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# **Facility/Venue Emergency Evacuation Plan for Amateur Sports Teams and Leagues**

TEAM/LEAGUE NAME: \_\_\_\_\_

FACILITY/VENUE NAME: \_\_\_\_\_

FACILITY ADDRESS: \_\_\_\_\_

## **Section 1: Creating an Emergency Evacuation Plan**

1. Establish written Facility Emergency Evacuation procedures (see Section II below). These procedures outline the responsibilities of the Emergency Response team during different types of emergency or disaster situations.
2. Designate the Emergency Response Team and gather the appropriate contact information for each member.
3. Complete this form for each team in your league. If a team plays at multiple facilities, create a separate form for each facility/venue used.
4. Give a copy of the Facility Emergency Evacuation Plan to each member of the Emergency Response Team and make sure each person understands their role.
5. Keep a copy of the Facility Emergency Evacuation Plan in a binder, along with copies of your Emergency Medical Plan and each participant's Emergency Medical Card. Have the binder ON HAND at every practice, game and sponsored activity for quick access to this important information and to the participants' medical consent forms.
6. NOTE: These guidelines are not legal advice nor are they intended to be complete or definitive in identifying all hazards associated with emergency procedures, in preventing crisis situations in your sports program, or in complying with any safety-related regulations or other laws.

## **Section II: Emergency Evacuation Procedures**

The Emergency Evacuation Procedures outline the responsibilities of each person on your Emergency Response Team in the event of a crisis. Review and update these procedures regularly with your Emergency Response Team so that everyone knows what is expected should an emergency arise. These guidelines have been established to aid you in responding to different types of emergency situations at your facility.