

West Orange-Cove CISD



Emergency Operations Plan & Resource Guide

Transportation Department

2000 Western Ave
Orange, Texas 77630

Document: May 4, 2020

Mission Statement:

To provide safe, fast and efficient transportation of students and school personnel away from an emergency or crises at any time of day under any conditions.

Goals:

- Establish and maintain all the information, job assignments, routing and contact lists required to complete the mission.
- Establish team captains, team leaders and team members. Have each team leader and team member prepared and relay at a moment's notice to activate and carry out the plan including being able to cover the duties of any team leader or member not in place.
- Be prepared to quickly and accurately communicate with all parties, including police and school officials, about WOCCISD Transportation prepared to do and incorporate Special Needs into the plan.
- Be prepared to quickly evaluate any requested evacuation and modify the plan to fit the specific situation.

1. Safety Procedures

Emergency Response Team

Team Job Assignments

<u>Name</u>	<u>Title</u>	<u>Phone</u>	<u>Assignment</u>
Manuel Vera	Director	281-733-4730	Team Captain Get crises packet, contact co-leaders; distribute information from packet to proper individuals. Prepare for on-site supervision including Special Ed.
Patricia Spears	Secretary	409-330-1239	Team Leader Telephone drivers and Schools
Higinio Gonzalez	Shop Supervisor	409-363-9389	Alternate Captain Log & distribute keys to drivers. Log units exiting lot. Take student roster at staging area.
Joyce Perry	Trainer	409-998-4667	Alternate Team Leader Telephone drivers and Schools

EMERGENCY CAMPUS EVACUATION COUNTS Form

April 23, 2020

School: _____

BUSES NEEDED

Regular Buses Needed: _____ (Capacity/bus - 60 passengers)

Special Ed Buses Needed: _____ Reg or WC (Capacity/bus - 8 passengers & 2 wheel chairs)

Students Counts: _____

Wheelchair Counts: _____

Staff Counts: _____

Parents/Volunteers Counts: _____

Total Counts: _____

Contact Persons Information

NAMES:

PHONE #'S

Principal: _____

Cell: _____

Ph.: _____

Assist. Prin.: _____

Cell: _____

Ph.: _____

Assist. Prin.: _____

Cell: _____

Ph.: _____

Assist. Prin.: _____

Cell: _____

Ph.: _____

Secretary: _____

Cell: _____

Ph.: _____

PLANNING FOR INCIDENTS INVOLVING VIOLENCE

Planning for school violence has been near the top of all administrators concerns for several years. Preparing transportation staff to act in a crisis situation.

Training

- Determine the type of violent acts to which our transportation is most susceptible is important.
- Identify special planning considerations for incidents involving violent acts
- Describe steps you can take to prepare for violent acts.

Successful Short-Term Measures

One of the most important steps of prevention was to LISTEN CAREFULLY & OBSERVE students actions. **(This has been one of our most successful tools in prevention)**

Conducting awareness training that includes identifying;

Signs of violent activities

Potential threats and vulnerabilities

Raise awareness among school officials and students

PRETRIP VEHICLE INSPECTION PROCEDURES

Prior to driving any bus, the operator is required to perform a thorough pre-trip check whether manually or electronically. As the person in charge, YOU, the bus driver, have the ultimate responsibility to ensure that you are operating a safe, mechanically defect-free vehicle. As a CDL School Bus Driver you are required by District and department policy, ***as well as federal regulation*** to perform a thorough pre trip inspection ***each time before you drive your bus.***

Pre-Trip Inspection:

As you approach the vehicle, take a good overall look at the bus.

Check for oil, fuel, water/antifreeze or transmission fluid leaks.

