



EMERGENCY AND EVACUATION POLICY

Mandatory – Quality Area 2

PURPOSE

This policy will provide a framework for:

- the development of specific emergency and evacuation procedures, practices and guidelines at Rowen Street Kindergarten Inc.
- being informed by a risk assessment that identifies potential emergencies at Rowen Street Kindergarten Inc.
- raising the awareness of everyone attending Rowen Street Kindergarten Inc. about potential emergency situations and appropriate responses.

POLICY STATEMENT

Values

Rowen Street Kindergarten Inc. is committed to:

- providing a safe environment for all children, staff and persons participating in programs at Rowen Street Kindergarten Inc.
- having a plan to manage emergency situations in a way that reduces risk to those present on the premises
- ensuring effective procedures are in place to manage emergency incidents at the service
- ensuring an appropriate response during and following emergency incidents to meet the needs of the children, their families, staff and others at the service
- informing parents/guardians how communication will be provided in a case of emergency

Scope

This policy applies to the approved provider, persons with management or control, nominated supervisor, persons in day-to-day charge, early childhood teachers, educators, other staff, students, volunteers, parents/guardians, children and others attending the programs and activities of Rowen Street Kindergarten Inc., including during offsite excursions and activities.

RESPONSIBILITIES	Approved provider and persons with management or control	Nominated supervisor and persons In day-to-day charge	Early childhood teachers, educators and all other staff	Parents/guardians	Contractors, volunteers and students
R indicates legislation requirement, and should not be deleted					
Ensuring the <i>Emergency and Evacuation Policy</i> and procedures are in place (Regulations 168) and available to all stakeholders (Regulations 171)	R	√			
Taking reasonable steps to ensure that nominated supervisors, early childhood teachers, educators, staff and volunteers follow the policy and procedures and are aware of their responsibilities (Regulations 170)	R	√			
Completing the DE Emergency Management Plan and attaching a copy to this policy	R	√	√		
Ensuring the service's emergency management contact details are up to date on NQA ITS online portal	R	√			
Identifying if the service is on the BARR (refer to Definitions)	R	√			
Conducting a risk assessment to identify potential emergencies that the service may encounter at least once every 12 months, or as soon as practicable after becoming aware of any circumstance that may affect the safe evacuation of children from the service (Regulation 97(2)) (refer to Sources) (Regulation 97(2))	R	√	√		
Conducting a risk assessment of emergency evacuation routes and assembly points	R	√	√		
Ensuring any necessary updates to the emergency and evacuation policies and procedures are implemented as soon as practicable after reviewing the risk assessment	R	√	√		√
Developing instructions for what must be done in the event of an emergency (Regulation 97(1)(a))	R	√	√		
Appointing an Incident Management Team (IMT) to oversee safety at the service in the event of an emergency	R				
Developing an emergency and evacuation floor plan (Regulation 97(1)(b))	R	√			
Ensuring that a copy of the emergency and evacuation floor plan and instructions are displayed in a prominent position near each exit at the service premises, and near each exit that forms part of the evacuation route out of the service (Regulation 97(4))	R	√	√		
Ensuring that the emergency and evacuation drills are rehearsed and documented at least once every 3 months by everyone attending the service. If the service has more than one emergency and evacuation procedure (evacuation and lockdown) all procedures must be rehearsed during such drills. (Regulation 97(3)(a))	R	√	√		
Ensuring that all staff, students, volunteers and visitors are aware of emergency evacuation points	R	√	√		
Ensuring up-to-date portable emergency contact lists are held in designated area (ie in red emergency case between 3yo and 4yo rooms) and that evacuation procedures state who will carry this list during evacuation	R	√	√		
Developing procedures that consider collecting children's medication and managing children's medical conditions	R	√	√		
Providing feedback regarding the effectiveness of emergency and	√	√	√	√	√

evacuation procedures to inform policy, procedures and manuals etc					
Testing alarms and communication systems regularly, such as on a monthly basis	R	√			
Ensuring that those working at, or attending the service, have access to a phone (or similar means) for immediate communication with parents/guardians and emergency services (<i>Regulation 98</i>), and that phone numbers of emergency services are displayed	R	√			
Identifying potential onsite hazards and taking action to manage and minimise risks	R	√	√		√
Ensuring all infrastructure and service equipment are regularly checked for condition and maintenance, including emergency exit lighting	R	√			
Ensuring the location of first aid kits, fire extinguishers and other emergency equipment are clearly signposted	R	√			
Ensuring all emergency equipment is maintained on a regular basis in accordance with requirements specified by regulations, such as the Australian Standards Building Code e.g. fire extinguishers, smoke detectors, evacuation kits, sprinkler systems and alarm or duress systems	R	√			
Providing a fully-equipped portable first aid kit	R	√			
Ensure that designated emergency exits/routes are kept clear at all times to ensure that everyone can exit safely in the event of an evacuation	R	√	√		√
Keeping lock-down areas in a state of readiness so they are safe for children, staff and visitors to use	√	√	√		√
Attending regular training to ensure that they are able to deal with emergency situations e.g. first aid (<i>Regulation 136</i>), emergency management and OHS training	R	R	√		√
Regularly reviewing, evaluating and updating emergency management plans, manuals and procedures (at least annually or following an emergency incident)	R	√	√		√
Developing procedures to debrief staff following emergency incidents	√	√			
Providing support to children before, during and after emergencies		√	√		√
Conducting checks of documentation and practices to ensure all requirements of this policy are being complied with	R	√	√		√
Informing the nominated supervisor or persons in day-to-day charge or, in their absence, the approved provider or person with management and control, about any serious incidents or notifiable incidents at the service			√		√
Notifying DE in writing within 24 hours of a serious incident, change of circumstance and/or complaints	R	√			
Completing the Incident, Injury, Trauma and Illness Record when required	R	√	√		√
Notifying DE within 7 days of an incident that required the service to be closed, or a circumstance that posed a significant risk to the health, safety or wellbeing of a child attending the service (<i>National Law: Section 174(2)(c); Regulations: 175(2)(b) & (c), 176</i>)	R	√			
Reporting notifiable incidents in the workplace to WorkSafe Victoria	R	√			
Where possible, engaging with Fire Rescue Victoria and/or Country Fire Authority regarding fire safety awareness and training for the service, including demonstrations of fire equipment, basic fire safety, smoke alarm, fire blankets and escape plans	R	√	√		
Identifying staff and children requiring additional assistance in the event of an emergency	√	√	√		√
Ensuring that emergency contact details are provided on each child's enrolment form and that these are kept up to date	R	R	√	√	
Ensuring that an attendance record is completed and maintained to account for all children attending the service (<i>Regulation 158</i>)	R	R	R	R	
Keeping a written record of all visitors to the service, including time of arrival and departure	R	R	√		
Ensuring all staff, parents/guardians, children, volunteers and students on placement understand the procedures to follow in the event of an emergency	R	R	√	√	√
Ensuring there are induction procedures in place to inform new staff, including casual or relief staff, of the emergency and evacuation policy	R	√			

and procedures					
Ensuring all staff, parents/guardians, children, volunteers, students on placement and others attending the service are accounted for in the event of an evacuation	R	√			
Developing procedures to deal with loss of critical functions, such as power/water shut off.	R	√			
Ensuring that children are adequately supervised at all times and protected from hazards and harm (<i>refer to Supervision of Children Policy</i>)	R	R	R		
Raising children’s awareness about potential emergency situations and appropriate responses.		√	√		√

Background and legislation

BACKGROUND

The Education and Care Services National Regulations 2011 define an emergency in relation to an education and care service as any situation or event that poses an imminent or severe risk to the persons at the service premises e.g., flood, fire or a situation that requires the service premises to be locked down.

Comprehensive emergency management includes prevention, preparedness, response and recovery. Services are required to have policies and procedures in place detailing what needs to be done in an emergency, including an emergency and evacuation floor plan. These policies and procedures must be based on a risk assessment that identifies potential emergencies relevant to the service (Regulation 97).

