

Childcare Centre Fire Safety in Australia: Evacuating Babies and Young Children Checklist

Use this checklist to review fire safety arrangements and identify gaps to fix.

Emergency response and plans

- ☐ Rehearse raising the alarm, using safe exits and calling 000.
- ☐ Identify primary and alternative meeting points away from smoke and traffic.
- ☐ Review site risks and display emergency and evacuation plans near exits.
- ☐ Confirm a safe alternative when the normal exit is blocked.

Prevent fires and keep exits usable

- ☐ Check kitchens, heating, dryers, chargers and batteries for hazards.
- ☐ Clear prams, cots and storage from escape routes, doors and gates.
- ☐ Report faults in alarms, emergency lighting and fire doors promptly.

Plan for children, staff and drills

- ☐ Test infant evacuation devices against loads, doorways and staff capacity.
- ☐ Plan individual help for mobility, sensory and communication needs.
- ☐ Assign evacuation, supervision, attendance and backup staff roles.
- ☐ Practise required procedures every three months; record and fix gaps.

Plan bushfire response and communication

- ☐ Monitor official ratings, warnings and service-specific closure conditions.
- ☐ Prepare safe pickup changes, emergency contacts and family updates.
- ☐ Check child, staff and visitor counts; report anyone missing promptly.
- ☐ Brief firefighters on access, hazards, assembly points and uncertainties.

After each check

Assign any issue to someone and record when it is fixed.