



## Natural Disaster/Major Weather Event Recovery Checklist

Wherever possible, My Place Family Day Care will work closely with educators who are in an affected area of a natural disaster/ major weather event, to manage the impacts and ensure they can continue providing care. **\*Note: This document must be sighted and acknowledged by your coordinator prior to providing care after a major weather event.**

### Is it safe to provide care at my service?

**Please consider-** Ensure that all hazards have been cleared, children's basic needs can be met, and the site is declared safe by emergency services if applicable. Before commencing clean-up efforts, survey the damage and assess if there is an increased risk of injury when performing duties not normally part of their daily routine (e.g. lifting during cleaning of debris).

Wear protective shoes and clothing (and face masks where needed), have a first aid kit handy and use mechanical assistance (e.g. trolleys) where possible and seek help. Ensure no one uses equipment they are not trained and competent to use.

### Are the premises, furniture and equipment safe, clean and in good repair? Yes or No

Please consider- Make a detailed assessment of whether the premises, appliances, furniture and equipment are safe, clean and in good repair. Is there any mould, water damage, exposed glass, sewerage, ashes/dust, chemical leakage, asbestos, or other hazard?

### Are there any electrical or plumbing issues that may require tradespeople? Yes or No

Ensure gas, electricity, water and sewerage have been checked by the relevant authority prior to using the facility if needed.

Do not use gas or electrical appliances which have been in flood water until checked by an authorised, competent person. Ensure telecommunications are connected and in working order.

**Are the outdoor areas safe?** (please answer yes or no, if any of the answers indicate the outdoor area is unsafe, then you'll need to complete the attached risk management and contact your Coordinator)

- Check if outdoor areas are contaminated or damaged. Are they accessible and usable? **Yes or No**

- Is the fencing compromised/damaged or unstable? **Yes or No**
- Check sandpits, shade sails and play equipment. Are they damaged or waterlogged? **Yes or No**
- Have outdoor areas taken on floodwater? (grounds must be dry before re-commencing care to prevent contamination) **Yes or No**
- Have all debris been removed? e.g. fallen branches, damaged materials and trees. **Yes or No**

Educator Name: \_\_\_\_\_ Educator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Coordinator Name: \_\_\_\_\_ Coordinator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Manager Name: \_\_\_\_\_ Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_