



Emergency Practices Educators

NQS Element 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.

ED1 ED2 ED3 ED4 ED5

Safety

Do you make sure exit doors are always clear of obstructions/ objects?					
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Do you make sure exit doors are unlocked when service is open?					
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Teaching Practices

Could you discuss how you make sure children understand how to identify an emergency, and what to do, in a way that builds familiarity but not undue concern?					
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Do you include learning about emergencies, including emergency rehearsals, in the curriculum to promote learning outcomes?					
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Rehearsals

Do you participate in rehearsals for all potential emergencies following documented procedures at least once every three months?					
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During the rehearsal do you:

<ul style="list-style-type: none"> search all areas of the service including areas children/adults may not often/ever be in? 					
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<ul style="list-style-type: none"> check attendance records for all children, staff and visitors at the assembly area? 					
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<ul style="list-style-type: none"> know who's responsible for taking the emergency kit? 					
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Do you contribute to evaluations of emergency rehearsals?					
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Documentation

Do you complete Incident, Injury, Trauma and Illness Records for children that have suffered an injury or trauma during an emergency?					
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Communication

Do you let families know about upcoming emergency rehearsals and discuss emergency procedures with them?					
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Actions required