

South Portland School Department

Pupil Transportation Emergency Crisis Response Plan

The South Portland School Pupil Transportation Department operates under the guidelines of the Maine Department of Education, Maine Association of Pupil Transportation, National Highway Traffic and Safety Administration, Occupational Safety and Health Administration, Department of Motor Vehicles, National Association of Pupil Transportation, Homeland Security Agency and the South Portland School Board.

All South Portland pupil transportation staff members are skilled professionals who receive technical and safety information and in-service training each school year. Staff members may attend basic first aid/CPR training, as well as student management, hazardous materials, communicable disease and leadership training.

The following Pupil Transportation Emergency Crisis Response Plan is in compliance with all guidelines set forth by the applicable laws and agencies that govern all aspects of the South Portland School Department pupil transportation. All of the presented crisis response plans are currently in place and employees have been adequately in-serviced with regard to each plan.

Section 1. Child Abuse/Neglect Reporting Procedure

The duty to report suspected child abuse or neglect arises when you, as a South Portland School Department employee, have reason to believe that a child under eighteen (18) years of age or a physically or mentally challenged person under twenty-one (21) years of age faces a threat of suffering mental or physical harm.

The definition of child abuse or neglect is defined by Maine Law as “a threat to a child’s health or welfare by physical, mental or emotional injury or impairment, sexual abuse or exploitation, deprivation of essential needs or lax of protection from these”.

The definition of “person responsible for the child” means a person with responsibility for a child’s health or welfare, whether in child’s home or another home or a facility which, as part of its function, provides for the care of the child. It includes the child’s parents, guardian or other custodian.

Why should you report child abuse and/or neglect? First and foremost, we must protect the child. That's why you should not hesitate to report any suspect child abuse and/or neglect. It is not the intent of the law to remove the child from the home unless the child clearly is in danger. Nor is it the intent of the law to punish the parents/guardians. Instead, in most cases, the family can be helped so that parents and child can stay together. If you understand that the intent of the law is to get help to the family, then you will report and you will report early.

In Maine the law protects you when you report what you suspect to be a case of child abuse or neglect. This means that you are immune from civil or criminal liability. If you do not want to give your name when you report, the case will still be investigated.

Certain professional people are required by law in Maine to report suspected child abuse or neglect. Remember that you have the moral obligation to protect a child from harm by reporting.

Please care enough to help all of our children and keep them safe. If any member of the South Portland School Transportation Department suspects the presence of child abuse or child neglect, please gather the following information and report it immediately to the Transportation Director or Building Principal.

1. Name of child
2. Name of person(s) suspected of perpetrating the act of abuse or neglect.
3. The nature and extent of the suspected abuse or neglect, including times, dates, locations, and witnesses.
4. A written report shall be prepared from the information gathered using the Superintendent, Assistant Superintendent or the building principal.
5. **These matters are considered confidential and shall not be discussed with other staff members.**

Section 2. Violent Parent, Student, Or Intruder Procedure

The school bus driver is confronted sometimes with unreasonable students and/or parents. Knowing how to react to the individual who becomes argumentative or unruly can help protect you and the students being transported on the school bus.

Obviously, diffusing any potential volatile situation using non-aggressive methods is ideal. If you can reason with an agitated student or parent, let them know that a solution to their problem can be attained, if they allow you to help them.

However, if you cannot reduce the tension in a possible dangerous encounter with a parent or student, the following procedures are recommended to ensure safety of the students, the school bus driver, and the school bus.

Violent Parent or Intruder

1. Attempt to diffuse the situation by asking the intruding individual to remain off of the school bus. Give them the Transportation Director's business card.
2. Make the intruder aware that he/she is wrongfully attempting to enter the school bus.
3. If the intruder persists, close the school bus entrance door and call the Transportation Department with the following information:
 - a. Bus number and driver
 - b. Advise that you have an intruder on the bus
 - c. Give your location
4. If you are able to successfully close the entrance door, proceed safely away from the scene. Attempt to retrieve vehicle description and license plate number at the scene, if possible. You **MUST** still contact the Transportation Department if you have pulled away.
5. If you are unable to successfully close the entrance door and the intruder enters the school bus, continue with your phone or two-way radio call and avoid any physical confrontation. Keep mic keyed. Remember if you have properly made your phone call, police can be contacted and should arrive within minutes.

Student Taken From School Bus

If after following the procedure for encountering an intruder on the school bus, the intruder or non-custodial parent/guardian removes a student from the school bus, contact the Transportation Department immediately and provide the following:

1. Bus number and driver
2. Advise that you have an intruder on the bus
 - a. Bus number and driver and say **"CODE BLUE"**
 - b. Advise that you have had a student taken from the bus
 - c. Give your location
 - d. Give the name of the student
 - e. Give a description of the intruder
 - f. Give a description of the vehicle and the license plate number, if possible and applicable.
 - g. Give the direction the intruder headed, if possible and applicable.

Non-Violent Student with Weapon

If you discover a student possessing a weapon, other than a gun, while being transported on the school bus, the school bus driver shall contact the Transportation Department and give the following information:

- a. Bus number and driver and say **"CODE BLUE"**
- b. Advise that you have a student with a weapon other than a handgun
- c. Give your location
- d. Attempt to confiscate the weapon by CALMLY asking the student to give it to you. Have the student place it on the seat in front of him/her or on the floor. Secure the weapon.
- e. Proceed on your scheduled route

If the student involved with the weapon has a suspected gun, contact the Transportation Department and give the following information:

- a. Bus number and driver and say **"CODE BLUE"**
- b. Advise that you have a student with a gun
- c. Give your location
- d. Attempt to confiscate the weapon by CALMLY asking the student to give it to you. Have the student place it on the seat in front of him/her or on the floor
- e. Pull the bus over in a safe area and wait for police, fire, and South Portland School Department administration to arrive on the scene

If the student with the weapon possession becomes violent and either threatens or injures someone with the weapon, the school bus driver shall not attempt to confiscate the weapon. The school bus driver shall contact the Transportation Department and give the following information:

- a. Bus number and driver and say **"CODE BLUE"**
- b. Advise that you have weapon assault
- c. Give your location
- d. Advise of injuries
- e. Respond to any injuries and administer first aid
- f. Pull the bus over in a safe area and wait for police, fire, and South Portland School Department administration to arrive on the scene

Section 3. Bomb/Terrorist Threat Procedure

The threat of bombing or terrorist action is a harsh reality in today's world. The incidence of such occurrences has nearly doubled in the past ten years in the United States. Becoming more aware of the possibility of bombing or terrorism can help prevent injury or loss of life when proper procedure is applied whenever encountering a possible terrorist situation.

