

(43) UNIQUE SITUATION - INCIDENT - AIRPLANE CRASH ON OR NEAR CAMPUS

Pre-Plan Action	Immediate Action	Follow-Up Action
* Principal to contact airport directors annually.	* Call 911.	* Fire, police will now control disaster scene.
* Consider the path of advertising airplanes.	* Front office calls airport contact person.	* Activate alternate school site as needed.
* School shall exchange list of contact persons names and phone numbers.	* Determine nature of injuries and damages.	* Activate counseling team.
* Have Life Flight visit the school. Set up landing zone area.	* Determine what evacuation procedures if any need to be implemented - implement disaster plan.	* Support Appendix #77 - Record Keeping Process and Procedures for Critical Incident Response Reports and Training Documentation.
* Determine if school is in flight path.	* Call is made to District office - assistance is requested.	* Support Appendix #81 - Victim Log Sheet.
* Obtain an aerial photo view of school campus.	* Arrangements are made for bus transportation home as needed.	* Support Appendix #88 - Workers' Compensation Injury Reporting.
* Have school emergency kit ready in the front office.	* All students are kept inside from P.E.	* Critique incident.
* Identify campus gas and water shut off valves.	* Written documentation of student accountability prior to any release.	
* Establish alternate off campus evacuation routes and an alternate area in the event road in or out is blocked.	* Utilize form letter for persons answering phone.	
* Have adequate supply of extra meals on hand in cafeteria.	* Obtain additional persons to answer phone.	
* Support Appendix #70 - Chain of Command.	* Teachers escort their classes to buses due to large amount of visitors on or near campus. Release students only to authorized persons.	
* Support Appendix #71 - Emergency Phone Numbers.	* Prepare for large numbers of parents to call or arrive at school.	

Pre-Plan Action	Immediate Action	Follow-Up Action
* Support Appendix #80 - Sample Letters/Memos and Sample Media Statement.	* Principal/District Public Information Officer talk to the media as soon as possible to dispel concerns.	
* Have evacuation maps posted.	* If persons are injured, assign designee to keep list by name of what hospital taken to, what time, and how transported.	
* Evaluate evacuation maps for accuracy.	* Notify District Office of Public Safety. * Assign clearly marked media area.	