INSTRUCTIONAL FIRE EVACUATION PLAN

NAME OF FDCH PROVIDER

LOCATION OF FDC HOME

WHEN A FIRE IS SUSPECTED, FOLLOW THE BASIC PROCEDURES BELOW:

1. ASSEMBLE THE CHILDREN AND TELL THEM, "WE HAVE TO LEAVE THE HOUSE RIGHT NOW."

2. IF TIME PERMITS, DIAL 911 **(EMERGENCY NUMBER)** AND GIVE YOUR NAME, ADDRESS AND TELL THEM WHAT THE SITUATION IS, **(DO NOT HANG UP THE PHONE).**

3. EVACUATE THE HOME, CLOSING DOORS BEHIND YOU. CARRY CHILDREN UNDER 2 YEARS OF AGE AND WALK THE OTHERS OUTSIDE IN A BRISK, QUIET, AND ORDERLY MANNER. EVERY EFFORT SHOULD BE MADE NOT TO ALARM THE CHILDREN. ATTEMPT TO NOTIFY OTHER BUILDING OCCUPANTS IF IT MAY AFFECT THEM.

4. ASSEMBLE OUTSIDE THE BUILDING AT OR NEAR _____ AND MAKE SURE EVERYONE IS ACCOUNTED FOR.

5. PROCEED TO _____ IN CASE OF INCLEMENT WEATHER.

6. MAKE SURE THE FIRE DEPARTMENT HAS BEEN CALLED. CONTACT THE FDCH OFFICE AS SOON AS POSSIBLE. NOTIFY PARENTS TO PICK UP THEIR CHILDREN IF THE "ALL CLEAR - SAFE TO ENTER BUILDING" HAS NOT BEEN GIVEN BY AUTHORIZED FIRE/SAFETY PERSONNEL WITHIN 30 MINUTES.

ADDITIONAL PROCEDURES *(RECORD DATE, TIME OF DRILLS BELOW)*

DATE (YYYYMMDD)	TIME	DATE (YYYYMMDD)	TIME	DATE (YYYYMMDD)	TIME