

SCHOOL BUS EMERGENCY EVACUATION

SPLIT DOOR EVACUATION DRILL PROCEDURE

- Secure bus, turn on 4-way hazard lights, and turn off 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 **SPLIT DOOR EVACUATION DRILL**. Driver needs to speak loudly and clearly. Reassure students to remain calm.
- Driver needs to face all students, get every ones attention, and begin to instruct students to leave personal belongings, (books, backpacks, purses) on the seats, and announce to the **FRONT HALF** of the students, that they will be exiting the **FRONT EMERGENCY DOOR**. Announce to the **BACK HALF** of the students, that they will be exiting the **BACK EMERGENCY DOOR**.
- Choose four **(4)** 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 two **(2)** of the helper's to exit the **FRONT EMERGENCY DOOR**, stand at each side of the exit, and remind the students exiting to use the handrail. Walk, not run to form a single line along the side of the bus, starting behind the helper at the door. Instruct the next two **(2)** helper's to exit the **BACK EMERGENCY DOOR**, and help each student exiting to **SIT** and **SLIDE** out the **BACK DOOR** of the bus, making sure the helpers insure no one gets hurt. **(IN AN ACTUAL EMERGENCY DRIVER 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 be moving down the bus, checking each seat to be sure all students have gotten off the bus. **(IN AN ACTUAL EMERGENCY DRIVER WILL BE THE LAST ONE OFF THE BUS, VIA THE BACK/FRONT DOOR.)**
- Driver needs to proceed back to his/her seat, and sit down in the seat. De-activate four way hazard lights, 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**.