**Evacuation Plan/Safe Place**

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

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. Children will be taken to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
7. For actual evacuation,
8. Teacher leads children from building in an orderly fashion
9. Last adult out of room is responsible for searching room, bathroom, hallways, etc. for children
10. 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.
11. Children will be taken to: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
12. Call 911, Site Supervisor, Management, and Parents upon arrival @ safe place
13. Alternate site in inclement weather: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
14. Alternate site in inclement weather: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Updated Annually \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(most recent date)