CHAPTER 5: **Evacuation Drills**

**OVERVIEW**

A school bus driver is responsible to conduct emergency evacua­tion drills.

**THIS CHAPTER INCLUDES**

* Lesson plan
* Evaluation
* Check list for trainer
* Handouts and transparencies
* Reference material

**CHAPTER ELEMENTS**

* Emergency evacuation procedure and exit drills
* WAC Chapter 392-145-080 (6)

**EQUPMENT LIST**

* Overhead projector
* Screen
* TV/VCR
* Handouts
* Transparencies
* Video: “Just in Case: Suppression of Fires”

**CHAPTER CHECKLIST**

As a trainer, you are responsible to:

* Make sure school bus drivers know when and how to conduct emergency drills.
* Make sure school bus drivers can explain various methods of evacuating a school bus.
* explain various methods of evacuating a school bus.

Please look over the overhead graphics carefully. I will be having these done professionally, so I will need to know which ones you want to keep or toss. Also, if there are additional ones you want, I will need an example or a hand drawing so I can give it to the graphics person. Just write on the slide and make notes etc for me. - Anna

**TITLE OF LESSON: EVACUATION DRILLS**

**Objectives of Lesson:** At the end of this lesson, the school bus driver will be able to:

* Describe the procedure for a single rear door school bus exit.
* Explain the procedure for a single front school bus exit.
* Explain the procedure for a two-door school bus exit.
* Define the process for securing the school bus when the driver is disabled.
* Explain what to do if a school bus is covered with an active downed power line.

**Introduction:**

Even with a fine program of driver education in our state, school buses are subject to increasing hazards on the highways. Every school bus driver and every child who rides a school bus should know what to do should it ever become necessary to evacuate the bus quickly and safely.

Bus drivers may become involved in accidents while the buses are loaded with students. The bus driver is responsible for the bus and the passengers. He/she must know exactly what procedures to fol­low in case an emergency situation arises.

The saving of many lives will occur if both the driver and students know the proper procedures to follow to evacuate the bus. Also, the driver may become disabled from impact or illness which will make it necessary for the student passengers to exit safely by them­selves.

**Presentation**

**I. Regulation**

WAC 392-145-080 Emergency exit drills and procedures.

**A. Drill considerations**

1. The pupils will be instructed during the drill about the routine for securing a bus if the driver is disabled. They will:

* Set the emergency brake.
* Turn off the ignition.
* Remove the ignition keys from the ignition switch.
* Place the transmission in low gear.
* Seek help if a two-way radio is not available. If students are sent to seek help, they must be mature and go in groups of three or more.

2. The instructor/driver should show and demonstrate the following:

* Location and operation of the emergency exit doors and emergency valve.
* Location and operation of the spring brake (parking brake).
* Location, removal, and use of the fire extinguisher.
* Location and removal of the first aid kit.
* Pupils should go a distance of at least 100 feet from the bus and remain there in a group until given further direc­tions by the driver or instructor.
* Location and placement of triangular reflectors.
* Reminder to aid driver if he/she is disabled.

3. The safety of children is the most important consideration.

4. All drills should be supervised by the bus driver or the instructor.

5. The driver/instructor is responsible for the safety of the pupils.

**II. Advanced drill preparation**

Hard and fast rules cannot be made which will fit all emergency school bus situations. Answers to the following questions will help establish practices and procedures, which will fit your school district:

1. Are there any policies or rules on how drills are to be carried out?
2. Has a step-by-step procedure been developed for conducting the drill?
3. Consider the various age levels of the pupils. High school pu­pils can absorb more information than first graders.
4. How will the driver handle the following problems?

* The child who freezes in his seat.
* The child who does not move fast enough and blocks the aisle.
* What do children do with personal belongings?
* How many student helpers are needed?

**III. Emergency evacuation Slides 1 through 9**

Usually, students are safer on the bus during an emergency, BUT THESE SITUATIONS REQUIRE IMMEDIATE EVACUATION FROM THE BUS (see corresponding transparencies):

1. Fire inside of the engine compartment or school bus Slide 1
2. Break down near a building that is engulfed in fire Slide 2
3. Disabled school bus that is stalled over fuel spills Slide 3
4. Disabled school bus on railroad tracks Slide 4
5. Disabled school bus under “live” power lines Slide 5 and 6
6. Disabled school bus which might be hit a second time Slide 7
7. School bus submerged under water Slide 8 and 9

**SAMPLE EXIT DRILL**

**Service door zig-zag front to rear exit**

1. Helpers can be appointed to help the driver lead students to a specific loca­tion.
2. A second helper can be appointed to stand outside the SERVICE door to count and assist passengers as they leave the bus for that specific location.

3. When standing forward of the first occupied seats, the driver will stand and face the bus passengers.

* 1. Starting with the right-hand seats, point to of the student nearest the aisle to indicate that he/she moves first. Say, “Walk — Don’t run — Use Hand Rails.” “We’ll exit front seats first, right and left and right and left,” “We’ll go 50 steps (100 feet) behind the bus,” etc.
  2. Hold your hand out in front of the occupants of the left-hand seats in a preventive gesture.

4. When the pupils in the right-hand seat have moved forward far enough to clear the aisle, dismiss the occupants of the left-hand seats.

5. Continue evacuation procedure as described, right and left seats alternately to the rear until the bus is empty.

6. When the last seat is empty, walk through the bus and check to see that everyone is out. Squat down to floor level and look the length of the vehicle to identify anyone hiding under the legs of the seats.

7. After you leave the bus, go to students and tell them of improvements to be made and tell them of the job well done.

8. Dismiss them for class.

Procedural Note: An excellent way for the students to remember the service door evacuation procedure is to have them do the alternating right and left seats front to back unloading every morning when they arrive at school.

