

# DRIVER EMERGENCY

## QUICK REFERENCE GUIDE

**BUS # \_\_\_\_\_**

THE DRIVER EMERGENCY QUICK REFERENCE GUIDE IS A QUICK REFERENCE OF ACTIONS TO TAKE DURING A DRIVER EMERGENCY. THEREFORE, IT SHOULD BE PLACED IN AN AREA ON THE SCHOOL BUS WHERE IT CAN BE EASILY FOUND.

NO GUIDE CAN PROVIDE AN EXACT ACTION TO FOLLOW FOR EVERY CONTINGENCY; THEREFORE, IT IS UP TO THE STAFF TO USE THEIR BEST JUDGMENT IN EVERY SITUATION.

REMINDER: UNIVERSAL PRECAUTIONS SHOULD ALWAYS BE OBSERVED AS WELL AS THE USE OF PERSONAL PROTECTIVE EQUIPMENT, SUCH AS GLOVES, TO PROTECT ONESELF AGAINST BLOOD BORNE PATHOGENS AS STIPULATED BY THE OCCUPATIONAL SAFETY & HEALTH ADMINISTRATION.

## Emergency Phone Numbers

Board Of Education .....	
Local Fire Dept. ....	911
Local Police Dept. . ....	911
Poison Control .....	
Children Services .....	
Crisis Care.....(24 Hours Assistance) .....	
Transportation Supervisor .....	
Transportation Office .....	
Mechanic .....	
Towing Service .....	

# ACCIDENT PROCEDURES

IF YOU HAVE AN ACCIDENT, CARRY OUT THE LOCAL POLICY AND PROCEDURES AS QUICKLY AS POSSIBLE. THESE INCLUDE BUS-RELATED AND SCENE-RELATED PROCEDURES. THE FOLLOWING SHOULD SERVE AS A GUIDE:

## BUS RELATED PROCEDURES

IMMEDIATELY AFTER AN ACCIDENT, YOUR FIRST ACTIONS TAKE PLACE IN AND AROUND THE BUS.

ASSESS THE SITUATION.

YOU SHOULD IMMEDIATELY DO THE FOLLOWING:

- STOP THE BUS IN AS SAFE A PLACE AS POSSIBLE;
- SET THE PARKING BRAKE, TURN OFF ALL LIGHTS AND ELECTRICAL SWITCHES INCLUDING THE IGNITION SWITCH
- REMAIN CALM, ASSESS THE SITUATION, PLAN YOUR ACTIONS, AND REASSURE THE STUDENTS.
- BE ALERT FOR FIRE
- DO NOT FIGHT THE FIRE UNLESS ALL OF YOUR STUDENTS HAVE BEEN EVACUATED SAFELY AND ARE IN A SECURE LOCATION.

# ACCIDENT PROCEDURES

# **ACCIDENT PROCEDURES**

## CHECK FOR:

- RUPTURED FUEL TANK OR FUEL LINES;
- HOT TIRES, WHICH MAY CATCH FIRE;
- PRESENCE OF SMOKE; AND
- POSSIBLE ELECTRICAL FIRES OR SPARKS

## ASSESS THE STUDENTS

THE DRIVER SHOULD CHECK FOR INJURY TO STUDENTS. KEEP THE STUDENTS ON THE BUS UNLESS CONDITIONS SUCH AS THE POSSIBILITY OF FIRE OR OTHER DANGERS WARRANT THEIR REMOVAL. THIS IS THE EASIEST WAY TO ACCOUNT FOR ALL STUDENTS.

DOCUMENT EACH STUDENT'S CONDITION.

# **ACCIDENT SCENE PROCEDURES**

NOTIFY AUTHORITIES

NOTIFY SCHOOL ADMINISTRATORS AS REQUIRED BY LOCAL SCHOOL POLICY. IN MOST CASES, YOU SHOULD NOT LEAVE THE BUS.

