

FIELD TRIP EVACUATION PROCEDURES

Can also be used for activity trips

In order to ensure the safety of school bus passengers in an actual emergency, every school bus operator assigned to transport students on field trips or activity trips, will assign an evacuation team prior to each trip. The team may consist of teachers, coaches, students or any other passengers. A roster should be provided to the driver accounting for all passengers by the senior person in charge of the group that is being transported.

Passengers assigned to evacuation teams must be seated where they can effectively carry out their responsibilities in an emergency.

The following is a procedure for all operators on managing the presentation of their evacuation procedure for a field trip or activity trip.

- A. After the bus is completely loaded and you have the attention of all your passengers, announce that you are going to go over the **Emergency Evacuation Procedure**. If you have very young passengers they may not understand “Evacuation”, so you may wish to use “we need to understand how to get off the bus quickly and safely in case of an emergency.” Try not to use words like “fire” or “accident” as many of the passengers might become alarmed. Also mention it’s a remote possibility, **but** we want to be prepared.
- B. Select three passengers in the front and three in the rear of the bus to be your Leaders and Helpers. If you have adults on board make sure you use them as Leaders as they will understand your instructions and will be a great help to you in case of an actual emergency. For your helpers, select students who have already gone through an evacuation at school or students that are regular bus riders. This will make your explanation much easier.
- C. Explain to them in detail their functions as Leaders and Helpers, so you won’t experience any problems if an emergency situation arises. Most important is to show them how the emergency doors and windows actually open and advise the Leaders they must take the passengers at least 100 feet from the bus. Too many times we take for granted that everyone knows where the emergency exits are and how they open.
- D. The final step is to demonstrate the back door exit, otherwise the passengers who have not gone through an actual evacuation may attempt to jump and this may result in a serious injury to the individual or your Helpers.

Once you have finished your evacuation presentation, change the subject a little by saying, “Let’s get started now on our great trip.” The entire process may take five minutes.