



Bus Evacuation Drills for Students

Follow Along Guide and Test

Introduction

1) School buses are one of the most widely used vehicles in the world. Certain types of school buses can carry OVER 80 passengers. When they are being assembled, safety features are the top priority for school bus manufacturers. When they are being driven, it is by a driver who went through a rigorous training process. And their passengers are over 26 million kids that ride the school bus on a daily basis.

2) It is important that ALL students learn about safety tips that can ultimately save lives. Although it may sound a bit dramatic, the information provided in the video and in this guide can make all the difference in the world to keep you safe.

3) The thought is pretty simple right? If there is an emergency, such as a fire on board, you would need to get off the bus quickly. But, think about this:

- a) Which door would you use to get out?
- b) What if the fire is at the front of the bus? What if it were at the back?
- c) What if the bus was packed full of kids?

4) There are all kinds of things to think about if it were to REALLY happen. **Think of all the scenarios that COULD possibly take place and the most smartest and efficient way to get off the bus if they do.**

5) This guide and video will provide you with the correct way to evacuate the school bus if it becomes necessary. It will cover different types of evacuations, order of evacuation and much more.

The Basics

6) Every school bus is equipped with items to make the bus and the passengers who ride it safe. These items are all around the bus. For instance, if a student gets a bloody nose, the driver has the items necessary to protect themselves, as well as assist the student with the bloody nose.

7) One of the onboard items you should know about is the first aid kit. First aid kits are typically stored in front of the bus near the drivers compartment. They are usually

placed in an area of the bus to make them easily accessible in case of an emergency.

8) Inside the first aid kit, there are:

- a) bandages
- b) gauze
- c) gloves
- d) emergency numbers - local police and fire department
- e) Items that can be used for cuts, scrapes and/or burns

ON-BOARD FIRST AID KIT



9) It is also important to know where the fire extinguisher is located and how to use it. Every bus will have a fire extinguisher on it. It is important that you know the process for using it. This doesn't mean that you try to play hero if the bus is quickly filling with smoke and flames. However, by knowing how to use the fire extinguisher, you can be prepared to use it if it becomes necessary to do so.

10) The emergency brake is typically located on the front dash and within the drivers reach. The emergency brake is applied by pulling the (*typically yellow*) knob out. We show an example of this in the video.

11) Dispatch radios are used to relay information to the transportation department. Different styles of buses will have them placed in different areas. However, they are typically going to be within arms reach of the bus driver and in the driver compartment area. **You should know the location of the radios and how to use them.**

Emergency Brake



2-Way Dispatch Radio



12) When using the dispatch radio, you would click the button on the side to talk with the dispatcher at the transportation department.....Let go of the button to listen.

13) If your bus driver were to become unconscious while driving, knowing where the emergency break is and how to use it can literally mean the difference between life and death.

14) By applying the brake, you can slow and eventually stop the bus. By knowing how to use the 2 way radio, you can relay critical information about the event to the transportation department.

Emergency Exits

15) When it comes to evacuating the school bus, it is important to know where all the emergency exits on the bus are located. Emergency exit locations will be different with different types of buses. Some buses have side emergency doors, some have rear emergency doors and some have both. You should know where all the emergency exits are located on the bus you usually ride.

16) There are additional emergency exits located around the bus. However, these would only be used in extreme cases such as the bus rolling over on its side, or any type of situation where the emergency doors would be blocked or damaged. Regardless, you should not only know where every single emergency exit is located, but also how to open them if it becomes necessary.

Reasons to Evacuate

17) There would be several reasons you would need to evacuate the bus. Here are a few:

- a) If a fire were to occur on the bus
- b) If the bus were to stall out over railroad tracks
- c) During dangerous weather events
- d) If involved in an accident with another vehicle and is still in a dangerous place on the roadway

18) Another part to understanding how to evacuate, is to know which kind of evacuation needs to be performed. Most of the time, you can look to your bus driver for guidance. However, a lot of this is also common sense. You would want to go as far away from the problem as possible, not towards it.

Helpers

19) Every school bus should have dedicated helpers. **The helpers are going to be the first ones to exit the bus. They are also going to be the ones assisting the remainder of the students off of the bus during the evacuation process.**

Although there may be assigned helpers, it is important that all students are trained to be a helper in case one is absent on any given school day.

