

## Southern York County School District Emergency Bus Evacuation Procedures

The Southern York County School District, in an effort to ensure the safety of all students who are transported via school or charter bus, has developed these procedures in the event of a traffic emergency. The purpose of the procedures is to inform all school faculty, staff, and chaperones of the procedures for proper evacuation of the vehicle and use of emergency equipment. This written information will be given to all school faculty, staff, and chaperones. Questions regarding these procedures should be submitted to the Chairperson of the Southern York County School District Safety Committee.

### Bus Emergency Procedures

1. Preparation
  - a. The advisor/sponsor of the trip designates four Safety Monitors (students/chaperones/school personnel on the bus) prior to the trip to assist with evacuation if necessary.
  - b. The driver instructs the Safety Monitors in the following:
    - i. Turning off the bus engine ignition.
    - ii. Applying the emergency brake.
    - iii. Turning on the flashing hazard lights.
    - iv. Operating the fire extinguisher, fire axe, flares, and flags.
    - v. Locating the first aid kit.
    - vi. Information necessary to report an emergency.
    - vii. Location of emergency calling card which includes emergency telephone numbers:
      1. First Student: (717) 227-0477
      2. Charter Bus Company
      3. Southern York County School District: (717) 235-4811
      4. Emergency Personnel: 911
2. Driver Responsibility (if not physically incapacitated)
  - a. Pull bus off road into a safe position.
  - b. Turn off ignition and remove key.
  - c. Apply emergency brake.
  - d. With the assistance of designated Safety Monitors, supervise the discharge of pupils.
  - e. Survey passengers' health. Safety Monitors assist by moving the injured passengers off the bus to a safe location only if further injury could occur by remaining on the bus.
  - f. Notify bus company and emergency personnel of the location and the need for police and/or emergency medical personnel.
  - g. Route traffic around the accident scene or disabled vehicle by using flares and flags.
3. Safety Monitor Responsibilities
  - a. Safety Monitor #1 (if driver is physically incapacitated)
    - i. Turn off engine.
    - ii. Apply emergency brake.
    - iii. Turn on flashing hazard lights.
    - iv. Use the emergency telephone card to call the bus company and emergency personnel.
    - v. If passengers remain on the bus due to injuries, Safety Monitor #1 remains with the injured passengers until emergency medical personnel arrive.

- vi. If driver is not incapacitated or there are no injured passengers, Safety Monitor #1 assists Safety Monitors #2 and #3.
- b. Safety Monitors #2 and #3 Responsibilities
  - i. Physically assist able students from the front and rear exits as safety permits and as quickly as possible. If the rear emergency exit is used, extreme caution should be taken to ensure that students are not injured exiting the bus.
  - ii. After students evacuate from the bus, Safety Monitors #2 and #3 move students to a safe location **at least** 100 feet (50 steps) from an accident or 200 feet (100 steps) or more from a burning vehicle and supervise students until alternate transportation arrives.
- c. Safety Monitor #4 (if driver is incapacitated)
  - i. Set flares or flags at proper locations. Regulations recommend one at the front and one at the rear of the bus approximately 100 feet (50 steps) from the bus. The third flare should be set beside the bus approximately five feet from the middle of the bus.
  - ii. Direct traffic around the accident scene until emergency personnel arrive.
  - iii. If driver is incapacitated, assist Safety Monitors #2 and #3.

### Emergency Equipment and Use

1. Fire Extinguisher (mounted at front floor area). To operate:
  - a. Hold upright
  - b. Pull pin
  - c. Press lever
  - d. Discharge at base of flame
2. Fire Axe or Crowbar (mounted at front floor area):
  - a. Use to break open doors or windows in case of entrapment.
3. Emergency Warning Devices (mounted at front floor area)
  - a. Flares
    - i. One each to be set at the front and rear of the bus approximately 100 feet (50 steps) from the bus.
    - ii. One to be set approximately five feet from the body of the bus.
  - b. Flags and Triangles
    - i. Use to direct traffic around accident or to slow traffic from a safe location.
4. First Aid Kits (mounted on header above front windshield)
  - a. Supplies needed for immediate first aid care:
    - i. Tape
    - ii. Adhesive bandages
    - iii. Round-edge scissors
    - iv. Mouth barrier
    - v. Sterile gauze roller bandages
    - vi. Sterile eye pads
    - vii. Blanket (wheelchair bus only)
    - viii. Sterile gauze pads
    - ix. Bandage compresses
    - x. Latex gloves
    - xi. Gauze pads
  - b. Body fluid clean-up kit