

**AUXILIARY SERVICES**  
*Series 700*

Policy Title: BUS EVACUATION

Code: 702.16

**Emergency Evacuation Drills**

Emergency evacuation drills are required and must be conducted at least twice during each school year. Complete the School Bus Emergency Evacuation Form and provide it to the Transportation Supervisor after each drill. Students must be prepared to evacuate in the event of a real emergency such as danger of fire, drowning or if the bus is in an unsafe position.

The emergency evacuation drills should be as close to the real thing as possible. The drill should be discussed with the students prior to the day of the drill. The drill should follow the evacuation procedures for the appropriate exits used. Stand facing students and tell them they are having an emergency evacuation drill. Remind students to leave books, lunches, etc., on the bus. The drill can be timed if desired but most important is that the students learn to exit the bus calmly, orderly and as quickly as possible. It is important they follow your directions.

When the drill is over have the students get back on the bus. Spend a few moments discussing the drill. Point out the good that occurred and discuss ways to improve the drill. Passengers on activity or field trips should receive emergency evacuation instructions prior to departure.

When evacuating the bus follow these procedures:

**Evacuating through the front door:**

1. Set park brake.
2. Put transmission in neutral.
3. Turn off engine.
4. Turn on four-way hazard lamps (if operable.)
5. Stand and face the students.
6. Test front service door to see if it is working before making any announcements.
7. Get the students' attention – speak clearly and concisely.
8. Evaluate the situation. Determine if there are any injuries and determine a safe waiting area to move the students.
9. Direct the students to exit through the front. Give the first aid kit, fire extinguisher and reflective triangles to responsible students.
10. Check to make sure all students are out.
11. Assist the injured to the best of your abilities.
12. Notify proper authorities.

### **Evacuating through the rear door:**

1. Follow steps 1 – 4 of the front door evacuation procedure.
2. Assign two “helpers” to assist students.
3. Instruct the helpers to “sit” on the floor at the emergency door and “scoot” out the door onto the ground.
4. Position one helper so the emergency door will not swing against the students. The other helper should be positioned on the other side of the door area.
5. Instruct the helpers to hold a hand open, palm upward and extended for the students to put their hand on it. The other hand will support the upper part of the arm of the exiting student.
6. Tell students to “squat” at the rear door to eliminate the possibility of hitting their head.
7. Have the student “drop” out of the bus. Never have students jump out of the bus.
8. Tell students to walk to the designated safe waiting area.
9. Evacuate the bus; start at back row and continue to the front.
10. Give first aid kit, fire extinguisher and emergency triangles to the last two students after they are out of the bus.
11. Have the helpers assist you out of the rear of the bus.
12. Assist the injured to the best of your ability.
13. Account for all students.
14. Notify proper authorities as soon as possible.

### **Evacuating through the front and rear doors:**

When evacuating through both the front and back doors at the same time, the driver must determine which seats go out which exit and then follow the procedures outlined for both front and rear door evacuations.