

Be Prepared
A Guide for Disaster Emergency Evacuation Preparedness

Evacuation Checklist

<i>Item</i>	<i>Responsible Staff Member</i>	<i>Check-off</i>
Contact list for CHILDREN'S families		<input type="checkbox"/>
Contact list for STAFF families		<input type="checkbox"/>
Children's Emergency Information		<input type="checkbox"/>
Medications/Medical Supplies		<input type="checkbox"/>
Charged Cell Phone		<input type="checkbox"/>
First Aid Kit		<input type="checkbox"/>
Flashlights w/ extra batteries		<input type="checkbox"/>
Battery operated radio w/ extra batteries		<input type="checkbox"/>
Hand Sanitizer/cleansing agent/disinfectant		<input type="checkbox"/>
Wet wipes and tissues		<input type="checkbox"/>
Disposable cups		<input type="checkbox"/>
Water & non-perishable food		<input type="checkbox"/>
Diapers for infants		<input type="checkbox"/>
Formula for infants		<input type="checkbox"/>
Blankets		<input type="checkbox"/>
Vehicle keys		<input type="checkbox"/>
		<input type="checkbox"/>

<i>Locations for items to get, or tasks to do:</i>	<i>Responsible Staff Member</i>	<i>Check-off</i>
First Aid Kit		<input type="checkbox"/>
Emergency supplies		<input type="checkbox"/>
Cell phone		<input type="checkbox"/>
Electricity shut off		<input type="checkbox"/>
Water shut off		<input type="checkbox"/>
Air vent shut off		<input type="checkbox"/>