## **YOU SHOULD USE THE "THREE W'S" WHEN COMMUNICATING**

**(A) WHO:** BUS NUMBER, NUMBER OF STUDENTS, AND TYPES OF VEHICLES INVOLVED

**(B) WHERE:** LOCATION OF BUS OR DIRECTIONS TO THE SCENE; AND

**(C) WHAT:** WHAT KIND OF HELP IS NEEDED AND THE NATURE OF THE PROBLEM(S)

PROTECT THE SCENE

PROTECT THE STUDENTS AND THE BUS FROM FURTHER CRASHES AND INJURIES BY PLACING WARNING DEVICES TO WARN OTHER DRIVERS.

COOPERATE WITH THE ACCIDENT INVESTIGATION

YOU SHOULD ONLY DISCUSS THE FACTS OF THE ACCIDENT WITH THOSE OFFICIALLY CONCERNED (POLICE, SCHOOL OFFICIALS, INSURANCE PERSONNEL).

# **ACCIDENT SCENE PROCEDURES**

STATE LAW REQUIRES YOU TO CARRY A LIST OF EVERY STUDENT PASSENGER'S NAME ON THE BUS IN CASE OF AN ACCIDENT OR EMERGENCY, INCLUDING EMERGENCY TELEPHONE NUMBERS, ADDRESS, AND BIRTHDATE, A SEATING CHART OF ALL PASSENGERS.

MOST SCHOOLS REQUIRE DRUG TESTING FOR ANY SCHOOL BUS DRIVER WHO IS INVOLVED IN AN ACCIDENT WHILE DRIVING THE SCHOOL BUS.

KEEP STUDENTS AT THE SCENE

DURING THE ACCIDENT INVESTIGATION, DO NOT RELEASE ANY OF YOUR STUDENTS TO ANYONE UNLESS INSTRUCTED BY SCHOOL ADMINISTRATION OFFICIALS AND AUTHORITIES.

KEEP THE FOLLOWING IN MIND WHEN SPEAKING WITH OTHERS INVOLVED IN THE ACCIDENT OR BYSTANDERS:

**ADMIT NOTHING; PROMISE NOTHING; AND DO NOT ARGUE.**

# **ACCIDENT REPORTING PROCEDURES**

EVERY ACCIDENT MUST BE REPORTED TO YOUR SUPERVISOR. THERE ARE NO MINOR ACCIDENTS INVOLVING A SCHOOL BUS.

## **REMEMBER THE INFORMATION YOU NEED FOR YOUR ACCIDENT REPORT:**

- SCHOOL BUS ID NUMBER;
- DRIVER'S NAME, ADDRESS, AND DRIVER'S LICENSE NUMBER;
- DATE, TIME, WEATHER, AND DIRECTION OF TRAVEL;
- DAMAGE TO VEHICLE;
- NAME OF OWNER OF OTHER VEHICLE OR PROPERTY, ADDRESS, LICENSE NUMBER, MAKE AND MODEL OF VEHICLE, AND DAMAGE TO OTHER VEHICLE;
- INJURIES TO PERSONS INVOLVED, THEIR NAMES, ADDRESSES, AND EXTENT OF INJURIES;
- LIST OF PASSENGERS ON THE BUS AND IN OTHER VEHICLE(S);
- NAMES AND ADDRESSES OF PASSENGERS IN OTHER VEHICLES;
- NAME OF INSURANCE COMPANIES INVOLVED
- NAME OF POLICE AT SCENE; AND DIAGRAM OF ACCIDENT SCENE;

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IN ADDITION TO ANY LOCAL ACCIDENT REPORTS, THE OWNER OR OPERATOR OF ANY SCHOOL BUS INVOLVED IN AN ACCIDENT IS REQUIRED BY STATE LAW:

- ALL SCHOOL BUSES INVOLVED IN AN ACCIDENT SHALL BE INSPECTED AS SOON AS POSSIBLE (WITHIN 48 HOURS) BY THE OSP LOCAL INSPECTION TEAM;
- WITHIN FIFTEEN DAYS, SCHOOL BUS ACCIDENT REPORT (T-10) MUST BE COMPLETED WHENEVER THERE IS ANY INJURY OR PROPERTY DAMAGE IN EXCESS OF ONE THOUSAND DOLLARS.