**Types of emergency exits T-10 through T-15**

Show T-10 through T-15 and describe each type of exit.

REAR DOOR EXIT

SIDE DOOR EXIT

BOTH SIDE DOORS EXIT

FRONT AND REAR DOOR EXIT

ROOF HATCH EXIT

FRONT DOOR EXIT

**Setting up for the actual exit drill schedule in the local school district**

In order to assist the instructor/trainer in completing an exit drill pro­gram, the following guidelines have been developed. These guide­lines are merely suggestions from successful exercises in other districts.

1. The school at which the drill is to be conducted should be noti­fied in advance and arrangements made for the amount of time it will take to conduct the drill. The number of students in each school can best determine this.
2. The drill is to take place only on school grounds.
3. Select bus drivers by knowledge and communication skills to assist in the drills.
4. The drivers used for these drills should be given advance train­ing to perform actual exit drills.
5. Each driver should be given a list of items to cover, when con­ducting the exit drill.
6. In elementary schools, the instructor/trainer may wish to show some films or give a talk on exit drill procedures, student ­discipline and/or rules and regulations for school bus riders. This is not required, but is an excellent opportunity to deal in a small effective way with student discipline and safe bus riding proce­dures

**Driver considerations**

1. Let each child decide, if possible, how much assistance will be needed and how to go about exiting out the emergency door. Never reach up and pull them out. Offer a helping hand, palm up and avoid grasping their hand or arm.
2. Remember, the driver may not be able to get to the exit in a real emergency, so plan accordingly. Make sure someone sees the bus is really empty.
3. Caution the tall ones not to bump their heads on the side or rear emergency exits.
4. Girls may want to gather skirts around knees before exiting so they don’t get caught and fall.
5. Instruct students to remain in seat area until it is their turn to exit.

**Tell the students:**

1. Don’t panic, keep calm.
2. If they must leave the bus, do so calmly and quietly and help those needing assistance.
3. If they must leave the bus, do not stand or wait on the road­way. Wait in a group, quietly, off the traveled portion of the road and 100 feet away.

**WAC 392-145-080 (6): Field trips and extracurricular trips**

At the start of each field trip or extracurricular trip, the school bus driver shall review with all passengers, the location and use of the emergency exits and emergency equipment, and any district emer­gency procedures.

**Special students**

Students in the special education program have as much or more need to be indoctrinated in emergency exit drill procedures, as do other students in each school district. It is necessary to explain each step of the drill in much greater detail and be more repetitious about these items. A greater amount of care and attention must be given to the various aspects of holding an evacuation drill for these students. Parents and teachers may be helpful with this procedure.

However, even though it is considered difficult for some of these students to accomplish or even understand what is occurring, it is imperative for the driver to have a definite knowledge of what will have to be done in the event an actual emergency evacuation does occur. The only way for the driver to know this, is to conduct a drill whenever necessary.

**Summary**

Accidents do happen. When they do, it is too late to begin teaching an emergency procedure. The instruction given to the students on safe riding practices may help prevent them from being injured or killed when riding a bus or crossing a street.

The purpose of this material is not to see how fast a bus can be evacuated, but to teach the drivers and students how to evacuate a bus in the safest manner and in the shortest possible time.

An effective plan will help to prevent panic and injury to those involved.

**Evaluation**

Ask the driver candidates questions regarding the information ex­plained in this lesson.

**Questions**

1. Describe the procedure for a single rear door school bus exit.

(The pupils must leave the school bus through the rear exit door starting from the rear of the bus and working forward until the forward most students exit last.)

1. Explain the procedure for a single front school bus exit. (Tell that the pupils must leave the school bus through the front door. The exit will start with students at the front of the bus and work aft until the students seated in the rear most seats exit last.)
2. Explain the procedure for a two-door school bus exit. Tell the pupils in the front of the bus to leave the school bus through the front door. The students in the back half of the school bus exit through the rear exit door.)
3. What is the process for securing the school bus when the driver is disabled? The pupil will:
4. Set the parking brake
5. Turn off the ignition
6. Remove the key from the ignition switch
7. Place the transmission in a low gear.)
8. Explain what to do if a school bus is covered with an active downed power line.(The safest place for pupils will be on the bus unless there is a fire or danger of being struck from other traffic.)

**Answers Please separate the answers from above**

H-1

PROCEDURE FOR CONDUCTING EMERGENCY EXIT DRILLS FOR ALL STUDENTS

Emergency exit drills should be performed on all routes and proper forms turned in to the supervisor three times a year. For a safer drill, drivers should inform students a day in advance to wear low-heeled shoes and slacks.

These practice drills are to be held on school property only. Procedure for the drills is as follows:

1. Shut off motor, set hand brake, leave bus in gear and pull keys.
2. The driver shall point out the location and explain the operation of each emergency window and door. Explain use of fire extinguisher, First Aid kit, and reflector place­ment before each drill.
3. Show the students how to operate the “emergency air release” lever, which releas­es the air pressure to the service door, and how to pen the door from the inside (if applicable).
4. Have two responsible students at the emergency exit door. They should go out emergency door and stand on each side of the door to assist students from the bus. The driver will personally supervise this operation and assist.
5. Assign a responsible student to get the fire extinguisher ready for use and remove the First Aid kit. The driver should show the students how to use the fire extinguish­er. (Do not actually use).
6. Students should be able to take care of themselves in case the driver is injured and cannot direct emergency operations and should be instructed to assist driver if injured.
7. Students should be told they must go to a safe location off the roadway when they leave the bus.

Insert emergency review here



























