

**COMMUNITY BASED ACTIVITIES  
EMERGENCY INSTRUCTIONS  
SUGGESTED PROCEDURES**

In case of any emergency in the community, the major concerns are to attend to the supervision and safety of the students and to notify the proper authorities; providing clear and concise information.

1. **LOST STUDENT**

The supervising adult or a responsible adult who is available at the scene should contact the principal and give the location and pertinent details of the situation. If two adults are present, one should search for the lost student and the other adult remain with the rest of the students. If one adult is present, he/she should search the premises with the entire group. The adult should request assistance from local police/store security. They should state their location and request assistance from the store manager. If the student is not located within fifteen minutes, the principal should be contacted for additional instructions. The principal will make further contact as necessary to the parent. Be sure to have all the student information available; including a description of the student's clothing, the site of the disappearance, and any other information that may be of service. If lost on public transportation, give full information to the transit system; including student information, what route the student was last on, and a description of the trip. The supervising adult and principal shall notify all appropriate persons when the student is located; including the main switchboard for the police/security. Once the incident is over, the supervising adult should write a summary of the incident and give a copy to the principal.

2. **MEDICAL EMERGENCIES: INJURY TO STUDENTS**

Minor Medical Emergencies (most seizures, minor cuts, bruises, etc.)

Supervising staff must determine the feasibility of remaining in the community. The adult may need to locate a restroom to attend to the student. The supervising adult must complete the appropriate accident report form upon returning to school.

Major Medical Emergencies (suspected broken bones, loss of consciousness, etc.)

The supervising adult should dial 911 for assistance and ask for paramedic assistance. The adult will give the location of the emergency, state the severity of the accident or injury, provide necessary student information, and contact the principal. If two adults are present, one adult is to go in the ambulance with the student. If one adult is present, he/she should stay with the group and provide student information to the paramedics. The principal is to contact the parent with the nature of the emergency and the action that was taken. The supervising adult must complete an incident report upon returning to school.

Automobile Accident

If driving a school corporation vehicle and an accident occurs, notify the police immediately to report the accident.