



Policy #2000-CA-06

Emergency Preparedness

Transportation Plan

(Part II)

NOTE: The attached is a document of the former
Laurenval School Board. The content is currently being
updated to reflect the needs of the Sir Wilfrid Laurier
School Board.

Approved June 1996

EMERGENCY PREPAREDNESS

TRANSPORTATION PLAN

1. MISSION STATEMENT

The objective is to provide for the safety and security of all who attend a Sir Wilfrid Laurier School Board facility. This must be done in a safe, orderly and timely manner minimizing any risk given the circumstances.

For the purposes of expediency this document will use the male gender when referring to a person.

2. EMERGENCY ALERT SYSTEM

2.01 Definition of Terms

- ? **Emergency** means a situation caused by the forces of nature, an accident, an intentional act or otherwise that constitutes a danger of major proportions to life or property.
- ? **Response Team** refers to the personnel who have specific responsibilities at the time of an emergency.
- ? **Control Room** refers to the specific locale from which all responses to an emergency will be coordinated.

2.02 Transportation Response Team

The transportation emergency response team will report to the transportation offices of the Sir Wilfrid Laurier School Board immediately at the announcement of the emergency or at a location otherwise designated.

The members of the team will include:

- ? Supervisor of Transportation
- ? Assistant Supervisor of Transportation
- ? Transportation Technician

2.03 Control Room

The control room or transportation office will have the following emergency items on hand:

- ? Bus routes by stops and times.
- ? Computerized lists of students by bus stops.
- ? Lists of elementary students in alphabetical order by first name.
- ? Lists of students requiring special medical or other attention.
- ? Current list of names and emergency telephone numbers of people to be contacted.
- ? List of emergency response teams by region.
- ? Fully charged battery- operated bull horn.
- ? Current site plan for school parking lots including all vehicle exits, entrances and bus loading zones.

2.04 Communication

When an emergency occurs, the responsible authority must react in a positive and effective manner to gain a measure of control over the situation. The ability to control is directly related to the ability to communicate. For this reason, all avenues of communication must be identified and be ready for use under emergency conditions.

An Emergency Alert System will be activated by the Director General under the following conditions:

- ? When an emergency occurs at a Sir Wilfrid Laurier School or office,
- ? When a community emergency, declared or undeclared, occurs that could threaten a facility and/or the health and security of students and staff.
- ? The threat of either of the above.

The Director General will determine whether the emergency will include the transportation department.

Should the emergency occur after normal working hours, the Director General will contact the Supervisor of Transportation who will maintain a current list of names and emergency telephone numbers (residence, cellular) of people and companies to be contacted.

Specifically, with the announcement of an emergency involving transportation, the communication process will include the following essential elements:

2.04.1 Transportation Department

- ? The Technician is to record the emergency message on an Emergency Alert Action check list (see Appendix B).
- ? The transportation department will prepare for mobilization. Specifically if the emergency is school bus related the communication process will include.
 - Bus number
 - Description of Emergency
 - Location of emergency to determine how many stops are left and who is on the bus
 - Names of injured passengers
 - Hospital where passengers were taken
- ? The following civic agencies will be contacted by the response team depending on the emergency and if required.
 - Fire
 - Police
 - Ambulance
- ? Contact the school(s) involved immediately with preliminary information.
- ? Once assessed the Principal or delegate must be called and informed of the pertinent information on the status of the situation.
 - Bus number

- Description of emergency
- Location of emergency to determine how many stops are left and who was potentially on the bus.
- Names of injured passengers.
- Hospital that received the injured passengers.
- How injured passengers were transported.
- Status of the other passengers.
- Corrective measures proposed and/or underway.

2.04.2 Media

- ? The initial and short term response to the media will be the responsibility of the Supervisor of Transportation or delegate.
- ? If the situation warrants no information and/or if the responsible authority does not have sufficient and complete information, the media should be so informed and told to report back at a specific time and place for a future announcement.
- ? The secondary and long term response to the media will be the responsibility of the Director General.
- ? The media will be requested by the Director General to assist in the dissemination of public announcements.

