

Alberta Schools' Athletics Association
2019 3A Boys Basketball
Provincial Championships
Information Package



Hosted by: Brooks Composite High School



2019 3A Boys Basketball Provincial Championships

Hosted by Brooks Composite High School

March 13th -16th, 2019

***Welcome to the ASAA 3A Boys Basketball Provincial
Championships! We hope you enjoy an action-packed weekend
of great basketball, team play, and sportsmanship!
Bring your best!***

Committee Information

Tournament Chair

Larry Angove

larry.angove@gmail.com

Tournament Co-Chair

Adam Rajab

adam.rajab@grasslands.ab.ca

Work: (403) 362-4814

Cell: (403) 895-3479

Tournament Co-Chair

Al Bellamy

allan.bellamy@grasslands.ab.ca

Brooks Composite High School Principal

Geoff Petley-Jones

geoff.petleyjones@grasslands.ab.ca

Work: (403) 362-4814

School Information

Brooks Composite High School

Address: 650 4th Ave E,

Brooks, AB

T1R 0Z4

Phone: (403) 362-4814

Fax: (403) 362-0169



Tournament Website: asaa.ca/championships/list/basketball

Venues

The Tournament will feature games played at two schools in Brooks:

Brooks Composite High School

650 4 Ave E, Brooks,

AB T1R 0Z4

403 362 4814

Website: <http://bchs.grasslands.ab.ca/>

Brooks Junior High School (Thursday only)

124 4 Ave E, Brooks,

AB T1R 0Z3

403 362 3524

Website: <http://bjhs.grasslands.ab.ca/>

The Banquet will be held at the JBS Canada Centre (Brooks)

JBS Canada Centre

323 1 St E, Brooks, AB

403 362 3622

Website: <http://www.brooks.ca/535/JBS-Canada-Centre>

Use the link below to view a map of key venues, along with other important locations in Brooks, including potential accommodations, and food/beverage establishments.

[Map: Brooks Venues and Locations](#)

Highlighted Accommodations in Brooks:



1239 2 Street West
Brooks, AB
T1R 1P7
Canada

T: (403) 362-8688

F: (403) 362-8579

Toll Free: 1-888-888-4374

Email: info.brookssuites@heritageinn.net

<http://heritageinn.net/locations/brooks-ab-suites/home>

Tournament at a Glance

Wednesday, March 13th, 2019

*All pictures at JBS Canada Center
Teams to register on arrival for pictures*

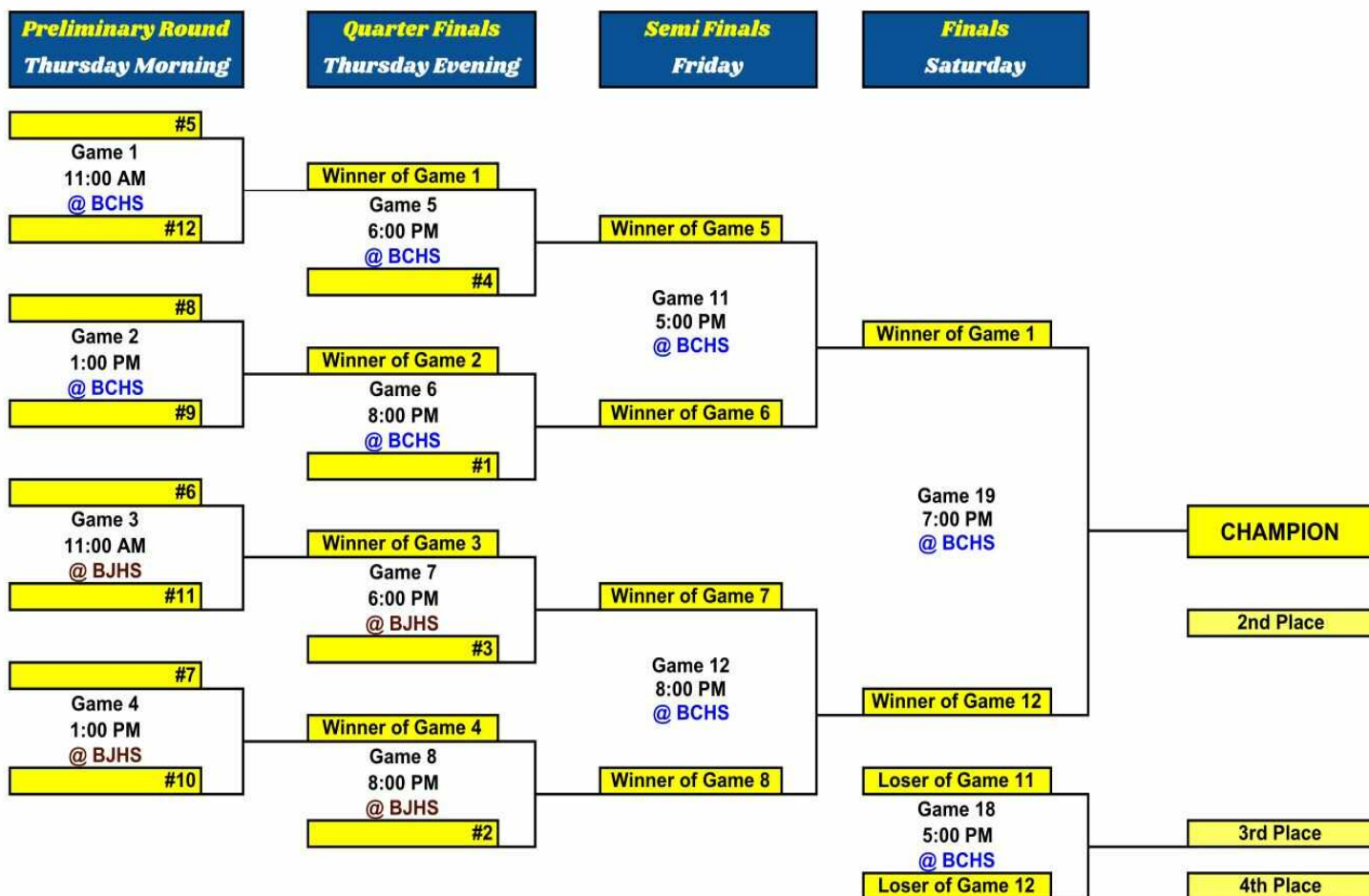
Team	Picture Time	Practice Location	Start Time	End Time
Brooks Composite	10:00 AM	Brooks Composite High School	11:00 AM	12:00 PM
	11:00 AM	Brooks Composite High School	12:00 PM	1:00 PM
	12:00 PM	Brooks Composite High School	1:00 PM	2:00 PM
	1:00 PM	Brooks Composite High School	2:00 PM	3:00 PM
	2:00 PM	Brooks Composite High School	3:00 PM	4:00 PM
	3:00 PM	Brooks Composite High School	4:00 PM	5:00 PM
	10:15 AM	Brooks Junior High School	11:00 AM	12:00 PM
	11:15 AM	Brooks Junior High School	12:00 PM	1:00 PM
	12:15 PM	Brooks Junior High School	1:00 PM	2:00 PM
	1:15 PM	Brooks Junior High School	2:00 PM	3:00 PM
	2:15 PM	Brooks Junior High School	3:00 PM	4:00 PM
	3:15 PM	Brooks Junior High School	4:00 PM	5:00 PM
Opening Ceremonies		JBS Canada Center	6:30 PM	
Banquet		JBS Canada Center	7:15 PM	
Thursday March 14th, 2019				
Coaches Meeting		JBS Canada Centre (Meeting Room 1)	Thursday	9:00 AM
Captains Meeting		JBS Canada Centre (Meeting Room 2)	Thursday	9:00 AM

