

Emergency Transportation Plan



This plan contains information pertaining to situations that may arise to warrant emergency actions.

Those situations include:

- Winter road conditions*
- High water*
- Roadblock due to accident*
- Bus accident/Disabled Bus*
- Emergency Evacuation*
- Emergency Procedures*

Have a plan:

Families need to have a plan for their children when conditions occur that alter a bus route. If the bus could not get your child back, where could he or she go? Develop an alternate plan.

Winter Road Conditions

School Cancellation

Winter weather may bring conditions that require school to cancel. Factors considered when making a decision to close school are:

- o Existing conditions and weather forecasts
- o Local information on road conditions
- o Assessment of road conditions by the transportation director
- o Accessibility to school buildings and parking lots
- o Amount of snow/ice on back roads

In some cases, road conditions may be such that a bus may be prevented from running the roads. If this occurs, that bus may be canceled.

Early Dismissal

A severe winter storm could develop during the school day, which would require early dismissal. Channel 7 will be informed of the time of dismissal and the web site will be updated. If the bus cannot get on the road your child will remain at the school.

If a bus becomes stuck the names of students on the bus will be given to the office.

The principals will assess the situation and contact parents.

Any inclement weather may result in delays in getting students back. Please allow for extra time.

We will contact the television station regarding the need to dismiss early as soon as the decision has been made. If there is inclement weather possible, parents should monitor the web site.

High Water

In the event of several inches of rain, some roads may become impassable. All attempts will be made to get your child back safely. However, we will not cross high water over low-water bridges. The water must be receded enough to clearly see the concrete. As in winter weather, the driver will contact the student and parents when he or she cannot cross low-water bridges.

Roadblock

An highway accident may occur that would block a roadway and prevent a bus from proceeding on the normal route. A bus may have to backtrack or take an alternate route. **Bus**

Accident/Disabled Bus

In case of a disabled bus or a bus accident, the driver will check on the safety of the students, then immediately inform the principal. After obtaining names of students on the bus, the office will contact parents.

The driver will remain with the bus and keep the pupils under control until they can be safely removed.

Only parents or guardians may pick up a student from a disabled bus. In case of injury, emergency personnel assume responsibility for the injured student.

Emergency Evacuation

The following are instances when an driver should evacuate the school bus:

1. Fire or Danger of Fire. Proximity to an existing fire or gasoline or other combustible material combined with an inability to move the bus is considered danger of fire and pupils should be evacuated. Likewise, the driver should stop and evacuate the bus immediately if the engine or any portion of the bus is on fire. In either case, pupils should be moved to a safe place 100 feet or more from the bus and instructed to remain there until the driver has determined that the danger has passed.
2. Unsafe Position. When the bus is stopped because of an accident, mechanical failure, road conditions, or human failure, the driver must determine immediately whether it is safer for pupils to remain on or evacuate the bus.
3. Mandatory Evacuations. The driver must evacuate the bus when:
 - a. The final stopping point is in the path of a train or adjacent to railroad tracks.
 - b. The stopped position of the bus may change and increase the danger. The driver should be certain that the evacuation is carried out in a manner which affords maximum safety for the pupils.
4. The stopped position of the bus is such that there is a danger of collision.
5. Sight Distance. In normal traffic conditions the bus should be visible for a distance of 300 feet or more. A position over a hill or around a curve where such visibility does not exist should be considered reason for evacuation.

Emergency Procedures

There are three necessary steps that shall be taken immediately upon onset *of* all emergencies. The severity *of* the emergency may alter the order of events to protect "the welfare" and safety *of* the children but These three steps will always remain.

- Step One Move bus to the safest location.

- Step Two Assess the need for first aid or medical attention. Render first aid as necessary; call 911 for serious medical conditions.

- Step Three Contact director.
(Follow telephone tree until you have reached an administrative staff person.)

When emergency situations occur during the transportation of children, (i.e., Take Cover, Fire, Surprise Attack), the following emergency procedures shall be enacted:

Take Cover (e.g., tornados)

- * Find shelter for the group or command children to take cover utilizing the seats in the bus.

Surprise Attack

- * Stop the bus and command children to "Drop" in the aisles or under the seats for protection.
- * Do not park near buildings or stop under or on highway overpasses.

External Fire or Chemical Spill

- * Drive away as quickly as possible.
- * In the event of a hazardous chemical spill, get the bus uphill and upwind from the chemical spill.

Extreme Emergency Conditions

- * If conditions at destination is deemed unsafe, return to home school.

Bus Driver responsibilities

The Bus Driver(s) shall

- a. Supervise staff and children if an emergency occurs while they are on the bus.

- b. Issue the appropriate commands if an emergency occurs while students are in the bus.

- c. Use discretionary judgment in emergencies which do not permit execution of prearranged plans.

Bus Monitor/Aide responsibilities

Bus Monitor/Aide shall be responsible for supervision of students in their care.

The Bus Monitor/Aide shall

- a. Direct evacuation of children in their care to inside or outside assembly areas in accordance with command given based on specific emergency situation.
- b. Take attendance when children must be relocated to an outside or inside assembly area or to another location.
- c. Report missing or injured children to the Supervisor.
- d. Administer first aid to students in need of first aid; call 911 to children in need of medical attention.
- e. Use discretionary judgment in emergencies which do not permit execution of prearranged plans.

Telephone Tree

The following telephone tree ensures the safety of children and staff on the bus at all times. Bus drivers are responsible for making ONE call. The purpose of the call is to inform the director of the actual emergency, giving all pertinent information needed. This call should be made after the bus has been moved (if necessary) to a safe location and the safety of the children has been determined. If a child is injured, the bus driver/aide will call 911 and report the injury.

