

ADMINISTRATIVE PROCEDURE

EVACUATION OF SCHOOL BUSES

3541.35
Procedure No.

July 1, 2013
Date

- I. **PURPOSE:** To provide information to School Administrators, Transportation Assistants, drivers, and students on how to evacuate students from a bus during an emergency.
- II. **BACKGROUND:** It is required by Federal Standard 17 that plans be made and practice drills be held for the evacuation of passengers from school buses. These drills must be executed on school property under the supervision of the administrator of the school or a designee twice each year.

III. **PROCEDURES:**

Number of Times Per Year: Two (2) evacuation drills each year: Suggestion: Rear door in the fall and front door two weeks later.

Location: Evacuations must be held at each school site with proper supervision.

Precautions: Students should be properly informed of proper procedures the day prior to implementation of the evacuation. Information should be stressed on procedures to prevent any injuries.

Requirements to Implement the Drill:

- A. Personnel Needed - School Administrator, bus driver, and three student helpers for each bus (appointed by the bus driver). Patrols should be selected on elementary buses.
1. Two student helpers, one for each side of the evacuation door or window.
 2. One student leader to lead students to a point a minimum of 100 feet or 40 paces from the bus.
- B. Student Participation - All student riders.

Responsibilities of the Following Persons:

Administrator of the School –

- A. Contact the area Transportation Assistant for planning, coordinating and executing plans for the evacuation of school buses.

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- B. Inform students of proper procedures for the evacuation of the school bus. (Suggestion - use of written guidelines, slides, and/or film.)
- C. Submit report to the Department of Transportation upon completion of the drill. A report memorandum will be sent annually to each school for completion. (See attachments for example of the memorandums.)

Transportation Assistant

- A. Confer with the school administrator in planning and coordinating the evacuation program for each school in their area.
- B. Assist the school administrator in obtaining any written material that may be necessary for the implementation of the evacuation drill. (Example: film, slides, guidelines, etc.)
- C. Observe results of reports received in the Pupil Transportation Department.

Driver - Rear Door/Side Door Evacuation:

- A. Stop the bus in a pre-selected location on the school grounds away from traffic. (Note: Be sure ample adult supervision is present at this location before the drill is held.)
- B. Shut off the engine and secure the parking brake.
- C. Place the transmission in neutral.
- D. Remove the ignition key.
- E. Stand facing students and get their attention.
- F. Show students the location of the first aid kit, fire extinguisher, body fluid clean-up kit and other emergency equipment.
- G. Point out to students all possible emergency exits, including "push out" windows and roof hatches.
- H. Give the command: "Rear door/side door emergency evacuation drill - remain seated."
- I. Walk to the left rear seat and face the front of the bus.
- J. Ask one assistant to open the emergency door, jump out, and take their position.
- K. Have the second assistant jump out and take their position.
- L. Ask the leader to stand at the emergency door.
- M. Explain to students the order in which they are to leave their seats. (Start with the right rear, left, then right, and so on until the bus is empty.)
Remind students to remain seated until it is their turn to move.

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- N. Ask the leader to assume a semi-squat position, reach out and place their hand in the hand of the assistant, hop out and go to their position a minimum of 100 feet or 40 paces from the bus or more.
- O. Remain near the emergency door to control students leaving the bus to see that each student assumes a semi-squat position before jumping.
- P. After the last student leaves the bus, walk to the front of the bus to make sure everyone is out.
- Q. Go out the front door and join the waiting students.

SPECIAL NOTE: Every precaution must be taken during the evacuation to prevent any injuries. If a student does not want to jump because of illness or physical condition (overweight, etc.) or for any other valid reason, the student should not be forced to jump. This student should leave the bus with the driver through the front door and join the other students when the drill is complete. The purpose of the evacuation is not to see how fast the drill is done; the purpose is to see that students leave the bus safely and in an orderly manner. The driver should evaluate the evacuation performance, point out improvements needed, and compliment the students on the activities well done. (Do not use emergency evacuation windows for any drill.) All drivers – make sure that your bus is equipped with fire extinguisher, first aid kit, fuses and flares. Make sure that the window in the rear of the bus and the windshield are set in rubber so they can be pushed out in a real emergency.

Student -

- A. Follow directions from the driver.
- B. Move swiftly and in an orderly manner from the bus.
- C. Use proper emergency exit. After leaving the bus, remain in line in an orderly fashion until dismissed.
- D. If the driver has been injured in an accident, call for help at 911.

Driver - Front Door/Side Door Evacuation

- A. Stop the bus in a pre-selected location on the school grounds away from traffic.
- B. Shut off the engine and secure the parking brake.
- C. Place the transmission in neutral.
- D. Remove the ignition key.
- E. Stand, open the front door, face the students, and get their attention.
- F. Show students the location of the first aid kit, fire extinguisher, body fluid clean-up kit and other emergency equipment.

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- G. Point out to students all possible emergency exits, including "push out" windows, roof hatches and side door, if available.
 - H. Give the command: "Front door emergency evacuation drill - remain seated."
 - I. Direct the two student helpers to their places beside the front door.
 - J. Stand between the first occupied seats, facing the front of the bus.
 - K. Starting with the right-hand seat, ask the leader to lead all students a minimum of 100 feet or 40 paces from the bus, and instruct other occupants of the right seat to follow. **WARN ALL STUDENTS: "Walk - Do not run - Use hand rails."**
 - L. Hold your hand before the occupants of the left-hand seat in a restraining gesture.
 - M. When the pupils in the right-hand seat have moved forward enough to clear an aisle, dismiss the occupants of the left-hand seat.
 - N. Continue the evacuation procedure as described, right and left seats alternately, until the bus is empty.
 - O. When the last seat is empty, walk to the front of the bus and check to ensure that everyone is out.

