
	STANDARD OPERATING GUIDELINE			
	OPERATIONS			
	SCHOOL BUS ACCIDENTS			
	Effective: 01/Oct/99	Revised: 28/Dec/2020	S.O.G. #: O-331	

1.0 Objective



- 1.1 The purpose of this guideline is to establish the procedure for handling vehicle accident involving school buses with children “on-board”. This guideline is to be implemented in conjunction with the Highland Park Hospital EMS System Policies and Procedures governing Multiple Patient Management Plan, and is consistent with Highland Park Hospital EMS System Policy titled “School Bus Accidents.”

2.0 Responsibility

- 2.1 It is the responsibility of all Department personnel to understand the procedures documented in this Standard Operating Guideline.

3.0 Procedure

- 3.1 On every vehicle accident involving a bus with children “on-board”, the Highland Park Fire Department shall be dispatched, and will respond pursuant to SOG’s R-401 and R-402.
- 3.2 Upon arrival, personnel shall determine the category of the accident and identify such to the dispatcher and other responders. In addition, personnel shall provide information regarding which school district’s bus is involved. Accidents shall be categorized according to the following:
- 3.2.1 **Category A Bus Accident – significant injuries are present in one or more children or there is a documented mechanism of injury** that can reasonably be expected to cause significant injuries.
- 3.2.2 **Category B Bus Accident** – minor injuries are present in one or more children or there is a documented mechanism of injury that could reasonably be expected to cause significant injuries. Uninjured children may also be present.
- 3.2.3 **Category C Bus Accident** – no injuries are present in any children and no obvious mechanism of injury is present.
- 3.3 The Highland Park Dispatcher will contact authorized school officials to respond to the scene as requested by personnel on the scene. If a teacher or coach is on the bus, they are to serve as the authorized school representative.
- 3.4 Other injured patients are to be treated and transported as required.
- 3.5 All children involved in a Category A accident shall be transported to the hospital(s), utilizing MCI procedures as necessary (triage, HEOC activation, EMS Box Alarm, Etc.).
- 3.6 If doing so does not present a hazard or increase the risk, triage will be accomplished with students remaining in their seats on the bus.
- 3.7 If the incident is determined to be within Categories B or C, Medical Control shall be advised of the situation, with details explained. Medical Control will be advised that paramedics have determined the accident to be of Category B or C. The physician at Medical Control must approve the discharge of uninjured children to the custody of the school district or to a parent/legal guardian
- 3.8 Documentation of uninjured children that are being released will be accomplished on the 4-copy “Bus Accident Student Log and Release Form.” As many pages as necessary will be utilized to document all students. All incident information shall be completed at the top of the form, as well as the signature section at the bottom of all used pages.
- 3.8.1 Paramedics may enter each student’s name and seat number initially. Obtaining of student’s addresses and phone numbers may be completed later by the school district or police department.
- 3.9 Un-injured students may be released to authorized representatives of the school district or parents/legal guardian after the appropriate signature is obtained.
- 3.10 Personnel shall distribute copies of the release according to the instructions on the form.

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4.0 Participation

4.1 At this time, only School Districts #112 and #113 in Highland Park have designated authorized representatives who may take custody of the children, and dispatchers have been provided with the access phone numbers for these personnel. Other school districts may also be participating in this program and have authorized representatives. Personnel will have to attempt to authenticate authorization from other school districts while on the scene (either via ID, Contact with the other school districts, or other means).

5.0 Incident Reporting

5.1 Upon return to quarters, personnel will complete the standard NFIRS report for a vehicle accident, and will also complete an EMS report for each student transported. Multiple releases can be noted on one report, or can be included in the remarks section of the report for a transported patient. The “Bus Accident Student Log and Release Form” shall be attached to the report for submission.

6.0 Reference

- 6.1 Highland Park Fire Department
- 6.2 Highland Park School Districts #112 and #113

Approved:  Fire Chief