

Sample All Hazards Planning for Students/Staff  
with Special Needs Questions

YES	NO	
		Do you have a current list of the student's/staff's medications?
		Do you have a CURRENT emergency information card filled out for each child/staff?
		Do you have supplies necessary to accommodate the student's/staff's disability? Example: batteries, emergency/medical supplies, etc.
		Have you identified a back up system for equipment that requires electricity? (Electric Wheel Chairs)
		Are municipal emergency management and first responders aware that you have students/staff with special needs that will require extra care during an incident?
		Have municipal emergency management and first responders visited your school and made notes where students/staff with special needs are located in the school?
		Do you have a plan for evacuation of students/staff?
		Alternate routes may be needed to accommodate students/staff with special needs, and it is important to ensure that all students and staff are evacuated and none are left behind because they are stuck in the building alone. Have you checked your evacuation route? Does it lend itself well to the evacuation of your students and staff with special needs?
		Have you informed blind students and staff about obstacles that may be in their paths and require verbal or physical guidance through hazardous areas in an incident?
		Have you drilled your All Hazards Plan and practiced it for evacuation? Remember, during an incident people react exactly as they have been trained and are more comfortable in doing so the more they have practiced it. This is especially true for evacuations, lock-downs, and shelter-in-place situations.
		Have you identified students and staff in adjacent rooms that may be able to assist during evacuation? Have pre-signed agreements with parents of students you will ask to assist in the evacuation of students with special needs.
		Have you discussed alert mechanisms that will be used for deaf students or blind students in an incident?
		Have you discussed disasters and preparedness with the students, explaining what will be done to make them safe if an incident occurs?