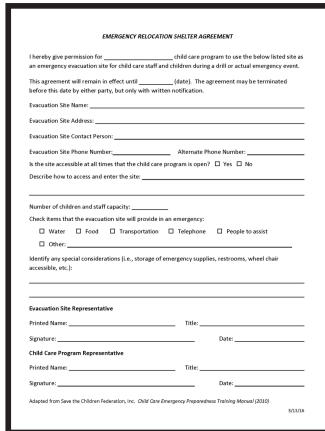


Resources for Child Care Businesses



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: _____

Adapted from Save the Children Federation, Inc., Child Care Emergency Preparedness Training Manual (2012) 5/13/14

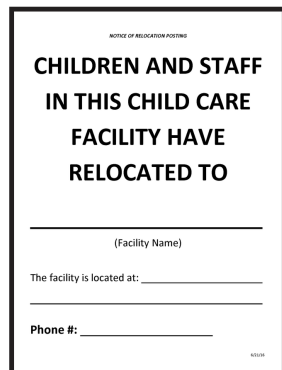
Have Relocation Agreement in Place

It's vital to have relocation sites established prior to an emergency. Check out a sample Emergency Relocation Shelter Agreement under "optional forms" at www.iowaccrr.org/training/EP

Note: If your current relocation site is a school, hospital or nursing home, you may need to reevaluate in light of COVID-19 restrictions.

Think About Pick-Up Procedures

Do you have a way to communicate with parents/guardians that you've needed to relocate due to an emergency? Is your relocation site able to accommodate multiple vehicles parking during pick-up?

NOTICE OF RELOCATION POSTING

**CHILDREN AND STAFF
IN THIS CHILD CARE
FACILITY HAVE
RELOCATED TO**

 (Facility Name)

The facility is located at: _____

Phone #: _____

5/13/14

Don't Forget to Post It

Certain emergencies could leave phones and the internet unreliable. Before you leave, be sure to post a physical sign for parents/guardians to find. Check out a sample posting under "optional forms" at www.iowaccrr.org/training/EP

Child Care Resource & Referral provides resources, education and advocacy to support quality child care. CCR&R is committed to ensure that Iowa's vision is met:
"All children, beginning at birth, will be healthy and successful."