*Please note that the Coaches and Captains Meeting are both mandatory, and at least one team member is required to attend each (1 coach, 1 player, respectively). Meetings will be held at the JBS Canada Centre

Schedule/Draw:

- The participating teams in the tournament will be ranked/seeded by the ASAA.
- The tournament organizers have no control over seeding the tournament draw.
- The final draw with team names allocated with their appropriate seeds will be posted on the website by Tuesday March 12th.
- Game results will be posted on the Tournament website throughout the tournament.
- Schedule and draw (optional/preferred – pg 90) will be posted on the website
- A tentative Schedule/Draw is shown on the following pages

Tournament at a Glance (2)



Medal presentations will take place after the Gold Medal Match, and after the Bronze Medal Match.

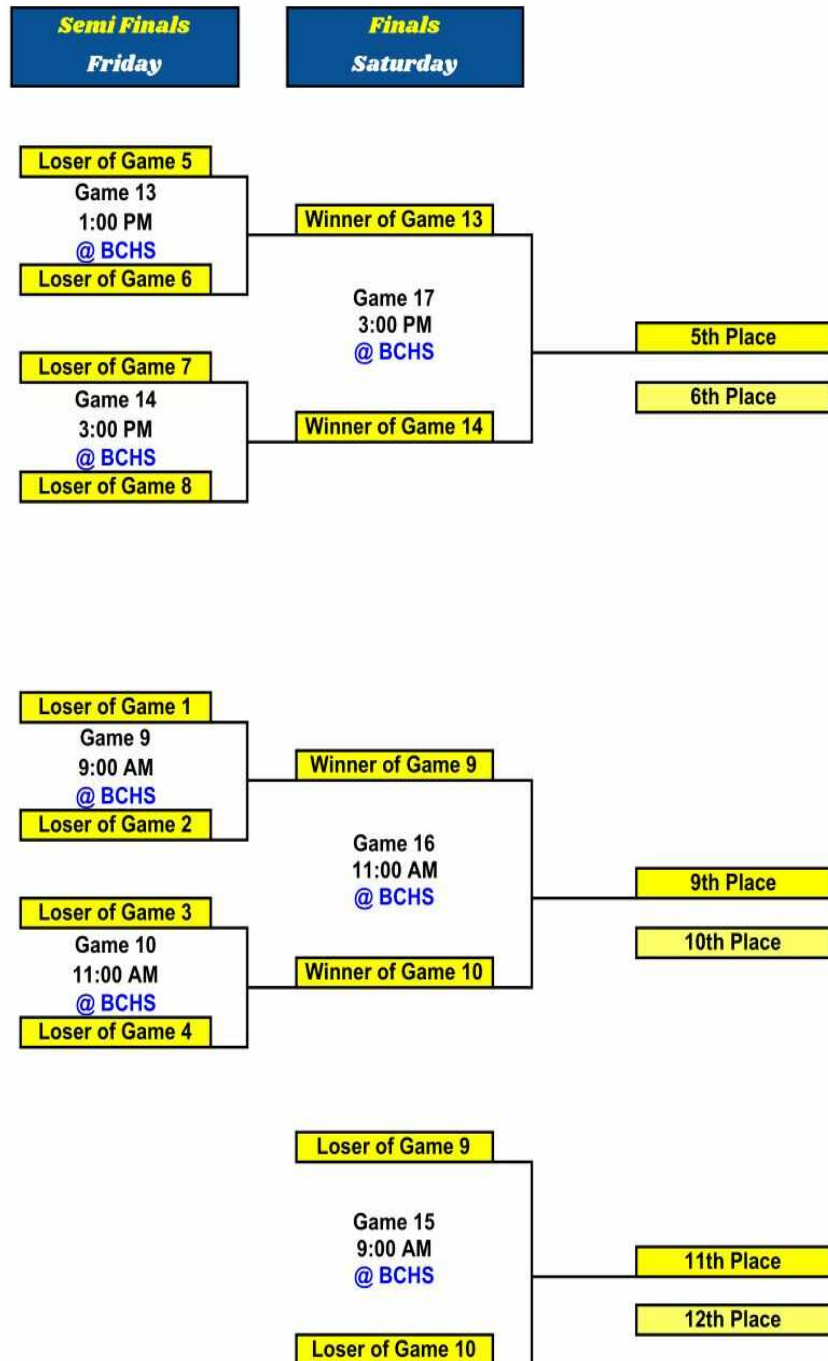
Only teams playing in the medal matches are required to take part in the ceremony.

The Medal Rounds will be played at Brooks Composite High School.

Consolation presentation will be awarded at the respective school at the end of the competition.

Awards	Trophy	2018 Winners
3A Boys Champion	Gary DeMan	Edmonton Christian
Finalist	Harry Hohol	Camrose Composite
Third Place (Bronze)	Hugh Morrell	Brooks Composite
Fourth Place	Terry Hanna	St. Peter the Apostle
Consolation	Yosh Kabayama	Wetaskiwin Composite
Sportsmanship	Harry Bullen	Brooks Composite

Tournament at a Glance (3)



Online Registration

Due Monday March 11th by NOON

Each team will register online at <http://provincials.asaa.ca> under the registration link.