Policy and procedures should account for various emergency scenarios. These emergencies can encompass fires, smoke, personal injuries, threats, bomb threats, suspicious mail, biohazards, chemical spills, gas leaks, floods, and other natural disasters. In such situations, it may be necessary to evacuate or implement a lockdown. The policy and procedures must include comprehensive information to effectively handle all potential emergency situations within each specific service environment. Various emergency scenarios can entail varying levels of risk and demand different responses, depending on the location of the service. It is crucial to address these distinctions adequately in the policy and procedures. Every service is different, so it is not sufficient to apply generic policies and procedures to multiple services. You will need to contextualise your policies and procedures to your service’s operations and its unique context.

In addition to the Education and Care Services National Law and National Regulations, service jurisdiction may have legislation regulating building facility requirements, such as workplace, health and safety legislation, which should also be considered.

Early childhood services have a duty of care to all attending the facility including the children, staff, volunteers, students, visitors, and contractors. It is also a requirement under the Occupational Health and Safety Act 2004 that employers provide a healthy and safe environment for all persons who access the service’s facilities and/or programs.

All services in Victoria are required to have an Emergency Management Plan (EMP) as part of their everyday operations and are required to regularly rehearse their emergency and evacuation procedures. They must:

- Rehearse the procedures every 3 months and document it,
- Involve everyone present at the service at the time of the rehearsal. This includes all staff members, volunteers, children, and the responsible person who is present at the time of the rehearsal.

A copy of the service’s emergency and evacuation policy and procedures must be available for inspection at the service premises at all times or on request.

DE provides Emergency Management Plan Guidelines and an Emergency Management Plan

template to assist services to develop and review their EMP. All services must complete the required sections of the plan and lodge it with the relevant DET regional office. A copy should also be attached to this policy.

It is required in Element 2.2.2 of the National Quality Standard that your emergency and evacuation procedures are developed in conjunction with relevant authorities/experts.

LEGISLATION AND STANDARDS

Relevant legislation and standards include but are not limited to:

- Education and Care Services National Law Act 2010
- Education and Care Services National Regulations 2011 including Regulations 97, 98, 168(2)(e)
- National Quality Standard, including Quality Area 2: Children's Health and Safety
- Occupational Health and Safety Act 2004

The most current amendments to listed legislation can be found at:

- Victorian Legislation – Victorian Law Today: www.legislation.vic.gov.au
- Commonwealth Legislation – Federal Register of Legislation: www.legislation.gov.au

Definitions

The terms defined in this section relate specifically to this policy. For commonly used terms e.g. Approved Provider, Nominated Supervisor, Regulatory Authority etc. refer to the General Definitions.

Emergency drill/rehearsal: A process to rehearse anticipated emergency scenarios or events, designed to help clarify roles and responsibilities, provide training and verify the adequacy of the emergency response

Emergency Management Plan (EMP): A written set of instructions for the service to prepare for and respond to emergencies. A guide to preparing an emergency plan and an Emergency Management Plan template are available on the DE website

Emergency services: Includes ambulance, fire brigade, police and state emergency services -

Evacuation floor plan: An evacuation plan is used where it is deemed necessary to evacuate the immediate area or building to ensure the safety and wellbeing of children and adults. It may also have the name 'evacuation diagram'

Evacuation route: Continuous path of travel (including exits, public corridors and the like) from any part of a building to a safe place

Fire Rescue Victoria (FRV): (previously known as Metropolitan Fire Brigade) respond to fires, complex rescues, road crashes, emergency medical calls and hazardous chemical spills. The FRV aims to reduce the incidence and impact of fire and other emergencies on the community. This is achieved through the delivery of educational strategies that assist the community to become more self-reliant, including:

- delivering expert fire and rescue services to the community they serve
- driving systemic change to the built environment through reforms to building design, regulations and legislation, and
- educating the community through fire prevention programs that improve community safety and build resilience.

Fire safety adviser: A specified role in some jurisdictions. May coordinate fire safety management plans, fire and evacuation plans, procedures, review and practice, and give or arrange instruction to staff on evacuation and the operation of firefighting equipment.

Hazard: A source or situation with a potential for harm in terms of human injury or ill health, damage to property, damage to the environment or a combination of these.

Incident Management Team (IMT): Is the group of incident management personnel comprising of the incident controller and other personnel appointed to be responsible for the functions of operations, planning, and logistics.

Lock down: A security measure taken during an emergency to prevent people from leaving or entering a building or premises until the threat or risk has been resolved.

Lock in: A security measure taken during an emergency to prevent people from leaving a building or premises until the threat or risk has been resolved.

Lock out: A security measure taken during an emergency to prevent people from entering a building or premises until the threat or risk has been resolved.

Planned closure: services identified as being at high fire risk and on the DE's Bushfire At-Risk Register will close on days determined to have a fire danger rating of Code Red by the Emergency Management Commissioner. Where possible, four to seven days' notice of a planned closure will be provided. Services not on the Department's Bushfire At-Risk Register will remain open, unless directly threatened by fire or another emergency.

Risk assessment: A systematic process of evaluating the potential risks that may be involved in a projected activity or undertaking and determining suitable mitigations.

Risk management: A structured approach to managing uncertainty related to a threat; a sequence of activities including the identification, assessment and prioritisation of risks followed by co-ordinated and economical application of resources to minimise, monitor and control the probability and/or impact of those risks.

WorkSafe Victoria: The manager of Victoria's workplace safety system. WorkSafe Victoria:

- strives to prevent workplace injuries, illness and fatalities
- provides benefits to injured workers and helps them to return to work
- enforces Victoria's occupational health and safety laws
- provides reasonably priced workplace injury insurance for employers
- provides an emergency response service 24 hours per day.

Sources and related policies

Sources

- Community Early Learning Australia – CELA's Simple Guide to bushfire advice for children's services: www.cela.org.au/2020/12/04/bushfire-advice-2020
- Department of Education, Bushfire At-Risk Register: <https://www.education.vic.gov.au/about/programs/health/pages/bushfirerisk.aspx>
- Department of Education, Emergency Management Requirements: www.education.vic.gov.au/childhood/providers/regulation/Pages/emergencymanagementrequirements.aspx
- Department of Education, Risk Assessment Template: <https://www.education.vic.gov.au/Documents/childhood/providers/support/Risk-assessment-table.docx>
- Fire Rescue Victoria: www.frv.vic.gov.au
- Country Fire Authority: www.cfa.vic.gov.au
- State Emergency Service: www.ses.vic.gov.au
- WorkSafe Victoria: www.worksafe.vic.gov.au

Service policies

- Administration of First Aid
- Administration of Medication
- Child Safe Environment
- Enrolment and Orientation
- Excursions and Service Events
- Delivery and Collection of Children
- Incident, Injury, Trauma and Illness
- Occupational Health and Safety
- Staffing
- Supervision of Children

Evaluation

In order to assess whether the values and purposes of the policy have been achieved, the approved provider will:

- review the policy to determine whether it adequately addresses a range of potential emergency situations
- regularly seek feedback from everyone affected by the policy regarding its effectiveness particularly following an emergency
- review procedures, including evacuation procedures, to determine their effectiveness, including timing and processes
- use information gained from checks on documentation and practices and the Incident, Injury, Trauma and Illness Record to inform proposed changes to this policy
- revise the policy and procedures as part of the service's policy review cycle, or as required by legislation, research, policy and best practice
- consult with emergency services such as the FRV and CFA, to ensure the policy and procedures meet current best practices
- notifying all stakeholders affected by this policy at least 14 days before making any significant changes to this policy or its procedures, unless a lesser period is necessary due to risk (Regulation 172 (2)).

