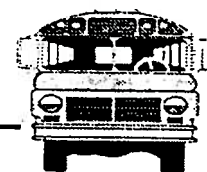




# Memo

Lincoln Public Schools

Transportation, 2200 Park Boulevard, Lincoln, NE 68502 (402) 436-1073



Date: July 14, 2004

To: Building Principals and Program Directors

From: Bill McCoy, <sup>BM</sup> Director of Operations  
Sue Wright, <sup>SW</sup> Risk Management Specialist

Re: Transportation Policy Changes/Bus Evacuation/Driver Certification

Last May each of you should have received a packet of materials detailing several changes in LPS pupil transportation policies and procedures. These changes were necessitated by revisions made to Nebraska Department of Education Rules 91 & 92. Rules 91 & 92 govern pupil transportation in the State of Nebraska. Changes in transportation policies and procedures were discussed and approved by the board of education at its June 22, 2004 school board meeting. This memorandum serves to highlight the key parts of these changes.

## SAFE PUPIL TRANSPORTATION PLAN

- Rule 91 requires each school district in the State of Nebraska to have a Safe Pupil Transportation Plan. The attached 3 page document was adopted as new policy 3770 by the school board in June 2004. This plan outlines emergency response procedures to be followed by transportation personnel. A copy of this plan should be maintained in your school's main office. A copy will also be placed on each pupil transportation vehicle owned and operated by the school district.

## STUDENT BEHAVIOR ON BUSES

- Revisions to Lincoln Public School policies 3310 & 5410 were adopted by the board to address animals and "Look a like weapons" or equipment that might pose a safety hazard. Pupil transportation vehicles shall not transport any items, animals, materials, weapons or look-a-like weapons, or equipment which in any way would endanger the lives, health, or safety of the children, and other passengers. Drafts of these policy revisions were given to you last May.

## EMERGENCY EVACUATION/SCHOOL BUS REPRESENTATIVES

- Rule 91 specifies that a "School bus representative" (school student) be appointed on each bus to assist in emergency evacuations. This is only in the rare event the bus driver becomes incapacitated (unconscious) due to accident, or unforeseen medical emergency.
- In order to comply with this rule, we are recommending that within the first couple of weeks of each school year, all bus drivers make a recommendation of one or two students on their bus they feel capable of assisting in this scenario. The names of those students will be forwarded to the principal whom in turn will contact the parents to inquire about their willingness to allow their student to serve in this capacity. The principal would then need to get written authorization from the parent. As previously discussed, it was felt the authorization could be incorporated into one of your schools existing parental authorization request forms.

## EVACUATION DRILLS

- Rule 91 requires that all students be given an opportunity to participate in evacuation drills. Currently all regular bus route students and field trip students are given this

opportunity. Regular LPS bus riders receive emergency evacuation training twice per year as per NDE guidelines. Field Trip riders also receive evacuation orientation each time they ride on the school bus. These practices are required by State law and will continue.

- In order to comply with the revision to the rule requiring all students be given an opportunity to participate in evacuation drills, we are proposing to schedule an "Emergency Evacuation Procedures Open House". This open house would be scheduled annually and be held in conjunction with National School Bus Safety Week during the month of October. I have attached for your review and suggestions a "Draft" memorandum and flyer, announcing the evacuation open house in October. According to legal counsel, as long as we extend an invitation to students to have an opportunity to participate, we have met the criteria of the law. (Please review the attached draft and let me know if there are any changes you would like to see made no later than August 1, 2004).

