

EMERGENCY EVACUATION DRILL

Date: ___ / ___ / ___

Location and Type of Hazard:

Which Exit did Educator and children exit from:

Children Participating:

Alarm raised by: _____

Time alarm raised: _____

Evacuation Completed (Time): _____

Total time taken for evacuation: _____

Comments:

Evacuation pack collected: Yes No _____

All Children Accounted: Yes No _____

Doors/Windows Closed: Yes No _____

Improvements needed:

EMERGENCY LOCK DOWN

Date: ___ / ___ / ___

Location and Type of Hazard:

Children Participating:

Alarm raised by: _____

Time alarm raised: _____

Lockdown Completed (Time): _____

Total time taken for lockdown: _____

Comments:

Children/Educator visible from outside: Yes No _____

All Children Accounted: Yes No _____

Doors/Windows Closed: Yes No _____

Improvements needed:
