

## EMERGENCY & EVACUATION PROCEDURES

**Educator Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Month of Completion:** \_\_\_\_\_

Prior to completing the evacuation procedures, the educator must:

- Check the Emergency Evacuation Plan to ensure all exits are clearly marked.
- Familiarise themselves with the *Emergency and Evacuation Procedure*.
- Ensure fire equipment has been checked in the past 6 months.
- Ensure relevant risk assessments have been completed.
- Emergency “Go Bags” are fully stocked and accessible.

Evacuation Procedures:

- Completed at different times of the day, including drop offs and pick-ups, sleep and rest times and meal time.
- Once completed, be debriefed with the children and families. Parents should be given the opportunity to provide feedback.
- Completed every three months in February, May, August, and November.

### CHECK YOUR FIRST AID KIT

Please check whether any items have expired and any used items have been replaced.

**WHEN FIRE EQUIPMENT WAS LAST CHECKED:** \_\_\_\_\_

*If this was more than six months ago, please have your fire equipment checked this month.*

### Regulation 97 – Emergency and Evacuation Procedures

**(3)** The approved provider of an education and care service must ensure that—

- (a) in the case of a family day care service, the emergency and evacuation procedures are rehearsed every 3 months by each family day care educator and the children being educated and cared for by the family day care educator on that day; an
- (b) the rehearsals of the emergency and evacuation procedures are documented.

**(4)** The approved provider of an education and care service must ensure that a copy of the emergency and evacuation floor plan and instructions are displayed in a prominent position near each exit at the education and care service premises, including a family day care residence and approved family day care venue.



**EVACUATION ONE**

Date: \_\_\_\_\_ Time: \_\_\_\_\_

**Children in Care:**

**Visitors:**

1. Location of emergency:
2. What is the emergency?
3. Was the *Emergency and Evacuation Procedure* followed:  Yes  No
4. Was the exit used highlighted on the Emergency Evacuation Plan:  Yes  No
5. Was this done safely and to the best of your ability?  Yes  No
6. What props or helpers were used (if any):
  
7. Name of observer (if any):
8. What steps were taken before, during and after procedure:

9. Is there anything you could you do different to ensure the procedure went smoother in the future?  Yes  No  
Comment:

**EVACUATION TWO**

Date: \_\_\_\_\_ Time: \_\_\_\_\_

**Children in Care:**

**Visitors:**

1. Location of emergency:
2. What is the emergency?
3. Was the *Emergency and Evacuation Procedure* followed:  Yes  No
4. Was the exit used highlighted on the Emergency Evacuation Plan:  Yes  No
5. Was this done safely and to the best of your ability?  Yes  No
6. What props or helpers were used (if any):
  
7. Name of observer (if any):
8. What steps were taken before, during and after procedure:

9. Is there anything you could you do different to ensure the procedure went smoother in the future?  Yes  No  
Comment:

**EVACUATION THREE**

Date: \_\_\_\_\_ Time: \_\_\_\_\_

**Children in Care:**

**Visitors:**

1. Location of emergency:
2. What is the emergency?
3. Was the *Emergency and Evacuation Procedure* followed:  Yes  No
4. Was the exit used highlighted on the Emergency Evacuation Plan:  Yes  No
5. Was this done safely and to the best of your ability?  Yes  No
6. What props or helpers were used (if any):
  
7. Name of observer (if any):
8. What steps were taken before, during and after procedure:

9. Is there anything you could you do different to ensure the procedure went smoother in the future?  Yes  No  
Comment:

## **PARENT FEEDBACK**

### **RELEVANT EMERGENCY EXAMPLES**

- Flood
- Missing Child
- Child Escaping
- Severe Storm (rain & dust)
- Intrusions (objects, persons, car or animal)
- Bushfire
- Structure Fire
- Medical emergency
- HAZMAT & Pollution