

Emergency Evacuation and Lockdown Drill Report

EMERGENCY AND EVACUATION REPORT

DRILLS ARE TO BE SCHEDULED AT RANDOM AS NOT TO DEVELOP A CONSISTENT PATTERN. ORDERLY AND WELL-EXECUTED EMERGENCY DRILLS MAY BE THE MEANS OF SAVING LIVES. OCCASIONALLY AN EXIT SHOULD BE BLOCKED TO PROVIDE A MEANS OF USING ALTERNATE EXITS. ALL EXIT DOORS AND MEANS OF EXIT SHALL BE KEPT UNBLOCKED AND UNLOCKED / UNFASTENED WHILE THE BUILDING IS OCCUPIED. EMERGENCY EVACUATIONS MUST BE DONE EVERY 2 MONTHS, IT IS BEST PRACTICE TO PRACTICE ALTERNATE DRILLS (I.E. LOCKDOWN) ON TOP OF THIS.

DATE OF DRILL:	07/08/2023	TIME OF DRILL:	2:08pm - 2:14
LENGTH OF DRILL:	6 minutes	TYPE OF DRILL:	EVACUATION / LOCK DOWN
WHAT WAS THE EMERGENCY AND WHERE WITHIN THE CENTRE DID IT OCCUR?	emergency drill - smoke in the laundry (evacuation)		
NAME OF TEAM MEMBER WHO IDENTIFIED THE EMERGENCY?	Becky		
NUMBER OF TEAM MEMBERS INVOLVED:	14 educators		
NUMBER OF CHILDREN INVOLVED:	71		
NUMBER OF ADULTS/CHILDREN NOT ACCOUNTED FOR? WHO?	0		
DID ALL TEAM MEMBERS FOLLOW THE EVACUATION PLAN AND PROCEDURE? IF NOT, WHY?	Yes.		
DID THE COOK ASSIST? IF YES, HOW?	No already went home.		
WHO CHECKED THAT EVERYONE HAS EVACUATED THE BUILDING?	Becky		
WERE EMERGENCY SERVICES CALLED? NAME OF EDUCATOR	if a real emergency we would have called 000 fire.		
EVALUATION OF EMERGENCY: WHAT WORKED WELL, WHAT DIDN'T WORK?	Everyone followed correct procedures and had their coats, emergency bags and medications.		
AREAS FOR IMPROVEMENT?	N/A - discussed making sure we check the rooms for any visitors/parents.		
ADDED TO STAFF MEETING AGENDA?	N/A		
ADDED TO QIP?	N/A	ACTIONED BY?	Becky
RESPONSIBLE PERSON SIGNATURE:	Becky		

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DATE OF DRILL:	15/09/23	TIME OF DRILL:	2:45pm
LENGTH OF DRILL:	2 minutes	TYPE OF DRILL:	EVACUATION / LOCK DOWN
WHAT WAS THE EMERGENCY AND WHERE WITHIN THE CENTRE DID IT OCCUR?	lockdown drill - a man with a weapon out the front of the school		
NAME OF TEAM MEMBER WHO IDENTIFIED THE EMERGENCY?	Becky		
NUMBER OF TEAM MEMBERS INVOLVED:	16		
NUMBER OF CHILDREN INVOLVED:	76		
NUMBER OF ADULTS/CHILDREN NOT ACCOUNTED FOR? WHO?	0		
DID ALL TEAM MEMBERS FOLLOW THE EVACUATION PLAN AND PROCEDURE? IF NOT, WHY?	Yes		
DID THE COOK ASSIST? IF YES, HOW?	NO		
WHO CHECKED THAT EVERYONE HAS EVACUATED THE BUILDING?	Becky		
WERE EMERGENCY SERVICES CALLED? NAME OF EDUCATOR	if it was a real lockdown police would be called.		
EVALUATION OF EMERGENCY: WHAT WORKED WELL, WHAT DIDN'T WORK?	Lockdown drill went well, all educators followed correct procedures and locked down safely & quickly		
AREAS FOR IMPROVEMENT?	NO.		
ADDED TO STAFF MEETING AGENDA?	N/A		
ADDED TO QIP?	N/A	ACTIONED BY?	Becky
RESPONSIBLE PERSON SIGNATURE:	Becky		

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DATE OF DRILL:	3/10/23	TIME OF DRILL:	9:32am
LENGTH OF DRILL:	6 minutes	TYPE OF DRILL:	EVACUATION / LOCK DOWN
WHAT WAS THE EMERGENCY AND WHERE WITHIN THE CENTRE DID IT OCCUR?	Drill - Fire in Quokka Playground		
NAME OF TEAM MEMBER WHO IDENTIFIED THE EMERGENCY?	Emily		
NUMBER OF TEAM MEMBERS INVOLVED:	19 (x1 educator with 2 babies) asleep in cat room		
NUMBER OF CHILDREN INVOLVED:	80		
NUMBER OF ADULTS/CHILDREN NOT ACCOUNTED FOR? WHO?	No (2 Koala children asleep stayed in centre with educator)		
DID ALL TEAM MEMBERS FOLLOW THE EVACUATION PLAN AND PROCEDURE? IF NOT, WHY?	Yes		
DID THE COOK ASSIST? IF YES, HOW?	Yes - assisted Koalas (Babies)		
WHO CHECKED THAT EVERYONE HAS EVACUATED THE BUILDING?	Emily		
WERE EMERGENCY SERVICES CALLED? NAME OF EDUCATOR	No - drill Spoke to children about who to call.		
EVALUATION OF EMERGENCY: WHAT WORKED WELL, WHAT DIDN'T WORK?	Rooms listened and directed their room to the safest evacuation route to the muster point. All medication & items were brought.		
AREAS FOR IMPROVEMENT?	Not identified		
ADDED TO STAFF MEETING AGENDA?	/		
ADDED TO QIP?	/	ACTIONED BY?	Emily
RESPONSIBLE PERSON SIGNATURE:			

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DATE OF DRILL:	8/11/23	TIME OF DRILL:	3:12pm
LENGTH OF DRILL:	3 minutes	TYPE OF DRILL:	EVACUATION / LOCK DOWN
WHAT WAS THE EMERGENCY AND WHERE WITHIN THE CENTRE DID IT OCCUR?	Suspicious person at the front door		
NAME OF TEAM MEMBER WHO IDENTIFIED THE EMERGENCY?	Emily		
NUMBER OF TEAM MEMBERS INVOLVED:	16 + 2 workplace students		
NUMBER OF CHILDREN INVOLVED:	68 + 1 parent and older child		
NUMBER OF ADULTS/CHILDREN NOT ACCOUNTED FOR? WHO?	/		
DID ALL TEAM MEMBERS FOLLOW THE EVACUATION PLAN AND PROCEDURE? IF NOT, WHY?	Yes		
DID THE COOK ASSIST? IF YES, HOW?	Not Present		
WHO CHECKED THAT EVERYONE HAS EVACUATED THE BUILDING?	Emily (lockdown)		
WERE EMERGENCY SERVICES CALLED? NAME OF EDUCATOR	No - Drill		
EVALUATION OF EMERGENCY: WHAT WORKED WELL, WHAT DIDN'T WORK?	All educators directed new staff, staffs, & parents involved. Most of the children were calm and recognised what we were doing.		
AREAS FOR IMPROVEMENT?	Nothing Noted.		
ADDED TO STAFF MEETING AGENDA?	/		
ADDED TO QIP?	/	ACTIONED BY?	/
RESPONSIBLE PERSON SIGNATURE:	