

Emergency Evacuations

Process Update 2016

What's New?

What steps were taken to update the Emergency Evacuation process?

- Process was not being uniformly implemented across SCRED member districts
- Process was unclear/confusing and was complicated
- PT and Collaborative Planner worked together to revise and simplify the process, including templates and visuals

Are there a lot of changes we have to learn about regarding Emergency Evacuations?

- No. The main changes were the addition of a flowchart and a user-friendly template.

Identification

How can teams determine which students need an Emergency Evacuation plan?

Two Resources

1. [Checklist](#)
2. [Flowchart](#)

Which team members need to be involved?

- Depends on the needs of the student
 - Case manager will drive the process
 - Other members could include: support staff, school nurse, Physical Therapist, others to be trained (teachers, school psychologist, admin, etc.)

Procedures

How often do plans need to be revised/updated?

- The fall of each school year
- During the student's annual IEP meeting
- Whenever the student has any significant changes (i.e. classroom location/class schedule, medical status, mobility status, or behavior) which affects the student's ability to safely exit the building independently

Who needs to be informed of the plan?

- All teachers and staff working with the student at least once per year and again after any updates or changes
- Parents/guardians

Procedures (continued)

Who needs training on the plan? How often does training need to occur?

-Any staff identified in the plan *include back-up support

-Training should occur once per year or if there is a change to the plan

Writing the Emergency Evacuation Plan

What does the plan need to contain?

- General student information and description of need
- Needed supports
- Evacuation process for any school-wide scenarios (i.e. severe weather, fire, lockdowns)
- Documentation of staff training (names, date, etc.)

The Template!

Where is the template located?

Three Options

1. Google Doc to be shared and saved to “My Drive”
2. Microsoft Word Document to be e-mailed and saved to computer
3. SpEd Forms “link”

Examples:

[Template](#)

[Wheelchair Example](#)

[Ambulatory Example](#)

The Template! (continued)

What additional documentation is needed?

- List in the accommodations section that the student has an Emergency Evacuation Plan
- A hard copy of the plan must go in the student's special education file and should go in the student's health file
- All staff working with the student must have a copy of the plan (e-mail or hard copy)

Using SpEd Forms

How do I use the SpEd Forms option?

Same procedure as Behavior Support Plans

1. On the student menu page, look under “Shared Files” for the Emergency Evacuation Template
2. Open the Emergency Evacuation Template, save it on your computer. You can now create a specific plan for the student.
3. Once complete, click on “History”
4. Then, “Upload File” and “Choose File”
5. Select the file from your computer. Click “Upload”. The plan will be saved in the student’s History.

Resources

Tuk-n-Kari - www.tuknkari.com



Evacuation Chair - Multiple options



Resources (continued)

What if I need a Tuk n Kari or Evacuation Chair?

- Work with the Physical Therapist to determine which option suits the student's needs best
- Follow your building procedure for purchasing.

What if I have questions about the process?

- Contact either the Physical Therapist or your Low Incidence Collaborative Planner

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