

WORKING LESSON PLAN
2006/2007 School Bus Driver Inservice

TITLE OF LESSON: EMERGENCY EVACUATION
PROCEDURES AND EMERGENCY
EXIT DRILLS

Slide 1

Objectives of Lesson: The student will be able to:

1. Explain what conditions warrant the need to evacuate a bus.
2. Describe how to control students outside the bus once evacuated.
3. List the student's responsibilities during an actual evacuation.
4. Describe the safe distance away from the bus once students have evacuated.
5. List three examples of items that should be verbally covered prior to an activity or field trip.

Equipment for Lesson:

- Overhead projector
- Lap top computer and projector

I. Introduction:

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School bus evacuation drills should be just as important a part of the school program as are school building evacuation drills. There is an urgent need, due to the increased number of pupils being transported, as well as ever-increasing number of crashes on the highways, to acquaint students with their roles and responsibilities. Pupils need to know how to properly vacate a school bus in case of an emergency. Schools must organize and conduct emergency exit drills for all pupils who ride the school bus.

(1) According to WAC 392-145-040 Emergency exit procedure:

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All school districts operating or contracting for school bus transportation services shall prepare written policies or rules which establish procedures for bus safety and emergency exit drills.

(2) One emergency evacuation drill shall be held within the first six weeks of school each semester.

(3) The first exit drill shall be followed by at least one verbal review of the emergency exit drill prior to the second exit drill.

The main purpose of these drills is to give instruction to passengers, on all age levels their responsibilities as passengers in knowing about all escape routes, where each is located, how each one operates, and the proper procedure for leaving a vehicle in an emergency.

II. Presentation:

A. Emergency Evacuation Procedures

1. Assessing the need to evacuate:

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Student's safety and control is best maintained by keeping students on the bus during an emergency and/or an impending crisis situation if doing so does not expose them to unnecessary risk or injury. The decision to exit/evacuate the bus must be a timely one. Students in wheelchairs take a lot more time. A decision to evacuate should include consideration of the following conditions:

- Is there a fire involved?
- Is there a smell of raw or leaking fuel?
- Is there a hazardous material spill involved? It may be safer to remain on the bus and not come in contact with the material.
- Is the bus likely to be hit by other vehicles?
- Does the possibility exist that the bus will roll/tip causing further threat to safety?
- Are there floodwaters?
- Would removing students expose them to speeding traffic, severe weather, or a dangerous environment such as downed power lines?
- Would moving pupils complicate injuries?

2. Decision to evacuate:

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After the decision to evacuate is made, take the first aid kit with you. If there is a radio or telephone in the school bus, put it out the driver's window in case it is still operable. This allows additional information to be transmitted to the dispatcher or emergency center.

Each school bus driver should have:

- a. A list of student names or people who could have it, teachers or coaches.
- b. A seating chart
- c. Knowledge of individual student's age and capabilities:
 1. Helpers
 2. Students who could seek assistance
 3. Those who may panic or need extra care
 4. Those with special needs (mobility, communication, adaptive and assistive device, medications)
- d. Develop plans to control students outside of the bus:
 1. Hold hands or rope
 2. Sit down in a circle
 3. Keep occupied until help arrives

3. Important factors pertaining to school bus emergency exit drills: Slide 6

- a. Safety of pupils is of the utmost importance and must be first priority.
- b. All practice school bus evacuation drills shall be held on school grounds. These drills should never be conducted along public highways or at any place where hazardous conditions exist. It is very important that the passageway to the emergency exit of school buses be kept open at all times.
- c. When discussing school bus emergency exit drills with pupils, the importance of an orderly evacuation should be emphasized. Practice drills with pupils have shown it is possible to evacuate a busload of pupils in a matter of seconds. However, the main objective of an evacuation drill is to acquaint the bus rider with the use of exit doors of the school bus; rather than the time factor, thus a safe and orderly drill should be the objective.
- d. Pupils appointed to assist with evacuation drills should possess the following qualifications.
 1. Maturity
 2. Good citizenship
 3. Live near end of bus route

4. Instruction techniques for the driver during the drill:

Slide 7

Inform the students that the school bus is the safest place to be and that the school bus emergency evacuation drill is as essential to education as it is to personal well being.

Some basic teaching techniques are:

Slide 8

1. Be friendly and smile.
2. Speak in a clear voice that all can hear.
3. Use your eyes. Eye contact is essential for two reasons:
 - a. Listeners feel more personal interest.
 - b. You can see if you have their attention.
4. Listen to the students for suggestions and concerns.
5. Look for and commend good qualities.
6. Know the subject “School Bus emergency evacuation”.
7. Make sure to speak to the age level of the audience.
8. Be enthusiastic throughout the presentation.
9. Make the directions in a positive manner and be sure that they are capable of being carried out.
10. Explain the reason for the directions before having them carried out.

5. Driver’s responsibility during evacuation exit drill:

Slide 9

- a. The driver shall demonstrate to all riders how to secure the bus:
 1. Shut off the engine,
 2. Set the parking brake,
 3. Put the bus in gear,
 4. Remove the bus keys and where to place them.
- b. The driver shall point out the location of all possible emergency exit doors, including “kick out” windows, roof hatches, and demonstrate how to open the door. Kick out windows are extremely difficult to do, use as last resort only.
- c. Point out the location of the emergency equipment and demonstrate how to use it. Emergency equipment includes the fire extinguisher, body fluid clean up kit, first aid kit, highway reflectors and two-way radio.
- d. Point out the location of the emergency air release lever (if bus is so equipped) and how to open the service door.

