

Emergency Evacuation Rehearsals Educators

NQS 2.2.2 Incident and emergency management

| | |
|-----------------|--|
| 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.

N/A = Not Applicable ie you were not involved in this aspect of the rehearsal. You should be able to say who was responsible.

| | 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 in evacuation cots? | | | | | |
| Did you search all areas of the service, including the isolated ones? | | | | | |
| Did you know what to do during the emergency and follow the relevant procedure? | | | | | |
| Did you call the roll at the assembly area for: | | | | | |
| • Children | | | | | |
| • Staff | | | | | |
| • Visitors (including contractors and volunteers) | | | | | |
| 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