NYSPHSAA Regional/Championships
Emergency Preparedness and Crowd Control

CHECK LIST

Directions: Please instruct your site chairperson(s) to verify each of the following measures will be in place at the time of your sport’s State tournament.

Have this list checked & signed prior to the State tournament. Forward a copy to the NYSPHSAA office, c/o Assistant Director.

_____ A site emergency plan is in place for the State tournament

_____ The local authorities (fire department, police, school personnel) have been contacted on reacting to an emergency.

_____ Plans have been made to have the tournament site secured prior to teams/spectator arrival.

_____ Evacuation routes for cars & pedestrians are planned.

_____ Proper supervision (police & non-police) including duties outlined & times to remain on site has been arranged.

_____ Participating schools have been notified of all emergency & crowd control measures that will be in place before, during & after the tournament.

_____ Parking for contest officials & emergency medical personnel has been provided.

_____ Our announcer will be familiar & possess a copy of what to broadcast in case of emergency.

Sport: ___________________________ Date: ________________

Signature/Title: ___________________________
EMERGENCY PREPAREDNESS & CROWD CONTROL POLICIES AND PROCEDURES

The implementation of the following procedures is the responsibility of the site chairperson:

1. Review site emergency plan and incorporate relevant sections into an emergency preparedness & crowd control plan. In absence of a pre-existing plan, a plan must be developed.

2. Become familiar through consultation with local police & fire departments, & school personnel (if school site is used) of the protocol to be followed in the event of activated fire alarms, bomb threats & other disturbances.

3. Assure championship site is secure prior to the scheduled opening time & arrival of teams & spectators.

4. Work with police or appropriate personnel to provide efficient & safe auto & pedestrian routes to & from the game site. Prepare or obtain maps/charts illustrating evacuation routes.

5. Arrange for supervision until all spectators & student/athletes have left the game site. Prepare a supervision chart & inform the assigned personnel of their duties before, during, & after the game. Supervisory personnel on duty should have some type of distinctive marking that can be recognized by spectators & participants, e.g., distinctive colored jackets, arm bands, or badges.

6. When not otherwise provided, arrange for adequate police supervision before, during, and after the contest.

7. Inform participating schools:
   - if metal detectors and/or searches will be utilized.
   - supervision responsibilities (ratio of chaperones to students), parking facilities, seating arrangements for spectators, cheerleading guidelines and location of squad area, and directions to site.
   - post game activities & protocol, e.g. sportsmanship handshake and award presentations, sportsmanship code of conduct.
   - noise maker policy, if any.

8. Meet with the principal or representative of each competing school/section upon their arrival to discuss final details including:
   - location of each school’s supervisory personnel.
   - location & directions to dressing/locker rooms
   - security procedures to protect players’ clothing & valuables.

9. Provide parking for officials and emergency medical personnel.

10. Secure a competent announcer who will be familiar and have possession of scripted materials to broadcast in case of emergency.