

# Evacuation Procedure Checklist for Centers

Use this checklist when practicing your evacuation response. Emergency situations that warrant an evacuation include, for example, fire, explosion, gas leak, and hurricane.

**TYPE OF EMERGENCY:** \_\_\_\_\_

Emergency is declared.

- Alert staff about emergency and to begin evacuation procedure. Call emergency services (911).



- Staff gather children to evacuate; count heads. Grab emergency-preparedness kit.



- Evacuate as practiced using planned route. If blocked, use secondary evacuation route.



- Gather children at designated meeting place. Staff take attendance to ensure all children are safely evacuated. If a child is missing, alert first responders.



- Calm the children. Communicate necessary information to parents. Ensure children and adults are drinking water and eating.



- Wait for all clear before returning to building.



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.*