

Family Home Child Care Emergency Evacuation Plan

The objective of this plan is to reduce the possibility of harm to the children and care provider in the event of an emergency. Care must be taken to ensure that all occupants are aware of the following basic procedures:

- Become familiar with the location of all stairways and exits
- Posted evacuation plan in all rooms used for day care purposes and all exits
- Evacuation plan with primary and secondary routes
- Evacuation plan with location of assembly area
- Evacuation plan with locations of fire extinguishers

Each morning care providers should inspect the centre to ensure:

- All exit doors are unlocked and free from debris
- All pathways to exits are clear
- Smoke detectors and fire extinguishers are free from obstructions

Monthly care providers will:

- Ensure all smoke detectors and fire extinguishers are in working order
- Conduct a fire drill
- Record date, time and attendance at each fire drill

In the event of an alarm, care providers will:

- Immediately evacuate the building, ensuring all in attendance are accounted for
- Grab first aid kit with emergency numbers prior to exit
- Ensure all in attendance leave the building in an orderly fashion
- Take attendance at the assembly area
- Parents will be called from assembly area to inform them of the location at which they can pick up their children.