# HOSTAGE AWARENESS

## EMOTIONAL STAGES:

DENIAL • BELIEF OF IMMEDIATE RESCUE • LOSS OF IMMEDIATE REALITY

## THINGS TO DO IN A HOSTAGE SITUATION

**BE HUMAN:** AVOID HAVING YOUR FACE COVERED. THIS DEHUMANIZES A PERSON.

**TAKE MENTAL NOTES:** HAIR COLOR, ANY SCARS, TATTOOS, OR OTHER IDENTIFYING MARKS

**EXPECT TO BE ARRESTED:** LAW ENFORCEMENT PERSONNEL WILL DETAIN EVERYONE UNTIL IDENTIFICATION CAN BE VERIFIED

**REMAIN STRONG FOR YOUR STUDENTS:** IF YOU MAINTAIN YOUR COMPOSURE, IT WILL HELP THEM TO DO THE SAME

## THINGS NOT TO DO IN A HOSTAGE SITUATION

**DO NOT MAKE ANY THREATS:** DO NOT BEHAVE OR SPEAK IN A MANNER THAT MAY BE PERCEIVED BY THE CAPTOR AS THREATENING

**DO NOT STARE OR GLANCE AT YOUR CAPTOR:** KEEPING YOUR EYES DOWN WILL GIVE THE APPEARANCE OF SUBMISSION

**DO NOT INTERFERE:** DO NOT VOLUNTEER TO ASSIST THE CAPTOR IN ANY WAY.

**DO NOT NEGOTIATE FOR YOUR OWN RELEASE:** ONLY THE POLICE CAN NEGOTIATE

**DO NOT NEGOTIATE FOR THE RELEASE OF THE STUDENTS:** ONLY THE POLICE CAN NEGOTIATE

**DO NOT BE ARROGANT:** IT COULD RESULT IN HARM TO YOURSELF AND/OR THE STUDENTS.

## TIPS TO HELP YOU IN A HOSTAGE SITUATION

**REMAIN CALM:** TRY NOT TO SHOW FEAR

**COMMUNICATE:** TRY TO MAKE YOUR LOCATION AND SITUATION KNOWN AS SOON AS POSSIBLE.

**BE A GOOD WITNESS:** MAKE A MENTAL PICTURE OF THE HOSTAGE-TAKER(S) AND ANY WEAPONS

NEGOTIATIONS MAY TAKE TIME, REMEMBER TIME IS ON YOUR SIDE.



## **PERSON WITH A WEAPON**

THERE IS A SUSPICION OR AN INDICATION THAT A PERSON(S) HAS A WEAPON ON THE BUS.

A PERSON(S) USED A WEAPON ON A BUS AND HAS INJURED ANOTHER

### **DO**

- CONTACT PROPER AUTHORITIES
- CALL LOCAL LAW ENFORCEMENT AT 911
- DETERMINE WHETHER THERE ARE INJURIES TO STUDENTS/STAFF
- DETERMINE WHETHER AN IMMEDIATE THREAT EXISTS
- TRY TO DETERMINE THE TYPE(S) & LOCATION OF THE WEAPON(S)
- ANYTHING A DRIVER CAN DO TO KEEP THE SITUATION CALM IS KEY

### **DO NOT**

- CONFRONT THE PERSON(S) WITH THE WEAPON
- TRY TO SEARCH A PERSON(S) FOR A WEAPON. YOU CAN PUSH THAT INTO A SHOOTING, HOSTAGE, OR A STABBING SITUATION

