Individual Fire Evacuation Plan - Development Guidelines

The building principal or their designee are responsible for developing an Individual Fire Evacuation Plan (Plan) for students identified as having limited mobility. The Plan is tailored to a student’s specific needs as a result of decreased or impaired cognitive function, visual or physical ability. The Plan must be completed and submitted on-line at the Admin Portal by authorized staff (see Appendix A. Individual Fire Evacuation Plan - Form). Once submitted, it will automatically be received by the district’s Emergency Management (EM) office and the Environmental Health and Safety (EH & S) office.

- The case manager has the primary responsibility for developing the Plan for students receiving special education services with assistance from the Plan team.
- The school nurse has the primary responsibility for developing the Plan for students with temporary limited mobility (i.e. broken leg).
- Obtain a floor plan of the building that shows the room numbers and exits (if not available, contact Facilities and Plant Planning at 807 N.E. Broadway, 668-0300).
- Obtain a schedule of the student’s daily activities and classes to identify when and where the student may be located throughout the day.
- A primary evacuation route is planned from each location the student is in during the course of the day. The route starts at the learning site (i.e. classroom, gym, etc.) and ends outside the building or at the designated safe room.
- A secondary evacuation route is planned from each location in case that the primary route may be blocked by fire or other obstacle.
- Identify primary and secondary staff to assume responsibility for the evacuation process at each location and time during the day.
- If input is required regarding physical management of the student during the evacuation and/or proper body mechanics used by staff to lift and transport the student, consult with the building physical therapist and/or school nurse.
- If special equipment is required to evacuate the student (i.e. evacuation chair, stair chair, Tuk-N-Kari/sling) contact the building physical therapist and/or assistive technology and include the equipment being used and its location on the Plan.
- For students that are unable to physically walk down the stairs during an evacuation:
  - If the building has a capture capable elevator per MN State Fire Code 907.112, it can be used for individual evacuation during a fire (see Appendix B. Elevators Approved for Evacuation Use). Include the use of the elevator in the Plan.
  - If the building has a Safe Room (see Appendix C. Safe Rooms), include the use of the room in the Plan.
• Primary and secondary staff and the student should simulate the Plan to familiarize themselves with the process and revise the Plan if needed.

• The Principal or designee will ensure that copies of the finalized Plans (and associated building floor plans) are distributed to:
  - Primary and secondary staff
  - Case manager of a student receiving special education services
  - If appropriate, LSN, PT, OT and SW.
  - Substitute file folders
  - Adaptations and due process file.

• EH & S retains Plans for the district and forwards Plan copies to the City of Minneapolis Fire Marshal who in turn distributes to appropriate fire stations.

• If there are no Plans needed for the building, the principal or designee will notify EM of this.

• Revise the Plan with each schedule change or as needed.

• Anticipate/plan for bad weather (i.e. blankets, rain gear).

• Assess the grounds at designated exits to ensure stable, flat surfaces for wheelchairs and/or ambulation away from the building.

• Multiple or complex schedules can be shrunk and laminated to small cards on a key ring for the primary and secondary staff to have readily available.

   **Safe Room Procedures**

• During an emergency fire evacuation, designated students and adults should report to the appropriate Safe Room according to the Plan.

• The doors and windows should remain closed but unlocked.

• An adult should call 911 and establish contact with appropriate building personnel to report the number of students and adults in the Safe Room and their location.

• Students and adults should remain in the Safe Room until the “all clear” is sounded or they are contacted by the fire department.

   **Elevator Procedures**

• Only capture capable elevators can be used to evacuate disabled students during an emergency (see *Appendix B. Elevators Approved for Evacuation Use*). If the elevator is not accessible due to a blocked route, an alternate route should be followed according to the Plan.

• If the elevator will not work or will not stop at your floor, it is not accessible and an alternate route should be followed.

• ONLY students with disabilities and a Plan should use approved elevators for evacuation.
Appendix A. Individual Fire Evacuation Plan - Form

EVACUATION/SHELTER IN PLACE PLANS FOR INDIVIDUAL STUDENTS/STAFF WHO NEED ASSISTANCE

Information Distribution List

Check who should automatically receive a copy of the plan; when you complete your plan and submit it, an email alert will be sent to each of these people to give them access to this section of the Emergency Management Plan:

___ Check here if there are no persons needing special assistance at the site, otherwise check these options:

___ Emergency Response and Crisis Management office (Plans should be submitted by October 1, 2008.) [will automatically be sent to Patricia.Lofquist@mpls.k12.mn.us]