1. Inside Bus Check (First)

a. Check Emergency Equipment (any Loose equipment should be secured)

1. Reflectors (3)
2. Fire Extinguisher (Charged, Secure, Inspection Tag Current)
3. Body Spills Cleanup Kit
4. First Aid Kit (check contents at least weekly)



ACCIDENT PREVENTABILITY GUIDE

*It is impossible to describe in detail the many ways a driver might prevent an accident **without** being primarily or legally responsible. The paragraphs of this guide merely emphasize the **most frequent occurrences** based on National Safety Council guidelines.*

1. PREVENTABLE ACCIDENT

A **preventable accident** is any occurrence involving a district-owned or operated vehicle which results in property damage and/or personal injury, regardless of who was injured, what property was damaged, to what extent, or where it occurred, in which the driver in question failed to do everything he reasonably could have done to prevent the occurrence. A **defensive driver** is one who commits no driving errors **himself** and makes allowances for the lack of skill or improper driving practices of the **other** motorists.

A **defensive driver** adjusts his/her own driving to compensate for unusual weather, road or traffic conditions, and is not tricked into an accident by the unsafe actions or pedestrians and other drivers. By being alert to accident-inducing situations, he/she recognizes the need for preventable action in advance and takes the necessary precautions to prevent the accident. As a **defensive driver**, he/she knows when it is necessary to slow down, stop, or yield the right-of-way to avoid involvement.

BUS ACCIDENTS OR EMERGENCY SITUATIONS - DRIVER

Instructions

Remain Calm - Secure Vehicle

Survey all individuals involved in the accident for extent of injury

Determine if Evacuation is needed.

Notify Dispatch (advice of accident and injuries)

Pull Accident Emergency Kit

Bus Accident Seating Chart

Driver Accident Report

Witness Information Card

Emergency Contact Numbers

Call Information Cards for Parents/Guardians about incident

Ink Pen

Have seating chart available

Only answer Officers Questions **Do Not Admit Fault of Volunteer Judgement**

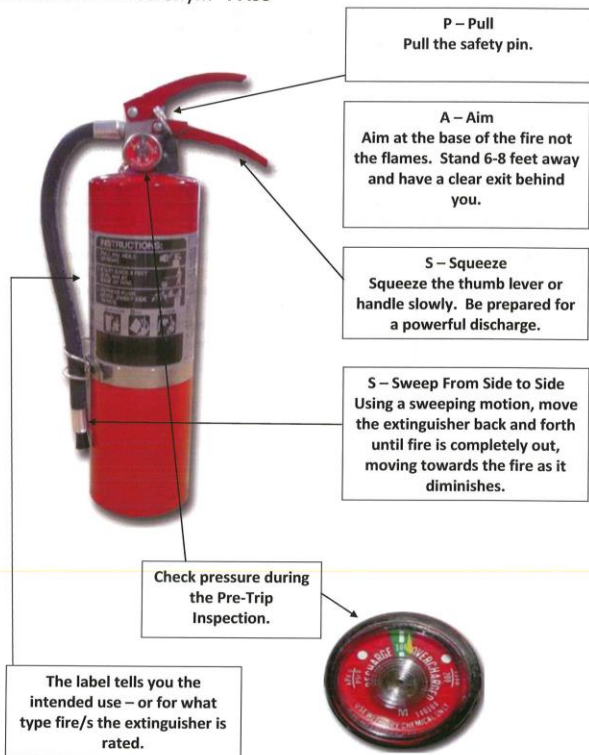
Students and employees may not leave the site unless released by a District Administrator after the investigation is completed.

Notify Dispatch when the scene is clear – Ask for the Officer’s card

HOW TO USE A FIRE EXTINGUISHER

How to Use a Fire Extinguisher

Remember the acronym “PASS”



The diagram shows a red fire extinguisher with a black hose and handle. A pressure gauge is shown below it. Callout boxes provide instructions for each step of the PASS acronym and additional safety information.

- P – Pull**
Pull the safety pin.
- A – Aim**
Aim at the base of the fire not the flames. Stand 6-8 feet away and have a clear exit behind you.
- S – Squeeze**
Squeeze the thumb lever or handle slowly. Be prepared for a powerful discharge.
- S – Sweep From Side to Side**
Using a sweeping motion, move the extinguisher back and forth until fire is completely out, moving towards the fire as it diminishes.

Check pressure during the Pre-Trip Inspection.

The label tells you the intended use – or for what type fire/s the extinguisher is rated.

