


# COMMUNITY-BASED INSTRUCTION

## SAFETY CHECKLIST



### Pre-CBI Session Preparation

Student-Specific Needs	Staff Preparation	Parent/Guardian Communication
<p><input type="checkbox"/> Verify that all Individualized Education Program (IEP) accommodations and supports are in place.</p> <p><input type="checkbox"/> Confirm necessary assistive technology devices (e.g., communication devices, mobility aids) are ready and functional.</p> <p><input type="checkbox"/> Review any medical conditions or allergies and ensure all necessary medications or emergency care plans are on hand.</p>	<p><input type="checkbox"/> Assign staff-to-student ratios based on individual support needs.</p> <p><input type="checkbox"/> Conduct a staff briefing on CBI outing objectives, student needs, and safety protocols.</p> <p><input type="checkbox"/> Ensure all staff have emergency contact numbers and the location's address.</p>	<p><input type="checkbox"/> Obtain signed permission forms.</p> <p><input type="checkbox"/> Provide details of the outing, including date, time, location, and purpose.</p> <p><input type="checkbox"/> Share emergency contact procedures.</p> <p>Write your own below </p>
<p><input type="checkbox"/></p>	<p><input type="checkbox"/></p>	<p><input type="checkbox"/></p>
<p><input type="checkbox"/></p>	<p><input type="checkbox"/></p>	<p><input type="checkbox"/></p>
<p><input type="checkbox"/></p>	<p><input type="checkbox"/></p>	<p><input type="checkbox"/></p>

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**RUTGERS HEALTH**  
**The Boggs Center**  
**on Disability and Human Development**  
 Robert Wood Johnson Medical School



## Departure Checklist



Student Preparedness	Materials & Supplies
<input type="checkbox"/> Conduct a headcount before leaving. <input type="checkbox"/> Confirm students are physically prepared for the activity and weather. <input type="checkbox"/> Ensure students have identification cards with their name, school contact information, and any emergency medical details.	<input type="checkbox"/> Bring a fully charged cell phone and/or walkie-talkies for staff communication. <input type="checkbox"/> Pack a first aid kit and all students' necessary medications. <input type="checkbox"/> Create and bring vital information portfolios for students (list of medications, emergency contacts, medical/assistive tech., etc.).
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

## During the CBI Session



Supervision	Safety Protocols	Behavior Management
<input type="checkbox"/> Assign each staff member to specific students for close supervision. <input type="checkbox"/> Maintain constant awareness of student locations and behaviors.	<input type="checkbox"/> Establish clear meeting points and times. <input type="checkbox"/> Use visual or verbal reminders of safety rules (e.g., staying together, not talking to strangers, road-crossing safety). <input type="checkbox"/> Reinforce emergency procedures (e.g., what to do if separated from the group).	<input type="checkbox"/> Monitor for signs of overstimulation or emotional dysregulation, and provided breaks as needed. <input type="checkbox"/> Redirect or intervene promptly if unsafe behavior is observed.
<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>

# Return to School



## Post-Session Headcount

Confirm all students and staff are accounted for before departing the community location.

## Debrief

Provide students with opportunities to reflect on the experience (*social stories, public speaking and/or writing prompts, group debrief*).

Note any safety concerns or incidents for follow-up.

Ensure data collection is entered and saved for each student.

## Notes