

## MLFA Safety Plan- Pilot 2018-19 Season

This plan is created to provide all MLFA members, speakers, and volunteers a basic action plan to create a safe environment for everyone to come together and have a positive experience while attending an MLFA event. There are three parts to this plan. This plan was created in conjunction with Captain Michael Bolender and Officer Ashley Schnering of the Oak Creek Police Department.

1. Preparing your Team
  - a. Create an action plan for your individual team
    - i. "Team Captains" for students to report to/students have contact info for that person
    - ii. Captains have list of team roster/contact info
    - iii. Have a meeting spot (on campus and off)
  
2. If you are HOSTING a Meet (See Checklist for Host doc.)
  - a. Contact local police department (date, time of event, approx. # of people attending). Request to have a police department conduct a "directed patrol" of your area surrounding your school during meet. Contact the week prior to the event
  - b. Have set entrances for your meet. Limit the number of doors that are open. Set a time that additional entrances will be locked. Anyone that arrives after that set time will have to enter at a designated door that will have a door person checking people in. All other doors should be locked during the meet.
  - c. Have a means to communicate that there is a situation happening and that everyone should take action. Every building is different in how they can accomplish this.
    - i. You could use the overhead PA system if you have access.
    - ii. Some buildings have a code that is linked to phones that will release an alarm (similar to a fire alarm)
    - iii. Other Ideas?
  - d. Tournament host should provide a means for judges/coaches to contact them if they see something that would require a lock down situation.
    - i. A cell phone number/REMIND
    - ii. Walkie talkie stations throughout the building for easy access to report situation
  - e. Create an action script(see SAMPLE script)
    - i. Give to all judges, volunteers, coaches, and review at the student meeting (this would be great to have prior to the meet so that coaches can review with the team prior to the event
    - ii. Communication plan (see section d above)
    - iii. Map of building (exits clearly labeled AND off-site meeting places in case of a building evacuation

- iv. Have volunteers easily visible during the meet (neon vest, bright shirt, etc..) These should also be people that have a walkie talkie?
- v. Walkie talkies!! Having a means to communicate with others in the building is key! The more available and visible is important, especially at the building entrance.

3. If you are ATTENDING a Meet

- a. Turn in a meet roster to the team check in table (See Roster doc.)
  - i. Information should include: all students that are attending the meet, their emergency contact info, and student's cell phone number if available
  - ii. Judge and Parent Volunteers' names and contact information \*Any adult that you are bringing into the meet/tournament needs to be on this list