You must include:

- Team Name
- Roster
- School Information
- Team Photo (at least 640 pixels wide and no more than 500 kb)
- Team Logo (highest resolution possible; png. format , if possible)
- Team Season History (Performance in league, tournaments, exhibition, etc.)
- Number of banquet tickets: **\$30 per ticket**
 - for Coaches, Players and Managers only – MAX 16 (NO PARENTS)
- Registration Fee: **\$530.00** + ASAA Loonie Fee (**\$1** per athlete)

Please bring one cheque for all your fees to the Coaches' Meeting on Thursday morning

Please make cheques payable to:

Brooks Composite High School

650 4 Ave E, Brooks,

AB T1R 0Z4

Memo: Boys BBall Provincials

Team Picture/Practice Schedule

- The ASAA requires team photographs for its yearbook.
- Practice and photo times can be requested by emailing Adam Rajab at adam.rajab@grasslands.ab.ca, and will be assigned based on travel time/zone.
- Photo times will be scheduled immediately prior to your practice time. 60 minutes have been allotted for pictures along with an appropriate travel time to practice facilities.
- Please be aware that if you choose not to utilize a practice time it is still the team's responsibility to attend a team picture session.
- Each practice session will be **60 minutes** long. Please remain outside the gym while other teams are practicing. Teams are to complete their practice on time to allow the next team their allotted time. Practice balls are the responsibility of individual teams and must be marked clearly with school name. Practice balls are to only be used on the court during warm-ups.
- Teams are asked to be dressed in AWAY (dark) uniforms for pictures.
- The tentative schedule is above (pg 4), and will be updated by Tuesday, March 12th

All team pictures will be taken at the JBS Canada Centre

Opening Ceremonies & Banquet

Both events will be held at the same venue, one directly after the other

Attendance at the opening ceremonies is compulsory for all members of your official party (players, coaches and managers)

Date: Wednesday, March 13, 2019

Time: Opening Ceremonies: 6:30pm, Banquet: 7:15pm

Location: JBS Canada Centre, Brooks (2 blocks West of BCHS -- pictured below)

Address: 323 1 St E, Brooks, AB

Phone: (403) 362 3622

Website: <http://www.brooks.ca/535/JBS-Canada-Centre>

Opening Ceremonies

- Please aim to have all team members at the venue by 6:00pm to allow for a 6:30pm start
- The Opening Ceremonies will be open for members of the public to attend (view)

Banquet

- ***The banquet will take place directly after the opening ceremonies***
- Banquet tickets (**\$30.00/person**)
 - must be ordered online on the Team Order Form
 - Deadline: **Monday, March 11, 2019 @ 12:00 noon.**
- The dinner will be semi-formal
 - please have your team dress appropriately (**no jeans or sweats please**)



On-Site Policies

Change Rooms

Change rooms will be available at all venues. These will be used as Team Rooms pregame, and at half time. DO NOT LEAVE valuables in the change rooms. All bags and belongings must be removed from the change rooms at half time as the next time will be arriving to use. Please note: Grasslands Publics Schools is not responsible for lost or stolen articles. Please ensure valuables are safely stored. There will be team rooms available at Brooks Composite High after school on Thursday, Friday and all day Saturday

Coaches and Officials' Room:

A hospitality room will be available for coaches and officials throughout the tournament. A variety of snacks, hot food & beverages will be available. The hospitality room will be Room 1509 (through the SouthEast gym doors, first hallway on the right, first classroom on the left).

Medical:

Teams must bring their own medical supplies and plan to do their own taping. Ice will be provided as required.

Venue Rules:

