

# Guide to drawing an Evacuation Plan



**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.**

1. The whole property (including the yard area and boundary fence).
2. Must show both levels if in a multi-storey dwelling.
3. **All out-of-bound areas both inside and outside must be clearly marked (eg sheds, storage areas, unused rooms, etc).**
4. All water features (pool, spa, ponds, water fountains)
5. Any water features/pools in neighbouring yards.
  - a. 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.
6. Educators name and address, are clearly written.
7. **The position of the fire blanket and/or fire extinguisher.**
8. **Position of First Aid Kit**
9. **The position of all smoke detectors.**
10. **Two exit routes from the house to the assembly points, marked clearly by arrow lines or dotted lines.**
  - a. **Assembly points at both the front and back of the property are to be marked.**
11. **Please add a legend indicating what markers represent if not clearly marked on the plan.**
12. All diagrams should have the right orientation, reflecting a view from where the person viewing it is standing with a 'You are here indicator'

**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.**