

SCHOOL BUS EMERGENCY EVACUATION DOOR DRILL SPECIAL NEEDS

- Secure bus, turn off the engine, and turn on 4-way hazard lights. Radio dispatch via 2-way radio (in an emergency only), turn key to acc. **(If the bus is equipped with an alarm system; de-alarm the bus)**
- Announce to the students they will be doing an **EMERGENCY SPLIT DOOR BUS EVACUATION DRILL**. Reassure students to remain calm.
- Instruct students to leave personal belongings (books, backpacks, pocketbooks) on their seats. Announce they will be going out the **BACK /FRONT DOOR** of the bus.
- The attendant will assist the driver with un-strapping students.
- Remove ambulatory students first to a safe location away from the bus. Leave behavioral students fastened in their seat restraints while evacuating the non-ambulatory students.
- Have the attendant open the lift door and remain outside the bus, while driver puts the wheel chair student onto the lift. After all non-ambulatory and students without behavioral issues have evacuated the bus, the behavioral students will get off the bus when the driver gets off.
- **In an actual emergency and the lift is inoperative; the driver and attendant will use the blanket to evacuate the non-ambulatory students.**
- After everyone has evacuated the bus, the driver will de-activate their four way hazard lights and activate red overhead warning lights to allow students to re-load to get their belongings and exit the bus in an orderly manner.

