

Letter of Agreement with Relocation Site

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

This agreement will remain in effect until Month, Date, Year: _____

The agreement may be terminated before this date by either party, but only with written notification.

Relocation Site Name: _____

Relocation Site Address: _____

Relocation Site Contact Person: _____

Relocation Site Contact Number: _____

Alternate Contact Number: _____

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

Include any information needed to access and enter the site:

Maximum Number of Children and Staff/Capacity: _____

Check off items that the relocation site will provide in an emergency:

- Water
- Food
- Transportation
- Telephone
- People to assist
- Other:

Include any special considerations (storage room, restrooms, wheelchair accessible, back-up equipment, supplies, etc.):

Relocation Site Representative Printed Name: _____

Signature: _____ Date: _____

Child Care Program Representative Printed Name: _____

Signature: _____ Date: _____

