**Sample Emergency Response Drill Observer’s Record**

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| **Service Name:** |  |
| **Drill Address** |  |
| **Drill Type**  *(Evacuation on/off site / Lock-down / Shelter-In-Place)* |  |
| **Drill Date** |  |
| **Drill Scenario**  *(What is the cause of the emergency?)* |  |
| **Drill Debrief Date** |  |
| **Observer Name** |  |

Use the threats/hazards from your service’s risk assessment to determine the drill type and scenario.

Depending on the type of drill conducted, it is recommended you advise emergency services, neighbouring properties and members of the community who may be affected ahead of the exercise.

***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*

Evacuation Drill

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| **Evacuation Drill Sequence** | **Time** | |
|  | **Hour** | **Min** |
| Evacuation alarm sounded |  |  |
| Warden/s respond |  |  |
| Emergency services notified |  |  |
| Wardens check floor/area |  |  |
| Evacuation commenced |  |  |
| Wardens report floor/area clear |  |  |
| Arrive at assembly area/s |  |  |
| Wardens check all present |  |  |
| Evacuation completed |  |  |
| Drill terminated |  |  |

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| **Evacuation Drill Items** | **Yes** | **No** | **N/A** |
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| Was the correct alarm/signal sounded for an evacuation? |  |  |  |
| Were Personal Emergency Evacuation Plans implemented? |  |  |  |
| Were all persons accounted for (children, staff, visitors, contractors and volunteers) |  |  |  |
| Were floor areas checked / isolated areas searched by Wardens? |  |  |  |
| Was the Emergency kit readily available? |  |  |  |
| Wardens/response staff were able to get instructions from/provide feedback to the Chief Warden |  |  |  |
| Did anyone re-enter the premises/building before the “all clear” was given? |  |  |  |
| Was the Evacuation procedure documented in the EMP followed, including paths of travel, assembly at the designated point/s, communication tree? |  |  |  |
| **Off-Site Evacuation:** | | | |
| * Was the route to the designated assembly point in the EMP followed? |  |  |  |
| * Did the assembly point provide access to shelter, toilets and water? |  |  |  |
| * The assembly building/area was accessible |  |  |  |

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| **General Drill Items** | **Yes** | **No** | **N/A** |
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| Did the Chief Warden/Early Childhood Education Commander take charge and brief IMT/Wardens? |  |  |  |
| Was the (simulated) call to the following done promptly: | | | |
| * + Emergency services |  |  |  |
| * + Approved provider/person with management or control |  |  |  |
| * + Co-located facility |  |  |  |
| Could the alarm/signal/PA announcements be heard in all parts of the facility? |  |  |  |
| Was someone appointed to maintain situational awareness e.g. by monitoring information sources and liaising with the relevant authorities? |  |  |  |
| Did all the staff assigned response roles, including Wardens and IMT understand their responsibilities? |  |  |  |
| Was someone appointed to liaise with the parents/carers/community? |  |  |  |
| Was the Chief Warden’s instructions followed by everyone? |  |  |  |
| Were any people with additional needs identified during the drill? |  |  |  |
| Was emergency equipment/resources needing to be used in a real emergency operationally ready? |  |  |  |

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| **Comments/Issues for follow up by the EMP Planning Team** |

Lockdown Drill

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| **Lockdown Drill Sequence** | **Time** | |
|  | **Hour** | **Min** |
| Lockdown alarm/notification sounded |  |  |
| Emergency services notified |  |  |
| Warden/s report building/s secure |  |  |
| Wardens check everyone is in the building/s and actively monitor external threat |  |  |
| All persons accounted for |  |  |
| Drill terminated |  |  |

