

Sample Front Door Evacuation Drill Checklist

Driver Instructions/Script: See Entry Level Driver Training Key Performance Indicators for additional evacuation information.

- Set parking brake, shift transmission into neutral/park, turn off engine and remove ignition key or set to accessories if two-way mic is required. Mentally go through the step of using the two-way/cell phone to notify dispatch of your intent to practice an evacuation drill. Place two-way mic out driver window for later use if necessary.
- Stand, face students and get their attention.
- Tell students, *"Today we are practicing a front door evacuation drill. In a real emergency, I will notify dispatch/BOE of our intent to evacuate and our location. Then I will announce to you that we are evacuating and I will give you instructions on which exits to use and where our safe zone meeting place will be. Follow my instructions exactly. Remain absolutely quiet and calm so everyone can hear my voice. Please leave all books, backpacks, belongings on the bus. In a real emergency, gathering and carrying belongings could slow us down and we may need every available second to exit the bus. Today we will return to get these after the drill is complete; however, in a real emergency, you would not return to the bus for any reason."*
- Begin drill and start timer.** Tell students, *"Everyone stay in your seat until I signal you to go. We're going to evacuate the bus quickly, quietly, and calmly. Leave all your backpacks and belongings. I want you to use the front door only to exit the bus. I need (Names of trained student helper #1 and #2) to go to the front door right now. (Name of student helper #1) will help you exit the bus and point you towards the safe zone. (Name of student helper #2) will guide you towards the safe zone and keep everyone gathered there until I get there. The safe zone will be (location of the designated safe zone)."*
- Turn and face the front of the bus while standing between the first rows of occupied seats. Starting with the right hand seat, tap the shoulder of the student nearest the aisle to indicate that those students should exit. You can additionally say seat number or student names. Tell students, *"Walk, don't run, use the handrails."* At the same time, hold your hand in front of the students in the left hand seat in a remaining gesture. In a real emergency, if there is imminent danger, smoke, or fire at the rear of the bus, it may be in your best judgment to begin evacuating from the rear of the bus.
- When students in the right hand seat have cleared the aisle dismiss the occupants in the left hand seat. Continue to alternate right/left until the bus is empty.
- When the last seat is empty, walk to the front of the bus checking each seat to be sure all children are off the bus.
- Take emergency cones/triangles and student contact list as you exit. **This is the end of the drill; stop the timer.** Set cones appropriately.
- Join students at the safe zone and tell them, *"Great job! Thanks for evacuating quickly, calmly, and quietly. (Give any additional appropriate, specific feedback.)"* Remind students of your school's policy for emergency student release to parent.
- Document drill, any comments/concerns, and share with transportation supervisor.
- Remember this drill is to build basic driver and student skills and generally acclimate students to the evacuation process. Real emergencies that require evacuations vary widely and will require a driver to use his/her best judgment.