



Event Details

- **Event Manager:** _____
- **Date:** _____
- **Location:** _____
- **Address:** _____
- _____
- For any emergencies, call 911.

	Event Staff Arrive
	Staff meeting
	Gates/Doors Open
	Event Begins
	Approximate end of event

Evacuation Procedures – Fire Alarm, Fire, Bomb Threat, Gas Leak, etc

- **Primary Evacuation Assembly Site:** _____
- **Alternate Evacuation Assembly Site:** _____
- Follow evacuation route to nearest exit as marked inside building using stairs, not elevators
- Account for all students and employees following evacuation

Severe Weather - Shelter

- During a **tornado warning**, seek shelter in _____
- Shelter on building lowest level in interior room away from windows until warning expires

Medical Emergencies - Call 911

- Provide name, exact location, and description of illness/injury and stay on phone for additional instructions
- Move victim only if danger is imminent
- Give first aid according to your level of training. Assign someone to grab AED and first aid kit.
- Have someone meet first responders outside building to guide them to your location

AED and First Aid/Bleeding Control Kit Locations

- **AED:** _____
- **First Aid/Bleeding Control Kits:** _____

Active Shooter – Call 911

- **Avoid** the threat by fleeing the area if safe to do so (RUN)
- **Deny** access by hiding and barricading if unable to escape – doors locked, lights off, remain silent (HIDE)
- **Defend** yourself by fighting back as a last resort (FIGHT)
- Remain in place until authorities advise

Missing/Abducted/Runaway Minor or Vulnerable Adult

- If a child or vulnerable adult is suspected missing, abducted, or runaway, call 911 immediately
- Provide as much information to police as possible: person’s name, age, sex, approximate height and weight, physical descriptors, clothing description, distinguishing appearance features, time and location person was last seen, special concerns about the person’s welfare
- Identify anyone who was last with the child for interview by first responders
- Check camera footage if available