

Personal Evacuation Plan and Comfort Kit (Students)

For students with specific accessibility or medical needs.

Note: An occupational/physiotherapist should be consulted in developing the plan to provide input about the best tools and strategies used during an evacuation.

Attach the following documents to the Personal Evacuation Plan:

- Student's schedule with teacher/EA names and room locations
- Map with evacuation routes, refuge areas, and evacuation staffing areas
- Medication administration, allergy alerts, care plans if any
- Instructions for evacuation chair/sling if needed
- List of contents of Personal Comfort Kit

Date Established/Revised	
Student Name & Date of Birth	
Grade	
What Makes me unique? (disability/diagnosis, seizures, epi-pens, vision, DFF, etc.)	
Primary Room/Location	
Case Manager	
Educational Assistant(s)	
Administrator	
Other Team Members (Example: Physiotherapist, Nursing Support Services, etc.)	
Parent/Guardian Names	
Parent/Guardian Contact Info (Telephone/Mobile/Email)	
Alarm notification device/system if specialized (e.g. light, sound, vibration on watch, etc.)	
Student's schedule (attach)	Schedule to include times, location room numbers



Personal Evacuation Plan and Comfort Kit (Students), continued

Emergency or Drill Include equipment/ supplies & procedures	Fire (First Floor) Attach Evacuation Routes, Refuge Areas & Stages Areas	
	Fire (Second Floor) Attach Evacuation Routes, Refuge Areas & Stages Areas	
	Lockdown / Hold & Secure	
	Earthquake Drill (without evacuation)	
	List specific medications, allergies, and care needs Attach relevant medication administration, allergy alerts, or care plans	
	Emergency/drill follow-up recovery instructions	
	<i>Copies of Personal Evacuation Plan to be distributed to the following locations:</i>	Emergency binder in main office Student file Attached to the student's IEP Classroom teacher TOC information EA Binder information

Personal Comfort Kit

A Personal Comfort Kit is prepared for students who have a Care Plan and/or medical needs that require more immediate intervention in the event of an emergency. The kit should travel with the student and staff who work regularly with the student should be familiar with its location.

Suggested Personal Comfort Kit Items:

- Student information form and photo
- Copy of Care Plan and/or Medication Administration Form
- Copy of Evacuation Plan with site map
- 24 hours of sealed, labelled medication that is critical to the student's survival
- Tube feeding supplies and water for 24 hours
- Rain poncho
- Personal comfort items (e.g. headphones, eye mask, favorite item)