#### **DRIVER QUALIFICATION REQUIREMENTS**

- Rule 91 requires each school district define what is considered a safe driving record. The School Board adopted the attached "Safe Driving Record for Drivers" policy 3760 in June. This policy sets forth the satisfactory driving record for those who are required to have a pupil transportation vehicle operator's permit. The Safe Driving Records policy also applies to those who drive students for the district (such as in small vehicles owned by the district) or who drive school owned vehicles as part of their normal assigned job duties. Each of these persons is required to sign a "Drivers Certification" form attesting to their driving history.
- **Activity Drivers** (For example: coaches or teachers transporting school students in a **school owned or contracted vehicle**) are not required to have school bus permit however, they will be required to complete the "Drivers Certification for Use of District Vehicles or Transportation of Students" form (See Attached). Completed forms are to be sent to Sue Wright at LPSDO. You also need to give activity drivers the attached handouts entitled **BASIC FIRST AID and EMERGENCY EVACUATION PROCEDURES**. These documents will be kept in each school owned vehicle.
- **Principals and teachers** transporting students in their personal vehicles are only required to show evidence of driver's license and proof of insurance **at the building level**.
- **Parents driving students in non school owned or contracted vehicles must show drivers license and proof of insurance at the building level**. These individuals are also to be supplied with the basic first aid and emergency evacuation procedure handouts. **Please have parents complete the attached form entitled "Personal use on Trip with Students**. This form is the same form as you have been instructed to use in the past. Completed forms are to remain at the building.

#### **SIGNAGE ON SMALL VEHICLES**

- Rule 92 requires all small vehicles be equipped with "SCHOOL STUDENTS" signage. **This applies to all vehicles owned and contracted for use by the district. It does not apply to school employees or parents personal vehicles which may occasional be used to transport students on for example, a field trip.**
- LPS currently owns approximately 7 vehicles (cars or vans) that will have permanent signage affixed to them.
- A total of 120 sets of magnetic signs have been purchased by the transportation department and will be distributed to buildings in various quantities. The signs will need to be maintained in either the school's main office or athletic director's office. Signs must be affixed to each and every vehicle the school leases for transporting school students. One sign must be affixed to the front and one sign on the rear of each leased vehicle. Lost or stolen signs will be replaced by the school or department at their expense. A "Flexible Magnet Sign Care" sheet has been included in your packet.
- Due to the difficulty in sending the signs through the school mail, we are requesting that you send a representative to pick them up at the transportation center, 2200 Park Blvd. In the case of elementary schools, most will only receive one set of signs, while the secondary schools will receive several.

### **Clarification on Use of Vans by School Districts:**

Are vans legal student transportation vehicles?

According to the Nebraska Department of Education, the answer is "Yes", however the capacity of the van cannot exceed 10 passengers not including the driver. The total number that a van can carry is 11 --- 10 passengers plus the driver.

A vehicle used for transporting students with a capacity of more than 11 (including the driver) must comply with school bus safety standards.

What is a "non-conforming" vehicle?

Vans used to transport students are considered "non-conforming vehicles" when these vehicles do not comply with school bus safety standards. For example, some of the safety standards required for school buses are reinforced side panels and roof, push-out windows, roof hatches, emergency exits, flashing safety lights, and stop arms.

A vehicle used for transporting students with a capacity of more than 11 (including the driver) must comply with the school bus safety standards listed above. For more information, contact Janice Eret at 402/471-2248 or Russ Inbody at 402/471-4320.

### **Add to Handbooks**

We suggest you add the following to your handbooks:

Transportation in other than school district owned vehicles is not considered school district authorized transportation.

Please do not hesitate to contact us if you have any questions. Thanks for your assistance.

P:bmccoy/transportation/memoprincipals91&92final

Dennis Van Horn  
Marilyn Moore  
Fred Craigie  
Nancy Biggs  
Karen Hand  
Randy Snell  
Scott Wieskamp

## BUSINESS

### Lincoln Public Schools Safe Pupil Transportation Plan

This Safe Pupil Transportation Plan sets forth the District's plan for providing safe transportation to students being transported in pupil transportation vehicles.

1. **Weapons** — Upon becoming aware of a weapon aboard a pupil transportation vehicle, the driver will make every attempt to:
  - A. Radio transportation dispatch and notify them of the situation *if possible*. If not possible, the driver will make every attempt to telephone dispatch from a cellular telephone or from the nearest safe haven location. Examples of a safe haven include, but are not limited to, any school building site, emergency service station (law enforcement or fire department), community service agencies, etc.
  - B. Pull vehicle over to safe and secure area.
  - C. Confiscate weapon (if it doesn't jeopardize student or driver safety).
  - D. Give description of weapon and participating parties to dispatch.
  - E. Dispatch will immediately notify appropriate law enforcement agencies and school administration.
  
