



# Evacuation and Relocation Planning Checklist

Prepared by Child Care Aware® of North Dakota

## Evacuation Plan

\_\_\_ Review your evacuation plan. Does it contain the following elements:

- How to get out of the building? (i.e., Which doors to use? What gets taken out with you? Who will need assistance? etc.)
- Who is responsible? (i.e., Who grabs the emergency backpack? Who brings the emergency supplies? Who calls 911? Who provides assistance? Etc.)
- Where to meet outside?
- A head count of staff and children?

\_\_\_ Revise your evacuation plan so that it contains all elements, if needed.

## Relocation Site

\_\_\_ Identify 2 possible relocation sites:

- Neighborhood site \_\_\_\_\_
- Out-of-neighborhood site \_\_\_\_\_

\_\_\_ Contact the owners or other appropriate persons to determine willingness to provide emergency sheltering.

\_\_\_ Discuss a plan for using the shelter (i.e., How will you gain access? What supplies will you need to bring? What responsibilities will you have? What responsibilities will the owner/you have?)

\_\_\_ Develop a written agreement to provide shelter in an emergency.

(See Emergency Relocation Shelter Agreement posted on [www.ndchildcare.org](http://www.ndchildcare.org) website)

## Emergency Transportation Checklist

\_\_\_ Develop a plan to supplement emergency transportation by the use of volunteers, additional staff, or neighbors.

\_\_\_ Obtain permission from parents to transport their children in an emergency.

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