FIRE EVACUATION PLAN

Daycare template

Building: _____

Floor: _____ **Date:** _____

FLOOR PLAN

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Draw or stick your floor plan here

Mark every exit, the escape routes in green, the fire equipment, the assembly point, and YOU ARE HERE where this plan hangs.

Scale: _____

IN CASE OF FIRE

1. **Raise the alarm.** Shout "Fire!" and press the nearest call point.
2. **Get the children out.** Carry babies or wheel them out in the evacuation cot. Lead toddlers by the hand or on a walking rope.
3. **Take the register and emergency bag.** Close doors behind you.
4. **Call the fire service** on the emergency number below, even if the alarm is ringing.
5. **Count the children** against the register at the assembly point. Report anyone missing at once.
6. **Stay together.** Hand children only to their parents or carers, and don't go back in.

MAP KEY

- EXIT — Fire exit
- Escape route
- Alternative route
- Fire extinguisher
- Fire alarm call point
- First aid
- Assembly point
- You are here

ASSEMBLY POINT

_____

EMERGENCY CONTACTS

Emergency number: _____

Person in charge: _____

Fire warden: _____

First aider: _____

Plan made by: _____ Last checked: _____ Next review: _____

Make yours from your floor plan at evacplangenerator.com