NOTIFY THE SUPERINTENDENT'S OFFICE OF THE SITUATION AS SOON AS POSSIBLE

# **BOMB THREAT**

BUS DRIVERS SHOULD REPORT IMMEDIATELY ANY ABANDONED PACKAGES OR STRANGE LOOKING DEVICES

## **RADIO SIGNALS HAVE THE POTENTIAL TO DETONATE BOMBS**

INSTRUCT STUDENTS TO **TURN OFF ALL ELECTRONIC DEVICES.**

THE DRIVER SHOULD PROCEED IMMEDIATELY TO THE NEAREST SAFE, NON-CONGESTED AREA.

TAKE ALL THREATS SERIOUSLY, REMAIN CALM, AND EVACUATE BUS AS FAR AWAY AS POSSIBLE, **300 FT MINIMUM.**

## **REPORT IMMEDIATELY TO: POLICE, SCHOOL ADMINISTRATOR, AUTHORITIES, TRANSPORTATION DIRECTOR, ETC...**

CALL IN LOCATION BY LAND BASED PHONE.

**DO NOT START BUS OR TURN OFF BUS**

**DO NOT USE TWO-WAY RADIOS OR CELLULAR PHONES.**

**DO NOT RESPOND BY USING RADIO.**

# **BOMB THREAT**

# **MEDICAL EMERGENCY**

## **IN THE EVENT A STUDENT BECOMES SERIOUSLY ILL OR INJURED WHILE ON THE BUS:**

- (A) CALL 911 (EMS) EMERGENCY MEDICAL SERVICE
- (B) CHECK THE SCENE AND STUDENT FOR SAFETY
- (C) CARE FOR THE STUDENTS AND CONDITIONS
- (D) BASED ON TRAINING, PERFORM NECESSARY FIRST AID, CPR, ETC...
- (E) ONCE EMS HAS ARRIVED AND THE CARE OF THE VICTIM HAS BEEN TRANSFERRED, NOTIFY SCHOOL ADMINISTRATION AS REQUIRED BY SCHOOL POLICY.
- (F) RECOGNIZE THE EMERGENCY

# **ALLERGIC REACTION (FOOD, INSECT STINGS, & DRUG ALLERGIES)**

FOOD ALLERGIES, INSECT STINGS, MEDICATION, AND LATEX CAN CAUSE A LIFE-THREATENING (ANAPHYLACTIC) ALLERGIC REACTION.

## **FOODS THAT CAN CAUSE AN ALLERGIC REACTION ARE:**

- VARIOUS NUTS, INCLUDING PEANUTS
- WHEAT
- SOY
- MILK
- EGGS
- FISH AND SHELLFISH

## **COMMON WARNING SYMPTOMS/SIGNS OF AN ANAPHYLACTIC REACTION:**

- COMPLAINT OF A TINGLING, ITCHINESS, OR METALLIC TASTE IN MOUTH
- HIVES
- DIFFICULTY BREATHING
- SWELLING AND/OR ITCHING OF THE MOUTH AND THROAT AREA
- VOMITING AND/OR DIARRHEA
- CRAMPS AND STOMACH PAIN
- PALENESS (DROP IN BLOOD PRESSURE)
- LOSS OF CONSCIOUSNESS

THE SCHOOL BUS DRIVER MUST BE KNOWLEDGEABLE ABOUT ACTIVATION OF EMERGENCY SERVICES (911) AND HAVE THE MEANS OF COMMUNICATING AN EMERGENCY CALL.

## **MAINTAIN POLICY OF PROHIBITING EATING ON SCHOOL BUSES**

### **IF AN ALLERGIC REACTION OCCURS:**

RECOGNIZE THE SYMPTOMS AND REACT QUICKLY.

CALL 911

# **K.N.O.W.**

## **K - KEEP ALL STUDENTS ON THE BUS CALM**

IT IS SAFER FOR THE STUDENTS TO REMAIN ON THE BUS IF THERE IS NO OTHER IMMEDIATE DANGER.

