



**M04 302**

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<b>Transportation Emergency Plan</b>		1 of 2
<b>Transportation - Safety</b>		<b>Date</b> Feb 7 <sup>th</sup> , 2012
		<b>Revised</b>
<b>Policy</b>	<p>The East of Thunder Bay Transportation Consortium will implement a Transportation Emergency Plan when circumstances prevent the East of Thunder Bay Transportation Consortium from transporting students home.</p>	
<b>Operational Procedure</b>	<p>The following are examples of situation that may prevent a school bus from transporting students:</p> <ul style="list-style-type: none"> <li>• Road closures due to accidents or conditions where rerouting is not available;</li> <li>• Situations involving police evacuations, school or area lock downs, volatile situations, etc.</li> </ul> <p>The East of Thunder Bay Transportation Consortium will follow the procedures listed below:</p> <ol style="list-style-type: none"> <li>1. The Transportation Coordinator will deal with all urgent calls.</li> <li>2. The Transportation Coordinator will obtain the following information before making informed decisions. <ul style="list-style-type: none"> <li>✓ Specific location</li> <li>✓ Duration of closure</li> <li>✓ Reason for closure</li> <li>✓ Contact person and emergency contact numbers for the duration of emergency</li> </ul> </li> </ol>	

	<p>The Ontario Provincial Police, Regional Police or Municipality staff may need to be contacted in order to acquire this information. The East of Thunder Bay Transportation Consortium will identify all affected schools.</p> <ol style="list-style-type: none"><li>3. School and school board officials, along with any purchasing of services members such as First Nations, will be contacted where applicable.</li><li>4. The East of Thunder Bay Transportation Consortium will communicate with the bus companies and will inform them that drivers are on stand by. Bus companies' officials will confirm if other buses are impacted by this situation.</li><li>5. A decision to transport students to one specific holding location or to keep students at their respective schools will be made after consultation with school and school board officials.</li><li>6. In the event that the situation involves more than one school, it is recommended that a representative from each school attend to their students at the holding site.</li><li>7. The Transportation Coordinator will contact the school boards' communication contact person to update them of the situation.</li><li>8. Lists of affected students will be printed by either the East of Thunder Bay Transportation Consortium or the school officials. The schools will identify students with special needs i.e. diabetes, EpiPen, etc. that may need extra care during this event. Parents of these students will be contacted for alternate arrangements where possible.</li><li>9. School officials will communicate with the parents to inform them of the situation. The East of Thunder Bay Transportation Consortium may provide assistance when necessary.</li></ol>
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