

**Matanuska-Susitna Borough School District  
Pupil Transportation Department**

**SCHOOL BUS EVACUATION DRILL  
REAR DOOR EMERGENCY LESSON PLAN  
PLAN #I**

**TITLE OF LESSON:** School Bus Emergency Drill Instruction  
Identification and Location of Emergency Equipment

**LESSON TIME:** Three (3) to Five (5) Minutes

**OBJECTIVE:** Each student must be able to locate and identify five (5) pieces of emergency equipment to be used in a school bus emergency and be able to perform the proper procedure for a Rear Door Emergency Evacuation Drill.

**Introduction:**

This morning we are going to learn the proper procedures to be used in a Rear Door Emergency Evacuation and the location and proper use of five (5) pieces of emergency equipment to be used for increased safety on and off the bus in case of an accident. The training you receive this morning may have to be performed by you if the driver is unable to give you direction due to being injured or incapacitated as a result of an accident. This drill will assume that the driver is not hurt and in charge of the evacuation of the bus. The drill will be timed. If the evacuation is not performed satisfactorily, the students must perform the drill again.

The following steps must be performed to assure safe emergency evacuation from the bus and safe use of the following emergency equipment.

**Step One: Identify and Locate the Emergency Equipment and Any Hazards**

Driver is to instruct the students of the location and use of the following pieces of emergency equipment.

- 1) Fire Extinguisher - Location and use, how to remove the brackets.
- 2) First Aid Kit - Location, how to remove from bracket.
- 3) Reflectors - Location, how to assemble and placement.
- 4) Radio - Location and use, placement out the window.
- 5) Warning Lights/Hazard Lights - Location, and how to activate.
- 6) Fuel Tank - Location of.
- 7) Danger Zone - Location of.

**Step Two: How To Secure the Bus If the Driver Is Incapacitated**

- 1) Shut off the ignition key - turn key to “auxiliary” position. (Key must be in auxiliary position for radio to work).
- 2) Set the parking brake.
- 3) Activate hazard lights.

**Step Three: When and How to Evacuate a School Bus**

- 1) When to evacuate:
  - a) Fire or danger of fire.
  - b) Unsafe position of the bus on the roadway.
  - c) Evacuate when students are safer outside the bus than inside the bus.
  - c) Evacuate out front service door and rear emergency door when there is free passage out both emergency doors and students are not exposed to any specific hazards.
  - e) Students evacuate rear emergency door if front service door is blocked, inoperable, or if potential hazards exist around front of bus.
  - f) Students evacuate from service door if rear emergency door is blocked, inoperable, or if potential hazards exist around rear emergency door.
  - g) Students evacuate out windows and roof hatches when rear emergency door and front service doors are inoperable, blocked, or present hazards.
- 2) How to evacuate:
  - a) Explain students will evacuate from back of bus, row by row, upon signal from the driver. Remind students they must move to a safe place away from the bus.
  - b) Select two (2) helpers to be located at the rear door at ground level and one (1) helper to hold door open.
  - c) Select one (1) leader to lead students (100) feet from the

scene of the accident or away from any hazard involving the accident scene and bus fuel tank.

- d) Select student to carry first aid kit off the bus. (First aid kit will not be removed for drill).
- e) Select one student to assist other students evacuating from inside the bus, i.e., hurrying students along and reminding students to duck when evacuating from the emergency door.
- f) Demonstrate the three (3) steps to exit the rear door.
  - 1) SQUAT DOWN
  - 2) HANDS/PALMS OUT
  - 3) BEND OVER - STEP DOWN
  - 4) (CAUTION) - Secondary students and tall elementary students must be aware of the low clearance of the rear door bulk head.
- g) Explain that good organization is required to conduct this drill. Their cooperation is mandatory. Their lack of cooperation may jeopardize their safety when an actual emergency situation arises.

**Step Four: Perform the Evacuation Drill Exercise**

Driver will stand in front of bus and give signal for drill to begin. Driver will then leave bus and stand at back of bus to monitor drill.

- 1) Have students file out and evacuate from rear emergency door, row by row.
- 2) Students should form quiet line.
- 3) Reboard students so they can get their lunches, etc..
- 4) Offload students for school from service door.