

# **BUS EVACUATION DRILLS FOR STUDENTS**

REFERENCE GUIDE

## **INTRODUCTION**

Evacuate your Bus means to leave the Bus quickly and safely. The following information and procedures will help you to do just that. Someday your Bus Driver may need your assistance to evacuate your school bus.

### **1. Introduction to Emergency Equipment on the School Bus**

Your Bus Driver will familiarize and show you how operate the emergency equipment on your school bus:

- First Aid Kit
- Fire Extinguisher
- Two Way Radio
- Emergency Parking Brake
- Safety Latch on the Emergency Exits

### **2. Rules of Safe Conduct**

When a School Bus needs to be evacuated, it is very important for you to hear what the Bus Driver is saying. If the bus is noisy, you are not going to hear what the Bus Driver is telling you to do.

#### **Reminders of Rules of Safe Conduct:**

- a. Keep body parts inside the Bus at all times.
- b. Do not eat or drink while the bus is moving.
- c. Sit facing forward with your feet on the floor

REMEMBER Emergencies can appear without warning. That is why it is important to follow Rules of Safe Conduct at all times. You must be prepared to evacuate your bus any time your Bus Driver tells you to do so.

### **3. Evacuation Drills For Practice**

- Rear Door Evacuation
- Side Door Evacuation
- Split Door Evacuation
- For a Bus Rolled over

Familiarize Yourself with the Emergency Procedures You Must Follow with Each Drill:

- a. Bus Driver assigns monitors to assist Students leaving the bus.
- b. Monitors will sit near the rear and side emergency exits
- c. The order of evacuation will be front to rear. (Make sure you remember this)
- d. Leave the bus quickly leaving personal items on the bus.
- e. Do not rush, push or shove while evacuating the bus.
- f. Some procedures vary, so always follow what your Bus Driver tells you to do.

g. Once you are off the bus, walk a safe distance away from the bus. Your Bus Driver will join you in a little while.

**DRILLS:**

**REAR DOOR EVACUATION DRILL**

1. One of the Monitors will lift the latch and open the rear door.
2. When leaving the bus you will evacuate out of the rear of the bus using the method of evacuation you have practiced.
3. Bend your knees when jumping out of the bus. (By bending your knees, you will cushion the shock of landing on the ground)
4. Do not jump straight up or you will hit your head. Instead, jump straight out!

**METHODS OF EVACUATION USED BY STUDENTS**

**PALM TO PALM METHOD:**

Practice palm to palm method when jumping out of the bus. Notice the Students placing their palm on to the monitor's palm. This will brace and balance you while jumping out of the bus. It also makes it easier for you to land on your feet.

It is important not to grab the fingers of the monitor when making this jump. Fingers can get tangled up and possibly injure a finger. Always brace your hand!

**PALM TO FIST METHOD:**

Place your palm on the fist of the monitor while practicing the evacuation drill. Remember, this will brace and balance you while jumping out of the bus, It also makes it easier for you to land on your feet.

**SIT DOWN METHOD DRILL:**

Sit down on the floor of the bus and scoot forward and brace yourself against the monitor making sure to use the hand method recommended by your Bus Driver.

**\*REMEMBER, IF YOU HAVE ANY QUESTIONS - TALK WITH YOUR BUS DRIVER**

**SIDE DOOR EVACUATION DRILL:**

Monitors position themselves next to the door. Students should use the recommended hand technique.

**\*Make sure to jump straight out and not straight up! Watch your head and bend your knees before jumping off the bus.**

## **SPLIT DOOR EVACUATION DRILLS:**

In this drill, you will be asked to use two different doors to leave the bus.

We are asking you to use this evacuation drill when it is important to leave the bus in a real big hurry!

### **METHOD:**

Two sets of monitors will be assigned. One for the rear door and one for the side door. You will follow the same exact procedures you were shown in the previous drills as you (the Students) evacuate the bus. You will immediately walk to the designated area to wait for the Bus Driver.

### **IMPORTANT!**

THE STUDENTS EVACUATING FROM THE SIDE DOOR OF THE BUS WALK TO THE FRONT OF THE BUS AS THEY WALK TOWARD THE DESIGNATED AREA.

### **USE OF OVERHEAD HATCH:**

When popping the roof hatch of your bus, follow the procedures set down by your school district.

Also - Always follow the guidelines of the operating manual of the school bus manufacturer.

## **4. HELPING YOUR SCHOOL BUS DRIVER**

When the School Bus Driver becomes incapacitated and unable to operate the school bus, a Student activates the emergency brake and quickly calls the office to ask for help using the two way radio on the bus.

This is a good example why we teach you to operate the emergency equipment on the bus.

## **WHAT ACTUALLY HAPPENS WHEN A BUS NEEDS TO BE EVACUATED**

1. Stay calm
2. Listen to your Bus Driver
3. Do not push or shove
4. Monitors take their places
5. Jump out not up
6. Don't grab fingers
7. Bend knees
8. Leave for the designated area
9. Wait for your Bus Driver

## **SUMMERY:**

Sometimes training might appear to be boring and there are other things you'd rather be doing.

**YOU MUST REMEMBER THIS:** You are young and have a lot to look forward to. Take the time to remember the lessons in this program. Your safety and the safety of others may depend up on it!