

Notice of Evacuation

Date _____

The children and staff of this CDL have evacuated the building for the following reason:

to _____
(Name of Facility) (Address)

(Phone Number) (Contact Person)

Directions to get to _____ : _____

Additional Emergency Phone Numbers:

Security Guard Numbers - (Cell) 406-2709/406-2723 - 427-5815 (Office Number) Room F-113B

Staff are informed ahead of time that in the event of an evacuation, work schedules will be changed as no staff member will be allowed to leave until the immediate crisis has passed and the children have either returned to the Lab or parents have picked them up.

Prior to leaving the Lab the Director posts on the front door a completed copy of the Notice of Evacuation which informs parents and local authorities of the location where the children have been evacuated.