Safety Plan Checklist- HOSTING an Event

1. _ _ _ _ _ Contact your local police department at least a week prior to event
   - Provide date, time frame of event, approx # of people in attendance
   - Request to have police conduct a "directed patrol" (police vehicles driving by while on patrol or walk through)
2. _ _ _ _ _ Designate set entrances for your event.
   - Limit the number of doors
   - Set time frame for when an entrance is accessible
   - Have all other entrances LOCKED!
   - Designate one entrance for late arrivals
   - Assign a check-in person for that door
   - Provide a walkie talkie or another device for the check-in person
   - List of schools attending event
3. Communication with the entire event (below are all possible options based on your individual event space)
   - Access to PA system in school
   - Building Code that is linked to phones that will sound an alarm
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4. A means of communication between judges/coaches to contact if they see something that requires attention or possible lock down or evacuation. Whenever possible, have a backup massive communication plan (i.e. P.A, radios, email, text, etc...)
   - A tournament host's cell #/REMIND
   - Set several walkie talkie stations throughout the building for coaches/speakers/judges to report anything concerning
5. Create your site's action script. This should be a defined plan response to an active threat situation.
   - Emailed to all head coaches who are attending your event
   - Communicate this with your event volunteers
   - Place a hard copy in all of your team and judge folders
   - Review the action script at Student Meeting and Judges' Meeting
   - On school maps, clearly label communication points (individuals with walkie talkies), exits clearly labeled, off-site meeting places in case of evacuation
   - Volunteers are easily visible during the meet (neon vest, bright shirts, etc...)
   - Walkie Talkie station personal should stand out (neon vest, bright shirt, etc...)
   - ALL CLASSROOMS SHOULD BE LOCKED (doors should be left open before and in between rounds)