

Emergency and Evacuation Report

Drills are to be scheduled at random as not to develop a consistent pattern. Orderly and well-executed emergency drills may be the means of saving lives. Occasionally an exit should be blocked to provide a means of using alternate exits.

ALL EXIT DOORS AND MEANS OF EXIT SHALL BE KEPT UNBLOCKED
AND UNLOCKED / UNFASTENED WHILE THE BUILDING IS OCCUPIED.

Emergency evacuations must be done every 2 months, it is best practice to practice alternate drills (i.e. lockdown) on top of this.

Date of Drill:	29/08/23	Time of Drill:	10.15 am
Length of Drill:	10-16 sec	Type of Drill:	Evacuation/lock-down
What was the emergency and where within the centre did it occur?	Fire in the Kitchen		
Name of team member who identified the emergency?	Shelyce Bitmead		
Number of team members involved:	30		
Number of children involved:	120		
Number of adults/children not accounted for? Who?	Nil		
Did all team members follow the evacuation plan and procedure? If not, why?	Yes		
Did the cook assist? If yes, how?	Yes		
Who checked that everyone has evacuated the building?	Shelyce Bitmead		
Were emergency services called? Name of educator	Drill		
Evaluation of emergency: What worked well, what didn't work?	<ul style="list-style-type: none"> - Most of the doors in the service not closed. - Stair case had toys + bottles in the way - Tyres blocking walk way for the emergency exit. 		
Areas for improvement?	<ul style="list-style-type: none"> - Strong communication between rooms and staff positions. - Stair case to be cleaned daily. - Staff to close doors on way out of drill. 		
Added to staff meeting agenda?			
Added to QIP?		Actioned by?	

MEDICAL EMERGENCY DRILLS

DATE: Oct TIME: 9:30am ROOM: Discover

How many Educators were present at the time: 4

How many children were present at the time: 15

What was the emergency:

A child was climbing on the table trying to stand. Child lost balance fell and hit face on floor causing a small cut on the left eyebrow. Was bleeding a little.

How was it managed:

1 educator attended to the child and gave cuddles. Educator notified other educators on duty and delegate jobs. One educator stayed with child, one was to supervise other children, one called director and the other got the first aid kit. Educator used gauze to clean the cut to make sure there's no infection. Manage to stop bleeding as it was a small cut.

Was the director involved:

Yes

Reflection:

Incident was well managed. Everyone knew what to do and communicate well with each other. Cut was managed and incident log was done and parent notified.

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Date of Drill:	24/11/23	Time of Drill:	10:30am
Length of Drill:	4min 10sec.	Type of Drill:	Evacuation / (Lock down)
What was the emergency and where within the centre did it occur?	Drill - Lockdown 'Unknown person looking at cars in back of car park'		
Name of team member who identified the emergency?	Shelyce		
Number of team members involved:	23		
Number of children involved:	116		
Number of adults/children not accounted for? Who?	-		
Did all team members follow the evacuation plan and procedure? If not, why?	Lights not turned off in one room. otherwise went very well.		
Did the cook assist? If yes, how?	NO		
Who checked that everyone has evacuated the building?	No evaluation.		
Were emergency services called? Name of educator	NO. Drill		
Evaluation of emergency: What worked well, what didn't work?	All rooms worked great & supported each other.		
Areas for improvement?	Reminder about lights & different scenarios that can arise.		
Added to staff meeting agenda?	NO.		
Added to QIP?		Actioned by?	