SPECIAL NOTE: After the driver leaves the bus, he/she should take the two helpers and join the other students. The driver should evaluate the evacuation performance, point out improvements needed, and commend students on those activities well done. The purpose of this exercise is not to see how fast the drill can be done. The purpose is to train students to leave the bus safely and in an orderly manner.

Student -

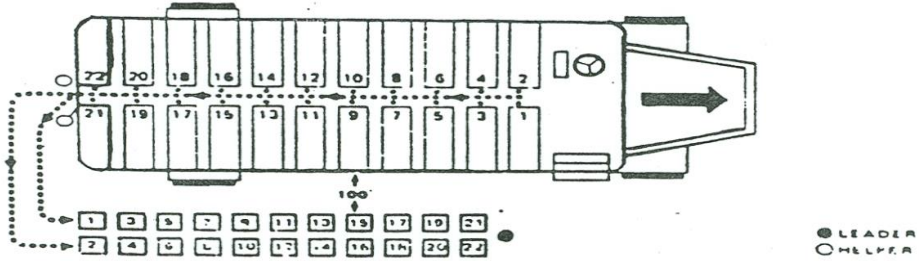
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- B. Move swiftly and in an orderly manner from the bus.
- C. Use proper emergency exit. After leaving the bus, remain in line in an orderly fashion until dismissed.
- D. If the driver has been injured in an accident, call for help at 911.

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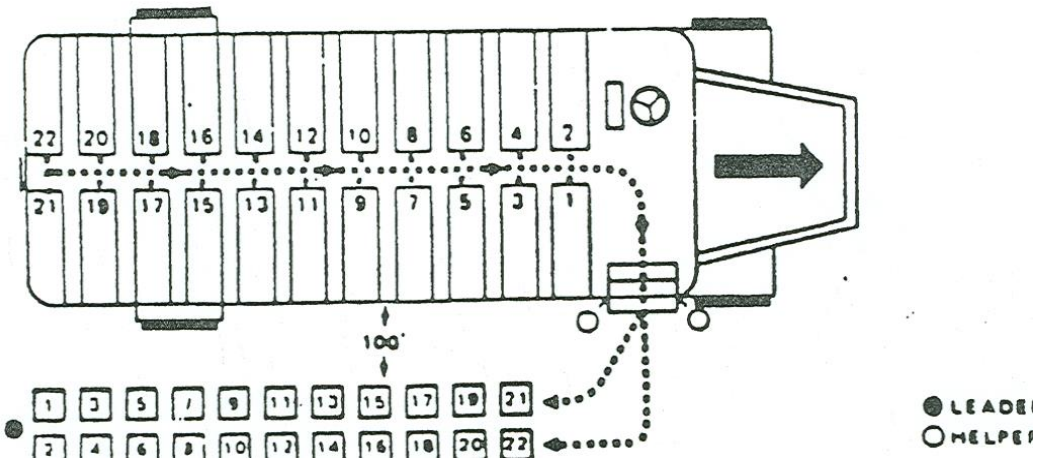
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EXAMPLE - REAR DOOR/SIDE DOOR EVACUATION

A.



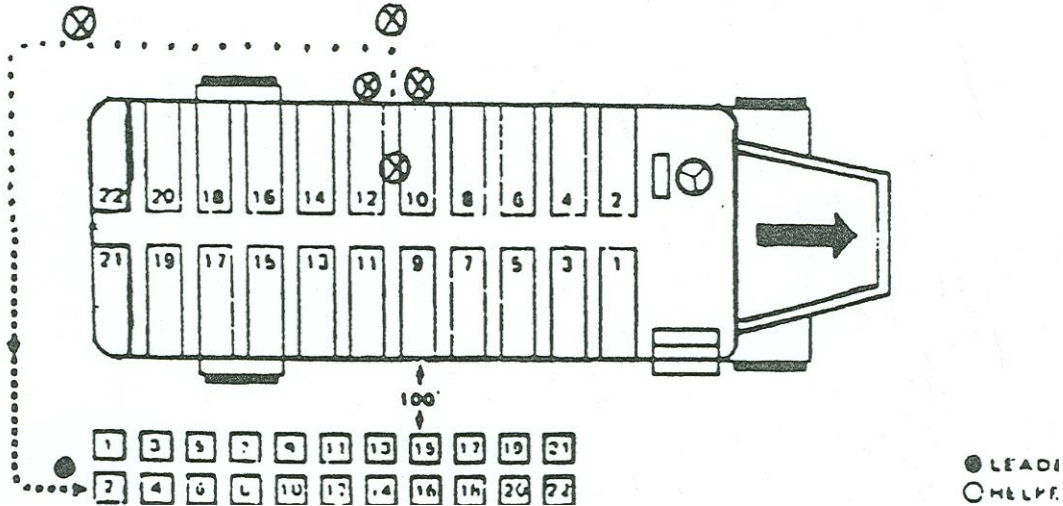
EXAMPLE: FRONT DOOR EVACUATION

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EXAMPLE: SIDE DOOR EVACUATION

- IV. **RELATED PROCEDURES:** None.
- V. **MAINTENANCE AND UPDATE OF THESE PROCEDURES:** These procedures originate with the Department of Transportation and will be updated when changes are required.
- VI. **CANCELLATIONS AND SUPERSEDES:** This Administrative Procedure cancels and supersedes Administrative Procedure 3541.3, dated September 1, 2004.
- VII. **EFFECTIVE DATE:** July 1, 2013.

Attachments: Report on School Bus Emergency Evacuation Drill Rear Door/Side Door and Report on School Bus Emergency Evacuation Drill Front Door/Side Door.

Distribution: Lists 1, 2, 3, 4, 5, 9 and 10