

Event Manager Procedure Manual



2023-24

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Event Management Procedures

- ✓ Event manager will need to be at the event site AT LEAST one (1) hour prior to the event beginning.
- ✓ Greet event staff/ security upon arrival and help set up any tables, signs, and/or chairs that might be needed.
- ✓ Bring radios to event staff/security (if needed).
- ✓ Greet guests/ judges and escort them to their appropriate locker/dressing rooms.
- ✓ Make sure that all event staff/officials have filled out proper paperwork and that all times sheets are in the money box.
- ✓ Visit event staff periodically throughout the game to see if anything is needed.
- ✓ Supervise fans/seating area.
 - o If any issues arise, please utilize good judgment in handling situations and always utilize security officer(s) to ensure safety and liability.
- ✓ Shut down the ticket booth at the appropriate time.
 - o Secure money box until the conclusion of the event. Have security assist with this matter to ensure safety and liability.
- ✓ Event managers should be aware of any possible inclement weather conditions and be in constant communication with coach/ sponsor and judges should the need arise.
 - o If a site administrator/ activities director is attending an event, they must be included in this process.
 - o Utilize EAP and shelter zones for each event site as needed.
- ✓ Pick up radios at the conclusion of the event (if applicable).
- ✓ Supervise the event site until the crowd has dissipated and opposing teams have left and make sure that judges are escorted to their vehicles (by you or security).
 - o Remind security that they must stay until all students have left the site/crowd is gone.
- ✓ Return money box, keys and ipad at conclusion of the event.
- ✓ Deposit gate money into the Administration night drop.

Medical Emergency Action Plan

Quick Access Information

EMS (Fire, Police, Ambulance):	911
Principal Mickey Replogle	918-625-9724
Athletic Director Kate Creekmore	918-269-8284
Activity Director Dewayne Patterson	918-595-2346
Asst Athletic Director Doug Nold	918-691-5023
Asst Athletic Director Jaime Snyder	918-869-8602
9 th Grade Principal Linda Ricks	918-381-2634
Asst. Supt. Jamie Milligan	918-752-4102
Assoc. Supt. Lydia Wilson	918-640-4048
Supt. Rob Miller	918-639-7925
High School	918-366-2222

Bixby High School
601 S. Riverview
Bixby, OK 74008

The emergency plan addresses immediate need for medical assistance in the instance of traumatic injury or illness. The emergency plan assigns specific duties for effective evaluation, transport and follow-up of the situation. The emergency plan impacts coaches, sponsors, spectators, practice and event personnel as well as students. The emergency plan must address situations that occur from the first practice through the last team meeting; it includes weekdays as well as weekends. This plan may be used for any event, and for any site where the team practices and/or competes. It must be available at any time. It should also include additional information specific to a unique site or other circumstance.

Should an injury occur which needs medical assistance; the following are critical items that would need to be addressed by a certified athletic trainer (ATC), coach, designated first aid responder and/or athletic administrator.

- ✓ Determine level of consciousness.
- ✓ Check the athlete's Airway, Breathing, and Circulation (Pulse).
- ✓ Access EMS via cell phone or school phone, 911.
- ✓ Immediate primary care.
 - o Send for AED.
- ✓ Medical Emergency.
 - o Notification of parent. Coaches must have a copy of the student's emergency authorization.
 - o Notification of Administrator(s):
 - Principal Mickey Replogle 918-
 - Activity Director Dewayne Patterson 918-595-2346

Do not send other students to the hospital. The student's parent or sponsor must accompany an injured athlete to the hospital. In case of a catastrophic injury, no information should be given to any party other than EMS. The sponsor shall notify the administrator. The administrator shall be

responsible for contacting the district administration. The district administrator or principal will release appropriate information to the media

Inclement Weather Emergency Action Plan

FOOTBALL STADIUM

Lightning: Bixby has a safety lightning policy that states, ALL outdoor athletic activity will end immediately if lightning is within a 10-mile radius. Bixby Public Schools use an extremely accurate weather tracking software “Weather DTN” that details every lightning strike and sends a phone text message and email once lightning enters our designated radius. Activity may not resume until lightning has been inactive in our 10-mile radius and a 30-minute wait has been concluded. BPS must also wait for an ALL CLEAR text that comes to the sponsor or on-site administrator.

Heat Emergencies: If heat illness is suspected, get core body temperature down fast as possible. Ice towels, ice bath submersion and/or cold shower are examples. Cool down the body then transport by EMS if needed. This sheltering plan will be utilized when it is necessary to relocate individuals to the safest area. Events that would necessitate the use of this plan would include tornados, inclement weather, hazardous chemical spills or gases released into the atmosphere and other related events. Individuals should be escorted to their designated location and remain there until the all clear sign has been given.

