

Evacuation/Transportation Checklist for Child Care Facilities

Keeping Kids Safe: Emergency Planning for Child-Care Facilities

Evacuation/Transportation Checklist for Child-Care Facilities	
Name of child-care facility	
Address	
Name of person/persons responsible for transportation of children	
Phone number of responsible person	
Cell number of responsible person	
Total # of children at the center	
Total # of staff at the center	
Number of children & staff transported by vehicle	
Make/model/license plate of vehicles used to transport	
Name & phone # of transportation provider (if used)	
Number of vehicles dispatched to evacuation site	
Time vehicles departed for evacuation site	
Name & address of evacuation site	
Name of contact person at evacuation site	
Phone number at evacuation site	
Number of children & staff gathered at evacuation site	

Disclaimer: The information provided in this publication is intended as a general guideline to assist child care facilities with preparing for emergencies/disasters. Please check with your local child care licensing office for specific requirements regarding disaster preparedness.