2. **Pupil behavior** — Students are expected to follow student conduct rules while in a pupil transportation vehicle. The pupil transportation driver is responsible for controlling behavior which affects safety and for reporting rule violations to school administration. In the event a student's behavior jeopardizes safety, the driver will make every attempt to:
  - A. Radio transportation dispatch and notify them of situation *if possible*. If not possible, the driver will make every attempt to telephone dispatch from a cellular telephone or from the nearest safe haven location.
  - B. First seek to resolve incident through discussion with the student(s) involved.
  - C. Activate emergency flashers.
  - D. Bring vehicle to a safe stop. Seek to resolve the incident, using physical force only as necessary to protect students or yourself.
  - E. Report and document discipline problems to the school administrator on a Bus Conduct Report/Incident Form.
  
3. **Terrorist threats** — A person commits a terroristic threat if the person threatens to commit a crime of violence with the intent to terrorize another or with the intent of causing evacuation of a building, place of assembly or facility of public transportation or in reckless disregard of the risk of causing such terror or evacuation. Upon becoming aware of a terroristic threat relating to a pupil transportation vehicle, the driver will make every attempt to:

## BUSINESS

### Lincoln Public Schools Safe Pupil Transportation Plan (Continued)

- A. Radio transportation dispatch and notify them of situation *if possible*. If not possible, the driver will make every attempt to telephone dispatch from a cellular telephone or from the nearest safe haven location.
  - B. Make every attempt to keep passengers calm (this may mean complying with the terrorist).
  - C. Dispatch will immediately notify appropriate law enforcement agencies and school administration.
  - D. Driver should wait for instructions from dispatch *if possible*.
4. **Severe weather** — Upon becoming aware of severe weather while aboard a pupil transportation vehicle, the driver will make every attempt to:
- A. Radio transportation dispatch and notify them of situation *if possible*. If not possible, the driver will make every attempt to telephone dispatch from a cellular telephone or from the nearest safe haven location.
  - B. Return to the school if less than five minutes away and follow the directions of the school administrator.
  - C. If more than five minutes away from school, go to the nearest school and follow the directions of the school administrator.
  - D. If more than five minutes away from the nearest school or there is immediate danger, get to the nearest basement or underground shelter with all students.
  - E. If there is no shelter and there is immediate danger the driver and passengers are to follow evacuation procedures and get everyone off the vehicle into the nearest ditch or culvert at least 100 feet away from the vehicle.
5. **Hazardous materials** — Upon becoming aware of a hazardous material aboard a pupil transportation vehicle, the driver will make every attempt to:
- A. Radio transportation dispatch and notify them of situation *if possible*. If not possible, the driver will make every attempt to telephone dispatch from a cellular telephone or from the nearest safe haven location.
  - B. Pull vehicle over to safe and secure area.
  - C. Give description of hazardous materials in question to dispatch.
  - D. Dispatch will immediately notify appropriate law enforcement and school administration.
  - E. Driver should wait for instructions from dispatch *if possible*.

## BUSINESS

### Lincoln Public Schools Safe Pupil Transportation Plan (Continued)

6. **Medical emergencies-** Upon becoming aware of a medical emergency aboard a pupil transportation vehicle, the driver will make every attempt to:
  - A. Radio transportation dispatch and notify them of situation *if possible*. If not possible, the driver will make every attempt to telephone dispatch from a cellular telephone or from the nearest safe haven location.
  - B. Dispatch will immediately notify appropriate medical agencies and school administration.
  - C. Driver should follow instructions from dispatch, school officials, and parents when such information can be obtained quickly enough. If not available, follow emergency first aid procedures.
  - D. *Only if necessary*, the driver should move passengers only enough to get them out of danger of traffic or fire. If moved, the driver and aide are to keep them where placed until a medical agency arrives, unless a parent has taken charge of their child.
  - E. Driver should try to keep student passengers as calm as possible.
  
