

## **Emergency Evacuation Plan**



It is my absolute priority to keep all babies and children safe while they are in my care.

In the case of an emergency evacuation I would carry out the following:

- First I would sound the alarm. I have two smoke detectors on the premises, one close to the front entrance and one at the rear of the house. These smoke detectors will be checked on a weekly basis.
- I will get the babies and children to a place of safety as quickly and safely as possible, also taking my attendance register, contact phone numbers and my mobile phone. I have a meeting point at the letterbox located at end of the driveway and a fire escape plan displayed on the wall at each exit.
- If required I will ring emergency services and follow their instructions. No one will be allowed back into the premises until Emergency Services have declared it safe to do so.
- If we need to evacuate the area I will put all children into my vehicle and take the safest route to Roberta Jull, 29 Wheatley Street, Gosnells, WA, 6110.
- All babies and children will be reassured during this process not to cause panic.
- Once we are safe I will ring and inform all parents and to arrange collection of the children as soon as possible.

If required I have a fire blanket in the kitchen on the wall to the right of the sink. A first aid kit is located inside the black filling cabinet, second draw down. There is also a second first aid kit in the boot of my vehicle. I am first aid trained and this will be kept up to date.

I will practice an emergency evacuation drill once a month with all the children I have in my care and keep records of this.

-  Escape Routes
-  Meeting Place
-  Fire Blanket
-  Door & Window Keys

