**EMERGENCY EVACUATION KIT CHECKLIST: (Version 5 June, 2019)**

***HAFDC Educators should keep an emergency evacuation kit and store in an easy to access location. Your evacuation kit should be checked annually or as required.***

***Contents could include:***

* Mobile phone & phone charger
* Contact details for all children in care, including emergency contacts (hard copy).
* Educators contact details including emergency contacts (hard copy)
* Important medication and medical management plans
* Bottle of water - disposable cups and baby bottle if require
* Nappies / wipes / gloves / plastic bags / hand sanitizer
* Non-perishable food eg rice crackers etc
* Pen & notepad
* First aid kit

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ can ensure the emergency evacuation kit contains the above mentioned items and is stored within easy access for evacuation from my service.

Educator Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This procedure form is the intellectual property of Holistic Approach Family Day Care Scheme and is created with consultation of educators and families attending the service.

This policy will be reviewed annually.

This policy is available in other languages upon request.