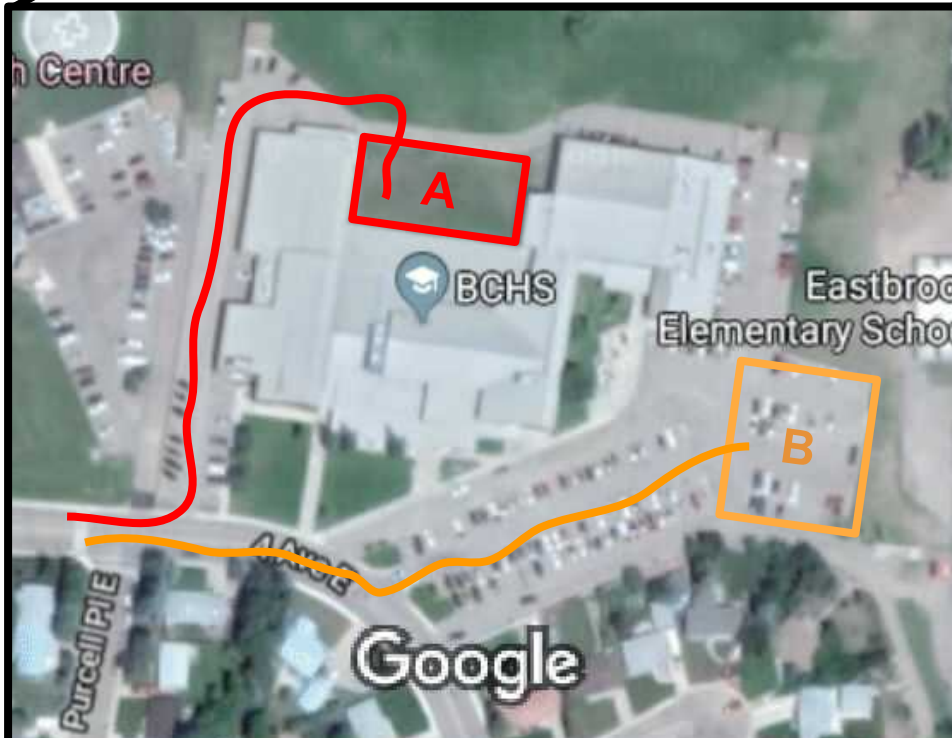
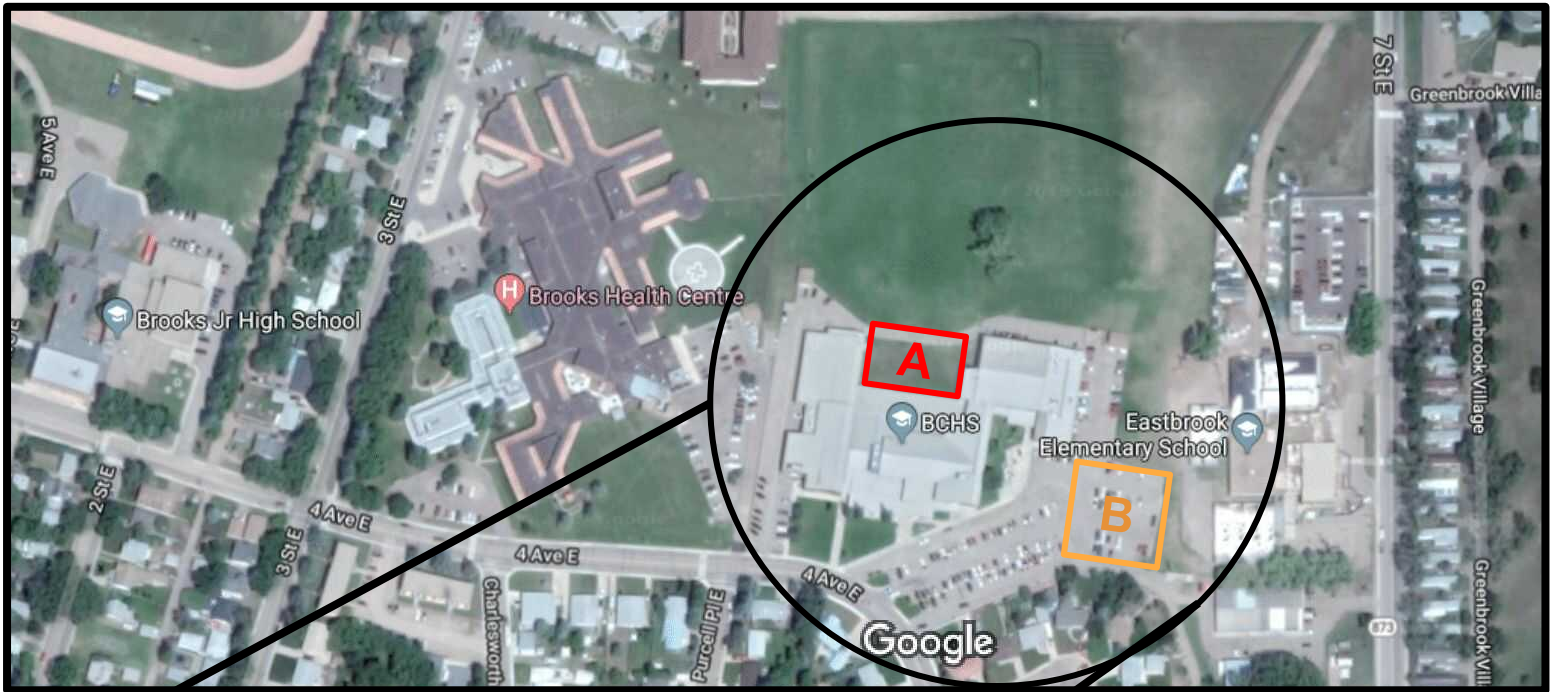
Please refrain from wandering the halls during the championship as classes will be in session. Please be courteous and respectful during this time and for the duration of the tournament. Please be sure to only use your gym (clean/non-marking) footwear and practice balls when in the gymnasium(s). Absolutely do not play with balls outside of the gymnasium(s).

No Smoking Policy: All facilities are smoke-free facilities. Smoking by athletes, parents, and spectators is prohibited anywhere at Brooks Composite High School, Brooks Junior High, and/or at the JBS Canada Centre



Parking

- **Bus Parking** will be directed to the back (North) parking area **[Parking A]**
 - *Busses should be parked in a North/South direction*
- **All other vehicles** will be directed to park in the front (South) parking area, on the East end of the lot **[Parking B]**



Game-time Procedures

1. Please ensure that you hand in a correct line up, with the 5 starters indicated, to the scorer's table 15 minutes before the game starts. Coaches sign the score sheet to verify that all your players are listed with correct numbers.
 2. Teams will have a minimum 15 minutes to warm up for each game. Games will start on time unless we are running behind.
 3. While dunking is permitted in our host gyms, we would ask that during warmups dunks are not performed in manners that involve hanging on the ring in such a way that the weight of the player is supported by the ring, unless a player grasps the ring momentarily following a dunk shot or, is trying to prevent injury to himself or to another player.
 4. When a game is being announced starting players will be introduced from each team and take the floor. The starters from the visiting team will be introduced first and the home team second.
 5. The break at half - time will be ten minutes.
 6. Warm-up music will be provided for all games by the tournament host.
 7. Games will not start prior to designated start time.
 8. While your team is waiting for their game please ask them not to bounce balls in the gym or in hallways while the game is in progress.
 9. The floor will be swept at half - time. Please keep players off the court while the floor is being swept.
-



Game Rules and Information

Game Ball: Top Flite 1000 Legacy Ball (Size 7)

Rules/Policies: It is incumbent upon all coaches and participants to be aware of ASAA Policy. Specifically, for this event, player eligibility (pp 38-41), supervision policy (pg 51) and basketball policy (pg 82- 92). ***“Every school team must be coached or supervised by a teacher of the school jurisdiction to which the school belongs.”***

Referees:

All referees are supplied and assigned by the Alberta Basketball Officials Association. There will be a representative at the coaches meeting.

Minor Officials: Minor Officials will be provided. Please treat these individuals with respect. If you have a concern with the scorekeeping please address it through the Officials and /or Site Supervisor. Do not direct comments to the minor officials.

Discipline and Misconduct: Breaches of the ASAA Code of Ethics are treated seriously, and as host, [we] are required to report any breaches to the ASAA office where action may occur. A portion of the ASAA Code of Ethics states, “Any conduct, including, but not limited to ejections, fighting and drugs and alcohol use, that results in dishonor to the athlete, the team, the school or the ASAA will not be tolerated.” (pp 26-28)

Grievance Committee: All ASAA provincial championship hosts will convene a discipline/appeal committee. The committee will have the authority to address issues of a serious nature that may occur before, during or after a provincial championship match, or to hear appeals of the automatic suspension resulting from an ejection (see ASAA 2018/19 Policy Handbook). The committee may include, but not be limited to, the tournament chairperson, an official, principal and two coaches not in conflict with the issue.

A reminder that a coach or player who is disqualified will receive a one game suspension. If it is the teacher sponsor that is disqualified, and no other teacher sponsor is available for that team, the team will not be allowed to participate in their following game.