If a bomb threat or terrorist act should involve a school bus, the safety of the children and the school bus driver is of the greatest importance. Generally, in the unstable atmosphere of a discovered explosive device, it is recommended that the students and driver evacuate the school bus as safely and quickly as possible, and report to a distance at least three hundred feet (300') away from the school bus. The students and driver should remain at this safe location until police, fire, school, and other authorities arrive.

A second school bus will be dispatched if possible to the bomb scene to provide shelter and transportation. Any person involved at the scene should not use any two-way radio communications devices. The Maine State Police and local police departments will respond to all bomb threats involving South Portland School Department school buses.

When a possible bomb is discovered on a school bus while transporting children, the school bus driver shall give the command requesting total silence and shall initiate the following procedure:

1. Drive the school bus to a place of safety off of the roadway. Shift the school bus into neutral, set the parking brake, and activate the hazard lights. **DO NOT turn the ignition off at this time!! Radio in to dispatch "CODE BLUE"**
2. Go directly to the location of the possible explosive device and assist the students in the immediate seat area to move away from the device. When this is accomplished, give the command "EMERGENCY EVACUATION!"
3. All students and the school bus driver shall evacuate the school bus and move to a distance of at least three hundred feet (300') away from the school bus.
4. The school bus driver shall then go to the nearest telephone and contact the Transportation Department and give the following information:
 - a. Bus number and driver and say **"CODE BLUE"**
 - b. Advise that you have a possible explosive device
 - c. Give your location
 - d. Advise of injuries
 - e. Return to students Respond to any injuries and administer first aid
 - f. Wait for police, fire, and South Portland School Department administration to arrive on the scene.

When a bomb threat is phoned in, the person receiving the call shall, on the proper form when possible: (See attached)

1. Note the time the call was received
2. Gather as much information as possible without antagonizing the caller
3. Keep the caller on the line as long as possible and have someone else ask for an "emergency trace"
4. Ask the caller to describe the bomb, paying particular attention to any technical terms such as switches, relays, etc.
5. Pay particular attention to background noises, such as music, motors running, voices, etc.
6. Listen for distinguishing voices qualities
7. Immediately following the conversation, contact the local police and fire departments, the Maine State Police, the Superintendent or Assistant Superintendent and Transportation Director.

When a bomb threat is received in written form, the person receiving the written message shall:

1. Save ***ALL*** materials including any envelope or container. Once the message is recognized as a bomb threat, unnecessary handling should be avoided.
2. The Transportation Department staff shall notify the local police and fire departments, the Maine State Patrol, the Superintendent or Assistant Superintendent and Transportation Director.

PLEASE NOTE: Not all bomb situations are covered in this section. Exercise extreme caution in a bomb/terrorist situation and try to use good judgment in this crisis time. Above all is the safety of the students and of the school bus driver. If in doubt, initiate the procedure!

Bomb/Terrorist threat Emergency Phone Numbers

Emergency Telephone Number
South Portland Police
Two-Way Radio
Maine State Police

911
799-5511
Chanel 2 is 911
1-800-452-4664

BOMB THREAT CHECKLIST

This checklist delineates the action to be taken in response to a bomb threat. This form is to be recorded by the person receiving a bomb threat. If the threat is by letter, record the words of the threat on this form and attach a copy of the letter. If specific persons are designated to perform these tasks, their names should be noted as appropriate.

Site _____ Date _____ Time _____

Person receiving call _____

Report by Person Receiving Call

Exact words of Caller/Threat _____

If possible, ask the caller the following questions:

- Where is the bomb (building, location)? _____
- What time is it set to go off? _____
- What kind of bomb is it? _____
- What does it look like? _____
- Who set the bomb? _____
- Why was the bomb set? _____
- Where are you calling from? _____
- What is your name? _____
- How old are you? _____

Evaluate the voice of the caller and check applicable spaces:

Male Female Adult Teen Elem. Age Child Old Accent Speech Impediment

Intoxicated Rapid Normal Excited Loud Disguised Broken Sincere

Voice is familiar? (If so, sounds like): _____

Background noise (check applicable spaces): _____

Music Conversation Typing Babies or Children Airplane Cars or Trucks Machine noise Other

Time caller hung up: _____

Remarks: _____

Section 4. Emergency Evacuation of School Buses

In the interest of safety, all school bus drivers shall conduct an emergency evacuation drill from the school bus for all students being transported to and from school and school related activities. Emergency evacuation drills shall be conducted at least three (3) times each school year.

The first emergency evacuation drill shall be scheduled at the beginning of the school year approximately in mid-September and shall require all students to exit through the front door. The second emergency evacuation drill shall be scheduled toward the middle of the school year approximately January, and shall require all students to exit through the rear emergency door. The third emergency evacuation drill shall be scheduled at the end of the year approximately in May and shall require 50% of the students to exit through the front and 50% of the students to exit through the rear emergency door. Upon completion of the emergency evacuation drills, students shall board the school bus, take a seat, and be dismissed by the school bus driver from their seats alternating one seat at a time.

The following is a description of the procedure to be used. The school bus driver shall be in complete command, and it is mandatory that he/she acts quickly, with assurance, and retains control of all occupants.

1. Two (2) responsible students on each school bus route who are among the first to board the school bus in the morning are to be delegated to sit by the rear door. Two (2) responsible students who are among the last to leave the school bus in the afternoon are to be similarly appointed by the school bus driver to sit by the front door. It may or may not be the same two-(2) students. One (1) additional guard should be at the front door that should hold the emergency door at the rear of the school bus so that the two (2) other guards can assist students unloading. Guards should be strong and capable of lifting students out the back emergency door of the school bus. *This is ideally how this situation should be handled. Keep in mind the type of students transported. Assigning guards may not be possible.*
2. The guards shall have the following responsibilities:
 - a. To see that nobody touches the door latch
 - b. To open the door on command of the school bus driver or if the school bus driver is unable to give such command, to open it when it is observed that a front or rear door evacuation is necessary.
 - c. To assist children alighting to the ground from the emergency door
3. The school bus driver shall stay in the school bus during the emergency evacuation. The school bus driver shall make certain that the parking brake is set, the ignition is turned off, and the transmission is in neutral with the maxi brake applied.
4. The school bus driver will give the command "Emergency Drill"
5. Both guards, the one who opens the door and the other jump to the ground and aid others in evacuation. The third or front door guard comes to the back of the school bus and hold the emergency door open. The emergency evacuation shall begin by emptying the rear seats, alternately right and left until the school bus is empty. The school bus driver keeps the students under

- control and makes sure that the school bus is empty following the last student to the rear door. The school bus driver should take along the fire extinguisher.
6. In an actual emergency situation, the school bus driver will attend to the welfare of the students, and then take appropriate action in the direction of the emergency.
 7. Pupils shall assemble at a distance of at least one hundred feet (100') away from the school bus during emergency evacuation drills. Students will remain at this safe distance until given further instructions. Students shall be instructed in this procedure.
 8. The school bus driver at the start of the school year shall appoint all student guards for the emergency evacuation drills. If possible, elementary school students appointed as guards should be at least fourth grade students.
 9. Should students not be able to assist as guards, the school bus driver will handle all responsibilities.

