

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.