

SCHOOL BUS EMERGENCY EVACUATION

BACK DOOR EVACUATION DRILL PROCEDURE

- Secure bus, turn on 4-way hazard lights, and turn off the engine; turn the key to acc. (**If the bus is equipped with an alarm system, de-alarm the bus now.**)
- Radio dispatch via 2-way radio. Wait for instruction. (**ONLY IN AN ACTUAL EMERGENCY**)
- Announce to the students that they will be doing an emergency **BACK DOOR EVACUATION DRILL**. Driver needs to speak loudly and clearly. Reassure students to remain calm.
- Choose two (**2**) reliable students to help other students evacuate. Helpers need to be old enough and mature enough to handle all students on the bus. Please stress to your helper's the importance of this drill.
- Driver needs to face all the students, get every ones attention, and begin to instruct the students to leave personal belongings (books, backpacks, pocketbooks) on the seats, and announce to them that they will be going out the **BACK EMERGENCY DOOR** of the bus.
- Instruct the (**2**) helpers to exit the bus first (**BACK EMERGENCY DOOR**). The driver should stand between the first two seats (**CLOSET TO THE DRIVER SEAT**) face the back door, and direct the students, starting from the back seat to exit the bus by **SITTING** on the floor, and **SLIDING** off the back of the bus grabbing the fists of the helpers to insure no one gets injured. Instruct students to walk, not run to form a single line on the right side of the bus beside the entrance door. They are to wait for all students to evacuate, and wait for the drivers next instructions. (**IN AN ACTUAL EMERGENCY DRIVERS SHOULD INSTRUCT STUDENTS TO A DESIGNATED AREA AWAY FROM THE BUS**).
- Instruct the students to alternate seat by seat; right to left. As the bus empties the driver needs to move down to the rear of the bus emergency door, checking each seat to be sure every one has gotten off the bus. Driver announces to the helpers that the bus is clear and shuts the door. (**IN AN ACTUAL EMERGENCY DRIVER WILL NOW GET OFF THE BUS**)
- Driver needs to proceed back to the front of the bus, and sit down in the seat. De-activate four way hazard lights, **ACTIVATE RED WARNING LIGHTS**, allowing students to re-load the bus, and return to their seats. Allow students to exit the bus with **RED WARNING LIGHTS ACTIVATED**.