Ethics and Sportsmanship

Alberta Schools Athletic Association Code of Ethics: Adults who work with students in interscholastic activities should present a positive role model for them to emulate. Students who represent a school in interscholastic activities must be creditable school citizens. The Association recognizes that the school administration is responsible for all athletic programs and the conduct of all school representatives, whatever the level and location of the competition. In recognition of this authority and responsibility, the Association presents the following general guideline.

Sportsmanship

Sportsmanship is vitally important and highly valued by the ASAA. A Sportsmanship Trophy will be awarded to the team that displays appropriate conduct & sportsmanship both individually and at a team level throughout the Championship. This award will be delivered by ASAA to the receiving school after the Championship has been finalized. Pins will be handed out throughout the Championship to individuals & spectators who display sportsmanship in their words & actions. The Sportsmanship Committee will consist of the Tournament Chair, a minimum of two other Tournament Committee Members, Site Supervisors and an ABOA Representative.

Sportsmanship Pin Award: Sportsmanship pins may be given to individuals who exhibit outstanding displays of integrity, fair play and good sportsmanship. Sportsmanship pins may be given to players, coaches, parents and spectators.

Recipients of Sportsmanship Pins should show some or many of the following characteristics:

Players should:

- Conduct themselves in a positive nature/manner before, during and after the game
- Offer positive comments to opponents during the game
- Shake hands before and after the game
- Be courteous, polite and friendly
- Show good sportsmanship during the game
- Show concern, respect or empathy for an opponent



Ethics and Sportsmanship cont'd

Spectators should:

- Consistently give positive feedback to players and others
- Welcome opponents
- Present positive comments before, during and after the game
- Be helpful to others (i.e. willingly offer information about the game, score, scheduling, venue location, etc. to onlookers)

Fair Play and Sportsmanship: All competitions must be conducted with a high standard of courtesy, fair play and sportsmanship. All those involved share this responsibility.

- 1. Coaches** - The coaches must demonstrate qualities of courtesy and good sportsmanship. These are evidenced by proper acceptance of officials' judgment, positive encouragement of player performance and bench behavior.
- 2. Athletes** - Athletes must demonstrate qualities of courtesy and good sportsmanship by proper acceptance of officials' judgment and by showing proper respect for opposing athletes as well as for teammates.
- 3. Cheerleaders** - Cheerleaders must demonstrate courtesy and good sportsmanship by the appropriateness and timeliness of the cheers they lead, respect for the other cheerleaders and athletes, and their attempts at effective crowd control.
- 4. Spectators** - As per the ASAA Policy Handbook:
Spectators, both student and adult, must demonstrate courtesy and good sportsmanship by positive cheers of encouragement for their team, not against the opposing team. This is evidenced by the absence of booing and vulgarities. Spectators must also show proper acceptance of officials' judgment. Artificial noisemakers are not permitted during provincial championship tournaments/events. These noisemakers may include but are not limited to: air horns, cowbells, plastic tube horns, garbage can lids, etc. The provincial championship host shall have the authority to eject from the competition facility individuals who, following a warning, refuse to comply with this requirement.
- 5. Administrators and Teachers** - Administrators and teachers must demonstrate courtesy and good sportsmanship by their positive examples.

Spectator Information

Please note that admission, programs, concession, and tournament apparel (including heat press) will all be **CASH ONLY**. There is an ATM on site at Brooks Composite High School

ADMISSION

Spectators will be required to pay a daily admission or purchase a tournament pass. Day passes and tournament passes will be valid at all venues. Spectators must present their passes at the gate each time they enter a venue

Day Pass:

Adult: \$10

Seniors/Students: \$5

Children under 12: Free

PROGRAM: \$2

Tournament Pass:

Adult: \$20

Seniors/Students: \$10

Children under 12 Free

CONCESSION:

There will be a concession operating from Brooks Composite High School during and between most games. It will be located adjacent to the upper bleachers of the gymnasium (left side). There will be a variety of snacks, treats, and beverages available (with healthier options!)

Highlighted Accommodations in Brooks:



Brooks, AB
T1R 1P7
Canada

T: (403) 362-8688

F: (403) 362-8579

Toll Free: 1-888-888-4374

Email: info.brookssuites@heritageinn.net

<http://heritageinn.net/locations/brooks-ab-suites/home>

Tournament Apparel

Elite Promotional Marketing will be providing preprinted tournament apparel. The logo for merchandise is shown below. Tournament merchandise will be available at **BCHS only** on Thursday, Friday, and Saturday. Heat Pressing will be available on site (names, nicknames, numbers, etc.) Please note that merchandise sales on site will be **CASH ONLY**. There is an ATM on site at BCHS. All merchandise will be sold out of Room 1523 (first classroom on the left heading South from the SouthEast door of the gymnasium)

Hours:

Wednesday, Thursday, Friday: 9:00am -6:00pm

Saturday: 9:00am-3:00pm





ASAA BASKETBALL PROVINCIALS 2019



**KING FASHION
2-Tone Hoodie**

**FRUIT OF THE LOOM
Striped Hoodie**

**RUSSELL
Short Sleeve Tee**



\$60.00 | GST Included

\$55.00 | GST Included

\$30.00 | GST Included

Event Media

Live Streaming

Games can be streamed live for free on the ASAA YouTube Channel

Use this link to watch games: [CLICK HERE](#)

The YouTube channel of the Alberta Schools' Athletic Association features live and archived footage of provincial championships, along with other videos related to the business of the ASAA.



Action Photos: *Actions photos will be taken throughout the tournament and shared on a Google Drive for everyone to access during and after the tournament. A link to the photos will be posted on the tournament website after the media has been compiled.*



Emergency Action Plan

AED location:

Brooks Composite High School → Outside West Gym Door, opposite vending machines

Brooks Junior High School → Outside the Front Office (/ the South entrance of gym)

Urgent Care:

Brooks Hospital (adjacent to Brooks Composite High School)

Address: 440 3 St E, Brooks, AB T1R 0G5

First Aid: Please ensure you bring an individual medical kit for your team. We encourage teams to tape, wrap and attend to your own athletes. Your team host will provide ice and additional first aid supplies as needed. *Each team's coach/medical personnel will be responsible for taking control of injuries sustained by their players.* Tournament volunteers/staff will assist as necessary.

