

## **ASSISTED EVACUATION PLANS FOR STUDENTS WITH SPECIAL NEEDS**

An assisted evacuation plan form (see attached sample) should be completed for any child who has limited mobility and for any other child who would require assistance to leave the building in the emergency. These forms can be obtained from the [*District Office*].

The plan should include alternatives for situations in which the person with primary responsibility is not available.

It is suggested that the Building Administrator not be designated as the person with primary responsibility. In an emergency situation the Building Administrator must attend to many immediate demands and decisions. Also, the Building Administrator should be free to report to the designated place in the assembly area to meet staff members and to give instructions.

It is also suggested that the person with primary responsibility be someone who is likely to be near the child who needs assistance, not someone who may have to take time to travel through the building or against the direction of travel.

One strategy for the evacuation of a child who cannot use the stairs unassisted, or who cannot negotiate crowded stairs quickly, is to designate an Area of Refuge normally within in a stairwell out of the direction of travel (Remember that the stairwells are designed to retard the spread of fire). The child remains there with an adult assistant until the students have passed and the stairs can be used.

This form should be completed for every child who needs any kind of special accommodations in emergency evacuations. Copies should be distributed according to the instructions on the form. The plan should be reviewed annually.

**ASSISTED EVACUATION PLAN**  
**FOR STUDENTS WITH SPECIAL NEEDS**

Name of Child \_\_\_\_\_ Building: \_\_\_\_\_

Grade: \_\_\_\_\_ Teacher (Home Room Teacher) \_\_\_\_\_ Room: \_\_\_\_\_

Reason child needs assistance: \_\_\_\_\_

The student uses (*check applicable*): Wheelchair \_\_\_\_ Crutches \_\_\_\_ Student is ambulatory \_\_\_\_

Assistance to be given: \_\_\_\_\_

Is student to be assisted directly to the exterior of the building? Yes \_\_\_\_ No \_\_\_\_

If Yes, how? \_\_\_\_\_

If Stair Chair or other device is to be used?

Where is it located? \_\_\_\_\_

Are staff responsible trained and familiar with location & use of device? Yes \_\_\_\_ No \_\_\_\_

List specific exterior assembly point: \_\_\_\_\_

Special arrangements needed at assembly point: \_\_\_\_\_

The staff person responsible is to inform \_\_\_\_\_ upon safe arrival.

Is student to be assisted to an Area of Refuge? Yes \_\_\_\_ No \_\_\_\_

If Yes, list specific location: \_\_\_\_\_

Is the Area of Refuge equipped with a call button? Yes \_\_\_\_ No \_\_\_\_

The call button is connected to the \_\_\_\_\_ and is staffed by \_\_\_\_\_

Has this been communicated to the local Fire Department in advance: Yes \_\_\_\_ No \_\_\_\_

Primary person(s) responsible: \_\_\_\_\_

Alternate person responsible: \_\_\_\_\_

Alternate person responsible: \_\_\_\_\_

Other pertinent information: \_\_\_\_\_

**Attach copy of student's class schedule and out-of-classroom services.**

\_\_\_\_\_  
Signature of person who prepared plan

\_\_\_\_\_  
Date

File copies with:

- Principal/Program Supervisor
- District Office
- Substitute information folder
- Building Nurse
- Classroom/Homeroom Teacher
- Building-Level Response Plan/Team
- Head Custodian

Circulate information to all special area or class teachers.

Copy of plan should be kept with class attendance roster.