



Emergency Evacuation/ Lockdown Drill

To be completed every 3 months & when a new child starts the service

Date of drill: _____

Time of drill: _____

Lockdown

Evacuation

What was the pretend threat? (fire, bomb, police operation etc.) _____

Where was this threat located? (kitchen, lounge etc.) _____

Children Present at Drill	Others Present at Drill (visitors, guests, educators, students etc.)

Questions to complete. (Please Tick)

Question	Yes	No	Comments
Was your evacuation/lockdown plan displayed in a noticeable area?			
Were all the children's contact numbers taken with you during the drill?			
Were all children aware of what the procedure was?			
Were there any aspects that made the drill difficult to complete?			
Were the children confident and not frightened?			
Did you explain why we practice evacuations and lockdowns, PRIOR to commencing?			
Are there any areas relating to the drill that need to be changed? If yes, explain			
Does any follow up need to be completed? If yes, explain			



Educator Name: _____

Educator Signature: _____