Increased awareness of potential safety and security issues must be given when large groups of spectators and participants gather in a location. These types of events present an increased risk to all should an incident occur that may be violent in nature or trigger a mass evacuation resulting in injuries related to the evacuation.

# Large Group Events (Auditorium, Gymnasium, Stadium)

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| **Action Item (Pre-Event)** |
| Provide Emergency Response training to Event Managers |
| Ensure all exits are equipped with enhanced signage with particular focus on exits which lead directly to outside of the building or perimeter fence |
| Create well marked seating areas that can easily identified by spectators and event staff either by color coding or numeric/alphabetic signage |
| Event Manager should brief all event staff (ushers, faculty, law enforcement, first responders or volunteers) as to how to respond in the event of a mass evacuation or shelter in place.  |
| .Event Manager should make sure announcer makes pre-event emergency preparedness announcement (sample announcement listed in below resource) |
| Event Manager should brief visiting team coaches, staff and officials as to their specific evacuation route and rally points |
| Event Manager should confirm all exit routes are open, staffed and free of obstructions and on-site staff has easy access to keys for securing entrances in the event of a lock-down/shelter in place scenario.  |

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| **Action Item (Actual Incident)** |
| Announce event evacuation or shelter in place upon identifying critical incident |
| Event Manager direct staff to assist with evacuation |
| Event Manager call 911 |
| Event Staff assist spectators and participants to rally point or to shelter in place |
| Event Staff assist law enforcement and first responders in identifying nature of incident |
| Event Staff directs law enforcement to violent intruders last known location(if applicable) |
| Event Staff assist in guiding injured spectators and participants to rally points for care |
| Event Manger confirm accountability of student athletes/participants and visiting team staff and students (if applicable) |
| Event Managers notify school administration  |
| School Administration activates Incident Command and Communications Plan |
| **Recommendations** |
| **Pre-Event Emergency Preparedness Announcement: “ May I have your attention please. In the event of an unanticipated evacuation all occupants should move toward the exits located at \_\_\_\_\_\_\_\_\_\_\_\_\_\_. Special care should be taken to assist children and those requiring assistance to evacuate. Rally points have been established in the parking lot where everyone should gather in order to be reunited with friends and family members and receive medical treatment. If you see unusual/alarming behavior during this event please text event staff at \_\_\_\_\_\_\_\_\_\_ and event staff member/law enforcement will respond to your area. Please note the section you are seated in at this time and the nearest exit to your seating area.”****Shelter in Place Announcement:****“May I have your attention please. A situation is developing outside of this stadium/auditorium that requires us to secure the perimeter gates/doors at this time. We will resume normal activities as soon as this situation is resolved. We ask that you seek shelter at this time by either moving behind an object which offers cover or moving to the prone position where you are now. We will update you as information becomes available”** |
| **Consider Installing large gates at each end zone of the stadium to allow for mass evacuation and allows event participants to avoid the narrow gates located at ticket booths and other entrances/exits.** |
| **Consider dedicating a phone to the Event Manger that allows event participants to text messages to the Event Manager regarding suspicious/unusual or violent behaviors. This allows for a timely response by event staff and law enforcement and may mitigate a situation before it has the opportunity to result in panic, injury or death. This number should be well published and posted throughout the facility and included in the pre-event emergency preparedness announcement.** |