

Guide to Drawing an Evacuation Plan

An accurate and full plan of the house and yard is to be used and is correctly orientated.

The following information **MUST** be on all evacuation plans

- Educators name and address, clearly written.
- The position of the Fire Blanket and/or Fire Extinguisher.
- The position of all Smoke Alarms.
- Two exit routes from each room & house to assembly points, marked clearly by arrows lines or dotted lines. Assembly points at both front and back of the property are to be marked.
- Marked location of toughened glass or barriers
- Clearly marked “Out of Bounds” areas/rooms.
- Please add a legend indicating what markers represent if not clearly marked on plan.

Please remember that your plan needs to be situated prominently at the front and back entrance to your home or at the entrance and exit in the area used for family day care.

The Emergency Procedure must be displayed with the Evacuation Plan