

## **Emergency Evacuation Rehearsals Educators**

NQS Element 2.2.2 Incident and emergency management

Name of person observing rehearsal					
Date /					
Type of emergency rehearsed:					
Name Educator 1					
Name Educator 2					
Name Educator 3					
Name Educator 4					
Name Educator 5					
E = Embedded I do that ALL the time					
<b>K</b> = I <b>know</b> I need to do that, but I don't do it all the time					
<b>T</b> = Please <b>teach</b> me how to do it or improve my understanding of why I need to do it.					
	ED1	ED2	ED3	ED4	ED5
Did an anticipate in the anticopy of the second of the sec	<u> </u>	<u> </u>	1	<u> </u>	
Did you participate in the rehearsal (you must do this if present)?					
Did you alert everyone else if you 'discovered' the emergency?  Did you activate the alarm/whistle/bell as soon as possible?					
Did you pretend to contact the emergency services and give the correct					
information?					
Did you help children and visitors to move the assembly area correctly in					
terms of the evacuation procedures? (The assembly may be inside or					
outside depending on the emergency).					
Did you evacuate babies safely (eg in evacuation cots)?					
Did you search all areas of the service, including the isolated ones?					
Did you call the roll at the assembly area for:					
• Children					
• Staff					
• Visitors					
Did you help all children and adults with additional needs appropriately?					
Did you collect the emergency kit?					
Did you wait until the "all clear" was given before re-entering the centre?					
Did you follow all instructions and go to the assembly area?					
Actions required					
Actions required					

Copyright Centre Support Pty Ltd 2020 The service who has purchased this checklist product is the only service that can use this document. No part of this document can be copied, distributed, passed on or given to a friend outside the service who has not purchased the Centre Support Product. If this occurs Centre Support will take legal action against educators personally and the person who has received it.