7. **Procedures in the event of mechanical breakdowns of the vehicle-** Upon becoming aware of a mechanical breakdown aboard a Pupil transportation vehicle, the driver will make every attempt to:
  - A. Pull vehicle over to safe and secure area *if possible*
  - B. Radio transportation dispatch and notify them of situation *if possible*. If not possible, the driver will make every attempt to telephone dispatch from a cellular telephone or from the nearest safe haven location.
  - C. Activate emergency flashers and place warning flares/reflectors in accordance with safety guidelines, if not in secure area.
  - D. Driver should try to keep student passengers as calm as possible.
  - E. Dispatch will arrange for assistance and a relief vehicle *if needed*.
  
8. **Documentation under Safe Pupil Transportation Plan.** Each pupil transportation driver is required to complete and submit to the school administration a bus conduct report or incident report involving the pupil transportation vehicle operated by the driver or any pupils transported in it. Documentation is to include the occurrence of any of the following events: weapons, student behavior which affects safety, terroristic threats, severe weather, hazardous materials, or medical emergencies. Documentation of such events shall be completed and submitted as soon as practicable after the incident.

**BUSINESS**

**Lincoln Public Schools Safe Pupil Transportation Plan (Continued)**

- 9. Transportation of Unsafe Items.** Drivers shall not permit pupil transportation vehicles to transport any items, animals, materials, weapons or look-a-like weapons or equipment which in any way would endanger the lives, health or safety of the children or other passengers and the driver. Look-a-like weapons associated with a school sponsored or approved activity may be transported only with written permission of a school administrator. Any times that would break or could produce injury if tossed about inside the pupil transportation vehicle when involved in an accident or sudden stop shall be secured.
- 10. Supplemental Information.** A copy of this plan shall be placed in each pupil transportation vehicle, kept at each school building, and made available upon request. Supplemental information with respect to operational and procedural guidelines used to administer this plan can be found in the District's safety and security plan adopted pursuant to 92 NAC10, the Lincoln Public Schools Transportation Employees Handbook as modified from time to time, and the Nebraska Department of Education Pupil Transportation Guide.

**Date of Adoption (or Last Revision):**

**6-22-2004**

**Related Policies and Regulations:**

**Legal Reference:**

**Neb. Rev. Stat. sections 79-318,  
79-602, 79-607 and 79-608;  
Title 92, Nebraska  
Administrative Code,  
Chapter 91.**

## BUSINESS

### Safe Driving Record Standard for Drivers

Standard for Pupil Transportation Vehicle Drivers: Each person who is required to have a permit to operate a pupil transportation vehicle for this School District shall meet all requirements to hold and continue to hold a pupil transportation operator's permit. One of the requirements for obtaining such a permit is that the person has a record of satisfactory driving as determined by Board policy. For such persons, a satisfactory driving record means a record which reflects the absence of any of the following offenses or circumstances:

1. Motor vehicle homicide;
2. Driving while under the influence of alcoholic liquor or drugs or refusal to submit to a chemical test, within the immediate prior 20 years; or,
3. Reckless driving or willful reckless, within the immediate prior 20 years; or
4. Accumulation of five or more points under the motor vehicle operators' license point system within the immediate prior four years. In the event the person has accumulated three or four points within the immediate prior four years, the determination of whether the person has a satisfactory driving record shall be made by the Superintendent or Superintendent's designee based on the nature and proximity of the offense as it relates to safe transportation.

Standard for Drivers of Other School Vehicles: Each person who drives a school vehicle other than a pupil transportation vehicle and does not transport students in the vehicle shall be precluded from driving in the event it is discovered that the person does not have a record of satisfactory driving. In the event the person's employment position requires driving vehicles as a function of the person's employment, the employment may be terminated in the absence of a record of satisfactory driving. For such persons, a satisfactory driving record means a record which reflects the absence of any of the following offenses or circumstances:

1. Motor vehicle homicide;
2. Driving while under the influence of alcoholic liquor or drugs or refusal to submit to a chemical test, within the immediate prior 20 years; or,
3. Reckless driving or willful reckless, within the immediate prior 10 years; or
4. Accumulation of 6 or more points under the motor vehicle operators' license point system within the immediate prior 4 years. In the event the person has accumulated 3, 4 or 5 points within the immediate prior 4 years, the determination of whether the person has a satisfactory driving record shall be made by the Superintendent or Superintendent's designee based on the nature and proximity of the offense as it relates to safe transportation.

**BUSINESS**

**Safe Driving Record Standard for Drivers (Continued)**

The record of satisfactory driving standards shall apply to all new employees from and after adoption of this policy. Existing employees shall be subject to the same standards, provided that the Superintendent or Superintendent's designee may determine to permit an exception based on the existing employee's record of satisfactory driving while employed with the District and the nature and proximity of prior driving offenses as such offenses relate to safe transportation.

**Date of Adoption (or Last Revision):**

**6-22-2004**

**Related Policies and Regulations:**

**Legal Reference:**

**Neb. Rev. Stat. sections 79-318,  
79-602, 79-607 and 79-608;  
Neb. Rev. Stat. section 60-4,182  
(point system); Title 92,  
Nebraska Administrative  
Code, Chapter 91.**

**DRIVER CERTIFICATION**  
**FOR USE OF DISTRICT VEHICLES OR TRANSPORTATION OF STUDENTS**

*This certification is required for all persons who: (1) drive District-owned or leased vehicles or (2) drive students as part of their employment or (3) provide a pupil transportation service which is sponsored or approved by the District.*

Name \_\_\_\_\_ Operator's License No: \_\_\_\_\_ License Class: \_\_\_\_\_

I certify that the following information is true and accurate:

\_\_\_\_\_ I have a current and valid Nebraska motor vehicle license, current proof of insurance, and the physical and mental ability to properly operate a motor vehicle.

\_\_\_\_\_ My driver's license is subject to the following restrictions (check the applicable restrictions) and I will comply with all such restrictions:

_____ Corrective Lenses	_____ Outside Mirrors
_____ Automatic Signals	_____ Maximum Speed Rest.
_____ Mechanical Aids	_____ Daylight Only
_____ Restricted Area	_____ 2 Lane, 2 Way Only
_____ Automatic Trans.	_____ No Interstate Driving
_____ No One Way Streets	_____ Other: _____

\_\_\_\_\_ I will abide by all rules of the road and any applicable rules of the Nebraska Department of Education and the District relating to driving a motor vehicle. Seat belts and child restraint systems will be utilized by all occupants. Cell phones will not be used while the vehicle is in motion.

\_\_\_\_\_ I have been given instruction on emergency evacuation procedures, first aid and other instruction applicable to the group of pupils being transported.

\_\_\_\_\_ I certify that I am of good moral character and I will not engage in conduct or use language inappropriate for children.

\_\_\_\_\_ I certify that I have a satisfactory driving record. I agree to immediately notify my supervisor or the Superintendent upon the occurrence of any of the following events:

- Suspension, revocation, withdrawal or expiration of my driver's license;
- Any ticket or accident while in a District-owned vehicle or while engaged in school business;
- Any ticket or accident which could result in the suspension, revocation, or withdrawal of my driver's license while in any vehicle at any time;
- Any circumstance which may result in any of the responses on this Driver Certification not continuing to be completely accurate or which may indicate that I should not be driving a school vehicle or transporting students.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 200\_.

\_\_\_\_\_  
Driver

# LINCOLN PUBLIC SCHOOLS

## PERSONAL VEHICLE USE ON TRIP WITH STUDENTS

**To be completed by person driving and turned into office prior to the trip.**

NAME: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_

DRIVERS LICENSE NUMBER: \_\_\_\_\_

EXPIRATION DATE: \_\_\_\_\_

ISSUING STATE: \_\_\_\_\_

NAME OF INSURANCE CARRIER: \_\_\_\_\_

POLICY NUMBER: \_\_\_\_\_

I certify that I am the owner of the vehicle being used. I understand that I am responsible for any injuries or damages that arise while transporting students on this trip while in the vehicle. I will require seat restraints to be worn by all students as well as myself and I will not seat any student in the front seat of my vehicle.

