

RELOCATION PLANNING AND PROCEDURE

Relocation Sites:

Choose two off-site places where you could go in an emergency. Write the addresses and phone numbers on form LIC 610-Section IV (centers) and LIC 610A-Section 4 (family child care homes). Consider Hazard Analysis when choosing relocation sites. For example, if you are in a flood zone, at least one relocation site should be on higher ground; in areas at risk for earthquakes, one relocation site might be within walking distance and the other a mile or more away.

Letter of Agreement with Relocation Site:

Ask the owner of your relocation sites to sign a letter of agreement/permission (see template in H-22). Attach the Letters of Agreement with Relocation Site to form LIC 610/610A.

Transportation Needs:

Staff and children may need to be transported by automobile, van, or bus for relocation to another site. Consider your transportation needs and resources in advance. Do you have access to a van or other automobile? In some emergencies you may need to call local law enforcement or the fire department to assist with transporting staff and children.

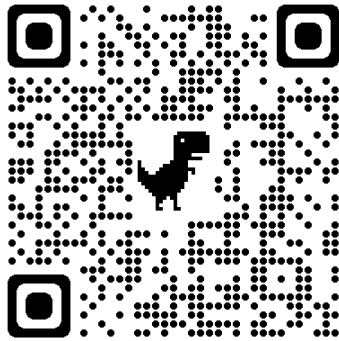
* Mass shelters, such as Red Cross Shelters, cannot accept responsibility for children without an adult who has legal authority for a child. Shelter volunteers make referrals to social services and law enforcement to reunite children with their families as soon as possible after a disaster. It is usually better for children to stay with someone who the parents have entrusted with their care (e.g. a child care provider or people who are authorized to take them from the facility), in a familiar location (e.g. the child care center, family child care home, a relocation site in the neighborhood) rather than go to a mass shelter.

To relocate to another area:

1. Initiate name tag procedure (see page H-23).
2. Arrange route and means of transportation.
3. Inform everyone where they are going and how to get there.
4. Have teachers take necessary equipment.
5. Leave a sign to inform parents where you will be.

6. Keep everyone together.
7. Call parents/legal guardian (if possible) after relocating.
8. Notify Community Care Licensing.

Sample Relocation Letter and other useful disaster preparedness documents (from UCSF) can be found here: [Emergency Plan Documents](#)



Resource: UCSF California Childcare Health Program

<https://cchp.ucsf.edu/resources/disaster-preparedness>