

Emergency Management Plan

for

Fairy Hills Kindergarten

Service Manager	Kerry Benton
Address	7 Thyer Rd, East Ivanhoe
Is the service on the Bushfire At-Risk Register (BARR) – Centre-based services only	NO
Is the service a designated Neighbourhood Safer Place	NO
Fire District	CENTRAL (Banyule City)
Is the service/school on the Bushfire- At-Risk Register?	Yes
Issue Date	DECEMBER 2013 Previous (AP) prior 2016
Last Review Date	February 2017
Next Review Date	February 2018

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1. Purpose

The purpose of this Emergency Management Plan (EMP) is to provide details of how Fairy Hills Kindergarten will prepare for and respond to emergency situations.

2. Scope

This EMP applies to all educators, staff, children, visitors, contractors and volunteers at Fairy Hills Kindergarten.

3. Distribution

A copy of our plan has been distributed to:

Name	Title/Organisation	Date	Email
Kerry Benton	DIRECTOR – Fairy Hills Kindergarten	February 2017	Fairy.hills.kin@kindergarten.vic.gov.au
Jenny Mulholland	PRESIDENT – Parent Committee, Fairy Hills Kindergarten	February 2017	president@fairyhills.com.au
Eastern Metropolitan AREA	QARD – Glen Waverley	February 2017	emr.qard@edumail.vic.gov.au
STAFF : Leah Tsomos Emma Roberts Hannah Bowen Brianna Roberts Elizabeth Guest Bianca Wootton Gena Bruce Clare O’Halloran Annie Mateo	Fairy Hills Kindergarten	February 2017	Fairy.hills.kin@kindergarten.vic.gov.au

Service Profile

SERVICE PROFILE SUMMARY	
Name of service: FAIRY HILLS KINDERGARTEN	Hours of Operation: 8:00am – 4:30pm (Monday-Friday)
Service Address: 7 THYER RD, EAST IVANHOE	Numbers
	Children: Capacity – 132 places At a time - Up to 44
	Children/staff with physical disabilities: 1 – Moon Group
Service Phone: 9499 5429	Staff (9): Kerry Benton – Teacher (Moon) Leah Tsomos– Teacher (Sun) Emma Roberts– Teacher (Comet), (Earth F & After care T & F) Elizabeth Guest Moon Group educator (M, W & F) Hannah Bowen – 4 y/o educator Comet Group Educator (M & W) Brianna Roberts – 3yr old educator (F) After Care educator – (T&F) Lunch cover – (M & T) Gena Bruce (T & Th) 4 y/o educator Lunch cover (W) Sun group educator Bianca Wootton (T & TH) AGL Sky and Star Clare O'Halloran 3yr old educator (T & TH) Sky and Star educator Annie Mateo 4 yr old additional assistant (T & TH) Sun group
	Levels/floors: <i>Single level</i>
Email: fairy.hills.kin@kindergarten.vic.gov.au	Classrooms: 2 (<i>Room 1 & Room 2</i>)
<p style="text-align: center;">After hours' emergency contact: Name: Jenny Mulholland</p> <p>Phone: 0413986912</p>	

PART 1– EMERGENCY RESPONSE

In an Emergency	
<p><i>Call</i></p> <p>Police, Ambulance, Fire Services</p>	<p>000</p>
<p><i>For Advice call your</i></p> <p>Approved Provider/Licensee or Person with Management or Control/Licensee Representative</p>	<p><Insert your Approved Provider/Licensee or Person with Management or Control/Licensee Representative contact details here.</p>
<p><i>Convene your</i></p> <p>Incident Management Team</p>	

In Case of Emergency

Incident occurs	CALL	000
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Identify	<u>WHO</u>	<ul style="list-style-type: none"> ✓ The number and name/s of persons involved. ✓ Name of the person reporting the emergency/critical incident.
	<u>WHAT</u>	<ul style="list-style-type: none"> ✓ The nature of the emergency/critical incident.
	<u>WHEN</u>	<ul style="list-style-type: none"> ✓ The time you became aware of the emergency/critical incident.
	<u>WHERE</u>	<ul style="list-style-type: none"> ✓ The location of the emergency/critical incident and contact phone numbers if the emergency/critical incident is away from the children's service premises.

Report	<ul style="list-style-type: none"> ✓ Report serious incident to the Regulatory Authority in accordance with relevant regulatory requirements. ✓ Serious Incidents: Children's services operating under the National Quality Framework see http://www.education.vic.gov.au/Documents/childhood/providers/licensing/nfqseriousincid.pdf ✓ Serious Incidents: Children's services operating under the Victorian children's services legislation see http://www.education.vic.gov.au/Documents/childhood/providers/licensing/pracnotesserioussin.pdf
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1. Emergency contacts

5.1 Emergency services

In an emergency requiring **Police, Ambulance and MFB/CFA** attendance call **000**.

5.2 Our education and care service and/or children's service contacts

Key Roles	Name	Phone	Phone (After Hours)	Mobile
Approved Provider/Licensee or Person with Management or Control/Licensee Representative	Jenny Mulholland	0413986912		0413986912
Responsible Person/Primary Nominee	Kerry Benton	94995429		0424683376
First Aid Officer	All educators			
OHS Representative	Jenny Mulholland	0413986912		0413986912
Bulk Messaging System Operator (eg SMS)	Tina Donohue			

5.3 Key organisational/regional contacts

	Name	Phone	Mobile
Quality Assessment and Regulation Division (QARD) Area Team	Eastern Metropolitan Area	1300 651 940	N/A
Regional Department of Education and Training (DET) Manager, Operations and Emergency Management	North Eastern: Stuart Brian	8392 9579	427 398

5.4 Local/other organisations contacts

Group	Phone Number	
Police	Life-threatening or time critical emergency	000
	Non-life threatening incident	000
	Local Police Station	
Ambulance	000	
Fire Services Authority MFB/CFA	000	
State Emergency Service	132 500	

Hospital(s)	AUSTIN HOSPITAL (Heidelberg) 03 9496 5000
Gas (check for local number)	Contact Julie Limbarch A-S-K
Electricity (check for local number)	Contact Julie Limbarch A-S-K
Water Corporation (check for local number)	YARRA VALLEY WATER
Local Government	BANYULE CITY COUNCIL 9490 4222
Environment Protection Authority	9695 2722
WorkSafe Victoria	132 360
President FHK association Jenny Mulholland	0413986912
Department of Human Services- Child Protection (Regional Office)	1300 664 977 (North & Western - Banyule) 13 12 78 (After Hours)
Department of Human Services (Regional Office)	1300977679 High Street, Preston

BUILDING INFORMATION

Alarms

Type Location Shutoff Instructions

Fire None

Intrusion Inside front door

*****CURRENTLY INACTIVE Code: “3112” + “STAY” 5.5
Education and care services and children’s services notifying the
regulatory authority***

Telephones	
Location	Type
Office 1	Portable (Base & answering machine – White)
Office 2	Portable (white)
Playroom 1	Portable
Playroom 2	Portable

Utilities

Type	Location	Shut off Instructions
Gas / Propane	FRONT OF ORIGINAL BUILDING (pathway to left)	Tap
Water	YARRA VALLEY WATER 13 17 21	Side of Original Building (through latch gate) (Access via locked outside gate or through backyard)
Electricity	METER BOX FRONT OF ORIGINAL BUILDING (pathway to left, near 2 nd gate)	
Roof Access		
Location	Ladder hooks attached to roof outside Room 2	
Access	Attach suitable ladder	
On Site Hazards		
Hazard – e.g. chemical storage		Location
Cleaning product		Adult toilet front of building, top of cupboard
Diluted cleaning products		Stored room 1 and 2 bathroom on adult height shelf

5.6 Education and care services and children's services notifying the regulatory authority

Education and care services and children's services are reminded that they must report serious incidents to the relevant DET QARD Area Team in accordance with relevant regulatory requirements.

Service agreements also require approved providers or licensees to notify DET in the event of a serious incident.

