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## Emergency Evacuation Plan for Person Requiring Accommodations Procedure (SAF-P003)

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### 1.0 SCOPE:

- 1.1 This procedure describes how to create an emergency evacuation plan for persons requiring accommodation in the Milford Public School District.

The on-line version of the procedure is official. Therefore, all printed versions are unofficial copies.

### 2.0 RESPONSIBILITY:

- 2.1 School Administrator

*Authorized Signature on File*

Signature

Date

### 3.0 APPROVAL AUTHORITY:

- 3.1 Director of Pupil Personnel  
and Special Education Services

### 4.0 DEFINITIONS:

- 4.1 Person requiring accommodation: A person (student or staff member) who has a permanent or temporary mobility issue who will need assistance in an evacuation of a school facility.

### 5.0 PROCEDURE:

- 5.1 When it is determined that a student or staff member has a permanent or temporary mobility issue, an evacuation plan shall be developed to assist that individual.
- 5.2 Emergency evacuation plan for person requiring accommodations form, (SAF-F001) will be prepared.
- 5.2.1 This form will be initiated by the administrator and distributed to and completed by staff responsible for the individual(s) on a daily basis.
- 5.2.2 The completed plan will be returned to the school administrator and copies distributed to the appropriate parties. The original plan will be maintained in the principal's office.
- 5.2.2.1 A copy of this Emergency Evacuation Plan (SAF-F001) shall be given to the person requiring accommodations.
- 5.2.3 An individual shall be assigned to help the person requiring accommodations exit from the building in the event of an emergency. Should immediate evacuation be deemed impractical, a "defend in place" defensive mode should be implemented. This can be accomplished by moving the individual to an enclosed stairwell which is regularly used to exit the building.
- 5.2.4 There shall be one individual chosen as a back-up to the person assisting the person requiring accommodations. It is also recommended that these individuals be equipped with a wireless means of communicating with the school administration in an effort to keep everyone aware of the student's/staff's most current locations, well-being and the tenability of their environment.

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- 5.2.5 A review of the practices should be conducted by a representative of the Milford Fire Department's Fire Marshal's Office. The intent of this review should be to assure that the Milford Fire Department has a prior knowledge of any student or staff member needing special assistance and can prepare a plan for rapid extrication of these individuals in the event of an emergency.
- 5.2.6 Upon the arrival of the Milford Fire Department, the school administration will inform them as to the whereabouts and level of danger of these persons requiring accommodations.
- 5.2.7 This plan will be reviewed on a quarterly basis or immediately when changes in the individual's schedule occur.

### 6.0 ASSOCIATED DOCUMENTS:

- 6.1 SAF-F001 Emergency Evacuation Plan for Person Requiring Accommodations

### 7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
SAF-F001	Principal's office	Current school year	Shred	Locked file cabinet

### 8.0 REVISION HISTORY:

<u>Date:</u>	<u>Revision #:</u>	<u>Description of Revision:</u>
07/28/2005	A	Initial Release

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