

Completed evacuations as followed:

High School (7-12) on March 25, 2010

½ out front and ½ out back

all out back

all out front

Location: _____

Bus ramp, pull to far end and angle, like end of day, have students go towards Middle School as safety spot. No buses move until all evacuations are completed. An all clear will be given.

Elementary on March 26, 2010

½ out front and ½ out back

all out back

all out front

Location: _____

School property only

PM Kindergarten on March 26, 2010

½ out front and ½ out back

all out back

all out front

Location: Franklin Bus Ramp

I have completed the evacuations drills.

Driver's Signature

Bus #

Date

Please return completed form to Debbie Miller by March 26, 2010 4:30 p.m..

EMERGENCY EVACUATION DRILL

2009-2010 School Year

Driver _____

Bus _____

Front Door Evacuation

RUN	DATE COMPLETED	SIGNATURE
High School Run	9/30/09	
Elementary Run	9/30/09	
Alternative School	9/30/09	

Rear Door Evacuation

RUN	DATE COMPLETED	SIGNATURE
High School Run	9/30/09	
Elementary Run	9/30/09	
Alternative School	9/30/09	

Combined Rear/Front Door Evacuation

RUN	DATE COMPLETED	SIGNATURE
High School Run	9/30/09	
Elementary Run	9/30/09	
Alternative School	9/30/09	

**NORDONIA HILLS CITY SCHOOL DISTRICT
PROCEDURE FOR ANNUAL EMERGENCY BUS EVACUATIONS**

*First and foremost tell your students when you will be performing your emergency evacuations, so that they can prepare. (this should not be a surprise)
Secondly, choose your most responsible students to help you conduct your emergency evacuation drills.*

CAPTAIN _____ **CO-CAPTAIN** _____

FRONT DOOR HELPERS (R) _____ **(L)** _____

FRONT DOOR POINTER _____

FRONT DOOR LINE LEADER & COUNTER _____

REAR DOOR HELPERS (R) _____ **(L)** _____

REAR DOOR POINTER _____

REAR DOOR LINE LEADER & COUNTER _____

PARK ON SCHOOL GROUNDS, SET PARKING BRAKE, TAKE BUS OUT OF GEAR, TURN ALL ACCESSORIES OFF, TURN BUS OFF AND REMOVE KEYS!

Instruct all students of what their responsibilities are (*especially those of whom you have chosen to help you*).

Three types of emergency evacuations: Front, Rear and Split

At what # seats is the split

Zig-zag method

Location of all emergency equipment

Location of all emergency exits (including windshield)

Do not PANIC!

Leave all belongings on the bus

Keep aisle clear at all times

Re-enter bus at front door (not rear)

When exiting out of rear door:

 Duck your head

 Bend at the knees

 Grab the hands or wrists of door helpers

Times:

 Front and rear – 2 minutes (each)

 Split - 1 minute

I have conducted the annual 3 emergency procedures required by the Ohio Department of Education (O.R.C.3301-83-15B) on this _____ day of _____, 2004

Driver's signature _____