



EMERGENCY SUB PLANS CHECKLIST

There are so many things to think about when you are putting together your Emergency Sub Plans! Don't forget about these!

- Class Rosters & Schedule

- Seating Chart & whether it should be enforced

- Note of allergies or special needs (avoid giving out too much info)

- Work Collection (Are students turning in their work each day?)

- List of Duty Stations (Does the sub need to report to bus duty?)

- List of Helpful Students & Neighboring helpful teachers

- Bathroom Breaks/Procedures

- Out-of-Room Procedure (Nurse, library, counselor, etc.)

- Dismissal & Recess Procedures

- Substitute Feedback Form (for the sub to complete at the end of day)

- Substitute Directions: Overview/At-a-Glance + Full Details

- Extra work or procedures for Early Finishers