School Bus Driver Responsibilities

1. The school bus driver shall inform students in advance concerning the emergency evacuation procedure. All emergency evacuation drills shall be repeated if not completed properly.
2. The school bus driver shall make certain no students carry books or other articles while exiting through the emergency door. It is desired that nothing be carried during an emergency evacuation. The school bus driver shall have students assemble at least one hundred feet (100') from the school bus until the emergency evacuation drill is completed. When all students are safely off the school bus, students will enter the school bus through the front entrance door and take their seats. Students will be dismissed by the school bus driver and should report to class.
3. The school bus driver shall inform students that in the case of a real emergency, no one is to leave the scene of the emergency evacuation until told to do so by the Maine State Police, or jurisdiction law enforcement.
4. The school bus driver shall inform the front guard as to how to stop the bus and the engine should the driver become unable to do so. This is ideally how this situation should be handled. Keep in mind the type of students transported. Assigning guards to stop the school bus may not be possible.
5. In the case of a real emergency, the school bus driver shall notify the Transportation Department.
6. The school bus driver shall conduct the emergency evacuation drill on morning trips only. School bus drivers with midday routes shall conduct the emergency evacuation drill on the way to school.
7. School bus drivers may have extra evacuation drills anytime they feel their students need them, but must have permission of the Transportation Department prior to any extra emergency evacuation drills.

Note: The transportation department will submit notices in the drivers' mailbox to notify them when the next Emergency Evacuation Drill is due.

Section 5. School Bus Emergency Stop Procedure

Clarification of assigned duties and responsibilities is essential in all areas of pupil transportation. Consistency in performing duties or administering the procedure to coordinate such duties ultimately enhances and regulates the success of our operation.

The following School Bus Emergency Stop Procedure should be adhered to whenever an extra curricular field trip or other trip is taken utilizing a South Portland School Department School Bus. Although there may be situations that demand adaptations to this procedure, consistency in employing these standards should prove to accomplish our common goal of safe, efficient pupil transportation.

1. The dispatcher/s is responsible for scheduling and assignment of all South Portland School Department school bus drivers who transport students on extra curricular field trips and other trips.
2. The Transportation Director is responsible for establishing all regulatory and safety standards for extra curricular field trips and other trips.
3. The South Portland School Department staff member(s) assigned to the student group participating in an extra curricular field trip or other trip is responsible for assisting the school bus driver by furnishing adequate travel directions and monitoring student group behavior.
4. The school bus driver transporting students on an extra curricular field trip or other trips is responsible for their safe and lawful transport and for enforcing proper discipline.
5. The senior school bus driver assigned to an extra curricular field trip or other trip, where three (3) or more school buses are utilized, will assume the "lead bus" position and will coordinate all emergency stop procedures, through the South Portland School Department staff member assigned to the student group.
6. Emergency stops must be effected with precision and cooperation. Emergency stops should be accomplished in the following manner:
 - a. Any emergency situation will be communicated to the senior driver who will, together with the student group supervisor, determine proper resolve to the situation.
 - b. The "lead bus" and "rear bus" will coordinate all emergency stops and starts by communicating to all other drivers the proper time to safely pull on and off the roadway.
 - c. The South Portland School Department staff member assigned to the student group may initiate an emergency stop by communicating to the senior school bus driver his/her request.
7. The final decision to initiate and implement all emergency stops or changes in the course of travel on extra curricular field trips or other trips will ultimately be assumed by the lead school bus driver with input from the South Portland School Department staff member assigned to the student group.

Section 6. Hurricane Disaster Plan for School Buses

South Portland School Department has the responsibility to adopt a procedure for handling emergencies on school buses while pupils are being transported.

Such a procedure shall include, but not be necessarily limited to, procedures for handling medical emergencies of students while they are being transported, training of all school bus drivers transporting students to ensure that the school bus driver understands the procedure for developing cooperation with all those whose services would be required in the event of an emergency.

The following area is the basic steps necessary to effect a hurricane disaster plan while you are transporting students on a school bus. As in all emergency situations, remaining calm and assuming control will assist you in carrying out your duties successfully.

Hurricane Disaster Plan

1. Transporting students in rural areas
 - a. Try to pull the school bus off the roadway away from large trees, electrical lines, telephone poles, or buildings.
 - b. Evacuate the school bus. Make certain to take the first aid kit
 - c. Move away from the side of the school bus without crossing the roadway
 - d. Try to find a ditch, ravine, culvert or embankment and use it for protection. Be aware of high or swiftly moving water
 - e. When all danger is over, check students for injury or shock and administer first aid, if needed
 - f. Contact the Transportation Department
2. Transporting students in urban areas
 - a. Park the school bus immediately
 - b. Evacuate the school bus and make certain to take first aid kit
 - c. Send pupils to the nearest homes or buildings
 - d. When all danger is over, check students for injury or shock and administer first aid, if needed.
 - e. Contact the Transportation Department

See the end of this plan for additional information on Hurricanes/Tornados.

Section 7. School Bus Mechanical Breakdown Procedure

Despite a school bus driver's cautions in the care and operation of his/her assigned vehicle, an unpreventable mechanical breakdown or accident may still occur. In the event of such an occurrence, the school bus driver must have sufficient knowledge to respond properly to any impending crisis. The school bus driver must be able to apply established procedures relating to the use of warning devices, when and how to evacuate students from the school bus, and how to remedy minor mechanical problems.

