

EMERGENCY ACTION PLANNING FIRE or EXPLOSION WHILE ON A BUS

The coach/advisor should:

1. remain calm
2. evacuate participants and other personnel to a safe distance away from the bus or to a building which is a safe distance from the bus. This distance should be determined in advance by the critical incident/emergency plan
3. determine where the bus is located (exit number or cross streets) so this information can be given to the 911 operator
4. when safe, contact 911
5. take attendance and account for all participants and personnel
6. attempt to locate anyone missing; determine last known location
7. contact the activities director, principal, superintendent, and/or transportation director
8. report any missing person to the fire department or rescue team
9. follow directions from the fire department, law enforcement or rescue team
10. follow school protocol regarding media contact
11. follow school protocol for releasing students

The activities director 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 participants and 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 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.