



Emergency Action Plan for Active Shooter

A comprehensive emergency action plan (EAP) in the event of an active shooter is crucial for ensuring the safety of all participants and spectators.

Step-by-Step Emergency Action Plan

1. Preparation and Training

- **Training Sessions:** Conduct regular training sessions for board members, coaches, team moms, participants, and spectators on recognizing and responding to active shooter situations.
 - This should be scheduled at the organizational level. This will allow for effective, more efficient, and quick responses to lessen the endangerment of everyone in the area.
- **Communication Plan:** Develop a clear communication plan detailing how information will be shared during an emergency.
 - Proactive and proper planning is key to ensuring action is taking place immediately.
 - This conversation should be had with your board members and volunteers to understand the chain of command for communication.
 - Share the action plan with the visiting team so they know how the communication will flow should a situation occur.
- **Emergency Contacts:** Ensure everyone knows the emergency contact numbers, including local law enforcement, medical services, and league officials.
 - Best practice is to have everyone on the board and volunteers to have the numbers programmed in their phones.

2. Immediate Response to Active Shooter

- **Alert:** Upon recognizing an active shooter, immediately alert everyone in the vicinity, using loud and clear signals (e.g., air horns, PA system announcements, walkie-talkies).

3. Board Members' Actions-

- **Contact Authorities:** Call 911 immediately and provide the dispatcher with all relevant information, including the location, description of the shooter, and the number of people at the scene.
 - This step is critical as you must remain calm to observe and focus on what can be communicated to 911 clearly and concisely.
- **Activate Emergency Plan:** Initiate the emergency action plan and coordinate with coaches and team moms to ensure all steps are followed and rehearsed.

- **Coordinate Evacuation:** Help direct evacuation routes and ensure that exit paths are clear.

4. Coaches and Team Moms' Actions

- **Secure Participants:** Lead the children to a predetermined safe location. This could be an enclosed building or a designated safe area, or if escape is not possible, instruct them to hide and stay quiet.
- **Account for Everyone:** Take a headcount to ensure all participants are accounted for.
- **Provide First Aid:** If there are injuries, administer basic first aid and prepare to assist emergency responders.

5. Participants' Actions

- **Follow Directions:** Listen to and follow the instructions of coaches and team moms without hesitation.
- **Evacuate or Hide:** Depending on the situation, either evacuate the area quickly and safely or find a hiding place where they can stay out of sight and quiet.

6. Spectators' Actions

- **Evacuate Calmly:** Exit the area calmly using the nearest safe exit.
- **Avoid Panic:** Do not run or create additional chaos. Assist those needing help, such as children, the elderly, or the disabled.
- **Stay Informed:** Listen for instructions from officials and law enforcement.

7. Retrieving Children During the Incident

- **Designated Pick-Up Points:** Establish designated areas away from immediate danger where parents can retrieve their children.
- **Check-In System:** Implement a system where parents know where to retrieve their children to ensure everyone is accounted for. Establish a meeting place or landmark.

8. After the Shooting Stops

- **Remain in Safe Areas:** Stay in secure areas until law enforcement declares the area safe.
- **Follow Law Enforcement Instructions:** Adhere to all instructions given by police and emergency personnel.
- **First Aid and Medical Attention:** Provide first aid and medical attention to injured individuals.

9. Mitigation Post-Incident

- **Crisis Counseling:** Arrange for counselors to speak with participants, spectators, and staff who may be traumatized by the event.
 - This will be done the day after the event and continue however long your organization will need to assist them through the trauma
 - There is no time frame for grief counseling.

- **Review and Debrief:** Conduct a debriefing session with all involved to discuss what happened and identify any areas for improvement in the emergency plan.
 - Gathering of board members and all volunteers.
 - Engage FE board members

10. Communication Post-Incident

- **Internal Communication:** Communicate with league officials, coaches, and board members to provide updates and gather information.
- **Parent Communication:** Send out a detailed communication to all parents explaining the incident, what steps were taken, and what will be done moving forward to ensure safety.
- **Media Statements:** Contact Dave McCullough VP of Football at dave@floridaelitefootball.com to handle media inquiries and provide factual, calm, and concise information.

11. Follow-Up Actions

- **Evaluate the Response:** Review the effectiveness of the emergency action plan and make necessary adjustments.
- **Ongoing Training:** Schedule follow-up training and drills to keep everyone prepared.
- **Support Services:** Offer ongoing support and resources to those affected by the incident.

Important Contacts and Resources

- **Local Law Enforcement:** 911
- **Emergency Medical Services:** 911
- **League Officials Contact:** Dave McCullough, dave@floridaelitefootball.com Tony Pierce, football@floridaelitefootball.com Bryan Reed, president@floridaelitefootball.com
- **Crisis Counseling Services:** [Insert Contact Information]
- **Local Hospitals:** [Insert Hospital Contact Information]

Final Notes

- **Documentation:** Keep detailed records of the incident and the response for future reference and legal purposes.
 - **Send final reports to secretary@floridaelitefootball.com**
- **Community Meetings:** Hold community meetings to discuss safety measures and gather feedback from parents and participants.

Remember our number one priority is to ensure the safety of our children. Implementing this emergency action plan during a life-threatening situation will activate swift and life-saving actions.

Regards,

Florida Elite Executive Board