

## Evacuation Plan/Safe Place

Evacuation Plan for: \_\_\_\_\_  
(List site)

Evacuation Location:

- Address: \_\_\_\_\_
- Contact Person: \_\_\_\_\_
- Phone Number: \_\_\_\_\_

Procedure:

1. Alarm Sounds (or staff receives emergency notice.)
2. Teacher leads children from building in an orderly fashion.
3. Last adult out of room is responsible for searching room, bathroom, hallways, etc. for children.
4. Emergency Cards, Sign-In/Sign-Out Sheets, First Aid Kit, Medication Lock Box, and Cell Phone (if available) will be carried outside by a designated staff member.
5. Once outside, all staff will do a "head count" to assure everyone is outside safely.
6. Bring children to Evacuation Location Assigned: \_\_\_\_\_  
(Evacuation Location)
7. Actively Supervise and Count children during transition, remain as a group with consistent communication with teachers and staff to ensure all individuals, and children are accounted for during the transition to Evacuation Location
8. Call 911, Site Supervisor, Management, and Parents upon arrival @ safe place

Reviewed Annually \_\_\_\_\_  
(most recent date)