Be Prepared
A Guide for Disaster Emergency Evacuation Preparedness

CENTER EVACUATION PROCEDURES

The following measures should be taken during an evacuation:

- Check attendance and compile an accurate attendance list. Use list during evacuation and take it along during transport to host facility.
- Tell children and staff why the evacuation is taking place, where they are going, and that parents/families are being notified of the evacuation.
- Account for all children, staff, and visitors during the evacuation process.
- Transport all necessary medications, supplies, records, emergency numbers, and cell phone.
- Coordinate all actions with community public safety and/or emergency management officials.
- Confirm required transportation resources and arrival time.
- Determine host facility based on situation.
- Pre-determined assembly area nearby requiring short walk or transportation.
  - Transportation to host facility some distance away
- Contact host facility with estimated time for arrival of children and staff.
- Notify families of evacuation and host facility information, if possible.
- Make arrangements for support of children at host facility until reunited with families or return to evacuated facility.