



Off-site Evacuation <i>by Vehicle</i> Drill Checklist			
Date of drill		Total time to complete the drill	
Procedure	Yes/No	Comments (Specify what was done well and what improvements are needed.)	
Families were informed about the drill, in advance. (Optional)			
Need to evacuate to an out-of-neighborhood or out-of-town safe meeting place was communicated.			
Attendance sheets were taken.			
<i>Ready-to-Go File</i> was taken.			
<i>Ready-to-Go Kit</i> was taken.			
All children and adults were secured in the vehicle(s).			
Children and adults who needed help were assisted getting secured in the vehicle(s).			
Children and adults were accounted for by checking attendance.			
Drivers followed the evacuation route to the out-of-neighborhood or out-of-town safe meeting place.			
Children and adults met at the out-of-neighborhood or out-of-town safe meeting place.			
Children and adults were accounted for at the safe meeting place using attendance sheets.			
Contacting families using <i>Communication Procedures</i> was simulated.			
Children and adults remained at the designated safe meeting place(s) until instructed to return to the facility.			