

Emergency Practices Educators

NQS 2.2.2 Incident and emergency management

Name Educator 1	
Name Educator 2	
Name Educator 3	
Name Educator 4	
Name Educator 5	

E = Embedded I do that **ALL** the time

K = I know I need to do that, but I don't do it all the time

T = Please teach me how to do it or improve my understanding of why I need to do it.

Facilities	ED1	ED2	ED3	ED4	ED5
Do you make sure exit doors are always clear of obstructions/objects?					
Do you make sure exit doors are unlocked when service is open?					
Rehearsals					
Evacuation procedures are rehearsed at least once every three months on different days and at different times					
Rehearsals for all potential emergencies (eg lockdown) are rehearsed at least once every three months on different days and at different times					
Do you contribute to evaluations of emergency rehearsals?					
Documentation					
Do you complete Incident, Injury, Trauma and Illness Records for children that have suffered an injury or trauma during emergency?					
Records of all emergency drills are created					
Practices in Emergency (Rehearsals)					
Attendance records (children, staff and visitors) are collected and checked to ensure everyone is accounted for					
All areas of service checked eg bathroom, toilet, cot room					
The emergency kit is collected and contains everything required					
The emergency kit is fully stocked					
There is a charged mobile phone with credit					
Educators contribute to evaluation of rehearsal					

Actions required