

School Bus Accident – With Injuries

1. Verify the report with police and the school division Transportation Coordinator.
2. Determine who was injured, the extent of the injuries and hospitals where students have been transported.
3. Convene Crisis Response Team and enact School Crisis Plan.
4. Inform Superintendent.
5. Send appropriate staff member to hospital(s) where students have been taken.
6. For students who have been taken to hospital – notify parents or guardians of accident victim(s) and the hospital where student was taken. Advise as to staff member present.
7. Contact parents of uninjured students to inform them of the accident and the arrangements for transportation.
8. Prepare a statement for the media and a fact sheet to respond to telephone inquiries.
9. The school counsellor, in consultation with administration and appropriate staff members, will assess the needs of friends and classmates of the injured and will ensure that the necessary supports are available.
10. Debrief School Team and plan any required follow up.