School Bus Evacuation Drill

Developed by the MDCPS Department of Transportation
School Bus Evacuation Drill

- State Board of Education Rule 6A-3.0171(2)(e) 2.d. requires the School Principal or other designated school staff to direct school bus emergency evacuation drills on each bus serving the school during the first six (6) weeks of each semester, and to maintain documentation.

- **2018-2019 Evacuation Drill Dates:**

  Evacuation drills must be completed within the following timeframes:

  **First Semester:** Monday 8/20/2018 – Friday 9/28/2018
  **Second Semester:** Tuesday 1/22/2019 – Friday 3/1/2019
Topics

- Events that require an evacuation
- Essentials of a successful evacuation
- Recommended Evacuation Procedures
- Required Documentation
Events requiring school bus evacuation

- Bus fire
- Potential of fire
- When bus breaks down in a dangerous location (i.e. Railroad crossing)
- Probability of flooding or rising water
Essentials of a successful evacuation

- Familiarity with emergency doors, emergency exits and entrance door.
- Driver must remain calm and maintain order.
- Students must remain calm and attentive to the drivers directions.
- Proper bus evacuation procedures must be followed.
Recommended evacuation procedures

- Front Door evacuation
- Rear door evacuation
- Split door evacuation
- Evacuation of student with special needs
Front Door Evacuation

- Driver designated helper must take position outside the door.
- Driver designated leader must guide students 100 feet (3 bus lengths) away from the bus.
  - Driver will direct students from the front of the bus (from right to left) to follow the leader.
  - Driver will repeat this procedure as he/she moves rearward on the bus.
  - Driver will then walk towards the front of bus and ensure that no students have been left behind.
  - Driver and helper will join students away from bus.
Rear Door Evacuation

- Driver will instruct students to use the sit and slide technique.
  - Driver will go to the last 2 seats at the rear of bus.
  - Driver designated helper will take position outside the door.
- Driver designated leader must guide students 100 feet (3 bus lengths) away from the bus.
  - Driver will instruct students from the rear seats of bus (from left to right) to follow the leader.
- Driver will repeat procedure walking toward the front of bus.
- Driver will walk to rear of bus and ensure no students have been left behind.
- Driver and helper will join students away from the bus.
Split Door Evacuation

- Students must evacuate through front and rear door.
- Driver will direct students from rows 1 thru 5 to exit using the front door. Students from rows 6 thru 11 will exit using the rear door.
- Driver Designated helpers will take position outside doors.
- Driver designated leaders must guide students 100 feet (3 bus lengths) away from the bus.
- Driver will direct students from front and rear seats (from right to left) to follow leaders until bus empties.
- Driver will ensure that no students have been left behind.
- Driver and helper will join students away from bus.
Front and Rear Door Evacuation

VI-30
Evacuation of students with special needs.

- Using Lift: if operational and safe, continue to use.
- Half-Lowered lift: Use platform as a step-down to facilitate evacuation of students in wheelchairs.
- In life or death situation, students confined to a wheelchair, must be removed from the wheelchair and carried to safety.
School Bus Evacuation Drill (Cont.)

- Most evacuation drills should be conducted using the front door method. However, the driver will explain the rear door and split door evacuation methods. The driver will also explain the operation of all doors and exits (see attached photos) including roof hatch and side evacuation windows.

- When conducting evacuation drills with ESE students, the driver should not remove the student from the wheel chair but will explain the evacuation procedure to the students.
ENTRANCE DOOR
Side Emergency Door

To open: Lift handle and push out.
Emergency Exit (Roof Hatch Type)
Emergency Exit (Roof Hatch Type)
This rear emergency door is equipped with a hold-open device. Open door fully to unlock device, then close.
Emergency Exit (Window Type)

To open, lift handle and push out.
Rear Emergency Door

To open, lift handle and push out.
Emergency Exit (Rear window Type)

To open:
Turn handle towards the direction pointed by arrow and push-out.
School Bus Evacuation Drill Form

The form used to record the completion of evacuation drills is available online at the Records and Forms link on dadeschools.net.

The form number is FM-1125

http://forms.dadeschools.net/webpdf/1125.pdf