

# Emergency Lockdown 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 to the safe internal assembly area correctly?					
Did you search all areas of the service, including isolated areas?					
Did you know what to do during the emergency and follow the relevant procedure?					
<b>Did you call the roll at the assembly area for:</b>					
• 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