

PROM EMERGENCY PLAN



- **Date:**
- **Venue:**
- **Emergency Contacts:**
- **911 (for immediate life-threatening emergencies)**
- **[Local Police]:**
- **[Local Fire Department]:**
- **[Local Hospital]:**
- **[Event Security Team]:**
- **[Prom Committee Leader]:**
- **[School Administrator]:**

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Emergency Evacuation Routes:

- Familiarize yourself with the nearest exit routes in case of evacuation. Maps of these routes are posted throughout the venue.
- In case of fire, use the designated fire exits.

Emergency Procedures:

Medical Emergencies:

- If someone needs medical attention, contact on-site medical personnel or 911 immediately.
- Administer basic first aid, if trained to do so.
- Direct attendees to clear the area around the individual needing assistance.
- If the situation requires, designate someone to accompany the injured or ill person to the hospital.

Fire or Smoke:

- If there's a fire or the fire alarm sounds, remain calm and exit the building using the nearest fire exit.
- Do not use elevators during a fire alarm.
- Assemble at a predetermined location outside the venue for headcount and further instructions.

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Severe Weather:

- In case of severe weather (e.g., tornado, lightning), follow the instructions of event staff and local authorities.
- Seek shelter in designated areas if available.

Suspicious Activity or Threats:

- If you notice any suspicious activity or threats, report it immediately to the security team or law enforcement.
- Avoid direct confrontation with any suspicious individuals.

Communication:

- In the event of an evacuation, designate a specific location outside the venue as a reunification point for attendees.
- Promote a “buddy system” to ensure that attendees are aware of their friends’ whereabouts.

Reunification Point:

- Event organizers and security personnel will use a public address system or mobile apps to relay important information to attendees.
- Stay tuned for official updates and instructions.

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Follow Instructions:

- Always follow instructions provided by staff, security personnel and local authorities.
- Do not re-enter the venue until it has been declared safe.

After the Emergency:

- After the emergency situation has been resolved, and it is safe to do so, the prom event may either continue or be rescheduled. Updates will be provided by event staff.

Review and Practice:

- The emergency plan should be reviewed with all event staff, volunteers and security personnel before the prom.
- Regular practice drills should be conducted to ensure everyone knows the evacuation procedures.