

## Emergency Management and Evacuation Policy

[Emergency Management Plan Procedure; Emergency Communication Plan; Emergency & Evacuation Procedures & Drills.]

### NQS

QA2	2.2.1	Supervision - At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.
	2.2.2	Incident and emergency management - Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practised and implemented.
	6.2.3	Community engagement - The service builds relationships and engages with its local community.
	7.1.2	Management Systems - Systems are in place to manage risk and enable the effective management and operation of a quality service

### National Law

Section	167	Offence relating to protection of children from harm and hazards
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### National Regulations

Regs	168(2)(e)	Policies and procedures in relation to emergency and evacuation
	97	Emergency and evacuation procedures
	98	Telephone or other communication equipment

### EYLF

LO3	Children become strong in their social and emotional wellbeing.
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### Aim

In the event that Noarlunga Community Children's Centres needs to be evacuated, we aim to conduct this in a rehearsed, timely, calm and safe manner to secure the safety of each person using the service. The safety and wellbeing of each child, educator and person using the service is

paramount above any other consideration in the time of an emergency or evacuation. Any other procedures will be carried out only if it is safe to do so.

## Related Policies

Emergency Service Contact Policy

Lockdown Policy

Incident, Injury and Trauma and Illness Policy

Administration of Authorised Medication Policy

Death of a Child Policy

Medical Conditions Policy

Physical Environment (Workplace, Learning and Administration) Policy

## Implementation

The Approved Provider or Nominated Supervisor is responsible for ensuring our service has an Emergency Management Plan (EMP) in place that has considered all relevant risks, includes procedures for evacuation, lockdown, lockout and “shelter-in-place,” emergency response procedures and drills and training schedules.

Our EMP will be developed by the Approved Provider or Nominated Supervisor.

We will refer to the Victorian [Guide to Developing an Emergency Management Plan](#) as a best practice model and tailor the procedures to our Service operations.

The Approved Provider / Nominated Supervisor is responsible for:

- **Identifying the risks and threats that could produce an emergency situation.**

They will conduct a risk assessment to identify potential emergencies that could affect our service and use this to prepare emergency and evacuation procedures. An evacuation may be necessary in the event of a fire, chemical spill, bomb scare, earthquake, siege, flood etc. Local emergency services will be consulted for advice including local fire services, police, ambulance, local government, community leaders and other relevant agencies. The advice will include information about evacuation routes and assembly points, and take into account accessibility for adults or children with special needs.

- **Developing the EMP** which will include:

- Emergency contact details for people who have specific roles or responsibilities under the EMP
- Contact details for local emergency services
- A description of how we will alert people to an emergency
- Evacuation procedures including how we will assist any child or person with special needs
- A map of the service showing the location of fire equipment, emergency exits and assembly points
- Processes for advising neighbouring businesses/residences about emergencies
- Processes to ensure staff are trained in our emergency procedures
- Processes we will follow after an incident.

- Procedures we will follow to test our EMP and familiarise our children and staff with the EMP.
- **Ensuring the EMP can be easily identified and is accessible.**  
The EMP or a summary of the EMP will be displayed.
- Ensuring that visitors and relief staff are aware of the emergency response procedures.
- Implementing the EMP including:
  - **Disseminating information** about the EMP and the procedures relating to emergency management and evacuation to staff, children, visitors and families. Families will receive written notification from the service. We will use informal games and discussions to familiarise children with our evacuation and emergency procedures.
  - **Scheduling training for** all educators and staff. This will include ensuring educators are provided with training on how to use fire extinguishers, fire blankets and other emergency equipment. Training may include evacuation drills, identifying assembly points and the location of emergency equipment, first aid arrangements and how to turn off the electricity and gas supplies. All new educators and staff will receive training during their induction and refresher training for all educators and staff will take place regularly.
  - **Testing** the EMP every quarter.
  - **Reviewing** the EMP annually.
- Keeping records of all emergencies.
- Keeping records of meetings and emergency drills.

## Emergency Management Plan Procedures

The Nominated Supervisor /Responsible Person is responsible for implementing the attached procedures when an emergency situation arises (Appendix A).

### Communication

The Nominated Supervisor /Responsible Person will ensure we have access to reliable communication in the event of an emergency by maintaining access to a telephone and by taking a mobile phone, where safety permits.

Telephones are located throughout the building.

If there is a complete loss of electricity and the telephones at the service are not available, the responsible person will take their mobile phone with them and a torch will be provided and ready to use at all times to ensure educators can make emergency contact.

