

**EMERGENCY RELOCATION SHELTER AGREEMENT**

I hereby give permission for \_\_\_\_\_ child care program to use the below listed site as an emergency evacuation site for child care staff and children during a drill or actual emergency event.

This agreement will remain in effect until \_\_\_\_\_ (date). The agreement may be terminated before this date by either party, but only with written notification.

Evacuation Site Name: \_\_\_\_\_

Evacuation Site Address: \_\_\_\_\_

Evacuation Site Contact Person: \_\_\_\_\_

Evacuation Site Phone Number: \_\_\_\_\_ Alternate Phone Number: \_\_\_\_\_

Is the site accessible at all times that the child care program is open?  Yes  No

Describe how to access and enter the site: \_\_\_\_\_

\_\_\_\_\_

Number of children and staff capacity: \_\_\_\_\_

Check items that the evacuation site will provide in an emergency:

- Water  Food  Transportation  Telephone  People to assist

Other: \_\_\_\_\_

Identify any special considerations (i.e., storage of emergency supplies, restrooms, wheel chair accessible, etc.):

\_\_\_\_\_

\_\_\_\_\_

**Evacuation Site Representative**

Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Child Care Program Representative**

Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_