Attachments

- Rowen Street Kindergarten Inc. Emergency Management Plan

Authorisation

This policy was adopted by the Committee of Management of Rowen Street Kindergarten Inc. on 4 March 2024

Review date: MARCH 2025

Emergency Management Plan 2024-2025

Rowen Street Kindergarten



Physical Address	27 Rowen Street, Glen Iris 3146
Phone Number	(03) 9889 7996
Email Address	rowen.st.kin@kindergarten.vic.gov.au
DET Region	North Eastern
Bureau of Meteorology/Fire District	CENTRAL
Is the service on the Bushfire- At-Risk Register?	No
Service SE Number	SE-00002840
Provider Number	PR-1786
Approved Provider/Licensee Approving Plan	Rowen Street Kindergarten Inc
Date Plan Approved	2024
Next Plan Review Date	March 2025

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1. Purpose

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

2. Scope

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

3. Distribution

A copy of our plan has been distributed to:

Name	Position Title and Organisation Name	Date Sent	Email Address or Postal Address
Lauren Simpson	President RSK Committee of Management		rsk.president@gmail.com
Peter Rattray	Vice-President RSK Committee of Management		rsk.visepresident@gmail.com
Mohita Sahni	Secretary RSK Committee of Management		RowenSK.Secretary@gmail.com
Jo O'Connell	Treasurer RSK Committee of Management		RSK.Treasurer@gmail.com
Warrick Dunn	Maintenance RSK Committee of Management		rsk.maintenance@gmail.com
Boroondara Early Years	Boroondara Family Services		families@boroondara.vic.gov.au
And All other Committeee Members			
Tiffany Borg	Director Teacher – Ladybugs 4yo		rsk.tiffany@gmail.com
Judith Dean	Teacher – Dragonflies 4yo		rsk.judithd@gmail.com
Bec Green	Teacher – Butterflies 4yo & Beetles 3yo		rsk.becgreen@gmail.com

Katherine Carter	Teacher – Beetles 3yo		rsk.katherinec@gmail.com
All Co-Educators	(9 staff)		

PART 1– EMERGENCY RESPONSE

4. In case of emergency

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>Lauren Simpson 0456 006 200</p>
<p><i>Convene your</i> Incident Management Team</p>	

5. Emergency contacts

5.1 Emergency services

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

5.2 Our early childhood service contacts

Key Roles	Name	Phone	Phone (After Hours)	Mobile
Approved Provider/Licensee or Person with Management or Control/Licensee Representative	Lauren Simpson			0456 006 200
Responsible Person/Primary Nominee	Tiffany Borg			0403 057 184
First Aid Officer	Judith Dean Katherine Carter Bec Green	9889 7996		
OHS Representative	Will Grainger			0400 510 150
Bulk Messaging System Operator (eg SMS)	Lauren Simpson			0456 006 200
<Add contacts as required>				
<Add contacts as required>				
<Add contacts as required>				

5.3 Key organisational and DET regional contacts

	Name	Phone	Mobile
Quality Assessment and Regulation Division (QARD) Area Team	<Delete the QARD Area Team contacts that are not relevant to your facility's location>		
	Loddon Mallee Area	5440 3111	
	Northern Metropolitan Area	8397 0372	
	Gippsland Area	5127 0400	
	Southern Metropolitan Area	8765 5787	
	Eastern Metropolitan Area	1300 651 940	
	Hume Area	8392 9500	
	Barwon South West Area	5225 1001	
	Grampians Area	5337 8444	
	Western Metropolitan Area	8397 0246	
Regional Department of Education and Training (DET) Manager, Operations and Emergency Management	<Delete the three regional contacts that are not relevant to your facility's location>		
	South Western: Andrea Cox	5337 8429	0407 861 841
	North Western: John Brownstein	5440 3175	0418 509 953
	North Eastern: Therese Carroll	8392 9336	0448 284 749
	South Eastern: Kylie Kaye	8765 5745	0437 313 479
	<Add contacts as required>		
<Add contacts as required>			

<Add contacts as required>

Early childhood 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:
http://www.education.vic.gov.au/childhood/providers/regulation/Pages/incidents_complaints.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

5.4 Local/other organisations contacts

	Phone
Police Station	000
	Ashburton - 9885 0522
	Camberwell - 9882 0688
Hospital/s	RCH - 9345 5522
	Box Hill – 9895 3333
	Monash – 9594 6666
Gas	Origin - 132691
Electricity	Momentum Energy - 132099
Water Corporation	Yarra Water – 132 762
Facility Plumber	Contact maintenance Warrick Dunn 0412 388 942
Facility Electrician	Contact maintenance as above
Local Government	Boroondara - 9728 4444
SES (flood, storm and earthquake)	13 25 00
WorkSafe Victoria	1800 136 089
Environment Protection Authority	9659 2722

Child First	1300 762 125 24 Hour Service – 131 278
The Orange Door	1800 354 322
Child Protection	1300 360 391

5.5 Bus emergency contacts

Bus-emergency-contacts N/A			
Bus Route Name and Number	Bus Company	Contact Name	Phone/Mobile

6. Incident Management Team

6.1 Incident Management Team (IMT) structure

Insert your Incident Management Team Structure here. Refer to the Incident Management Team section of the Guide for assistance. To access a tutorial on how to create your Incident Management Team structure go to <http://www.education.vic.gov.au/about/programs/health/Pages/emptutorials.aspx>

6.2 Incident Management Team contact details

IMT Role/Activities		Primary Contact		Back Up Contact
Chief Warden/ Early Childhood Commander	Name	Tiffany Borg	Name	Judith Dean
	Phone/Mobile	9889 7996	Phone/Mobile	9889 7996
Planning tasks will be performed by:	Name	Tiffany Borg	Name	Katherine Carter
	Name	Judith Dean		Bec Green
Operations (Area Warden) tasks will be performed by:	Name	Banksia Room (4 year old) Tiffany Borg (Tues/Thurs) Judith Dean (Mon/Wed/Fri)	Name	Wattle Room (3 year old) Kathrine Carter (Tues/Thurs) Bec Green (Mon/Wed/Fri)
	Phone/Mobile	9889 7996	Phone/Mobile	9889 7996
Communications tasks will be performed by:	Name	Tiffany Borg	Name	Tiffany Borg
	Phone/Mobile		Phone/Mobile	
Logistics (Warden) tasks will be performed by:	Name	Tiffany Borg	Name	Tiffany Borg
	Phone/Mobile		Phone/Mobile	
First Aid tasks will be performed by:	Name	Judith Dean (Mon/Wed/Fri)	Name	Katherine Carter (Tues/Thurs)
	Phone/Mobile		Phone/Mobile	

7. Incident Management Team responsibilities

Chief Warden/Early Childhood Commander

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 and recovery 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.
- Ensure recovery activities are considered and implemented as required.
- Complete the Post Emergency Record.
- Early childhood 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/Early Childhood Commander.
- 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/Early Childhood Commander.
- Act as directed by the Chief Warden/Early Childhood Commander.
- 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

- Attend the emergency control point.
- Communicate with the Chief Warden/Early Childhood Commander 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/Early Childhood Commander is notified.
- Direct the Logistics Officer/Wardens to check the floor or area for any abnormal situation.
- Commence evacuation if the circumstances on the 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/Early Childhood Commander or a senior officer of the attending emergency services if the Chief Warden/Early Childhood Commander is not contactable.

Post emergency

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

Communications

Pre- emergency

- Assist the Chief Warden/Early Childhood Commander.
- 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/Early Childhood Commander provide instruction and information to staff, children and parents as required.
- At the direction of the Chief Warden/Education Commander provide instruction and information to the staff member responsible for bulk messaging as required.
- Keep a log of events that occurred during the emergency.
- Act as directed by the Chief Warden/Early Childhood Commander.

Post- emergency

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

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/Early Childhood Commander.