All information/evacuation procedures will be provided/conducted by the school administrator, game manager, or head coach on duty.

- ☐ In the event of INCLEMENT WEATHER (i.e. Severe Thunderstorm/Tornado **WATCH**) coaches, officials, and athletes will be notified that the Bixby area is under a watch.
- ☐ In the event of a Severe Thunderstorm/Tornado **WARNING**, coaches, officials, and athletes will be instructed that the Bixby area is under a Severe Thunderstorm/Tornado Warning, and proper instructions will be given at that time.
- ☒ If and when shelter needs to be taken, the following locations will be utilized Home of the Spartans, Whitey Ford Gym, HS Fine Arts, and HS. ONLY INTERIOR WALLS SHOULD BE USED, ALL PERSONS PRESENT SHOULD STAND FACING THE WALL. COACHES, OFFICIALS, AND ALL STUDENTS SHOULD ALL MOVE TO THE FIRST LEVEL OF ANY BUILDING.

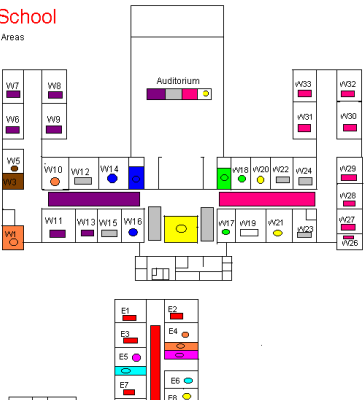
Shelter Locations Used:

Home of the Spartans: Bixby Football Players, Spirit Team, Trainers
Whitey Ford Gym: Visiting Football Players, Spirit Team, Trainers, Band
HS Fine Arts Building: Bixby Band
HS Building: All Fans-Auditorium & Halls

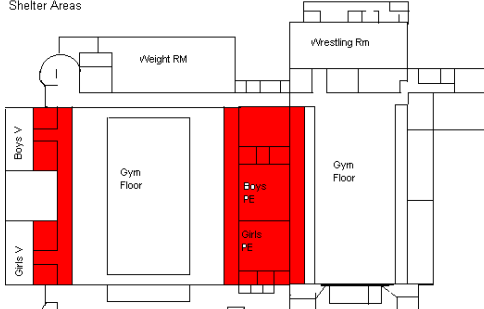
All coaches, officials, and athletes shall remain sheltered until severe weather has ceased or moved from the area. School administrator, sponsor, or head coach on duty will determine when it is safe to leave the sheltered area.

Warning A warning is issued when a hazardous weather or hydrologic event is occurring.
Watch A watch is used when the risk of a hazardous weather or hydrologic event has increased significantly, but its occurrence, location or timing is still uncertain.
Advisory An advisory is issued when a hazardous weather or hydrologic event is occurring, imminent or likely.

High School
Shelter Areas



Whitey Ford
Shelter Areas



BASEBALL/SOFTBALL COMPLEX

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Heat Emergencies: If heat illness is suspected, get core body temperature down fast as possible. Ice towels, ice bath submersion and/or cold shower are examples. Cool down the body then transport by EMS if needed.

This sheltering plan will be utilized when it is necessary to relocate individuals to the safest area. Events that would necessitate the use of this plan would include tornados, inclement weather, hazardous chemical spills or gasses released into the atmosphere and other related events. Individuals should be escorted to their designated location and remain there until the all clear sign has been given.

All information/evacuation procedures will be provided/conducted by the school administrator, game manager, or head coach on duty.

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- ☐ In the event of a Severe Thunderstorm/Tornado **WARNING**, coaches, officials, and athletes will be instructed that the Bixby area is under a Severe Thunderstorm/Tornado Warning, and proper instructions will be given at that time.
- ☒ If and when shelter needs to be taken, the following locations will be utilized inside the baseball/softball indoor facility: ONLY INTERIOR WALLS SHOULD BE USED. ALL PERSONS SHOULD STAND FACING THE WALL.

Shelter Locations Used:

Men’s Side: Teams

1. Men’s shower
2. Men’s restroom

HS Building: All Fans

1. Auditorium
2. Halls

Women’s Side: Teams

1. Coaches locker room
2. Women’s shower
3. Women’s restrooms
4. Women’s team locker room

All persons shall remain sheltered until severe weather has ceased or moved from the area. School administrator, sponsor, or head coach on duty will determine when it is safe to leave the sheltered area.

Warning

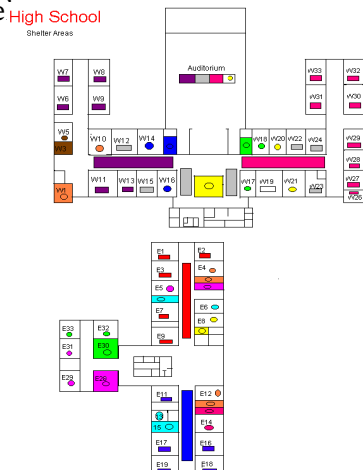
A warning is issued when a hazardous weather or hydrologic event is occurring.