1. Use of emergency equipment
 - a. The four-way hazard lights should be the first item activated in an emergency procedure involving a stopped school bus
 - b. Rectangle flares will be used in case of an accident or if the vehicle becomes disabled
 - c. Where to place emergency triangle flares (See Attached)

Placement of Rectangle Flares (See Attached)

1. Immediately place Triangle Flares on the roadway at the traffic side of such a vehicle.
 - a. One (1) at the traffic side of the school bus within ten feet (10') of the rear of the vehicle.
 - b. One (1) at a distance of forty (40) paces, or one hundred feet (100') to the rear of the vehicle.
 - c. One (1) at a distance of forty (40) paces or approximately one hundred feet (100') in advance of the vehicle.
2. To operate a dry chemical fire extinguisher:
 - a. Remove extinguisher from mounting bracket
 - b. Hold extinguisher in vertical position for best discharge results
 - c. Release safety device (small pin), twist to break plastic holding the pin.
 - d. Squeeze the handle to discharge chemicals and point at the base of the flames and sweep the extinguisher back and forth.
 - P - Pull
 - A - Aim
 - S - Squeeze
 - S - Sweep

Remember that a fire extinguisher has approximately thirty seconds (0:30) of use.

- e. Have the extinguisher recharged after every use or if the gauge indicates red.

Fire extinguishers may be used to put out small fires. If the fire gets out of control, contact the fire department or Transportation Department at once.

First-Aid Kit

1. The first-aid kit should be located in the school bus driver's compartment, be dust proof, well labeled, and conform to federal standards
2. Standards require a twenty-four (24) unit kit for School buses. Make sure to replace any item used from emergency equipment supplies as soon as possible.

Section 8. Responsibilities and Procedures for a School Bus Accident

Despite all precautions, the possibility of being involved in a school bus accident cannot be entirely eliminated. Each school bus driver must know, if and when an accident should occur, how to meet the emergency. The following procedure should be followed if you are involved in a school bus accident:

1. Stop the school bus and activate the hazard warning lights.
2. Shut off the ignition key.
3. Put the school bus in park or neutral and set the parking brake whichever applies.
4. Check for student injuries.
5. Contact the Transportation Department and give the following information:
 - a. School bus number and driver
 - b. Inform them that you have been involved in an accident
 - c. Inform them of the location of the accident
 - d. Inform them of any injuries to students, yourself, or others.
6. If there are injuries to students, apply basic first aid until rescue squads arrive.
7. Decide whether or not to evacuate the school bus.
8. Protect the accident scene by employing safety devices around the school bus and accident area.
9. Locate witnesses, if possible, and get information about the other parties involved. This information is to be recorded on the school bus accident form packet located inside each school bus.
10. Prepare a list of students involved in accident using the accident-seating chart.
11. Complete all necessary accident forms in the accident form packet.

Reporters from the news media or individuals in the community may call from time to time to verify stories or ask for information relating to news stories involving the South Portland School Department and the Transportation Department. South Portland School Department employees must refrain from making any comments, remarks, and/or other communications to the news media regarding the South Portland School Department and/or the Transportation Department unless the Superintendent or Assistant Superintendent gives advance approval.

If asked to answer any questions from the news media not pertaining to an accident, direct the inquiry to the Transportation Director. Do not volunteer information.

If asked to make a comment about an accident involving any South Portland School Department vehicle, employees shall respond as follows:

“We are still trying to gather all of the facts. As soon as we do, the Superintendent, Assistant Superintendent, or Transportation Director will get back to you right away.”

If you are questioned by the news media, get their names and the station of newspaper where they work. Notify the Transportation Director, or Superintendent or Assistant Superintendent immediately about the conversation you had.

Section 9. Hazardous Material Accident Procedure

There are three (3) major areas of concern when confronting a hazardous material accident:

1. The safety of all persons involved.
2. The protection of the environment
3. The protection of property and equipment.

In the event of being involved in an accident with a vehicle transporting a hazardous material, the school bus driver must be adequately trained to react professionally to the situation. Although location of the accident will determine what procedure is set in motion, a general procedure should be followed when confronted with any hazardous material accident.

When a school bus driver is transporting students in a populous area and is involved in an accident with a vehicle transporting any hazardous material, the school bus driver shall:

1. Remain in the school bus with the students unless a fire is present or toxic fumes are overwhelming. **Do not use two-way radios!!!**
2. Shut off the school bus engine and ignition.
3. Close windows and all other outside ventilation sources.
4. Check for injuries and treat those in need.
5. Contact the Transportation Department and give the following information:
 - a. School bus number and driver
 - b. Inform them that you have been involved in an accident with a vehicle transporting hazardous materials.
 - c. Inform them of the location of the accident
 - d. Inform them of any injuries to students, yourself, or others.
6. If fire is present, evacuate the school bus immediately to a distance of five hundred feet (500') and position the students in a place of safety.
7. Wait for police, fire, and South Portland School Department Administration to arrive and secure the area.
8. If you are involved in an accident with a vehicle transporting hazardous materials while transporting students on your school bus in an isolated rural area, evacuate the school bus immediately to a distance of five hundred feet (500') and position students upwind of all smoke and fumes.
9. Contact the Transportation Department and give the following information:
 - a. School bus number and driver
 - b. Inform them that you have been involved in an accident with a vehicle transporting hazardous materials.
 - c. Inform them of the location of the accident
 - d. Inform them of any injuries to students, yourself, or others.

Once you evacuate the school bus, the school bus driver and the students must remain isolated from others at the scene until it has been determined what the hazardous material is, what method of decontamination will be used, the extent of exposure and injuries, and the safest way to mitigate the incident. Any injured student or staff member who has come in contact with the hazardous material shall be decontaminated before being transported to a medical care unit. Parents and friends arriving at the accident scene must be kept away from any individual who has become contaminated.

Section 10. Procedure for Emergency Evacuation of South Portland School Department Bus Garage.

In the event of a fire or explosion at the South Portland School Department Bus Garage, evacuation of personnel and equipment must be accomplished in a safe, orderly, and expeditious fashion. Obviously, the primary concern is to make certain that all staff members in the facility reach a place of safety away from danger connected with the impending crisis. Removing school buses from around the bus garage area would be initiated only when it has been determined that reasonable safety exists in accomplishing this task.

