

Example **Emergency Standard Operating Guidelines For Buses**

as of July 25, 2006

Missouri Center for Safe Schools
5301 Holmes Street
Kansas City, MO 64110-2437
(816) 235-5656
thompsonrs@umkc.edu

Bus drivers set the example for students. In emergency situations, the example is calm, alert, informed and responsive. In this way, the bus driver does his/her part to prevent an emergency from developing into a disaster. Enclosed are the initial response guidelines. Recovery procedures, as described in the school emergency management plan, including critical incident stress management debriefings and reestablishment of school operations/routines, will be initiated by the principal as quickly as possible following the incident.

A copy of these guidelines should be posted next to the driver at the front of the bus.

Also onboard each bus is a plastic “Emergency Bucket” containing the following materials: 3 bottles of drinking water, 2 flashlights with spare batteries, 2 survival blankets, 1 roll of plastic garbage bags, 2 rolls of duct tape, 1 first aid kit (containing two ace bandages, 10 sterile 4”X4” gauze pads, bandages, 2 pair of sterile latex gloves, 1 red biological waste bag, antiseptic cream), 1 bottle of antiseptic lotion, note pad, pen, indelible marker, 1 pair of scissors, 1 roll of toilet paper, 1 bag of hard candy.

Table of contents:

Accident	2
Breakdown	4
Earthquake	5
Fire	6
Hazardous Material Spill/Leak	7
Intruder.....	8
Lightning.....	9
Medical Emergency: Bioterrorism.....	10
Suicide.....	11
Tornado.....	12
Winter Storm.....	13

This cover is on red paper and will be used to signal that one or more persons are missing or injured.
The back cover is on green paper and will be used to signal that all persons are present or accounted for and no one is injured.

ACCIDENT

Through prior arrangement, each bus driver should designate a mature student regularly seated near the rear to assume responsibility should the driver be unable to supervise students. The student should be trained on the use of the bus radio to call for help if the bus driver is incapacitated.

In the event of an accident, the bus driver (or the designated student supervisor) should:

1. Always stop immediately, turn on flashers, turn off the ignition, take the keys from the ignition, and investigate, no matter how minor. Never leave the scene of an accident.
2. Check for the possibility of fire. Use the fire evacuation and fire extinguisher procedures if necessary. If unloaded, see that students assemble and remain in a group well off the roadway and more than 100 feet from the bus.
3. Unless the bus is in danger, have students remain on the bus and seated until another bus arrives. The bus is considered to be in danger if the bus is on rail tracks, could fall into water, could go over a cliff, or is positioned on a curve or hill where on-coming traffic will not see the bus until within 300 feet.
4. Check students for injuries. Initiate life saving steps as necessary.
5. Report the accident to district transportation utilizing the two-way radio on the bus if possible.
 - a. Give the location of the bus accident.
 - b. Request a fire truck, if needed.
 - c. Request an ambulance, if needed. (Provide the number of injured and the types of injuries.)
 - d. Do not break communication until the dispatcher has all the needed information.
 - e. District transportation will arrange for transporting non-injured students to school or home. Having all students checked by the school nurse is advisable.
6. Place flares/triangles/flags as follows:
 - a. On a two-lane highway, one 100 to 300 feet in front of the bus on the shoulder occupied by the bus, one 100 to 300 feet behind the bus on the shoulder occupied by the bus, and one 10 feet behind the bus.
 - b. On a four-lane divided highway, one 200 or more feet, one 100 feet, and one 10 feet behind the bus on the shoulder occupied by the bus.

7. Prohibit smoking near vehicles involved in the accident.
8. Direct traffic if a hazard exists.
9. Secure names and addresses of witnesses, license number of vehicles involved, make and year of vehicles, and the name of insurance companies.
10. Initially, release information only to the investigating officers and school officials.
11. Permit a wrecker to tow vehicles away only after investigation is complete.
12. Remain on the scene until excused by law enforcement and school officials.

As of 7/25/06

BREAKDOWN

Should a breakdown or mechanical failure occur which the driver cannot correct, the driver should stay with the bus. Personnel at the district transportation office should be notified as soon as possible. The driver should:

1. Pull the bus as far to the right hand side of the road as possible.
2. Activate hazard flashers.
3. Place flares/triangles/flags as follows:
 - a. On a two-lane highway, one 100 to 300 feet in front of the bus on the shoulder occupied by the bus, one 100 to 300 feet behind the bus on the shoulder occupied by the bus, and one 10 feet behind the bus.
 - b. On a four-lane divided highway, one 200 or more feet, one 100 feet, and one 10 feet behind the bus on the shoulder occupied by the bus.

