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:**

<table>
<thead>
<tr>
<th>Role</th>
<th>Phone Number</th>
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<tbody>
<tr>
<td>Central Dispatch</td>
<td>9-1-1</td>
</tr>
<tr>
<td>Superintendent</td>
<td>933-1725</td>
</tr>
<tr>
<td>Director of Operations (Transportation)</td>
<td>933-1730 (home)</td>
</tr>
<tr>
<td>Director of Operations (Maintenance)</td>
<td>933-1937 (home)</td>
</tr>
<tr>
<td>Principal</td>
<td></td>
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<tr>
<td>Secretary</td>
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8/2/13

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