**EMERGENCY EVACUATION - REHEARSAL RECORD**

|  |  |  |  |
| --- | --- | --- | --- |
| DATE OF REHEARSAL | / / | TYPE OF REHEARSAL |  |
| TIME STARTED |  | TIME ENDED |  |
| EVALUATION  UNDERTAKEN BY: |  | SIGNATURE: |  |

|  |  |  |
| --- | --- | --- |
| FULL NAMES OF PARTICIPATING EDUCATORS |  |  |
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|  |  |
| --- | --- |
| TOTAL NUMBER OF CHILDREN IN ATTENDANCE |  |

|  |  |  |
| --- | --- | --- |
| EMERGENCY IDENTIFICATION | YES | NO |
| Did the person discovering the emergency alert the other Educators/Staff/Visitors |  |  |
| Did Educators direct persons from the building as per Evacuation procedure? |  |  |
| Were isolated areas searched? |  |  |
| Was the evacuation :   * Orderly ? * Confused ? * Crowded ? |  |  |
| Was the alarm sounded in all parts of the service ? |  |  |
| Was a roll call conducted and all persons accounted for:  1. Children (attached roll) 2. Educators 3. Visitors |  |  |
| Was there any obstructions to fire escape route ? |  |  |
| Was the location of the Assembly Area appropriate ? |  |  |
| Was the size of the assembly area appropriate ? |  |  |
| Did staff get sign/out sheets ? |  |  |
| Emergency Evacuation Bags were taken? |  |  |
| Was Medication taken? |  |  |
| Inside Area checked? |  |  |
| Emergency Services Contacted? |  |  |
| Was there appropriate resources in the designated area ? eg. food , water ? |  |  |
| Reflection/Future Modification: | | |
|  | | |
| Action: | | |
|  | | |