**Bus Evacuation Drill Procedures**

1. Have all students enter the bus and sit quietly looking forward.
2. Always stay quiet and listen for the driver’s instructions no matter the situation.
3. Show all exits that are available for students. Know where all the exits are located.
4. Move with deliberate haste (speedy but safely) and remember to be quiet and stay calm.
5. Do not take any of your belongings with you.
6. When exiting through the back-emergency door, sit down on floor and scoot out of bus, never jump out of the bus.
7. When helping others out of the bus, use a fist to help support, rather than an open hand. This will help create stability without injury.
8. If (or when) the bus is evacuated, move 100 or more feet from the bus.
9. Have students practice exiting the bus using the rear exit.
10. **The following steps are recommended to lead the bus evacuation. Utilizing only the rear exit door:**
11. The bus driver shall walk back through the bus to the rear exit and direct the preassigned leader and helpers to take their positions.
12. The leader will open the rear emergency door, exit, and stand clear, ready to lead exiting passengers to a safe location set by the driver.
13. The helpers will exit and take their position, one on each side of the rear emergency exit to assist passengers in exiting the bus in a safe and orderly manner.
14. Passengers shall remain in their seats until directed by the driver to leave the bus. The driver may choose whether to evacuate the bus one side at a time or on a staggered seat basis.
15. The driver shall advise all passengers to have their hands free and coats buttoned. Each passenger shall be two steps away from the bus before the next person exits. Taller passengers would be reminded to duck their heads in order to exit safely.