



Evacuation of Special Needs Students

Emergency Evacuation Procedures for Students Requiring Specialized Assistance

Introduction

A fire safety plan for all schools who have special need students shall be developed and where necessary approved by the fire safety inspector. This procedure must be in accordance to the Fire Code.

Procedure

- Principals shall devise a fire emergency evacuation plan such that the following are considered and, as Establish and maintain an Emergency. The Evacuation Procedures will include floor plans, list each location of classrooms accommodating disabled students throughout the day, list the number of students using wheelchairs and staff assigned thereto, plus the type and location of any equipment used in the evacuation of these students.
- Determine and post designated stairwell(s) location(s) and secondary areas of refuge into the plan (as a temporary measure or in the event that total evacuation is not possible) if the following criteria are met for your school:
 - Stairwells have large enough landings to accommodate the maximum number of disabled students on a given floor throughout the day, without obstructing ambulatory students and are approved for use by your area fire prevention officer.
 - Secondary areas of refuge provide adequate fire separation, protection from smoke, provide multiple opportunities to turn away from a fire and move to a safe area and are approved for use by your fire prevention officer.
 - Disabled students are attended by trained staff who have previously demonstrated the ability to evacuate the disabled in a timely fashion.
 - Staff are equipped with communication hardware (walkie talkies or cellular phones) to apprise them of developments.
 - The evacuation of disabled students is the responsibility of teachers and educational assistants.
 - Those involved in the evacuation of disabled students shall be specifically trained for such purpose.
 - The Occupational Therapist for your school should be contacted to recommend any equipment that may be needed to assist in evacuation of disabled students and to train staff in its use.
 - This equipment is the property of the board and is assigned to individual students.
 - Please ensure that it moves with the student should they change schools or notify the Special Education Officer for reassignment would the student leave the Board.
 - Staff are responsible and are covered by the board for liability as are designated non-student adult volunteers. For this reason, student volunteers are not to be included with evacuation plans for disabled students. However, this does not exclude staff from pressing students into use as volunteers in an emergency situation, in such cases, the student volunteers would also be covered by board insurance.
 - Consider contingency plans, e.g. moving disabled students to a designated area where they can be safely evacuated out of danger.
 - Some examples:
 1. nearby school(s)
 2. church(es)
 3. community building(s)
 4. availability of transport (buses, taxis, private autos)

A formal letter is to be sent to parents/guardians of disabled students. The letter should explain in general terms the

overall plan.

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