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| **Lockdown Drill Items** | **Yes** | **No** | **N/A** |
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| Was the correct alarm/signal sounded for a lockdown? |  |  |  |
| Were all persons on site accounted for (children, staff, visitors, contractors and volunteers)? |  |  |  |
| Was access to buildings restricted to authorised people only? |  |  |  |
| Were needs of children/staff able to be met for an extended lockdown e.g. toileting, water? |  |  |  |
| Was a check made or direction given to ensure windows and doors locked? |  |  |  |
| Wardens/response staff were able to get instructions from/provide feedback to the Chief Warden? |  |  |  |
| Did anyone leave the premises/building before the “all clear” was given? |  |  |  |
| Was the Lockdown procedure documented in the EMP followed? |  |  |  |

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| **General Drill Items** | **Yes** | **No** | **N/A** |
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| Did the Chief Warden/Early Childhood Education Commander take charge and brief IMT/Wardens? |  |  |  |
| Was the (simulated) call to the following done promptly: | | | |
| * + Emergency services |  |  |  |
| * + Approved provider/person with management or control |  |  |  |
| * + Co-located facility |  |  |  |
| Could the alarm/signal/PA announcements be heard in all parts of the facility? |  |  |  |
| Was someone appointed to maintain situational awareness e.g. by monitoring information sources and liaising with the relevant authorities? |  |  |  |
| Did all the staff assigned response roles, including Wardens and IMT understand their responsibilities? |  |  |  |
| Was someone appointed to liaise with the parents/carers/community? |  |  |  |
| Was the Chief Warden’s instructions followed by everyone? |  |  |  |
| Were any people with additional needs identified during the drill? |  |  |  |
| Was emergency equipment/resources needing to be used in a real emergency operationally ready? |  |  |  |

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| **Comments/Issues for follow up by the EMP Planning Team:** |

Shelter-In-Place (SIP) Drill

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| **SIP Drill Sequence** | **Time** | |
| **Hour** | **Min** |
| SIP alarm/notification sounded |  |  |
| Emergency services notified |  |  |
| Warden/s respond |  |  |
| Evacuation to the SIP commenced |  |  |
| Wardens check and report everyone has evacuated the non-SIP building/s |  |  |
| All persons accounted for in the SIP location |  |  |
| Drill terminated |  |  |

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| **SIP Drill Items** | **Yes** | **No** | **N/A** |
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| Was the correct alarm/signal sounded for SIP? |  |  |  |
| Were Personal Emergency Evacuation Plans implemented? |  |  |  |
| Were floor areas checked/isolated areas searched by Wardens? |  |  |  |
| Were all persons accounted for (children, staff, visitors, contractors and volunteers)? |  |  |  |
| Did anyone refuse to leave the building/site? |  |  |  |
| Was the Emergency kit readily available? |  |  |  |
| Were people able to access toilets and water in the SIP? |  |  |  |
| Was the SIP able to be secured against a fire emergency e.g. tape to seal windows/doors? |  |  |  |
| Was alternate lighting available in the SIP (in case of power outage)? |  |  |  |
| Could everyone on the site be accommodated in the SIP? |  |  |  |
| Was the SIP procedure documented in the EMP followed, including designated SIP location? |  |  |  |

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| **General Drill Items** | **Yes** | **No** | **N/A** |
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| Did the Chief Warden/Early Childhood Education Commander take charge and brief IMT/Wardens? |  |  |  |
| Was the (simulated) call to the following done promptly: | | | |
| * + Emergency services |  |  |  |
| * + Approved provider/person with management or control |  |  |  |
| * + Co-located facility |  |  |  |
| Could the alarm/signal/PA announcements be heard in all parts of the facility? |  |  |  |
| Was someone appointed to maintain situational awareness e.g. by monitoring information sources and liaising with the relevant authorities? |  |  |  |
| Did all the staff assigned response roles, including Wardens and IMT understand their responsibilities? |  |  |  |
| Was someone appointed to liaise with the parents/carers/community? |  |  |  |
| Was the Chief Warden’s instructions followed by everyone? |  |  |  |
| Were any people with additional needs identified during the drill? |  |  |  |
| Was emergency equipment/resources needing to be used in a real emergency operationally ready? |  |  |  |

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| **Comments/Issues for follow up by the EMP Planning Team:** |