

EMERGENCY ACTION PLANNING CHEMICAL SPILL / ATTACK WHILE ON A BUS

The coach/advisor should:

1. remain calm
2. remain in the bus with doors and windows closed
3. have students cover their nose and mouth with handkerchief or other material
4. contact 911
5. take attendance and make certain all participants and other personnel are present
6. attempt to locate anyone missing; determine their last known location
7. contact the activities director, superintendent, principal and/or transportation director
8. report any missing person to the fire department, law enforcement or rescue team
9. await further instructions from emergency personnel
10. follow school protocol regarding media contact
11. follow school protocol for releasing students to parents/guardians

The activities director / event manager should:

1. assess the situation
2. contact 911, if not already done
3. communicate and cooperate with emergency personnel
4. be sure coaches/advisors have taken attendance and accounted for all team personnel
5. be sure superintendent, principal and/or transportation director have been contacted
6. follow school protocol regarding media contact
7. follow school protocol for releasing students and informing parents
8. contact the AD from the opposing school to inform him/her of the situation and reschedule the contest.

Information provided by the Iowa High School Athletic Association and adapted, with permission, from the Michigan Interscholastic Athletic Administrators Association. It is meant to provide guidelines for schools to refer to as they develop their own emergency action plans.