Bus Accident/Off-Campus Emergencies

Prior to traveling off-campus with students, teachers/coaches/sponsors should:

- Prepare and take along a list of students on the trip. This list should include:
  1. Student’s names
  2. Home phone numbers
  3. Parents'/guardians’ names
  4. Parents'/guardians’ work numbers
  5. Home address
  6. Important medical history
  7. Signed medical release statement
- Prepare and take along a list of sponsors for the trip. This list should include:
  1. Sponsors’ names
  2. Home phone numbers
  3. Name of spouse or emergency contact person
  4. Work number of spouse or emergency contact person
  5. Home address
  6. Important medical history
  7. Signed medical release statement
- Provide the above list to an assistant principal and to each sponsor on the trip

In the event of a bus accident/medical emergency, teachers/coaches/sponsors should:

- Determine need for emergency assistance and call 911 if necessary.
- Follow medical emergency action plan if necessary.
- Secure safe location and additional supervision for uninjured students.
- **Remain with injured student(s) until medical personnel assume responsibility for the injured/sick.** If more than one teacher/coach/sponsor is available, at least one person should remain with the injured/sick even after medical personnel have assumed responsibility for the situation. If only one teacher/coach/sponsor is available, he/she should remain with the uninjured students after medical personnel have assumed responsibility for the injured.
- Notify the administration as soon as possible.
- Avoid issuing statements to the press and discourage media personnel from talking with students.