

CABONNE COUNCIL

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 Policy*
- 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:

- Full Evacuation, Partial Evacuation and Shelter in Place must be completed.
- 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.

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—
- (ab) 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.





		ate:		
Cł	ildren in Care:			
/is	sitors:			
1.	Location of emergency:			
2.	What is the emergency?			
3.	Was the Emergency and Evacuation Policy fo	lowed:	Yes	No
١.	Was the exit used highlighted on the Emergen	cy Evacuation Plan:	Yes	No
5.	Was this done safely and to the best of your a	bility?	Yes	No
	Comment:			
3.	What props or helpers were used (if any):			
7.	Name of observer (if any):			
3.	What steps were taken before, during and after	r procedure:		
	-			
) .	Is there anything you could you do different to	ensure the procedure	e went smooth	ner in the
	future?	·	Yes	No
	Comment:			





ARTIAL EVACUATION	Date		
hildren in Care:			
isitors:			
Location of emergency:			
What is the emergency?			
Was the Emergency and Evacuation Policy		Yes	No
Was the exit used highlighted on the Emerg	gency Evacuation Plan:	Yes	No
Was this done safely and to the best of you	r ability?	Yes	No
Comment:			
What props or helpers were used (if any): _			
Name of observer (if any):			
What steps were taken before, during and	after procedure:		
Is there anything you could you do different future?	to ensure the procedure	went smooth	her in the No
Comment:			





<u>S</u>	<u>IELTER IN PLACE</u>	Date:	Time:	
Cł	nildren in Care:			
Vi	sitors:			
2.	What is the emergency?			
3.	Was the Emergency and Evacua	ation Policy followed:	Yes	No
4.	Was the exit used highlighted or	n the Emergency Evacuation Plan:	Yes	No
5.	Was this done safely and to the	best of your ability?	Yes	No
	Comment:			
6.	What props or helpers were use	d (if any):		
7.	Name of observer (if any):			
8.	What steps were taken before, c	during and after procedure:		
9.		do different to ensure the procedur		
	future? Comment:		Yes	No





PARENT FEEDBACK		

EMERGENCY EXAMPLES

- Flood
- Severe Storm (rain & dust)
- Earthquake
- Bomb Threat
- Intrusions (objects, persons, car or animal)
- Bushfire
- Structure Fire
- Medical emergency
- Asset emergency (loss of power, water, communications)
- HAZMAT & Pollution