## **N - NOTIFY AUTHORITIES**

ALWAYS CALL FOR HELP. USE AN AVAILABLE CELLULAR PHONE, TWO-WAY RADIO, OR OTHER COMMUNICATION DEVICE ON YOUR BUS; KNOW WHO YOU SHOULD CALL AND HOW TO DO SO. IF YOU DO NOT HAVE ANY MEANS OF COMMUNICATION ON THE BUS, YOU MAY NEED TO IDENTIFY A RESPONSIBLE BYSTANDER TO MAKE A CALL FOR ASSISTANCE. ONLY IN EXTREME EMERGENCIES SHOULD OLDER, RESPONSIBLE STUDENTS BE SENT FOR HELP. REFER TO YOUR SCHOOL DISTRICT POLICY.

## **O - OFF THE ROAD**

IF YOU BREAK DOWN, TRY TO POSITION THE BUS COMPLETELY OFF OF THE ROAD AND AWAY FROM OTHER DANGERS. IF IT IS NOT POSSIBLE TO DO THIS, REMEMBER TO EVACUATE THE STUDENTS AND TAKE THEM TO A SAFER LOCATION.

## **W - WARNING DEVICES**

USE PORTABLE EMERGENCY WARNING DEVICES THAT SATISFY CURRENT STATE REGULATIONS (AT LEAST THREE PORTABLE EMERGENCY REFLECTIVE TRIANGLES) TO WARN OTHER MOTORISTS OF YOUR POSITION ON THE ROAD.

# **MECHANICAL FAILURE / BREAKDOWN**

## **KNOW WHAT DO TO**

## **HOW TO DO IT**

## **WHEN IT SHOULD BE DONE**

- (A) STOP THE BUS AS FAR TO THE RIGHT OF THE ROAD AS POSSIBLE OR ON THE SHOULDER OF THE ROAD.
- (B) KEEP THE STUDENTS ON THE BUS. HOWEVER, IF THE LOCATION OF THE BUS IS UNSAFE, EVACUATE STUDENTS TO A SAFER LOCATION.
- (C) ACTIVATE HAZARD WARNING LIGHTS AND PLACE WARNING DEVICES ON THE HIGHWAY
- (D) CONTACT THE PROPER SCHOOL AUTHORITIES AND GIVE THE LOCATION OF THE BUS AND A DESCRIPTION OF THE BREAKDOWN.
- (E) SEE THAT ARRANGEMENTS ARE MADE FOR ALL STUDENTS TO BE DELIVERED TO THEIR DESTINATION.

# **CLOSED ROADS / HIGH WATER**

## **STOP! ALWAYS OBEY CLOSED ROAD / HIGH WATER SIGNS.**

NOTIFY TRANSPORTATION SUPERVISOR AND/OR SCHOOL ADMINISTRATOR. REPORT ROAD CLOSURE AND GET ASSISTANCE IN DETERMINING ALTERNATE ROUTE.

BE PREPARED TO GIVE INFORMATION ON STUDENTS AFFECTED BY ROAD CLOSURE TO SCHOOL AUTHORITIES.

SEEK ALTERNATE ROUTE OF TRAVEL. DRIVER MAY NEED TO PERFORM A BUS TURNAROUND.

FOLLOW DETOUR/ALTERNATE ROAD SIGNS TO AVOID ROAD CLOSURES AND HAZARDOUS AREAS.

## **BE AWARE OF OTHER POTENTIAL HAZARDS:**

- (A) DOWNED WIRES
- (B) VEHICLE ACCIDENTS
- (C) DEBRIS / DOWNED TREES
- (D) CONGESTED TRAFFIC

BUS DRIVER SHOULD ALWAYS USE SOUND JUDGEMENT, PRACTICE DEFENSIVE DRIVING TECHNIQUES, AND PLACE STUDENT SAFETY AS THE NUMBER ONE PRIORITY.