## Emergency Communication Plan

The Nominated Supervisor will ensure all educators, staff, visitors, volunteers and families are aware of our emergency evacuation procedures through:

- Emergency service telephone numbers which will be displayed near telephones and service exits
- the display of evacuation diagrams based on our floor plans prominently near each exit –

The Evacuation Diagram will include:

- diagram of the floor or area
  - a title eg Evacuation Plan
  - the “You are here” location
  - designated exits in green
  - communication equipment and where installed in red
  - hose reels, hydrants, extinguishers in red.
  - designated shelter-in-place location and assembly area.
  - date plan validated.
  - location of assembly areas
  - a legend.
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- Emergency procedures (see Appendix A). We may discuss our procedures, for example evacuation point/route and alternatives, with local emergency services, community leaders and/or other relevant authorities, or access their online resources to ensure our procedures are robust, and accessible for adults or children with special needs.
  - Regular reminders to families via email and newsletters that we maintain a Register of emergency telephone numbers for families and we must have current contact information. The Register is located in the Directors Office.

## Emergency and Evacuation Procedures and Drills

### Rehearsal Evacuation Drill (Every Three Months)

The Nominated Supervisor will add to each child’s sense of security, predictability and safety, and ensure all educators and staff are familiar with our emergency evacuation procedures, by conducting

rehearsal evacuation drills every three months. We will develop a schedule for conducting drills for the different types of emergencies identified in our EMP. The drills:

- will take place at various times of the day and week (rather than always on a Tuesday at 10 am for example) to ensure all children and staff members get the opportunity to rehearse. All persons present at the service during the evacuation drill must participate accordingly. Rehearsals may also be conducted when families are present to help them become familiar with the emergency procedures.
- will be documented and assessed against specific outcomes. We will evaluate our drills using the Evaluation of Emergency Evacuation Drill template.
- will be immediately followed by a debriefing session to identify any improvements that may be made to the procedures. Any staff training needs will be identified and action taken to implement the relevant training.
- Our services Emergency and Evacuation Safe Area is the TAFE lawn at Alexander Kelly Drive campus and the Calvary School Oval at the Windsong Court campus.

### **Role of Educators**

- Immediately when the alarm sounds, educators will return to the group with which they are working if it is safe to do so. Educators will then assist with the evacuation.
- Educators are to ensure that sign in/out rolls remain in the vicinity of that particular group of children at all times and if evacuation is required that a primary carer collect that roll in the process of evacuating children.
- After the alarm has been raised, group children and evacuate through the nearest exit to the designated safe area with the children's sign in/out roll.
- Primary carer to call roll and settle children.
- Supervise and reassure children.

### **Nominated Supervisor /Responsible Persons Role :**

- Ring 000 as soon as possible
- Collect educator sign in book, a phone, emergency contact box/folder and emergency fire bags.
- Check toilets, kitchen, staff room, laundry and offices.
- Follow children and other educators to designated area.
- Oversee and check attendances of children, educators, volunteers, families and visitors.
- Supervise and reassure children.

## **Sources**

**Education and Care Services National Regulations 2011**

**National Quality Standard**

**Work Health and Safety Act 2012**

**Work Health and Safety Regulations 2012**

**Fact Sheet Emergency Plans – Safe Work Australia**

## **Review**

The policy will be reviewed annually or when there are changes to the service which may affect the EMP such as renovations or changes to the number of staff or children. The review will be conducted by:

- Management
- Employees
- Families
- Interested Parties

**Last reviewed: June 2014; May 2015 ; July 2016 ; April 2017 ; April 2018; May 2019 , May 2020; September 2021.**

**Next Review Due Sept 2022**

## Appendix A

# Emergency Procedures

## Evacuation procedures: on-site and offsite

If it is unsafe for children, staff and visitors to remain inside the building, the children's service will be evacuated. The **Nominated Supervisor /Responsible Person** will take charge and activate the emergency evacuation procedures by.

- Sounding the alarm. Any educators on breaks will return to their group of children to assist with the evacuation.
- Calling 000.
- Informing emergency services of the nature of the emergency (e.g. "There is smoke in the building").
- Determining which on-site or off-site evacuation assembly point will be used.
- evacuating staff, children and visitors out of the building in accordance with the evacuation plan, checking toilet, kitchen, playrooms and cot rooms to the assembly area.
- Taking the children's attendance list (sign in/sign out roll), staff roster and the Emergency Kit/First Aid kit.
- liaising with educators to ensure all children, staff and visitors are accounted for once at assembly area. Educators will ensure children in their groups are accounted for.
- Supervising and reassuring children assisted by educators.
- Waiting for emergency services to arrive or provide further information.

