

Appendix 8C - School Bus Emergency Evacuation Planning Guide for Students with Disabilities

Transportation personnel in collaboration with exceptional children personnel will develop a written evacuation plan for each bus that transports students with special needs. Each bus should be equipped with the following:

- Medical information card for each student (Refer to Appendix 7C - Emergency Information Card)
- Written evacuation plan which includes a seating chart for students with recommended order and method of evacuation for each student
- Belt cutter(s) - one located in reach of driver from the driver's seat
- Fire blanket
- First Aid Kit

When Do You Evacuate?

Evacuate only when necessary; it may be safer to stay on the bus. Reasons for emergency evacuation include the following:

- Fire or smoke on bus
- Suspected fire (smell something hot or notice strong fuel smell)
- Inoperable bus in danger of being hit by other vehicles (i.e. on railroad track, on edge of embankment, under brink of hill, on sharp curve, heavy fog conditions)
- Flooding conditions

Don't hesitate to evacuate if you feel students are in danger.

What Do You Need to Know Before You Leave the Bus Lot?

- Location and procedure to open every exit on the bus with eyes closed in the event of a fire, the bus may be filled with smoke; therefore, bus personnel will need to count seat backs to use as a reference for the location of emergency window exits and hatches.
- Method for safe exit from a rear emergency door.
- Location(s) and procedure for use of belt cutter(s).
- Evacuation plan for front or rear emergency bus evacuation.
- Location of students' medical information cards and First Aid Kit.
- Names and the assigned seating position for every student on the route.
- Physical, mental, emotional, and medical needs of each student.

How Do You Evacuate the Bus?

- The bus driver is in charge; however, the driver and transportation safety assistant must work as a team.
- Set hazard lights to warn motorists and set parking brakes.
- Radio the base with bus number, location, and reason for evacuation.
- Throw student red binder/IHP folder, and First Aid Kit out of the bus so they can be retrieved for use as needed during the evacuation.
- Determine safest exit for evacuation.
- Select safety zone at least 100 feet from the bus.
- Let students know that they will be unloaded (speak in a calm voice to reassure and guide students).
- Remove students in the order and using the method specified in written evacuation plan.