NSW Department of Education

# Emergency response exercise debrief and report template

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| Disclaimer:This resource is for reference and should be used as an aid to develop and supplement your education and care service’s existing Emergency and Evacuation Procedures. It is the responsibility of the Approved Provider of an education and care service to ensure their service has emergency and evacuation policies and procedures relevant to their service premises. |

## Emergency response exercise debrief and report template

|  |  |
| --- | --- |
| Exercise Date | Click or tap to enter a date. |
| Exercise Leader | <Insert full name> |
| Observer/s | <Insert name(s) of observers> |
| Emergency scenario | <Insert relevant emergency scenario> |
| Response examined | Choose an item. |
| Debrief commenced | HH:MM  |
| Debrief concluded  | HH:MM |
| Debrief location | <Insert location> |

### Debrief Participants

|  |  |  |
| --- | --- | --- |
| **Name** | **Normal role** | **Role during Exercise** |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
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### Debrief discussion:

Recommend that the staff who took part in the exercise and observer/s debrief after the exercise by:

* Considering each question and avoiding crossing between questions.
* Stating observations and facts.
* Permitting staff to respond first, followed by the response leader and finally the observer/s.
* Agreeing on the required corrective actions, an owner for each action and a time required for completion.
* Consulting any other parties involved in the exercise that are not staff, educators or children at your service (e.g. If you are located on school grounds, consulting with the Principal on the questions below).

|  |  |
| --- | --- |
| What went well? | What might be done differently? (Note: sometimes things done well can also be improved/done differently.) |
| Click or tap here to enter text. | Click or tap here to enter text. |

### Corrective actions:

|  |  |  |
| --- | --- | --- |
| Action | By whom | By when |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap to enter a date. |
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