

Sample Evacuation Procedures

Evacuation Procedures (Sample)

Use this list to identify roles, responsibilities, and processes for evacuation at your childcare site.

Specify how each of the following procedures will be implemented.

Evacuation routes and exits will be designated and posted by:

Evacuation site locations will be communicated to parents by:

Evacuation sites are:

- Neighborhood:
- Out-of-neighborhood:
- Out-of-town:

We will get to the sites by:

- Walking
- Using staff or facility vehicles

Evacuation specifics for:

- Infants (e.g., use evacuation cribs or have infant carrying devices)
- Children with access and functional needs

The decision to evacuate will be made by:

The decision to evacuate will be based on:

911 will be called by:

Staff will be notified of evacuation and where to evacuate to by (announcement, phone call, etc.):

Emergency kits and medications will be brought to the evacuation site by:

Utilities will be shut off by:

Facility will be secured by:

Staff will account for the children in their care:

- Prior to evacuation by:
- At an initial safe location by:
- At the evacuation site by:

Parents will be notified of the evacuation by:

- Person responsible:
- Process for notification (phone, email, local media notification):

List additional procedures for your site below: