



KIDS - EVACUATION PROCEDURE

1. Turn radios to Safety channel.
2. Kids Staff will distribute an Emergency Bag to each room.
3. Read and understand the evacuation route posted by the door. A Staff Member will direct you if an alternate route is needed.
4. Count the number of children in your room and compare that with your check-in sheet. **Keep your check-in sheet with you!**
5. Prepare for evacuation – Grab coats if possible.
 - a. Babies-Toddlers – Place as many children as you safely can in strollers and evacuation cribs. Carry other children with the assistance of other Staff and Volunteers.
 - b. Preschool – Have children line up at the door holding on to the jump ropes provided in your Emergency Bag.
 - c. Elementary – Have children line up at the door.
6. A Kids Staff member will designate a leader to begin evacuations and lead everyone outside. The Kids Director will remain inside, along with a Security Team Member, to sweep the rooms and make sure everyone has made it out safely.
7. As you exit, one volunteer should lead their group of children out the door, and another volunteer should be the last one to exit the room, making sure no children are hiding or left behind.
 - a. Do not allow parents to take their child from your care during the evacuation process. Remind parents that they can walk with you, but you cannot release a child until you have arrived at your designated location and you have been given the okay to dismiss from a Kids Staff Member.
8. Walk carefully to your designated meeting spot. When you have safely arrived, count all children and ensure your count matches your check-in sheet. Wait for further instructions from a Kids Staff Member.
9. **Stay with your group at all times. Do not leave your group to pick up your own children or for any other reason.**
10. Hold up your room sign, found in your Emergency Bag, to help parents locate their children. Follow all Kids Staff instructions when the check-out process begins.

KIDS - SEVERE WEATHER POCEDURE

1. Turn radios to Safety channel.
2. Kids Staff will distribute an Emergency Bag to each room.
3. Read and understand the severe weather map for your room posted by the door. A Kids Staff Member will communicate any changes.
4. Count the number of children in your room and compare that with your check-in sheet. **Keep your check-in sheet with you.**
5. If you need to exit your room, one volunteer should lead the group of children out the door, and another volunteer should be the last one to exit the room, making sure that no children are hiding or left behind. Calmly escort the children to the proper area and wait for further instructions.
 - a. Do not allow parents to take their child from your care during the evacuation process. Remind parents that they can walk with you, but you cannot release a child until you have arrived at your designated location and you have been given the okay to dismiss from a Kids Staff Member.
6. **Stay with your group at all times. Do not leave your group to pick up your own children or for any other reason.**
7. Follow all Kids Staff instructions when the check-out process begins.