

Emergency Evacuation Plan for Childcare Center

Date: [Insert Date]

To: [Parents/Guardians]

Dear Parents/Guardians,

In the interest of your child's safety, we would like to inform you about our Emergency Evacuation Plan at [Childcare Center Name]. It is our responsibility to ensure that all children, staff, and visitors are safe during any emergencies.

Emergency Evacuation Procedures

1. Upon hearing the evacuation alarm, all staff will calmly instruct children to line up at designated exits.
2. Staff will conduct a headcount to ensure all children are accounted for.
3. Children will exit the building in a pre-determined orderly manner and proceed to our safe location at [Location Name].
4. Parents/Guardians will be notified immediately via [method of notification].
5. Only authorized individuals will be allowed to pick up children from the evacuation site.

Practice Drills

We will conduct regular fire and emergency drills to ensure all children and staff are familiar with the procedures. Dates for these drills will be communicated in advance.

Your Role

We ask that you discuss this plan with your child to help them feel more comfortable during such situations. Please make sure your contact information is up-to-date with the center.

Thank you for your cooperation and understanding in maintaining a safe environment for our children. If you have any questions, please feel free to contact us at [Phone Number] or [Email Address].

Sincerely,

[Your Name]

[Your Position]

[Childcare Center Name]

[Address]

[Phone Number]
[Email Address]