

## Sample Checklist for Children With Access and Functional Needs

### Children With Access and Functional Needs (Sample)

Use this list to identify roles, responsibilities, and processes to ensure the needs of all children are included in your emergency plan.

#### Specify how each of the following procedures will be implemented.

Track any access and functional requirements and how they will be addressed:

- Create a list of children with access and functional needs and identify if the needs are temporary.
- Identify accommodations for:
  - Normal operations.
  - Sheltering.
  - Evacuation.
  - Drills and practice.
  - No water or electricity.
- Include information on medications, equipment, and allergies.
- Assign staff to the child.
- Identify and track any training required to care for the child.

Identify processes for medications and other equipment during an emergency:

- Included in emergency kit.
- How to transport.
- How to store.

How you will ensure medical personnel are aware of child's needs:

- Forms you will provide.
- Who will get copies of forms? Emergency transport? Doctors? Other caregivers?

Special procedures for when child is transported for medical care (identify who will accompany the child, any accommodations required during transport, etc.):