The South Portland School Department Central Office shall be notified immediately of any fire, explosion, or hazardous material spill at the bus garage facility. The following procedure shall be implemented immediately whenever a crisis situation involves:

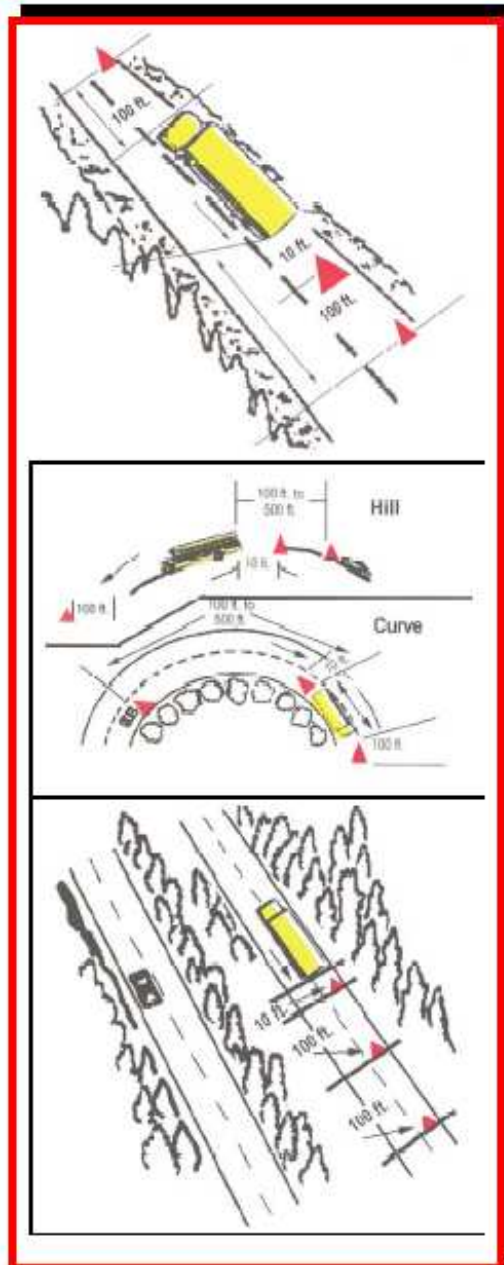
1. Evacuate all persons from the bus garage facility to a distance of at least five hundred feet (500'). Staff RP (rally point) will be at the main gate at Highland Avenue. Staff will immediately evacuate the building and not attempt to use a fire extinguisher to control the fire.
2. If reasonable safety exists, evacuate school buses from the bus garage.
 - a. If circumstances allow, notify the South Portland School Department Central Office
 - b. If circumstances allow, turn off all fuel heating/sending units.
3. Account for all persons that were in the bus garage at the time of the evacuation
4. Administer first aid to anyone injured
5. If unable to contact the Central Office, contact local police, fire, and rescue authorities. Continue your attempt to contact the Central Office.
6. Wait for fire, police, and South Portland School Department administration to arrive at the scene.

Section 11. Procedure for Discharging Students.

This procedure was developed to ensure the safety and accountability of the students you transport daily.

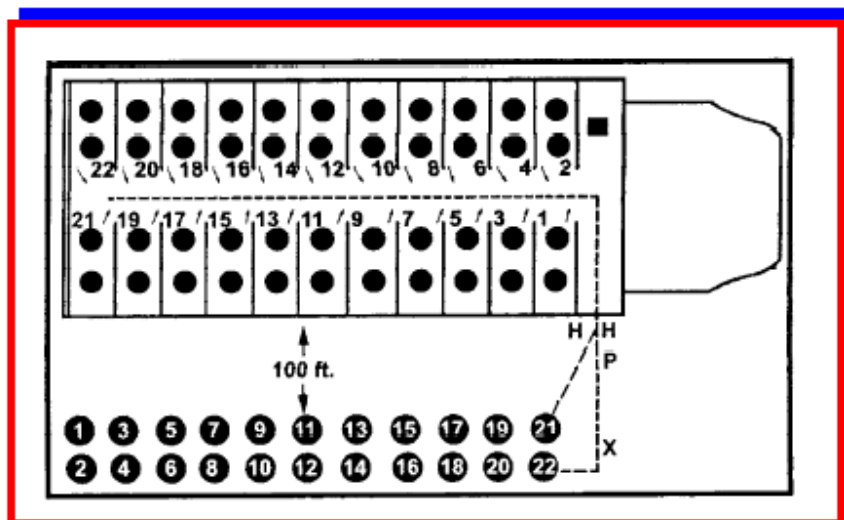
1. There will always be an authorized adult physically present to accept a kindergarten student. If no authorized adult is present you will keep the student on the bus and receive further instructions from the transportation office. There will be no exception to this standard.
2. You will always discharge a student from the bus at the same location you picked that student up in the morning.
3. The only exception to #2 is if the student has a note signed by an authorized adult stipulating they can be discharged at a different location, or the transportation office gives you direction to do so. The school building will give you a Bus Pass.
4. You will not change your established run/route or bus stops to accommodate students unless authorized by the transportation office.

Placement of Triangles



School Bus Emergency Evacuation Procedure

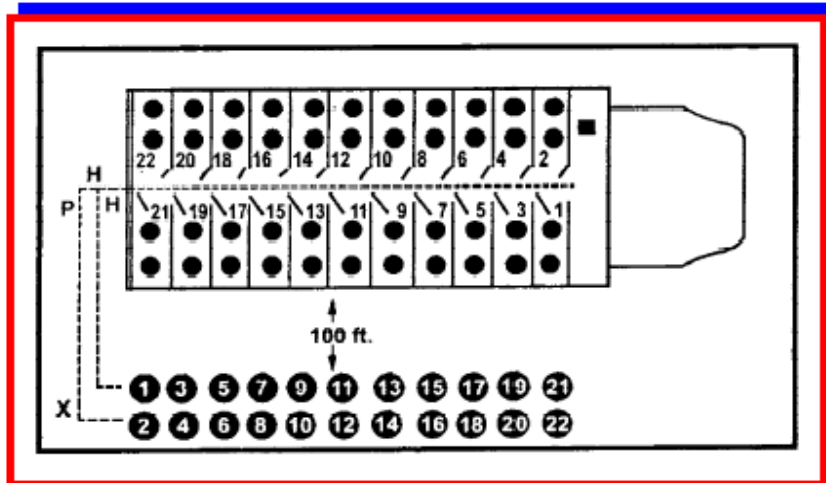
Front Door



1. Train two (2) student helpers to act as line leaders to lead students a safe distance away from the school bus. The second line leader points in the direction evacuating passengers are to go.
2. Locate two (2) helpers at the front door to assist, when necessary, and to count disembarking students.
3. Appoint a fifth helper who will assist the school bus driver in carrying emergency equipment.
4. Explain the alternate seat, or “zig-zag” method of evacuation.

