



# Parent Checklist for Emergency Planning at School

- ☐ Ask the principal or school administrator for a copy of your school's emergency procedures (fire, lockdown, severe weather, active shooter, evacuation).
- ☐ Review these plans with your child's unique needs in mind.
- ☐ Identify your child's specific challenges in emergencies (noise, following directions, mobility, communication).
- ☐ Request an IEP/504 meeting to discuss adding an individualized emergency plan.
- ☐ Provide any necessary supplies for the teacher's emergency "go bag" or classroom emergency kit (comfort items, sensory tools, communication devices, medication, etc.).
- ☐ Create an **Emergency Card** that outlines your child's needs, limitations, and communication style, and ensure it's placed in the go bag.
- ☐ Ask if your child can practice evacuation routes or emergency steps in advance.
- ☐ Confirm that your child will not be asked to "shelter in place" if evacuation is the safest option.
- ☐ Follow up to make sure the emergency plan is written into the IEP/504 and clearly communicated to all staff.