

**Room Leader**

Aspect	Room Leader's Management Role	Room Leader's Leadership Role
<b>Incident and Emergency Management Plans</b>	Ensure that all incident and emergency management plans are up-to-date, clearly documented, and accessible to all staff.	Lead by example in the implementation and regular review of these plans, ensuring they align with best practices and regulatory requirements.
<b>Emergency Procedures and Drills</b>	Coordinate the regular practice of emergency drills, ensuring all staff, children, and volunteers are familiar with procedures.	Inspire a culture of safety by communicating the importance of drills, and actively engaging staff and children in understanding their roles during emergencies.
<b>Communication with Families</b>	Provide clear and consistent communication to families regarding emergency procedures, ensuring they understand and feel confident in the service's readiness.	Lead family meetings or information sessions to discuss emergency management, fostering trust and transparency between the service and families.
<b>Training and Staff Preparedness</b>	Organise and ensure all staff receive proper training on emergency equipment and procedures, including new staff inductions.	Champion continuous learning by encouraging staff to participate in training sessions, and leading discussions on emergency preparedness and response.
<b>Emergency Equipment Management</b>	Oversee the regular testing and maintenance of emergency equipment, such as fire extinguishers and communication tools.	Lead the initiative to keep emergency equipment in prime condition, and motivate staff to be proactive in identifying and reporting any issues.
<b>Regulatory Compliance</b>	Ensure all practices are compliant with National Law and Regulations, and that documentation is ready for assessor review.	Demonstrate leadership by staying informed on regulatory changes, and guiding the team in maintaining compliance through best practices.
<b>Evaluation and Improvement</b>	Document and review emergency drills and incidents, making necessary adjustments to improve response strategies.	Lead the reflective practice by analysing the outcomes of drills and incidents, and collaborating with the team to implement improvements.

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

**Educational Leader**

<b>Aspect</b>	<b>Educational Leader's Management Role</b>	<b>Educational Leader's Leadership Role</b>
<b>Incident and Emergency Management Plans</b>	Support the development and review of incident and emergency management plans, ensuring they are educationally sound and age-appropriate.	Guide educators in embedding emergency management concepts into the curriculum, making sure they align with children's developmental needs.
<b>Emergency Procedures and Drills</b>	Assist in coordinating and overseeing the educational aspects of emergency drills, ensuring they are conducted in a manner that supports learning.	Lead the integration of emergency procedures into everyday teaching, encouraging educators to use drills as learning opportunities for children.
<b>Communication with Families</b>	Provide educational materials and resources to help families understand emergency procedures and how they relate to children's learning and safety.	Lead discussions with families on the importance of emergency preparedness in early childhood settings, reinforcing the educational value.
<b>Training and Staff Preparedness</b>	Ensure that educators are trained not just in procedures, but also in how to teach and reassure children during emergencies.	Lead professional development sessions focused on how to effectively communicate emergency procedures to children, fostering a calm learning environment.
<b>Emergency Equipment Management</b>	Collaborate with the Room Leader to ensure that emergency equipment is understood and used appropriately in the context of educational activities.	Inspire educators to include discussions about emergency equipment in the curriculum, helping children understand its purpose and importance.
<b>Regulatory Compliance</b>	Ensure that all educational practices related to emergency management are aligned with regulatory requirements and best practices.	Lead by staying informed about educational implications of regulatory changes, and guiding the team in adapting practices to meet these standards.
<b>Evaluation and Improvement</b>	Assist in reviewing the effectiveness of emergency management practices from an educational perspective, ensuring continuous improvement.	Lead reflective practices among educators, encouraging them to critically evaluate and improve how emergency preparedness is integrated into the learning environment.

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## Nominated Supervisor

Aspect	Nominated Supervisor's Management Role	Nominated Supervisor's Leadership Role
<b>Incident and Emergency Management Plans</b>	Oversee the development, implementation, and regular review of comprehensive incident and emergency management plans for the entire service.	Lead the overall strategy for emergency management, ensuring that plans are robust, well-communicated, and integrated into the daily operations of the service.
<b>Emergency Procedures and Drills</b>	Ensure that emergency drills are scheduled and conducted regularly, involving all staff, children, and families as appropriate.	Champion a culture of preparedness by actively participating in drills, providing feedback, and encouraging continuous improvement in emergency practices.
<b>Communication with Families</b>	Establish clear communication channels to inform families about the service's emergency procedures and their roles during an emergency.	Lead efforts to build trust with families by being transparent about emergency protocols and seeking their input to enhance the service's emergency preparedness.
<b>Training and Staff Preparedness</b>	Ensure that all staff are adequately trained in emergency procedures and the use of emergency equipment, including during the induction process.	Lead by ensuring that training is ongoing and that all staff feel confident and competent in managing emergencies, fostering a proactive safety culture.
<b>Emergency Equipment Management</b>	Oversee the procurement, maintenance, and accessibility of all emergency equipment, ensuring it is functional and ready for use at all times.	Lead initiatives to regularly review and upgrade emergency equipment, ensuring that the service is always equipped with the best tools for safety.
<b>Regulatory Compliance</b>	Ensure the service is fully compliant with all relevant National Law and Regulations related to incident and emergency management.	Lead by staying informed of any changes in regulations and guiding the service in adapting to new requirements swiftly and effectively.
<b>Evaluation and Improvement</b>	Regularly review the effectiveness of emergency procedures and drills, using feedback from staff, children, and families to make improvements.	Lead reflective practices across the service, fostering a culture of continuous improvement in emergency management to ensure the highest standards of safety.

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