## **REMEMBER: NEVER DRIVE INTO HIGH WATER.**

# **DOWNED LINES / ELECTRICAL WIRES**

## **IF THE BUS COMES INTO CONTACT WITH ANY DOWNED LINES / ELECTRICAL WIRES:**

- (A) ALWAYS ASSUME THAT THE WIRE IS ENERGIZED (HOT).
- (B) NEVER TOUCH ANYONE WHO HAS BEEN SHOCKED (ELECTROCUTED).
- (C) DO NOT TOUCH ANY METAL COMPONENTS OF THE BUS. CONTACT WITH ANY METAL PARTS THAT ARE (HOT) MAY CAUSE ELECTROCUTION!

REMAIN CALM! INSTRUCT STUDENTS TO FOLD ARMS ACROSS THEIR CHEST AND MOVE TO CENTER AISLE AND REMAIN STILL.

CALL 911. WARN ANYONE THAT APPROACHES THE BUS. WAIT FOR EMERGENCY RESCUE.

**EVACUATE BUS ONLY IF ANOTHER HAZARD IS PRESENT** - EXAMPLE: FIRE, SMOKE, ETC.

## **IF YOU MUST EVACUATE THE BUS, INSTRUCT STUDENTS TO:**

- (A) LEAVE JACKETS, BOOK BAGS, LOOSE CLOTHING, ETC...
- (B) AVOID TOUCHING ANY PART OF THE BUS AS YOU EXIT.
- (C) KEEP ARMS FOLDED ACROSS THEIR CHEST
- (D) SHUFFLE FEET AS THEY WALK (DO NOT LIFT FEET OFF THE FLOOR).
- (E) HAVE STUDENTS JUMP FROM THE BUS (DO NOT STEP DOWN).
- (F) KEEP SHUFFLING FEET TO A SAFE ZONE AWAY FROM THE BUS.

## **REMEMBER:**

ASSUME ANY DOWNED LINE IS ENERGIZED (HOT)

DO NOT TOUCH ANY METAL

DO NOT TOUCH ANYONE WHO HAS BEEN SHOCKED.

STAY CALM.

CALL 911 AND WAIT FOR RESCUE.

EVACUATE ONLY IF OTHER HAZARDS ARE PRESENT.



# **TORNADO WARNING**

## **SCHOOL BUSES ARE NOT TO OPERATE DURING A TORNADO WARNING**

SCHOOL BUS DRIVERS SHOULD IDENTIFY PROTECTIVE AREAS ALONG EACH PART OF THEIR ROUTES WHERE THEY CAN TAKE COVER IF OVERCOME BY A TORNADO.

IF CAUGHT IN THE DIRECT PATH OF A TORNADO OR ONE IS SIGHTED, FIND THE NEAREST PUBLIC BUILDING, SUCH AS A FIRE STATION, POLICE STATION, SCHOOL, OR CHURCH:

### **IF SHELTER IS NOT ACCESSIBLE**

- (A) DO NOT REMAIN ON THE SCHOOL BUS. TAKE THE FIRST AID KIT AND STUDENT EMERGENCY FORMS
- (B) SEEK SAFETY IN A BELOW GROUND LEVEL AREA, SUCH AS A DITCH OR RAVINE. STAY FAR AWAY FROM THE BUS, POWER LINES, UTILITY POLES, AND TREES.
- (C) INSTRUCT STUDENTS TO LIE FACE DOWN AND PROTECT THEIR HEAD BY USING HANDS, ARMS, JACKET, OR OTHER CLOTHING.
- (D) AFTER DANGER HAS PASSED, THE DRIVER SHALL CHECK STUDENTS FOR SHOCK OR INJURY.

