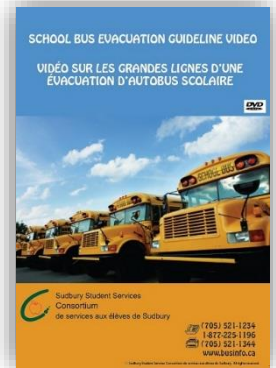




# School Bus Evacuation Program



- All Bus Companies, please ensure that the three Methods of Bus Evac are reviewed with all your drivers prior to school startup.
- If you are a Bus Evac LEAD, schedule sessions with your schools and plan for availability of school bus(es) and driver(s).
- Schools will be provided with a link to the online School Bus Evacuation Guideline video. LEADS, on scheduling the sessions, please confirm that the school is aware of the link to the Bus Evacuation video on the STEO website. STEO will also send a reminder to schools.

**Video length: approximately 11 minutes**

**Entire program length: 45 - 60 minutes**

## Learning Objectives

At the end of 15 to 20 minutes of classroom instruction, the students should understand the concepts/importance of bus evacuation and have practical experience in the use of the three key methods of bus evacuation:

- 1. Front**
- 2. Rear**
- 3. Split**

## Planning Notes

IMPORTANT NOTE: Facilitators should always check to make sure that students do not have any injuries/personal considerations that would prevent them from jumping off the back of the bus for the rear and split evacuation drills.

## Introduction to School Bus Evacuation

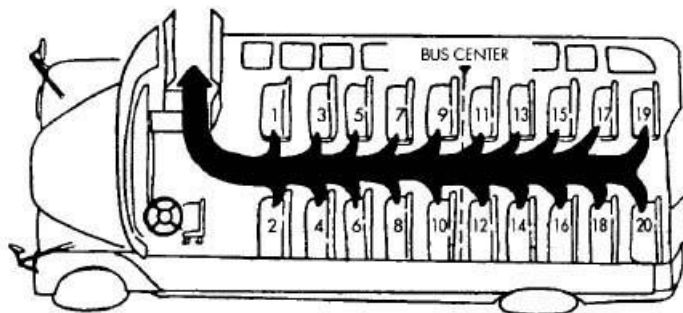
There are three primary ways of evacuating a school bus. The method you use will depend on the nature of the emergency. This will generally be to the bus driver's discretion, but in a real emergency he/she might not be able to help and that's where student preparation is extremely important.

## School Bus Evacuation Practice Drills

### First Method: Front Door Evacuation

The first method is a **front door evacuation**. This method is usually used when there is little or no danger or if the bus breaks down or has a flat tire. NOTE, the term "safe area" refers to a designated area away from the bus to prevent further injury if the bus should catch fire or become involved in a major collision.

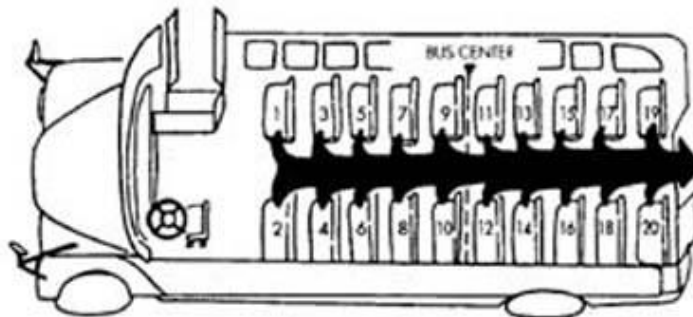
- **Helper #1** sits in the aisle seat closest to the front door, next to the driver.
- **Helpers #2 and #3** sit in the aisle seats closest to the rear emergency door.
- **These positions remain the same regardless of the type of evacuation to be used.**
- **Helper #1** will stand at the bottom of the steps, assisting students as they exit the bus and direct them to a safe area.
- **Helper #2** will control the order in which students evacuate the bus, starting from the rear, alternating sides.
- **Helper #3** will be the first to evacuate the bus and will take charge of the students at the safe area.



## Second Method: Rear Door Evacuation

A **rear door evacuation** should only be used when a front door evacuation is not practical or possible. You will always be evacuating **away** from the danger. Because of the potential danger at the front of the bus, these will be the first students to be evacuated in a rear door evacuation. A front-end collision, for example, may cause the front door to become inoperable; or there may be a fire or smoke located at the front of the bus.