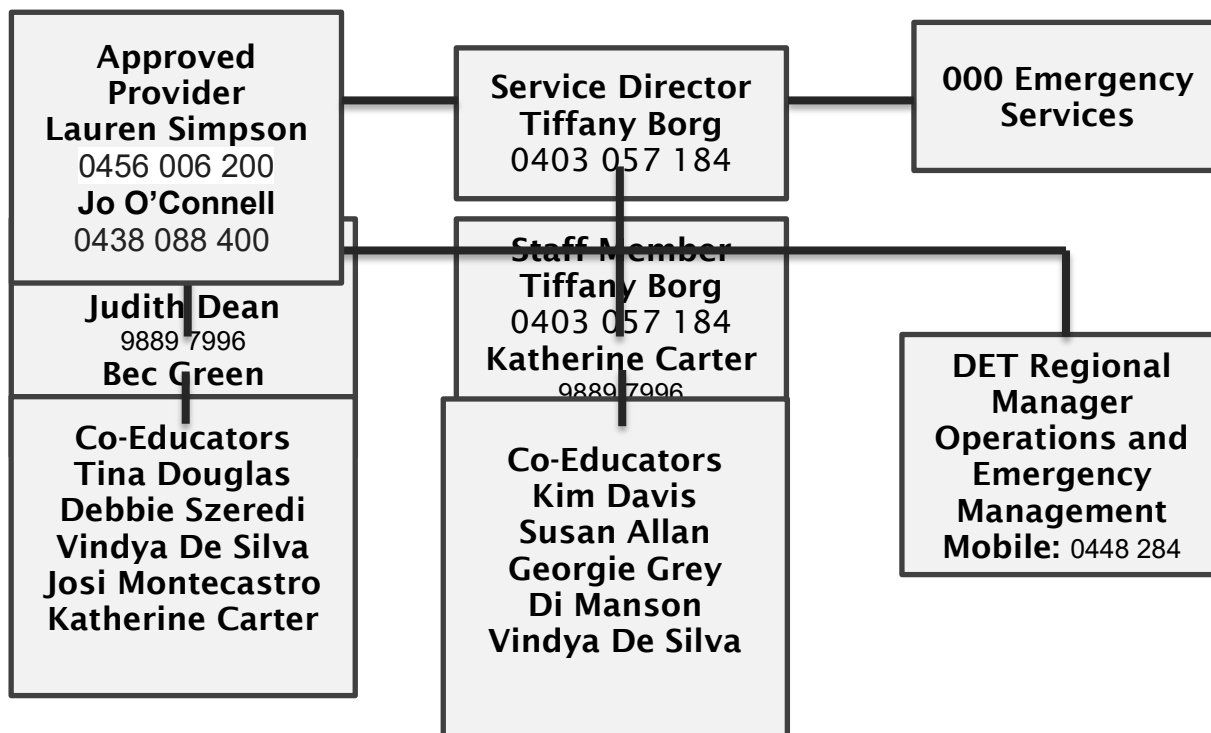
Post- emergency

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

8. Communication tree

Insert your communication tree here. Refer to the Communication Tree section of the Guide for assistance. To access an online tutorial on how to create a communication tree go to:

<http://www.education.vic.gov.au/about/programs/health/Pages/emptutorials.aspx>



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
TIFFANY BORG	HLTAID004	03/2025
DI MANSON	HLTAID004	07/2024
JUDITH DEAN	HLTAID004	03/2025
JOSI MONTECASTRO	HLTAID004	03/2025
SUSAN ALLAN	HLTAID004	03/2025
KIM DAVIS	HLTAID004	03/2025
GEORGINA GREY	HLTAID004	04/2025
KATHERINE CARTER	HLTAID004	03/2025

TINA DOUGLAS	HLTAID004	03/2025
VINDYA DE SILVA	HLTAID004	03/2025
DEBBIE SZEREDI	HLTAID004	03/2025
REBECCA GREEN	HLTAID004	01/2027

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, the Chief Warden/Early Childhood Commander 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 AT THE DOUBLE GATES BESIDE THE SHED AND BIG OAK TREE.
- Take the child attendance list, educator and staff attendance list, your Emergency Kit/First Aid Kit and a copy of this EMP.
- 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).
- Email families as required.
- 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/vcsp racnotes.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/Early Childhood Commander 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 off-site location **AT THE ROWEN STREET PARK OR VEARS ROAD PARK.**
- 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).
- Email families as required.
- 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.
 - 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/nqffact sheets.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/vcsp_racnotes.aspx

10.3 Lock-down procedure

When an external and immediate danger is identified and it is determined that the children should be kept securely inside the building the Chief Warden/Early Childhood Commander on-site will take charge and activate the IMT if necessary.

- **Call 000** for emergency services and seek and follow advice on a staff mobile phone.
- Initiate the lock-down and provide instructions to educators and staff, for example, close and lock internal doors, 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 main entrance as the only entry point. It must be constantly monitored and no unauthorised people allowed access. Activate front door override if necessary.
- 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).
- Email families as required.
- 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:
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/vcsp_racnotes.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/Early Childhood Commander 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 AT THE DOUBLE GATES BESIDE THE SHED AND BIG OAK TREE.
- 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).
- Email families as required
- 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.
 - 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/vcsp_racnotes.aspx

10.5 Shelter-in-place procedure

When an incident occurs outside the early childhood service and emergency services or the Chief Warden/Early Childhood Commander 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), the Chief Warden/Early Childhood Commander on-site will take charge and activate the IMT if necessary.

- **Call 000** for emergency services and seek and follow advice.
- Move all children, educators, staff and visitors to your pre-determined shelter-in-place location **WITHIN EACH ROOM AWAY FROM WINDOWS**
- 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).
- Email parents as required.

- 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/vcsp racnotes.aspx

11. Response procedures for specific emergencies

Please use this section to address any specific emergencies identified in your risk assessment. If the pre-populated emergencies below do not apply to your facility, please remove and replace with emergencies identified in your risk assessment.

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/Early Childhood Commander who will convene your IMT if necessary.
- 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 AT THE DOUBLE GATES BESIDE THE SHED AND BIG OAK TREE.
- Evacuate to the BIG OAK TREE closing all doors and windows.
- Check that all areas have been cleared and notify the Chief Warden/Early Childhood Commander.
- 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/vcsp_racnotes.aspx
- <As appropriate insert any additional mitigation steps relevant to your facility that you have identified in your risk assessment>

11.2 Bushfire

N/A

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/Early Childhood Commander who will convene your IMT if necessary.
- Turn off gas supply if possible.
- 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 THE ON-SITE LOCATION AT THE OAK TREE OR OFF SITE AT THE PARK This may be an off-site location.
- 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/nqffact sheets.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/vcsp racnotes.aspx
- <As appropriate insert any additional mitigation steps relevant to your facility that you have identified in your risk assessment>

11.4 Intruder

- Call 000 for emergency services and seek and follow advice.
- Report the emergency immediately to the Chief Warden/Early Childhood Commander.
- 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/vcsp_racnotes.aspx
- <As appropriate insert any additional mitigation steps relevant to your facility that you have identified in your risk assessment>

11.5 Bomb/substance threat

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/Early Childhood Commander.
- Do not approach, touch, tilt or tamper with the object.
- <As appropriate insert any additional mitigation steps relevant to your facility that you have identified in your risk assessment>

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 police or emergency services
 - <As appropriate insert any additional mitigation steps relevant to your facility that you have identified in your risk assessment>

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 NQAIT 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/nqffa-ctsheets.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/vcsp-racnotes.aspx
- <As appropriate insert any additional mitigation steps relevant to your facility that you have identified in your risk assessment>

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/Early Childhood Commander.
- 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/Early Childhood Commander 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
- <As appropriate insert any additional mitigation steps relevant to your facility that you have identified in your risk assessment>

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/Early Childhood Commander
- 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 the *Evacuation* section above.
- <As appropriate insert any additional mitigation steps relevant to your facility that you have identified in your risk assessment>

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/Early Childhood Commander
- 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 the *Evacuation* section above.
- <As appropriate insert any additional mitigation steps relevant to your facility that you have identified in your risk assessment>

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 the *Evacuation* section 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.

- <As appropriate insert any additional mitigation steps relevant to your facility that you have identified in your risk assessment>

TELEPHONE BOMB THREAT CHECKLIST
STAY CALM

March
2017

DATE CALL RECEIVED: / / **TIME OF CALL:** **TIME CALL ENDED:**

EXACT WORDING OF THREAT

.....
.....
.....
.....
.....