The bus is considered to be in danger if the bus is on rail tracks, could fall into water, could go over a cliff, or is positioned on a curve or hill where on-coming traffic will not see the bus until within 300 feet. When the bus is in danger it is necessary to unload students and the driver should direct them to:

1. Assemble well off the roadway shoulder more than 100 feet from the bus.
2. Stay in a group.

As of 7/25/06

EARTHQUAKE

1. Drop! Cover! Hold! Earthquakes strike without warning and the immediate need is to protect students and staff by taking the best available cover.
 - a. Pull the bus off the road and stop the bus.
 - b. Talk calmly to students to avoid panic.
 - c. If the ground is still shaking, have the students remain seated and lean forward so that their heads are between their knees, or at least below the tops of the seats.
 - d. Cover head with a coat, clothing or hands.
 - e. As soon as the ground stops shaking, determine if you are in a safe place to off-load the students (no overhead electrical wires, no buildings that may fall, etc.). If you are in a safe location, off-load the students and have them move into an open area (away from overhead wires and buildings, etc.).
2. Stay in the protective position until tremors stop and debris stops falling.
3. Be prepared to drop, cover, and hold for aftershocks.
4. If outside the bus when the earthquake or aftershock occurs:
 - a. Get clear of all buildings, trees, exposed wires, or other hazards that may fall. The safest place is in the open.
 - b. Assume the “drop and cover” position until the quake is over.
5. When safely outside the bus, take roll. If there are any students missing, determine when the student was last seen and the probable location of the missing student. Use the communication capability on the bus to conduct the district transportation office or a school administrative office to provide the status of your bus and riders.
6. Await further instructions. Routes may not be safe. Bridges may be damaged, there may be debris in the road, and electrical lines may be down. Do not operate the bus until instructed to do so by a district administrator.

As of 6/22/03

FIRE

1. When a fire is detected (visible flames, visible smoke, or the smell of smoke), pull the bus to the side of the road and stop it.

Fight the fire with a portable fire extinguisher only if the following are true:

- *The evacuation of the bus has been initiated and no one is dependent on you to assist in their evacuation.*
 - *The fire department has been called.*
 - *The fire is small and confined to the immediate area where it started.*
 - *You can always keep your back to a safe escape route while fighting the fire.*
 - *The portable fire extinguisher you have available is in good working order and is the proper type for the fire you are fighting.*
 - *You are trained to use the extinguisher and can operate it safely.*
2. Evacuate students. Take the roll, the emergency bucket, and the copy of these procedures with you.
 3. Stay low and avoid breathing smoke. Smoke can sear the lungs and can impair physical (vision, etc.) and mental functions. Move the students to an assembly area at least one football field (100 yards) from the bus.
 4. If a telephone is readily available, call 911 and report the fire.
 5. When in the assembly area a safe distance from the bus, take roll. If there are any students missing, determine when the student was last seen and the probable location of the missing student. If a telephone is readily available notify the district transportation office or a school administrative office regarding the situation.
 6. If there are injured personnel, provide first aid to open the airways, stop bleeding, and treat for shock. Do not move injured personnel unless necessary to get them out of harms way.
 7. Await further instructions.

As of 6/22/03

HAZARDOUS MATERIAL SPILL/LEAK

It may be safer inside the bus than outside. Make an assessment. Consult with a representative of the Fire Department's hazardous materials division if one is present. The location of the spill, the nature of the hazard, the type of fumes, the wind direction, and other factors will be considered. If your students are outside the bus, you may be told to move them back onto the bus and "shelter in place." If it is decided to "shelter in place," close the doors, close all windows and turn off the ventilation fan. Seal any vents and the air passages around doors using the duct tape and plastic garbage bags in the emergency bucket. Drive out of the contaminated area if that is possible.

You may need to evacuate the bus because the fumes are contained within the bus:

1. If the fumes inside the bus could be ignited by an electrical spark, shut off the bus and discontinue use of any electrical devices (radios, etc.).
2. Get the students off the bus. Move students at least 100 yards from the bus (preferably upwind). When a safe distance from the bus, take roll. If there are any students missing, determine when the student was last seen and the probable location of the missing student.
3. If there are injured personnel, provide first aid to open the airways, stop bleeding, and treat for shock. Do not move injured personnel unless necessary to get them out of harms way. If a telephone is readily available, call 911 and report the fire.
4. If a telephone is readily available notify the district transportation office or a school administrative office regarding the situation.
5. Await further instructions.

As of 6/22/03

INTRUDER

1. As posted on the top step of each of our buses, it is a class A misdemeanor for someone to trespass on a school bus (RSMO 569.155). Make sure that anyone attempting to board the bus without authorization is reminded of the law and immediately notify the district transportation office utilizing the bus radio.
2. Close the doors and drive away from any adult who is moving aggressively toward the bus entrance. This may involve leaving students who have not yet boarded the bus at their bus stop with the aggressive adult. Immediately call 911 and visually monitor the activity at the bus stop from a safe distance. Wait for the police to arrive.
3. If the intruder is able to board the bus, remain calm and attempt to defuse the situation. If the intruder is armed, ask the intruder for permission to offload the students.

