propane will continue to leak and pool around the ground until it reaches another source of ignition, causing a potentially violent explosion.

Call the fire department and report a propane leak and fire.

Clear everyone away from the immediate area.

DO NOT EVACUATE the gym unless instructed to do so by a Fire or Police officer. Evacuating the gym may place hundreds of additional people in the danger area.

**VISIBLE FIRE IN THE SAME BUILDING AS THE GYM
(Local building fire alarm may or may not have sounded)**

- CONTEST DIRECTOR: Stop any performance that is in progress
- ANNOUNCER: "Ladies and Gentlemen, we have an emergency in this building. Leave personal items behind and proceed immediately to the nearest exit. Once outside, continue into the parking lot away from the building.
- Sound Tech: Play evacuation MP3 file on continuous loop.

- T&P JUDGE AND STARTER: Position yourselves on each side of the floor at the 50 line. Visually and verbally direct people coming out of the bleachers to the exits on the far side of the gym.

LOCAL FIRE ALARM IS SOUNDING

During a contest, SFWGA staff typically will not have access to the campus fire alarm enunciator panel, and school staff may also not have immediate access. We must assume all fire alarms indicate a real and immediate threat to safety.

IF THE FIRE ALARM IS SOUNDING, BUT THERE IS NO EVIDENCE OF FIRE IN THE BUILDING:

- SFWGA EVENT COORDINATOR: Contact the School Administrator, Band Director, or School Resource Officer so they can check the enunciator panel for the source of the alarm.
- CONTEST DIRECTOR: Stop any performance that is in progress
- ANNOUNCER: "Ladies and Gentlemen, we believe the alarm to be a test. School officials are currently checking the source of the alarm. Please remain seated and we will keep you informed."

IF THE ALARM IS SOUNDING AND IT CANNOT BE DETERMINED WITHIN 3 MINUTES THAT THE ALARM IS FALSE, the gym must be evacuated.

- CONTEST DIRECTOR: Stop any performance that is in progress
- ANNOUNCER: "Ladies and Gentlemen, we have an emergency in this building. Leave personal items behind and proceed immediately to the nearest exit. Once outside, continue into the parking lot away from the building."
- Sound Tech, play evacuation MP3 announcement on continuous loop.
- T&P JUDGE AND STARTER: Position yourselves on each side of the floor at the 50 line. Visually and verbally direct people coming out of the bleachers to the exits on the far side of the gym.

BOMB THREAT or SUSPICIOUS PACKAGE

Bomb threats can come in many forms: a note left behind, a phone call to an instructor or staff member, a phone call to a 911 operator, or a suspicious unattended package.

With any of these, call 911 and give the Police the details of the note, phone call or package. Tell the 911 operator you are at a school event with over 1,000 people in attendance. Follow the directions of the 911 operator.

ANNOUNCER: "Time Check, the time is (state current time)."

DO NOT EVACUATE THE GYM OR CAMPUS UNLESS YOU ARE INSTRUCTED TO DO SO BY THE POLICE OR FIRE DEPARTMENT.

WHEN THE POLICE AND FIRE DEPARTMENT ARRIVE ON SITE, FOLLOW THEIR DIRECTIONS WITH REGARD TO ANNOUNCEMENTS AND/OR EVACUATION.

SEVERE WEATHER - LIGHTNING

Lightning is a common occurrence in South Florida, but it's immediate danger to anyone outdoors cannot be underestimated.

All outdoor warm up and other activities must immediately cease and all spectators, instructors and performers must seek indoor shelter whenever either of the following occur:

- 1) Visible lightning flash accompanied by thunder within 30 seconds, or
- 2) A warning alarm from the Lightning Prediction System on the school's athletic fields (a 15-second blast from the alarm horn).

All persons must remain indoors until it is clear:

- 1) Thirty minutes have elapsed since the last sound of thunder, or
- 2) Three 5-second horn blasts from the Lightning Prediction System

SEVERE WEATHER - SEVERE THUNDERSTORM/TORNADO WARNING

Severe thunderstorms are more common in hot summer months, but can occur at any time of the year. Severe thunderstorms often bring hail, winds over 50 MPH, and occasionally tornados.

Weather Service Terminology

Weather Term	Meaning
Severe Thunderstorm Warning	A severe thunderstorm has formed and is moving toward this area
Tornado Watch	Conditions are right for the formation of tornadoes
Tornado Warning	A tornado has been detected by Doppler Radar

When informed by the US Weather Service or news media that a Severe Thunderstorm warning or a Tornado Warning has been issued for the immediate area:

- All outdoor warm up and other activities must immediately cease and all spectators, instructors and performers must seek indoor shelter.
- Shelter is available in the indoor warm up rotation locations, the Judges Hospitality Room, the gymnasium, and indoor staging hallways.
- Move as many people as possible to the center of the gym floor.
- Gym doors may not be able to be secured and closed to due changing air pressure and violent winds.
- Stay in the center of any room or hallway, away from doors and windows.

ACTIVE SHOOTER

There are many variables that determine the survivability of active shooter attacks. Each person must individually determine what is the safest and most appropriate action to take for their specific location and circumstance. Active shooter drills that take place during school days do not ensure safety at a contest venue. Most people who are present do not attend the school, are not familiar with the campus layout, and do not have access to classrooms that can be locked.

Gymnasiums doors are typically keyed open with center bars removed and cannot be locked down.

Much of the U.S. has taken the approach created by the City of Houston as the best general course of action in an active shooter situation:

RUN	If you know where the shooter is, and you have a clear path to escape, running out of the building or the immediate area is your best choice. When exiting an area involving an active shooter, remember that police are likely approaching and entering the same area. Keep both hands in the air, fingers spread apart. Leave all personal belongings behind and do not carry anything in your hands, especially cell phones. If you encounter incoming police as you exit, immediately do exactly what the officers tell you to do. Do not point with your fingers in any direction, do not signal or try to direct the officers with hand gestures.
HIDE	If you do not have a clear exit path, find a place to hide. Get behind objects, turn off lights if you can, silence cell phones, stay quiet. If you later become sure of where the shooter is, and you have a clear path of escape, run out of the area. Never leave your hiding place unless you are 100% sure of the shooter's location, or until police officers direct you to safety.

FIGHT	<p>As a last resort, if confronted face to face with the shooter, use any object available to injure or incapacitate the shooter. Folding chairs, cell phones, fire extinguishers, drink cups, and many other objects can be thrown at the shooter. Aim for the face and head. The shooter will not be successful in aiming a gun while dodging objects being thrown at their head and face, giving others the opportunity to overpower the shooter. Pepper spray is not recommended, as it can easily blow back into your own eyes and face.</p>
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The overriding guiding principle that should govern your actions at a contest, is to quickly evacuate spectators and performers out of the immediate area, preferably into parking lots outside the building perimeters.

If you are in the immediate area, or running from the area as police are coming in, keep your hands in the air, fingers spread apart. Do not point, do not hold your cell phone or any other object. Comply immediately with any commands from the incoming officers. It is also important to understand that the first officers arriving at the scene are not there to help you escape, or to tend to the injured. Their sole mission is to neutralize the shooter. Do not try to summon or redirect incoming officers to the injured.

FIREARMS ON CAMPUS

It is illegal for anyone who is not a licensed law enforcement officer to bring any type of firearm onto a school campus, even if that person carries a civilian license to carry one.

No civilian on campus may display a firearm in any situation, even in an emergency. It would be foolhardy for well-meaning parents to use personal firearms in an attempt to secure a situation. Remember, law enforcement officers who are responding to the emergency may easily mistake the armed parent for the intruder, resulting in injury or death of the parent.