

Evacuation Plan

___ Review your evacuation plan. Does it contain the following elements:

- How to get out of the building? (i.e., Which doors to use? What gets taken out with you? Who will need assistance? etc.)
- Who is responsible? (i.e., Who grabs the emergency backpack? Who brings the emergency supplies? Who calls 911? Who provides assistance? Etc.)
- Where to meet outside?
- A head count of staff and children?

___ Revise your evacuation plan so that it contains all elements, if needed.

Relocation Site

___ Identify 2 possible relocation sites:

- Neighborhood site _____
- Out-of-neighborhood site _____

___ Contact the owners or other appropriate persons to determine willingness to provide emergency sheltering.

___ Discuss a plan for using the shelter (i.e., How will you gain access? What supplies will you need to bring? What responsibilities will you have? What responsibilities will the owner/you have?)

___ Develop a written agreement to provide shelter in an emergency.

(See *Emergency Relocation Shelter Agreement* posted on www.ndchildcare.org website)

Emergency Transportation Checklist

___ Develop a plan to supplement emergency transportation by the use of volunteers, additional staff, or neighbors.

___ Obtain permission from parents to transport their children in an emergency.

(See *Emergency Transportation Permission Agreement* posted on www.ndchildcare.org website)

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