

# Emergency Checklist for Children with Special Needs

## Medications

- Supplies:** There is a three day supply of medications for each child who needs medication.
- Storage:** Medications are not expired and are stored at the proper temperature that can be maintained during evacuation or transport (for example, a cooler with a cold pack for refrigerated medications).
- Training:** A designated staff member is assigned and trained to handle medications during evacuation and transport.

## Evacuation and Transfer of Non-Ambulatory Children

- Wheeled Equipment:** Equipment is available for evacuating non-ambulatory children (for example, evacuation cribs, wagons, strollers with multiple seats).
- Wheelchairs:** There is a wheelchair for evacuating each wheelchair-dependent child. If a child uses a power wheelchair, a lightweight manual chair is available as a backup.
- Training:** All staff is trained in the evacuation procedures according to the physical, developmental, and emotional needs of non-ambulatory children.

## Emergency Identification

- Child Emergency Information Forms:** Each child's emergency information is up-to-date with name, allergies, medications, emergency contacts.
- Emergency Name Tags:** Each child has an up-to-date emergency name tag with name and special communication needs.
- Medic Alert Bracelets:** Children with medic alert bracelets wear them at all times.

## Mutual Aid

- Letters of Agreement:** Signed agreements for relocation sites and back-up equipment and supplies are current and on file.

## Special Equipment & Supplies

- Supplies:** There is a three-day supply of special equipment for each child who needs special equipment.
- Expiration Dates:** Expiration dates on medical supplies are checked regularly.
- Assistive Devices:** Devices are labeled with the child's name and contact information.
- Special Social and Emotional Needs:** There is equipment to decrease visual or auditory stimulation for children who have difficulty with unfamiliar or chaotic environments (for example, pop-up tents, head phones).

## Staff Training and Emergency Drills

- Drills:** Conduct and document regular emergency drills. Include all staff and children.
- Types of Drills:** Conduct drills for multiple emergencies (for example, fire, earthquake, lock-down).
- Assignments:** Assign staff to individual children with special needs.
- Walking Ropes:** Practice using walking ropes for evacuation drills with ambulatory children.

## Food & Water

- Supplies:** There is a three-day supply of food and water. Include snacks that can be transported.
- Gastrostomy Tubes (G-tubes):** There is a three day supply of equipment and formula for children with feeding tubes.

## Emergency “Ready-to-Go” Kits for Evacuation

- “Ready-to-Go” Kits:** A kit is available with supplies to last approximately six hours. (See Emergency Supplies Checklist.)
- Other Supplies:** Consider toys, board games, and/or electronic devices with games and movies for individual children with special needs.
- “Ready-To-Go” File:** The file includes daily attendance sheets, Child Emergency Information Forms, list of children who wear medic alert bracelets, and copies of special health care plans. (See Emergency Supplies Checklist.)

## Communication

- Personal Communication Devices:** Children with special communication needs have access to a personal communication device (for example, computer tablets, white board, voice output devices).
- Parents/Guardians with Special Needs:** Prepare a plan for parents/guardians who have special communication needs (for example, visual or hearing impairments).
- Communication Technology:** Use the communication method preferred by families (for example, email, text, phone).