

## Evacuation Procedure Checklist for Centers

Use this checklist when practicing your evacuation response. Emergency situations that may require evacuation include fire, explosion, gas leak, and hurricane.

**TYPE OF EMERGENCY:** \_\_\_\_\_

- Emergency is declared. Alert staff about emergency and to begin evacuation procedure. Call emergency services (911).
- Staff gather children to evacuate; count heads. Grab the emergency kit.
- Evacuate as practiced using planned route. If blocked, use secondary evacuation route.
- Gather children at designated meeting place. Staff members take attendance to ensure all children and adults are safely evacuated. If a child or adult is missing, alert first responders.
- Calm the children. Communicate necessary information to families. Ensure children and adults are drinking water and eating.
- Wait for all clear before returning to building.



Children who can walk hold walking rope and follow the teacher or designated staff person to evacuation spot.

Infants and toddlers are moved in evacuation cribs.

*Cribs can also be used to evacuate children with special health care needs or disabilities, as needed.*

## Shelter-in-Place Procedure Checklist for Centers

Use this checklist when practicing your shelter-in-place response. Emergency shelter-in-place situations may include tornadoes, earthquakes, severe weather, landslides, or debris flow. See the Health Pandemic section for information on shelter-in-place during health pandemics.

**TYPE OF EMERGENCY:** \_\_\_\_\_

- Emergency is declared. Alert staff about emergency and begin shelter-in-place procedure.
- Count heads, grab emergency preparedness kit, and guide children to shelter.
- Implement shelter-in-place procedures as practiced.
- Communicate with staff members to ensure all children and adults are safely sheltered. If a child or adult is missing, alert first responders.
- Wait for all clear from first responders before leaving shelter and resuming daily activities or begin evacuation procedures if the building is now longer structurally safe.



Instruct children to assume safe position for the event, such as tornado safe position (sit on floor and protect head) or earthquake safe position (drop, cover, and hold on).

## Lockdown Checklist for Centers

Use this checklist when practicing your lockdown response. Emergency lockdown procedures may include a bomb threat, intruder (potential violence), or weapon on site.

**TYPE OF EMERGENCY:** \_\_\_\_\_

<input type="checkbox"/> Emergency is declared. Alert staff of emergency and that they should begin lockdown procedure. Call 911		<i>If you are able to evacuate children safely, initiate evacuation procedures. If not, begin lockdown procedure.</i>
<input type="checkbox"/> Each staff member is responsible for the child(ren) in their care at that moment		
<input type="checkbox"/> Close and lock door from inside room. Direct children to sit in designated safe area. Grab emergency kit.	<i>If in a room that does not lock when alert occurs, stay in the room and out of sight.</i>	
<input type="checkbox"/> Teachers calm children and help them stay quiet. Remember to take attendance periodically.		
<input type="checkbox"/> Communicate with first responders and with staff members to ensure all children and staff members are in safe locations.		
<input type="checkbox"/> Wait for all clear from first responders before resuming daily activities.		