- **Helpers #2 and #3** will be the first to get off the rear of the bus.
- **Helper #1** will control the order in which students evacuate the bus, starting at the front and, again, alternating sides.
- Exiting the rear of the bus is a little more difficult due to the distance to the ground. **Helpers #2 and #3** will stand facing each other and assist students down to the ground.
- When exiting the bus, crouch down to lessen the distance to the ground and to avoid bumping your head.
- Crouch with your fists forward, just like a skier, and the helpers will help support your weight as you are assisted to the ground.
- Follow your helpers' directions and proceed in a single file to the designated safe area.

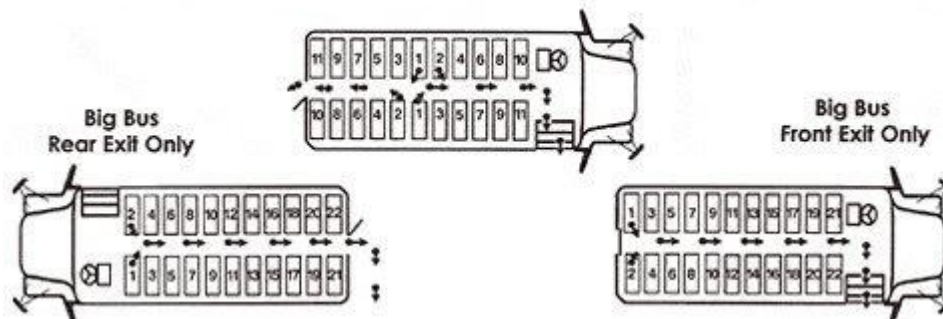


## Third Method: Split Evacuation

The **split evacuation** is a combination of both the front and rear methods, with each starting at the middle of the bus and both exits being used simultaneously. The split evacuation method should only be used in emergencies, where time is of the essence and you need to get off the bus *fast*.

- The front half of the bus will exit using the front door, while the back half will exit using the rear emergency door.
- Because the split evacuation is a combination of the front and rear evacuation methods, two additional helpers will be needed. **Helpers #4 and #5** will sit on opposite sides at the centre of the bus.
- **Helper #4** will control the order in which the students at the front half of the bus will be evacuated, starting at the middle and working towards the front of the bus, alternating sides.
- **Helper #5** will control the order in which the students in the rear half of the bus will be evacuated, starting at the middle and working towards the rear of the bus, alternating sides.
- **Helper #1** will stand at the bottom of the steps at the front of the bus assisting the students as they exit the bus and directing them to a safe area.
- **Helpers #2 and #3** will stand on the ground at the rear of the bus facing each other and assist exiting students down to the ground.
- Although the split evacuation is the fastest method, it is also the most complex, so practice here is especially important.

### Using available exits on a Big Bus



## Discussion Scenarios

You may wish to discuss a few scenarios with your group as part of your drill practice:

- **Scenario One:** The back of the bus is rear-ended by a truck. All windows in the rear emergency door are knocked out.
- **Scenario Two:** Smoke has appeared at the front of the bus.
- **Scenario Three:** The bus has stalled on a railway track.

## Other Evacuation Methods

If none of the three main methods can be used to evacuate the bus, due to both the front door and the rear emergency exits being obstructed or inoperable, there are two other means to evacuate the bus. These methods are only to be used as a last resort.

- **Emergency Window Exit:** An emergency window exit can be found on both sides of the bus. Each of these exits has a lever which must be pulled to release the lock on the windows.
- **Roof Emergency Exit:** The roof emergency exit has a lever which must be turned to release the lock.

## Review and Conclusion

- The front evacuation starts at the *rear* of the bus, alternating between sides.
- The rear evacuation starts at the *front* of the bus, again, alternating sides.
- The split evacuation starts in the *middle* of the bus, working towards the ends.
- As a last resort, the **emergency window or roof exits** can be used.
- Proceed single file to the safe area and remember, once you are off the bus, be aware of traffic and other potential hazards.
- In all evacuation methods, the last person off the bus, usually the bus driver, will check the bus to make sure everyone is out.
- Remain calm and quiet. Walk, don't run or push. Leave belongings behind. Listen to the bus driver and carefully follow his or her instructions.
- You can *mentally* rehearse what you'd do in a real emergency. Next time you are on the bus, try a little mental role playing. What would you do if the bus had to be evacuated? Which method would you use? Which exit are you most likely to use? Where are the helpers sitting?

Thank you! Now YOU are empowered to help make your bus ride a safe one.