

SCHOOL BUS EMERGENCY EVACUATION FRONT DOOR EVACUATION DRILL PROCEDURE

- Secure bus, turn on 4-way hazard lights, and turn off the engine; turn 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 **FRONT DOOR EVACUATION DRILL**. Driver needs to speak loudly and clearly. Reassure students to remain calm.
- Driver needs to face all the students, get every ones attention, and begin to instruct students to leave personal belongings (books, backpacks, purses) on the seats, and announce to them that they will be going out the **FRONT EMERGENCY DOOR** of the bus.
- Choose two**(2)** reliable students to help other students evacuate. Helper's 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.
- Instruct the **(2)** helper's to exit the front door first. The helper's will stand at each side of the exit, and remind the students to use the handrail. Walk not run to form a single line starting at the back bumper of the bus. **(IN AN ACTUAL EMERGENCY, STUDENTS WILL FOLLOW ONE HELPER TO A DESIGNATED SPOT AWAY FROM THE BUS.)**
- Instruct students to alternate seat by seat; right to left. As the bus empties, driver will proceed to the back of the bus and check each seat to make sure everyone has gotten off the bus. Driver will then return to the front of the bus. **(IN AN ACTUAL EMERGENCY DRIVER WILL NOW GET OFF THE BUS)**
- Driver will now sit down in his/her seat, de-activate four way hazard lights, and activate **RED WARNING LIGHTS**, allow the students to re-load the bus, and return to their seats. Allow students to exit the bus with **RED WARNING LIGHTS ACTIVATED**.