

Wood County Board of Developmental Disabilities

PROCEDURE

Procedure #: 02-WLS-ALL-0734(SF)

Subject: Emergency Evacuation/Evacuation Drill
Wood Lane School:Transportation Protocol

Effective Date: 08-25-2008
Person Responsible: Health & Safety Committee

Last Revision: 06-29-2012

Approvals/Date: *Cecaine Hutchins* *R. Spence* *a/r*
Superintendent, WCBDD Date Department Director Date
6/29/12

PROCEDURE

In the event of an emergency evacuation or an evacuation drill at Wood Lane School during arrival or dismissal times, school buses and cars create a safety hazard for individuals served and can block access to the building for emergency responders. The following steps will be implemented with a goal to allow for the safest evacuation possible.
1. Should an evacuation occur during loading or unloading times a Wood Lane School, a children services staff person will notify the first driver in line of the evacuation. (At both entrances).
2. The first driver will utilize the radio to notify all other drivers and other transportation staff of the evacuation.
3. Wood Lane School staff will stop loading/unloading and will clear all students away from buses and the building.
4. Bus staff will secure all students and wheelchairs on the bus and proceed to the rear of the Mobile Work Crew Building. All passengers are to remain on the buses during the evacuation or drill unless otherwise directed by the Transportation Coordinator or designee.
5. Bus staff will utilize two-way PTT or phone to inform Transportation Coordinator of passenger counts and names of those remaining on the buses and ask for further instructions.
6. No buses are to leave the Wood Lane complex during an evacuation, unless instructed to do so per the Transportation Coordinator.

References: 02-WLS-ALL-0163

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