

## EVACUATION PROCEDURE

**POLICY:** In the event that our facility becomes a risk to the health and safety of the children or staff, we will evacuate to a pre-arranged location at least 50 feet from the building.

**PURPOSE:** To maintain the safest environment possible for all.  
To protect the health and safety of all children and staff.

### **PROCEDURE:**

1. All ambulatory children will immediately line up in two lines at the designated door. During drills, teach children which word or phrase will indicate an emergency and the need to get in line as quickly as possible.
2. Non-ambulatory children will be placed in rolling cribs and/or multiple child strollers and wheeled to the door.
3. The following items must be taken outside with you during an evacuation:
  - Attendance sheet / roster
  - First aid kit
  - Emergency contact information for all children
  - All children's medications and emergency care plans
  - Walking ropes
  - You may include other optional items in your Go-Bag, such as toys, books, diapers, water, etc.
4. A teacher will check nap room, bathrooms, closets, and other spaces for children who may be frightened, hiding, or unsure of what to do. Make sure all children are present and no child is left behind.
5. The walking ropes will be passed to all ambulatory children to hold.
6. The teacher will then lead the children by the ropes along the designated or the alternative evacuation route.
7. The children will be seated at the designated evacuation area.
8. The teacher will take roll and account for every child.
9. The teacher will be responsible for involving the children in activities until further instructions are received.