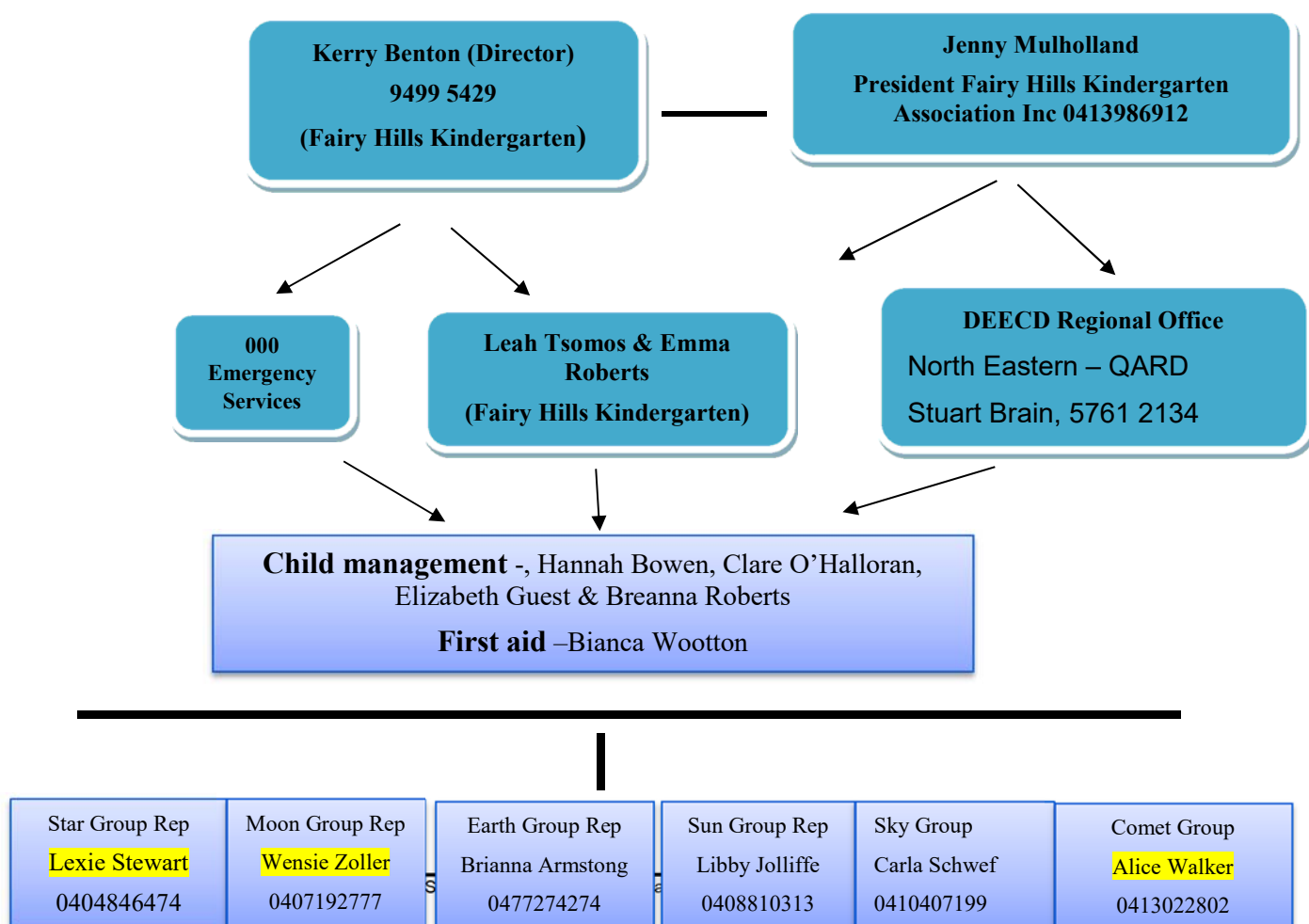
- Education and care services** operating under the National Quality Framework (NQF) refer to the fact sheet *Serious incidents and complaints* available at: www.education.vic.gov.au/childhood/providers/regulation/Pages/nqffactsheets.aspx
 Notifications of serious incidents, incidents and complaints must be submitted online via the National Quality Agenda IT System (NQA ITS) www.acecqa.gov.au/national-quality-agenda-it-system
- Children's services** operating under the *Children's Services Act 1996* (Children's Services Act) refer to the practice note *Serious incidents* available at: www.education.vic.gov.au/childhood/providers/regulation/Pages/vcspracnotes.aspx

Role	Name	Phone No. (Daytime)	Phone No. (Mobile)
Director/Teacher	Kerry Benton	(03) 9499 5429 (FHK)	
Early Childhood Teacher	Leah Tsomos	9499 5429 (FHK)	
Early Childhood	Emma Roberts	9499 5429 (FHK)	

Teacher			
Educator	Brianna Roberts	9499 5429 (FHK)	
Educator	Bianca Wootton	9499 5429 (FHK)	
Educator	Hannah Bowen	9499 5429 (FHK)	
Educator	Elizabeth Guest	9499 5429 (FHK)	
Educator	Gena Bruce	9499 5429 (FHK)	
Educator	Clare O'Halloran	9499 5429 (FHK)	
OHS Officer	Fairy Hills Kindergarten Association Inc	0413986912	
Service President/ Committee Chair/Board	Jenny Mulholland	0413986912	
Approved Provider/ Licensee	Fairy Hills Kindergarten Association Inc.	0413986912	

2. Incident Management Team responsibilities

6.1 Communication Tree



6.2 Incident Management Team contact details

IMT Role/Activities		Primary Contact		Back Up Contact
Chief Warden	Name	Kerry Benton	Name	Leah Tsomos
	Phone/Mobile	0424683376	Phone/Mobile	0404797012
Planning tasks will be performed by:	Name		Name	
	Phone/Mobile		Phone/Mobile	
Operations (Area Warden) tasks will be performed by:	Name		Name	
	Phone/Mobile		Phone/Mobile	
Communications tasks will be performed by:	Name		Name	
	Phone/Mobile		Phone/Mobile	
Logistics (Warden) tasks will be performed by:	Name		Name	
	Phone/Mobile		Phone/Mobile	
First Aid tasks will be performed by:	Name		Name	
	Phone/Mobile		Phone/Mobile	

7. Incident Management Team responsibilities

Chief Warden

Pre-emergency

- Maintain current contact details of IMT members.
- Ensure children/educators/staff with additional needs list and staff trained in first aid list are up to date.
- Conduct regular exercises/drills.
- Ensure our emergency response procedures are kept up to date.
- Ensure staff on the IMT are aware of their responsibilities.

During emergency

- Attend the emergency control point.
- Ascertain the nature and scope of the emergency.
- Ensure that the emergency services have been notified.
- Ensure the appropriate response has been actioned.
- Convene our IMT as required.
- Initiate evacuation of affected areas/lock-down/lock-out/shelter-in-place as required.
- Brief the incoming emergency services and respond to their requests.

Post- emergency

- When the incident is rendered safe or the emergency services return control, notify the IMT members to have staff and children return to normal operations.
- Organise debrief with the IMT and, where appropriate, with any attending emergency Service.
- Complete the Post Emergency Record.
- Education and care services and children's services are reminded that they must report serious incidents to the relevant DET QARD Area Team in accordance with relevant regulatory requirements. Service agreements also require approved providers or licensees to notify DET in the event of a serious incident.
 - Education and care services operating under the National Quality Framework (NQF) refer to the fact sheet *Serious incidents and complaints* available at: www.education.vic.gov.au/childhood/providers/regulation/Pages/nqffactsheets.aspx
 - Children's services operating under the *Children's Services Act 1996* (Children's Services Act) refer to the practice note *Serious incidents* available at: www.education.vic.gov.au/childhood/providers/regulation/Pages/vcspracnotes.aspx

Planning

Pre- emergency

- Assist the Chief Warden.
- Identify resources required.
- Participate in emergency exercises/drills.

During emergency

- Attend the emergency control point.
- Ascertain the nature and scope of the emergency.
- Report any changes in the situation to the Chief Warden.
- Act as directed by the Chief Warden.
- Plan for contingencies.

Post- emergency

- Collect and evaluate information relating to the emergency.
- Identify recovery needs and develop a recovery plan (if required).

Operations (Area Warden)

Pre- emergency

- Regularly check and report on deficiencies of emergency equipment and kits.
- Coordinate safety practices (for example, clear egress paths, access to first attack equipment such as fire extinguishers and disposal of rubbish) by Wardens throughout their areas.
- Participate in emergency exercises/drills.

During emergency

On hearing alarm or becoming aware of an emergency, the Operations Officer/Area Warden will:

- Attend the emergency control point.
- Communicate with the Chief Warden by whatever means available and act on instructions.
- Implement the emergency response procedure relevant to the floor or area and ensure that the Chief Warden is notified.
- Direct the Logistics Officer/Wardens to check the floor or area for any abnormal situation.
- Commence evacuation if the circumstances on their floor or area warrant this.
- Control the movement of people.
- Co-opt persons as required to assist the Logistics Officer (Warden/s) during an emergency.
- Confirm that the Logistics Officer's/Warden's activities have been completed and report this to the Chief Warden or a senior officer of the attending emergency services if the Chief Warden is not contactable.

Post emergency

- Compile report of the actions taken during the emergency for the debrief.

Communications

Pre- emergency

- Assist the Chief Warden.
- Attend training in the use of the service's communication system as appropriate.
- Maintain records and logbooks and make them available for emergency response.
- Ensure emergency and parent contact details are up to date.
- Participate in emergency exercises/drills.

During emergency

- Attend the emergency control point.
- Ascertain the nature and location of the emergency. Maintain up to date information.
- Confirm that emergency services have been notified.
- Notify appropriate IMT members.
- At the direction of the Chief Warden provide instruction and information to staff, children and parents as required.
- Keep a log of events that occurred during the emergency.
- Act as directed by the Chief Warden.

Post- emergency

- Collate logs of events completed by all IMT members during the emergency for the debrief and ensure they are secured for future reference.
- Contact parents as required.

Logistics (Warden)

Pre- emergency

- Ensure staff are aware of the emergency response procedures.
- Carry out safety practices (e.g. clear egress paths, access to first attack equipment, for example, fire extinguishers and disposal of rubbish).
- Participate in emergency exercises/drills.

