**Sample Emergency Response Drill Debrief Report**

*(Please attach Drill Observer Records to this report)*

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| **Drill Date** |  |
| **Debrief Facilitator/Chair** |  |
| **Drill Observers** |  |
| **Drill Scenario** | <E.g. Building fire, Bushfire, Intruder/Aggressive person, Flood> |
| **Emergency Response Type** | <Onsite/Offsite Evacuation; Lockdown; Shelter In Place, Lockout>> |
| **Debrief Date** |  |

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| --- | --- | --- |
| **Debrief Participants** | | |
| **Name** | **Position title** | **Role during drill** |
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**Discussion points**

* Chief Warden/Early Childhood Education Commander describes drill scenario and emergency response implemented
* Observations and facts – Incident Management Team and staff involved/assigned a role in the response, observer/s and other relevant parties such as co-located facilities
* Understanding and execution of response roles, decision making, communications, safety, accounting for children and staff
* What went well, what could be improved/done differently and identified issues
* Required actions – including risk treatments, varying procedures and roles, reviewing specific arrangements and updating the EMP

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| **What went well?** |
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| **What can be improved?** |
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| **Action Items** | | | |
| **Ref #** | **Action** | **By who?** | **Due date** |
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**NOTE:** This sample template is a guide only and should be used as an aid to develop or supplement your EMP. Please adapt it as appropriate to ensure relevance to your facility and services