EMERGENCY EVACUATION PROCEDURES

The _____Head Start/Early Head Start Center will evacuate to

_____ in case of an emergency.

Classroom Staff will take the following items in case of evacuation:

1. **First Aid Kit (Fanny Pack / Back Pack)**
2. **Children's emergency information.**
3. **Staff emergency information.**
4. **Stocked evacuation kit, children's medications**

The following procedures will be followed in the event of an emergency evacuation:

ALL children and staff will evacuate the facility to the above designated location.
The designated person in charge will contact the appropriate emergency professionals, utility companies, etc., and the Program Director.
Under the direction of the Program Director, primary care-givers will contact the parent/guardian of the children with instructions to pick up their child.

REMEMBER: Remain calm, move quickly without running, and ALWAYS speak calmly to reassure children and families.