**EMERGENCY ACTION PLAN**

**(Competition Name)** – **(Street Address)**

If you see smoke or a fire, please pull the nearest fire alarm or alert a sport manager on site. For any other emergency please call 911. In the event that there is an emergency evacuation of **(Facility Name)** the following procedure will take place:

1. On arrival to this venue please ensure all of your athletes are aware of this procedure and have been shown where the exit doors are. Please instruct them to move quickly and quietly to their closest exit. They may exit through **(description of safe exit)**.
2. Your team will meet in **(safe location)**. (Please familiarize yourself with the location). The Head coach/designate for each team will be responsible for roll call for the team. If you are missing anyone please contact a member of the Organizing Committee immediately.
3. To ensure that all athletes and coaches are out of the area please work with the other teams at your venue and have people assigned to clear washrooms and tented areas.
4. After doing a roll call contact the Organizing Committee with your team's status.

**DO NOT RE-ENTER THE FACILITY UNTIL ORGANIZING STAFF GIVE THE ALL CLEAR**

**Add other Emergency protocols as needed**