

Weather conditions may occur which could necessitate the cancellation or delay of school bus routes, school athletic, extracurricular activities, or field trips. This document provides suggested safety protocols and procedures in severe weather events. While each situation will be different and could have many parts, the bus driver, coach, teacher and/or advisor will need to stay focused on their responsibilities and work towards providing a safe environment for all passengers/students regardless of their involvement in the emergency.

Bus drivers, coaches, teachers and/or advisors are empowered to deviate from the actions described in this plan whenever doing so is reasonably likely to reduce the risk of injury or death. During any emergency situation, part of our job is to remain calm and help students do the same.

Best practice suggestions:

- Each school bus carries an up-to-date roster of passengers, whether the function is a daily route, activity/field trip, or athletic event (by driver, teacher, coach, or advisor).
- Each school bus carries an up-to-date contact list for school officials consisting of telephone numbers (landline and mobile).
- On activity, field or athletic trips, all passengers (students, adults, teachers, coaches, chaperones, etc.) are advised of the following: the school bus emergency exit locations and their operation. (e.g., service door, push out windows, side and rear emergency doors, and roof hatches). This should be done as part of initial trips taken by teams/groups.
- The school bus driver should demonstrate the operation of each type of exit, the location of first aid kit, and other emergency materials/supplies, the location and operation of the bus two-way radio or other communication equipment, if equipped.
- Prior to the threat of severe weather, it is the responsibility of the bus driver (& other involved adults) to:
 - Be thoroughly familiar with all roads adjoining their route in the event they are needed to seek shelter.
 - For athletic, extracurricular activities, and field trips, the school bus driver should have a map available to determine alternate routes to safety that includes pre-determined shelter options (buildings, schools, businesses, homes) along various parts of the route should evacuation be necessary.
 - Know the difference between a watch and a warning, and know the current conditions. A “watch” means severe weather is possible in your area; remain alert for approaching storms. A “warning” means severe weather has been sighted or indicated by weather radar.
 - When a watch or warning is issued, a school bus driver should be prepared for a sudden change in weather conditions and be alert for the appearance of violent weather.
 - When a warning is issued, a school bus driver should promptly seek shelter for the passengers.
 - If the warning is announced at or near the dismissal of the school day or activity/athletic event, students are to remain in a designated safe area until the warning expires.
 - If the warning is announced while en route, the school bus driver should seek shelter to a building closest to their current location, depending on the immediacy of the severe weather threat.
 - Once en route (daily route or other trip), the school district transportation and athletic departments should have a means to communicate information to the bus driver.

Best practice suggestions (continued):

- If caught in the direct path of a tornado or one is sighted and pre-identified shelter is not accessible, the school bus driver is to:
 - Stop and evacuate the passengers.
 - Do not attempt to outrun the tornado.
 - Do not remain on the school bus.
 - Use bus radio or cell phone to advise the school district transportation department of your bus number and location.
 - Seek safety in a below ground level area, such as a ditch, ravine, or depression in a location that is away from the bus and where practical on the side of the road without power lines, utility poles, trees, etc.
 - Do not use above ground locations for shelter (road or bridge overpasses).
 - Instruct passengers to lie flat, face first and to protect their head by using a jacket, other clothing, or their hands and arms. Advise passengers to not sneak a peek at the tornado/severe weather.
- After the emergency, you should do the following: Account for all passengers, check for injuries, provide first aid, and obtain medical attention, if needed.
- Before leaving a shelter or the immediate area (if out in the open), the bus driver should monitor the local sky for a few minutes in the direction of the tornado/severe weather.
- Be alert for continued storm activity, downed power lines, ruptured gas lines, or structural damage to trees, buildings, roads and bridges.
- Establish communication with the school district transportation department and determine the next steps to take with the students.