During emergency

Persons selected to perform as Logistics Officer/Warden will carry out activities as set out in the emergency response procedures and as directed by the Operations Officer/Area Warden.

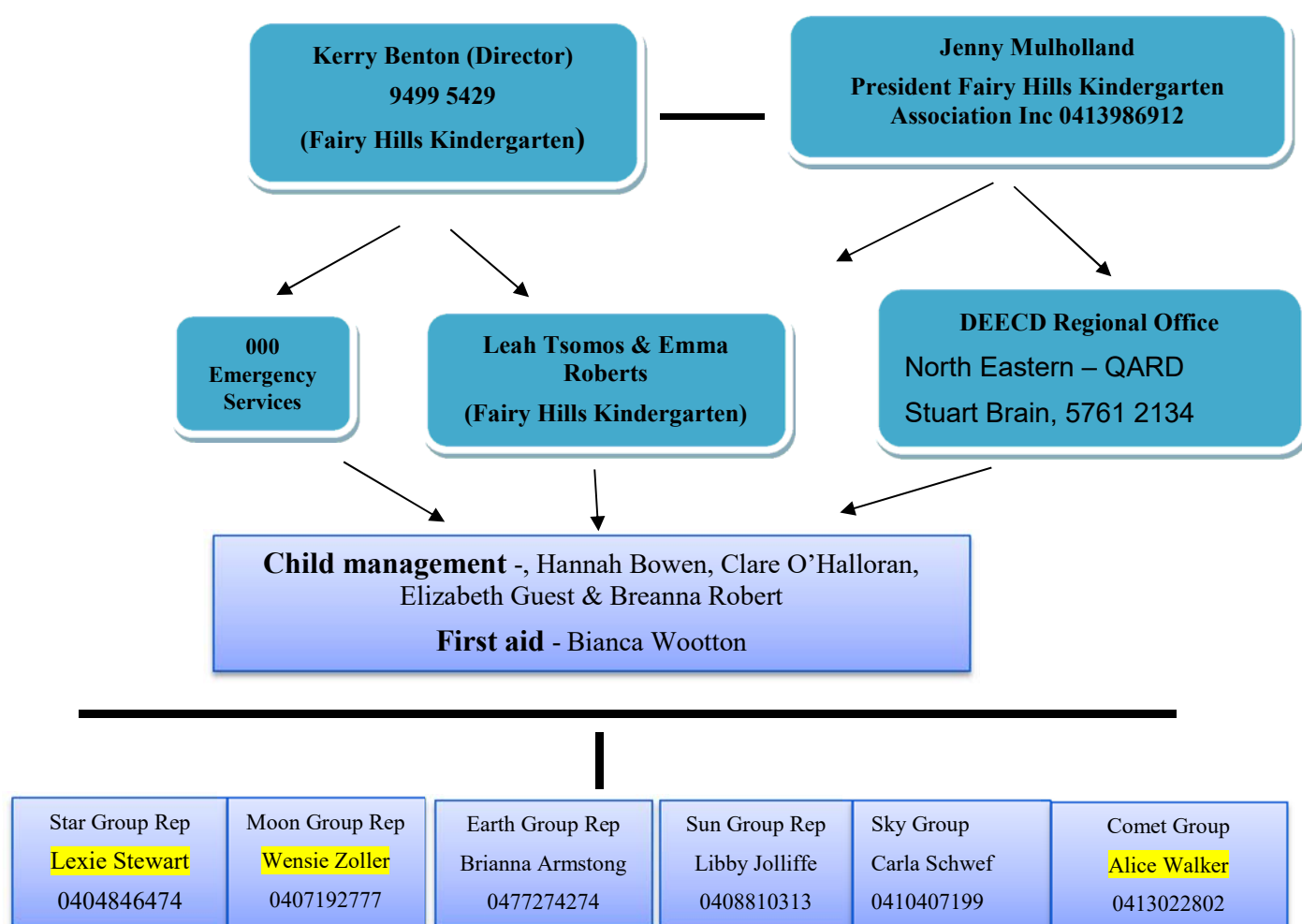
Activities may include the following:

- Attend the emergency control point.
- Operate the communication system in place.
- Check that any fire doors and smoke doors are properly closed.
- Close or open other doors in accordance with the emergency response procedures.
- Search the floor or area to ensure all people have evacuated. This function is of greater importance than a later physical count of those evacuated.
- Ensure orderly flow of people into protected area.
- Assist occupants with disabilities.
- Act as lead of groups moving to nominated assembly areas.
- Report status of required activities to the Operations Officer/ Area Warden on their completion.
- Act as directed by the Chief Warden.

Post- emergency

- Compile report of the actions taken during the emergency for the debrief.

3. Communication Tree



9. Staff trained in first aid

Note education and care services must comply with the requirements set out in regulation 136 (first aid qualifications) of the Education and Care Services National Regulations 2011 (National Regulations) and children’s services must comply with the requirements set out in regulation 63 (Staff members to have first aid and anaphylaxis management training) of the Children’s Services Regulations 2009.

Staff Member	Training	Date Qualified To
Kerry Benton	HLTAID004 - Provide an emergency first aid response in an education and care setting	11/02/18
Leah Tsomos	HLTAID004 - Provide an emergency first aid response in an education and care setting	11/02/18
Lyndy Drew	HLTAID004 - Provide an emergency first aid response in an education and care setting	11/02/18
Emma Roberts	HLTAID004 - Provide an emergency first aid response in an education and care setting	11/02/18
Hannah Bowen	HLTAID004 - Provide an emergency first aid response in an education and care setting	11/02/18
Gena Bruce	HLTAID004 - Provide an emergency first aid response in an education and care setting	11/02/18
Clare O’Halloran	TBA	

10. Emergency response procedures

10.1 On-site evacuation/relocation procedure

When it is unsafe for children, educators, staff and visitors to remain inside the facility's building the Chief Warden on-site will take charge and activate the IMT if necessary.

- **Call 000** and inform emergency services of the nature of the emergency.
- Determine which of your facility's pre-identified on-site evacuation points is most appropriate to use.
- Assemble children, educators, staff and visitors at your nominated on-site Point 1: Front gate Kindergarten
- Take the child attendance list, educator and staff attendance list, your Emergency Kit/First Aid Kit and this Plan.
- Once at the assembly point, check all children, educators, staff and visitors are accounted for.
- Ensure communications with emergency services is maintained.
- Wait for emergency services to arrive or provide further information.
- Confirm with emergency service personnel that it is safe to return to normal operations.
- Seek advice from your Approved Provider/Licensee or Person with Management or Control/Licensee Representative if required.
- Maintain a record of actions/decisions undertaken and times.
- Contact parents as required or as per service policy.

Actions after on-site evacuation/relocation procedure

- Ensure any children, educators, staff or visitors with medical or other needs are supported.
- Determine whether to activate your parent reunification process.
- Determine if there is any specific information educators, staff, children and visitors need to know (e.g. parent reunification process or areas of the facility to avoid).
- Print and issue pre-prepared parent letters as appropriate.
- Undertake operational debrief with educators, staff and Incident Management Team to identify any on-site evacuation and procedural changes that may be required.
- Complete your Post Emergency Record form (refer to Appendix 4 of the *Guide to Developing Your Emergency Management Plan*).
- Education and care services and children's services are reminded that they must report serious incidents to the relevant DET QARD Area Team in accordance with relevant regulatory requirements. This can be submitted on-line via the NQA IT portal. Service agreements also require approved providers or licensees to notify DET in the event of a serious incident.
 - Education and care services operating under the NQF refer to the fact sheet *Serious incidents and complaints* available at:
www.education.vic.gov.au/childhood/providers/regulation/Pages/nqffactsheets.aspx
 - Children's services operating under the Children's Services Act refer to the practice note *Serious incidents* available at:
www.education.vic.gov.au/childhood/providers/regulation/Pages/vcspracnotes.aspx

10.2 Off-site evacuation procedure

If it is unsafe for children, educators, staff and visitors to remain on the facility's grounds the Chief Warden on-site will take charge and activate the IMT if necessary.

- **Call 000** for emergency services and seek and follow advice.
- Determine which off-site assembly point you will evacuate children, educators, staff and visitors to.
- Assemble children, educators, staff, and visitors at your nominated on-site
Point 2: Post Box Waterdale Road
Point 3: Sparkes Reserve
- Take your emergency kit/first aid kit (including your children, educator and staff attendance lists and a copy of this EMP).
- Once at assembly point, check all children, educators, staff and visitors are accounted for.
- Ensure communications with emergency services is maintained.
- Wait for emergency services to arrive or provide further information.
- Confirm with emergency service personnel that it is safe to return to normal operations.
- Seek advice from your Approved Provider/Licensee or Person with Management or Control/Licensee Representative if required.
- Maintain a record of actions/decisions undertaken and times.
- Contact parents as required or as per service policy.