SIGNATURE OF DRIVER: \_\_\_\_\_

DATE: \_\_\_\_\_

## **EMERGENCY EVACUATION PROCEDURES**

### **(For Students Being Transported in Small Vehicles—Cars & Vans)**

In a vehicle accident or emergency situation, the driver must use his/her best judgment to decide what action shall be taken. As a driver, your primary responsibility is student safety. In an emergency, it may be necessary that the vehicle be evacuated.

#### **A Vehicle Must Be Evacuated In These Situations:**

- The vehicle is on fire. It must be stopped and evacuated immediately. Passengers will move to a point 100 feet or more from the vehicle and remain there until the vehicle driver has determined that no danger remains. If a vehicle is unable to move and is close to existing fire or highly combustible materials, the danger of fire shall be assumed and all passengers must be evacuated.
- The vehicle is stopped in an unsafe location and is unable to proceed (e.g., due to an accident or weather conditions). The driver must determine immediately if it is safer for passengers to remain on the vehicle or to evacuate. For example, if the vehicle is in the path of any train, or on or closely adjacent to any railroad tracks.
- The vehicle could change position and increase the danger. For example, if a vehicle were to come to rest near a body of water or precipice where it could slide into the water or over a cliff, it must be evacuated;
- If there is danger of collision. Under normal traffic conditions, the vehicle should be visible for a distance of 300 feet or more. A position over a hill or around a curve where such visibility does not exist should be considered reason for evacuation.

**Important Factors In School Vehicle Evacuation:** The safety of the pupils is of utmost importance and must be given first consideration. Prior to evacuation, the emergency brakes shall be set, ignition turned off, the transmission placed in an appropriate gear; and hazard flashers turned on to warn traffic. The driver should stay in the vehicle during evacuation to facilitate the evacuation procedures. The driver should be familiar with any extra equipment on the vehicle that would aid in an evacuation of a student with a disability and assure that the student is safely evacuated.

Students should be instructed to evacuate on side of the vehicle away from the roadway—typically the passenger side. Evacuations shall be conducted with deliberate speed. A time interval of 1½ to 2 seconds per passenger has proven to be the safest and most efficient. A vehicle should be completely evacuated in 2 ½ minutes. To insure a safe exit, passengers must have their hands free. They must leave personal belongings in the vehicle except those needed for their safety (coats, etc.). During an evacuation, passengers must be directed to a safe point at least 100 feet from the vehicle and remain there until given further directions.

Upon evacuation, the driver should attend to any injured students and immediately contact emergency service (call 911 and the school). Discuss the accident only with police and school district officials. Do not leave the scene of an accident until the safe transportation of all students has been arranged by the student's parent, the school, or emergency personnel.

To assist the driver in evacuations (or to respond to situations where the driver is incapacitated), mature, responsible students should be selected and trained to lead passengers to safety from each door utilized for evacuation. The selected student should be trained to: • turn off ignition switches; • set emergency brakes; • summon help when and where needed (instructions and telephone numbers shall be available); • use windows for evacuation in emergencies; • set flags and reflectors or reflective triangles; • open and close service and emergency exit doors; • direct school vehicle evacuations; • perform other duties as directed by the driver.

**Emergency Equipment:** The driver should be familiar with and appropriately use emergency equipment during an evacuation. Emergency equipment for a small vehicle may include the following: • reflector kit; • vehicle-mounted hazard flashers; • body fluid clean-up kit; • first aid kits; • fire extinguishers; • triangle shaped reflectors.

