

Shoreline Schools - Emergency Procedures

Field Trip Emergency

SCHOOL RESOURCES

- School Emergency Plan

COMMUNITY RESOURCES

- Fire Department/EMS
- Law Enforcement

RESPONSE ACTIONS

1. Determine the nature of the emergency and the number of staff, students and others affected.
2. Call 9-9-1-1 if necessary.
3. Render first aid if necessary.
4. Advise the appropriate supervisor of the incident; i.e. Building Principal, Transportation Director and Transportation Dispatch.
5. Notify Superintendent's Office.
6. Complete Incident Reporting Form.
7. Document all events, noting time, date, severity of injuries, names of injured persons, witnesses and emergency personnel, etc. Provide an incident report form to the school district as soon as possible.
8. Contact parents of injured students, consistent with Medical Emergency Procedure.

RELATED RESPONSE EMERGENCIES

Type of Emergency:

- Medical Emergency
- Multiple Casualty Incident
- School Bus Accident
- Vehicle Accident (other than a bus)