

TRAVERSE CITY AREA PUBLIC SCHOOLS

EMERGENCY INSTRUCTION SHEET FOR DRIVERS
FIELD TRIP USING NON-DISTRICT OWNED OR OPERATED VEHICLES

Upon occurrence of an off-campus emergency, school personnel will take the following steps:

- A. Check the scene to make sure it is not dangerous before administering first aid.
- B. Assist in identifying students requiring first aid.
- C. Contact 9-1-1.
- D. Contact principal with information.
- E. If necessary to stay with injured individual, assign supervisory responsibilities to alternate accompanying chaperone.
- F. Complete an Incident/Accident Report upon return to the school.

If overnight housing is needed, take the following steps:

- A. Contact principal.
- B. Assign staff to assist with contacting all parents of students.
- C. Notify 9-1-1 and explore possible emergency transportation home for students.
- D. House students in the warmest, safest areas of the building.
- E. Keep accurate records of students who are picked up, by whom, at what time using check-out procedure in the school office.
- F. Provide food for students and staff.

PHONE NUMBERS:

Central Dispatch:	9-1-1
Superintendent	933-1725
Director of Operations (Transportation)	933-1730 _____ home
Director of Operations (Maintenance)	933-1937 _____ home
Principal (home)	_____
Secretary (home)	_____

8/2/13