

## Umatilla-Morrow Head Start Transportation Emergency Procedure

**In case of an accident with children onboard, the driver must remain with the children at all times. Remain CALM and keep the situation as orderly as possible. Each emergency will be unique and good common sense must be used.**

### *Accident procedures*

1. First bring the bus to a stop, in the safest possible location, then turn off the ignition, remove the keys and set the park brake.
2. Remain calm and reassure your passengers
3. Check for any injuries to passengers
  - a. If passengers are injured, follow first aid procedures and summon assistance.
4. Be alert regarding fire or the possibility of fire:
  - a. Look for smoke
  - b. Check for ruptured fuel tank and fuel lines
  - c. Check for electrical fire
  - d. Check for hot tires which may catch fire
5. Use warning devices such as emergency flashers and reflective triangles.
6. Keep all passengers in vehicle unless conditions warrant the possibility of fire, hazardous material spill or other danger which may warrant evacuation.
  - a. Survey the scene, evaluate the circumstances and determine:
    1. Is it safe to continue driving the bus?
    2. Is it safer to remain where parked?
    3. Is it safer to evacuate the passengers? (Remember it is generally safer to remain on the bus).
7. If evacuation is necessary, evacuate out doors away from traffic and move evacuated students to the nearest safe location at least 100 feet from the bus. The regrouping area must be upwind of any fire situation. After the decision to evacuate is made, take the first aid kit and cell phone with you. Do NOT move severely injured or ill children except if in a life threatening environment. Do NOT release children to anyone other than approved guardians.
8. Account for all passengers: their presence as well as injury status.
9. The bus monitor should call **911** for situations requiring emergency services – ambulance, fire and police. **Call 1-800 452-7165 Poison Control** for suspected contact with a poisonous substance. If the bus phone is not in working condition, then the alternative measure is to seek the assistance of a passing motorist or a resident of the area to call for help.

10. Notify the **Main office at 564-5878** with the following information if possible:
  - a. The exact location, including the nearest intersecting road or familiar landmark.
  - b. The condition creating the emergency.
  - c. The type of assistance called or needed. (police, fire, ambulance)
  - d. Notification if the bus is being evacuated. The decision to exit or evacuate the bus must be a timely one.
  
11. Protect the scene:
  - a. Protect the passengers and the vehicle from further accidents and injuries.
  - b. Protect the scene from traffic and people so that evidence is not destroyed.
  - c. Under normal circumstances, the vehicles involved should not be moved until law enforcement personnel advise the driver to do so.
  
12. When police, fire or emergency personnel arrive, they are in command of the scene. The driver and monitor should focus control over the pupil passengers.
  
13. Do not discuss the facts of the accident except to give information to police, fire and rescue personnel, and to transportation officials.
  
14. Obtain "Emergency Notification Form" from emergency notebook to be taken with any child that must be transported to the emergency room. The bus monitor or other staff member will accompany the child to the hospital until a guardian can be contacted.
  
15. For an individual medical situation on the bus (ie asthma attack, allergic reaction, etc.) the bus driver may transport the child to the emergency room for treatment if it is determined that immediate medical attention is necessary and a Hospital is nearby.

Report all incidents to the Health Services Director and the Human Resources Director at **564-6878**.

**UMCHS Incident Reports:** Complete before end of regular duty shift. White copy goes in the Child's file, yellow copy goes to parents and pink copy to the Health Services Director for review.

**UMCHS Vehicle Accident Report:** Complete before end of regular duty shift. Give original to Transportation Manager.

**Accident Reports:** DMV requires Accident reports to be completed and turned in to the DMV if there are any injuries, damage is greater than \$1500 to any vehicle or if any vehicle is towed from the scene. DOE requires a vehicle accident report, within 72 hours, to any pupil transporting vehicle if there is any damage to other vehicles or property, there is damage to the pupil transporting vehicle in excess of \$750, or there are any injuries requiring medical or dental treatment.