

**UFCC FORM****EMERGENCY EVACUATION PROCEDURE**

Umbrella Family
and Child Centres
of Hamilton

All fields on this form MUST be completed.

THIS FORM IS TO BE COMPLETED BY INDIVIDUAL SUPERVISORS FOR THEIR OWN SITE(S) AND ATTACHED AS THE LAST PAGE OF THE EMERGENCY MANAGEMENT POLICY IN THE CENTRE'S POLICY AND PROCEDURES BINDER AND WITH ANY COPIES OF THIS POLICY DISTRIBUTED PARENTS OR POSTED ON PARENT BOARDS.

UMBRELLA PROGRAM NAME	
UMBRELLA PROGRAM PHONE NUMBER	
SCHOOL NAME	
SCHOOL ADDRESS	
SCHOOL PHONE NUMBER	

ON-SITE EXTERIOR ASSEMBLY POINT

In the event that the Umbrella premises need to be temporarily evacuated, staff and children will exit the building according to the approved fire safety and emergency evacuation plan and meet at the assigned On-Site Exterior Assembly Point.

THE ON-SITE EXTERIOR ASSEMBLY POINT IS	
--	--

OFF-SITE EMERGENCY EVACUATION LOCATION

In the event that the Umbrella premises continue to be unavailable due to emergency circumstances, the following Off-Site Emergency Evacuation Location shall be utilized:

UMBRELLA PROGRAM NAME	
OFF-SITE EMERGENCY EVACUATION LOCATION	
CONTACT PERSON	
PHONE #	
ADDRESS	

SITE DIAGRAM WITH EXITS

The posted site plan shall clearly identify the exits and the on-site exterior assembly point location.

Last Revision Approved: November 12, 2018

Date of Next Review: August, 2018