20) There is also an **order of evacuation** you should be mindful of. If an evacuation has been called for, it will be the students that are closest to the danger that would exit first (*after the helpers*). So, if the problem is at the front of the bus, the students at the front would evacuate first. Remember, the bottom line is to get as far away from the problem as safely and efficiently as possible.

21) You will want to do a zipper effect when evacuating the bus. When we say 'Zipper' pattern, it means you would leave your seat; one side, then the other. One side then the other, and so on.

Helper Instruction

22) As we've previously discussed, when evacuating the school bus, it will be the helpers exiting first. For you future helpers out there, this is the correct way to do it:

- a) Open the door and sit on your butt with your legs hanging off the edge.
- b) Use your hands to help push you out and to the ground.
- c) Make sure to bend your legs when reaching the ground.

23) After the helpers make it off the bus, they will be assisting the rest of the students to evacuate the bus. When evacuating, you will sit down and slide out as well. The only difference is you will be having the assistance of the helpers. The helpers are there to expedite the process for an efficient, yet safe landing.

Evacuation Techniques

- a) At the edge of the doorway, reach your hands out and hold onto the helpers fists. *The helpers should also give additional support by placing their palms under your elbows.*
- b) Once you have good hand placement on the helpers fists, simply slide out with the helpers assistance.
- c) bend your knees when your feet hit the ground to absorb the impact.
- d) Once off the bus, you should quickly walk far away from the bus and to a safe area.

A few More IMPORTANT things...

24) Make sure you don't hit your head on the emergency door exit on your way out. There is padding above many emergency exits. However, be sure to duck on your way out so you don't hit your head.

25) **NEVER attempt to lock fingers with the helpers when being assisted off the bus. This has the possibility of injuring you AND them.**

26) When moving away from the bus, it should be at a far distance from the bus and in

an area where you will not be close to traffic. When you get to that area, **you should wait with the rest of the students until your driver is off of the bus and meets up with you.** While you're waiting, your driver is checking the remainder of the bus to make sure NO students are left behind.

Just a couple more...

27) In the case that if there were a fire on board, or any type of emergency that calls for an IMMEDIATE evacuation, you would need to leave your backpack and personal belongings on the bus. By trying to bring your backpack with you, it would severely slow down the evacuation process and put your fellow students at risk. And of course, don't be trying to text, take selfies or make a call during an actual evacuation.

28) And last but not least, please respect your bus driver. Imagine driving a VERY heavy vehicle that is over 40 feet long, and sometimes carrying up to 80 students. Imagine waking up at the crack of dawn to check all of the parts to the bus to make sure it is safe for you to ride. Imagine that your bus driver might have their OWN problems at home too. Imagine that they just want to make sure you have someone that cares about your safety. **REMEMBER WHO THE LAST PERSON OFF THE BUS IS.** YOUR safety is their job. Please respect them while they do it.

You made it! Stay Safe!

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TEST QUESTIONS

(Circle TRUE or FALSE)

1) Certain types of school buses can carry OVER 80 passengers.

TRUE or FALSE

2) Every school bus has a fire extinguisher on it.

TRUE or FALSE

3) Only 2 students should be trained to be helpers.

TRUE or FALSE

4) One of the most important things to do when evacuating is to stay calm.

TRUE or FALSE

5) There is no need to know how to use any of the items on the bus because you just ride it.

TRUE or FALSE

6) A regular school bus window can be used as an emergency exit if necessary.

TRUE or FALSE

7) When exiting with helper support, make sure to lock your fingers with theirs.

TRUE or FALSE

8) When sliding out of the bus to the ground, it is important to bend your legs.

TRUE or FALSE

9) You shouldn't forget to grab your backpack before evacuating the bus.

TRUE or FALSE

10) The LAST person off of the bus when evacuating is the bus driver.

TRUE or FALSE

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Answer Key

- 1) **TRUE**
- 2) **TRUE**
- 3) **FALSE**
- 4) **TRUE**
- 5) **FALSE**
- 6) **TRUE**
- 7) **FALSE**
- 8) **TRUE**
- 9) **FALSE**
- 10) **TRUE**