# Basic First Aid Procedures

First aid is the immediate and temporary care given to the victim of an accident or sudden illness until medical services can be obtained. Keep these points in mind when handling situations that may require you to administer first aid:

- Remove everyone from danger and then provide first aid in a safe location. Also, do not attempt to make a rescue until you are sure you won't become a victim.
- Remain calm. Keeping your composure while helping the injured person will help him/her to keep calm and cooperate. If the person becomes anxious or excited, the damage from the injury could be increased.
- Plan quickly what you need to do. Learn basic procedures or have your first aid information available so you can care for the injured person.
- Send for professional help as soon as possible. The local emergency telephone number is \_\_\_\_\_. The school telephone number is: \_\_\_\_\_
- Let the person know that help is on the way and try to make them as comfortable as possible.

## Evaluating the Situation and Setting Priorities

To effectively deal with emergencies, the situation must be evaluated and priorities set.

Three evaluations which must be made to establish priorities for treatment: <ul style="list-style-type: none"><li>• Condition of the scene</li><li>• Type of injury</li><li>• Need for treatment</li></ul>	Primary first aid procedures are to: <ul style="list-style-type: none"><li>• Restore breathing.</li><li>• Control bleeding.</li><li>• Prevent shock</li></ul>
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Whenever possible, do not move the victim. Treat the person where you find him/her. However, several types of situations require the person to be moved out of immediate danger, such as fire, electrocution, and drowning.

## Bleeding

Bleeding needs immediate attention. Evaluate the type of bleeding and the amount of blood lost:

• Capillary oozing.	Injuries to capillaries or small veins. It is indicated by steady oozing of dark colored blood.
• Venous bleeding	Bleeding from the vein. It is indicated by a flow of dark-colored blood at a steady rate.
• Arterial bleeding.	Bleeding from an artery. It is indicated by bright red blood flowing quickly in spurts.

Blood flowing in a small, steady stream or small spurts can be serious, but can be controlled. Blood flowing in a heavy stream or large spurts is very serious and must be brought under control immediately.

The primary step to control bleeding is to exert direct pressure over the wound. Place the cleanest material available against the bleeding point and apply pressure by hand until the wound clots and can be dressed with bandages. If necessary, apply direct, even pressure with your bare hand. If blood soaks through the bandage, do not remove it. Apply more bandages and secure them. Make sure the bandages are not too tight so circulation is not restricted.

Look for swelling around the wound. If the bandage interferes with the circulation of the blood, loosen it.

Elevate the wound above the level of the heart, except when there is a broken bone.

### Artery Pressure Point

If direct pressure on the wound does not control bleeding, direct pressure on any artery pressure point closest to the wound is necessary. The artery pressure point must be located between the heart and the wound.

## **Tourniquet Warning**

A tourniquet should only be used for hemorrhaging that cannot be controlled by direct or arterial pressure. Tourniquets are dangerous to apply, to leave on, and to remove. Stoppage of blood supply below the tourniquet can lead to gangrene and loss of limb.

## **Shock**

Shock occurs when the vital body functions are depressed. The three most common causes of shock are:

- Excessive bleeding
- Inadequate breathing
- Unsplintered fractures

If shock is not treated promptly, death may result, even if the injury causing the shock is not severe enough to cause death. It is NOT recommended that drivers attempt to splint a fractured bone; instead simply treat the victim for shock.

### **Recognizing shock**

When a person is in shock, the skin is pale, cold, clammy, and moist with beads of sweat around the lips and forehead. The pulse is fast, weak, or entirely absent. Breathing is shallow and irregular and the eyes are dull and vacant with dilated pupils. The person complains of nausea and dizziness. She may be unaware of the seriousness of the injury and then suddenly collapse.

### **Control of shock**

The victim should lie down on top of an article of clothing, newspaper or other material and kept warm with a light blanket. In warmer temperatures, it is not necessary to use cover.

The person should not become overly warm so that perspiration occurs. Perspiration draws blood to the skin, away from the interior of the body where it is needed. In order to help the flow of blood to the heart and head, elevate their legs at least 12 inches high. If there is a head or chest injury or breathing seems difficult, elevate the chest instead of the legs.

Offer small amounts of water to the person every 15 minutes. Do not give water if the victim is vomiting, nauseous, or unconscious.

