

EMERGENCY EVACUATION OF SCHOOL BUSES PROCEDURE

In the interest of safety, all school bus drivers shall conduct an emergency evacuation drill from the school bus for all students. Emergency evacuation drills shall be conducted a minimum of two (2) times each school year, fall and spring.

When a bus evacuation is going to be conducted, the bus driver will let the Transportation Department know when and where the bus evacuation will take place.

At the driver's discretion, bus evacuations are conducted in one of three (3) ways:

- a. All students go out the rear exit;
- b. All students go out the front door; or
- c. 50% of the students will exit through the rear door and 50% of the students will exit through the front door.

The following is a description of the procedure to be used.

1. Use a safe location to conduct the evacuation.
2. Stop the bus, set the parking brake, turn off the engine and remove the key.
3. Stand, face the students and get their attention.
4. Students should be shown and taught how to operate the roof emergency hatches, fire extinguishers, radio and side exit windows.
 - a. Give the command: "Emergency drill, remain seated," and"
 - Designate a student to open the rear door and/or front door and guide the passengers to a place of safety that you indicate.
 - Designate a second helper or two to stand outside the rear door and/or front door to count and assist passengers as they leave the bus.
 - Instruct students to assemble at a distance of less than one hundred feet (100) away from the school bus during emergency evacuation drills. Students will remain at this safe distance until given further instructions.
5. Begin the drill by standing in front of the first occupied seat, facing the rear of the bus.
 - Starting with the right-hand seat, motion to the student nearest the aisle to indicate that

those occupants shall move out. Say, “Walk - Don’t Run - Be Careful When Stepping Out.”

- When the pupils in the right-hand seat have moved along far enough to clear the aisle, dismiss the occupants of the first left-hand seat.
 - Continue the evacuation procedure as described, right and left seats alternately, until the bus is empty.
 - When the last seat is empty, do a walk-through of the bus, checking to see that everyone has evacuated the bus.
6. At the conclusion of the drill, the driver shall advise students of his/her perception of the procedure and discuss any improvements that need to be made.
 7. Following this review, students and driver will resume scheduled activities.
 8. Complete the RSU #56 Bus Evacuation Drill form and forward it to the Transportation Department.

Adopted: July 11, 2017