



Fire Safety 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

Facilities	ED1	ED2	ED3	ED4	ED5
You make sure heating/cooling units are inaccessible to children					
You make sure exit doors are always clear of obstructions/objects					
You make sure exit doors are unlocked when service is open					
You make sure there are no leaves or litter in the environment					
You clean lint from the clothes dryer filter after every use					
Documentation					
You complete Incident, Injury, Trauma and Illness Records for children that have suffered an injury or trauma during emergency					
Daily Practices					
You make sure children's artwork/displays are kept away from heating/cooling units					
You make sure flammable materials like curtains, tablecloths and bedding/cushions are kept away from heaters					
You never overload power points					
You switch off appliances when not in use					
You always store flammable chemicals safely eg not near materials like art paper					
You never leave cooking unattended					
Emergency practices					
If responsible, you collect and check attendance records (children and staff) to ensure everyone is accounted for					
If responsible, you collect emergency kit					
If responsible, you collect you take charged mobile phone with credit					

Actions required