

# ATTACHMENT 1

## EMERGENCY DRILL OBSERVER'S RECORD

<b>Name of Kindergarten:</b>	
<b>Date Drill Conducted:</b>	
<b>Drill Address:</b>	
<b>Type of Drill Practiced:</b>	
<b>Observer Name:</b>	

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

Item	Yes	No
Did the designated or replacement Chief Warden take charge?		
Was the (simulated) call to emergency services done promptly?		
Was the (simulated) call to the region done promptly?		
Was someone appointed to liaise with the emergency service/s?		
Was someone appointed to liaise with the parents/community?		
Were instructions given by the Incident Chief Warden followed by children/students, staff, visitors and contractors?		
Were floor areas checked / isolated areas searched by Wardens?		

Emergency Drill Checklist	Yes	No
Was a roll called for Students, Staff and Visitors		
Was the Emergency Kit readily available?		
Did the Emergency Kit contain all the items listed in the EMP template checklist?		
Did anyone re-enter/leave the premises before the "all clear" was given?		
Did anyone refuse to leave the building/site?		
Was the relevant procedure in our EMP followed?		
Was the EMP communication tree followed?		

Item	Time
Evacuation drill commenced	
Wardens check floor/area	
All persons accounted for	
Arrive at assembly area/safe place	
Wardens check all present	Number of Children                  Adults
Evacuation drill completed	

**Comments/Issues for follow up: Did all staff know what to do?  
Changes or modifications to planning and implementing of future emergency drills.**

**Note:** Incident Management Team (IMT) debriefing sessions should be held immediately after each drill; the session should go through the Emergency Drill Observer's Record and discuss actions to improve procedures, the EMP or address identified issues.