

## **EMERGENCY PROCEDURES**

### **General Emergency Procedures**

1. Call 911 if the situation warrants. The decision whether or not to call 911, police, fire department and/or an ambulance rests with the building administrator or designee.
2. The superintendent's office is to be contacted immediately any time a situation has the potential for generating media coverage. This call should be delegated to an assistant principal, supervisor or secretary so that the administrator in charge is free to deal with the situation.
3. The principal will prepare and coordinate for crisis intervention follow-up with counselors and staff. The principal will also coordinate notification of parents, i.e. calls to parents, sending notes home with students, contacting radio stations, etc.
4. The transportation department will be notified if alternative bus services are needed on the campus.
5. The maintenance department will be notified if the building or school property is damaged.
6. The superintendent shall notify risk management about related insurance and safety issues. Risk management will investigate and collect information for potential claims and litigation.
7. Designated distract liaisons during crisis situations are: fire department, police, sheriff and central office.

### **Hazardous Materials Incident Procedures**

The transportation of hazardous materials over streets and highways is a common occurrence. The possibility of an accident resulting in a spill is ever present, making it necessary for schools to be prepared should a spill occur near a school site.

1. Call 911 and the superintendent's office. Give the placard number on the truck to police and notify of injuries.
2. The location of a spill could be a significant distance from a school site and, as a result, an employee may have to act relative to a phone call from the police department. All procedures will be followed.
3. If the incident is at a school site, move all students indoors. Shut down all air handling systems.
4. Follow directions of police and civil defense.
5. The building principal will coordinate the contacting of parents.
6. The superintendent or designee will serve as spokesperson to the media.

### **Medical Emergency/Accident at School Procedures**

1. Call 911 and the superintendent's office.
2. Wear latex gloves in assessing the situation and assisting the individual (s).

**EMERGENCY PROCEDURES (Cont.)**

3. Notify the parent(s). If a parent is not available, notify the contact person, if appropriate.
4. Access and copy signed "Authorization for Emergency Care to Minor" form.
5. The superintendent or designee will serve as spokesperson to the media.

**Gun at School/Shooting at School Procedures**

1. Call 911 and the superintendent's office.
2. Follow police directions.
3. Maintain a calm environment.
4. Move students away from the incident site.
5. Isolate witnesses and preserve the crime scene.
6. The principal will communicate a predetermined code to the faculty, resulting in students being placed in their respective classroom with doors locked.
7. The principal or designee will coordinate notification of parents.
8. The superintendent or designee will serve as spokesperson with the media.

**Bomb Explosion Procedures**

1. Call 911, report injuries, and call the superintendent's office.
2. Preserve the area of explosion.
3. Follow the directions of the police department.
4. The principal or designee will coordinate the notification of parents.
5. The superintendent or designee will serve as spokesperson to the media.

**Bus Accident/Incident Procedures**

The rules and regulations of the State Board of Education provide an investigating officer to investigate all school bus accidents. The responsibility is too great for the driver to decide whether or not the accident should be investigated. An accident may appear to be minor at the time but turn out to be serious later.

- A. **Bus Incident:** Any injury to a passenger, driver, or aide that is not due to a traffic accident will be classified as an incident.

**EMERGENCY PROCEDURES (Cont.)**

Drivers are to:

1. Wear latex gloves.
2. Assess the injuries.
3. Notify the transportation department.
4. Follow standard procedures, depending on the injury.
5. Report all incidents in writing to the transportation director as soon as the route is completed.

**B. Bus Accidents**

1. Stop the bus and secure the vehicle.
2. Get the students' attention. Calm and reassure them. Tell them what to do.
3. Wearing latex gloves, check for injuries to all passengers and the driver. Do not release students from the accident scene without police approval.
4. Call transportation department by radio or phone. Give the following information: Exact location, direction of travel, bus number, nature or emergency, and type of assistance needed.
5. Check for possibilities of fire, i.e. hot tires, engine fire, leaking fuel, smoke, other vehicles.
6. If the bus is not radio equipped and has students on board, fill out an emergency call card and send an adult or responsible student (at least two) to the nearest phone to report the information from the call card.
7. The transportation office will call the police, fire department and others.
8. The driver should never leave the bus unattended.
9. Protect the scene.
  - a. Activate hazard lights on bus.
  - b. Protect road evidence.
  - c. Set out reflectors at least 100 feet behind and in front of the bus.
10. Determine if the bus should be moved.
  - a. Do not move the vehicle unless in danger or ordered by the police.
  - b. Determine if the bus is safe in its present location.
  - c. Determine if the bus is able to move under its own power.
  - d. Determine if help will be needed to move the bus.
11. Wait for the police, transportation director and/or central office personnel.
  - a. Do not leave the scene of an accident until the investigation is complete and police have given clearance to leave.
  - b. When the police releases students, they are to be transported to the nearest school site so that parents can be contacted.

**EMERGENCY PROCEDURES (Cont.)**

12. Exchange information. Secure names, addresses and phone numbers of other driver(s) and passengers, injured persons, witnesses, and students. From the students obtain grade, age, race, sex and where seated at the time of the accident.
13. Discuss the accident only with authorized persons such as police, the transportation director or central office administrators.
14. Do not talk with others about the accident.
  - a. Make no statements as to any vehicle defects, payment of damages, or admission of liability. If the driver receives a traffic citation, the superintendent's office is to be consulted for disposition.
  - b. The driver should not admit that an accident is his/her fault. The driver may state that he/she is sorry the accident happened and that the accident shall be reported to the insurance company.
  - c. The driver will not offer to pay damages to the other person. If the school bus driver is at fault, the insurance company will take care of any claims.
  - d. The driver will not say, "Our insurance company will pay for damages." It is the insurance adjuster's responsibility to decide who is to blame and to take care of payments for damages.
  - e. If a representative of another insurance company or any attorney representing the owner(s) of the other vehicle(s) involved calls or visits the bus driver and wants the driver to make a statement, either written or verbal, the driver is to refuse to comply. The driver may advise that a report was made. The representative of the insurance company will need to contact the school's insurance company or superintendent. This is very important in settling claims.
15. Administrators and/or the transportation director will contact parents of students on the bus.
16. The superintendent or designee will serve as spokesperson with the media.