Actions after off-site evacuation procedure

- Ensure any children, staff or visitors with medical or other needs are supported.
- Determine whether to activate your parent reunification process.
- Determine if there is any specific information staff, children and visitors need to know (e.g. parent reunification process or areas of the facility to avoid).
- Print and issue pre-prepared parent letters as appropriate.
- Undertake operational debrief with staff and IMT to identify any off-site and procedural changes that may be required.
- Complete your Post Emergency Record form (refer to Appendix 4 of the *Guide to Developing Your Emergency Management Plan*).
- Education and care services and children's services are reminded that they must report serious incidents to the relevant DET QARD Area Team in accordance with relevant regulatory requirements. This can be submitted on-line via the NQA IT portal. Service agreements also require approved providers or licensees to notify DET in the event of a serious incident.
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 - Children's services operating under the Children's Services Act refer to the practice note *Serious incidents* available at:
www.education.vic.gov.au/childhood/providers/regulation/Pages/vcspracnotes.aspx

10.3 Lock-down procedure

When an external and immediate danger is identified and it is determined that the children should be secured inside the building for their own safety the Chief Warden on-site will take charge and activate the IMT if necessary.

- **Call 000** for emergency services and seek and follow advice.
- Initiate the lock-down and provide instructions to educators and staff, for example, close internal doors and windows, remain in classroom, sit below window level, or move into corridors.
- Check that all external doors (and windows if appropriate) are locked.
- If available, allocate educators/staff to be posted at locked doors to allow children, educators, staff and visitors to enter if locked out.
- Divert parents and returning groups from the facility if required.
- Ensure a telephone line is kept free.
- Keep public address system free.
- Keep main entrance as the only entry point. It must be constantly monitored and no unauthorised people allowed access.
- As appropriate, ascertain that all children, educators, staff and visitors are accounted for.
- If it is safe to do so, have an educator/staff member wait at the main entry to the facility to guide emergency services personnel.
- As appropriate, confirm with emergency services personnel that it is safe to return to normal operations.
- Seek advice from your Approved Provider/Licensee or Person with Management or Control/Licensee Representative if required.
- Maintain a record of actions/decisions undertaken and times.
- Contact parents as required or as per service policy.

Actions after lock-down procedure

- Ensure any children, educators, staff or visitors with medical or other needs are supported.
- Determine whether to activate your parent reunification process.
- Determine if there is any specific information educators, staff, children and visitors need to know (e.g. parent reunification process or areas of the facility to avoid).
- Print and issue pre-prepared parent letters as appropriate.
- Undertake operational debrief with educators and staff and IMT to identify any lock-down and procedural changes that may be required.
- Complete your Post Emergency Record form (refer to Appendix 4 of the *Guide to Developing Your Emergency Management Plan*).
- Education and care services and children's services are reminded that they must report serious incidents to the relevant DET QARD Area Team in accordance with relevant regulatory requirements. This can be submitted on-line via the NQA IT portal. Service agreements also require approved providers or licensees to notify DET in the event of a serious incident.
 - Education and care services operating under the NQF refer to the fact sheet *Serious incidents and complaints* available at:
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 - Children's services operating under the Children's Services Act refer to the practice note *Serious incidents* available at:
www.education.vic.gov.au/childhood/providers/regulation/Pages/vcspracnotes.aspx

10.4 Lock-out procedure

When an internal immediate danger is identified and it is determined that children should be excluded from buildings for their safety the Chief Warden on-site will take charge and activate the IMT if necessary.

- **Call 000** for emergency services and seek and follow advice.
- Announce lock-out with instructions about what is required. Instructions may include nominating staff to:
 - lock doors to prevent entry
 - check the premises for anyone left inside
 - obtain Emergency Kit
- Determine which of your facility's pre-identified on-site evacuation point/s is most appropriate to use.
- Assemble children, educators, staff, and visitors at your nominated on-site
Point 2: Post Box Waterdale Road
Point 3: Sparkes Reserve
- Check that children, educators, staff, and visitors are all accounted for.
- Where appropriate, confirm with emergency services personnel that it is safe to return to normal operations.
- Seek advice from your Approved Provider/Licensee or Person with Management or Control/Licensee Representative if required.
- Maintain a record of actions/decisions undertaken and times.
- Contact parents as required or as per service policy.

Actions after lock-out procedure

- Ensure any children, educators, staff or visitors with medical or other needs are supported.
- Determine whether to activate your parent reunification process.
- Determine if there is any specific information educators, staff, children and visitors need to know (e.g. parent reunification process or areas of the facility to avoid).
- Print and issue pre-prepared parent letters as appropriate.
- Undertake operational debrief with staff and IMT to identify any lock-out and procedural changes that may be required.
- Complete your Post Emergency Record form (refer to Appendix 4 of the *Guide to Developing Your Emergency Management Plan*).
- Education and care services and children's services are reminded that they must report serious incidents to the relevant DET QARD Area Team in accordance with relevant regulatory requirements. This can be submitted on-line via the NQA IT portal. Service agreements also require approved providers or licensees to notify DET in the event of a serious incident.
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 - Children's services operating under the Children's Services Act refer to the practice note *Serious incidents* available at:
www.education.vic.gov.au/childhood/providers/regulation/Pages/vcspracnotes.aspx

10.5 Shelter-in-place procedure

When an incident occurs outside the education and care service or children's service and emergency services or the Chief Warden determines the safest course of action is to keep children, educators and staff inside a designated building in the facility (as evacuation might reasonably expose people to a greater level of danger until the external event is handled), the Chief Warden on-site will take charge and activate the IMT if necessary.

- **Call 000** for emergency services and seek and follow advice.
- Chief Warden activates the IMT.
- Move all children, educators, staff and visitors to your pre-determined shelter-in-place location Room One (refer to Guide).
- Take your emergency kit/first aid kit (including your children and educator and staff attendance lists and a copy of this EMP).
- Check that all children, educators, staff and visitors are accounted for.
- Ensure communications with emergency services is maintained. Wait for emergency services to arrive or provide further information.
- Where appropriate, confirm with emergency services personnel that it is safe to return to
- Maintain a record of actions/decisions undertaken and times.
- Seek advice from your Approved Provider/Licensee or Person with Management or Control/Licensee Representative if required.
- Contact parents as required or as per service policy.

Actions after shelter-in-place procedure

- Ensure any children, educators, staff or visitors with medical or other needs are supported.
- Determine whether to activate your parent reunification process.
- Determine if there is any specific information educators, staff, children and visitors need to know (e.g. parent reunification process or areas of the facility to avoid).
- Print and issue pre-prepared parent letters as appropriate.
- Undertake operational debrief with staff and IMT to identify any shelter-in-place and procedural changes that may be required.
- Complete your Post Emergency Record form (refer to Appendix 4 of the *Guide to Developing Your Emergency Management Plan*).
- Education and care services and children's services are reminded that they must report serious incidents to the relevant DET QARD Area Team in accordance with relevant regulatory requirements. This can be submitted on-line via the NQA IT portal. Service agreements also require approved providers or licensees to notify DET in the event of a serious incident.
 - Education and care services operating under the NQF refer to the fact sheet *Serious incidents and complaints* available at:
www.education.vic.gov.au/childhood/providers/regulation/Pages/nqffactsheets.aspx
 - Children's services operating under the Children's Services Act refer to the practice note *Serious incidents* available at:
www.education.vic.gov.au/childhood/providers/regulation/Pages/vcspracnotes.aspx

11. Response procedures for specific emergencies

11.1 Building Fire

- Call **000** for emergency services and seek and follow advice.
- Activate the fire alarm.
- If appropriate, follow the procedure for **on-site evacuation**.
- Report the emergency immediately to the Chief Warden who will convene your IMT if necessary.
- Remain calm and activate the fire alarm.
- Extinguish the fire (**only if safe to do so**).
- Determine which of your facility's pre-identified on-site evacuation point/s is most appropriate to use.
- Assemble children, educators, staff and visitors at your nominated on-site
 - Point 1: Front gate Kindergarten
 - Evacuate to the Front gate of Kindergarten closing all doors and windows.
 - Check that all areas have been cleared and notify the Chief Warden.
 - Check that all children, educators, staff, visitors and contractors are accounted for.
 - Seek advice from your Approved Provider/Licensee or Person with Management or Control/Licensee Representative if required.
 - Contact parents as required or as per service policy.
 - Education and care services and children's services are reminded that they must report serious incidents to the relevant DET QARD Area Team in accordance with relevant regulatory requirements. This can be submitted on-line via the NQA IT portal. Service agreements also require approved providers or licensees to notify DET in the event of a serious incident.
 - Education and care services operating under the NQF refer to the fact sheet *Serious incidents and complaints* available at:
www.education.vic.gov.au/childhood/providers/regulation/Pages/nqffactsheets.aspx
 - Children's services operating under the Children's Services Act refer to the practice note *Serious incidents* available at:
www.education.vic.gov.au/childhood/providers/regulation/Pages/vcspracnotes.aspx

11.2 Bushfire

- Call **000** for emergency services and seek and follow advice.
- Report the emergency immediately to the Chief Warden who will convene your IMT if necessary.
- Determine appropriate response strategy (evacuate or shelter-in-place) in consultation with emergency services, if possible.
- If evacuation is required and time permits before you leave:
 - Make sure you close all doors and windows
 - Turn off power and gas.
- Check that all children, educators, staff and visitors contractors are accounted for.
- Listen to TV or local radio on battery-powered sets for bushfire/weather warnings and advice.
- Ensure staff and children do not hinder emergency services or put themselves at risk by going near damaged buildings or trees.
- Seek advice from your Approved Provider/Licensee or Person with Management or Control/Licensee Representative if required.
- Contact parents as required or as per service policy.
- Education and care services and children's services are reminded that they must report serious incidents to the relevant DET QARD Area Team in accordance with

relevant regulatory requirements. This can be submitted on-line via the NQA IT portal. Service agreements also require approved providers or licensees to notify DET in the event of a serious incident.

