

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: Address: Phone:	Method of transportation (i.e. walk, vehicle)
Second Evacuation Site – Neighborhood	Name: Address: 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