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**COMPONENT: TRANSPORTATION**

**SUBJECT: BUS EVACUATION**

**PERFORMANCE OBJECTIVE:** To establish a procedure for evacuating a Head Start bus in an emergency situation.

When you are in an accident or if you think there is a danger of fire on your bus, you must evacuate your passengers. The more you practice, the faster you become in case of a real emergency. Practice drills will be conducted at least once a month. The Monthly Bus Evacuation Drill Report (Attachment #1) will be completed and forwarded to the Marketing Manager. The Bus Evacuation Drill Control Sheet (Attachment#2) will be filled out at the time of the practice drill and posted in the center on the Emergency Board. Practice drills should be conducted in a safe place.

Once you determine that evacuation is necessary you should:

1. Work quickly and calmly.
2. Stop the bus in the safest possible place-**USE YOUR PARKING BRAKE!!**
3. Turn off the ignition and take the keys.
4. If there is a possibility of fire **DO NOT USE EMERGENCY LIGHTS!**
5. The driver should stand – face the children and give very specific instructions in a calm voice.

For Example: “**Children, listen very carefully. We are going to practice getting off the bus like we would if we ever had an accident.**”

Then proceed to encourage them to “**do a good job – the best they can, etc.**”

6. Tell your children where to exit (front door, back door or both doors). **OPEN ALL DOORS.** Identify the children who are to exit by the rear door and those who are to exit by the front door. (If both exits are being used).
7. Tell the children where to go after they exit (get them away from the bus at least 100 feet).
8. Do not allow pushing. Exit one at a time.

9. Check the bus to make sure all children are off - count the children before and after they exit the bus.
10. Driver, take the bus log with you - count the children to ensure all children are accounted for.
11. Equip buses with Hold-A-Ring rope, to assist in leading the group in heavy traffic areas. **Hold-A-Ring rope will be used during bus evacuation drills.**

### **PROCEDURE FOR FRONT DOOR EVACUATION**

1. The monitor/**volunteer** will dismiss children from the rear of the bus – working his/her way from the rear to the front of the bus.
2. The driver will open the front door.
3. Alternate and dismiss children by row – **recheck** to make sure **all** children have been evacuated.
4. Driver should get off the bus and assist the children off. The driver will determine where the children should go as they get off the bus (at least **100 feet** from the bus).

### **PROCEDURES FOR REAR EMERGENCY EVACUATION**

1. The monitor/**volunteer** will open the emergency door and will evacuate the children off the bus.
2. The driver will dismiss the children from the front of the bus – working his/her way from front to back. **Recheck** to ensure **all** children are off the bus.
3. Alternate and dismiss adjacent rows of children, keeping the line moving at the rate that the monitor/**volunteer** can lift children off.
4. The monitor/**volunteer** will determine where the children should go as they get off the bus (at least **100 feet** from the bus).

### **PROCEDURE FOR EVACUATION – USING BOTH EXITS**

1. The driver will open the front door and the monitor/un-paid substitute will open the rear emergency door.
2. The monitor/un-paid substitute will get off at the rear of the bus and will lift the children off from the back of the bus. The driver will go 2/3 of the way back of the bus and direct children to the front or rear of the bus (rear 1/3 of the bus uses the rear exit). The monitor/un-paid substitute will determine where children go as they exit. The driver should check **ALL** seats to be sure that **ALL** children are off the bus.