In an emergency it is possible for children to jam the emergency door by all trying to get out of the door at the same time. To help avoid this situation you should organize and conduct emergency exit drills for all students who ride school buses.

1. Everyone exits through the front entrance door.

2. Front half exits through the front door and rear half exits through the rear door.

3. Everyone exits through the rear emergency door.

(Calcasieu Parish School Board no longer conducts a rear exit drill)

(Front and Rear Door Evacuation Drill)

66 PASSENGER BUS
(3 persons to a seat)

66 passenger bus – 11 rows of seats on each side
60 passenger bus – 10 rows of seats on each side
54 passenger bus – 9 rows of seats on each side
48 passenger bus – 8 rows of seats on each side
The use of side pop-out windows and roof hatches (if available) should be demonstrated in case all doors are blocked. Drivers should know how to work them. These procedures should be demonstrated to students during Evacuation Drill.

Explain to all students who ride the bus the procedure to be followed if it is necessary to evacuate a bus. The following is one recommended procedure that may be adapted to a local situation.

**Suggested Front Door Evacuation Drill Conducted on School Grounds**

In the interest of safety, all schools should conduct an emergency evacuation drill through the front door when they unload at each of the schools the bus drops off students at least once a semester with each busload. This approach does not take any more time than the regular unloading procedures.

Follow these steps:

1. Stop the bus, set parking brake, and turn off engine (remove key).
2. Stand, open the door, face the children, and get their attention.
3. Give the command: “Emergency drill, remain seated, front evacuation.”
4. Advise bus captain or designated student to guide passengers to assigned place of safety. A helper or driver replacement director can be appointed each semester to assist the driver in leading the students to a designated location on the grounds.
5. Standing between the first occupied seats, you will then turn and face the front of the bus. Starting with the right-hand seat, tap the shoulder of the student nearest the aisle to indicate that those occupants shall move out.

   Say, “Walk—Don’t Run—Use the Hand Rails.”

   The driver should hold their hand before the occupants of the left-hand seat in a restraining gesture.
6. While the pupils in the right-hand seat have moved forward far enough to clear the aisle, dismiss the occupants of the left-hand seats.
7. Continue evacuation procedure as described, right then left seats alternately, until the bus is empty.
8. When the last seat is empty, walk to the front of the bus checking to see that everyone is out.
9. After you leave the bus, go to students and advise them of improvements to be made or tell them of a job well done.
Please review this procedure with students so they will be aware of the evacuation should it become necessary but Calcasieu Parish School Board no longer conducts a rear exit drill.

**Rear Emergency Door Evacuation or Side-Door Evacuation**

Rear emergency door evacuation or side-door evacuation works in reverse of the one just explained. Explain how the doors work and instruct students not to open them until you give the command to do so.

Safety of children is of the utmost importance and must be considered first.

All drills should be supervised by the principal or by persons assigned by him to act in a supervisory capacity.

The bus driver is responsible for the safety of the pupils; however, in an emergency the driver might be incapacitated so that he would not be able to direct the pupil emergency evacuation. School patrol members, appointed pupils, or adult monitors should assist in these drills. It is important to have regular student leaders available who know how to:

a. Turn off the ignition switch.

b. Set emergency brake

c. Summon help when and where needed.

d. Use fire axe or kick-out windows.

e. Set reflectors.

f. Open and close doors, account for all pupils passing his station.

g. Help small children off bus.

h. Perform other assignments.

Drills should be held on school property and not on bus route.

Types of bus drills held should be varied.

Drivers should stay in bus during evacuation drills.

Be sure that the emergency brake is set, ignition off, keys removed, and standard transmission in gear.
BUS SAFETY

DETAILED EMERGENCY EVACUATION DRILL PROCEDURES

Do not permit children to take lunch boxes, books, etc., with them when they leave the bus—getting the child off safely in the shortest time possible and in an orderly fashion is the objective of a school bus evacuation drill.

The pupils should go to a distance of at least 100 feet from the bus in an “emergency drill” and remain there in a group until given further directions by the leader.

All children should be given an opportunity to participate, including those children who only ride the bus on special trips.

Each pupil should be instructed in the proper safety precautions while riding the bus and in drill procedure.

Instruct students in how and where to get help. Instructions and telephone numbers should be posted or otherwise carried in the school buses.

When an emergency or accident happens, it’s too late to learn how and where to use the emergency equipment. You should know the location and operation of:

REFLECTORS HAZARD
FIRST AID KIT
FIRE EXTINGUISHER

Where To Place Reflectors

1. Place one reflector at the side of bus on roadway side – safe distance from bus and oncoming traffic.

2. Place second reflector approximately 100 feet to rear of bus.

3. Place third reflector approximately 100 feet from the front.

This completes this evacuation drill. Please complete your T-7 and T-8 and return to the Transportation Department for state verification.

Thank you