



Emergency Practices Nominated Supervisor

NQS Element 2.2.2 Incident and emergency management

Name of the person conducting the checklist: _____ Date: _____

Documentation

A written risk assessment identifies all potential emergencies that could affect the service	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
There are written emergency procedures for all emergencies identified in the risk assessment	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Incident, Injury, Trauma and Illness Record are completed for children that have suffered an injury or trauma during emergency	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Regulator is notified of serious incident within 24 hours of emergency	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Records are kept of emergency rehearsals and evaluations	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Insurance policies are up to date and cover relevant emergencies	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
There are diary notes to:			
• test emergency equipment in line with recognised guidelines	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
• regularly review emergency kit contents	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
• remind families to update emergency numbers	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
• organise (refresher) training in emergency practices	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA

Display

The emergency evacuation floor plan and instructions/procedures are displayed in all rooms near exits	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Emergency telephone numbers are displayed near telephones	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA

Facilities and Resources

Exit doors are always clear of obstructions/objects	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Exit doors are unlocked when service is open	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Exit signs identify exits	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
There's a charged mobile phone with credit available for use in emergencies	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
There's a torch and supply of fully charged batteries available for use in emergencies	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
There's appropriate emergency equipment eg fire extinguishers, fire blankets	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Emergency equipment (eg fire extinguishers) is tested in line with recognised guidelines and maintenance records kept	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA

Rehearsals

Rehearsals for ALL potential emergencies are rehearsed by everyone present (including owners and managers) at least once every three months on different days and at different times and documented	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Rehearsals are evaluated and changes made to procedures when required	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Emergency Kit is collected during rehearsal and reviewed to ensure contents complete and current including children's/staff emergency contact details	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Attendance records (children, staff and visitors) are collected and checked to ensure everyone is accounted for	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA

Communication

Information about emergency procedures and rehearsals is communicated to families eg email, social media, newsletter	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Families are regularly reminded to update emergency telephone numbers eg via newsletter, email, social media	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Relevant authorities are consulted where necessary eg for advice about location of	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA



assembly point, development of emergency procedures

Training

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

Actions required