

# Stark County Board of Developmental Disabilities

Transportation Procedure 09 Evacuation Plan	Effective: 9/1/2015
Chapter 5: Program Services	Page 1 of 1

## **Subject: Evacuation Plan**

A written emergency evacuation plan is part of the overall safety preparedness required of a Vehicle Operator. This includes emergency plans for all Board operated vehicles.

A written emergency evacuation plan is explained and given to all new Bus Drivers and Riders. Annual safety instruction is included as a part of the bus evacuation drill and a notice is sent to all workshops and schools of the drill and the material covered.

Drivers are responsible for preparing a written evacuation plan for their assigned vehicle. This plan is to be completed, using the format provided by Management, by the end of September of each year. Updates to the plan should occur as changes affect the route. Dual-Routes must have two evacuation plans to insure the safety of passengers on both routes.

A written report will be prepared by the Driver after each drill and submitted to the Transportation Manager or designee, which will include but not be limited to:

- a. Time, date and place of drill.
- b. Type of drill.
- c. Elapsed time for evacuation.
- d. Description of any problems encountered.
- e. Recommended corrective action for encountered problems.
- f. Other comments.

The reports shall be reviewed and maintained in the Transportation office. The Administration shall be responsible for maintaining these records. Those reports reflecting the need for improvement shall require a rescheduled drill.