



## Evacuation & Reunification Plan

In the event of a need to evacuate or when parents / guardians are unable to get to their children, the below procedures will be followed to reunite children with parents / guardians or their designated emergency contacts.

### EVACUATION SITE

Emergency evacuation sites are established, with safe distance from the building, to support safety and reunifying children with parents, guardians, or emergency contacts.

### NOTIFICATION

Parents / guardians will be notified of an evacuation once all children are safely evacuated from danger. Emergency contact forms are completed and signed by parents / guardians at the time of enrollment and kept on each evacuation site as well in emergency kits.

### REUNIFICATION

Parents / guardians are given evacuation / reunification information from Day One during at the time of enrollment.

### RELEASE

Children will only be released to contacts listed on the child’s form with proper identification.

### EVACUATING CHILDREN WITH SPECIAL NEEDS

Children with special healthcare needs will have their “go bag,” which is easy to carry and part of their emergency kit. The “go bag” will contain items that address the child’s special dietary needs, medication, allergies, and restriction information along with emergency medication for 72 hours.

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_  
SIGNATURE OF PARENT OR LEGAL GUARDIAN

**PARENT’S SS#:** \_\_\_\_\_ **CHILD’S SS#:** \_\_\_\_\_