

Bus Evacuation Procedure

Teachers will prepare the children prior to them leaving the building

- 1. Children will be informed that a drill will occur and the procedures**
- 2. Teachers will specify what children will do if the driver is hurt and cannot help. (They will practice honking the horn of the bus as they board)**
- 3. Teachers will assist the children with the practice as they board the bus**
- 4. Children will honk the horn (they can do so one-by-one, every-other-one or every- other- five etc.) or children can be given a demonstration.**

THE FOLLOWING STEPS WILL BE FACILITATED BY THE DELEGATE AGENCY STAFF AND BUS DRIVER

BACK DOOR EVACUATION

- 1. All students in the classroom will be present on the bus**
- 2. Bus driver will explain to the children the drill procedures**
- 3. Bus driver will be given the number of children participating in the drill**
- 4. Bus driver will warn the children that the loud noise coming from the back of the bus will be the alarm**
- 5. Children will be removed from child restraints/seats/by staff, volunteers and parents.**
- 6. The closest staff person , volunteer or bus driver will open the back exit**
- 7. The children will climb out of the back door, assisted by staff, volunteers and parents. Children will sit on their bottoms to slide out the back door and in some cases children are carried off from that point due to height and ground level (a stool can also be used).**
- 8. As children are exiting they are gathered in a group by staff and directed toward a safe area near the bus.**
- 9. Driver and staff person conduct a clean sweep of the bus to ensure everyone is off the bus**
- 10. When all of the children are out of the bus, the driver and staff will conduct a head count**
- 11. Staff will lead the children to a safe area away from the bus**
- 12. Staff will take the children back inside the center or on board the bus for a field trip**

SIDE DOOR EVACUATION

- 1. All students in the classroom will be present on the bus**
- 2. Bus driver will explain to the children the drill procedures**
- 3. Bus driver will be given the number of children participating in the drill**
- 4. Children will be removed from child restraints/seats/by staff, volunteers and parents.**
- 5. Bus driver and staff will enforce children holding onto the handrail as they leave the bus from the side folding door**
- 6. Children will exit the bus beginning with the child sitting farthest away from the side door (nearest to the rear exit door)**

7. As children are exiting they are gathered in a group by staff and directed toward a safe area near the bus.
8. When all of the children are out of the bus, the driver and staff will conduct a head count
9. Staff will lead the children to a safe area away from the bus
10. Staff will take the children back inside the center or on board the bus for a field trip

DFSS will schedule the first mandatory thirty day evacuation drill and the with approved bus companies. Each site will ensure that two drills additional are included when requesting a field trip. Bus evacuation drills are documented on the lesson plans and the children practice both side and backdoor drills. The evacuation drill should be sent immediately after the drill to earline.alexander@cityofchicago.org . If unable to send electronically fax to 312-743-0400.