- Education and care services operating under the NQF refer to the fact sheet *Serious incidents and complaints* available at:
www.education.vic.gov.au/childhood/providers/regulation/Pages/nqffactsheets.aspx
- Children's services operating under the Children's Services Act refer to the practice note *Serious incidents* available at:
www.education.vic.gov.au/childhood/providers/regulation/Pages/vcspracnotes.aspx

More information about managing bushfire risks in education and care services is available in the fact sheet *Managing bushfire risks in centre-based services* available at:
www.education.vic.gov.au/childhood/providers/regulation/Pages/nqffactsheets.aspx

11.3 Major external emissions/spill (includes gas leaks)

- Call **000** for emergency services and seek and follow advice.
- Report the emergency immediately to the Chief Warden who will convene your IMT if necessary.
- Turn off gas supply.
- If the gas leak is on-site, notify your gas provider.
- Determine which of your facility's pre-identified on-site evacuation points is most appropriate to use.
- If safe to do so, evacuate educators, staff, children, visitors and contractors to
Point 1: Front gate Kindergarten
Point 2: Post Box Waterdale Road
Point 3: Sparkes Reserve
Check children, educators, staff, visitors and contractors are accounted for.
- Seek advice from your Approved Provider/Licensee or Person with Management or Control/Licensee Representative or if required.
- Await 'all clear' advice from emergency services or further advice before resuming normal service activities.
- Contact parents as required or as per service policy.
- Education and care services and children's services are reminded that they must report serious incidents to the relevant DET QARD Area Team in accordance with relevant regulatory requirements. This can be submitted on-line via the NQA IT portal. Service agreements also require approved providers or licensees to notify DET in the event of a serious incident.
 - Education and care services operating under the NQF refer to the fact sheet *Serious incidents and complaints* available at:
www.education.vic.gov.au/childhood/providers/regulation/Pages/nqffactsheets.aspx
 - Children's services operating under the Children's Services Act refer to the practice note *Serious incidents* available at:
www.education.vic.gov.au/childhood/providers/regulation/Pages/vcspracnotes.aspx
- One access point in and out of the kindergarten
- High embankments at the rear and to the right of the kindergarten making use as an evacuation route dangerous for all concerned.
- The Boulevard is a high foliage well established vegetation road and is the main arterial road in and out of the kindergarten.

11.4 Intruder

- Call 000 for emergency services and seek and follow advice.
- Report the emergency immediately to the Chief Warden.
- Do not do or say anything to the person to encourage irrational behaviour.
- Initiate action to restrict entry to the building if possible and confine or isolate the threat from building occupants.
- Determine whether **evacuation, lock-down or shelter-in-place** is required in consultation with police where possible. Evacuation only should be considered if safe to do so.
- Seek advice from your Approved Provider/Licensee or Person with Management or Control/Licensee Representative if required.
- Contact parents as required.
- Education and care services and children's services are reminded that they must report serious incidents to the relevant DET QARD Area Team in accordance with relevant regulatory requirements. This can be submitted on-line via the NQA IT portal. Service agreements also require approved providers or licensees to notify DET in the event of a serious incident.
 - Education and care services operating under the NQF refer to the fact sheet *Serious incidents and complaints* available at: www.education.vic.gov.au/childhood/providers/regulation/Pages/nqffactsheets.aspx
 - Children's services operating under the Children's Services Act refer to the practice note *Serious incidents* available at: www.education.vic.gov.au/childhood/providers/regulation/Pages/vcspracnotes.aspx
- A coded keypad entry system to be installed to the main entrance of the kindergarten prior to commencement of term 2 2017. The codes will be changed on a 6 monthly basis to ensure safety is maintained.

11.1. Bomb/substance threat

11.5.1 If a suspicious object is found or the threat identifies the location of a bomb

Immediate response

- Immediately clear and cordon off the area in the vicinity of the object.
- Call **000** for police and seek and follow advice.
- Report the threat to the Chief Warden/person with management or control who will coordinate the emergency response until police arrive.
- Do not approach, touch, tilt or tamper with the object.
-

Evacuation

- Evacuate the facility and:
 - Ensure children, educators and staff are not directed past the object
 - Alert any other services co-located at the facility site
 - Check that all children, educators, staff and visitors are accounted for
 - Restrict all access to the site and ensure there are no barriers inhibiting access by emergency police
 - Point 1: Front gate Kindergarten
 - Point 2: Post Box Waterdale Road
 - Point 3: Sparkes Reserve

Communication

- Provide police with details of the situation and actions you have taken and intend to take. Follow any advice provided by police.
- Contact parents when evacuation is complete and it is safe to do so.

- Notify your approved provider/licensee or licensee representative and seek advice if necessary.
- Await 'all clear' advice from police before returning to buildings to resume normal activities.
- Education and care services and children's services are reminded that they must report serious incidents to the relevant DET QARD Area Team in accordance with the relevant regulatory requirements. This can be submitted on-line via the NQA IT portal. Service agreements also require approved providers or licensees to notify DET in the event of a serious incident.
 - Education and care services operating under the NQF, refer to the fact sheet Serious incidents and complaints available at: www.education.vic.gov.au/childhood/providers/regulation/Pages/nqffactsheets.aspx
 - Services operating under the *Children's Services Act 1996* refer to practice note Serious incidents available at: www.education.vic.gov.au/childhood/providers/regulation/Pages/vcspracnotes.aspx
- Tina Donohoue appointed as Communication officer for 2017, she will also be maintaining and accessing the kindergarten communication app TIQBIZ

11.5.2 If a bomb/substance threat is received by telephone

- **DO NOT HANG UP**
- Keep the person talking for as long as possible and obtain as much information as possible.
- Without alerting the caller, signal a co-worker to:
 - call 000 for emergency services on a separate phone
 - notify the Chief Warden/person with management or control.
- Fill out the bomb threat checklist provided on the next page to record the following details while you are on the phone to the caller. The checklist should be located with staff who normally answer in-coming phone calls. Listen carefully for a full description and take note of:
 - gender of caller
 - age of caller
 - accents or speech impediments
 - background noises
 - words/voices of people in the background (gender, age, accents, speech impediments)
 - key phrases used
 - whether the threat is automated/robotic/taped/recorded
- Ask the caller:
 - where exactly is the bomb/substance located?
 - what time will the bomb explode/the substance be released?
 - what will make the bomb explode/how will the substance be released?
 - what does the bomb look like?
 - what kind of device/substance is it?
 - who put the bomb/substance there? Why was it put there?
 - what kind of substance is it (gas, powder, liquid)? How much is there?
 - where are you? Where do you live?
 - what is your name? What are your contact details?
- Once the call is finished:
 - Immediately:
 - inform the Chief Warden/person with management or control if this has not yet been done
 - call 000 to report the threat to police if this has not yet been done – use a different telephone line or mobile phone

- clear and cordon off the area if the caller identified the location of the object. Do not approach, touch, tilt or tamper with the object.
- Implement evacuation and communication procedures as indicated in section 11.5.1 above
- Ensure all of the caller information has been written down and provided to police on arrival
- Notify your approved provider/licensee or licensee representative (Jenny Mulholland or Sarah O'Keeffe)

11.5.3 If a bomb/substance threat is received by mail

- Place the letter in a clear bag or sleeve and store in a secure place
- Avoid any further handling of the letter or envelope
- Call 000 for police and seek and follow advice
- Notify the Chief Warden/person with management or control
- If the letter identifies the location of a device, immediately clear and cordon off the nominated area. Do not approach, touch, tilt or tamper with the object.
- Implement evacuation and communication procedures as indicated in section 11.5.1 above.

11.5.4 If a bomb/substance threat is received electronically via email or website:

- **DO NOT DELETE THE MESSAGE**
- Call 000 for police and seek and follow advice
- Notify the Chief Warden/ person with management or control
- If the email identifies the location of a device, immediately clear and cordon off the area. Do not approach, touch, tilt or tamper with the object.
- Implement evacuation and communication procedures as indicated in section 11.5.1 above.

