Safeguard RISK | SOLUTIONS

After-Hours & Athletic Event Safety Checklist

Complete this the day before an event

A home football game can put more people on your campus than a school day does, with a fraction of the staff and none of the light. Conference nights, concerts, trunk-or-treats, and playoff games are the same problem in different clothes. Every other organization in your county that hosts a gathering this size files a plan for it. This is that plan, on one page.

Event _____

Date / time _____

Expected attendance _____

1. COMMAND · Who is actually in charge tonight?

Not who is present, but who has the authority to stop the event, order an evacuation, or call a shelter. Name that person in writing and tell the officials, the announcer, and the gate staff who it is.

Event incident commander _____

Backup if they are unreachable _____

Law enforcement / SRO on site _____

EMS or athletic trainer on site _____

- ☐ The incident commander has been told they are the incident commander
- ☐ Officials, announcer, and gate staff know who to look for
- ☐ A staff member — not a volunteer — is designated for every open entrance

2. COMMUNICATIONS

- ☐ Radios distributed, channel assigned, batteries checked, spares available
- ☐ Everyone with a radio has been told the channel and tested it
- ☐ Ticket gate, concessions, and the far end of the field have a way to reach the incident commander
- ☐ Cell coverage tested in the stands at capacity — assume it is worse than you think
- ☐ The announcer has the emergency script in hand, printed, before the event starts
- ☐ Mass notification system ready and the authorized sender is on site

> ***Write the announcement now.*** *If you have to move three thousand people, someone has to say something into a microphone. Panic is mostly a communications failure. Decide the words in advance and put the person with the microphone in the same place as the person making the call.*

3. MEDICAL ACCESS

- ☐ Ambulance entry route identified and physically walked TODAY
- ☐ Gate codes, chains, and locked access roads addressed — name who holds the key on site
- ☐ Emergency lane coned off and marked; nobody parks in it, including staff
- ☐ AED locations known and someone trained is on site — write the locations down
- ☐ Trained first aid / trainer coverage confirmed for the full duration, including breakdown
- ☐ Someone is assigned to MEET the ambulance and guide it in

Ambulance enters via _____

AED locations _____

4. WEATHER · The most likely reason you stop this event

- ☐ Lightning policy decided IN ADVANCE and communicated to officials before start
- ☐ One named person makes the weather call, and everyone knows who
- ☐ A weather monitoring source is assigned to a specific person, not to "someone will notice"
- ☐ Shelter locations identified with enough capacity for the actual crowd — a school building is not automatically open
- ☐ Announcement language for a weather delay is written and in the announcer's hand
- ☐ Resume-or-cancel criteria decided before the event, not during it

Weather decision maker _____

Shelter location(s) _____

5. EVACUATION AND CROWD MOVEMENT

A stadium evacuation is not a building evacuation, and "Away from the field" is not a location.

- ☐ Named evacuation destination — an actual place, not a direction
- ☐ A plan for separating the visiting crowd from the home crowd
- ☐ Exits identified and confirmed unlocked and unobstructed
- ☐ Someone assigned to the visiting team's staff to relay instructions
- ☐ Students without transportation accounted for — who supervises them and where
- ☐ Reunification point named in case students and parents are separated

6. ACCESS AND SCREENING

- ☐ Every unused entrance locked and confirmed by walking it, not by assuming
- ☐ Building interior closed off to areas not in use for this event
- ☐ Bag policy decided, posted at the gate in advance, and enforced consistently
- ☐ Volunteers badged or vested so attendees can identify who is working
- ☐ Custody or no-contact concerns known to a designated administrator on site, with a discreet way to reach them
- ☐ Re-entry policy decided (this is the single most common gate argument of the night)

7. TRAFFIC, PARKING, AND THE DARK

- ☐ Parking lot walked at the ACTUAL event time, in the actual light conditions
- ☐ Burned-out lights reported to facilities — this takes longer to fix than you want it to
- ☐ Pedestrian route from lot to gate separated from vehicle traffic where possible
- ☐ Staff with reflective vests and lights at the crossing points
- ☐ Departure plan: exit routing, and staff staying until the lot is clear
- ☐ Late pickup: no student waits alone. They wait inside or with an adult, with the door in view.

8. IF THIS EVENT INCLUDES YOUNG CHILDREN AND VOLUNTEERS

Trunk-or-treats, fall festivals, and family nights. The most likely incident is a lost child, and most events have never discussed it.

- ☐ Lost child procedure written down and briefed to volunteers before doors open
- ☐ Vehicles arrive early, park, and do not move again until every child is gone — enforced with cones
- ☐ Volunteers background checked, badged, and given a two-minute brief
- ☐ Non-food treat option available and clearly signed for food allergies
- ☐ A district employee is the named person in charge and is physically present

Additional Notes

Completed by _____

Date completed _____

> ***Do this once, use it all season.*** *Complete this the day before your first home event and the answers carry forward to every event after it.*