

Educator: \_\_\_\_\_

Family: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Meaning of '**Emergency**' includes:

- a) Fire or bush fire
- b) Flood
- c) Tsunami
- d) Situation that requires a lockdown

1. The educator must teach emergency evacuation to all children
2. Practice emergency evacuation procedures every 3 months with every child
3. Record and evaluate on 'emergency evacuation procedure practice'
4. Use grid to draw up your evacuation plan, making all exits in case of emergency and location of keys were deadlocked.
5. Mark assembly areas

6. Mark the following equipment on plan:

- Fire extinguisher
- Fire blanket
- Smoke alarms
- Telephone (landline and mobile)
- Emergency phone numbers location
- First Aid kit
- Hose attached to tap

**Plan of Action**

- Stay calm, don't frighten children
- Ensure all children are safe and away from danger, count heads, carry out first aid procedures
- Shut off power where possible (fire, flood)
- Call for assistance 000
- State house address, including nearest cross street. Mention you are caring for children and if a child or to her person is missing or injured or sick. Call 9779 9999

**Hazard House Fire**

Contain where possible e.g. close any doors or windows behind you to contain fire. If area contains smoke, tell children to crawl to exit.

**Hazard Bush Fire, Flood, Tsunami**

Move safe location as advised by emergency service or safe location away from danger

**Hazard lock down**

Secure property and move to secure location within the home



**Phone** 02 9779 9999  
**Fax** 02 9779 9998  
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## Emergency Evacuation Procedure for NSW In-Home Childcare Services

*As per Interim Standards for In-Home Care; Standard 12.10*

Date:	Date:	Date:	Date:
Children in Care	Children in Care	Children in Care	Children in Care
1	1	1	1
2	2	2	2
3	3	3	3
4	4	4	4
5	5	5	5
6	6	6	6
7	7	7	7
Evaluation	Evaluation	Evaluation	Evaluation
Educators Signature:	Educators Signature:	Educators Signature:	Educators Signature:
NSWIHCS Staff Signature:	NSWIHCS Staff Signature:	NSWIHCS Staff Signature:	NSWIHCS Staff Signature:

*Educators are to complete an evacuation procedure every 3 months and demonstrate to NSWIHCS staff that they have completed an evacuation procedure as requested.*