

1. **Raise alarm**
2. **Help anybody in immediate danger, only if safe to do so**
3. **Close door and windows if possible**
4. **Gather children and collect any medication required for children in care**
5. **Proceed to evacuate using the nearest exit, crawl low in smoke**
6. **Gather children at assembly point: \_ \_ \_ \_ \_**  
**Ensure all children are counted for**
7. **Ring 000 and advice of the situation**
8. **Contact Windermere and advice of the situation**
9. **If emergency services advice to evacuate immediate area, go to: \_ \_ \_ \_ \_**

This procedure should be accompanied by the fire orders/home floor plan showing evacuation paths and exits

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