Could you identify the caller's phone number?

.....

DON'T HANG UP KEEP THE CALLER TALKING

ASK THE CALLER

When is the bomb going to explode?

.....

Where is the bomb?

.....
.....

What will make the bomb explode?

.....
.....

What kind of bomb is it?

.....
.....

What does the bomb look like?

.....
.....

Why did you place the bomb here?

.....

Where are you now?

.....
.....

What is your name?

.....
.....

What is your address?

.....
.....

When was the bomb placed here?

.....

.....

Who placed the bomb?

.....
.....

DON'T HANG UP (the call may be traceable if the phone line is kept open, even if the caller hangs up!)

CALL DETAILS (where possible to obtain)

Did you recognise the caller? **If so, who do you think it was?**

.....

Was the call: **Robotic/Automated** **In-Person** **Pre-Recorded**

Estimated age of caller? **Did the caller seem familiar with the site?**

Characteristics of the call:

VOICE	SPEECH	MANNER	BACKGROUND NOISES
<input type="checkbox"/> Man	<input type="checkbox"/> Fast	<input type="checkbox"/> Hesitant	<input type="checkbox"/> Music
<input type="checkbox"/> Woman	<input type="checkbox"/> Slow	<input type="checkbox"/> Calm	<input type="checkbox"/> Talk/voices
<input type="checkbox"/> Child	<input type="checkbox"/> Well spoken	<input type="checkbox"/> Angry	<input type="checkbox"/> Typing
<input type="checkbox"/> Muffled	<input type="checkbox"/> Impeded	<input type="checkbox"/> Emotional	<input type="checkbox"/> Children
<input type="checkbox"/> Unknown	<input type="checkbox"/> Stutter	<input type="checkbox"/> Loud	<input type="checkbox"/> Traffic/street
Accent:	<input type="checkbox"/> Nasal	<input type="checkbox"/> Soft	<input type="checkbox"/> Machinery
TELEPHONE	<input type="checkbox"/> Uneducated	<input type="checkbox"/> Pleasant	<input type="checkbox"/> Aircraft
<input type="checkbox"/> Mobile	<input type="checkbox"/> Lisp	<input type="checkbox"/> Raspy	<input type="checkbox"/> Trains
<input type="checkbox"/> Landline <input type="checkbox"/> Internal Ext	<input type="checkbox"/> Incoherent	<input type="checkbox"/> Intoxicated	<input type="checkbox"/> Railway crossing
<input type="checkbox"/> Overseas	<input type="checkbox"/> Slurred:	<input type="checkbox"/> Irrational	<input type="checkbox"/> Construction
<input type="checkbox"/> Unknown	<input type="checkbox"/> Other:	<input type="checkbox"/> Other:	<input type="checkbox"/> Other:

Phone number call received on: **School Phone system**
(e.g. menu):

Who did you report the threatening call to? **Date:** /
/ **Time:**

YOUR NAME: **SCHOOL/CAMPUS:**

.....

11.6 Internal emission/spill

- Call **000** for emergency services and seek and follow advice.
- Report the emergency immediately to the Chief Warden/Early Childhood Commander 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/vcsp racnotes.aspx
- <As appropriate insert any additional mitigation steps relevant to your facility that you have identified in your risk assessment>

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/Early Childhood Commander.
- 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.
- <As appropriate insert any additional mitigation steps relevant to your facility that you have identified in your risk assessment>

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.
- <As appropriate insert any additional mitigation steps relevant to your facility that you have identified in your risk assessment>

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/Early Childhood Commander.
- 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/vcsp_racnotes.aspx

11.9 Influenza pandemic

For comprehensive guidelines and information on emergency response procedures to an influenza pandemic go to: Human Influenza Pandemic Incident Response Procedures

PREPAREDNESS STAGE		The scale and nature of preparedness activities is the same for all possible levels of clinical severity
Description - No novel strain detected (or emerging strain under initial detection)		
Category	Key Actions	
Review Emergency Management Plan	<ul style="list-style-type: none"> ● Review your Emergency Management Plan (EMP), including: <ul style="list-style-type: none"> ○ pandemic planning arrangements ○ up to date contact lists of staff, children, families, local services – DHHS and Local Government Emergency Management Coordinators ○ communication tree of key staff. 	<p>Preparedness activities should be incorporated into normal business.</p> <p>This includes incorporating a comprehensive risk management strategy that takes an 'all hazards' approach and includes influenza pandemic as a specific hazard that needs to be considered.</p>
Influenza prevention	<ul style="list-style-type: none"> ● Promote basic hygiene measures including: <ul style="list-style-type: none"> ○ provide children and staff with information about the importance of hand hygiene (more information is available at Better Health) ○ provide convenient access to water and liquid soap and alcohol-based hand sanitiser ○ educate staff and children about covering their cough with a tissue or their inner elbow to prevent the spread of germs ○ careful disposal of used tissues. ● Appropriate home based exclusion from education and care service or children's service for children, educators and staff with flu-like illness. ● Encourage staff to seek immunisation for seasonal influenza. 	<p>Regularly review, exercise and updates plans.</p> <p>Communicate pandemic plans with staff.</p>
Communications	<ul style="list-style-type: none"> ● Maintain personal hygiene messages with educators, staff and children. ● Convey seasonal influenza messages as directed by DET. 	
Travel advisories	<ul style="list-style-type: none"> ● Encourage educators, staff and parents/carers to access the smartraveller website prior to international travel. 	
Business continuity	<ul style="list-style-type: none"> ● Ensure currency of business continuity plan which: <ul style="list-style-type: none"> ○ identifies minimum requirements and key educators/staff for continued operations (including planning for the absence of the director) ○ considers workforce strategies to enable continued operations, if pandemic impacted a portion of the education and care services/children's services workforce. 	

Description – Cases detected in Australia – information about the disease is scarce				
Category	Key Actions	Low	Med	High
Incident response	<ul style="list-style-type: none"> Enact your EMP where necessary. Activate Incident Management Team to implement the organisation's response as appropriate to advice from DET. 	Apply Not suggested	Apply Not suggested	Apply Apply
Hygiene measures	<ul style="list-style-type: none"> Reinforce basic hygiene measures including: <ul style="list-style-type: none"> provide children and staff with information about the importance of hand hygiene (more information is available at Better Health) provide convenient access to water and liquid soap and alcohol-based hand sanitiser educate staff and children about covering their cough with tissue or inner elbow to prevent the spread of germs careful disposal of used tissues. Ensure germicidal wipes are available in stationary supplies for staff to clean staff administrative area, telephones etc. 	Apply Apply	Apply Apply	Apply Apply
Communications	<ul style="list-style-type: none"> Follow and distribute information and advice from DET in accordance with instructions, including information about: <ul style="list-style-type: none"> the status/situation personal hygiene measures containment measures including any plans for closure if applicable to staff parents/carers using templates developed by DET. Communicate the risk of influenza and how to identify cases of possible pandemic influenza based on current, up to date case definition by the Chief Health Officer, DHHS. School Nursing Program nurses may assist with information dissemination as directed by Regional Nurse Managers (based at regional offices). 	Apply Apply Apply as necessary	Apply Apply Apply	Apply Apply Apply
Containment strategies	<ul style="list-style-type: none"> The appropriate containment strategy will vary depending upon the level of clinical severity as determined by the DHHS. Management of service workforce <ul style="list-style-type: none"> encourage staff who develop flu-like symptoms during a pandemic to stay away from work until completely well ensure staff who develop influenza-like illness to leave immediately and seek medical attention. Follow the advice of the DHHS and DET regarding 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/carers. Following any service closures, notify the relevant DET QARD officer in your region, as outlined in the Governance and Reporting sections below. Inform carers of their obligations regarding early childhood development during closures. School Nursing Program nurses may be asked to assist the DHHS with the distribution of antiviral medication at the direction of the Regional Nurse Manager (based in regions). 	Not suggested Apply Apply Apply Apply	Apply Apply Apply Apply Apply	Apply Apply Apply Apply Apply
Travel advisories	<ul style="list-style-type: none"> Encourage staff and parents/carers to access the smartraveller website prior to international travel. 	Apply	Apply	Apply
Governance and reporting obligations	<ul style="list-style-type: none"> 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. <ul style="list-style-type: none"> Education and care services operating under the NQF refer to the fact sheet <i>Serious incidents and complaints</i> available at: 	Apply	Apply	Apply

