**SAMPLE SMALL VEHICLE EVACUATION INSTRUCTIONS**

State law requires that the district informs you about emergency evacuations before leaving on a field trip or athletic trip. In the event of an emergency, there is a fire extinguisher, first-aid kit and emergency reflective triangles located \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. The exits in this vehicle are \_\_\_\_\_\_ (front, side, rear, windows, roof hatch). If any exit is blocked, exit from the next easiest location to reach. If the vehicle is on its’ side, the roof hatch and emergency windows may be used. It is very important that you follow the driver’s instruction and exit in a quiet, calm manner. Do not attempt to take anything out of the vehicle when you exit. Remove yourself from harm as quickly as possible. Stay together in a group and stand away from the vehicle at least 100 feet and off the roadway. In the event the driver is injured and cannot assist in the evacuation, someone will need to take charge of the evacuation.