

# Relocation Procedure

If we need to evacuate the premises due to an emergency, the following procedures will be followed:

| Evacuation Routes/Exits               | First (i.e. doors):  | Second (i.e. windows):   |
|---------------------------------------|--|--|
| Grab 'To-Go' File from (optional):    | (i.e. desk, file cabinet)  | Person Responsible:  |
| Grab First Aid Kit from (optional):   | (i.e. cabinet in hallway, desk)  | Person Responsible:  |
| Infants/Toddlers                      | Method of removing from home through doorway (i.e. portable play yards on wheels, strollers, wagons) | Method of removing from home through window (i.e. sling, harness, two person hand-off) |
| Preschool/School Age                  | Method of removing from home   | Method of removing from home   |
| First Evacuation Site – Neighborhood  | Name:<br>Address:<br>Phone:  | Method of transportation (i.e. walk, vehicle)  |
| Second Evacuation Site – Neighborhood | Name:<br>Address:<br>Phone:  | Method of transportation (i.e. walk, vehicle)  |

Parent/Guardian Contact List  
Completed/Updated and in the optional 'to-go' file

Authorized Persons List  
Completed/Updated and in the optional 'to-go' file

Date Last Updated

Signature

**REQUIRED**