

# Emergency Management Plan 2021-2022

Kangaroo Ground Pre-School



<b>Physical address</b>	20 Graham Rd, Kangaroo Ground 3097
<b>Phone number</b>	(03) 9712 0297
<b>Email address</b>	kangaroo.ground.kin@kindergarten.vic.gov.au
<b>DET region</b>	Central
<b>QARD Area</b>	Northern Metropolitan Area
<b>Bureau of Meteorology/Fire District</b>	Northern Metropolitan Area
<b>Is the service on the Bushfire- At-Risk Register?</b>	Yes
<b>Service SE number</b>	
<b>Provider PR number</b>	PR 0000 2359
<b>Approved provider or person with management or control (PMC) approving plan</b>	Kangaroo Ground Pre-School Inc
<b>Nominated supervisor</b>	Tracey Woodford
<b>Date plan approved</b>	
<b>Next review date</b>	August 2022

## Table of Contents

Table of Contents .....	2
1. Purpose .....	5
2. Scope.....	5
3. Distribution .....	5
PART 1– EMERGENCY RESPONSE .....	6
4. Emergency contacts.....	8
4.1 Emergency services .....	8
4.2 Our early childhood service contacts .....	8
4.3 Key organisational and DET regional contacts .....	8
4.4 Local/other organisations contacts .....	9
4.5 School bus emergency contacts .....	9
4.6 Reporting requirements .....	10
5. Incident Management Team .....	11
5.1 Incident Management Team (IMT) structure .....	11
5.2 Incident Management Team contact details.....	12
5.3 Incident Management Team (IMT) responsibilities .....	13
6. Communication tree.....	16
7. Staff trained in first aid .....	17
8. Core emergency response procedures.....	18
8.1 On-site evacuation/relocation procedure .....	18
8.2 Off-site evacuation procedure.....	19
8.3 Lock-down procedure .....	19
8.4 Lock-out procedure .....	20
8.5 Shelter-in-place procedure .....	21
9. Response procedures for specific emergencies and critical incidents.....	23
9.1 Asbestos.....	23
9.2 Bomb/substance threat.....	23
9.3 Building fire.....	25
9.4 Bushfire/Grassfire .....	25
9.5 School Bus Emergency .....	28
9.6 Child abuse.....	28
9.7 Earthquake.....	29

9.8 Flood .....	30
9.9 Heat (extreme).....	30
9.10 Industrial/factory fire .....	31
9.11 Information security .....	32
9.12 Intruder .....	32
9.13 Loss of essential services .....	32
9.14 Major external emissions/spill (includes gas leaks) .....	33
9.15 Medical emergency .....	33
9.16 Mental stress .....	33
9.17 Missing child .....	34
9.18 Pandemics and Communicable Diseases (COVID-19 and Influenza).....	34
9.19 Severe weather event.....	36
9.20 Smoke .....	36
9.21 Snakes .....	37
9.22 Traumatic death/injury/grief.....	38
9.23 Violence, aggression and/or harrassment.....	38
10. Area map.....	39
11. Evacuation diagram .....	40
12. Parent/guardian contact information .....	41
13. Children and staff with additional needs .....	41
PART 2 – EMERGENCY PREPAREDNESS.....	42
14. Service facility profile .....	43
14.1 General Information .....	43
14.2 Other services/users of site .....	43
14.3 Building information summary.....	43
15. Risk assessment .....	45
Severe weather, storms and flooding .....	46
Building Fire .....	46
Snakes .....	47
Intruders/.....	47
Personal threat .....	47
Bomb Threat .....	48
School Bus accident / Vehicle Incident.....	48
Pandemics and communicable diseases .....	49
Hazardous Substance Release: Inside and Outside Facility Grounds.....	49

Loss of Essential Services .....	50
16. Emergency response drills schedule .....	51
17. Emergency kit checklist .....	52
18. Business Continuity Management Plan (BCMP).....	53
19. Appendices .....	54
1. Sample Post Emergency Record Template.....	54
2. Sample Caller Bomb Threat Checklist Template .....	54
3. Sample Facility Closure Checklist Template .....	54
4. Sample Drill Observer Record TemplateC .....	54
5. Sample Personal Emergency Evacuation Plan Template.....	54
6. Sample Drill Debrief Report Template.....	54
7. Sample Business Continuity Plan Template.....	54
8. DET Regions .....	54
9. QARD Areas and Contacts.....	54
10. EMP Completion Checklist.....	54

## 1. Purpose

The purpose of this Emergency Management Plan (EMP) is to provide details of how Kangaroo Ground Pre-School will prepare for and respond to emergency situations.

