



SCHOOL BUS EMERGENCY EVACUATION

GOVERNANCE POLICY

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1.0 PRINCIPLES

- 1.1. It shall be the policy of the South Shore Regional Centre for Education (SSRCE) to support the practice of School Bus Emergency Evacuation Drills.
 - 1.1.1. Whereas in an emergency situation getting children off the bus safely in the shortest time possible in an orderly fashion is the objective, it would be unrealistic to expect the student to perform adequately without practice; therefore:
 - 1.1.1.1. It is the responsibility of each school bus driver to ensure that their students and TA's, if applicable, are knowledgeable and practiced in school bus emergency evacuation procedures in accordance with the Nova Scotia Public Utility & Review handbook (page 10).
 - 1.1.1.2. The Driver is to be familiar with the School bus collision protocol (Appendix).
 - 1.1.1.3. Drivers are to conduct practice evacuations to provide their passengers with the training required to safely carry out front door, rear door, and combinations of front and rear door evacuations. These practice evacuations are to be conducted at least twice in each school year. The first practice should be conducted prior to November 30.
 - 1.1.1.4. Drivers are also to instruct students on location and procedures to be followed in raising the emergency window for evacuation, and will show the students the location of the emergency equipment, e.g. fire extinguisher, first aid kit, flares and two-way radios.
 - 1.1.1.5. Drivers are to submit the attached form on each bus evacuation to the Principal/designate who will sign it and return it to the Transportation Department.
 - 1.1.1.6. Drivers are to be familiar with the procedures, and should be knowledgeable in evacuation procedures which drivers are to use in instructing their passengers.

2.0 POLICY FRAMEWORK

- 2.1. This policy complies with the Education Act and other related provincial acts and policies.
 - 2.1.1. Motor Carrier Act of the Province of Nova Scotia
 - 2.1.2. SSRCE Code of Conduct

3.0 AUTHORIZATION

The Regional Executive Director is authorized to issue procedures in support of this policy.

SCHOOL BUS EMERGENCY EVACUATION

ADMINISTRATIVE PROCEDURES

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1.0 PROCEDURES

- 1.1. Usually, students remain on the bus during an emergency. But two situations require passengers be evacuated from the bus:
 - 1.1.1. fire, or danger of fire
 - 1.1.2. unsafe position

2.0 GENERAL

- 2.1. Drills should be held on school property and not on the bus route.
- 2.2. Drivers should stay in the bus during evacuation drills. Be sure the parking brake is set, ignition off, keys removed, and transmission in gear/park.
- 2.3. Do not permit children to take lunch boxes, books, etc. with them when they leave the bus.
- 2.4. The driver appoints two (2) leaders who leave the bus and all students will follow to a safe place AT LEAST 35 METERS from the bus in an “evacuation drill” and remain there in a group until given further instructions by the leaders.
- 2.5. Explain the three (3) types of evacuations:
 - 2.5.1. Front door
 - 2.5.2. Rear door
 - 2.5.3. Combination evacuation

3.0 FRONT DOOR EVACUATION

- 3.1. Front door evacuation is usually used when there is little or no danger and when time is not a factor (i.e. if the bus breaks down or similar problem). In considering a front door evacuation drill, the following steps should be used:
 - 3.1.1. Stop the bus, set parking brake, and turn off engine (remove key).
 - 3.1.2. Stand, open the door, face the children, and get their attention.
 - 3.1.3. Give the command: “EMERGENCY DRILL, REMAIN SEATED, FRONT DOOR EVACUATION”.
 - 3.1.4. The driver appoints two (2) leaders who leave the bus and all students will follow to a safe place AT LEAST 35 METERS from the bus in an “evacuation drill” and remain there in a group until given further instructions by the leaders.

- 3.1.5. Appointed leaders are to stand outside the front door to count and assist passengers as they leave the bus.
- 3.1.6. Standing between the first occupied seats, you will then turn and face the front of the bus:
 - 3.1.6.1. Starting with the right-hand seat, tap the shoulder of the student nearest the aisle to indicate that those occupants should move out. Say, “WALK, DON’T RUN – USE HAND RAILS.”
 - 3.1.6.2. Hold your hand before the occupants of the left-hand seat in a restraining gesture.
- 3.1.7. When the students in the right-hand seat have moved forward far enough to clear the aisle, dismiss the occupants of the left-hand seats.
- 3.1.8. Continue evacuation procedures as described, right and left seats alternately, until the bus is empty.
- 3.1.9. When the last seat is empty, walk to the front of the bus checking to see that everyone is out.
- 3.1.10. After you leave the bus, go to students and advise them of improvements to be made and tell them of the job well-done.

