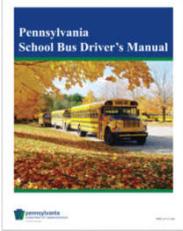


# School Bus Evacuation



Publication 117

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## An Ounce of Prevention...

**...is worth a pound of cure**

Avoiding emergencies is better than having to get out of them

Don't let hazards become emergencies

Be prepared



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## Daily Pre-trip Inspection

**Interior**

- gauges & controls
- mirrors (condition, adjustment)
- emergency equipment & exits

**Exterior**

- lights & signals
- tires, wheels, lug nuts
- damage / leaks

**Brakes**

- hydraulic / air brakes
- parking brake
- service brake

**Document & Report**



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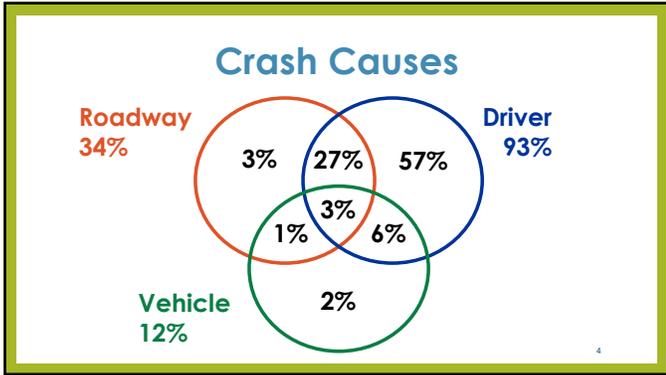
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### Defensive Driving

- Keep eyes & head moving
- Scan traffic & mirrors
- Minimize distractions
- Expect the unexpected
- Maintain a space cushion

In adverse conditions:

- decrease speed
- increase following distance

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### If You Do Have an Emergency...

**You might have to perform an Emergency Pull-off:**

- Activate right turn signal
- Pull off roadway, as far from & parallel to road as possible
- Secure bus: set parking brake; shift into Park or Neutral
- Activate 4-way hazard lights
- Set out emergency triangles if stopped for more than 10 minutes (get permission first if students are on board)

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### Remember to K-N-O-W

- K**ep students calm
- N**otify authorities
- O**ff the road
- W**arning devices

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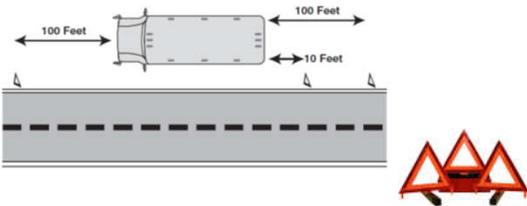
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### Portable Emergency Warning Devices



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### Crash Scene Procedures

- Carry out local policies and procedures
- Notify authorities: who, what, where
- Protect the scene – keep situation from getting worse
- Cooperate with crash investigation
  - police, school officials, insurance
  - emergency packet on bus
  - provide all required information
- Keep students at the scene – do NOT release them unless instructed by school officials or for medical emergency

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### When To Evacuate The Bus

- Existing or imminent smoke or fire condition
- Presence of hazardous materials
- Unsafe position
- Bus submersion or immersion
- Adjacent to a Railroad Crossing



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### Evacuation Drills: Basics

- Knowing & practicing what to do **before** an emergency occurs helps you & students remain calm in an actual emergency
- State law requires at least 2 evacuation drills every academic year: in 1<sup>st</sup> week of school & in March
- Conduct at AM school unloading point with each group of students
- Exercise extreme caution when approaching the school where evacuation drills are in progress
- Follow local policies & procedures

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### Evacuation Drills: Details

- Secure bus: set parking brake & shift into Park or Neutral
- Turn off engine & remove key (deactivate student alarm)
- Demonstrate safety equipment & what to do if driver is incapacitated
- Instruct students to leave belongings on bus & practice a front door evacuation
- Many districts never allow students to exit through the rear door – **EXCEPT DURING AN ACTUAL EMERGENCY**



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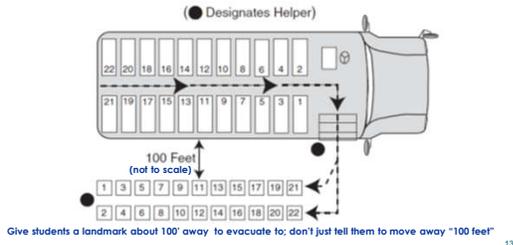
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### Front Door Evacuation



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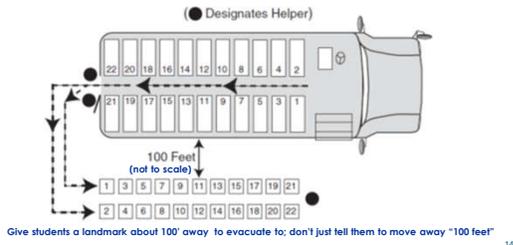
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### Rear Door Evacuation