## **Burns**

It is not recommended to treat burns. First aid treatment often causes complications and interferes with the treatment given by the physicians. Keep the burned area uncontaminated and treat for shock.

Do not apply burn preparation and do not use ice water. It intensifies the shock. There are exceptions when it may be necessary to give first aid. Chemicals may continue to burn the skin if they are not removed. Large amounts of water should be used to flush the area free of the chemicals, particularly if it is a chemical burn of the eyes or face.

## **Mouth-to-Mouth Resuscitation**

Breathing may stop for the following three reasons:

- Air passage is blocked
- Nerve centers that control breathing are not functioning due to drowning, electrocution, head injury or poisoning
- A sucking sound in the chest prevents the lungs from expanding.

In the first two cases, the skin may be blue and breathing may appear to have stopped. If there seems to be no back injury, place the person on his back, open the mouth and clear out foreign matter with your fingers. Place your hand on the victim's forehead, tilt the head back so the chin points upward and lift jaw. This action moves the base of the tongue away from the back of the throat so the airway is not blocked.

Pinch nostrils to prevent any leakage of air. Open your mouth wide, take a deep breath, and place your mouth over the victim's mouth. With a small child, place your mouth over the mouth and nose, making a tight seal.

Blow vigorously into the mouth, while continuing to lift the lower jaw in order to keep the airway clear. Between each breath, remove your mouth and listen for the outflow of air coming from the lungs. If you hear air, an exchange of air has occurred. Continue to breathe for the person, blowing into the mouth approximately 12 times a minute.

After each breath, remove your mouth and listen for the exchange of air. Blow less vigorously with a small child using shallower breaths at rate of about 20 per minute. A sign of restored breathing is a sigh or a gasp from the victim.

Breath may be irregular at first so continue mouth-to-mouth resuscitation. If normal breathing doesn't occur, continue breathing for the person, alternating with others until aid arrives.

## **Be Prepared--Learn Cardiopulmonary Resuscitation (CPR)**

CPR should be used when a person is unresponsive or when breathing or heart beat stops. Call 911 immediately. If someone is available, have him or her call emergency medical services while you begin CPR. Try to stimulate the victim. If no response, turn them onto their back by supporting the head and neck. If head or neck injury is suspected, do not bend or turn neck. Tilt the head back and lift chin up and out to open the airway. Look, listen and feel for breath. If no breathing is present, seal your lips tightly around their mouth; pinch their nose shut. Give two slow breaths (1 to 1½ seconds each), until chest rises.

If no signs of circulation, place heel of one hand in the center of the chest. Compress at a rate that provides about 100 compressions and 20 breaths per minute. For a child, compression depth should be ½ to 1 inch. For an adult, compressions should be about 2 inches.

Repeat cycle of five compressions to one breath until signs of circulation return or until help arrives.

## **Epilepsy**

Once an epileptic seizure begins, you may not be able to move the person. Try to prevent him/her from injury, such as striking his head or body against any hard, sharp, or hot object.

Do not restrain the person or interfere with his movements. Epilepsy victims seldom bite their tongues during seizures. More harm is done when an object is forced between the teeth or into the mouth. Breaking teeth, cutting lips, mouth, or tongue, can occur more often than by the tongue being bitten because of the seizure.

You should communicate information about any seizure to the parents and to the school authorities.

## **Choking**

The Heimlich Method, or Hug of Life, is a procedure to help a choking person. Stand behind the person, place your arms around his/her waist and grasp your hands together halfway between the navel and sternum (right below the rib cage). Form a fist with the thumb side against the midriff area. Grasp your fist with your other hand, press midriff area with a quick upward thrust. If the person has collapsed, turn him on his back. Straddle him and press into the same spot with a quick upward thrust with the heel of one hand placed on top of the other hand. Continue until object is freed and/or the person begins coughing.

Do not pound or slap a choking person on the back. This can force the object further into the throat. Artificial respiration or offering water is useless because the throat is blocked. Children often choke from running with food or other objects in their mouths.