## 2. Scope

This EMP applies to all staff, children, visitors, contractors, and volunteers at Kangaroo Ground Pre-School.

## 3. Distribution

A copy of our plan has been distributed to:

Name	Position Title and Organisation Name	Date Sent	Email Address or Postal Address
Tracey Woodford	Nominated Supervisor		kangaroo.ground.kin@kindergarten.vic.gov.au
Marita Schneider-Car	Educator		<a href="mailto:kangaroo.ground.kin@kindergarten.vic.gov.au">kangaroo.ground.kin@kindergarten.vic.gov.au</a>
	DEECD Quality Assessment and Regulation Division Authorised Officer (Children's Services Only)		nwvr@edumail.vic.gov.au Department of Education and Training North West Victoria Region Ph: 9488 9488
Jenna Polson	President, Committee of Management		president@kangarogroundpreschool.com.au
	Shire of Nillumbik Emergency Response Co-ordinator		preschool@nillumbik.vic.gov.au
	Kangaroo Ground CFA		Po Box 400 Kangaroo Ground 3097

## **PART 1– EMERGENCY RESPONSE**

## In an Emergency

**for emergency  
assistance call**

Police, Ambulance,  
Fire Services

**000**

**for Advice call your**

Approved Provider  
or Person with  
Management or  
Control

Kangaroo Ground Preschool  
Inc

Jenna Polson  
President

Mobile: 0408 575 055

[president@kangarogroundpreschool.com.au](mailto:president@kangarogroundpreschool.com.au)

**convene your**

Incident Management Team and enact your  
Emergency Management Plan

## 4. Emergency contacts

### 4.1 Emergency services

In an emergency requiring **Police, Ambulance and Fire Services** attendance call **000**.

### 4.2 Our early childhood service contacts

Key Roles	Name	Phone	Phone (After Hours)	Mobile
Approved provider or PMC	Kangaroo Ground Preschool Inc Jenna Polson	0408 575 055	0408 575 055	0408 575 055
Nominated supervisor	Tracey Woodford	9712 0297 0434 889 443	0456 156 384	0456 156 384
Person in day-to-day charge	Marita/Tracey	9712 0297		
First Aid Officer	Marita Schneider-Car	9712 0297		
OHS Representative	SMS			
Early Childhood Educator	Kathy G	9712 0297		
Early Childhood Educator	Jane GC	9712 0291		
Early Childhood Educator	Jane R	9712 0291		
Early Childhood Educator	Bernie B	9712 0291		

### 4.3 Key organisational and DET regional contacts

Organisation	Name	Phone	Mobile
Department of Education and Training (DET), Quality Assessment and Regulation Division (QARD) Area Team <i>*(See note at the end of this section regarding reporting requirements)</i>	Northern Metropolitan Area	8397 0372	
Department of Education and Training regional Manager, Operations and Emergency Management	<b>John Brownstein - North Western</b>	5440 3175	0418 509 953



#### 4.4 Local/other organisations contacts

Organisation	Phone
Police Station	Diamond Creek (03) 9438 8300 Eltham (03) 9430 4500
Hospital/s	Austin Hospital (03) 9496 5000 Northern Hospital (03) 8405 8000 Children's Hospital (03)9345 5522
Gas	N/A
Electricity	131 799
Water Corporation	13 2762
Facility Plumber Nillumbik Shire Council	9433 3149
Facility Electrician Nillumbik Shire Council	9433 3149
Local Government Nillumbik Shire Council	9433 3111
SES (flood, storm and earthquake)	13 25 00
WorkSafe Victoria	1800 136 089
Notify of water and fire services cut off/bridge and road closure	1800 668 511
Department of Human Services Regional Office	131 272
DEECD Regional Office	1300 664 977
Poisons Information Line	13 11 26
Bushfire Information Line	1800 240 667
Nurse on Call	1300 606 024