11.5.5 If you are at the immediate site of an explosion

- Direct educators and staff to shelter children under sturdy tables or desks if objects are falling around you.
- Implement evacuation and communication procedures as indicated in section 11.5.1 above. Do not retrieve personal belongings or make phone calls when evacuating.
- Help others to leave the area. Use stairs instead of elevators.
- Be aware of weakened floors and stairways and watch for falling debris.
- Once out of the affected building:
 - Move children away from windows and glass doors or other potentially hazardous areas
 - Use caution to avoid debris that could be hot or sharp
 - Call 000 for emergency services and seek and follow advice
 - Be aware of any potential secondary explosions
 - Limit use of phones as communications systems may become congested.
- Responsible person to notify Approved Provider for notifying all parents of children currently in attendance.

Bomb/Substance Phone Threat Checklist

This checklist should be distributed to all persons who regularly accept incoming telephone calls.

CALL TAKER	CALL TAKEN
Name: _____ Phone No. _____	Date of Call: _____ Name (of caller) if provided?? _____
Signature: _____	Call Start/End Time: _____
	Number Called: _____

BOMB THREAT QUESTIONS

When is the bomb going to explode?	
Where did you put the bomb?	
What does the bomb look like?	
What kind of bomb is it?	
What is in the bomb?	
When did you put it there?	
What will make the bomb explode?	
Did you place the bomb?	
Why did you put it there?	
What is your name?	
Where are you/what's your address?	
SUBSTANCE THREAT QUESTIONS	
What kind of substance is in it?	
When will the substance be released?	
Where is it?	
What does it look like?	
When did you put it there?	
How will the substance be released?	
Is the substance liquid, powder or gas?	
Did you put it there?	
Why did you put it there?	
What is your name?	
Where are you/what's your address?	

CALLER'S VOICE

Sex of caller		Estimated age	
Accent (specify)			
Speech impediments (specify)			
Voice (loud, soft, etc.)			
Speech (fast, slow etc.)			
Dictation (clear, muffled, etc.)			
Manner (calm, emotional, etc.)			
Did you recognise the voice?		If so, who do you think it was?	
Was the caller familiar with the area?			

THREAT LANGUAGE

THREAT LANGUAGE	BACKGROUND NOISE
Well spoken	Street noises
Incoherent	House noises
Irrational	Aircraft
Taped	Voices
Message read by caller	Music
Abusive	Machinery
Other:	Other:

EXACT WORDING OF THREAT

--

ACTIONS

Report call immediately to:		Phone Number	
Notes/Actions taken:			

11.6 Internal emission/spill

- Call **000** for emergency services and seek and follow advice.
- Report the emergency immediately to the Chief Warden who will convene your IMT if necessary.
- Move educators, staff and children away from the spill to a safe area and isolate the affected area.
- Seek advice in regards to clean up requirements, and if safe to do so, the spill can be cleaned up by educators/staff. Personal Protective Equipment should be worn as per the requirements of the Material Safety Data Sheet and Safety Work Procedure.
- Seek advice from your Approved Provider/Licensee or Person with Management or Control/Licensee Representative if required.
- Contact parents as required or as per service policy.
- Notify WorkSafe Victoria if required.
- Education and care services and children's services are reminded that they must report serious incidents to the relevant DET QARD Area Team in accordance with relevant regulatory requirements. This can be submitted on-line via the NQA IT portal. Service agreements also require approved providers or licensees to notify DET in the event of a serious incident.
 - Education and care services operating under the NQF refer to the fact sheet *Serious incidents and complaints* available at:
www.education.vic.gov.au/childhood/providers/regulation/Pages/nqffactsheets.aspx
 - Children's services operating under the Children's Services Act refer to the practice note *Serious incidents* available at:
www.education.vic.gov.au/childhood/providers/regulation/Pages/vcspracnotes.aspx

11.7 Severe weather event

- Call **000** if emergency services are needed and seek and follow advice.
- Before the storm, store or secure loose items external to the building, such as play equipment, furniture and rubbish bins.
- Secure windows (close curtains & blinds) and external doors. If necessary, tape windows and glass entrances. Utilise boards and sandbags if required.
- During a severe storm:
 - Remain in the building and keep away from windows
 - Restrict the use of telephone landlines to emergency calls only, particularly during a thunderstorm.
- Report any matter concerning the safety and wellbeing of children, educators, staff and visitors to the Chief Warden.
- Disconnect electrical equipment – cover and/or move this equipment away from windows.
- Listen to local radio or TV on battery-powered sets for weather warnings and advice.
- Seek advice from your Approved Provider/Licensee or Person with Management or Control/Licensee Representative if required.

After the severe weather event

- After storm passes, evaluate the need to evacuate if uncontrolled fires, gas leaks, or structural damage has occurred as a result of the storm.
- Contact parents as required.
- Education and care services and children's services are reminded that they must report serious incidents to the relevant DET QARD Area Team in accordance with relevant regulatory requirements. This can be submitted on-line via the NQA IT portal. Service agreements also require approved providers or licensees to notify DET in the event of a serious incident.

- Education and care services operating under the NQF refer to the fact sheet *Serious incidents and complaints* available at:
<http://www.education.vic.gov.au/childhood/providers/regulation/Pages/nqffactsheets.aspx>
- Children's services operating under the Children's Services Act refer to the practice note *Serious incidents* available at:
<http://www.education.vic.gov.au/childhood/providers/regulation/Pages/vcspracnotes.aspx>

11.8 Earthquake

- Call **000** if emergency services are needed and seek and follow advice.
- Seek advice from your Approved Provider/Licensee or Person with Management or Control/Licensee Representative or if required.

If outside

Instruct educators, staff and children to:

- Stay outside and move away from buildings, streetlights and utility wires.
- DROP, COVER and HOLD
 - DROP to the ground
 - Take COVER by covering your head and neck with their arms and hands
 - HOLD on until the shaking stops.

If inside

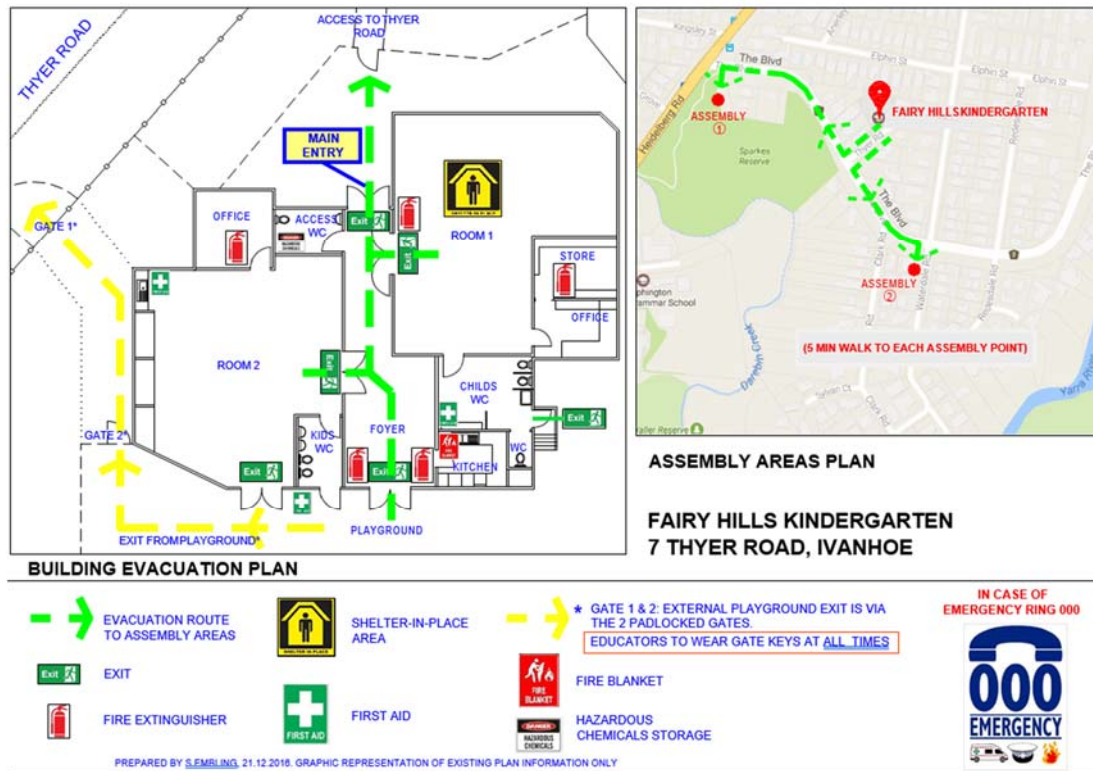
Instruct educators, staff and children to:

- Move away from windows, heavy objects, shelves etc.
- DROP, COVER and HOLD
 - DROP to the ground.
 - Take COVER by getting under a sturdy table or other piece of furniture or go into the corner of the building covering their faces and head in their arms.
 - HOLD on until the shaking stops.