## Emergency Evacuation Procedure

**Use this procedure for on-site and offsite evacuations. On-site evacuations may occur when it is necessary to evacuate the building but not the entire service premises.**

**Also refer Bushfire Policy for bushfires which includes transport arrangements to evacuate children to the nearest bushfire safer place or last resort refuge if there's a bushfire.**

**Nominated Supervisor /Responsible Person should advise neighbouring businesses/homes of emergency ASAP eg by phone or visiting business/home.**

1. If there's a fire, staff member who's first on scene immediately
  - sounds alarm eg sounds bell/whistle every 5 seconds for 1 minute and says an evacuation (not practice) is taking place and extinguishes fire if safe/time to do so
  - advises Nominated Supervisor/Responsible Person who calls 000.

2. For other emergencies requiring evacuation employees or volunteers advise Nominated Supervisor /Responsible Person who sounds alarm eg sounds bell/whistle every 5 seconds for 1 minute and says an evacuation (not practice) is taking place and calls 000
3. For Bushfire emergencies where transport from service required (ie no safe assembly area) Nominated Supervisor /Responsible Person implements transport plan. This may mean advising emergency services transport for children and adults at centre urgently required if planned transport unavailable
4. For fire emergencies
  - Nominated Supervisor/ Responsible Officer turns off gas and electricity supplies if appropriate and safe
  - staff close all doors and windows
5. All educators on breaks return to their room to help evacuate children to assembly area
  - if children are outside evacuation may occur from there if this is the safest option
  - if only some children outside educators/Room Leader will immediately decide who is responsible for evacuating children who are inside and outside
6. Educators in room will
  - evacuate mobile children
  - evacuate infants and toddlers in evacuation cots if necessary
  - help children and adults who cannot walk by most appropriate method which has been previously discussed eg evacuation cots, wheelchairs, physical assistance
7. Educators evacuate children to assembly area
  - conduct head count so aware if all children accounted for
  - locate child if there is time to do so and this won't risk safety of other children/adults.
8. Nominated Supervisor /Responsible Person advises which educators/staff will check toilet, kitchen, playrooms, cot rooms and outside areas for children and adults and guide remaining children and visitors to the on-site/off-site assembly point.  
Educators/staff must acknowledge Nominated Supervisor /Responsible Person's directions.
9. Designated educators/staff evacuate toilet, kitchen, playrooms, cot rooms and outside areas to assembly area
10. Nominated Supervisor /Responsible Person collects children's and staff attendance sheets, visitor register and the Emergency Kit including emergency medications before leaving centre (must include parent/guardian phone numbers)
11. Nominated Supervisor /Responsible Person locks door if there is immediate danger inside building
12. Nominated Supervisor /Responsible Person advises neighbouring businesses/homes of emergency eg by phone or visiting business/home if this has not already occurred
13. Educators check all children in their groups are present at assembly area using attendance sheets
  - report any absences to Nominated Supervisor /Responsible Person as soon as possible
14. Nominated Supervisor /Responsible Person checks all educators, staff and visitors are present at assembly area
15. Nominated Supervisor /Responsible Person advises emergency services immediately if any child or adult is missing and follows their advice
16. Educators and staff supervise and reassure children



17. Educators and staff support children, staff and visitors who are injured and apply first aid if required
  - first aid applied by employees with current first aid qualifications
18. Educators and staff follow instructions from emergency services
19. Nominated Supervisor /Responsible Person and educators contact parents/guardians to tell them what has and will happen by the most appropriate method in the situation eg via service website, email, answering machine, telephone calls, phone texts
20. Nominated Supervisor /Responsible Person ensures no-one leaves assembly point until emergency services give all clear

