

Emergency Management Individualized Healthcare Plan (IHP) Development

- Every IHP should contain an Emergency Action Plan
 - This plan ensures students are safe during any school emergency

EMERGENCY ACTION PLAN	Shelter in place aligning with School Policy Evacuation plan in place aligning with School Policy
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- For students who do not have mobility concerns, emergency medication or oxygen, the above wording covers their needs.
- Ensure staff who care for this student are aware of their school’s shelter in place plan as well as their evacuation procedure

- Students with mobility concerns:

- How will this student safely shelter in place or evacuate the building?
 - Students who are wheelchair bound or have mobility concerns will need to have a specific plan to ensure their safety during an emergency.
 - Do they need to be placed in a designated wagon or stroller?
 - Do they need to have their hand held and simply be guided?
 - If a student is wheelchair dependent that is the safest way to assist them out of the building.
 - What do you do if your student is on the second or third floor of a building?
 - During an emergency, elevators should not be used. See below under “Fire response for mobility impaired students” to learn important safety steps for evacuation.

- IHP wording examples for mobility impaired students:

EMERGENCY ACTION PLAN	<ul style="list-style-type: none"> • Student will need physical assistance during shelter in place events and/or evacuations. Utilize student’s wheelchair or wagon/stroller if available • Student must always remain with a trained/delegated staff member for safety monitoring • Be sure to take emergency/rescue medications during any emergency • Shelter in place aligning with School Policy • Evacuation plan in place aligning with School Policy
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EMERGENCY ACTION PLAN	<ul style="list-style-type: none"> • Student may need physical assistance during evacuations - utilize wagon if available, carry or hold onto them • Student must always be accompanied by an adult for safety monitoring • Be sure to take emergency/rescue medications during an evacuation • Shelter in place aligning with School Policy • Evacuation plan in place aligning with School Policy
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- Fire response for mobility impaired students:

- Did you know the local fire department should be called when you have a student who is wheelchair dependent or on oxygen?
 - You will work with the Fire Department to create a safety plan for these students
 - If they are on the second or third floor, most often, the fire department will ask that the student is pushed to the closest, safest stairwell and the firefighters will assist the student down using a seated chair or their wheelchair if they are able to safely lift it down

- Never leave these students alone, a trained/delegated staff member should remain with them through the emergency
 - Ensure your school's administration is aware of where the staff member and student are waiting, to direct firefighters where they need to go to assist them out of the building.
- If your school district has an School Resource Officer, Director of Safety and Security, they should be made aware of the safety plan created by you and the fire department as well.
 - For students who are on oxygen, the local fire department should be made aware
 - They will need to know:
 - Which classroom the student is in
 - What type of oxygen delivery system the student is using ie. Compressed oxygen cylinder, liquid oxygen system, oxygen concentrator, etc.
- Students with Diabetes:
 - Diabetes care plans specify how to care for the student during diabetes emergencies, but what about shelter in place or evacuation emergencies?
 - Students with diabetes should always have emergency supplies accessible- water, quick acting sugar, complex carb, etc.
 - For childcare, pre-k and primary aged students, these supplies should be kept in their classroom in a "go bag". Staff should be trained to take this bag when they evacuate or keep it with the student during a shelter in place situation
 - For secondary school students, if able, they should self-carry an emergency kit to ensure they have their supplies during an evacuation or shelter in place situation.
 - The plan for this student and their supplies/needs should be written into the IHP and explained to staff during training/delegation
- Emergency Medications:
 - Students who have emergency medications should have a specificied plan written into their IHP for emergency situations.
 - Are these medications kept in the classroom?
 - If so, delegated staff need to be trained to take them during an evacuation or shelter in place situation
 - Are these medications kept in the health office or main office?
 - A plan needs to be made with the school principal or site director to ensure there is a plan in place to take these medications during an evacuation as well as their accompanying authorization plans.
 - Students who may need these medications during a shelter in place event need to ensure the medication is in the classroom with them (in a go bag) secured in a place that is accessible to staff but out of reach of students. Secondary students, if able, should self-carry their emergency medications in the event of an emergency
 - The plan for these emergency medications should be written into the IHP and staff should be trained on the plan during delegation