



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

K = I know I need to do that, but I don't do it all the time

T = Please teach me how to do it or improve my understanding of why I need to do it.

ED1 ED2 ED3 ED4 ED5

	ED1	ED2	ED3	ED4	ED5
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