Evacuation may be ordered by public safety officials or by CECE director. Prior to evacuation, the following measures should be taken:

- Check attendance and compile an accurate attendance list. Use list during evacuation and take along during transport to host facility.
- Account for all children, staff and visitors during evacuation process
- Transport all necessary medications, supplies and records (Evacuation backpack)
- Coordinate all actions with Smith Public Safety and or emergency management officials (x800; 413-585-2490)
- Confirm required transportation resources and arrival time (Public Safety)
- Contact host facility (Museum of Art X2760; 413-585-2760) with estimated time of arrival of children and staff
- Notify families through RAVE of evacuation and host facility information
- Make arrangements for support of children at host facility until reunited with families or return to evacuated facility
- Maintain a record of expenses and log actions taken by staff during evacuation such as names of contacts, times of calls, departures/arrival times, etc. to document evacuation process