#### 4.5 School bus emergency contacts

Bus Emergency Contacts			
Bus Route Name and Number	Bus Company	Coordinating School Contact Name	Phone/Mobile
	Panorama		03 9438 3666
	Crown		03 9845 1400
	Mees		03 9459 3000

## 4.6 Reporting requirements

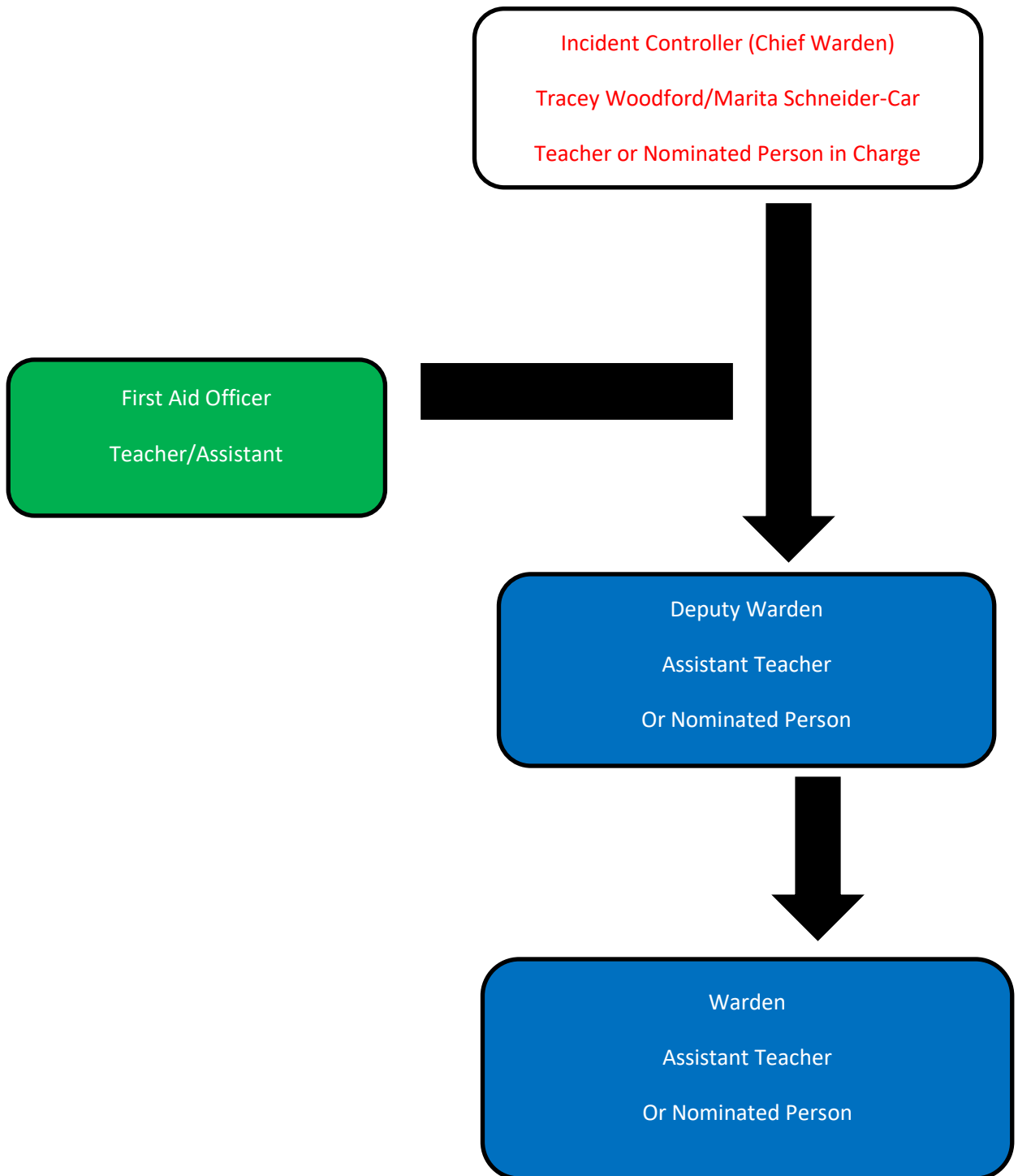
Early childhood services are reminded that they must report serious incidents to the relevant DET QARD Area Team in accordance with relevant regulatory requirements.

