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**Planning Packet For  
School Districts &  
First Responders  
By:  
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## **SCHOOL DISTRICT PROCEDURES**

### **SCHOOL BUS EMERGENCIES**

In the event of a school bus emergency:

1. Check your passengers.
2. Notify the transportation dispatcher of your exact street location and if students are hurt.
  - a. Do not get off the bus until you notify the dispatcher.
  - b. If there is immediate dangers evacuate the passengers. If at all possible passengers should stay on the bus unless there is danger of fire or explosion.
3. Put the school bus in park and set the parking brake.
4. Get out the accountability packet
  - a. Document passenger names and locations on the bus
  - b. If students are unconscious provide immediate first aid and write their name on their hand in black marker.
  - c. Assist emergency responders with accountability of the passengers.
5. An emergency medical services (EMS) provider must check all students. Do not let students go home with an adult who shows up unless they provide I.D. and you know for a fact they are the parent. Document any student names that are taken by their parents.
6. Do not admit or imply fault.
7. Do not talk with any media. This is not the time or place.
8. If there are any injuries the accident must be investigated by law enforcement.
9. You will be required to fill out an accident form.



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10. You will be required to take a drug and alcohol test regardless of type or cause of accident.

## **SCHOOL DISTRICT DISPATCH PROCEDURES**

1. Notify the police, fire, and EMS
2. Notify supervisors and send them to the scene.
3. Notify the school. The school should send a representative to the scene.
4. Assist the driver in filling out accident form.

## **SUPERVISOR PROCEDURES:**

1. Contact superintendent's office.
2. Go to the scene.
3. Talk with law enforcement and get briefed by fire and EMS.
4. Take pictures.
5. Advise the driver.
  - a. Assist with accountability of the passengers
  - b. Send for drug testing
  - c. Assist with accident forms
6. Prepare paperwork for insurance company.



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## CONTACT PHONE NUMBERS

### School District

### Phone Number

School District Office

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Superintendent's Office

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Transportation Director

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Dispatch Office

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Safety Office

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School Contacts, Principal, etc.

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Language Interpreters

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Legal Counsels

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### Other Agencies

### Phone Number

Law Enforcement Dispatch

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Fire Dispatch

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Emergency Medical (EMS) Dispatch

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State Patrol

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Sheriff Department

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Poison Center

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Hospital

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Department of Transportation / State

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Key Law Enforcement Contacts:

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- \_\_\_\_\_

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- \_\_\_\_\_

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Emergency Management Contact

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Public Health Office

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Community Public Information Officers (PIO):

- Police \_\_\_\_\_
- Fire \_\_\_\_\_
- Mayor's Office \_\_\_\_\_

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Public Works / Roads & Streets Office

Crisis Counseling / Debriefing Services



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## **EMERGENCY RESPONDER SCHOOL BUS EMERGENCY RESCUE PLAN**

### **SCENE SIZE UP**

- Establish Command – **see attached command reminders**
- Initiate Scene Control
- Initiate Traffic Control
  - Utilize Law Enforcement
- Assessment
  - Identify immediate hazards
  - Determine location, number, and condition of victims
  - Attempt contact with victims
  - Identify potential hazards
  - Ensure proper personnel and equipment enroute
  - Identify additional resources needed

### **PRE-RESCUE OPERATIONS**

- Make general and rescue area safe including:
  - Stabilization
  - Contain and stop fuel spills
- Develop Incident Action Plan
- Develop Back-up Plan
- Assign Groups / Teams / Tasks
- Assure proper PPE
- Brief Rescuers about:
  - Incident specific hazards
  - Accountability



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- Action Plan

## **RESCUE OPERATIONS**

- Mark entry and exit points
- Assist walking wounded out of bus
- Protect victims during rescue
- Utilize rescue techniques that comply with fire department training
- Extricate and disentangle victims – package, treat, remove
- Transfer victims to EMS
- Continuously reassess Action Plan – make changes if needed

## **TERMINATION**

- Remove equipment
- PAR
- Decontamination
- Gather information for reports
- Return units to service
- Secure the scene
- Terminate Command
- Check equipment / service if necessary
- Critique and/or CISD



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**EMERGENCY RESPONDER  
SCHOOL BUS EMERGENCY  
COMMAND REMINDERS**

▪ **COMMAND**

- **SAFETY**

- **RESCUE OPERATIONS**

- Fire Suppression
- Rescue
  - Hazard Control
  - Stabilization
  - Extrication
- Equipment Staging
- Medical
- Commercial Wreckers

- **EMS OPERATIONS \*Consider MCI**

- Triage
- Treatment
- Transport

- **STAGING**

- EMS Units
- Rescue Units
- Air Medical Units