

2.2.2

Incident and emergency management

Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practised and implemented.



Week 27
26.8.2024

Section 3. Document Meeting Practice (Room Leaders and Educators)

Room leaders work with educators to document their meeting practices.

Assess your practice first.

Read the below description and evaluate it in relation to your practices.

Meeting – Overview of Emergency Rehearsals: During our emergency rehearsals, the educator gathers the children and explains the procedure, such as what to do in a fire emergency. We check all areas to ensure they're vacant, guide the children to the assembly point (babies in cots or holding a rope), and confirm everyone is present. We appoint an observer to evaluate the process, including feedback from the children, and make necessary changes. These rehearsals are also used as valuable learning opportunities.

Providing Information to Families: We keep families informed about our emergency procedures and rehearsals through their preferred communication channels, like email or a private Facebook group. Before each rehearsal, we provide details about the timing and what to expect, ensuring that families are well-prepared and understand the importance of these drills. Our goal is to ensure all children and staff can respond appropriately, with families confident in our preparedness.

Planning and Implementing Learning About Emergencies: Educators integrate learning about emergencies and responses into the curriculum. For instance, we use emergency rehearsals, weather events like storms or fires, and even relevant news reports as teaching moments. We also organise visits from emergency services such as the SES, police, or fire brigade to give children a firsthand understanding. Additionally, we discuss current issues to help children grasp the significance of safety measures.

If you are doing similar practices to the example, use the below questions to help you write your 'meeting' description so you can add it to your QIP.

A MEETING QIP and Self-Assessment Tool (SAT)

Please explain how you provide information about emergency procedures and rehearsals to your families.

Please discuss the training you receive in the use of emergency equipment, for example, how to operate fire extinguishers.

Please discuss the processes in place to evacuate babies, and children or adults who may need additional help.

Week 27, 26 to 30 August 2024 – 2.2.2 Incident and Emergency Management