

MLFA Safety Plan

This plan was 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.
 - 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

Action Script for _____

<p>Active Shooter Calling Script (Use these steps only if YOU see something that require immediate police attention)</p>	<p>“Ripple of Safety” (Order of steps to contact for assistance during the meet)</p>
<p>Meet Contact information: Phone Number Name of Event Location Address Say: “active shooter”</p>	<ol style="list-style-type: none"> 1. Locate your area contact person with radio 2. Area Contact will notify Tournament Host 3. Help will come to you

To ensure safety during the tournament, please do the following when you enter a room:

- Each classroom's door is LOCKED. When you are not in the room, please leave the door open. It should be closed during the rounds of competition.
- Look around the room to locate your options for points of evacuation (doors, windows, etc...)
- Locate a large heavy object that is close to the door(s) that could act as a barricade. This could be a shelf, table, etc... Have a means of defense
- Locate a space in the room that would be safe for your group to hide that is away from all doors and windows. You want to remove yourself and students away from the "fatal funnel" if someone enters your room.

In the case of an emergency that would require a "Lock Down" please follow these steps:

- Direct everyone in the room to report to your determined classroom space (away from doors and windows)
- You should turn off the lights
- Everyone should be silent
- DO NOT OPEN THE DOOR unless you hear the "All Clear" or someone with keys opens the door because it is safe

If YOU see something and need to seek assistance:

- 1) Please locate your area's contact person to start "the ripple of safety" plan
- 2) You secure your environment and contact the tournament host of the issue via ... (you would personalize this with your means of communication that you decide to use for you building)