Summary Actions

Use this three-step process to help guide your response:

1. **Assess the Situation:** Circumstances, Type of Emergency, Severity or Risk Level
2. **Make a Plan:** Decide to Continue with Caution, Modify Route, Take Shelter or Evacuate
3. **Take Action:** Follow emergency protocols indicated in this plan

Bus drivers, coaches, teachers and/or advisors are empowered to deviate from the actions described in the Severe Weather & School Transportation Plan whenever doing so is reasonably likely to reduce the risk of injury or death. During any emergency situation, part of our job is to remain calm and help students do the same. In the event of an emergency stop or delay, when safe to do so, please make contact with at least one of the following:

- **Athletics and Activities:** Coach/Advisor should contact Athletic Department or school principal. The bus driver should contact the Transportation Company. When safe, students should contact parents to let them know status.
- **Field Trip:** Teacher/chaperone should contact school principal or the front office. The bus driver should contact the Transportation Company. School administrators should determine the best way to communicate information to parents.
- **Regular routes:** Transportation Company and school principal

Weather conditions may occur, which could necessitate the cancellation or delay of school bus routes, school athletic, extracurricular activities, or field trips. Bus drivers, coaches, teachers and/or advisors are empowered to deviate from the actions described in the Severe Weather & School Transportation Plan whenever doing so is reasonably likely to reduce the risk of injury or death. During any emergency situation, part of our job is to remain calm and help students do the same.

Use this three-step process to help guide your response:

- 1. Assess the Situation: Circumstances, Type of Emergency, Severity or Risk Level**
- 2. Make a Plan: Decide to Continue with Caution, Modify Route, Take Shelter or Evacuate**
- 3. Take Action: Follow emergency protocols indicated in this plan.**

In the event of an emergency stop or delay, when safe to do so, please make contact with at least one of the following:

- **Athletics and Activities: Coach/Advisor should contact Athletic Department or school principal. The bus driver should contact the Transportation Company. When safe, students should contact parents to let them know status.**
- **Field Trip: Teacher/chaperone should contact school principal or the front office. The bus driver should contact the Transportation Company. School administrators should determine the best way to communicate information to parents.**
- **Regular routes: Transportation Company and school principal**



Shakopee Public Schools Transportation Department | 952-960-4972 (o) | 763-267-8298 (c)

Director of Finance and Operations Jeff Priess | 952-496-5011 (o) | 651-357-5148 (c)

Superintendent Dr. Mike Redmond | 952-496-5002 (o) | 651-231-2920 (c)

Temporary Assistant Superintendent Dave Orłowsky | 952-697-8702 (o) | 763-913-2238 (c)

Palmer Bus Company | Transportation Company | 952-445-1166 (o)

CSTMN | Transportation Company | 612-808-8868 (o)

Athletics & Activities Director Matt Hanson | 952-496-5170 (o) | 612-518-5026 (c)

Athletics & Activities Admin Assistant Crissy Shoemaker | 952-496-5171 (o) | 952-380-8705 (c)

Shakopee High School | 952-496-5152 | Principal Jeff Pawlicki | 612-590-1237 (c)

Tokata Learning Center | 952-496-5982 | Principal Eric Serbus | 952-300-0560 (c)

Shakopee West Middle School | 952-496-5752 | Principal Lori Link | 651-485-0129 (c)

Shakopee East Middle School | 952-496-5702 | Principal Jim Miklausich | 612-242-6261 (c)

Sun Path Elementary | 952-496-5892 | Principal Patrick Leonard | 952-240-9674 (c)

Eagle Creek Elementary | 952-496-5922 | Principal Josie Koivisto | 320-266-5430 (c)

Red Oak Elementary | 952-496-5952 | Principal Mitch Perrine | 612-419-7095 (c)

Jackson Elementary | 952-496-5802 | Principal Kevin Bjerken | 612-978-3120 (c)

Sweeney Elementary | 952-496-5832 | Principal Derek Bell | 612-205-0007 (c)

Central Family Center | 952-496-5054 | Principal Kristi Ward | 952-393-9094 (c)