

READY FAMILIES,  
RESILIENT  
COMMUNITIES

Checklist for Playgroup  
Facilitators for

# NATURAL DISASTERS

# Preparatory Phase

Have an existing list of resources (first aid kits, emergency supplies, etc.)

NOTES \_\_\_\_\_

Maintain updated contact details for all playgroup families (phone and email)

NOTES \_\_\_\_\_

Prepare a list of alternative playgroup venues (e.g., community halls, council spaces, schools in surrounding towns)

NOTES \_\_\_\_\_

Identify local emergency contacts (SES, council emergency numbers, local police, fire brigade)

NOTES \_\_\_\_\_

Keep a copy of the local emergency plan and evacuation routes

NOTES \_\_\_\_\_

Ensure facilitators and volunteers know basic emergency procedures (fire, flood, severe weather)

NOTES \_\_\_\_\_

Prepare a grab-and-go emergency kit including: First aid kit, torch and spare batteries, bottled water, non-perishable snacks, copies of emergency contacts and family details, child comfort items

NOTES \_\_\_\_\_

Have a communication plan: SMS/email templates for quick alerts, designated person responsible for sending updates

NOTES \_\_\_\_\_

Check insurance coverage for natural disaster scenarios

NOTES \_\_\_\_\_

Conduct regular drills or briefings with facilitators and volunteers

NOTES \_\_\_\_\_

Identify families with special needs (medical conditions, mobility issues) and plan support

NOTES \_\_\_\_\_

Keep a backup of important documents (digital and hard copy)

NOTES \_\_\_\_\_



# Response Phase (During Disaster)

Follow official emergency alerts and instructions (radio, apps, council updates) NOTES \_\_\_\_\_  
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Find an alternative venue in a safe location NOTES \_\_\_\_\_  
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Relocate resources (if safe and possible) to new location NOTES \_\_\_\_\_  
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Communicate promptly with families about cancellations or relocations NOTES \_\_\_\_\_  
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Ensure safety of children and staff first—move to designated safe area (if disaster happens during playgroup) NOTES \_\_\_\_\_  
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Account for all attendees (roll call) NOTES \_\_\_\_\_  
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Use emergency kit if needed NOTES \_\_\_\_\_  
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Document actions taken for post-event review NOTES \_\_\_\_\_  
\_\_\_\_\_





## Recovery Phase (After Disaster)

Notify families when it's safe to resume playgroup NOTES \_\_\_\_\_  
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Check venue safety before reopening NOTES \_\_\_\_\_  
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Offer emotional support resources for families and children (see Disaster Relief Pack on Playgroup NSW website) NOTES \_\_\_\_\_  
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Review and update the disaster plan based on lessons learned NOTES \_\_\_\_\_  
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Restock emergency supplies NOTES \_\_\_\_\_  
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Restock playgroup resources if lost/damaged during the disaster NOTES \_\_\_\_\_  
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[www.playgroupnsw.org.au](http://www.playgroupnsw.org.au)

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