BUS EVACUATION PROCEDURES

WHEN TO EVACUATE
Normally, passengers are safer inside the bus. For a normal breakdown, the students should be kept inside the bus.

If the bus is located where there is a high risk of a collision, such as:
- Near a blind curve
- Just over the crest of a hill
- On a railroad track

OR

There is some danger that threatens the passengers, such as
- Fire or something threatens the passengers, such as smoke in any part of the bus
- Danger of being submerged in water
- The bus has rolled or tipped over
- The bus is in danger of rolling or tipping over

***YOU WILL NEED TO ORGANIZE A CAREFUL, ORDERLY EVACUATION OF YOUR SCHOOL BUS

EVACUATION PROCEDURE
Note: General procedures, with a reminder that not all situations encountered will be the same and the employee will need to adapt to circumstances accordingly.

Radio/Call or have someone radio/call district bus garage, emergency personnel (911), AAESA transportation, as soon as possible.

1. Park the bus as close to the shoulder of the road or safe zone as quick as possible
   - Turn hazard lights on.
   - Set the parking brake.
   - Turn the engine off.
2. Stand facing the rear of the bus
3. Give the command: “Remain seated; prepare to evacuate.”
4. Turn toward the front of the bus.
5. Move backwards to the first occupied seat.
6. Starting with either the left or the right seat:
   - Touch the shoulder of the person nearest to the aisle to indicate that the passengers in that seat are to move off.
   - Keep the passengers in the seat opposite in their seat by holding the hand palm out in a restraining gesture until the aisle is clear.
   - Move out the passengers in the opposite seat, using the same signal as above
7. Move backwards down the aisle, repeating this procedure at each seat until the bus is empty.
8. Check the bus from the very back seat to the front, making sure it is empty.
9. Have evacuating students move to a safe distance (100ft) and keep them there as a group, away from any dangerous area.
10. Continue to check for students while removing the fire extinguisher or first aid kit, if needed.
   - A fire at the front of the bus may make the front entrance unusable and an alternate route of evacuation necessary. Normally, the front entrance will be available, but the emergency door can be used as the primary exit during an emergency.
   - Evacuation through both doors is fastest, with the rear monitor working forward seat by seat and the driver working backward seat by seat.
   - The windshield and rear windows can also be pushed out to facilitate evacuation. If the bus is on the side, use the roof hatches as well as the emergency doors on the up side to evacuate students.

**STUDENT REMINDERS DURING AN EMERGENCY EVACUATION**

**Instructions**
- Listen to the driver's instructions for the correct exit.
- Be calm, quiet and don't panic.
- Leave your belongings behind.
- Exit seat by seat alternating rows.
- Leave the bus quickly without pushing, or shouting.
- Walk to a safe place and stay together.

**Student Information**
- Know your students- physical ability, cognitive, medical, behavioral, communication, equipment.
- Health Concerns.
- Physical condition of student – Which students can assist, who needs assistance exiting
- Behavioral – Student fears, crying, refuses to leave bus, run away, will they hide under seats.

**Important Issues to Consider**
- Evacuation Plan, included in Bus Student/Procedure book on-board.
- Student seating arrangements to assist and expedite the evacuation.
- Be prepared to exit from primary exit points; front, rear or side doors of bus.
- Determine the order students would leave the bus.
- Wheelchair Students:
  - Is lift operational? Is there time to use?
  - Priority for removal? Heaviest?
  - Lift not working? Remove non-ambulatory students from chairs; small students may be lifted and carried and heavier students dragged to nearest exit using emergency blanket.