

Emergency Practices Educators

Name Educator 1

often/ever be in?

assembly area?

Documentation

Communication

NQS Element 2.2.2 Incident and emergency management

check attendance records for all children, staff and visitors at the

Do you complete Incident, Injury, Trauma and Illness Records for children

Do you let families know about upcoming emergency rehearsals and discuss

• know who's responsible for taking the emergency kit?

Do you contribute to evaluations of emergency rehearsals?

that have suffered an injury or trauma during an emergency?

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?					
Do you make sure exit doors are unlocked when service is open?					
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?					
Do you include learning about emergencies, including emergency					
rehearsals, in the curriculum to promote learning outcomes?					
Rehearsals					
Do you participate in rehearsals for all potential emergencies following					
documented procedures at least once every three months?					
During the rehearsal do you:		<u> </u>			
	1	1	1	1	
 search all areas of the service including areas children/adults may not 					

emergency procedures with them?			
Actions required			

Copyright Centre Support Pty Ltd 2020 The service who has purchased this checklist product is the only service that can use this document. No part of this document can be copied, distributed, passed on or given to a friend outside the service who has not purchased the Centre Support Product. If this occurs Centre Support will take legal action against educators personally and the person who has received it.