



## **Contingency Plan for Speech Contests 2016**

### **(1) Evacuation procedure must be included in Contest Chair/MC script**

Contest Chair or MC explains the audience as follows:

“In the case where an earthquake or a natural disaster occurs during the contest, and subsequently the Contest Chair decides to discontinue it and instructs you to leave the venue, please evacuate from the nearest available escape route.

### **(2) Notice of evacuation routes at reception area and inside a contest venue**

In a contest program, there should be a notice to all participants to make it sure how to evacuate using the nearest emergency route. Also at reception area and inside the contest venue, there should be some notices that clearly inform the locations of the evacuation routes including emergency exits and staircases in order for all concerned to make them aware of in advance.

### **(3) How to deal with cases of cancelation, suspension and restart of a contest**

#### **A. Prior to a Contest**

##### 1. Cancelation prior to a contest

In the case that a contest is predicted impossible to be held in advance, due to reasons beyond human control such as natural disasters including an earthquake, a typhoon, public transportations interrupted by a disaster, or a contest venue is unable to use for some reasons, the contest may be canceled and announced so in advance, provided that it is mutually agreed by the Director in charge and the Contest Chair.

## **B. After a Contest is started**

### **1. Suspension of a contest after it is started**

In the case that the Contest Chair decides\* to temporarily suspend the contest by judging that life of every participant and all concerned will not be kept safe if the contest continues because of any contingency situations including natural disasters such an earthquake or the contest venue is unable to use, the Contest Chair has the sole discretion to suspend the contest even if a speaker is in the middle of his/her speech.

Note: \* Criteria for judgment

1. From any angle and whoever thinks the situation is threat to life.
2. The superintendent of the building, where the contest is held, decides to suspend all events being held there and orders all to evacuate from the building.

## **C. Restart, cancelation or postponement of a contest after it is temporarily suspended**

After the contest is temporarily suspended, the Director in charge, the Contest Chair and the Chief Judge decide one option out of the following by discussing the matter mentioned below.

### **1. Restart**

After the contest is temporarily suspended, if the Contest Chair judges that safety of the participants and all concerned is ensured, the contest can be restarted. If there is a contest speech having been discontinued by the contingency situation, the Contest Chair may ask the speaker concerned (1) if he/she likes to make the speech from the beginning, or (2) if he/she likes to withdraw from the competition. After the Contest Chair confirms the speaker's intention, the Chair is to announce to start the contest again to the participants and all concerned and make them know how it is continued clearly referring to the speaker's intention.

## **2. Cancellation and Postponement**

After the contest is temporarily suspended, the Director in charge, the Contest Chair and the Chief Judge can decide by discussing the matter to cancel the contest of that day and must announce their decision why it is canceled with reasons to the participants and all concerned.

Regarding an alternate contest at a later date due to the cancellation or postponement of the original contest, the Director in charge, the Contest Chair and the Chief Judge can decide it after discussion, and then report to and get an approval from the District Director. Subsequently, all necessary information of the alternate contest must be timely informed to the participants and all concerned.

The admission fee paid for the original contest, in principle, is to be reimbursed to the participants after deducting necessary minimum expenditure.

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