



Kansas RTAP Fact Sheet

A Service of The University of Kansas Transportation Center for Rural Transit Providers

Emergency Preparedness Guide for Small Agencies

By Anne Lowder

The Transit Bus Safety and Security Program provides practical technical assistance and resources to rural (5311) and small urban (5307) transit bus providers. The program's mission is to achieve the highest levels of safety, security and emergency preparedness for transit passengers and employees. The program lays out effective principles in the guide *Transit Bus Safety, Security and Emergency Preparedness Excellence – A Roadmap to Excellence*. The guide covers six operational areas in transit related to safety and security:

Management

- Defining the mission and commitment
- Building a safe and secure culture
- Planning strategically

Human Resources

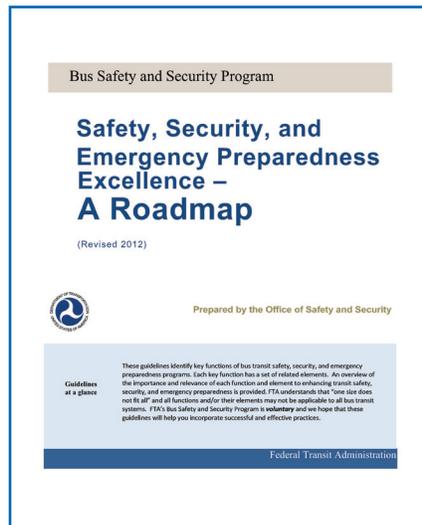
- Employee involvement
- Recruiting
- Training

Equipment and Systems

- Maintenance records
- Safety and security
- Checklist, plans and procedures

Safety Activities

- Safety program protocols and evaluations
- Data collection to determine better decision-making
- Hazard management



Security Activities

- Determining vulnerabilities
- Coordinating with the local police
- Simulations

Emergency Management

- Drill, drill, drill
- Coordinating with local agencies (fire, police, EMS and public works)
- Communications protocols (such as NIMS training)

The starting point of the program is the completion of the self-assessment tool that evaluates your transit agency's strengths and weaknesses. The self-

assessment is an educational tool for achievement of safety, security and emergency preparedness excellence. The self-assessment has technical resources mapped to questions that can be bookmarked for later retrieval from the program's "Dashboard."

Secondly, the Federal Transit Administration, which hosts the program, continuously updates its collection of transit industry safety and security best practices including policies, procedures, protocols, forms, handbooks, lesson plans, and other technical assistance materials that can be used to fill individual agency gaps based on identified needs.

Transit Bus Safety, Security and Emergency Preparedness Excellence – A Roadmap to Excellence, can be viewed at <http://bussafety.fta.dot.gov>.

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