

Emergency Evacuation, Lockdown and/or Shelter in place procedure are to be practiced every three (3) months and accommodate every child in care. The Approved Service recommends practicing each procedure during the year. Practicing these procedures can help to prepare children in the event of an emergency.

Date	Names of Children Participating	Evacuation Lockdown Shelter in Place	Evaluation of Practice
		Evacuation Lockdown Shelter in Place	
		Evacuation Lockdown Shelter in Place	
		Evacuation Lockdown Shelter in Place	
		Evacuation Lockdown Shelter in Place	

Which type of emergency event have you practiced? (e.g. evacuation, lockdown or shelter in place)

Event Type & Risk	Procedure and Control Measures	Tick if Practiced
Evacuation Fire, gas leak, bomb threat, natural disaster (e.g. bushfire, storm, flood), other risk	Practice emergency evacuation every three (3) months. Evacuation kit available. Each residence has valid fire equipment. 1. Remain calm. Do not panic. 2. Take attendance/visitor record, mobile phone, first aid kit, medications, and evacuation kit. 3. Leave the building by safest and closest exits. 4. Assist children to exit and proceed to assembly area. 5. Contact emergency services (000 or mobile 112) & remain at assembly area until directed by emergency services. 6. Contact Approved Service on 0418410653 or 88432560	
Lockdown Intruder, dangerous animal, natural disaster (e.g. bushfire, storm, flood), other risk	1. Remain calm. Do not panic. 2. Close and secure all door, windows, and curtains/blinds. 3. Assist children to assemble in a central location inside the premises away from doors and windows. Take mobile phone. 4. Contact emergency services (000 or mobile 112) & remain sheltered until directed by emergency services. 5. Contact Approved Service on 0418410653 or 88432560.	
Shelter in Place Natural disaster (e.g. bushfire, storm, flood), other risk	1. Remain calm. Do not panic. 2. Assist children to take shelter in the immediate area. Remain low near the floor and, if possible, seek shelter from furniture. Move away from doors and windows if possible. Take mobile phone if possible. 3. Contact emergency services (000 or mobile 112) & remain sheltered until directed by emergency services. 4. Contact Approved Service on 0418410653 or 88432560.	

Please forward a copy of this 'Emergency Management Practice' form to the Approved Service and retain a copy at the Educators premises.

Educator Name: _____ Date _____

Educator Address: _____