



TITLE:  
Emergency Bus Evacuation Drill

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FORM: JFCC-R-F(1) Updated 8/13/2020

DRIVER: \_\_\_\_\_ DATE: \_\_\_\_\_ BUS #: \_\_\_\_\_

1st Run   
2nd Run   
3rd Run

INSTRUCTIONS: State that this is an emergency drill. It is conducted so that students (passengers) shall know what to do in case of an emergency.

**If the Bus Driver is Able to Direct Students** (If discussed, check one):

- Yes  No  1. Stay calm and seated. (Don't panic; wait for the driver to give instructions.)
- Yes  No  2. Don't touch emergency equipment until the bus driver tells you what to do. (Explain where exits are and how to open them.)
- Yes  No  3. If you must use the emergency exit, let the people who are closest go first. Await your turn!
- Yes  No  4. Keep your hands free. (Leave everything - books, lunch box, purse, etc. - behind.)
- Yes  No  5. Wrap loose clothing around you so it won't get caught as you leave the bus.
- Yes  No  6. Duck your head, bend your knees, and jump. Get away from the exit so the next person can get out.

**If the Bus Driver Is Unconscious or Incapacitated** (If discussed, check one):

- Yes  No  1. Rules as explained above to be followed, with the ones closest to the emergency exits going out first. (If older students can direct and assume leadership in the evacuation, it would be helpful when the driver can't.)

**In General** (If discussed, check one):

- Yes  No  1. Allowed students to open or see how the emergency exits are opened.
- Yes  No  2. Talked about alternative exits such as windows, hole in top, etc.
- Yes  No  3. Answered questions.

**PLEASE RETURN TO THE SUPERINTENDENT'S OFFICE WHEN COMPLETED**