

H-21 BUS EMERGENCY PROCEDURES

- 1) **REMAIN CALM:** Your response or reaction to illness, injury and trauma will affect a child’s ability to cooperate. All incidents should be handled calmly and quietly. A panicked child is more likely to cause difficulty for care givers providing first aid or treatment and may lead to further trauma. In all cases, the Bus Driver will remain with the children and not leave them unattended.
- 2) **SURVEY SCENE FOR SAFETY:** When a child is injured, ensure the environment is safe to proceed to child without causing additional harm to self or others. Ensure other children and adults who are not directly involved with providing care are not allowed to stand about and impede the progress of care provided. Ensure the environment is safe and free from other potential hazards. (If environment remains unsafe to provide first aid care, call 911 or local emergency medical services telephone number for assistance.)
- 3) **CHECK FOR “LIFE THREATENING” EMERGENCIES** such as; loss of consciousness, lack of breathing, weak or absent pulse, shock or severe bleeding and/or physical trauma.
- 4) **PROVIDE APPROPRIATE FIRST AID CARE.** Do not move a severely injured child unless the environment becomes unsafe or life threatening to the child.
- 5) **IF CHILD HAS ANY “LIFE THREATENING” CONDITIONS, CALL 911 OR THE LOCAL EMERGENCY SERVICES TELEPHONE NUMBER IMMEDIATELY AND CONTINUE TO PROVIDE CARE.**

Call the Oregon Poison Control Center at 1-800-222-1222, if the child has been poisoned.

Call the local “emergency room” or hospital general information telephone number listed below if uncertain whether the situation constitutes a “life threatening” emergency:

John Day/Prairie City	Blue Mountain Memorial Hospital	541-575-1311
Wallowa/Enterprise	Enterprise/Wallowa Memorial Hospital	541-426-3111
Milton-Freewater	Walla Walla General Hospital	509-525-0480
Pilot Rock	St Anthony’s Hospital	541-276-5121
Pendleton	St. Anthony’s Hospital	541-276-5121
Hermiston/Umatilla	Good Shepard Hospital	541-667-3400
Irrigon/Boardman	Good Shepard Hospital	541-667-3400

- 6) If child’s injuries are “life threatening”, **CONTACT PARENTS or GUARDIAN IMMEDIATELY**, explain the situation and inform them to meet their child at the Head Start center before EMS arrives or at the appropriate, local hospital Emergency Room.
- 7) If child’s injuries are “life threatening”, **COLLECT THE CHILD’S “EMERGENCY NOTIFICATION AND BUS POLICY” FORM** and provide this document to Emergency Medical Services (EMS) personnel when they arrive.
- 8) After emergency medical services system has been activated and parents have been notified, **CONTACT HUMAN RESOURCES DIRECTOR** at 1-541-564-6878 and report the incident. (The Human Resources Director must be notified of any incident that requires or may be anticipated to require professional medical intervention.)
- 9) Ask other witnesses of the event to report what happened and **COMPLETE THE UMATILLA-MORROW HEAD START – INCIDENT REPORT FORM**. Staff completing the incident report form must do so before the end of their regular duty shift. Staff will file the white copy of the completed incident report form in the child’s file, provide parents with the yellow copy and send the pink copy to the Human Resources Director for review.