

Standish-Sterling Community School District  
Standish, Michigan 48658

Administrative Procedure

Re: Bus Radio Use During Emergency Situation

Rationale

It is important that communication during an emergency follows an organized procedure. Accurate information must be available so that the necessary arrangements may be made.

General Procedures

In the event that an emergency exists, the employee should:

1. Give the exact location and number of the bus involved.
2. Explain extent of injury, if any, and the type of assistance needed (Ambulance, Fire, Police).
3. All other drivers should restrict use of radios during an emergency situations, so that the channel may remain open.
4. Reevaluate the situation and notify school officials as soon as possible.

Though the situation is stressful, the employee should attempt to remain calm and in control. Generally, prompt action taken at the beginning of an emergency situation will mitigate the impact on the individual and facilitate handling the situation. As is the normal policy, in non-emergency situations the use of bus radios will be confined to school business.

This procedure is effective December 20, 1987.

Claude L. Inch, Superintendent of Schools

PRC:EEACE