

School Emergency Evacuation Planning Checklist

Date:	YES	NO	NA	Person Responsible
Do you have a roster of your students with special needs?				
Have you identified students with special needs on site from other school districts?				
Have you identified the medical needs of your students with special needs and their medication schedule?				
Have you walked the evacuation paths and exits looking for potential obstacles?				
Has an evacuation site been identified that is accessible to students and staff with special needs?				
Has the team identified alternate locations for students and staff with special needs (i.e. Safe Room)?				
Is the primary evacuation path marked to clearly show the route?				
Is there sufficient oxygen for 72 hours?				
Have transportation needs been identified for the students with special needs, such as special vans and buses for students?				
Do you have contract(s) in place with your transportation service provider(s) in case of an emergency?				
Is there a master list of bus drivers?				
Have you identified any necessary tools such as personal response plans, evacuation equipment or visual aids for students with special needs?				
Have you identified communication needs with students who have limited English proficiency or alternate communication mode?				

School Emergency Evacuation Planning Checklist Continued

Date	YES	NO	N/A	Person Responsible
Have you considered emergency accommodations for those with temporary disabilities?				
Have you encouraged a relationship with students and the local responders?				
Have you reviewed your plan with emergency responders?				
Have you identified an evacuation site that is accessible to students and staff with special needs?				
Have you identified a secondary evacuation site?				
Has a “buddy system” been developed for each student?				
Have you trained the staff on proper lifting techniques?				
Have staff, students and families been encouraged to provide 72 hour medications?				
Has evacuation route information been compiled and distributed to staff?				

