

# Evacuation Procedure Checklist for Family Child Care Homes

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.  
 Emergency services (911) called.  
 Begin evacuation procedures.



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. Take attendance to assure all children are safely evacuated. If a child is missing, alert first responders.



Calm the children. Communicate necessary information to parents, ensure children 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.*