## **EMERGENCY EVACUATION PROCEDURES**

The	Head Start/Early Head Start Center will	evacuate to
	in case of an	emergency.
		<i>.</i>

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 procedu**res 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 caregivers 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.