3. **RESPONSIBILITIES**

- This Emergency Preparedness Policy document will assist the responsible authority to develop a response to all emergencies. The duties and responsibilities that follow are not to be considered as exhaustive. Furthermore, these guidelines are not to be construed as imperative when circumstances exist that might jeopardize the lives of any individual or group.

The transportation department plan shall address the following:

- ? Evacuation plan for each school individually or by region.
- ? Identification of potential emergencies where transportation is involved.
- ? Measures to be taken in responding to the emergency.
- ? Compiling information for recording purposes.

3.01 Supervisor of Transportation (responsible authority)

- o Develops and maintains a transportation Emergency Preparedness Plan.
- ? Ensures that all staff and transporters are familiar with their respective duties.
- ? At the time of an emergency, supervises specific activities relating to the needs of the department, staff, students and others involved in the incident.
- ? Organizes an annual bus safety program in October where all aspects of bus safety are discussed including;
 - ? Emergency bus evacuation
 - ? Proper loading and unloading procedures
 - ? Responsibilities of students in emergency situations

3.02 Assistant Supervisor of Transportation

- ? Acts as the Supervisor of Transportation in the absence of the Supervisor.
- ? Ensures that all plans, equipment and other materials are available in the emergency room.
- ? Maintains and updates all student lists of transportation addresses and bus stops.
- ? Maintains bus stops and times for each route.

- ? Alerts the municipal response agencies of the emergency.
- ? Informs the school board receptionist of the emergency alert.
- ? Records the emergency message on the Emergency Alert Action check list (see Appendix B).

3.03 Transportation Technician

- ? Ensures that all site plans for school parking lots including all vehicle exits, entrances and bus loading zones are up to date.
- ? Ensures that designated board drivers and buses are on call at all times for an emergency.

4. **EMERGENCY PROCEDURES**

Although every possible emergency cannot be anticipated, an attempt has been made to standardize emergency procedures and responses as much as possible.

In all emergency cases, the response team will be alerted and the members are to proceed to their designated emergency post at the site of the emergency or the control room.

At the conclusion of each emergency an ? Untoward Incident? report must be submitted to the Director General (see Appendix E) by the Supervisor.

4.01 Accident or Serious Injury on board a School Bus

- ? When a passenger is seriously injured, the driver is to inform the transportation department immediately. The transportation department calls the principal who will notify the family.
- ? First aid is to be administered and the student/staff member is to be comforted. A determination must be made by the driver regarding the severity of the injury and if transportation to the hospital is necessary.
- ? An ambulance should be called if the injury is serious enough to warrant special transportation. If the injury requires treatment, but is not serious enough to warrant an ambulance, the driver, upon approval of the Supervisor of Transportation, will drive the bus with all the students to the hospital where he will be met by the Supervisor or delegate to take charge of the situation until parents arrive.

- ? The School Board must be notified of the injury and an accident report must be submitted to the Supervisor of Transportation (see appendix F).

4.02 Attack on a Student or Bus Driver

- ? If a student or driver is attacked in the bus, students should know to stay seated, remain calm, quiet and stay out of the incident.
- ? In the event of an attack on a student, the bus driver should do everything possible to distract the assailant - short of risking bodily harm to himself and all students in his charge.
- ? If the driver is unable to rectify the situation the driver will immediately notify the police and the transportation department.
- ? In the event of an attack on a driver, students should know how to use the emergency communications on board to call police.