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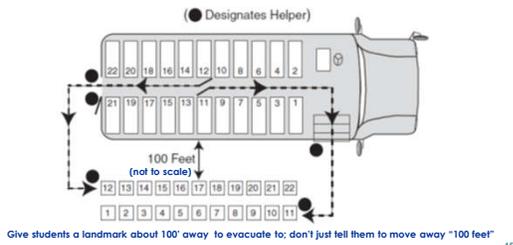
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### Front And Rear Door Evacuation



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## Emergency Exits: Rear Door



Demonstrate to students how it opens  
Explain how to use it in an actual evac

**Every day** *during pre-trip inspection*

- verify it's labeled **emergency door** or **exit**
- make sure it opens
- make sure alarm sounds

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## Emergency Exits: Windows



Demonstrate to students how they open

**Every day** *during pre-trip inspection*

- verify all are labeled "emergency exit"
- open half of them
  - make sure they open properly
  - make sure alarm sounds

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## Emergency Exits: Roof Hatches



Demonstrate to students how they open

**Every day** *during pre-trip inspection*

- verify all are labeled "emergency exit"
- open half of them
  - make sure they open properly
  - make sure alarm sounds

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## Using Emergency Equipment



- First aid & body fluid clean up kits
- Fire extinguisher
- Portable emergency warning devices
- Pry bar
- Seat belt cutter

These all must be securely fastened in the vehicle or stored in a compartment & not blocking the aisle way

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## Pry Bar

- Must be located close to the driver's compartment
- Can be used to pry open front and rear door
- To break windows if necessary
- Tire thumper



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## Seat Belt Cutter



- Mount within arm's reach
- Cut on an angle
- Replace after 1st use

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## Fire Extinguisher



- Pin in place
- Charged (needle in green zone)
- Tagged (dated & rated)
- Signed

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## Using the Fire Extinguisher



### P.A.S.S.

- P**ull pin.
- A**im at base of fire.
- S**queeze handle.
- S**weep side to side.

Extinguisher lasts for about 8 seconds

- Remove from bracket
- Pull safety pin
- Hold upright
- Aim at base of fire
- Squeeze handle
- Repeat squeeze & release
- Sweep side to side

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## Engine Fire



**PROTECT STUDENTS FIRST**

**Turn off engine**

**EVACUATE**

**Do not waste time fighting fire when you need to get students off the bus**

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## Emergency Evacuation



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## Special Needs Evacuations



Generally, emergency procedures are the same as general transportation evacuation procedures

Evacuation drills should be limited to simulations at the school

Carry a copy of first aid procedures in the vehicle or bus

Make sure your vehicle or bus has the required & optional emergency equipment

Students with disabilities involved in a crash or emergency evacuation should be examined by qualified medical personnel

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## Special Needs Evacuation Procedures



Assign students who are deaf or blind a partner who can assist in an emergency

In a crisis, non-ambulatory students may be placed on the floor & dragged out any exit

Ambulatory students with disabilities are evacuated the same as other students

Students who pose a flight risk should be evacuated last unless an aide can keep them safe at the assembly point while you evacuate the other students

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## Special Needs Equipment

May involve modified vehicles & special equipment

- Ramps
- Lifts
- Seat belts
- Positioning belts
- Safety vests
- Harnesses
- Star seats



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## Securing Students on School Vehicles

**School vehicles** are those designed to carry 10 or fewer passengers, including driver

Children under 4 years old must be secured in child safety seats in **school vehicles**

Children aged 4 to 7 must be secured in booster seats in **school vehicles**

Children 8 or older must use a seat belt in **school vehicles**



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## Securing Students on School Buses

**School buses** are those designed to carry 11 or more passengers, including driver

Law doesn't address use of child safety seats & booster seats on school buses

Follow district policies & NHTSA Guidelines for transporting pre-school age children on buses



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## Special Needs Evacuation



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## Crash Reporting Procedures

- Follow company policy
- Report **ALL** crashes to your Supervisor
- There are no minor crashes
- Reporting information is in emergency packet and in forms provided
- Report within 24 hours to chief school administrator
- Must send completed School Bus Crash Report DL-739 to PennDOT within 5 days
  - whenever there is any injury or property damage, no matter how slight
  - even when students aren't on bus at time of incident



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## Emergency Procedures: The 4 Cs

- C**alm always
- C**oncern for passengers
- C**are for vehicle
- C**omplete documentation

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The preceding presentation was for informational purposes and is not intended to replace full, in-person training for the evacuation or securement of passengers in wheelchairs or child safety seats. For certification in these areas, seek an accredited source for appropriate training.

Thank you for your time and attention

**Please use the Question tool to share any questions you may have**

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