School Bus Emergency Evacuation Procedure

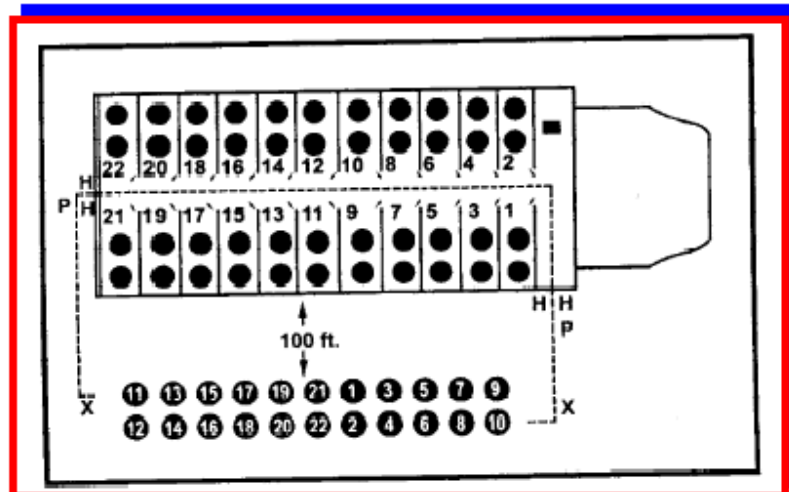
Rear Door



1. Train two (2) students to open the rear door upon command from the school bus driver and jump out.
2. Explain how to descend from the rear door with knees flexed to absorb the shock.
3. Caution taller students to duck or they may bump their heads when evacuating
4. Appoint two (2) students to act as line leaders to lead students a safe distance away from the school bus.
5. Appoint a fifth helper who will assist the school bus driver in carrying the emergency equipment.

School Bus Emergency Evacuation Procedure

SPLIT – Front & Rear Doors



1. The students will be assigned a door from which to exit, either the front or the rear. Students in seats 1 through 11 will exit by the front door, with students in seats 12 through 22 exiting through the rear door. Each bus has an orange tape half way of the bus in the ceiling to guide students where half way is.
2. Train two (2) students to act as line leaders for the front door exit and two (2) to act as line leaders for the rear door exit.
3. Use the same procedure for front door and rear door evacuations except that the students will have to move out themselves.
4. If possible, encourage students to move approximately one hundred feet (100') from the school bus.

Tornado Safety

Tornado – SAFETY RULES FOR SCHOOL BUSES:

Several times in recent years schools have been hit by a hurricane. The National Weather Service urges that all schools develop plans to cope with hurricanes – particularly in the South and Central states where the likelihood is greatest. Remember, the National Weather Service issues a hurricane watch when the possibility of hurricanes exists and a hurricane warning when hurricanes form suddenly. Drivers and students should know the difference between a watch and a warning. Generally speaking, school buses should continue to operate during hurricane watches. But not during hurricane warnings. School buses are easily rolled by hurricane winds.

We have direct weather information from the National Weather Bureau on all types of weather, 24 hours a day.

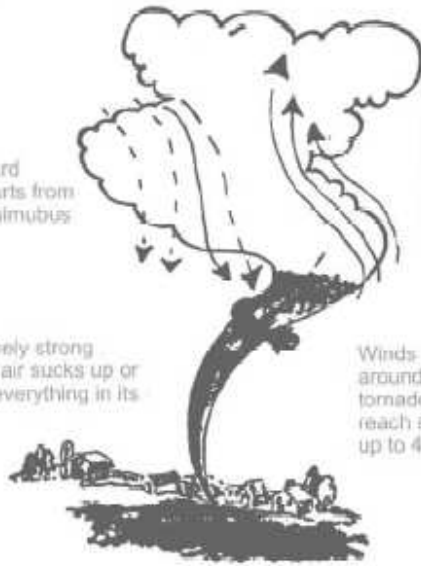
- (1) Drive to the side of the road.
- (2) Evacuate your children taking them 200 feet away from the bus to a ditch, culvert or ravine.
- (3) Instruct the children to lie face down with their hands over their heads. (Most hurricane deaths are caused by head injuries.)
- (4) Make sure that the children are away from the bus far enough that it cannot topple on them.

Talk with your students about a Tornado warning but refrain from actually doing this type of drill. You need to especially talk with the children about the position they would be in if you had to move them off the bus. Again, the position is lying down on your knees with hands clasped behind the head as in this picture.

HOW A TORNADO OCCURS

2
A downward growth starts from a cumulonimbus cloud.

3
An extremely strong current of air sucks up or destroys everything in its path.



1
Humid winds blow into each other from opposite directions.

Winds hurling around the tornado may reach speeds of up to 400 m.p.h.

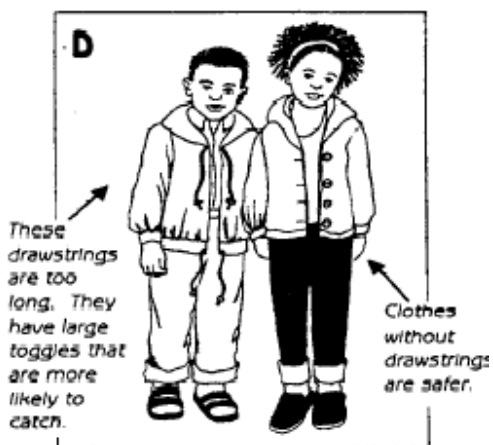
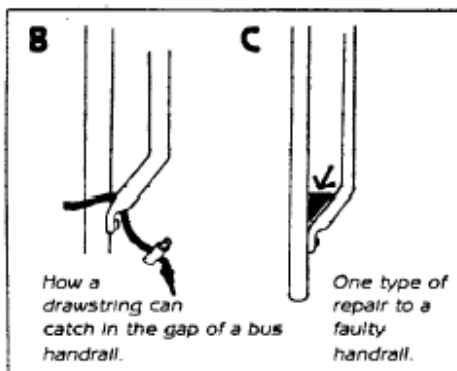


Tornado Position:

Lie down on your knees with hands clasped behind your head.

Handrail & Drawstring Safety

Handrails & Drawstrings: Clothing causes school bus hazard



Drawstrings can be dangerous

Current styles of children's clothing, especially drawstrings, have brought new injury risks. Some clothing can cause deaths and injuries by catching on bus doors or handrails

Items that can catch in these areas include:

- Jackets, sweatshirts, and clothing with drawstrings at the neck or waist.
- Backpack straps, dangling key chains, belt buckles, and other loose clothing

How can a drawstring hurt a child?

A drawstring at the waist, hood, or neck on clothing can catch in a small gap on a bus handrail or bolt. A drawstring with a large toggle or knot at the end is most likely to get caught (B).

As a child gets off the school bus, a dangling drawstring or loose object may catch in the handrail. If the bus doors close and the child isn't seen, he/she could be dragged and run over by the wheels of the bus (A).

