

## EMERGENCY EVACUATION - REHEARSAL RECORD

The emergency evacuation procedure is to be conducted every 3 months or if a new child has commenced care, in accordance with regulation 97.

The emergency evacuation plan is to be evaluated following each emergency evacuation rehearsal by assessing how well the plan was implemented and reflecting on areas for improvement.

Date of rehearsal	/ /	Type of rehearsal	
Time started		Time ended	

### Names of Educator/s, children and other participants


Emergency Identification	YES	NO
Are your emergency procedures prominently displayed?		
Did you have all contact numbers for the children with you?		
Did all children know the drill procedure?		
Were all areas checked and cleared? (kitchen, bathrooms)		
Did everyone know where to assemble?		
Was the evacuation plan logical and methodical? If not, how will the plan be amended or improved?		
Did you take: -The emergency evacuation bag -Attendance register - Mobile phone - Children’s medication (Asthma pump / Epi-pen)?		
Were children with disabilities accounted for? Are there any modifications required to evacuate non-ambulant children?		
Were emergency exits clear and easily accessible? If not, what amendments or improvements are required?		
Were parents/families informed about the rehearsal?		

Where there any aspects of the drill that made it difficult to implement?		
If NO to any questions, what changes will you make?		
Any other comments:		

Educator's Name		Educator's signature	
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