

Playcentre Aotearoa's Emergency Drills (Fire, Earthquake, Sheltering in Place) Reflection form



This record template can be kept in a suitable location for record keeping.

It serves as an add on to 9.9.5 Emergency-Drills-Quick-Reference-Record-Form.

This form should be used to be a record of greater detail as relevant to findings and proposed actions after a drill.

Emergency Drills are only required once per term with Notified Fire Drills being carried out in Term 2 and 4 only.

Keep this form with 9.9.5 records for 2 years as a record of drills completed and actions taken to help inform future best practices

Term _____ Year: _____

Fire (Notified fire drill Y / N) **Date:**

What went well?	
What didn't go well?	
What do we need to do differently?	
Actions required	
Actions taken	

Earthquake **Date:**

What went well?	
What didn't go well?	
What do we need to do differently?	
Actions required	
Actions taken	



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Sheltering in Place

Date:

What went well?	
What didn't go well?	
What do we need to do differently?	
Actions required	
Actions taken	

Confirm if all Actions required and Actions taken have been communicated to all : Y / N

Write further notes here if and as needed