### **DO NOT ATTEMPT TO OUTRUN A TORNADO**

### **DO NOT SEEK PROTECTION UNDER AN OVERPASS OR BRIDGE**

### **DO NOT STAY IN THE SCHOOL BUS**

### **BUS DRIVER REMAINS WITH STUDENTS**

# **USING EMERGENCY EQUIPMENT**

## **INCLUDES THE FOLLOWING:**

### **FIRST AID KIT:**

COMPLETELY FILLED WITH BASIC SUPPLIES

### **BODY FLUID KIT:**

MINIMIZE EXPOSURE TO POTENTIALLY CONTAMINATED BLOOD AND BODY FLUID\_\_

### **FIRE EXTINGUISHER**

A PORTABLE FIRE EXTINGUISHER MUST BE LOCATED IN AN ACCESSIBLE LOCATION IN THE DRIVER'S COMPARTMENT OF EVERY SCHOOL BUS.

BEFORE USING A FIRE EXTINGUISHER, MAKE SURE IT IS PROPERLY CHARGED

DO NOT WASTE YOUR TIME FIGHTING A FIRE WHEN YOU NEED TO GET STUDENTS OFF THE BUS

ONLY TRY TO EXTINGUISH A FIRE IF YOU KNOW WHAT YOU ARE DOING AND IT IS SAFE

### **TO OPERATE A FIRE EXTINGUISHER**

- (A) REMOVE IT FROM THE BRACKET;
- (B) PULL THE SAFETY PIN BY BREAKING THE SEAL;
- (C) HOLD IT IN AN UPRIGHT POSITION;
- (D) AIM IT AT THE BASE OF THE FIRE;
- (E) SQUEEZE THE HANDLE TO DISCHARGE THE EXTINGUISHER
- F) SQUEEZE AND RELEASE AS NECESSARY TO CONTROL THE FIRE.

THE EXTINGUISHER WILL ONLY LAST APPROXIMATELY EIGHT SECONDS

### **PORTABLE EMERGENCY WARNING DEVICES:**

- (A) **FIRST REFLECTOR:** PLACE THE FIRST REFLECTOR ALONG THE ROADWAY SIDE OF THE BUS WITHIN 10 FEET OF THE FRONT OR REAR CORNER TO MARK THE LOCATION OF THE BUS
- (B) **SECOND REFLECTOR:** PLACE THE SECOND REFLECTOR ABOUT 100 FEET BEHIND THE BUS ON THE SHOULDER OR LANE YOU ARE STOPPED IN. IF THERE IS A HILL OR CURVE PREVENTING ONCOMING TRAFFIC FROM SEEING THE BUS, PLACE THE REFLECTOR UP TO 500 FEET BEHIND THE BUS.
- (C) **THIRD REFLECTOR:** PLACE THE THIRD REFLECTOR ABOUT 100 FEET IN FRONT OF THE BUS AGAIN USING GREATER DISTANCE IF CONDITIONS WARRANT.

# **WHEN TO EVACUATE**

## **(A) EXISTING OR IMMINENT SMOKE OR FIRE CONDITION**

- EVACUATE STUDENTS THROUGH THE DOOR FARTHEST FROM THE FIRE OR POTENTIAL SOURCE OF FIRE.
- EVACUATE STUDENTS CLOSEST TO THE DANGER FIRST
- GIVE THE STUDENTS A SPECIFIC LOCATION TO GO TO THAT IS FAR AWAY FROM THE BUS
- GIVE CLEAR, CONCISE AND EXACT INSTRUCTIONS

## **(B) PRESENCE OF HAZARDOUS MATERIALS**

THIS INCLUDES VAPORS OR FUMES, WHICH MAY ENTER THE BUS FROM OUTSIDE

## **(C) UNSAFE POSITION**

RAILROAD TRACKS

WATER OR CLIFF

BUS SHOULD BE VISIBLE FOR A DISTANCE OF 100 TO 500 FEET

# **WHEN TO EVACUATE**