



EMERGENCY EVACUATION & LOCKDOWN REHEARSAL AND EVALUATION RECORD

National Regulations 97, 98 & 168

Educator Name:	Location:
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Day & Date:	Time from _____ to _____
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- Emergency Evacuation
 Flood Evacuation
 Fire Evacuation
 Lockdown
 New Child/ren in Care
 Regular (3) Three Month Drill

Name of Child/ren in Care:	D.O.B:	Age:	Other Persons in Attendance:

PROCEDURE:

<input type="checkbox"/> Parent/Guardian/Families/Coordination Unit Included <input type="checkbox"/> Parent/Guardians/Families Advised <input type="checkbox"/> Drill Included in Educational Curriculum/Program <input type="checkbox"/> Smoke Alarm Tested <input type="checkbox"/> Evacuation Plan Positioned Appropriately <input type="checkbox"/> Emergency Numbers Displayed <input type="checkbox"/> Operating Phone Available <input type="checkbox"/> Children’s Emergency Contacts in Mobile <input type="checkbox"/> First Aid Kit Available <input type="checkbox"/> Fire Blanket/Extinguisher Available <input type="checkbox"/> Safety Discussed with Children <input type="checkbox"/> Evacuation/Lockdown Carried Out Successfully <input type="checkbox"/> Possible Changes Noted/Discussed	<input type="checkbox"/> Primary Route <input type="checkbox"/> Secondary Route <ol style="list-style-type: none"> 1) Sound the Alarm. 2) Calmly move children to Route path chosen from play/sleep areas. 3) Maintain supervision of children as all are moved calmly to the meeting point. 4) Sit down with the children at the meeting point. 5) Check off children’s names from the Attendance Record. 6) Check all is clear & safe, and maintain supervision of children as all are moved back inside. 7) Discuss with children about safety and why we do emergency lockdown/evacuation rehearsal.
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EVALUATION/REFLECTION:

Educator Signature: _____

Coordination Unit Signature: _____

Dated: _____



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