#### **After emergency**

21. Nominated Supervisor /Responsible Person ensures children or adults who are injured receive medical attention if required
22. Nominated Supervisor /Responsible Person and educators contact parents/guardians to collect children if required by the most appropriate method in the situation eg via service website, email, answering machine, telephone calls, phone texts eg building damaged and unsafe
  - tell parents/guardians any relevant information eg areas to avoid, parking instructions
23. Nominated Supervisor /Responsible Person ensures educators stay on duty to care for and supervise children (after rostered hours if necessary) until families or relief staff arrive
24. Nominated Supervisor /Responsible Person implements following where parents/guardians cannot be contacted, or are unable to get to the centre, to collect their child:
  - contact parents/guardians and authorised nominees every 15 minutes where previous attempts to make contact have been unsuccessful
  - ensures there are sufficient numbers of service staff available (including relief staff) to adequately care for and supervise each child
  - ensures child is never left alone with any adult unknown to staff, or not assisting in managing the emergency or child's care in a professional capacity
  - contact the police or Child Protection Services for advice if emergency is over and service staff are unable to stay with the child any longer
25. Complete Incident, Injury, Trauma and Illness Record for children that have suffered an injury or trauma
26. Get parent/guardian to sign Incident, Injury, Trauma and Illness Record and give them a copy
27. File original Record in child's file and record summary details in the Incident, Injury, Trauma and Illness Register , including time notified to Regulator if relevant
28. Nominated Supervisor /Responsible Person notifies the Regulator of serious incident within 24 hours through NQS ITS
29. File acknowledgement with Incident Record in child's file
30. If service closes Nominated Supervisor /Responsible Person reports closure and reason within 24 hours to:
  - CCS Assessments [CCSAssessments@dese.gov.au](mailto:CCSAssessments@dese.gov.au)
  - Regulatory Authority
  - any third-party software provider

Advise these agencies when service reopens.
31. Nominated Supervisor /Responsible Person notifies the Work Health and Safety Authority as soon as possible about **work related incidents** where

- a person dies
- a person suffers a serious injury or illness
- there's a dangerous incident (near miss)

32. File notification in WHS Register

33. Debrief after emergency, review emergency plan and procedures, and implement any improvements

34. Record improvements in QIP

## **Lockdown procedures**

Refer Lockdown Policy

## **Lockout Procedure**

The following lockout procedure will be used when an internal immediate danger is identified and it is determined that children should be excluded from buildings for their safety. The Approved Provider or Nominated Supervisor /Responsible Person

- Activates lockout procedures.
- Announces lockout with instructions about what is required. Instructions may include nominating staff to:
  - lock doors to prevent entry
  - check the premises for anyone left inside
  - obtain Emergency Kit.
- Contacts emergency services on 000.
- Goes to the designated assembly area.
- Checks that children, staff and visitors are all accounted for.

### **Actions after lockout**

- Determine if there is any specific information staff, children, parents and visitors need to know (e.g. areas of the facility to avoid).
- Ensure any children, staff or visitors with medical or other needs are supported.
- Follow up with any children, staff or visitors who need support.
- Prepare and maintain records and documentation.
- Undertake operational debrief to review the lockout and procedural changes that may be required.
- Notify the Regulatory Authority of incident as set out in our Incident, Injury, Trauma and Illness Policy.

## Shelter-in-place procedures

The following shelter-in-place procedure will be considered when an event takes place outside of the children's service and emergency services determine the safest course of action is to keep children and staff inside a designated building in the children's service until the external event is handled.

If a shelter-in-place action is determined the Nominated Supervisor /Responsible Person :

- activates shelter-in-place procedures.
- Moves all children, staff and visitors to the safest and practical shelter-in-place area.
- Obtains emergency kit.
- Notifies parents/families if the shelter-in-place is going to extend beyond the services hours of operation.
- Notifies the Regulatory Authority of incident as set out in our Incident, Injury, Trauma and Illness Policy.

## Emergency response procedures (specific emergencies)

### FIRE

All staff will remain calm and report the outbreak of fire immediately to the Nominated Supervisor /Responsible Person who will:

- activate the fire alarm.
- Phone **000** to notify the fire brigade.
- Extinguish the fire **(if safe to do so)**.
- Implement evacuation procedures if threat exists and close all doors and windows.
- Check that all areas have been cleared.
- Check children, staff and visitors are accounted for.
- Notify the Regulatory Authority of incident as set out in our Incident, Injury, Trauma and Illness Policy.

### BUSHFIRES/GRASS FIRES

Refer Bushfire Policy

### SEVERE WEATHER /STORMS AND FLOODING

The Nominated Supervisor /Responsible Person will direct educators and staff to:

- Store or secure loose items external to the building, such as outdoor furniture.
- Secure windows (close curtains & blinds) and external doors. If necessary, tape windows and glass entrances. Utilise boards and sandbags if required.