Watch

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Advisory

An advisory is issued when a hazardous weather or hydrologic event is occurring, imminent or like



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- ☒ If and when shelter needs to be taken, the following locations will be utilized inside the HS gyms: **ONLY INTERIOR WALLS SHOULD BE USED. ALL PERSONS SHOULD STAND FACING THE WALL.**

Big Gym: Bixby Teams in Hallway by Visiting Locker Rooms
Big Gym: Visiting Teams in Visiting Locker Rooms
HS Building: All Fans
 1. Auditorium
 2. Halls

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TENNIS

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All information/evacuation procedures will be provided/conducted by the school administrator, sponsor, or head coach on duty.

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- ☒ If and when shelter needs to be taken, the following locations will be utilized inside the baseball/softball indoor facility: ONLY INTERIOR WALLS SHOULD BE USED. ALL PERSONS SHOULD STAND FACING THE WALL.

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Shelter Locations Used:

Brassfield Alternate Center: Tennis Teams

9th Grade Center: Fans

All coaches, officials, and athletes shall remain sheltered until severe weather has ceased or moved from the area. School administrator, game manager, or head coach on duty will determine when it is safe to leave the sheltered area.

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POOL

This sheltering plan will be utilized when it is necessary to relocate individuals to the safest area. Events that would necessitate the use of this plan would include tornados, inclement weather, hazardous chemical spills or gasses released into the atmosphere and other related events. Individuals should be escorted to their designated location and remain there until the all clear sign has been given.

All information and evacuation procedures will be provided/conducted by the school administrator, game manager, or head coach on duty.

- In the event of INCLEMENT WEATHER (i.e. Severe Thunderstorm/Tornado **WATCH**) coaches, officials, and athletes will be notified that the Bixby area is under a watch.
- In the event of a Severe Thunderstorm/Tornado **WARNING**, coaches, officials, and athletes will be instructed that the Bixby area is under a Severe Thunderstorm/Tornado Warning, and proper instructions will be given at that time.
- ☒ If and when shelter needs to be taken, the following locations will be utilized inside the pool:
ONLY INTERIOR WALLS SHOULD BE USED, COACHES, OFFICIALS, AND ATHLETES SHOULD STAND FACING THE WALL.

Shelter Locations Used:

HS Building: All Fans – enter by scene shop

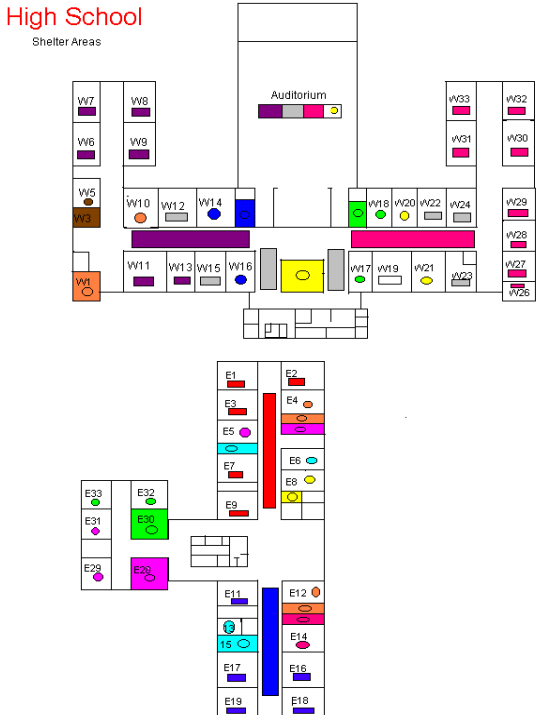
1. Auditorium
2. Halls

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SOCCKER

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- ☒ If and when shelter needs to be taken, the following locations will be utilized inside the baseball/softball indoor facility: ONLY INTERIOR WALLS SHOULD BE USED. ALL PERSONS SHOULD STAND FACING THE WALL.

