



# Bus Evacuation Safety Drill – Sample Template

BUS NUMBER: \_\_\_\_\_ DRIVER'S NAME: \_\_\_\_\_

This report is to be filed at the school. School principals are to direct school bus emergency drill on each bus serving the school during the first two (2) weeks of each semester and maintain documentation for all students. (**State Board of Education Regulations: Miss. Code Ann. § 37-41-53, § 63-1-33, § 63-1-73, § 63-3-615, and §97-3-7, and Miss. Admin. Code 7-3: 81.3, 81.4, 81.6, 81.7, and 81.9, State Board Policy Chapter 81, Rules 81.3, 81.4, 81.6, 81.7, and 81.9.**)

Date of Drill (1 <sup>st</sup> & 2 <sup>nd</sup> Semester)	Location of Drill	# of Students	Time to Unload (mins/secs)	Any injuries?

Emergency Exits Used (**Check all that apply**):  Rear Door  Side Door  Front (Service) Door

Emergency Procedures Discussed/Demonstrated  Yes  No

Wheelchair Evacuation:  Yes  No If yes,  Lift Used  Blanket Used

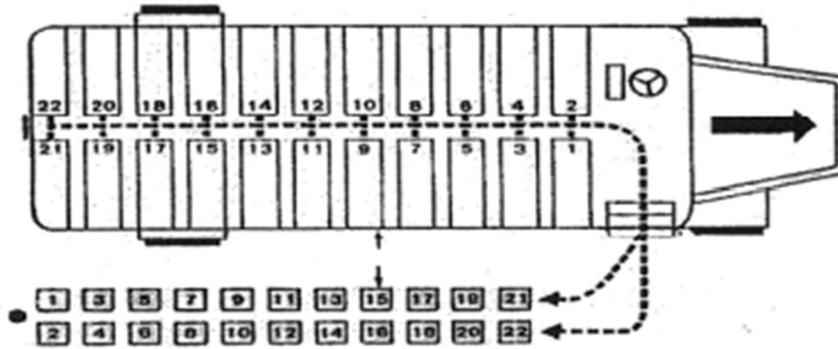
Other (Explain): \_\_\_\_\_

## General Procedures to Follow for Emergency Evacuation

- Move evacuated students to the nearest safe location at least 100 feet (approximately 3 bus lengths) from the school bus. The dispersal/regrouping area must be upwind of any fire situation.
- Identify which students might run following evacuation, so they can be evacuated with the driver or aide.
- Wheelchair students require special handling during school bus evacuation. Blankets should be carried on all lift buses.
- Chaperones or teachers on field trips should be assigned to areas where they could be the most help in the event of an emergency.

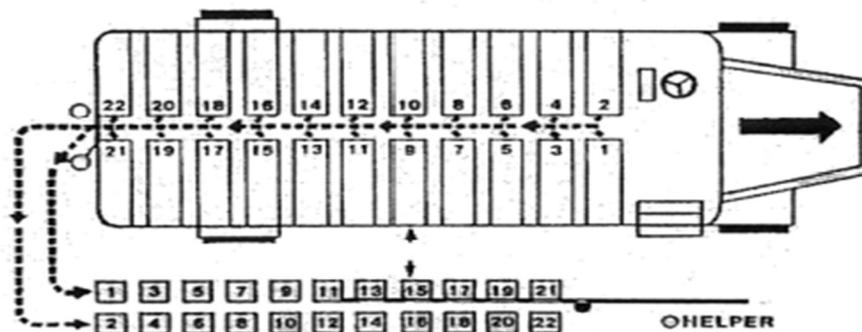
Bus evacuation drills must be restricted to school property and conducted under the supervision of school officials.

## Front Door Evacuation



- Notify the proper authorities and school administrators as soon as possible.
- Driver should stand and face students. Speak clearly and concisely.
- Announce – “Remain Seated, emergency evacuation, front door.” Tell students the location of the safe waiting area, at least 100 feet or more from the bus and roadway. Students should be supervised, if possible.
- Evacuate the bus by dismissing students
  - If possible, give the first aid kit(s) to the first two responsible students exiting the bus. Do not impede the flow of the students exiting.
  - Begin at the front of the bus, starting at the right side; alternate side-to-side, row by row until students have exited the bus
- Check each seat to make sure all students have evacuated the bus.
- Account for all students
- Render first aid, if necessary

## Rear Door Evacuation



Use the rear door when front door evacuation is impossible or unsafe to use, or when it is imperative to evacuate as quickly as possible by using rear exits.

- Notify the proper authorities and school administrators as soon as possible.
- Driver should stand and face students. Speak clearly and concisely.
- Announce – “Remain Seated, emergency evacuation, rear door.” Tell students the location of the safe waiting area, at least 100 feet or more from the bus and roadway. Students should be supervised, if possible.
- Assign two (2) “helpers” to assist students. Have them “sit” on the floor at the emergency room door and “scoot” out of the door onto the ground. One helper is positioned with their back to the emergency door, so door will not swing against the students. The other helper is positioned on the other side of the door area.
- Helpers need to hold a hand open, palm upward and extended for the student to place his/her hand on it. The other hand will support the upper part of the arm of the student to minimize the possibility of the student falling forward.

**Note: Helpers are very important in preventing injuries when exiting the bus from the rear door.**

- Evacuate the bus by dismissing students
  - Do not impede the flow of students exiting.
  - Begin at the back row and continue to the front; alternate side-to-side, row by row until students have exited the bus. If possible, give the first aid kit(s) to the last two responsible students exiting the bus.
- Students should sit at the rear door then scoot through the door onto the ground with assistance from the helper.
- Students should walk to a safe waiting area.
- Have the helpers “assist” you out of the rear of the bus.
- Render first aid, if necessary
- Account for all students.

## **Emergency Evacuation Using Front and Rear Doors (Combined)**

Follow the procedures outlined for both front and rear door evacuations. Fastest method for bus evacuation is the rear and front doors combined.

## **Side Door Evacuation**

Follow the above procedures for a rear door evacuation with the following exception to dismissing the students:

- Begin at the seat nearest the exit, approximately 6th from the rear. Work to the rear alternating side-to-side, (a closed space), then return to seat immediately in front of the rear side exit and work to the front alternating side to side.

Using a side door exit is a more difficult evacuation procedure because of the height of the door from the ground. With small children you might have to assist them from the door to the ground.

## **Emergency Evacuation Using Front and Side Door Exits**

Begin at the seat nearest the side exit, work to the rear alternating side to side (a closed space). Use a helper to evacuate front door students. Driver should return to seat immediately in front of the rear side exit and check for students while exiting through the front door.