

### Emergency Evacuation Bag Checklist

Keep the Emergency Evacuation Bag in a designated, easily accessible place. It is advised that the bag should be designed to wear over the shoulder or on the back (rucksack) and should be a distinctive colour. The contents of the bag should be checked weekly.

<b>Have you:</b>	
Child Data	
Children and staff with special needs list	
Child Release Forms	
Staff Data	
Emergency Contact List	
Traffic safety vests	
Keys	
Standard portable First Aid kit with bandages, Savlon, antiseptic wipes	
Medical and special needs list: children with asthma, allergies including special medications e.g. asthma inhalers, EpiPens	
A charged mobile phone	
Torch with replacement batteries (or wind up torch)	
A megaphone/loudspeaker	
Portable battery powered radio	
Bottled water	
Portable non perishable snacks such as sultanas, dried fruits, energy bars	
Copy of facility site plan and evacuation routes	
Toiletry supplies & sunscreen	
Whistle	
Plastic rubbish bags and ties	
Portable DVD player & DVDs	
Other:	