4.03 Bomb or Bomb Threat

- ? When a bomb threat is received the procedures as outlined in appendix G are to be followed. The bus driver is to be contacted by cellular telephone in order to obtain necessary information and give specific procedural instructions including:
 - ? Location of bus on route
 - Procedures for evacuation of passengers
Note: The driver will designate emergency exits to be taken depending on the number of students on board and where the bomb is located.
 - ? School being served
 - ? Approximate number of students on board
 - Location of bomb on the bus
 - Do not touch or disturb the bomb
 - A description of the bomb

4.04

Fire

- ? If there is smoke or a fire on the bus the driver will take immediate action.
- ? The driver will evaluate the seriousness of the fire and determine if evacuation is necessary.
- ? If necessary the driver will authorize evacuation by the emergency exit available.
- ? When outside the school bus, the group moves quickly to a designated location away from the bus. The driver must maintain control over the students for which he has responsibility.
- The driver will call 911 or 310-4141 (This is a toll free number throughout the province of Quebec. There is no area code required when dialing.)
- ? The driver will call his or her dispatcher to advise of the situation. The dispatcher will advise the transportation department.
- ? The transportation department will contact the appropriate emergency response teams.
- ? The Supervisor of Transportation or delegate will travel immediately to the emergency site to monitor the situation.
- ? The dispatcher will immediately send a replacement vehicle.

4.05

Hostage Taking or Kidnapping

- ? If a student is kidnapped or taken hostage on board or while boarding or leaving a school bus, the Transportation Department must be notified so that appropriate agencies can be notified immediately.
- ? Witnesses to the kidnapping or hostage taking should make every effort to get a description of the person or persons involved, should make every effort to identify the car or other means of escape, and should try to get the licence number of the vehicle.
- ? Witnesses should note the direction in which the persons leave the area where the school bus is located.

4.06 Incapacitated Driver

- ? If a driver becomes incapacitated, one student should call the telephone number posted in the front interior of the bus for assistance. A pictogram will be posted giving the student one digit to key in. This will allow even the youngest child to get help.
- ? The dispatcher receiving the call will immediately inform the appropriate emergency teams and contact the school board's transportation department.
- ? The Supervisor of Transportation or delegate will travel immediately to the emergency site to monitor the situation.
- ? The dispatcher will immediately send a replacement vehicle.

4.07 Intruder or Irrational Student

- ? If an intruder or irrational student approaches a bus, the driver is to keep the doors closed and call the police.
- ? If the intruder or irrational student persists, the driver will call the police and advise the dispatcher of the situation.
- ? The dispatcher will inform the School Board.
- ? As long as the intruder does not physically endanger students, he or she is simply observed until law enforcement agents arrive. If students are endangered the driver should do whatever is necessary to draw the attention of the intruder away from the students. If able, the driver should leave the stop and then call police.
- C If students were to disembark the driver should complete his run and then return the passengers involved to their home address.

4.08 School Evacuation

The following examples suggest reasons that would prompt a school evacuation:

- a) Inadequate Learning Environment
- b) Power/Heat Failure at a School
- c) Toxic Chemical Release

- d) Transportation Incident (airplane crash on or near campus)
- e) All other emergencies requiring evacuation of premises.

Once the Supervisor of Transportation has been advised to evacuate one or more schools, he/she will ensure that all Transportation Department key personnel are briefed on the emergency and are prepared to answer any requests from the evacuating school and receiving facility if applicable.

? Supervisor instructs carriers to evacuate the school(s) giving the following information;

- a) the location(s) to be evacuated.
- b) the time frame that vehicles are required.
- c) the reason for the evacuation.
- d) the site- specific instructions relating to the hazard.
- e) the specific loading and unloading procedures.
- f) the specific communication link (telephone number, etc.) to ensure immediate access to the transportation emergency team.
- g) destination of buses (ex: return home or to another building).
- h) if buses are required as temporary shelters.

? In the event of evacuation to another school carriers will be given the following information;

- a) the name and location that will receive the evacuees.
- b) the number of evacuees to be loaded per bus (max. 100) depending on the urgency of evacuation.

? If the evacuation time coincides with the closing time for another school where the evacuating buses are normally assigned, the following procedures in order will apply;

- a) evaluate the maximum delay expected, if possible, and determine if it is acceptable to have students wait for the buses.
- b) if the delay is unreasonable inform school(s) to initiate the telephone chain informing parents to pick up children.
- c) school will remain open to shelter any children remaining behind.

