



ECSC Bus Emergency Evacuation Plan



WHEN TO EVACUATE:

Normally, passengers are safer inside the bus. For a normal breakdown, the students should be kept inside the bus.

If the bus is located where there is a high risk of a collision, such as:

- Near a blind curve
- Just over the crest of a hill
- On a railroad track

OR

There is some danger that threatens the passengers, such as

- Fire or something threatens the passengers, such as smoke in any part of the bus
- Danger of being submerged in water
- The bus has rolled or tipped over
- The bus is in danger of rolling or tipping over

Evacuation Procedure

1. Park the bus as close to the shoulder of the road as possible
 - Turn hazard lights on
 - Set the parking brake
 - Turn the engine off
2. Stand facing the rear of the bus
3. Give the command: **“Remain seated; prepare to evacuate.”**
4. Turn toward the front of the bus.
5. Move backwards to the first occupied seat.
6. Starting with either the left or the right seat:
 - Touch the shoulder of the person nearest to the aisle to indicate that the passengers in that seat are to move off.
 - Keep the passengers in the seat opposite in their seat by holding the hand palm out in a restraining gesture until the aisle is clear.
 - Move out the passengers in the opposite seat, using the same signal as above
7. Move backwards down the aisle, repeating this procedure at each seat until the bus is empty.

8. Check the bus from the very back seat to the front, making sure it is empty.
9. Have evacuating students move to a safe distance **(no less than 100ft)** and keep them there as a group, away from any dangerous area.
10. Continue to check for students while removing the fire extinguisher, first aid kit, and/or triangles if needed.
11. Call or have someone call the fire department, the bus barn and the school(s), as necessary.

Additional Important Information

- A fire at the front of the bus may make the front entrance unusable and an alternate route of evacuation necessary. Normally, the front entrance will be available, but the emergency door can be used as the primary exit during an emergency.
- Evacuation through both doors is fastest, with the rear monitor working forward seat by seat and the driver working backward seat by seat.
- If the bus is on the side, use the roof hatches as well as the emergency windows and doors on the up side to evacuate students.

*** THE BUS DRIVER WILL NEED TO ORGANIZE A CAREFUL, ORDERLY EVACUATION OF THEIR SCHOOL BUS**