___ Principal (enter email address): ______________________

___ Special Education Lead or Social Worker (enter email address): ______________________

___ Licensed School Nurse (enter email address): ______________________

___ Physical Therapist (enter email address): ______________________

___ Case Manager - to be added to the Due Process file (enter email address): ______________________

___ Environmental health and safety director [will automatically be sent to ken.meyer@mpls.k12.mn.us]

___ Other email addresses: ___________________________________________________________________

Check if person is a student or staff:

☐ Student Name_________________________ Student ID Number________________

School______________________________
# Appendix A. Individual Fire Evacuation Plan - Form

- Staff Name_______________________________   School/Building

<table>
<thead>
<tr>
<th>Time (daily schedule)</th>
<th>Location Room No.</th>
<th>Primary Staff</th>
<th>Secondary Staff</th>
<th>Equipment/Location</th>
<th>Primary plan</th>
<th>Secondary plan</th>
</tr>
</thead>
<tbody>
<tr>
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</table>
Appendix B. Elevators Approved for Evacuation Use

The sites below have capture capable elevators that meet the State Fire Marshal requirements for use when evacuating students that require individual fire evacuation plans. ONLY students with disabilities and an individual fire evacuation plan and staff assisting them should use these elevators for evacuation.

- Anishinabi
- Anthony
- Armatage
- Bancroft
- Barton
- Broadway
- Bryn Mawr
- Burroughs
- Cityview
- Edison
- Education Service Center
- Ericsson
- Field
- Folwell
- Franklin
- Hale
- Hall
- Hamilton
- Harrison
- Henry
- Holland
- Jefferson
- Jenny Lind
- Jordan Park

- Lake Harriet Upper
- Lehmann
- Lincoln
- Lucy Laney at Cleveland Park
- Marcy
- Morris Park
- Nellie Stone Johnson
- North Star
- North (East Elevator Only)
- Northeast (North Elevator Only)
- Northrop
- Pratt
- Putnam
- Ramsey
- Roosevelt
- Sanford
- Sheridan
- Southwest
- Tuttle
- W. Harry Davis
- Washburn
- Whittier
- Windom
Appendix C. Safe Rooms

The rooms below meet the State Fire Marshal requirements for use as retention areas for students that require individual fire evacuation plans.

<table>
<thead>
<tr>
<th>School Building</th>
<th>Safe Rooms</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anthony</td>
<td>Room next to 201 and 301</td>
</tr>
<tr>
<td>Bancroft</td>
<td>107 and 207</td>
</tr>
<tr>
<td>Bethune</td>
<td>212</td>
</tr>
<tr>
<td>Cityview</td>
<td>240</td>
</tr>
<tr>
<td>Edison</td>
<td>209 and 310</td>
</tr>
<tr>
<td>Emerson</td>
<td>28 and 38</td>
</tr>
<tr>
<td>Field</td>
<td>202</td>
</tr>
<tr>
<td>Folwell</td>
<td>104, 227 and 321</td>
</tr>
<tr>
<td>Green Central</td>
<td>201</td>
</tr>
<tr>
<td>Hale</td>
<td>Media Center</td>
</tr>
<tr>
<td>Henry</td>
<td>207 and 308</td>
</tr>
<tr>
<td>Jefferson</td>
<td>230 and 302</td>
</tr>
<tr>
<td>Lake Harriet Upper</td>
<td>111 and 216</td>
</tr>
<tr>
<td>Lehman</td>
<td>224 and 364</td>
</tr>
<tr>
<td>Lyndale</td>
<td>224</td>
</tr>
<tr>
<td>Nellie Stone Johnson</td>
<td>214 and 314</td>
</tr>
<tr>
<td>North High</td>
<td>380 and 792</td>
</tr>
<tr>
<td>Olson</td>
<td>205 and 306</td>
</tr>
<tr>
<td>Pillsbury</td>
<td>118 and 209</td>
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<tr>
<td>Roosevelt</td>
<td>283 and 315</td>
</tr>
<tr>
<td>Sanford</td>
<td>205 and 305</td>
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<tr>
<td>South High</td>
<td>321</td>
</tr>
<tr>
<td>Southwest</td>
<td>104 (Achieve Center) and 219</td>
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<tr>
<td>Sullivan</td>
<td>210</td>
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<tr>
<td>W Harry Davis</td>
<td>204 and 246</td>
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<tr>
<td>Waite Park</td>
<td>101</td>
</tr>
<tr>
<td>Washburn</td>
<td>214 and 320</td>
</tr>
<tr>
<td>Wilder</td>
<td>C182 and C221</td>
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</tbody>
</table>