When an injury occurs:

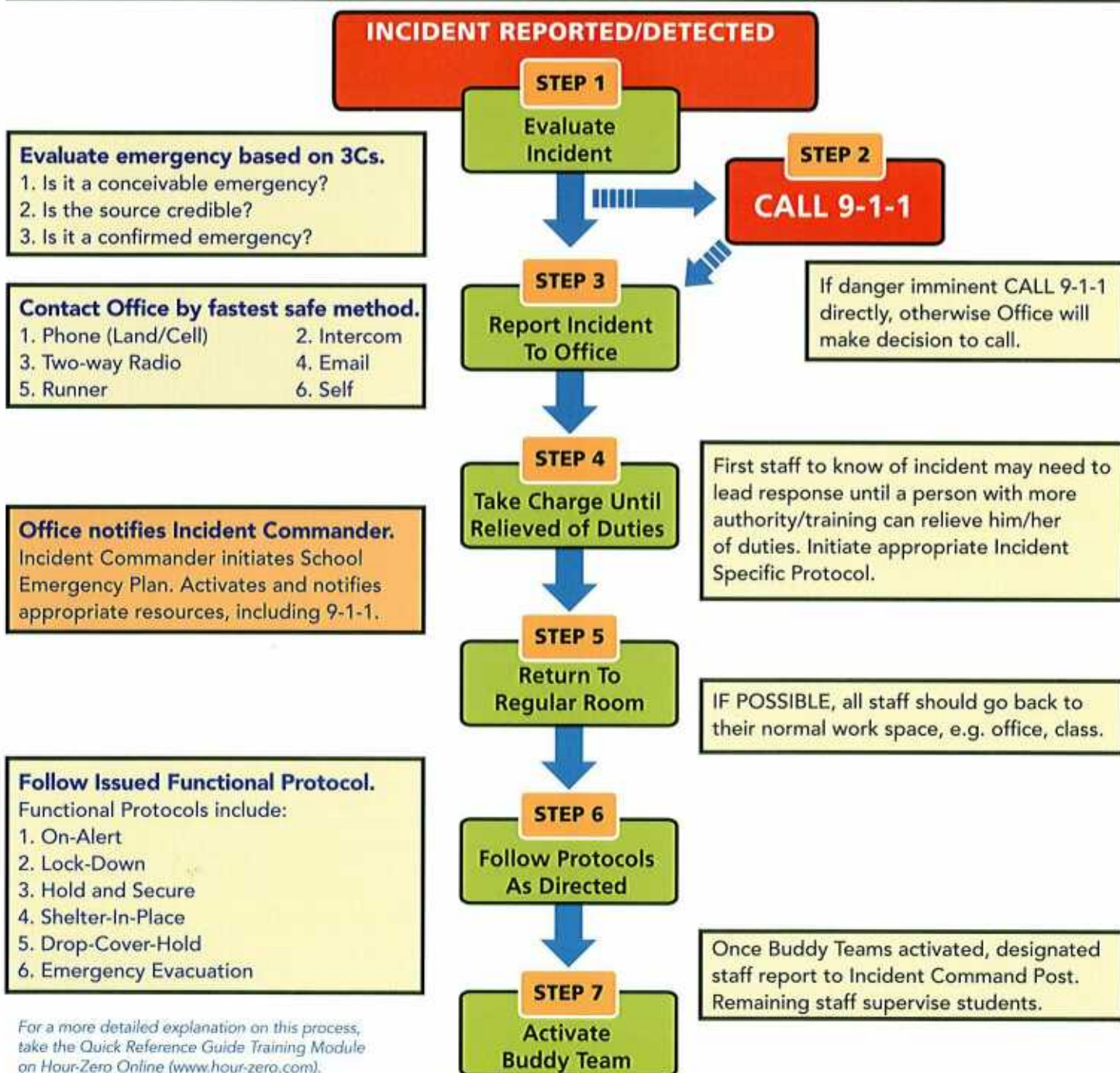
1. Initially, when coming in contact with the injured student athlete, take control and assess the situation. Exercise universal precautions related to blood/body fluids.
2. Keep in mind the following - Do not move the injured student athlete a. If a student athlete cannot move by him/herself, do not move the body part for him/her
3. Instruct any bystanders to leave the injured student alone
4. Do not remove the student athlete's equipment unless emergency treatment is required e.g. CPR or artificial respiration.
5. Assess the injury; evaluate the severity of the injury and decide if further assistance is required
6. If an ambulance is not needed, then decide what action is to be taken to remove the injured student athlete from the playing surface
7. If an ambulance is required: request assistance from another person by having this person call an ambulance with the all relevant information (nature of emergency, precise location, telephone number of location) and have them report back to you with estimated time of arrival, then send them to the access entrance to wait for the ambulance.
8. Once the call has been placed, observe the injured student athlete carefully for any change in condition and try to reassure the injured student until professional help arrives
9. Do not provide the injured student athlete with food or drink, unless otherwise indicated by situation e.g. diabetes, hydration...
10. Stay calm and speak reassuringly
11. When ambulance arrives, describe incident and what has been done
12. An adult should be designated to accompany the injured student athlete to the hospital to help and document steps taken to treat the injury
13. The parent/guardian of the injured student athlete must be contacted as soon as possible after the injury
14. Complete any necessary incident/accident reports and file with appropriate school administrator

Emergency Response Plan

Quick Reference Guide *for School Staff*

EMERGENCY NUMBERS

To report an emergency	For latest information pertaining to emergency
If danger is imminentCALL 9-1-1	Community Hotline 403-793-6700
Division Emergency Hotline 403-793-6711	Twitter twitter.com/@gps6
Division EOC Email ActionEOC@grasslands.ab.ca	Division Website www.grasslands.ab.ca
After Hr Maintenance 403-633-0101	



For a more detailed explanation on this process, take the Quick Reference Guide Training Module on Hour-Zero Online (www.hour-zero.com).

FUNCTIONAL PROTOCOLS

GENERAL PREPARATIONS

- Incident Commander will typically issue protocol order; however, all staff are empowered to do so if needed.
- Pre-assign staff to assist disabled students or staff. Pre-assign staff to transport easily moved school pets.
- Protocols may require moving to specific locations. Consult your emergency maps for designated locations at your school.
- Login to HZ Online - Training (www.hour-zero.com - CLIENT LOGIN) - for further explanations and training on the protocols.
- If you are in doubt about how to use or execute any component of these protocols, speak to your supervisor.



ALL-CLEAR

Used to advise when incident is brought to closure.

