

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
Diary notes			
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