	<p>www.education.vic.gov.au/childhood/providers/regulation/Pages/nqffactsheets.aspx</p> <ul style="list-style-type: none"> ○ Children's services operating under the Children's Services Act refer to the practice note <i>Serious incidents</i> available at: www.education.vic.gov.au/childhood/providers/regulation/Pages/vcspracnotes.aspx ● You will be advised of any additional reporting requirements by DET and/or the DHHS. 	Apply	Apply	Apply
Business continuity	<ul style="list-style-type: none"> ● Implement business continuity plan to promote adequate workforce supply and capacity to continue service, by: <ul style="list-style-type: none"> ○ prioritising work functions to ensure adequate workforce availability to deliver education and care service/children's service ○ implementing contingency strategy, which may include employing replacement educators/staff and/or modifying programs ● In the event that service closure cannot be avoided: <ul style="list-style-type: none"> ○ contact your DET QARD Area Team regarding service closure policy. ○ following any closures, notify the relevant DET QARD Area Team as outlined in the Governance and Reporting sections above. ● Inform staff of their obligations during service closures. 	Apply	Apply	Apply
		Apply	Apply	Apply

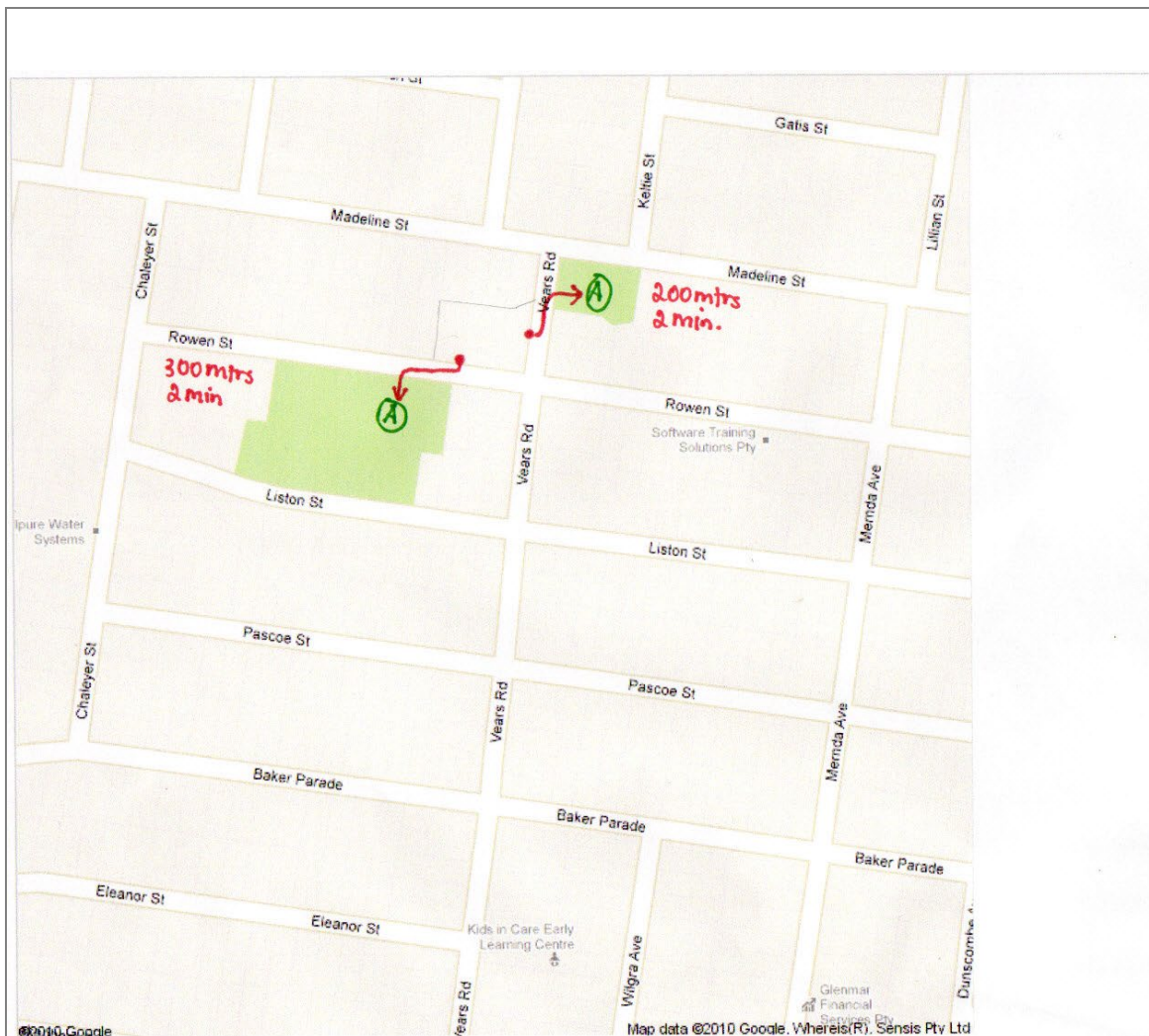
RESPONSE STAGE – TARGETTED ACTION		Clinical Severity		
Description – Cases detected in Australia - enough is known about the disease to tailor measures to specific needs				
Category	Key Actions	Low	Med	High
Incident response	<ul style="list-style-type: none"> ● Enact your EMP. ● Activate IMT to implement the organisation’s response as appropriate to advice from DET. ● School Nursing Program nurses may be asked to assist the DHHS with the distribution of antiviral medication at the direction of the Regional Nurse Manager (based in regions). 	Apply	Apply	Apply
Hygiene measures	<ul style="list-style-type: none"> ● Reinforce basic hygiene measures including: <ul style="list-style-type: none"> ○ provide children, educators and staff with information about the importance of hand hygiene (more information is available at Better Health) ○ provide convenient access to water and liquid soap and/or alcohol-based hand sanitiser ○ educate children, educators and staff about covering their cough to prevent the spread of germs ○ careful disposal of used tissues. ● Ensure germicidal wipes are available in stationary supplies for educators and staff to clean staff administrative area, telephones etc. 	Apply	Apply	Apply
Communications	<ul style="list-style-type: none"> ● Follow and distribute information and advice from DET in accordance with instructions, including information about: <ul style="list-style-type: none"> ○ the status/situation ○ personal hygiene measures ○ containment measures including any plans for closure if applicable to staff parents/carers using templates developed by DET. ● Communicate the risk of influenza and how to identify cases of possible pandemic influenza based on current, up to date case definition by the Chief Health Officer, DHHS. ● School Nursing Program nurses may assist with information dissemination as directed by Regional Nurse Managers (based at regional offices). 	Apply	Apply	Apply
Containment strategies	<ul style="list-style-type: none"> ● The appropriate containment strategy will vary depending upon the level of clinical severity as determined by the DHHS. In particular, the: <ul style="list-style-type: none"> ○ need to restrict public access to the premises, and the need for social distancing measures (e.g. cancelling kindergarten fetes or like events) will be communicated to services by DET, if the clinical severity requires this ○ state controller will provide advice about the appropriate use of PPE according to clinical severity. ● Management of service workforce by: <ul style="list-style-type: none"> ○ encouraging educators/staff who develop flu-like symptoms during a pandemic to stay away from work until completely well ○ ensuring educators/staff who develop influenza-like illness to leave immediately and seek medical attention. ● Follow the advice of the DHHS and DET regarding 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/carers. ● Following any service closures, notify the relevant DET QARD Area Team, as outlined in the Governance and Reporting sections below. ● School Nursing Program nurses may be asked to assist the DHHS with the distribution of antiviral medication at the direction of the Regional Nurse Manager (based in regions). 	Apply	Apply	Apply
Travel advisories	<ul style="list-style-type: none"> ● Encourage educators, staff and parents/carers to access the smartraveller website prior to international travel. 	Apply	Apply	Apply