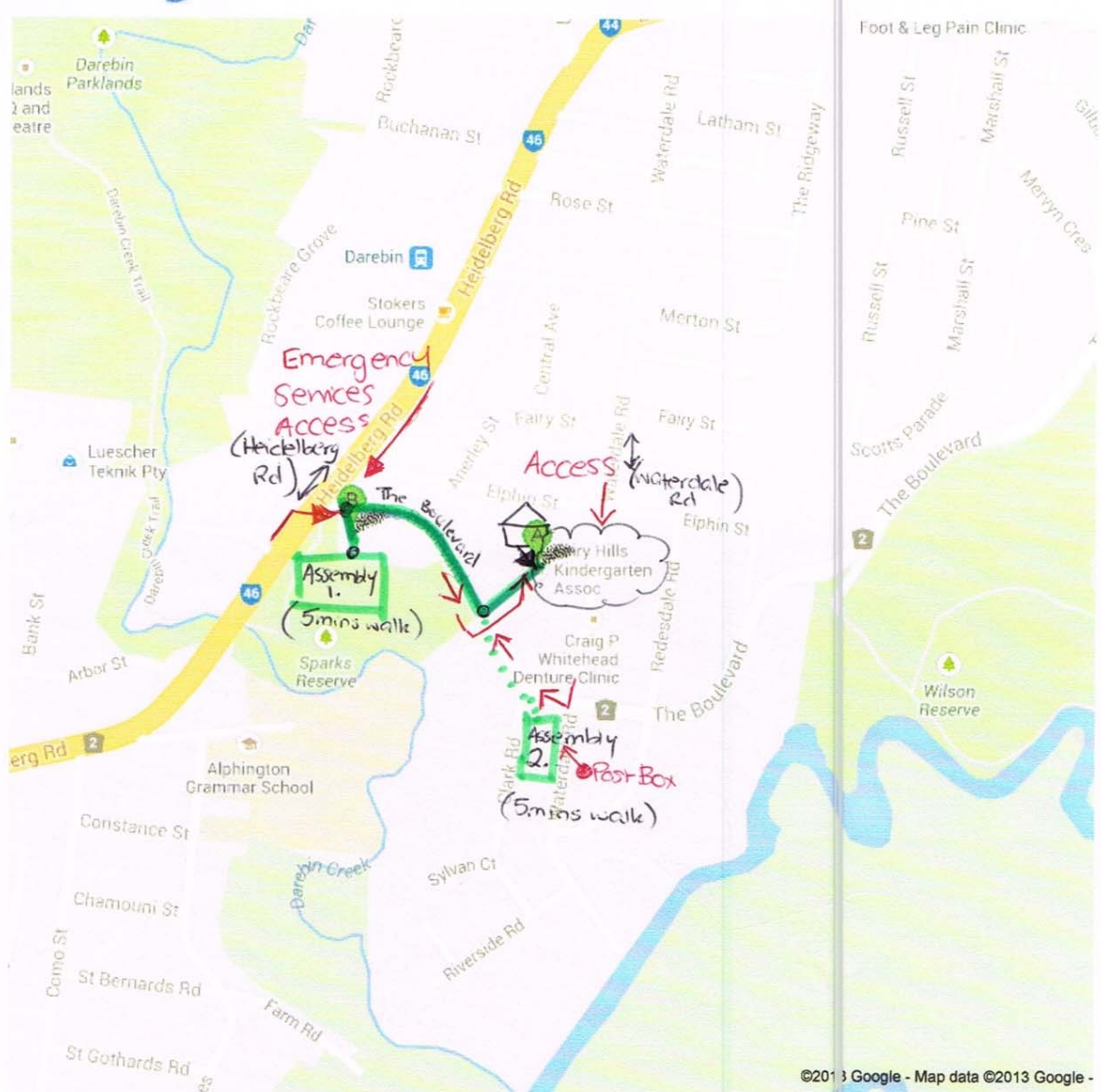
After the earthquake

- Evaluate the need to evacuate if there are uncontrolled fires, gas leaks or structural damage to the building you are in.
- If you evacuate, watch out for fallen trees, power lines, and stay clear of any structures that may collapse.
- Arrange medical assistance where required.
- Report any matter concerning the safety and wellbeing of children, staff and visitors to the Chief Warden.
- Contact parents as required.
- Tune in to ABC radio if you can and follow any emergency instructions.
- Education and care services and children's services are reminded that they must report serious incidents to the relevant DET QARD Area Team in accordance with relevant regulatory requirements. This can be submitted on-line via the NQA IT portal. Service agreements also require approved providers or licensees to notify DET in the event of a serious incident.
- Education and care services operating under the NQF refer to the fact sheet *Serious incidents and complaints* available at:
www.education.vic.gov.au/childhood/providers/regulation/Pages/nqffactsheets.aspx
- Children's services operating under the Children's Services Act refer to the practice note *Serious incidents* available at:
www.education.vic.gov.au/childhood/providers/regulation/Pages/vcspracnotes.aspx

11. Evacuation Diagram



13. Area Map for External Evacuation



14. Children and staff with special needs list

First name	Last Name	Staff or child?	Room / Area	Condition	Assistance Needed During an Emergency / Evacuation	Who Will be responsible ?
Caleb	Yates	Child	1	ASD	Yes	All educators
Joss	Atkinson-Smith	Child	1	ASD	Yes	All educators
Emma	Etheridge	Child	1	Asthma/Antibiotic allergy	No	N/A
Eva	Tzoros	Child	1	Nut allergy	No	N/A
Lucas	Borg	Child	1	GDD	Yes	All educators
Samuel	Holdaway	Child	1	Multiple food and chemical intolerances	No	N/A
Luke	Risk	Child	1	Cyst L Leg, L leg shorter than right	No	N/A
Caleb	Yates	Child	1	ASD	Yes	All educators
Joss	Atkinson-Smith	Child	1	ASD	Yes	All educators
Emma	Etheridge	Child	1	Asthma/Antibiotic allergy	No	N/A
Eva	Tzoros	Child	1	Nut allergy	No	N/A
Maxwell	Blizard	Child	2	Downs Syndrome, food intolerances	Yes	All educators
Anja	Armstrong	Child	2	Food intolerances	No	N/A
Amelie	Macklin	Child	2	Food intolerances	No	N/A
Stella	Marasco	Child	2	Eczema	No	N/A
Flynn	Powell	Child	2	Food sensitivities	No	N/A
Quinn	Toohey	Child	2	Sunscreen Sensitivity	No	N/A
Emma	Roberts	Adult	2	Anaphylaxis to bee stings	No	N/A

15. Emergency drills / training schedule - 2017

Quarter	Training Event	Person Responsible	Date(s) completed
Term 1	Incident Management Staff Discussion/Review – FIRE, Risks	Kerry Benton	Staff Meetings and inductions term 1 8/2/17
Term 1	Emergency evacuation on-site)	TEACHERS & Educators	See EMP Folder
	Incident Management Staff Discussion/Review – Lockdown & Shelter in Place evacuations	Kerry Benton	Staff meeting – see minutes
Term 2	Emergency evacuation on-site)	TEACHERS & Educators	See EMP Folder
	Incident Management Staff Discussion/Review – Bomb threats	Kerry Benton	Staff meeting – see minutes
Term 3	Emergency evacuation on-site)	TEACHERS & Educators	See EMP Folder
	Incident Management Staff Discussion/Review – FIRE	Kerry Benton	
Term 4	Emergency evacuation on-site)	TEACHERS & Educators	See EMP Folder

9. Risk Assessment

Identify Potential Threats/Hazards List the hazards that could cause injury/incident	Description of Risk	Current control measures implemented	Risk Rating			Risk Control Measures List the control measures required to eliminate or minimise the risk
			Consequence	Likelihood	Risk Level	
Bushfires & Grassfires	Risk of death/injury from burns or smoke inhalation. Risk of property damage or property loss. Risk of psychological injury.	<ul style="list-style-type: none"> • Liaise with council to determine potential controls e.g. clearing trees, building safety etc. • Ensure Emergency Management Plan is up-to-date including identification of evacuation points and plans. • Check CFA website, alerts during the bushfire season. • Practice and/or discuss emergency evacuation drills once a term with each group. 	Severe	unlikely	Medium	
Fire	Risk of injury from burns or smoke inhalation. Risk of property damage or property loss.	<ul style="list-style-type: none"> • Ensure fire services equipment (fire hose reels, fire extinguishers, fire blankets, hydrants) is tested and tagged as per Australian Standards. • Ensure all electrical equipment is tested and tagged as per Australian Standards and that frayed leads, damaged equipment etc are disposed of in an appropriate manner. • Practice and/or discuss emergency evacuation drills once a term with each group. 	Major	unlikely	Medium	

<i>Severe weather and storms</i>	Risk of roof down flooding Risk of injury. Risk of property damage.	<ul style="list-style-type: none"> • Ensure roofs/gutters/drains are clear. • Liaise with Banyule council to identify potential risks. • Ensure storm water drains are kept reasonably clear • Notify Banyule council or maintenance team of any trees that may need removing or roof problems 	Major	Possible	High	
<i>Flooding</i>	Risk of injury or drowning. Risk of property damage.	<ul style="list-style-type: none"> • Ensure EMP includes planning and response procedures for floods. • Liaise with Banyule council to identify potential risks. 	Major	Unlikely	Low	
<i>Intruders/personal threat</i>	Physical or psychological injury could occur to staff, children, visitors or contractors if threatened or physically assaulted by an intruder. There is a risk that property could be damaged.	<ul style="list-style-type: none"> • Ensure staff are aware of access from outside • Ensure any visitors/contractors sign in on arrival. 	Moderate	Possible	High	
<i>Earthquake</i>	Risk of injury. Risk of property damage or property loss.	<ul style="list-style-type: none"> • Ensure EMP is up-to-date. • Training to staff and children in emergency response procedures during an earthquake e.g. drop, cover and hold. • Ensure there is a business continuity plan in place. 	Major	Rare	Low	

