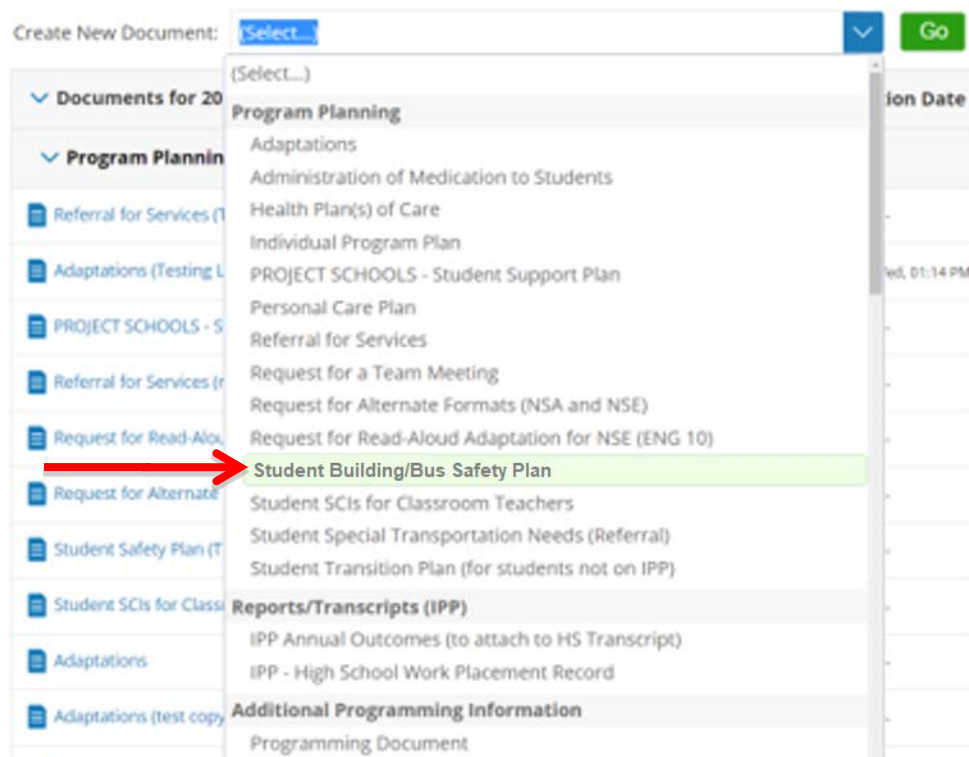


## Student **Building/Bus** Safety Plans in TIENET

Through the NS Program Planning Process, the Student Planning Team may need to develop a **Student Building/Bus Safety Plan** for a student who requires specific support/planning in the event of a school **building/bus** situation like fire drills, evacuations, relocations, lock-downs, hold and secure, etc.

To do this, from the student’s TIENET document drop-down menu, choose **Student Building/Bus Safety Plan**, then **Go**. The **Label/Comment** section is optional but might be used to note the type(s) of safety needs that the student has that require specific planning (e.g. fire drills).




The document is completed by first noting **Additional Information** such as if the student has a **Health Plan(s) of Care** and if so, to print and attach it to any printed **Student Building/Bus Safety Plans**. Also noted is if any staff members require specific training to help implement the plan. If so, then the team will make sure appropriate training is available.

<b>Additional Information</b>
Does the student also have a <b>Health Plan of Care</b> ? <input type="radio"/> YES <input type="radio"/> NO (If yes, please attach to any printed <b>Student Building/Bus Safety Plans</b> )
Do any staff members require specific training to help implement this plan? <input type="radio"/> YES <input type="radio"/> NO If yes, please specify who, what training, etc. _____





The **Instructions** of the plan note “A printed paper version of this Student **Building/Bus** Safety Plan, a map of the school, the student’s Health Plan(s) of Care, Personal Care Plan (if applicable), and the student's schedule will be distributed to the appropriate staff who have a role to play in the plan. These items also need to be kept in the school's Emergency Planning binder, the School Emergency Management Kit, substitute folders, etc. Specifics like meeting locations will be determined during planning and documented in this plan. **Changes to any part of the plan, will necessitate this document and any accompanying information be updated and redistributed.**”

Documentation of planning is continued by completing the required fields such as **School-Based Safety Team** (staff assigned to support the student during a specific school situation), **Student Challenges/Needs to be supported during a Specific School Situation**.

<b>School-Based Safety Team</b> (staff assigned to support the student during an emergency)	
	
<b>Student Challenge(s)/Need(s) to be supported during a Specific School Situation</b> (document any special equipment, medications, etc.)	

The **Supports Required During School ... Building Evacuation/Fire Drills, Relocation, Lockdown, Hold and Secure, Bus Evacuation**, and any **Other Supports as Needed** (definitions are included) are also completed as required. If any of these are not applicable to the student, then **N/A** is entered. For those that are applicable, details like what specific support is needed, who will support, when they meet to support the student, where they will meet and then go with the student, how they will support the student, what happens following the situation (going back to class, reunification with family, etc.), what happens in the event that one situation transitions into another (a fire drill turns into a relocation, etc.), what happens when situations end up being “extended” and go longer than anticipated, etc. should be planned for and documented.

Finally, the **Student Planning Team** members’ **Names** with corresponding **Title/Positions** are noted. The plan can stay in **Draft** until the end of the school year or until plan completion so that it can be easily updated as needed.

<b>Student Planning Team (for safety)</b> (i.e., School Administrator, Parent/Guardian, Student, Teacher, Teacher Assistant, and other specialists, etc.)	
Name	Title
    <input type="text"/> (ID) <a href="#">lookup</a> / <a href="#">non-lookup</a>	<input type="text"/> (Correct Title, if necessary)