NSW Department of Education

# Emergency response exercise – observer checklist template

|  |
| --- |
| **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 – Observer Checklist template

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Observer name | Date of exercise: | The exercise was initiated: | Alert tone sounded at: | Evacuation tone sounded at: | The exercise concluded at: | The debrief started at: |
| <Insert full name> | Click or tap to enter a date. | HH:MM | HH:MM | HH:MM | HH:MM | HH:MM |

During the exercise: If there are unsafe conditions, alert a warden or staff member to the situation for their immediate attention and action. If no action is taken, intervene to direct people away from the potential harm.

After the exercise: Return the completed checklist to the exercise leader at the conclusion of the debrief.

### Basic Scenario

|  |  |
| --- | --- |
| What is the cause of the emergency? | <Insert emergency scenario> |
| Which response procedures are expected to be used in the exercise? | Evacuation[ ]  Shelter-in-place[ ] Lockdown[ ]  Medical emergency[ ]  |
| Are you located in a mixed occupancy building or on/in close proximity to a school site? | [ ] Yes [ ] No  |
| If so, did any other occupants besides your service take part in the exercise? | [ ] Yes [ ] No [ ] N/A |

### Overall

|  |  |
| --- | --- |
| **Evacuation:** Did all occupants reach the evacuation assembly area? | [ ] Yes [ ] No [ ] N/AIf no, what occurred? Click or tap here to enter text. |
| **Shelter in place:** Did occupants shelter according to plan? | [ ] Yes [ ] No [ ] N/A If no, what occurred? Click or tap here to enter text. |
| **Lockdown:** Did the service lockdown their facility? | [ ] Yes [ ] No [ ] N/A If no, what occurred? Click or tap here to enter text. |
| **Safety:** Was the exercise completed safely and without incident/injury to staff, children and visitors | [ ] Yes [ ] No If no, what occurred? Click or tap here to enter text. |

### Information

|  |  |
| --- | --- |
| The on-site evacuation assembly area is: | <Insert location> |
| The external evacuation assembly area is: | <Insert location and route> |
| The refuge area (shelter in place) is: | <Insert location> |

### Emergency Control Organisation (staff responsible for responding to emergencies affecting your service)

|  |  |  |
| --- | --- | --- |
| **Check for:** | **Observed?** | **Notes** |
| The situation was identified and assessed | [ ] Yes [ ] No | Click or tap here to enter text. |
| Staff understood their emergency response role | [ ] Yes [ ] No | Click or tap here to enter text. |
| One person leads the overall response (response leader) | [ ] Yes [ ] No | Click or tap here to enter text. |
| The response leader briefed responders on the situation and directed the required response | [ ] Yes [ ] No | Click or tap here to enter text. |
| Staff gather children and visitors and describe the required actions | [ ] Yes [ ] No | Click or tap here to enter text. |
| Staff reassure children and visitors | [ ] Yes [ ] No | Click or tap here to enter text. |
| Staff ensure that children and visitors move safely | [ ] Yes [ ] No | Click or tap here to enter text. |
| On evacuation, staff gather evacuation kits | [ ] Yes [ ] No | Click or tap here to enter text. |
| Staff communicate with the response leader to advise:* Area/floor has been cleared
* Number and location of any refusals or people left behind
 | [ ] Yes [ ] No | Note:How did warden communicate with chief warden?How many mobility impaired? How many refusals? |
| Staff account for children and visitors upon reaching: evacuation assembly area (for evacuations)/refuge (for shelter in place and lockdown) | [ ] Yes [ ] No | Click or tap here to enter text. |
| Staff report details of missing people to the staff member leading the exercise (response leader) as soon as practicable and safe to do so | [ ] Yes [ ] No | Click or tap here to enter text. |
| Staff report details of injured people to the response leader as soon as practicable and safe to do so | [ ] Yes [ ] No | Click or tap here to enter text. |
| Staff report details of injured people to the response leader as soon as practicable and safe to do so | [ ] Yes [ ] No | Click or tap here to enter text. |
| Response leader briefs emergency services upon their arrival on site | [ ] Yes [ ] No | Click or tap here to enter text. |

### Emergency Equipment

|  |  |  |
| --- | --- | --- |
| **Check for** | **Circle observed outcome** | **Notes** |
| Evacuation diagrams are located beside each emergency exit | [ ] Yes [ ] No [ ] N/A | Click or tap here to enter text. |
| Alert tone (*beep beep*) is loud | [ ] Yes [ ] No [ ] N/A | If not fitted, what was used to alert |
| Evacuation tone (*whoop-whoop*) is loud | [ ] Yes [ ] No [ ] N/A | If not fitted, what was used toinitiate evacuation |
| Public address (PA) messages are loud and clear | [ ] Yes [ ] No [ ] N/A | If not fitted, how did chief warden communicate |
| Warden intercommunication point phones (if present at your service) | [ ] Yes [ ] No [ ] N/A | Click or tap here to enter text. |
| Path to emergency exits is clear | [ ] Yes [ ] No [ ] N/A | Click or tap here to enter text. |
| Path to emergency exits is marked with illuminated green ‘running person’ or ‘exit’ signs | [ ] Yes [ ] No [ ] N/A | Click or tap here to enter text. |
| Emergency exits are operable | [ ] Yes [ ] No [ ] N/A | Click or tap here to enter text. |
| Emergency exit stairs and pathway are clear | [ ] Yes [ ] No [ ] N/A | Click or tap here to enter text. |
| Emergency exit stairs are fitted with handrails | [ ] Yes [ ] No [ ] N/A | Click or tap here to enter text. |
| Moveable cots are operated correctly | [ ] Yes [ ] No [ ] N/A | Click or tap here to enter text. |
| Evacuation kits contain all items | [ ] Yes [ ] No [ ] N/A | Click or tap here to enter text. |
| Contact lists are available, used and up to date (less than 3 months old) | [ ] Yes [ ] No [ ] N/A | Click or tap here to enter text. |
| <Insert service specific equipment> | [ ] Yes [ ] No [ ] N/A | Click or tap here to enter text. |
| <Insert service specific equipment> | [ ] Yes [ ] No [ ] N/A | Click or tap here to enter text. |

### Safety and reassurance

|  |  |  |
| --- | --- | --- |
| **Check for** | **Observed outcome** | **Notes** |
| All responses: staff keep evacuees together | [ ] Yes [ ] No [ ] Not observed | Click or tap here to enter text. |
| Evacuation: staff ensure evacuees crossroads safely and at designated crossings | [ ] Yes [ ] No [ ] Not observed [ ] N/A | Click or tap here to enter text. |
| All responses: staff direct evacuees to avoid hazards | [ ] Yes [ ] No [ ] Not observed  | Click or tap here to enter text. |
| All responses: staff gather evacuees in assembly area and contain them in the smallest area as reasonably practicable | [ ] Yes [ ] No [ ] Not observed | Click or tap here to enter text. |
| All responses: staff establish contact with the response leader and await further instructions | [ ] Yes [ ] No [ ] Not observed  | Click or tap here to enter text. |
| Evacuation: on return to the building, staff maintain the same controls as on the way to the evacuation assembly area | [ ] Yes [ ] No [ ] Not observed [ ] N/A | Click or tap here to enter text. |

### Notes

|  |
| --- |
| **Record any other observations not included in this checklist**  |
| Click or tap here to enter text. |