A typical fire extinguisher contains 10 seconds of extinguishing power. This could be less if it has already been partially discharged. Always read the instructions that come with the fire extinguisher beforehand and become familiarized with its parts. It is highly recommended by fire prevention experts that you get hands-on training before operating a fire extinguisher. Most local fire departments offer this service.

Once the fire is out, don't walk away! Watch the area for a few minutes in case it re-ignites. Recharge the extinguisher immediately after use.

- **Class A** fires are ordinary materials like burning paper, lumber, cardboard, plastics etc.
- **Class B** fires involve flammable or combustible liquids such as gasoline, kerosene, and common organic solvents used in the laboratory.
- **Class C** fires involve energized electrical equipment, such as appliances, switches, panel boxes, power tools, hot plates and stirrers. Water can be a dangerous extinguishing medium for class C fires because of the risk of electrical shock unless a specialized water mist extinguisher is used.
- **Class D** fires involve combustible metals, such as magnesium, titanium, potassium and sodium as well as pyrophoric organometallic reagents such as alkyllithiums, Grignards and diethylzinc. These materials burn at high temperatures and will react violently with water, air, and/or other chemicals. Handle with care!!
- **Class K** fires are kitchen fires. This class was added to the NFPA portable extinguishers Standard 10 in 1998. Kitchen extinguishers installed before June 30, 1998 are "grandfathered" into the standard

BUS EVACUATIONS

Occasionally, prevailing conditions will warrant the evacuation of students from a school bus. When the driver deems evacuation necessary, you should follow the procedure outlined in the Certification Course handbook, to prevent havoc and to minimize a dangerous situation.

Three Basic Types Of Evacuation:

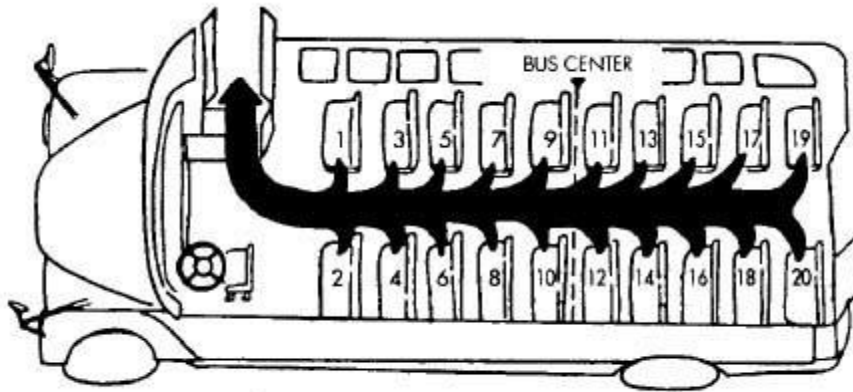
- I. **Front door:** Everyone evacuates the bus in an orderly manner through the front door to a designated leader assigned by the driver. The driver will physically check the bus after all students have exited for any passengers left on the bus.
- II. **Rear Door:** Everyone evacuates the bus in an orderly manner through the back of the bus to designated place by a designated leader assigned by the driver. Two students need to be assigned to aid the students in getting out of the back door. They should be picked beforehand and told what their duties will consist of.
- III. **Front and Rear Door:** Half of the students (first six rows of seats) will evacuate out of the front of the bus and half of the students (last six rows of seats) will evacuate out the back of the bus.

Alternate Emergency Evacuation Exit:

This would be a situation where the front and rear doors were blocked or unsafe to go through. The students would need to evacuate from the emergency window or escape hatch.

Do not allow students to exit out of the back door unless it is an emergency!

This would only occur if there were a major accident. The students would need assistance from you and persons on the scene. Although this is unlikely to occur, this is why you need to know where all your emergency exits are and how they operate



PRE COVID-19 STOCKPILE

Each of us has an obligation to ourselves, our families and all our stakeholders in our district to prepared for situation that could create disruptions in our daily lives.

Had meeting with all staff prior to leaving for Spring Break to show them a bag of supplies for cleaning supplies and sanitizing products. The Point of Dispensing (POD) was going to be at Transportation when they would come back.

I would provide updates and reports as required and provide more information to oversee safety and health concerns for students and staff.

Supplies are always provide year-round.