C Emergency Response Team

The Sir Wilfrid Laurier School Board serves an extensive territory. For that reason the territory has been broken into eight (8) regions containing specific schools. Each region is served by selected carriers who are

prepared to respond to the needs of the region as a whole or in part.
Please refer to the emergency evacuation procedure that is updated yearly.

4.09 Bus Accident (Field Trip)

- ? Before a bus or buses leave with students going on a field trip, a list of riders for each bus will be left at the school. Riders are expected to return on the same bus. A copy of the list is taken by one of the chaperons. The transporter will have on hand the route taken by the bus.
- ? When the report of the bus accident comes in, the Principal or his or her delegate will notify the Director General and the Supervisor of Transportation. If the report comes to the School Board office the Principal will be called.
- ? The Principal or delegate will use the rider list to notify parents. If the location or condition of students is known, that information will be conveyed to the parents.
- ? The Principal will remain at the school while School Board and school staff go directly to the site of the accident and to hospital locations. Those who go to remote sites will carry a copy of the rider lists with them. (These are picked up at the school or School Board Office before leaving to go to the site.)
- ? The attendance clerk will operate the computer and will print information from the records of students involved in the accident. The information will include medical considerations that can be relayed to hospitals serving the students and staff involved in the accident.
- ? The Director General with the Supervisor of Transportation, will travel to the site of the accident and to the hospitals where victims are being treated.

4.10 Bus Accident (Regular Route)

- ? When the report of a bus accident comes in, the Principal or the Transportation Department will print or have printed a list of students who normally ride that bus. That information will come from the computer records for the school. The list shall include special medical considerations and signed medical releases provided by parents at the beginning of the school year (if any).
- ? The Principal, or delegate, will notify the Director General and the

Supervisor of Transportation.

- ? With the school emergency kit, a designated member of the school staff will go directly to the site of the accident.
- ? School staff will assist in the identification of injured students.
- ? If needed, the Principal will provide a meeting location in the school for parents school and School Board personnel.

5. School Bus Safety Education Program.

To reduce the dangerous consequences of an emergency, the Transportation Department will organize, staff and instruct the following safety programs to students in the fall of each year.

5.1 Kindergarten/grade 1

Students are introduced to general school bus safety during a 45 minute session. The program is conducted in a class with the help of visual aids and will focus on the following issues;

- The perimeter of a school bus
- The danger zones
- The emergency exits
- Stay away from the wheels
- The 12 bus safety rules
- Using the cellular telephone in an emergency

5.2 Grades 2 & 3

This program is conducted on the school bus. The students spend 45 minutes discussing and practicing the following school bus safety issues;

- The 12 bus safety rules
- The danger zones

- Emergency exits
- All of the above is practiced.
- Response to intruders on the bus.
- Using the cellular telephone in an emergency.

5.3 Grade 4

This program is conducted on the school bus. The students spend 45 minutes discussing and practicing the following bus safety issues;

- The 12 bus safety rules
- Emergency evacuation is practiced in depth.
- Response to an intruder on a bus.
- Using the cellular telephone in an emergency.

5.4 Grade 5 & 6

This program is conducted in class with the assistance of visual aids (Grade 5 video?Death Zone?, grade 6 video?Towards School Safety?.)

The students spend 45 minutes viewing and discussing the following issues;

- Responsibilities as senior students
- Discussing particulars of each video and suggesting improved behavior.
- Discussing real life emergencies that can happen on a school bus and how to react appropriately.
- Response to an intruder on a bus.
- Using the cellular telephone in an emergency.

5.5 High school students using public transportation

The following information will be provided to parents prior to the beginning of the school year. Parents are encouraged to review both documents with their children.

-By-Laws on Fare Documents and User Conduct (Provided by S.T.L.)

-Rules and Safety Tips For Students Using Public Transportation In The City Of Laval. (Provided by S.W.L.S.B.)