Only the Incident Commander can issue an ALL-CLEAR.

- Always continue protocol until ALL-CLEAR has been issued by Incident Commander.
- If uncertain about an incident being over, continue protocol until reassured it is actually over.



ON-ALERT

Used to advise of a possible emergency, communicates pertinent instructions and provides opportunity to account for students.

When you hear - ON-ALERT, followed by extra information. ON-ALERT, go to your classroom - incident being investigated.

1. If outside, return to building.
2. Direct students to rooms for attendance check.
3. Take attendance, report status using Status Cards.
4. Office accounts for visitors/contractors.
5. Wait for further instructions from Incident Commander before allowing movement.
6. Be ready to execute other protocols.
7. Continue protocol until ALL-CLEAR.



LOCK-DOWN

Used for threat of violence incidents.

During LOCK-DOWN retreat to lockable rooms and lock doors. Any staff may issue LOCK-DOWN if danger is imminent.

When you hear - LOCK-DOWN.

1. Direct people to closest lock-down zone.
2. Lock and secure ALL doors and windows.
3. If possible, cover ALL windows. Turn off lights.
4. Keep away from windows and doors, and out of sight lines.
5. Take attendance of students. Do not use Status Cards unless instructed by Incident Commander.
6. Stay quiet.
7. Barricade door(s) and take cover, as appropriate.
8. Office accounts for visitors/contractors.
9. **Do not allow anyone in or out of room, under any circumstance, until Incident Commander issues ALL-CLEAR AND doors are unlocked by Incident Commander and/or police.**
10. Be ready to execute other protocols.
11. If fire alarm goes off during LOCK-DOWN assess situation, then decide best course of action.
12. Maintain situational awareness and be prepared to execute further action (e.g. run-hide-fight) as good judgement dictates.



HOLD AND SECURE

Used when security threat or criminal activity is outside and/or unrelated to school.

All exterior doors locked; interior doors remain in normal state. Movement is permitted within building, inside activities can continue. No one is allowed in or out of the building.

When you hear - HOLD AND SECURE.

1. Lock exterior doors and windows.
 - Class in session - continue activities.
 - Class outside - return to building, continue activities indoors.
 - Class not in session - direct students to designated rooms.
2. Take attendance, report status using Status Cards.
3. Office accounts for visitors/contractors.
4. Security Team check and lock all exterior doors/windows.
5. Keep away from exterior doors/windows. If possible, cover exterior windows.
6. Wait for instructions from Incident Commander before allowing movement.
7. Do not allow anyone in or out of building until ALL-CLEAR.
8. Be ready to execute other protocols.
9. If fire alarm goes off during Hold and Secure, prepare for evacuation and follow Incident Commander instructions.



SHELTER-IN-PLACE

Used to direct and control movement inside the school building when it is safer to remain inside and there is no threat of violence (i.e. door locking is not required). The reason for protocol will dictate where to shelter.

When you hear - SHELTER-IN-PLACE, followed by where to take shelter. Incident Commander may also want to give reason, e.g., SHELTER-IN-PLACE severe weather locations for high winds.

1. Direct all persons into designated areas, take attendance, report status using Status Cards.
2. Office accounts for visitors/contractors.
3. Close and keep away from windows and doors.
4. Be ready to execute other protocols.
5. Do not allow anyone to leave designated areas until ALL-CLEAR or with permission from Incident Commander.

Air quality incidents may require sealing rooms.

If instructed to or fumes seeping into room:

- Place plastic sheeting over windows; tape in place.
- Close air vents. Turn off cooling, heating or ventilating systems. Cover cracks under doors with damp towels or clothing.
- Tape cracks/openings, e.g., outlets.

STATUS CARDS - Do not use Status Cards during a Lock-Down unless requested by Incident Commander.

RED CARD

Immediate Assistance Required.
Immediate assistance needed due to life-threatening situation, severe injury or escalating situation.

GREEN CARD

Okay.
Attendance has been taken, all students have been accounted for and class has no injuries.

YELLOW CARD

Requires Attention.
Assistance needed to treat minor injury or stressed individual.

BLUE CARD

Missing or Extra Student.
Cannot account for all students. Use with Red or Yellow card, or alone. Use with Student Accountability Form.

FUNCTIONAL PROTOCOLS



DROP-COVER-HOLD

Used during incidents related to potential structural damage or falling/flying debris, e.g. earthquakes, tornadoes, explosions.

Any staff member may issue DROP-COVER-HOLD as needed.

When you hear - DROP-COVER-HOLD.

1. Drop under desk/sturdy table.
2. Get down onto knees.
3. Curl chest-to-knees, clasp one hand behind neck, and put head down with face between knees.
4. Stay under cover.
5. Hold onto desk. If it moves, move with it.

For people confined to wheelchairs:

- Remain in chair, set brake, and hold onto chair. If possible, lean forward so head is lower than back of chair.



EMERGENCY EVACUATION

Used when it is safer to be outside the building than inside.

EMERGENCY EVACUATION normally follows prearranged routes and exits but requires assessing safety while exiting.

When you hear - EMERGENCY EVACUATION or fire alarm.

Staff guide students to a pre-designated Student Assembly Area or Muster Point:

1. Scan egress paths for hazards; then select suitable route.
2. Instruct students:
 - Exit room in single file.
 - If needed, form chain by holding hands.
 - If heavy smoke, get low and go.
 - Watch for hazards and lightly touch doors before opening – if door is hot do not open and call for staff.
 - First person to reach a door, holds door open until entire class is through, then falls in line.
3. Count students as they exit room.
4. Ensure everyone is out. Leave room last.
5. Leave lights as is, take Classroom Folder and Kit, close door.
6. Place Status Card(s) on floor at doorway exit.
7. Proceed to Student Assembly Area/Muster Point.
 - Keep classes in clearly separate lines.
8. Take student attendance. Report status using Status Cards, use Student Accountability Form for missing/extra students.
9. Remain with students.
10. Do not return to building until ALL-CLEAR.

If person unable to move:

- Designate someone (e.g., student) to guide class out of building and send for help.
- If able, inform a Staff Buddy of situation.
- Place Status Cards in window / doorway.
- If not hazardous, keep door open.
- Administer first aid as needed.
- Remain with person until assistance arrives.
- If risk escalates, e.g., smoke spreading, EVACUATE, leaving injured behind. DO NOT RISK YOUR OWN SAFETY.
- After evacuating, report status/location of person left behind.

