

### Evacuation Response in Centers (Example)

Use this sheet to determine what each person in the center is responsible for during an evacuation response. Fill this out for the emergencies that you selected as a “Yes” or “Maybe” on page 7.

#### TYPE OF EMERGENCY: Fire



Declares emergency:

Center Director

Selects plan of action as evacuation:

Center Director

Alerts staff about emergency and to evacuate:

Center Director or 2<sup>nd</sup> in command

Evacuation site:

Library across the street

Calls emergency services (911):

Center Director or 2<sup>nd</sup> in command

Grabs emergency kit, including medications:

Staff member from each classroom grabs classroom emergency kit

Provides first aid; gives medication as needed:

Nurse

Assists with first aid; operates medical devices and equipment:

Staff member A

Communicates necessary information to parents:

Center Director

Using:

Cell phone

Communicates all clear to staff, children, and parents/guardians:

Center Director

Using:

Cell phone

Begins evacuation procedures as practiced:

Teacher A in each classroom

Children who can walk hold a walking rope and follow teacher to evacuation spot.

Infants and toddlers moved in evacuation cribs.

*Cribs can also be used to evacuate children with special health care needs or disabilities, as needed.*

Calms the children:

Teacher B

Accounts for all children/staff present today:

Teacher A

Takes attendance periodically:

Teacher A

### Evacuation Response in Centers and (Worksheet)

Use this sheet to determine what each person in the center is responsible for during an evacuation response. Fill it out for the emergencies that you selected as a “Yes” or “Maybe” on page 7.

#### TYPE OF EMERGENCY: \_\_\_\_\_

Declares emergency:

\_\_\_\_\_  
Selects plan of action as evacuation:

Alerts staff about emergency and  
to evacuate:

Evacuation site:

Calls emergency services (911):

Grabs emergency kit including medications:

Provides first aid; gives medication as  
needed:

Assists with first aid; operates medical  
devices and equipment:

Communicates necessary information  
to parents:

Using:

Communicates all clear to staff, children,  
and parents/guardians:

Using:



Begins evacuation procedures  
as practiced:

Children who can walk hold  
walking rope and follow teacher  
to evacuation spot.

Infants and toddlers moved  
in evacuation cribs.

*Cribs can also be used to evacuate  
children with special health care  
needs or disabilities, as needed.*

Calms the children:

Accounts for all children/  
staff present today:

Takes attendance periodically: