

# Emergency Practices - Nominated Supervisor

## NQS 2.2.2 Incident and emergency management

Name of the person conducting the checklist: \_\_\_\_\_ Date: \_\_\_\_\_

### Assessment

A written risk assessment identifies all potential emergencies that could affect the service  Yes  No  NA

### Display

The emergency evacuation floor plan and instructions displayed in all rooms near exits  Yes  No  NA

Exit signs are displayed to identify exits  Yes  No  NA

Emergency telephone numbers are displayed  Yes  No  NA

### Facilities

Exit doors are always clear of obstructions/objects  Yes  No  NA

Exit doors are unlocked when service is open  Yes  No  NA

Insurance policies are up to date and cover relevant emergencies  Yes  No  NA

### Resources

There is always a charged mobile phone with credit available for use in emergencies  Yes  No  NA

There is a torch and supply of fully charged batteries available for use in emergencies  Yes  No  NA

There is appropriate emergency equipment eg fire extinguishers, fire blankets  Yes  No  NA

Emergency equipment is tested in line with recognised guidelines  Yes  No  NA

### Consultation

Relevant authorities are consulted where necessary eg for advice about location of assembly point, development of emergency procedures  Yes  No  NA

### Rehearsals

Evacuation procedures are rehearsed at least once every three months on different days and at different times  Yes  No  NA

Rehearsals for all potential emergencies (eg lockdown) are rehearsed at least once every three months on different days and at different times  Yes  No  NA

Everyone at the service participates in the rehearsal, including owners and managers  Yes  No  NA

Rehearsals are evaluated and changes made to procedures when required  Yes  No  NA

### Communication

Information about emergency procedures communicated to families in writing eg newsletter, email, social media  Yes  No  NA

Families are regularly reminded (eg via newsletter, email, social media) to update emergency telephone numbers  Yes  No  NA

### Training

(Refresher) training in emergency practices organised at least annually eg in use of emergency equipment, turning off utilities  Yes  No  NA

### Documentation

Incident, Injury, Trauma and Illness Record are completed for children that have suffered an injury or trauma during emergency  Yes  No  NA

Regulator is notified of serious incident within 24 hours of emergency  Yes  No  NA

Records are kept of emergency rehearsals and evaluations  Yes  No  NA

### Emergency Rehearsals

Attendance records (children, staff and visitors) are collected and checked to ensure everyone is accounted for  Yes  No  NA

The emergency kit is collected  Yes  No  NA

The emergency kit is always fully stocked  Yes  No  NA

The emergency kit contains children's emergency contact information	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
There is a charged mobile phone with credit	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
<b>Diary notes</b>			
There is a diary note to test emergency equipment in line with recognised guidelines	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
There is a diary note for regular review of emergency kit contents	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
There is a diary note to remind families to update emergency numbers	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
There is a diary note to organise (refresher) training in emergency practices	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA

**Actions required**