



'My Place' Family Day Care

Guide to drawing an Evacuation Plan

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An accurate and full plan of the house and property is to be shown and is correctly orientated.

The following information MUST be on all evacuation plans.

- The whole property (including the yard area and boundary fence).
- Must show both levels if in a multi-storey dwelling.
- All out-of-bound areas both inside and outside must be clearly marked (eg sheds, storage areas, unused rooms, etc).
- All water features (pool, spa, ponds, water fountains)
- Any water features/pools in neighbouring yards.
 - If you are aware that your neighbour has a water feature this MUST be indicated on your plan and that it is outside the fence line.
- Educators name and address, are clearly written.
- The position of the fire blanket and/or fire extinguisher.
- The position of all smoke detectors.
- Two exit routes from each room and house to assembly points, marked clearly by arrows lines or dotted lines.
 - Assembly points at both the front and back of the property are to be marked.
- Please add a legend indicating what markers represent if not clearly marked on the plan.
- Must be clearly orientated to where these will be displayed

Educators with a large property - including outside space- you may wish to do two plans. Please speak to your coordinator regarding this.

These plans must be completed in ink, (either by computer or hand drawn) pencil is not allowed.