

SAMPLE CHILD CARE EMERGENCY/DISASTER PREPAREDNESS EVACUATION RESPONSE CHECKLIST FORM

Please complete the following recommended checklist when responding to an Emergency/Disaster

Child Care Name/Address	
Contact person	
Phone number of contact person	
Number of children at site	
Number of staff at site	
Vehicles required to evacuate staff and children	
Address of host location	
Point of contact for host location	
Phone number of host location	
Phone number of transportation provider	
Alternate transportation provider & phone number	
Number of children and staff transported	
Number of vehicles dispatched to host location	
Time vehicles dispatched to host location	
Number of children and staff assembled at host location	
Please note the planned procedures for children with special needs	