School bus improvements help reduce danger.

While clothing changes are very important, school bus manufacturers and school districts are working to change handrails. New handrails are made so they won't catch drawstrings. Older buses are being repaired (C).

Bus drivers are trained to watch children as they get off the bus, making sure each child has completely cleared the bus when leaving. The driver also look's for clothing that could get caught.

Simple steps make clothing safer.

- Parents are recommended to choose clothes with drawstrings – snaps, Velcro®, buttons, zippers, or elastic are better choices (D).
- Parents are encouraged to remove hood and neck strings.

Certain types of children's clothing can create a hazard as your child gets off the school bus.

Especially dangerous are:

- Long, dangling jacket or sweatshirt drawstrings
- Backpacks
- Long backpack strings and /or straps
- Long scarves or other loose clothing

Clothing like this can be caught in the bus handrail, door, or other equipment on the bus.

In recent years, a number of children across the United States have had their clothing caught as they exited the bus. Several of these children lost their

PARENTS, Please take the time to check your child's clothing to make sure that it is safe.

- Also, *THE DANGER ZONE* around the school bus
- Don't try to pick up something dropped near the bus – the driver might not see you
- Remember that other motorists don't always stop for a stopped school bus – tell children to **BE CAREFUL** whenever getting on or off the bus

1. **REMOVE** drawstrings immediately

OR

2. **SEW** a seam through the drawstrings at the middle of the hood and neck so neither end can pull out and catch onto an object.

AND

3. **CUT** all strings ends as short as needed to close the garment.

WARNING!

Drawstrings may catch on objects and increase the danger of strangling!

**SCHOOL BUS DRIVERS AND PARENTS:
IMPORTANT SCHOOL BUS SAFETY ALERT**

Help us protect children when they travel to and from school

South Portland School Department School Bus Hijacking Guidelines

1. School bus drivers shall receive, as part of his or her training, the procedures that must be followed in the event of a hijacking or kidnapping.
2. School buses have been hijacked both by a student passenger and by persons who were not passengers. Also, threats have been made but not actually carried out. Consequently, this is a subject that needs to be addressed. As school bus driver, you must know both what to do and what not to do in the event that you are ever faced with a hijacking situation or a kidnapping. First radio dispatch **“CODE BLUE”**

You should understand the following definitions:

1. Perdition. Kidnapping for money or for personal gain. The traditional abduction for ransom and/or extortion is included in this meaning of the term.
2. Pathological. Abduction for homicidal, suicidal, or sexual motives is identified with this term. The child molester, the abduction murderer, the mentally disturbed person, and the person with suicidal tendencies are examples of pathological behavior.
3. Political or social. Hostage taking as a means of securing political, social, or personal objectives is included in this category.
4. Escape. Abduction as a means of escaping capture or escaping confinement by legitimate authority is the motive for this act.

The trapped felon or hijackers are examples of escape of escape-hostage situations.

All to the situations described could be dangerous to hostages if these situations are not handled properly. The following are important items:

1. Do not try to be a hero. Accept your situation as it is, and be prepared to wait until help arrives. In a hostage situation both the hostages and those holding hostages are under great stress. If the hostages are able to appear calm, then the stress on the kidnapper may be reduced.
2. The first 15 to 45 minutes may be the most dangerous for all that are involved in a hostage situation. Therefore, you should follow the instructions of your captor without upsetting him/her. You should keep in mind that the longer you are together, the less danger there is that he/she will harm you. However, the more tense the situation is, the greater the danger is that the captor may act in an unpredictable and dangerous way.
3. Do not speak unless you are spoken to in a hostage situation. Be clam and courteous in responding to questions and instructions.
4. Do not make suggestions to your captor. The main reason for this is that if your suggestions go wrong, he may think that was the way you planned it.

5. Do not try to escape unless you are the only hostage. If you are the only hostage, be certain that you can make good your escape before trying it. Even if you are sure, consider it very carefully before you try it.
6. Observe carefully everything that occurs, everything that you see and hear.
 - a. Try to memorize the number of captors, their descriptions, their conversation, the number and type of weapons carried, types of vehicles, and license numbers of vehicles, if possible.
 - b. Try to memorize the number and identity of other hostages, such as Students. You may be released, and if so, your information could help the police
7. If permitted to speak on the telephone for any reason, you should follow the instructions of your abductor very carefully in what you say. Be prepared to answer “yes” or “no” only to questions asked by the person with whom you are speaking on the telephone. The party to whom, you are speaking may ask questions regarding what your location is and what your problems are.
8. Do not turn your back on your captors unless ordered to do so, but do not stare at them either. However, eye contact can be beneficial. People are less likely to harm someone who is looking at them.
9. Do not be argumentative. Exhibit a cooperative attitude, and instruct other passengers to do the same.
10. Avoid physical resistance. You have little chance of success in resisting, and you may increase significantly the risk of harm to all that are involved.
11. If you have student passengers, your main concern must be for their safety. If you have the opportunity, ask your captors to permit you to give necessary instruction to the students. If you are firm and remain calm, your passengers will be more likely to follow your instructions and not panic.
12. Be patient and remember that time is in your favor. When the police arrive at the scene, remember that they are trained to deal with such crisis situations and are engaged in a complete program designed to rescue you unharmed and as soon as possible.

If you are driving a bus with special education students aboard, attempt to explain to the captors what type of students there are and what special care and special medication they need.

School Bus Driver Guide to School Bus Security

Identifying Security Threats and Incidents

School bus security begins with you, your knowledge and your best judgement. Being able to define and identify security threats and incidents will help you distinguish between a prank and an actual emergency, and enable you to determine your appropriate course of action.

- A security threat is any source that may result in an event or occurrence that endangers life or property and may result in the loss of service or equipment.
- A security incident is an unforeseen event or occurrence that does not necessary result in death, injury, or significant property damage, but may result in interruption of service.

Recommended Procedures for Bus Drivers

The purpose of establishing and implementing standard operating procedures is to protect lives and the security of the community.

In addition to knowing and applying the South Portland School Department established procedures, use the following guidelines as preventive measures to help ensure the safety and security of the students you transport and yourself:

- Wear your required uniform and/or district identification (nametag).
- Familiarize yourself with any state and school district security guidelines.
- Keep all vehicle doors, hatches, and compartments locked when vehicle is unattended.
- Conduct pre-trip and post-trip vehicle inspections.
- Maintain an uncluttered vehicle.
- Maintain constant awareness of people, activities, and items around you; and
- Immediately report any operational security weakness, such as damaged/broken fences of doors, faulty locks, and poor/insufficient lighting.