- Protect valuables and disconnect electrical equipment – cover and/or move this equipment away from windows.
- (During a severe storm) remain in the building and ensure they and children keep away from windows. Restrict the use of telephone landlines to emergency calls only.
- Tune in to ABC radio if possible to follow any emergency instructions.
- Report to the Nominated Supervisor /Responsible Person regarding the status of children, staff and visitors safety.

After the storm passes, the Nominated Supervisor /Responsible Person will evaluate the need to evacuate if uncontrolled fires, gas leaks, or structural damage has occurred as a result of the storm.

## **PANDEMIC**

The Nominated Supervisor /Responsible Person will:

- Ensure basic hygiene measures are in place including the display of hygiene information.
- Provide convenient access to water and liquid soap and/or alcohol-based sanitiser.
- Educate staff and children about covering their cough to prevent the spread of germs.
- Stay alert and follow any instructions issued by Health authorities.
- Be prepared for multiple waves.
- Notify the Regulatory Authority of incident as set out in our Incident, Injury, Trauma and Illness Policy.

## **BOMB/CHEMICAL THREAT**

The Nominated Supervisor /Responsible Person will implement the following procedures:

- If a bomb/chemical threat is received by telephone:
  - **stay calm**
  - **do not** hang up
  - refer to the bomb threat checklist.
- If a bomb/chemical threat is received by mail:
  - avoid handling of the letter or envelope
  - place the letter in a clear bag or sleeve
  - inform the Police immediately.
- If a bomb/chemical threat is received electronically or through the service’s website:
  - do not delete the message
  - contact police immediately.
- Ensure doors are left open.
- **Do not** touch any suspicious objects found.

- If a suspicious object is found or if the threat specifically identified a given area, then evacuation may be considered.
- Notify the Regulatory Authority of incident as set out in our Incident, Injury, Trauma and Illness Policy.

**Bomb/substance threat checklist****KEEP CALM***This checklist should be held by persons who regularly accept incoming telephone calls.*

CALL TAKER		CALL TAKEN	
Name		Date/Time:	
Telephone #		Duration of call	
Signature		Number of caller	

**Complete the following for a BOMB THREAT**

QUESTIONS	RESPONSES
When is the bomb going to explode?	
Where did you put the bomb?	
What does the bomb look like?	
What kind of bomb is it?	
What will make the bomb explode?	
Did you place the bomb?	
What is your name?	
Where are you going?	
What is your address?	

**Complete the following for a SUBSTANCE THREAT**

QUESTIONS	RESPONSES
When will the substance be released?	
Where is it?	
What does it look like?	
When did you put it there?	
How will the substance be released?	
Is the substance a liquid, powder or gas?	
Did you put it there?	

**CHARACTERISTICS OF THE CALLER**

Sex of caller	
Estimated age	
Accent if any	
Speech impediments	
Voice (loud, soft, etc)	
Speech (fast, slow etc)	
Dictation (clear, muffled, etc)	
Manner (calm, emotional, etc)	
Did you recognise the voice?	
If so, who do you think it was?	

LANGUAGE	
<input type="checkbox"/> Abusive	<input type="checkbox"/> Taped
<input type="checkbox"/> Well Spoken	<input type="checkbox"/> Irrational
<input type="checkbox"/> Incoherent	<input type="checkbox"/> Message read by caller
<input type="checkbox"/> Other (Specify)	

BACKGROUND NOISE	
<input type="checkbox"/> Music	<input type="checkbox"/> Local call
<input type="checkbox"/> Machinery	<input type="checkbox"/> Long Distance Call
<input type="checkbox"/> Aircraft	<input type="checkbox"/> Other (specify)

EXACT WORDING OF THREAT

ACTIONS	
REPORT CALL TO:	
ACTIONS:	

## **MAJOR EXTERNAL EMISSIONS/SPILL (includes gas leaks)**

The Nominated Supervisor /Responsible Person will:

- Call the Fire Brigade on 000.
- Turn off gas supply.
- If it's a gas leak onsite, notify the gas provider (number can be found on the emergency numbers and key contacts page).
- Implement evacuation procedures.
- Check staff, children and visitors are accounted for.
- Await 'all clear' or further advice before resuming normal children's services activities.
- Notify the Regulatory Authority of incident as set out in our Incident, Injury, Trauma and Illness Policy.
- Notify WorkSafe SA if required.

