

EVACUATION PROCEDURES



Palo Alto Community Child Care

Center	Primary Site	Secondary Site
Palo Alto Infant-Toddler Center (ITC) Neighborhood Infant Toddler Center (NITC) Sojourner Truth CDC (STCDC) Barron Park Children’s Center (BPCC) College Terrace Children’s Center (CTC) Downtown Children’s Center (DCC) Ellen Thacher Children’s Center (ETCC) Mini Infant Center (MINI)	YWCA (next to ITC) First Baptist Church Hall On-Site Multi Purpose Room Barron Park Multi Purpose Room Escondido Elementary Parish Hall in All Saints Church Stevenson House (next door) Grace Lutheran Parking Lot	JLS Middle School Jordan Middle School Fair Meadow Elementary Bol Park on Laguna Street Hanover Street Fire Station Addison Elementary Mitchell Park Tennis Courts El Carmelo Elementary

In the event of an emergency or disaster involving the center, the following procedures will be implemented:

1. The telephone will be used for outgoing emergency calls only and will be kept off the hook the remainder of the time.
2. Children will remain on the premises or at the designated emergency evacuation site for 72 hours unless released to an emergency medical facility or appropriate civil authorities. (See above evacuation sites for information.)
3. Children unclaimed after 72 hours will be released to appropriate civil authority (i.e., Red Cross, police, fire department facility, National Guard, etc.). If appropriate civil authority is not available, center staff will determine the best action for the safety of the children. The decided action and destination of the children will be posted at the center and at the designated evacuation site.
4. Signs will be clearly posted at centers giving destination of evacuated children.
5. Appropriate news media will be informed of the evacuation so information may be broadcast and printed.
6. There will be a specific area for claiming and signing out children at the evacuation site. ***Only adults previously authorized on the emergency cards will be able to sign out children.***

PACCC centers are required to have on hand a 72-hour supply of food, water, sanitation and medical supplies. Staff are required to remain with the children until they are claimed by their families or released after 72 hours to a proper civil authority. Parents/guardians claiming children may be asked to stay and assist in caring for unclaimed children until additional help arrives. Please plan ahead with friends and family to facilitate the most effective emergency response (all authorized pick-ups should be aware).

At the time of enrollment, children must have the following items:

- a 72-hour supply of appropriate food for children with dietary restrictions.
- all necessary disaster medical forms completed.
- any emergency equipment/medication/instructions necessary for your child packed appropriately with disaster supplies.
- All parents of infants/toddlers must provide a three-day supply of diapers and ready-to-use formula.