As of 6/22/03

LIGHTNING

When thunderstorms threaten, get inside a large building or vehicle. Inside the building, avoid water faucets, water coolers, and sinks because metal pipes can conduct electricity. Avoid using the telephones, except for emergencies.

If outside, with no time to reach a safe building or vehicle:

1. If in a forest, seek shelter in a low area under a thick growth of small trees.
2. If in an open area, go to a low place such as a ravine or valley.
3. Do not stand underneath a natural lightning rod such as a tall, isolated tree in an open area.
4. Do not stand on a hilltop, in an open field, on a beach, or in a boat on the water.
5. Avoid isolated sheds or other small structures in open areas.
6. Get away from open water.
7. Get away from anything metal.
8. Stay away from wire fences, clotheslines, metal pipes, rails and other metallic paths which could carry lightning to you from some distance away.
9. If you are isolated on a level field and you feel your hair stand on end (which indicates that lightning is about to strike) drop to your knees and bend forward putting your hands on your knees. Do not lie flat on the ground.

As of 7/31/03

MEDICAL EMERGENCY: BIOTERRORISM

1. Convey biosafety alert notices to the students. Separate rumor from reliable information. Inform them regarding the hazard/agent, manner of transmission, incubation period, the signs/symptoms of infection, types of clinical tests that can detect infection, duration of the illness, vaccine, prophylaxis (measures designed to preserve health and prevent the spread of the disease), treatment, and decontamination.
2. Advise students to refrain from biting fingernails, licking fingers, rubbing eyes to avoid ingesting contamination. Wash hands frequently as if contaminated.
3. Decontaminate all surfaces daily. Use approved disinfectant (e.g. 1:10 household bleach, etc.).
4. Use proper waste management. Place infectious waste in labeled “red bag” at the nurse’s office.
5. Use gloves for protection when working with or around blood and body fluids. Change gloves between patients. Wash your hands after removing gloves.
6. Use glasses, goggles, or masks to protect your face from splashes.
7. Use resuscitation equipment and devices for mouth-to-mouth resuscitation.
8. Promptly seek medical attention and counseling from the school nurse if exposed to contaminated materials. Report any needle sticks immediately to the school nurse.

As of 6/22/03

SUICIDE

1. If any employee believes that a student intends to harm him/herself, the following procedures should be followed:
 - a. Never leave the student alone.
 - b. Notify the office. Seek assistance.
 - c. Remain calm and remove other students as appropriate.
 - d. Do not allow the student to leave school unsupervised. A parent or Division of Family Services employee must assume direct responsibility before the student is allowed to leave.

2. If a student or staff member commits suicide while on a school bus, the following steps are to be taken:
 - a. Call 911. Notify the district transportation office or a school administrative office.
 - b. Offload other students/riders. Move those students to a safe area.
 - c. Secure the area where the suicide occurred.
 - d. Be sure that all students who witnessed the suicide are placed under the supervision of a counselor. Provide for the counseling needs of students.
 - e. Do not allow students to leave the area unless a parent/guardian signs for them.
 - f. Keep a record of witnesses for the police.
 - g. Contain the story and protect the privacy of the family.

As of 6/22/03

TORNADO

When a *Tornado Watch* (conditions are right for a tornado) is issued for our area, follow these instructions:

1. Do not begin a bus route or load students for a field trip unless otherwise instructed by the director of transportation. Remain inside a safe structure.
2. If in the middle of running a route or enroute for a field trip, continue the route, being vigilant of weather conditions.

If a *Tornado Warning* (a tornado has been spotted in our vicinity) is issued, area sirens will be sounded and these steps are to be followed:

1. Have any students who are on your bus help you watch for tornados.
2. Take the students who are already onboard the bus to the nearest building with a substantial shelter area. Notify the district transportation office with the location where you will be sheltering your students. Be prepared to provide the names of the students who are with you.
3. Do not let students out at bus stops along the way unless you are sure their parent/guardian is at home. Watch them until they enter the home.
4. If a tornado is approaching the bus before you are able to reach a shelter, have the students exit the bus and move into a ditch away from overhead lines and other hazards. Students should lie down in the bottom of the ditch unless there is heavy rain and water is rising in the ditch. Have students cover their heads with a hard covered book/notebook or their arms.
5. Await further instructions. Roadways may not be safe after the tornado passes.

Never drive through water that is running over the roadway.

As of May 9, 2003

WINTER STORM

If the bus is caught in a blizzard, it may be necessary to discontinue the route and go to the nearest shelter, as with tornado procedures. If the bus is stalled or stuck in a blizzard:

1. Stay with the bus.
2. Turn on hazard flashers.
3. Allow the motor to run only if wind current carries away exhaust fumes.
4. Provide ventilation by lowering windows slightly on the side away from the storm.
5. Call 911. Get word to school officials as soon as possible.

Never drive through water that is running over the roadway.

As of May 9, 2003

The front cover is on red paper and will be used to signal that one or more persons are missing or injured.
This cover is on green paper and will be used to signal that all persons are present or accounted for and no one is injured.