- e. Assign two responsible students to assist the driver in the exit drill. The students shall stand on the ground on each side of the emergency exit door to assist students as they exit the bus. The driver shall observe the evacuation, and assist as necessary. Slide 10
- f. Students shall be instructed to go to a safe location up to 100 feet off the roadway.
- g. Instruct the students to maintain order while exiting the bus and to leave all personal belongings (books, lunches) on the bus.
- h. Maintain order while exiting the bus.
- i. Check each seat to be sure the bus is empty.

6. Student responsibility during evacuation:

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Every rider should know the following:

- a. Emergency doors
 - 1. Location
 - 2. Operation
 - 3. Count the seats to the exit
- b. Fire extinguisher
 - 1. Location
 - 2. Operation
 - 3. How to remove from mounting bracket
- c. First aid kit location and how to remove if necessary
- d. Securing of bus
 - 1. Turn off ignition switch/shut down engine
 - 2. Set parking brake
 - 3. Set out warning reflectors
- e. Exiting the bus
 - 1. Front Door:
 - a. Use handrails provided
 - b. Do not push
 - c. Watch for traffic and/or pedestrians
 - 2. Rear Door:
 - a. How to jump or slide out safely
 - b. Do not push
 - c. Watch for traffic and/or pedestrians
- f. Students helping students
 - 1. Summon help when and where needed
 - 2. Account for all pupils in safe location away from the bus
 - 3. Help small pupils off the bus

B. Evacuation Exit Drill Procedures:

1. Front Service Door Evacuation

- a. Instruct students to evacuate the bus through front doors Slide 12
- b. Have helpers stand outside front door to assist the students getting off the bus.
- c. Stand between first occupied seats facing the front of the bus.
- d. Warn all pupils “Walk, Do Not Run, Use the handrails”
- e. Starting with the first row, right side, have students exit in a logical/sequential order.
- f. Continue procedure for each row alternating from right seats to left.
- g. Walk to rear of bus, checking each seat, to be sure it is empty.
- h. Leave bus and have the helpers go with you to join other students.

2. Side Door Evacuation (either side if equipped)

- a. Walk to the door you have selected to use for the evacuation. Slide 13
- b. Have helpers open the door, exit the bus, and stand outside door
- c. Instruct students to evacuate the bus through the door in a logical/sequential manner.
- d. Assist the students getting off the bus.
- e. The ideal method of exit is to sit on the floor with feet outside and ease out onto the ground.
- f. Make sure each pupil has plenty of room to assume a semi squatting position making sure they duck their head before jumping/sliding.
- g. Starting with the last row on your left, have the first student lead the other students off the bus and 100’away.
- h. Leave the bus by the front door and have helpers go with you to join other students.

3. Front and Rear Door Evacuation

- a. Instruct students to evacuate the bus through the front and rear doors Slide 14
 - 1.) Rows 1 through 5 should use the front door.
 - 2.) Rows 6 through 11 should use the rear door.
- b. Walk to the back of the bus and face the rear door.

- c. Have a helper exit the bus through the front door, and stand outside door to assist the students getting off the bus.
- d. Have helpers open rear door, exit the bus, and stand outside door to assist the student getting off the bus.
- e. Have students in the first row, right side and last row, right side, exit the bus through their respective door and stand 100' away from the bus.
- f. Continue procedure for each row alternating from right seats to left seats until the bus is empty.
- g. Leave the bus by the front door and have helpers go with you to join other students.
- h. After the bus has been evacuated, the pupils (at the proper signal) are to re-enter the bus for their books and personal belongings.
- i. Drivers should make students aware of emergency roof exits and side windows to be utilized in case of an emergency. These exits are not used during an evacuation drill.

C. Verbal evacuation exit drills for activity and field trips:

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Students who do not regularly ride school buses may at times ride a school bus on field or activity trips and should receive verbal exit training.

The following information should be discussed and/or demonstrated prior to each activity trip or field trip:

- 1. Location and use of the fire extinguisher.
- 2. Location of the first aid kit.
- 3. Location and use of the warning reflectors.
- 4. Location and use of all emergency exits.
- 5. How to shut off the engine and set the parking brake.
- 6. How to open the front door, to include safety releases on manual, air, and vacuum doors.
- 7. Instruct passengers to keep aisles clear at all times and not to block emergency exits.
- 8. Passengers should leave all belongings while exiting.

III. Summary:

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School bus evacuation drills should be just as important a part of the school program as are school building evacuation drills. There is an urgent need, due to the increased number of pupils being transported, as well as ever-increasing

number of crashes on the highways, to acquaint students with their roles and responsibilities. Pupils need to know how to properly vacate a school bus in case of an emergency. Schools must organize and conduct emergency exit drills for all pupils who ride the school bus.

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IV. Evaluation:

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1. Name three conditions that could warrant the need to evacuate the bus.
2. Explain a method on how to control students outside the bus once vacated.
3. Name an activity a student would be responsible for during an emergency evacuation.
4. Describe how many feet should a student move away from the bus during an evacuation.
5. Name three items that should be verbally covered prior to an activity or field trip.

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Answers:

1. *a. fire
b. raw or leaking fuel
c. possibility exist that the bus will roll/tip*
2. *a. hold hand
b. form a circle*
3. *a. know the location of the emergency doors
b. know the location/operations and how to remove from the mounting
bracket the fire extinguisher*
4. *100 feet*
5. *a. location of the first aid kit
b. location and use of all emergency exits
c. how to shut off the engine and set the parking brake*