Governance and reporting obligations	<ul style="list-style-type: none"> ● Notify the relevant DET QARD Area Team about any service closures or any serious incidents and circumstances that pose risk to the health, safety or wellbeing of a child attending the service. <ul style="list-style-type: none"> ○ services operating under the NQF, refer to the fact sheet regarding serious incidents and complaints ○ services operating under the Children’s Services Act 1996 refer to practice note regarding serious incidents. ● You will be advised of any additional reporting requirements by DET and/or the DHHS. 	Apply	Apply	Apply
Business continuity	<ul style="list-style-type: none"> ● Implement business continuity plan to promote adequate workforce supply and capacity to continue service, by: <ul style="list-style-type: none"> ○ prioritising work functions to ensure adequate workforce availability to deliver early childhood service ○ implementing contingency strategy, which may include employing replacement staff and/or modifying programs ● 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. <ul style="list-style-type: none"> ○ Education and care services operating under the NQF refer to the fact sheet <i>Serious incidents and complaints</i> 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 <i>Serious incidents</i> available at: www.education.vic.gov.au/childhood/providers/regulation/Pages/vcspracnotes.aspx ● Inform staff of their early childhood development obligations during service closures. 	Apply	Apply	Apply
		Apply	Apply	Apply
		Apply	Apply	Apply

RESPONSE STAGE – STAND DOWN		Clinical Severity		
Description – The public health threat can be managed within normal arrangements and monitoring for change is in place				
Category	Key Actions	Low	Med	High
Containment strategies	<ul style="list-style-type: none"> • Be aware that multiple waves of the virus may occur. • Replenish PPE (if required). 	Apply N/A	Apply As required	Apply As required
Business continuity	<ul style="list-style-type: none"> • Implement business continuity plans for resumption of full business capacity which may involve: <ul style="list-style-type: none"> ○ restoring workforce capacity ○ following procedures for re-opening of service (if applicable) ○ providing supports, including counselling (if required) ○ monitoring cumulative effects of pandemic and identifying and supporting those who may need assistance. • Chief Warden/Early Childhood Commander to de-activate Incident Management Team and conduct final debrief(s). • Utilise the sample letters developed by DET to communicate status of situation to staff and parents/carers, including supports that may be available. • Review effectiveness of your EMP and update as appropriate – involving relevant staff and others, particularly as multiple waves of the virus may occur. 	N/A N/A Apply Apply	Apply Apply Apply Apply	Apply Apply Apply Apply
Communications	<ul style="list-style-type: none"> • Communicate the updated status to educators, staff and parents/carers including supports that may be available 	Apply	Apply	Apply
Travel	<ul style="list-style-type: none"> • Continue to encourage educators, staff and parents/carers to access the smartraveller website prior to international travel. 	Apply	Apply	Apply

12 Area map

Date Area Map Validated:



Distance to Primary off-site assembly point: Approx. time to reach Primary off-site assembly point:	
Distance to Secondary off-site assembly point: Approx. time to reach Secondary off-site assembly point:	
Legend	
Primary off-site assembly point	A
Route to Primary off-site assembly point	
Secondary off-site assembly point	
Route to Secondary off-site assembly point	
Emergency services access point	

13 Evacuation diagram

Date Evacuation Diagram Validated: 2023

See separate diagrams

Legend



Evacuation Procedure

1. BLOW THE WHISTLE TO ALERT BOTH ROOMS
2. GATHER ALL THE CHILDREN AND WALK AS A GROUP TO THE REAR OF THE YARD WHERE THE OAK TREE IS
3. WATTLE ROOM – ONE STAFF MEMBER CHECK THE ROOM AND COLLECT THE PHONE, MEDICATIONS, SIGN-IN BOOK, CLOSING THE WINDOWS AND DOORS
BANKSIA ROOM – ONE STAFF MEMBER CHECK THE BUILDING, COLLECT THE PHONE, EMERGENCY CASE, SIGN IN BOOK AND MEDICATIONS, CLOSING THE WINDOWS AND DOORS
4. LINE THE CHILDREN UP AND CHECK THE ATTENDANCE OF CHILDREN, STAFF AND VOLUNTEERS
5. PHONE EMERGENCY SERVICES
6. EVACUATE TO OFF SITE LOCATION IF REQUIRED

In Case of Fire



Remove persons from immediate danger.



Alert nearby personnel and the Chief Warden, call 000.



Confine fire and smoke. Close windows and doors (if safe). Keep low, under the smoke.



Extinguish or control the fire (if safe to do so).

14 Parent / family contact information

Note: To ensure adherence to the provisions of the Information Privacy Act 2000, please remove this section before distributing copies of your EMP to organisations or individuals outside your workplace.

SEE ATTACHMENT

Child's Name	Parent/Guardian	Phone/ Mobile Number	After Hours Number	Alternate Contact

15 Children, educators and staff with additional needs

Note: To ensure adherence to the provisions of the Information Privacy Act 2000, please remove child, educator and staff identifying details from this section before distributing copies of your EMP to organisations or individuals outside your workplace.

SEE ATTACHMENT

Additional Needs Summary		
Additional Needs Category	Number of Students	Number of Educators/Staff

PART 2 – EMERGENCY PREPAREDNESS

16 Early childhood service facility profile

16.1 General Information

Early Childhood Service Name	Rowen Street Kindergarten
Physical Address	27 Rowen Street Glen Iris 3146
Operating Days	Monday to Friday
Operating Hours	8:00am – 5:00pm
Phone	9889 7996
Email	rowen.st.kin@kindergarten.vic.gov.au
Website	1
Number of buildings	1 – WATTLE (3YO) AND BANKSIA ROOMS (4YO)
Is the facility a designated Neighbourhood Safer Place?	No
Shelter-In-Place Location	WATTLE (3YO) AND BANKSIA ROOMS (4YO)
Number of Children (or approved places)	110
Total Number of Educators/Staff	12
Methods used for communications to our service's community	Email and What's App

16.2 Other services/users of site

Service / User Name	N/A
Location	
Children/Visitor Numbers	
Operating Hours/Days	
Emergency Contact Name	
Phone Number	
Mobile Number	

16.3 Building information summary

Telephones (Landlines)			
Location	Number	Location	Number
Banksia Room –Cordless Phone	9889 7996		
Wattle Room – Cordless Phone			
Staff Office - Cordless phone x2			
Alarms			
Fire:	Whistle Blown	N/A	Manual
Intrusion:	Strobe Lights in Wattle (3YO) and Banksia (4YO) rooms	N/A	Push Buttons
Other:			
Utilities	Location	Service provider	Location of Shut-off Instructions
Gas / Propane:	Inside fence at front of kinder, between main rooms	AGL	
Water:	Garden bed near the Vears Rd and Rowen Street corner	Yarra Water	
Electricity:	Cupboard in Wattle Room (3YO)	Origin	
Sprinkler System (Not currently operating)			
Location of Control Valve:	On wall outside the Wattle Room in the yard		
Location of Shut-off Instructions:	Flick switch		
Building and site hazards			
Hazard Description		Location	
Water Tank		Behind gate near the bins. Turn valve to switch off	

17 Risk assessment

This table lists the identified hazards and threats to our early childhood service, assessment of the risks associated with those hazards and how we reduce their impact.

*Please note that under regulation 168(2)(e) of the National Regulations, services operating under the NQF must have emergency procedures that are based on a risk assessment that is conducted to identify potential emergencies that are relevant to the service.

