

MARIBYRNONG PRIMARY SCHOOL

Alberga Street
KALEEN ACT 2617
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EVACUATION AND LOCKDOWN RECORD

This record should be completed as soon as practicable after an evacuation or lockdown event/procedure, but no later than 6 hours after the event/procedure.

DATE OF EVENT: ____ / ____ / ____

TIME: _____ am/pm

- UNPLANNED EVENT
 SCHEDULED REHEARSAL

EDUCATORS PRESENT:

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VOLUNTEERS/VISITORS PRESENT:

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ACTION TAKEN BY STAFF:

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REFLECTION AND FUTURE ADJUSTMENTS TO BE CONSIDERED:

| Focus Area | Person Responsible | Tick when completed |
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FORM COMPLETED BY:

| | |
|-------|------------|
| Name: | Signature: |
| Date: | Time: |