



17 Brunswick Street  
Ballina NSW 2478

Phone: 02 6686 7799  
Fax: 02 6686 4093

[admin@fdcballinabyron.com.au](mailto:admin@fdcballinabyron.com.au)  
[www.fdcballinabyron.com.au](http://www.fdcballinabyron.com.au)

ABN: 85 676 459 681

### **SOME SUGGESTIONS FOR SETTING UP YOUR OWN FAMILY DAY CARE EVACUATION DRILL**

1. At an agreed signal (e.g. bell or whistle) older children can come quickly to educator. Educator to quickly assemble younger children and lead all to arranged meeting place outside.
2. Children to be evacuated through whichever door is safest.
3. Educator must make sure all children are present.
4. Ensure you have phone emergency contact numbers, first aid kit, medications and close the door.
5. Raise the alarm – ring 000.
6. After an emergency evacuation, include a written evaluation and amend your procedure if necessary.
7. Regularly check the batteries in smoke alarms and have extinguishers checked six monthly – check date.

### **EMERGENCY SAFETY STRATEGY**

Under Children's Services Regulations, you will need to have a plan of action worked out in the event of an emergency. It is the educator's responsibility to work a plan that suits your home and is manageable with several children in your care.

**N.B. time, smoke, fumes and darkness are major obstacles.** All Family Day Care homes are to have fire blankets **1.2x1.8 metres**, smoke detectors and a fire extinguisher **2kg** that is maintained and checked every 6 months as per Accident / Emergency Policy.

### **PLAN OF ACTION**

1. **Create a digital** plan of your house including indoor and outdoor areas including marked sleep area, **maps must include symbols for the fire extinguishers, fire blanket, smoke detectors, first aid kit**
2. Mark in **red**, arrows to your exits in case of fire. You need to have **minimum of 2 exits out of your registered area that are considered a safe and hazard free route. (Please talk this over with your coordinator)**
3. Mark area for assembly of children, location of fire extinguishers and all exit doors. Procedure and directions should be displayed next to the floor plan **at each exit out of your registered area.**
4. Teach fire drill through your play programme.

***PLAN OF ACTION (continued)***

5. Document when emergency evacuation drills are practised ensuring each child in care has participated **at least one (1) each three months**
6. The evaluation of each practice needs to include date, time, duration and children involved.
7. **Fire Drill must be completed each three months and to be sign off by your coordinator and filed away and kept for the duration of your registration .**