

EMERGENCY MANAGEMENT PLAN and EVACUATION 'PRACTICE' RECORD

Educator's Name : _____ Address: _____

According to the Fire and Emergency Evacuation Policy, Fire Drill and Emergency evacuations should be done regularly with all children at least every three months and when a new child starts care. Encourage children to learn strategies like "STOP, DROP, ROLL" if their clothes catch fire or "GET DOWN LOW AND GO GO GO" in the case of a fire. It is important to practice for **any emergency**, such as *fire, weather event, toxic hazard/spill and lockdown* situations.

<p>DATE: ____ / ____ / ____ TIME: _____ am / pm</p> <p>NATURE OF EMERGENCY: Fire, Lockdown, Chemical Spill, Gas Leakage, Property Damage, Security Alert, Bushfire threat, Severe Storm/flood, Blackout, communication loss, educator emergency, other _____</p>	<p>EMERGENCY CHECKLIST</p> <ul style="list-style-type: none"> <input type="checkbox"/> Emergency contact details are up to date and accessible <input type="checkbox"/> Emergency contact details in Evacuation bag are up to date and accessible <input type="checkbox"/> Mobile telephone accessible and charged <input type="checkbox"/> Smoke detectors tested and operational <input type="checkbox"/> Fire Extinguisher visible and accessible <input type="checkbox"/> Fire Blanket visible and accessible <input type="checkbox"/> First Aid Kit visible and accessible only to adults 																															
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WHAT WORKED ?

WHERE THERE ANY PROBLEMS ?

WHAT WOULD/COULD YOU DO DIFFERENTLY ? (especially if the answer was 'NO' to any of the above.)

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