

EMERGENCY EVACUATION PROCEDURES

When alarm sounds:

_____ will take the following items with them to the designated place and call 9-1-1.

- Cell phone
- First Aid Kit. See *First Aid Kit Policy*.
- ‘Emergency Contact and Treatment Consent form’ file.
- Active SPECIAL CARE PLANS
- Current Daily Sign-in Sheet

Staff will:

- alert their group.
- count their group.
- grab emergency backpack.
- check evacuation map for route to designated safe place.
- check evacuation map for any additional classroom assignments.
- follow red arrows for evacuation to an outside designated safe place.
- follow blue arrows for a designated safe place inside the building for tornado warnings.
- do a “Sweep Search”.
- place infants in emergency cribs (if available) and roll to designated safe place.
- walk with children to designated safe place.



When at designated safe place:

1. Each staff will compare class list with children present and notify _____ if a child is missing.
2. _____ will notify emergency personnel immediately. (Call 9-1-1)
3. Each staff will wait at safety location with their group until the “all clear” signal has been given.
4. _____ is allowed to give the “all clear” signal.
5. If re-entry is not possible, staff will move children to _____.

NOTE! If a child is injured, staff will follow the *Urgent Care Policy*.