

Agency Name

Transit Policies and Procedures

Subject	Vehicle Evacuation
Section	Safety
Effective Date	
Approved By	
Approval Date	

Purpose

Develop an emergency evacuation plan for Agency vehicles.

Definitions

Emergency Evacuation: An urgent and immediate removal of people from a vehicle due to an imminent threat to lives or property.

Procedure

Train Drivers to efficiently evacuate Agency vehicles in an emergency. Instruct them to make personal and passenger protection the top priority throughout the evacuation. During a fire or collision that requires vehicle evacuation, the Driver should follow these steps:

- Remain calm. The passengers will look to the Driver for direction and will be less likely to panic if the Driver is calm.
- Call for assistance or direct a passenger to call 911.
- Open the doors after ensuring that exits are usable.
- Notify the passengers of the emergency and the need for an immediate evacuation.
- Point the passengers toward the exit they should use.
- Request that a passenger stand outside the exit to count the passengers and assist if necessary.
- Request that a second passenger lead the remaining passengers to a safe place identified by the Driver which is at least 100 feet from the vehicle.
- Keep the passengers in a group and safely away from the vehicle, traffic, and any other hazards.
- Assist passengers in wheelchairs as follows:
 - Evacuate passengers in wheelchairs only if it is more dangerous to leave them on the vehicle (i.e., fire, fuel leak, explosion, traffic hazard, etc.).
 - Use the lift or ramp if available. It may be necessary to use the manual function of the lift.
 - If the lift cannot be used, leave the passenger in the manual wheelchair and carry them out the door with assistance from another passenger. The wheelchair should be carried backwards to prevent tipping the passenger out of the wheelchair.

- If the wheelchair cannot fit through the aisle, assistance is not available, or time does not allow, lift or drag the passenger through an emergency exit. Drivers should ask the passenger for suggestions of how to best accomplish this task as the passenger may have some experience with similar types of transfers.
- Check the vehicle to ensure that no one is left behind.
- If the emergency reflectors are accessible, position them around the vehicle using the Safety Reflectors Policy.
- If fire is involved and it is safe to do so, attempt to put out the fire using the Fire Extinguisher Policy.

Responsibilities

The Transit Director is responsible for providing vehicle evacuation training for Drivers.