## **INTERNAL EMISSION/SPILL (e.g. cleaner's storeroom)**

The Nominated Supervisor /Responsible Person will:

- Move staff/children away from the spill to a safe area.
- If safe to do so, direct staff to clean the spill. Personal Protective Equipment should be worn as per the requirements of the Material Safety Data Sheet.
- Contact the Fire Brigade if the nature of the emission/spill is unknown or it is unsafe to manage.
- Notify WorkSafe ACT if required.

## **EARTHQUAKE**

- Don't panic.

If outside

The Nominated Supervisor /Responsible Person will instruct staff and children to:

- Stay outside and move away from buildings, streetlights and utility wires.
- DROP, COVER and HOLD
  - DROP to the ground
  - Take COVER by covering their head and neck with your arms and hands
  - HOLD on until the shaking stops.

If inside

The Nominated Supervisor /Responsible Person will instruct staff and children to:

- Move away from windows, heavy objects, shelves etc.



- DROP, COVER and HOLD
  - DROP to the ground
  - Take COVER by getting under a sturdy table or other piece of furniture or go into the corner of the building covering their faces and head in their arms
  - HOLD on until the shaking stops.

After the earthquake the Nominated Supervisor /Responsible Person will:

- Evaluate the need to evacuate if there are uncontrolled fires, gas leaks or structural damage to the building.
- Instruct educators, staff and children to watch out for fallen trees, power lines, and stay clear of any structures that may collapse.
- Ask educators and staff about the status of staff, children and visitor safety.
- Arrange medical assistance where required.
- Instruct educators and staff to help others if possible.
- Tune in to ABC radio if possible to follow any emergency instructions.

If there is damage to the facility and it is OK to do so, you may take notes and photographs for insurance purposes.

## **MEDICAL EMERGENCY**

- Check for any threatening situation and remove or control it (if safe to do so).
- Remain with the casualty and provide appropriate support.
- Notify First Aid Officer and the Nominated Supervisor /Responsible Person.
- Notify the ambulance by dialling '000'.
- The Nominated Supervisor /Responsible Person will designate someone to meet and direct the ambulance to the location of the casualty.
- Do not leave the casualty alone unless emergency help arrives.
- Do not move the casualty unless exposed to a life threatening situation.

Refer "Administration of First Aid" in our Incident, Injury, Trauma and Illness Policy.

## **INTRUDER/PERSONAL THREAT**

- Notify the Nominated Supervisor /Responsible Person who will request assistance from the police by dialling '000'.
- Do not do or say anything to the person to encourage irrational behaviour.
- Initiate action to restrict entry to the building if possible and confine or isolate the threat from building occupants.
- The Nominated Supervisor /Responsible Person determine if evacuation or lockdown is required. Evacuation only should be considered if safe to do so.

Date: \_\_\_\_\_  1<sup>st</sup> term  2<sup>nd</sup> term  3<sup>rd</sup> term  4<sup>th</sup> term

Type of emergency: \_\_\_\_\_

Room/ area in which emergency occurred: \_\_\_\_\_

Time of Drill: \_\_\_\_\_ am /pm

Name of educator/staff member who called the evacuation: \_\_\_\_\_

	<b>Yes</b>	<b>No</b>
1. Nominated Supervisor /Responsible Person or admin staff called 000 & placed "Do Not Enter" sign on front door?	<input type="checkbox"/>	<input type="checkbox"/>
2. Nominated Supervisor /Responsible Person or admin staff collected visitor & staff registers & contact numbers and one ipad?	<input type="checkbox"/>	<input type="checkbox"/>
3. Were the outer rooms checked? (Toilet, kitchen, staff room)	<input type="checkbox"/>	<input type="checkbox"/>
4. Nominated Supervisor /Responsible Person or admin staff waited at the front door to direct emergency services and to stop people entering the building?	<input type="checkbox"/>	<input type="checkbox"/>
5. Was a mobile phone taken?	<input type="checkbox"/>	<input type="checkbox"/>
6. Was a "Today we had an emergency drill" sign on the front door placed ?	<input type="checkbox"/>	<input type="checkbox"/>
7. Was a roll call conducted for children, staff and visitors?	<input type="checkbox"/>	<input type="checkbox"/>
8. Did anyone re-enter the premises before the "all clear" was given?	<input type="checkbox"/>	<input type="checkbox"/>

9. Were the windows and doors closed

10. Follow up actions:

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Nominated Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Duration of drill (timestamp)

- New staff are given copy of NCCC's Emergency Management Plan
- Ensure drills take place at different locations & times of day within the service