

**SURVIVAL FACTORS GROUP**

**SUGGESTED EVACUATION PROCEDURES IN CASE OF FIRE AND OTHER  
EMERGENCY**

**ATTACHMENT #3  
(2 Pages)**



## **Suggested Evacuation Procedure in Case of Fire or other Emergency**

Park the bus as far as possible from the road;  
Turn on hazard lights;  
Set the parking brake;  
Turn engine off  
If possible turn off master power.

Tell the passengers that you are concerned for a threat of fire, (or other emergency) and that passenger's safety is your first priority. If you have a passenger or passengers with disabilities on the coach and they require assistance to evacuate, ask for a volunteer or volunteers to assist in evacuating passengers with disabilities, then assure the passenger or passengers with disabilities that you will provide whatever assistance is needed to allow them to exit the coach in a timely manner.

Open or ask others to open the roof hatches to help with ventilating of smoke and assist others in getting off safely and then say, "Evacuate in an orderly fashion."

Call or have someone call the fire department, and the highway patrol/police.

Move to assist passengers using mobility aids or who otherwise cannot exit the coach, either through the lift access door or other exits as required. Select the most promising helper(s) and ask them for assistance. Ask for assistance from others as needed.

**NOTE:** If there is time and wheelchair lift can be used then do so. Although removal of the passenger with their mobility aid is the ideal action, protection of life is the most important.

Continue to check for passengers, including lavatory, making sure it is empty while removing the fire extinguisher or first-aid kit, if needed.

Evacuation through the front door is fastest. A fire at the front of the bus may make the regular entrance unusable and an alternate route of evacuation necessary, such as the emergency windows.

If you can attack the fire, do so carefully, but do not endanger yourself or allow anyone else to endanger him or herself fighting a fire.

No procedure can answer every type of emergency that may arise. However, the procedures given here should provide a good, sound basis to develop your own procedures. Remember, you are the best judge!

These *suggestions* were developed by the Bus Industry Safety Council, an affiliate of the American Bus Association, Inc. ("ABA"). The *suggestions* are intended to offer motorcoach operators one means of establishing a professional and effective motorcoach safety program. ABA does not endorse these *suggestions* or in any way guarantee that compliance with these *suggestions* will ensure a safe motorcoach operation. Nor does ABA assert that following these *suggestions* is the exclusive means of establishing a professional or effective safety program.