

# **EMERGENCY ACTION PLANNING BOMB THREAT & EVACUATION FROM A BUS**

## **The coach/advisor should:**

1. remain calm
2. evacuate participants and other personnel 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 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 to do so, contact 911
5. take attendance and account for all participants and personnel
6. attempt to locate anyone missing; determine last known location
7. report any missing person to the fire department, law enforcement or rescue team
8. when safe to do so, contact the activities director, principal, superintendent, and/or transportation director
9. follow school protocol regarding media contact
10. follow school protocol for releasing students to parents/guardians

## **The coach should not use, or allow students to use, except for emergency purposes and a safe distance from the bus:**

1. cell phones
2. pagers
3. radios

## **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.

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