1. Identified Hazard	2. Description of Risk	3. Current Risk Control Measures Implemented at our Service	4. Risk Rating			5. Treatments to be Implemented Measures to be taken by our service to eliminate or reduce impact of the risk	6. Revised Risk Rating After implementing Treatments		
			Consequence	Likelihood	Risk Level		Consequence	Likelihood	Risk Level
<i>Bushfires</i>	N/A								
<i>Grassfires</i>	N/A								
<i>Fire</i>	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. (MAINTENANCE OFFICER) Test communication systems (PA system) on a 			Medium	Provide fire training for staff including managing an extinguisher, fire blankets and general knowledge.			

		<p>regular basis. (TIFFANY BORG)</p> <ul style="list-style-type: none"> • Ensure there is a fire blanket (tested and tagged to Australian Standards) available in all kitchen areas. (MAINTENANCE OFFICER) • 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. <p>Ensure there is a business continuity plan in place.</p>						
Severe weather and storms	<p>Risk of roof down flooding Risk of injury. Risk of property damage.</p>	<ul style="list-style-type: none"> • Ensure roofs/gutters/drains are clear. • Liaise with SES/local government to 			High			High

		<p>identify potential risks.</p> <ul style="list-style-type: none"> • Develop contingency for storage of equipment/materials if necessary. • Test communications • Ensure there is a business continuity plan in place. <p>Complete the Flood risk identification assessment.</p>					
<i>Flooding</i>	<p>Risk of Riverine Flooding Risk of injury. Risk of property damage.</p>	<ul style="list-style-type: none"> • Ensure EMP includes planning and response procedures for floods. • Liaise with SES/local government to identify potential risks. • Develop contingency for storage of equipment/materials if possible. 			Low		Low

		<ul style="list-style-type: none"> Ensure there is a business continuity plan in place. <p>Complete the Flood risk identification assessment.</p>						
<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"> Have a key code to enter the building. Lock external gates into the yard before and after parents enter 			High			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. <p>Ensure there is a business continuity plan in place.</p>			Medium			Medium

Bomb Threat	Physical or psychological injury could occur to staff, visitors or contractors.	<ul style="list-style-type: none"> • Ensure each phone has a Bomb Threat Checklist available. • Schedule and practice emergency evacuation drills on a regular basis. Implement and follow Bomb Threat response procedure (located in EMP).			High				High
Vehicle Incident	N/A								
Bus Incident	N/A								
Pandemics and communicable diseases	Risk of Health and/or Death (in extreme cases of a pandemic)	<ul style="list-style-type: none"> • Ensure relevant staff are familiar with DEECD's Pandemic Incident Response Procedures including the School Influenza Pandemic Response Plan template • Ensure basic hygiene measures are in place and posters are 			High				High

		<p>displayed at the beginning of flu season (April)</p> <ul style="list-style-type: none"> • Ensure there is convenient access to water and liquid soap and/or alcohol-based sanitiser • Ensure staff and children are educated about covering their cough to prevent the spread of germs 					
<i>Major Medical emergency</i>	There is a risk to health and possibly death.	<ul style="list-style-type: none"> • First Aid Officer is appointed and training is up-to-date. • First Aid Officers follow first aid and infection control processes. • Staff are aware of emergency procedures. 			High		High

18 Emergency response drills schedule

	Type of Drill	Person Responsible	Target Date & Date Drill Performed	Observer's Record Completed* ✓
Term 1	Separate Sheets located in the office for staff easy access.			
Term 2				
Term 3				
Term 4				

Emergency Management Plans are required to be tested regularly. VRQA minimum standards require facilities on the Bushfire At Risk Register (BARR) to practise evacuation drills at least once per term during the October-April bushfire season. Evacuation drills must involve all children and staff moving to either a nominated on-site 'shelter-in-place' or an off-site evacuation point as per the school's Emergency Management Plan. Early Childhood Services are encouraged to practice evacuation drills at least once per term during the October-April bushfire season.

19 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 (batteries checked and charged)	
Torch with replacement batteries or wind up torch (batteries checked and charged)	
Whistle	
Portable battery powered radio (batteries checked and charged)	
Copy of facility site plan and EMP including evacuation routes	
Bottled water (use by date checked)	
Portable non-perishable snacks such as sultanas, dried fruits and energy bars (use by date checked)	
Water	
Sunscreen and spare sunhats	
Plastic garbage bags and ties	
Toiletry supplies	
Other	

Date Emergency Kit checked:	
Next check date:	

20 Emergency Management Plan completion checklist

This EMP Completion Checklist has been developed for use as a 'final check' to assist you to confirm that you have completed all the components of your EMP.

Please note that it is your responsibility to identify potential local hazards to your facility, assess the risks these pose and develop measures to reduce or mitigate the risks to your early childhood service community.

Final Check Completed by:

Date:

Component	✓ x	Action Required
Cover page		
Approved Provider/Licensee name, service address, EMP issue date, EMP review date, BARR status, fire district have been specified. (see front cover page)		
Distribution list		
Distribution list has been completed.		
Contact numbers and Communications Tree		
Appropriate key local community contact numbers have been added for example Fire, Ambulance, Police, local government, nearest hospital. (see page 5)		
Key contact numbers for internal staff have been added.		
Approved Provider/Licensee or Person with Management or Control/Licensee Representative and DET regional contact numbers are included.		
Communications Tree detailing process for contacting emergency services, staff and parents included.		
Incident management team		
An Incident Control structure has been identified, with appropriate persons assigned and contact details provided.		
Responsibilities are clearly defined and back up names included for each position on the IMT.		
Evacuation, lockdown, lockout and shelter-in-place procedures		
Procedures that are specific to the early childhood service's processes have been completed for:		
<ul style="list-style-type: none"> • Evacuation on-site 		
<ul style="list-style-type: none"> • Evacuation offsite 		
<ul style="list-style-type: none"> • Lockdown 		
<ul style="list-style-type: none"> • Lockout 		
<ul style="list-style-type: none"> • Shelter-in-place 		
Emergency response procedures		
Localised emergency response procedures have been developed for specific emergencies in-line with the hazards/threat identified in the risk assessment.		
Staff trained in first aid		

Staff trained in first aid list has been updated.		
Area map		
The area map is clear and easy to follow.		
The area map has:		
<ul style="list-style-type: none"> two evacuation assembly areas on-site 		
<ul style="list-style-type: none"> external evacuation routes 		
<ul style="list-style-type: none"> surrounding streets and safe exit points marked 		
<ul style="list-style-type: none"> emergency services access points marked 		
Evacuation diagram		
The evacuation diagram is clear and easy to follow		
The evacuation diagram has:		
<ul style="list-style-type: none"> a pictorial diagram of the floor or area (at least 200mm x 150mm in size, A3) 		
<ul style="list-style-type: none"> a title, for example EVACUATION DIAGRAM 		
<ul style="list-style-type: none"> the 'YOU ARE HERE' location 		
<ul style="list-style-type: none"> the designated exits, which shall be in green 		
<ul style="list-style-type: none"> hose reels, marked in red 		
<ul style="list-style-type: none"> hydrants, marked in red 		
<ul style="list-style-type: none"> extinguishers, marked in red 		
<ul style="list-style-type: none"> designated shelter-in-place location 		
<ul style="list-style-type: none"> date plan was validated 		
<ul style="list-style-type: none"> location of primary and secondary assembly areas 		
<ul style="list-style-type: none"> a legend. 		
Parent contact information		
Parent contact information has been obtained and is up to date.		
Children, educators and staff with additional needs list		
Children, educators and staff with additional needs have been identified and strategies put in place for these persons where they require assistance in the event of an emergency.		
Site Profile		
Profile has been populated and reflects the service's buildings, utilities etc.		
Risk assessment		
Potential local hazards have been identified.		
Risks have been rated and risk assessments included.		
Local mitigations/controls have been specified.		
Emergency drill schedule		
Drills have been scheduled once per term (quarterly) for different types of emergencies		
Emergency kit checklist		
Emergency Kit Checklist has been developed with early childhood service's requirements.		

