

School Bus Emergency Evacuation Procedures



Bethlehem Area School District

EMERGENCY EVACUATION PROCEDURES

Evacuating the Bus

In certain accident and emergency situations you may need to evacuate the students from the bus. You should know when to evacuate the bus and the procedures for safely evacuating the bus.

When to Evacuate

Usually, students remain on the bus during an emergency. Three situations, however, require that you evacuate the bus - fire or danger of fire, presence of hazardous materials, or unsafe position of bus.

Fire or Danger of Fire:

A bus should be stopped and evacuated immediately if the engine or any portion of the bus is on fire. Students should be evacuated through the door furthest from the fire or potential source of fire. Students closest to the danger should be evacuated first. Passengers should move a distance of 100 feet or more from the bus until the driver has determined that no danger remains. An existing fire near the bus or the presence of gasoline or other combustible material should be considered as "danger of fire", and students should be evacuated.

Presence of Hazardous Material:

If any hazardous materials are present in or near the bus, students should be evacuated. This includes vapors or fumes which may enter the bus from outside sources which may be dangerous to the passengers.

Unsafe Position

In the event a bus is stopped due to an accident, mechanical failure, road conditions, or human failure, the driver must determine immediately whether it is safer for passengers to remain in the bus or to evacuate. You must evacuate when:

- * The final stopping point of the bus is in the path of any train or adjacent to any railroad tracks.
- * There is the possibility that the position of the bus may change and increase the danger.
- * The location of the bus creates the danger of collision. In normal traffic conditions, the bus 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 Bus Evacuation

The following should be kept in mind by all personnel involved in evacuation drills:

- * The safety of the students is of the utmost importance and must be considered first. Getting them off the bus safely, quickly, and in an orderly fashion is the objective.
- * Students should be instructed in how and where to get help if the driver is unable to do so. Telephone numbers for the Transportation Office should be posted or otherwise carried in the bus. Students should be instructed on how to use the two-way radio.

EVACUATION DRILL PROCEDURES

Prior to an evacuation drill, review with the students the following information:

1. The location of the emergency equipment.
2. Use of the emergency equipment.
 - a. The pry bar.
 - b. The fire extinguisher.
 - c. The first aid kit.
3. The location of the emergency phone list and the procedure a student is to use if the driver is incapacitated including how to shut off the bus engine, set the parking brake and how to use the two-way radio system.

4. How to open the front door, rear door, emergency windows, and roof hatch if the bus is so equipped.
5. The reasons for an emergency evacuation including procedures for:
 - a. Front door evacuation.
 - b. Rear emergency door evacuation.
 - c. Emergency window exit.
 - d. Roof hatch evacuation.
6. The reasons for leading the students at least 100 feet from the bus.
7. The reasons **four** students are chosen to assist in the evacuation.
8. Describe to the 4 chosen students the duties required to assist in evacuating the bus.



Rear Emergency Door Evacuation

1. Stop the bus at the designated location.
2. Set the parking brake, turn off the engine, and remove the ignition key.
3. Automatic transmissions should be placed in the neutral or park position (where applicable).
4. Stand, open the front door, face the students, and get their attention.
5. Instruct them to "Remain absolutely quiet and follow the directions you will be giving them".
6. Instruct students to leave all belongings such as books, etc. on the bus and tell them that they can be retrieved after the drill is completed.
7. Instruct the students to leave the bus alternating left and right

seats until the bus is empty. Have them assume a semi-squat or seated position as they leave the bus. Caution the students not to bump their heads when leaving through the rear door.

8. You should assign four student helpers to assist you in the evacuation, 2 for the front and 2 for the rear.
9. Give the command: "Rear door emergency evacuation drill". Have two student helpers go to the rear of the bus and open the rear door, then have them leave from the rear emergency door and assist the passengers getting out of the bus with one helper holding the door open and **both** assisting the passengers as they leave the bus. Instruct the helpers to grasp the students' right wrist or forearm with their right hand as the passenger leaves the bus.

The front helpers should be the last students out checking for any remaining students. Once they exit the bus, they should tell the driver the bus is clear of all students.

10. Leave through the front door and join the students evacuating the bus. Mention to the students that if this was a real emergency, the students would be required to gather in an orderly manner at least 100 feet from the bus. **(For Drill Purposes only: students should line up outside the front bus door after exiting the bus.)**
11. At the completion of the drill have the students return to the bus in an orderly manner to retrieve their belongings before entering the school. Have students who are to continue to another school remain on the bus, and proceed on your route.

Use of Red Emergency Reflectors



1. When any school bus is disabled on the roadway, reflectors should be immediately placed as follows:

- * One at the traffic side of the disabled school bus not more than ten (10) feet to the front or rear of the vehicle.

- * One at a distance of approximately 100 feet to the rear of the disabled school bus in the center of the traffic lane occupied by such vehicle.

- * One at a distance of approximately 100 feet to the front of the disabled school bus in the center of the traffic lane occupied by the school bus.

- * If a disablement of the school bus occurs within 500 feet of a curve, crest of a hill, or other obstruction to view, the driver shall so place the reflectors in that direction as to afford ample warning to other users of the highway, but in no case less than 100 or more than 500 feet from the disabled school bus.

- * If disablement of the school bus occurs upon any roadway of a divided or one-way highway, the driver shall place one reflector at a distance of approximately 200 feet and one reflector at a distance of approximately 1000 feet to the rear of the vehicle in the center of the lane occupied by the stopped vehicle, and one reflector to the traffic side of the vehicle, not more than 10 feet to the rear of the vehicle.

2. When a school bus is disabled or parked off the roadway but is within 10 feet of the roadway during darkness, warning reflectors shall be immediately placed by the driver as follows:

- * One at a distance of approximately 200 feet to the rear.

- * One at a distance of approximately 100 feet to the rear.

- * One to the traffic side of the vehicle, not more than 10 feet to the rear of the vehicle.

- * The reflectors shall, if possible, be placed between the edge of the roadway and the vehicle, but in no event less than two feet to the left of the vehicle.



Emergency Evacuation Drill Check List

Did you review with the students the following information?

- The location of the emergency equipment
- Use of the emergency equipment including:
 - The fire extinguisher
 - The first aid kit
 - The pry bar
 - The two-way radio
 - The location of the emergency phone information and the procedure a student is to use if the driver is incapacitated including setting the parking brake, shutting off the bus engine and the use of the two-way radio system
 - How to open the front door, rear door, emergency windows and the roof hatch if the bus is so equipped.
 - The reasons for an emergency evacuation including the procedure for:
 - Front door evacuation
 - Rear emergency door evacuation
 - Window and roof hatch evacuation
 - The reasons for leading the students at least 100 feet from the bus.

Did you?

- Choose **four** students to assist in the evacuation
- Describe to the student helpers their duties
- Follow the Emergency Evacuation Drill Procedure as outlined in the booklet