4.0 REAR DOOR EVACUATION

- 4.1. Rear door evacuation is usually used when a front evacuation is not practical or is impossible (i.e. a collision damaging the entry door, or hazards in the area of the front door). In considering a rear door evacuation drill, the following steps should be used:
 - 4.1.1. Stop the bus, set parking brake, and turn off engine (remove key).
 - 4.1.2. Stand, open the door, face the children, and get their attention.
 - 4.1.3. Give the Command: “EMERGENCY DRILL, REMAIN SEATED, REAR DOOR EVACUATION.”
 - 4.1.4. The driver appoints two (2) children to leave first, stand sideways next to the emergency doors so that the students leaving the bus can use their shoulders as a help down to the ground. Students will crouch/sit down at the back door with their arms extended in front of them to lessen the distance to the ground and to avoid bumping their heads as they exit and step (not jump) out of the bus with the assistance of the leaders.
 - 4.1.5. Standing between the last occupied seats, you will then turn and face the back of the bus:
 - 4.1.5.1. Starting with the right-hand seat, tap the shoulder of the student nearest the aisle to indicate that those occupants should move out. Say, “WALK, DON’T RUN – USE HAND RAILS.”
 - 4.1.5.2. Hold your hand before the occupants of the left-hand seat in a restraining gesture.
 - 4.1.5.3. Ensure that students sit on the floor of the rear before exiting out the back door.
 - 4.1.6. When the students in the right-hand seat have moved forward far enough to clear the aisle, dismiss the occupants of the left-hand seats.
 - 4.1.7. Continue evacuation procedures as described, right and left seats alternately, until the bus is empty.
 - 4.1.8. When the last seat is empty, walk to the back of the bus checking to see that everyone is out.

- 4.1.9. After you leave the bus, go to students and advise them of improvements to be made and tell them of the job well-done.

5.0 FRONT AND REAR DOOR EVACUATION

- 5.1. Front and rear door evacuation should be used in real emergencies, where time is of the essence. Although this evacuation is the fastest method, it is also the most complex, so practice here is crucial. In considering a front and rear door evacuation drill, the following steps should be used:
 - 5.1.1. Stop the bus, set parking brake, and turn off engine (remove key).
 - 5.1.2. Stand, open the door, face the children, and get their attention.
 - 5.1.3. Give the Command: “EMERGENCY DRILL, REMAIN SEATED, FRONT AND REAR DOOR EVACUATION.”
 - 5.1.4. Appoint leaders to lead the students to a designated safe location. As this evacuation is a combination of the front and rear methods, four leaders will be needed, two at the front and two at the rear door.
 - 5.1.5. The front half of the bus will exit using the front door, while the back half will use the rear emergency door.
 - 5.1.6. Standing between the last (first) occupied seats, you will then turn and face the back (front) of the bus:
 - 5.1.6.1. Starting with the right-hand seat, tap the shoulder of the student nearest the aisle to indicate that those occupants should move out. Say, “WALK, DON’T RUN – USE HAND RAILS.”
 - 5.1.6.2. Hold your hand before the occupants of the left-hand seat in a restraining gesture.
 - 5.1.7. When the students in the right-hand seat have moved forward far enough to clear the aisle, dismiss the occupants of the left-hand seats.
 - 5.1.8. Continue evacuation procedures as described, right and left seats alternately, until the bus is empty.
 - 5.1.9. When the last seat is empty, walk to the back (front) of the bus checking to see that everyone is out.
 - 5.1.10. After you leave the bus, go to students and advise them of improvements to be made and tell them of the job well-done.

6.0 EMERGENCY WINDOW EVACUATION

The school bus driver will demonstrate to all passengers how the emergency exit windows are opened and the location of the same. The bus driver will then instruct all passengers not to open these windows until required to do so.

7.0 EMERGENCY EQUIPMENT

- 7.1. The school bus driver will show all passengers the location of the fire extinguisher, the first aid kit, flares, and two-way radio.
 - 7.1.1. In the event the bus driver is injured or incapacitated, it is important to have appointed students who would be able to do the following:
 - Turn off ignition switch
 - Set parking brake

- Summon help when and where needed via two-way radio or cell phone
- Kick out windows
- Set flags and flares
- Open and close doors, account for all students passing their station
- Help small children off bus
- Cut seatbelts if required
- Perform other assignments

8.0 RESPONSIBILITIES

It shall be the responsibility of the Regional Executive Director to ensure these administrative procedures are followed.