Students not in class or supervised area exit building through nearest safe exit. Join closest class at Student Assembly Area.

DO NOT USE ELEVATORS DURING EVACUATION.



OFF-SITE EMERGENCY

During an OFF-SITE EMERGENCY supervising staff/chaperone:

- Ensure all persons are accounted for and safely secure.
- Follow Incident Specific protocol, as best as possible.
- Contact school. If unable to reach school, call District Emergency Hotline.
- Continue emergency response activities.



STAFF BUDDY TEAM

All personnel are assigned to Staff Buddy teams.

Buddy Teams provide:

- Accountability checks to ensure staff accounted for and okay.
- Student supervision coverage for staff assigned designated School Emergency Response Team (SERT) roles.
- Assistance for buddy team, substitutes or temporary staff.



STUDENT RELEASE

Controlled method of releasing students during or following an emergency. An authorized adult, as per Student Emergency Information, must sign for each child once system is activated.

- See HZ Online - Student Release Procedures for instructions.
- Do not release any students without authorization.



NON-CLASS TIME EMERGENCY

When dealing with an emergency during non-class time established protocols should be followed as closely as possible.

- Staff direct students to safe location, as dictated by protocol.
- Account for students.
- Follow Incident Commander's instructions.



PRIOR TO SCHOOL START

If unsafe to approach or enter school:

- Redirect en route students to Student Assembly Area or Evacuation Center, as instructed by Incident Commander.
- Redirect en route buses to a Bus Staging Area. Do not drop off students until instructed to do so.
- Students are not to be left unattended.
- Student Supervision Leader is to account for students at Student Assembly/Staging Areas/Evacuation Center.



BUS UNLOADING/BOARDING

Buses only permitted to pick-up or drop-off students if area is safe.

- If buses are forced to evacuate bus loading area, buses shall report to an off-site Bus Staging Area and remain on standby.



FIRST AID TREATMENT

- Assess site safety before starting.
- Call for help ASAP.
- If multiple victims conduct quick triage. Treat life threatening first.
- Treat in priority order – ABCD:
 - A. Airways – check and clear airway
 - B. Breathing – artificial respiration
 - C. Circulation – CPR
 - D. Deadly bleeding – pressure /elevate
- Avoid contact with bodily fluids.
- Avoid moving if possible spinal injury.
- Watch for shock – Reassure victim and keep warm.

INCIDENT SPECIFIC PROTOCOL FIRST STEPS

If danger imminent ☎9-1-1 directly, then contact school office;
otherwise, just contact school office. If unable to reach school office call Division Emergency Hotline.
Every circumstance is different; use judgment before executing steps - NEVER PUT YOURSELF AT RISK.

	STEP 1	STEP 2	STEP 3	STEP 4
Active Aggressor (Shooter/Knife)	Do NOT confront assailant	Call - LOCK-DOWN	☎9-1-1	Contact Office
Abduction • Witnessed • Not Witnessed	☎9-1-1 &/or contact Office Contact Office	Call - LOCK-DOWN Move students to classrooms	Track abductor, if safe Do attendance check	Fill out Missing Child Form
Armed Intruder	Do NOT confront intruder	Move everyone away	Call - LOCK-DOWN	☎9-1-1 &/or contact Office
Assault/Fighting	Call out for people to stop - use names, if known	Ask for assistance from other staff on scene	Contact Office	Attempt to separate by SPEAKING to them
Bomb Threat – Phone	Keep caller on phone	Retrieve caller's number	Contact Office – Fill out Bomb Threat Form	Do not use anything electrical
Bomb Threat – Mail	Avoid touching package	Clear and secure area		
Disturbance	Contact Office	Students to classrooms. Clear and secure area.	If safe, stay on scene until authorities arrive	Return to room and conduct attendance check
Earthquake	DROP-COVER-HOLD (Don't run outside or to other rooms during shaking)		After quake, when safe - EVACUATE	If aftershocks, DROP-COVER-HOLD (again)
Explosion	DROP-COVER-HOLD, if required	Clear and secure area	☎9-1-1 &/or contact Office	Prepare for other protocol
Fire	Pull fire alarm	Clear area	Close doors to area	EVACUATE
Gas Leak	Clear and secure area	Do not use anything electrical	Contact Office	Watch for ignition sources, e.g., cigarettes, vehicles
Hazardous Spill	Clear and secure area	SHELTER-IN-PLACE or EVACUATE, as needed	Contact Office	Prepare to execute protocol orders
Hostage Taking • Involved • Witnessed	Be calm and passive Do not confront hostage taker	Obeys hostage taker - avoid heroics Move self and others away, secure area	Ask permission before doing anything ☎9-1-1 &/or contact Office	Use first names, yours and theirs, when talking Conduct LOCK-DOWN, if appropriate
Inclement Weather	Move indoors	Contact/notify Office	Follow instructions given	
Medical Emergency / Serious Illness/Injury	☎9-1-1 &/or contact Office	Direct students to move away from area	Administer first aid, as qualified - stay with victim	Complete First Aid - Medical Treatment Form
Missing Child	Contact Office	Move students to classroom	Do attendance check	Fill out Missing Child Form
Physical/Sexual Assault	Clear and secure area - isolate victim	☎9-1-1 &/or contact Office	Administer first aid, as qualified - stay with victim	Protect evidence - do not talk about incident with victim
Power Failure	If supervising, remain with students	If not, report to Office	If power failure appears localized, contact Office	
Severe Weather (Tornado, High Winds, Electrical Storm)	SHELTER-IN-PLACE Get into building - if unable, take cover in low lying area	Close all windows, window shades and doors	Move away from windows/doors	Stay away from wide-span roof areas, e.g., gym
Severe Vandalism	Clear and secure area	Contact Office	Protect evidence	
Suicide – On Premise	☎9-1-1 &/or contact Office	Do not assume dead - follow Injury protocol		Take witnesses to Office
Suspicion of Weapon	Do NOT confront intruder	Move away	Maintain visual	Contact Office
Train Derailment	Assume Hazardous Spill	Move away	☎9-1-1 &/or contact Office	SHELTER-IN-PLACE
Trespassing/ Unauthorized Visitor	Ask if you can help them	Escort them to Office	If they don't follow, maintain visual	Contact Office
Utterance of Threat	Be calm and passive	Obtain name, if able to	Contact Office	Fill out Threat Form

Protocol remains in effect until ALL-CLEAR notification or new protocol issued.