



Off-site Evacuation by Walking Drill Checklist			
Date of drill		Total time to complete the drill	
Time of day		Day of the week	
<input type="checkbox"/> Arrival	<input type="checkbox"/> Nap	<input type="checkbox"/> Arrival	<input type="checkbox"/> Nap
<input type="checkbox"/> Mid-morning	<input type="checkbox"/> Late in day	<input type="checkbox"/> Mid-morning	<input type="checkbox"/> Late in day
<input type="checkbox"/> Lunch	<input type="checkbox"/> Other	<input type="checkbox"/> Lunch	<input type="checkbox"/> Other
Weather Conditions			
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 the neighborhood 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 followed the evacuation route to evacuate to the neighborhood safe meeting place.			
Children and adults who needed help were assisted to the neighborhood safe meeting place.			
Children who are non-mobile were evacuated in a crib or other approved device.			
Children and adults met at the neighborhood 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 neighborhood safe meeting place(s) until instructed to return to the facility.			