

## PARENT EMERGENCY EVACUATION INFORMATION

School/Child Care Facility: \_\_\_\_\_

Address \_\_\_\_\_

Emergency Contact Person \_\_\_\_\_ Telephone \_\_\_\_\_

Alternate Emergency Contact Person \_\_\_\_\_ Telephone \_\_\_\_\_

Cellular Phone# (if available) \_\_\_\_\_

**Please do not call cellular phone during non-emergencies since it might not be turned on.**

1. In the event of a Confined Environmental Emergency, (e.g. fire, chemical spill, etc. ) during which this child care facility must be evacuated, in accordance with Public Safety officials, staff and children will leave the building and gather in the **Immediate Area** at;

Place Name. \_\_\_\_\_

2. In the event staff and children are required to leave the immediate area due to a non-confined Environmental Emergency, (e.g. chemical spills, flood waters, etc. ) both children and staff will be transported by ( staff vehicles, emergency vehicles, buses etc.) to the following **Non-Immediate Area**:

Place Name \_\_\_\_\_

Address \_\_\_\_\_

Contact Person \_\_\_\_\_ Telephone \_\_\_\_\_

3. If necessary, children will be transported to the following Health Care Facility

**Name** \_\_\_\_\_

**Address** \_\_\_\_\_

**Telephone** \_\_\_\_\_

4. In the event of a **Major Environmental Non-Confined Emergency** that necessitates the evacuation of a large area, children will be transported by \_\_\_\_\_ to a Red Cross designated mass Shelter. There they will be cared for while parents / emergency contacts are notified and arrangements made for their pick-up. At all times during the crisis staff will remain with and care for all children in care. Staff will check attendance whenever children are moved. Staff will maintain accurate Attendance Lists and bring any necessary medications / supplies and emergency records. **All parents will be notified of the situation and where to pick-up children as soon as possible.**

**How will I be notified if one of these scenarios is activated?** \_\_\_\_\_

**PLEASE SAVE THIS FORM IN A SAFE PLACE FOR REFERENCE**