Shelter Locations Used:

Soccer Locker Rooms: Teams

HS Building: All Fans

1. Auditorium
2. Halls

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Warning

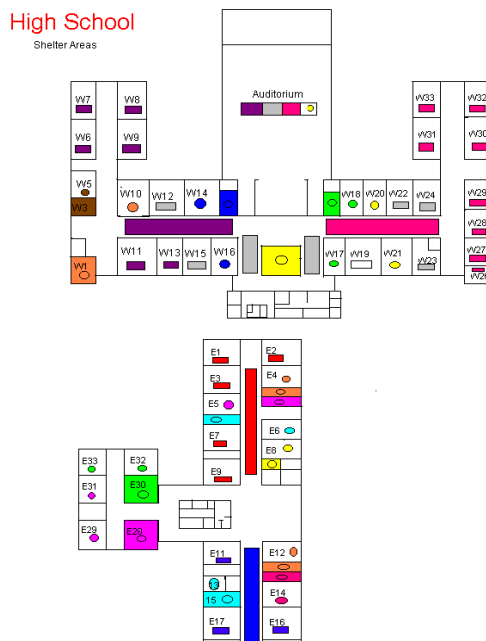
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Watch

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Advisory

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MS Gym

This sheltering plan will be utilized when it is necessary to relocate individuals to the safest area. Events that would necessitate the use of this plan would include tornados, inclement weather, hazardous chemical spills or gasses released into the atmosphere and other related events. Individuals should be escorted to their designated location and remain there until the all clear sign has been given.

All information and evacuation procedures will be provided/conducted by the school administrator, game manager, or head coach on duty.

- In the event of INCLEMENT WEATHER (i.e. Severe Thunderstorm/Tornado **WATCH**) coaches, officials, and athletes will be notified that the Bixby area is under a watch.
- In the event of a Severe Thunderstorm/Tornado **WARNING**, coaches, officials, and athletes will be instructed that the Bixby area is under a Severe Thunderstorm/Tornado Warning, and proper instructions will be given at that time.
- ☒ If and when shelter needs to be taken, the following locations will be utilized inside the middle school: ONLY INTERIOR WALLS SHOULD BE USED, COACHES, OFFICIALS, AND ATHLETES SHOULD STAND FACING THE WALL.

Shelter Locations Used: MS Building- ALL FANS- enter by entry doors and into safe rooms.

All coaches, officials, and athletes shall remain sheltered until severe weather has ceased or moved from the area. School administrator, game manager, or head coach on duty will determine when it is safe to leave the sheltered area.

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Emergency Contact Information

In the event of an emergency situation, please follow the order below:

Medical Emergencies:

- | | |
|--|--------------|
| 1. EMS (Fire, Police, Ambulance): | 911 |
| 2. Principal Mickey Replogle | 918-625-9724 |
| 3. Athletic Director Kate Creekmore | 918-269-8284 |
| 4. Activity Director Dewayne Patterson | 918-595-2346 |
| 5. Asst Athletic Director Doug Nold | 918-691-5023 |
| 6. Asst Athletic Director Jaime Snyder | 918-869-8602 |
| 7. 9 th Grade Principal Linda Ricks | 918-381-2634 |
| 8. Asst. Supt. Jamie Milligan | 918-752-4102 |
| 9. Assoc. Supt. Lydia Wilson | 918-640-4048 |
| 10. Supt. Rob Miller | 918-639-7925 |

Situation Emergencies:

- | | |
|--|--------------|
| 1. Principal Mickey Replogle | 918-625-9724 |
| 2. Athletic Director Kate Creekmore | 918-269-8284 |
| 3. Activity Director Dewayne Patterson | 918-595-2346 |
| 4. Asst Athletic Director Doug Nold | 918-691-5023 |
| 5. Asst Athletic Director Jaime Snyder | 918-869-8602 |
| 6. 9 th Grade Principal Linda Ricks | 918-381-2634 |
| 7. Asst. Supt. Jamie Milligan | 918-752-4102 |
| 8. Assoc. Supt. Lydia Wilson | 918-640-4048 |
| 9. Supt. Rob Miller | 918-639-7925 |

Facility Emergencies:

- | | |
|--|--------------|
| 1. AFTER HOURS/ WEEKENDS (On-Call) | 918-366-2386 |
| 2. Rowdy Dilbeck | 918-513-2942 |
| 3. Gabe Hayes | 918-237-1379 |
| 4. Principal Mickey Replogle | 918-625-9724 |
| 5. Athletic Director Kate Creekmore | 918-269-8284 |
| 6. Activity Director Dewayne Patterson | 918-595-2346 |
| 7. Asst Athletic Director Doug Nold | 918-691-5023 |
| 8. Asst Athletic Director Jaime Snyder | 918-869-8602 |
| 9. 9 th Grade Principal Linda Ricks | 918-381-2634 |
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| 11. Assoc. Supt. Lydia Wilson | 918-640-4048 |
| 12. Supt. Rob Miller | 918-639-7925 |

Removal of Patrons

In the event that a patron becomes disorderly and needs to be removed from the event, please utilize good judgment in this process. **ALWAYS** utilize the security officer(s) at the event or call the Bixby Police (911). In the case of a patron being removed from an event, call the above Situation Emergency numbers in the order in which they are listed until you have contacted one of them explaining the situation so that they are aware and informed.