Monitoring Suspicious Activities & Items

Maintain a high level of awareness at all times. Monitor and observe people, events activities, and items around you and take careful note of irregular or suspicious behaviors or happenings.

Look for people who;

- Are not where they are supposed to be (restricted area, etc).
- Look lost and/or wandering around, especially at the bus stop, on school grounds, or parking and maintenance areas.
- Appear to be conducting surveillance (using video cameras, taking photos, etc.).
- Cause disruptions or intentionally distracting behavior.
- Show an unusual interest in employees or students.
- Abandon an item and leave the area quickly.

- Openly possess a weapon and/or prohibited or dangerous item(s); and/or
- Use a vehicle in a suspicious way (illegally parked, erratic driving, following. etc.).

Identifying a suspect should not be based on national origin, ethnicity, color, race, gender, or age.

Look for items or devices that:

- Were abandoned by someone and left in the open.
- Were abandoned and hidden.
- Appear to be suspicious or dangerous, such as a canister, tank, metal box, bottle, etc.
- Have an attached message.
- Appear to be emitting a mist, gas, vapor or odor.
- Seem to have seepage or leakage of suspicious substance.
- Are connected to wires, timers, tanks or bottles; and/or
- Appear to be the source of a foreign substance that is causing people to cough, have trouble breathing, feel nausea, lose consciousness, or exhibit any other medical condition.

Responding to a Security Incident

If you are threatened or involved in a security incident, remain calm and stay focused. Collect specific information regarding the threat or incident, such as;

- Location and direction headed.
- A complete and detailed description of threat, activity, or incident; and/or
- Description(s) of any vehicle (license plate number, color, make, etc.) and/or individuals (attire, hair color, etc.) involved.

Use school department procedure(s) to notify the proper contacts (dispatch, local law enforcement, etc.). Call dispatch with information. Maintain communication and wait for direction.

Controlling the Situation

Evacuate the vehicle if necessary. Maintain clear communications with your passengers, continuously updating them about the situation, being mindful of their ages. Provide your passengers with any assistance, where appropriate.

Identify yourself and point out witnesses to law enforcement and responders. Use school department procedure when you speak with reporters or unidentified people during or after an incident.

Evacuating the Vehicle

If evacuation is necessary and possible, protect your passengers and yourself from danger or risk of injury by;

- Shutting down the vehicle in a safe location.

- Relocating passengers a minimum of 300 feet upwind and upwind of the vehicle.
- Prohibiting use of cellular telephones within 50 feet of the vehicle or suspicious device (if applicable).
- Taking any onboard communication devices with you, if possible; and
- Waiting for assistance and direction.

Collecting Information

When reporting, make sure that information is accurate, detailed, and pertinent. Providing proper authorities with status of victims, indicators, and circumstances will assist with the effectiveness and timeliness of responding party/s.

Threats

- Report site as accurately as possible.
- Identify type of threat, observation, verbal, or written message.
- Describe suspicious behavior.
- Describe suspicious device(s) with size, shape, components (wires, batteries, clocks), color, location sound, etc.
- Describe suspicious odor, mist, vapor, powder, color, quantity, residue, and/or location.
- Observe and notice weather conditions (especially wind direction).

Incidents

- Report your exact location and condition of scene.
- Describe type and number of injured victims.
- Note type of symptoms and/or unusual human behavior.
- Identify location of all passengers and injured victims.
- Describe any suspicious people, packages, devices, and/or substances.
- Collect all pertinent information from passengers.
- Suggest safe access routes for responding employees and emergency services personnel.

Reporting

- Immediately notify dispatch.
- Identify eyewitnesses or ear witnesses.
- Contact law enforcement and/or emergency responder.
- For incidents involving explosive devices, avoid using radios and cellular telephones within 50 feet of materials or devices that may be explosives.
- Remain calm and answer questions to the best of your recollection.
- Clarify by repeating instructions just given.
- Confirm that assistance is on the way and ask for estimated time of arrival.

If unable to contact dispatcher(s) notify law enforcement authority.

Surrounding Awareness

When on duty, be on the lookout for:

- Unknown people who are pacing, nervous or jumpy.
- Any vehicle stationary for long periods of time.
- Unusual delivery vehicles; and
- Suspicious or unattended packages, devices, baggage, suitcases.

Identifying and Responding to Suspicious People

Only approach or question a suspicious person if you feel comfortable. If you feel uncomfortable or threatened, seek assistance.

Ask the person questions, such as:

- May I help you with anything?
- May I see some identification?
- Who are you visiting?
- What is the purpose of your visit?

If the person refuses to answer or respond to your questions or does not answer the questions to your satisfaction, attempt to escort them to a public area and notify dispatch.

Avoid using a "rough" approach, being aggressive, confrontational, abusive, or offensive. Avoid detaining or getting physical with the suspect.

Make sure to note individuals' original location. Focus on their behavior and physical characteristics and keep them in your sight until law enforcement arrives.

If suspicious person is no longer visible, note the last known direction headed. If they are seen in a vehicle, be ready to give description of vehicle, license plates, any stickers, or logos. When reporting individual(s), note the following characteristics:

- Head-eyes, ears, hair, mouth, nose, forehead, cheeks, chin, complexion, and if wearing any jewelry, clothing, hats.
- Body-neck, arms, chest, stomach, shirt/blouse/dress, coat, accessories, tattoos, scars, and/or birthmarks.
- Legs-pants, skirt, belt, feet, socks, shoes.
- Overall appearance-height, weight, gender, age.

Security Starts With You as the Bus Driver

Surrounding Awareness

Vehicle Inspections and Area Observations

Pre-Trip and Post-Trip inspections that reveal the following may suggest the need for further attention:

- New marks or noticeable force of entry into vehicle.
- Unusual foreign item(s) attached to vehicle; and/or
- Opened or disturbed compartments/cabinets.

Transportation Department recommends checking the following areas for suspicious packages, devices, substances, unattended baggage, briefcases, etc.

- A. Floors
- B. Below seats
- C. Driver's area
- D. Steps
- E. Wheelchair lifts, if equipped
- F. Lights
- G. Wheel wells
- H. Engine compartments
- I. Exhaust system
- J. Fuel and air tanks
- K. Back/side emergency exit door(s)

J. Fuel and air tanks **B. Below seats** **A. Floor** **D. Steps** **G. Wheel wells**



C. Drivers Area

I. Exhaust system **K. Back/side emergency door**



F. Lights **H. Engine compartments**