<i>Bomb Threat</i>	Physical or psychological injury could occur to staff, children, visitors or contractors.	<ul style="list-style-type: none"> Practice and/or discuss emergency evacuation drills once a term with each group. 	Severe	Unlikely	Low	
<i>Pandemics and communicable diseases</i>	Risk of Health and/or Death (in extreme cases of a pandemic)	<ul style="list-style-type: none"> Ensure relevant staff are familiar with DET exclusions list Ensure basic hygiene measures are in place and posters are displayed for washing hands and nappy changing Ensure there is convenient access to water Ensure staff and children are educated about covering their cough to prevent the spread of germs 	Major	Possible	Extreme	
<i>Major Medical emergency</i>	There is a risk to health and possibly death.	<ul style="list-style-type: none"> First Aid training by all staff up-to-date. Staff are aware of emergency procedures. 	Major	Possible	High	
<i>Hazardous Substance Release: Inside and Outside Facility Grounds</i>	Exposure to certain liquids or gases may be hazardous to health.	<ul style="list-style-type: none"> Develop and implement safe work procedures for handling chemicals. Display Material Safety Data Sheets (MSDS) for all Dangerous Goods and Hazardous Substances on-site 	Minor	Unlikely	Medium	

Appendix A: Emergency Drill/Exercise ‘Observer’ Record

Item	Yes ✓	No ✓
Were emergency services briefed on exercise prior to exercise being started?		
Did the person discovering the emergency alert the other occupants?		
Was the alarm activated?		
Was the emergency service notified promptly?		
Did staff direct persons from the building/site per the evacuation procedures?		
Were isolated areas searched?		
Was the evacuation logical and methodical?		
Did someone take charge? If yes, who?		
Did occupants act as per instructions?		
Was a roll call conducted for:		
Children		
Staff		
Visitors (including contractors and volunteers)		
Was someone appointed to liaise with the emergency service/s?		
Was someone appointed to liaise with the parents/community?		
Was the emergency service given the correct information?		
Did anyone re-enter the premises before the “all clear” was given?		
Did anyone refuse to leave the building/site?		
Area of Emergency plan tested by current exercise:		

APPENDIX B: Emergency Kit Checklist

Our Emergency Kit Contains:	✓
Children's data and parent contact information (contained in EMP)	
Children, education and staff with additional needs list (contained in EMP) including any children's medications	
Enrolment records including authorisations and parent contact details	
Education/staff contact information	
Traffic/emergency safety vest and tabards	
Facility keys	
Standard portable First Aid Kit. Refer to First Aid Kits Contents Checklist	
A charged mobile phone and charger/s	
Torch with replacement batteries (or wind up torch)	
Whistle	
Portable battery powered radio	
Copy of facility site plan and EMP including evacuation routes	
Bottled water	
Portable non-perishable snacks such as sultanas, dried fruits and energy bars	
Sunscreen and spare sunhats	
Plastic garbage bags and ties	
Toiletry supplies	
Other	
Date Emergency Kit checked:	
Next check date:	

APPENDIX C: Post-emergency record

Facility	
Date	
Time Of Notification	
Name Of Person Taking The Call	
Position	
Name Of Person Reporting The Incident	
Contact Telephone Number	
Details	
Immediate Action	<p>Incident Controller notified: YES / NO Time _____</p> <p>Other staff notified: YES / NO Time _____</p> <p>Emergency Services notified: YES / NO Time _____</p> <p>Region notified: YES / NO Time _____</p>
Major Activities	
Issues	<p>Operational Debriefing Required: YES / NO Date/Time: _____</p> <p>Person Responsible to organise: _____</p> <p>Confirmation of Operational Briefing: Date/Time: _____</p> <p>Issues for Follow up action:</p>
Signature	
Date	

Appendix D: Influenza Pandemic Actions

For more detail, refer to DET Pandemic Incident Response Procedures

STAGE 1 PREPAREDNESS AND STAGE 2 STANDBY

Remain alert to the risks of an influenza pandemic; Prepare to commence enhanced arrangements and increased vigilance for case detection.

Response category	Actions	Comments
Emergency management plan preparation	<ul style="list-style-type: none">• In April, ensure emergency management plans (including emergency numbers and key contacts) are up to date and pandemic planning arrangements are included.• Ensure contact lists of staff, students, families, local services – Department of Health, Department of Human Services, Local Government Emergency Management Coordinators are up to date.• Ensure your call tree of key staff is circulated along with nominated school Incident Management Team members.• Prepare to enact pandemic response section of emergency management plan with stakeholders and prepare to activate Incident Management Team.• Identify minimum requirements and key staff for continued operations (including planning for the absence of the director).	
Hygiene measures	<ul style="list-style-type: none">• Promote basic hygiene measures .• Review cleaning procedures and determine whether frequency or other processes should change.• Communicate the risk of influenza and how to identify cases of possible influenza based on the current up to date case definition by the Chief Health Officer, Department of Health.	
Communications	<ul style="list-style-type: none">• In April, ensure hygiene information is displayed (refer to Staying Healthy in Childcare (2005)).	

	<ul style="list-style-type: none"> • In May, consider providing information sessions for staff and parents about: <ul style="list-style-type: none"> ○ pandemic influenza symptoms ○ preferred hygienic practices ○ vulnerable children. • Communicate status/situation, personal hygiene measures, containment measures (if necessary), availability of vaccinations etc to staff and parents/carers as appropriate (especially those people/families at a greater risk of infection). • School Nursing Program nurses may assist with information dissemination. • Direct any media queries to the DET media unit on 9637 2871. 	
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STAGE 3 RESPONSE

Pandemic declared. Minimise transmission, minimise mortality and morbidity, maintain essential services and inform, engage and empower the public.

Response Category	Proposed Actions	Comments
Emergency management plan enactment	<ul style="list-style-type: none"> • Enact emergency management plans where necessary. • Activate Incident Management Team. 	
Containment	<ul style="list-style-type: none"> • Follow the advice of the Department of Health and DET including service closures and exclusion periods for infectious diseases. • Identify a designated area to keep sick children quarantined from others until they can be taken home by parents. • Following any closures, notify: <ul style="list-style-type: none"> ○ The Quality Assessment and Regulation Division according to the requirements of the relevant legislative framework. Further information is available at www.education.vic.gov.au/childhood/providers/regulation 	

	<ul style="list-style-type: none"> • Inform carers of their obligations during closures. • School Nursing Program nurses may be asked to assist the Department of Health with the distribution of antiviral medication at the direction of the Regional Nurse Manager (based in regions). 	
Outbreak management	<ul style="list-style-type: none"> • Notify the Quality Assessment and Regulations Manager of a serious incident according to the requirements of the relevant legislative framework. Further information is available at www.education.vic.gov.au/childhood/providers/regulation. • <i>You will be advised of any additional reporting requirements by DET and/or the Department of Health.</i> 	
Management of workforce	<ul style="list-style-type: none"> • Encourage staff who develop flu-like symptoms during a pandemic to stay away until completely well. • Ensure staff who develop influenza-like illness to leave immediately and seek medical attention. 	
Service closures	<ul style="list-style-type: none"> • Contact the Quality Assessment and Regulations Manager regarding service closure policy. • Following any closures, notify: <ul style="list-style-type: none"> ◦ The Quality Assessment and Regulation Division according to the requirements of the relevant legislative framework. Further information is available at www.education.vic.gov.au/childhood/providers/regulation • Inform staff of their obligations during service closures. 	
Communications	<ul style="list-style-type: none"> • Follow the advice from the Department and distribute information about individual protective measures and cleaning procedures. • Communicate status/situation, personal hygiene measures, containment measures (if necessary), availability of vaccinations to staff and parents/carers as appropriate (especially those people/families at a greater risk of infection). • Communicate plans for closure if applicable and send letters to staff, parents and carers as appropriate. • Direct any media queries to the DET media unit on 9637 2871. 	

STAGE 4 STAND DOWN

Response Category	• Proposed Actions	Comments
Emergency management plan review	<ul style="list-style-type: none"> • Develop a recovery plan for return to normal operations which includes: <ul style="list-style-type: none"> ○ staff availability ○ procedures to re-open (if applicable) ○ provision of counselling (if required) ○ monitoring cumulative effects of pandemic and identifying and supporting those who may need assistance. • Incident controller to de-activate Incident Management Team and conduct final debrief(s). • Review effectiveness of Emergency Management Plans and update as appropriate – involve relevant staff and others eg school nurses. • Replenish personal protective equipment (if required). • Be aware that multiple waves of the virus may occur and that review and revision of the plan may be required between waves. 	
Communications	<ul style="list-style-type: none"> • Communicate status of situation to staff and parents/carers including supports that may be available. 	