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

- [Education and care services](#) operating under the National Quality Framework (NQF), which include kindergartens (pre-school), long day care services, outside school hours care services and family day care services
- Notifications of serious incidents, incidents and complaints must be submitted online via the [National Quality Agenda IT System \(NQA ITS\)](#)
- To make notifications, see: [Notification types and timeframes | ACECQA, The National Quality Agenda IT System \(NQA ITS\)](#) or call: 1300 307 415. For more information, see [Regulation and Quality Assessment](#)
- **Children's services** operating under the *Children's Services Act 1996* (Children's Services Act), which include:
  - limited hours services (where children attend for a short period of time)
  - former Budget Based Funded services not funded for Child Care Subsidy
  - occasional care services
  - early childhood intervention services
  - mobile services
  - school holiday care programs that operate for up to 28 days a year.
  - refer to page 6 *Serious incidents* available at: [New regulatory requirements for Children's Services - Fact sheet.](#)

## 5. Incident Management Team

### 5.1 Incident Management Team (IMT) structure



## 5.2 Incident Management Team contact details

IMT Role/Activities	Mon, Tues & Thurs		Wed & Fri	
Chief Warden/ Early Childhood Commander	Name	Tracey Woodford	Name	Marita Schneider-Car
	Phone/Mobile	0456 156 384	Phone/Mobile	0400 655 012
Planning tasks will be performed by:	Name		Name	
	Phone/Mobile		Phone/Mobile	
Operations (Area Warden) tasks will be performed by:	Name		Name	
	Phone/Mobile		Phone/Mobile	
Communications tasks will be performed by:	Name		Name	
	Phone/Mobile		Phone/Mobile	
Logistics (Warden) tasks will be performed by:	Name	Kathy Graham	Name	Bernie Beanie
	Phone/Mobile	97120297	Phone/Mobile	97120297
First Aid tasks will be performed by:	Name	Jane Robertson	Name	Jane Gibbs
	Phone/Mobile	9712 0297	Phone/Mobile	9712 0297

## 5.3 Incident Management Team (IMT) responsibilities

### Chief Warden/Early Childhood Commander

#### Pre-emergency

- Maintain current contact details of IMT members.
- Ensure 'Children and staff with additional needs' list and 'Staff trained in first aid' list are up to date.
- Ensure strategy to evacuate non-ambulate children is in place.
- Ensure ready access to an operating telephone or other similar means of communication to enable immediate communication to and from parents/guardians and emergency services.
- Conduct regular exercises/drills in line with regulatory requirements .
- 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 (see Appendix 1).
- Report serious incidents to the relevant DET QARD Area Team in accordance with relevant regulatory requirements. Service agreements also require approved providers to notify DET in the event of a serious incident (see Reporting requirements in the Emergency contacts section)

### Planning

#### Pre- emergency

- Assist the Chief Warden/Early Childhood Commander.
- Identify resources required.
- Participate in emergency exercises/drills in line with regulatory requirements.

#### 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**

### **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 in line with regulatory requirements.

### **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 Logistics /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 Logistics (Warden/s) during an emergency.
- Confirm that the Logistics and 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/guardian contact details are up to date.
- Participate in emergency exercises/drills in line with regulatory requirements.

### **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/guardians 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/guardians 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**

### **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 in line with regulatory requirements .

### **During emergency**

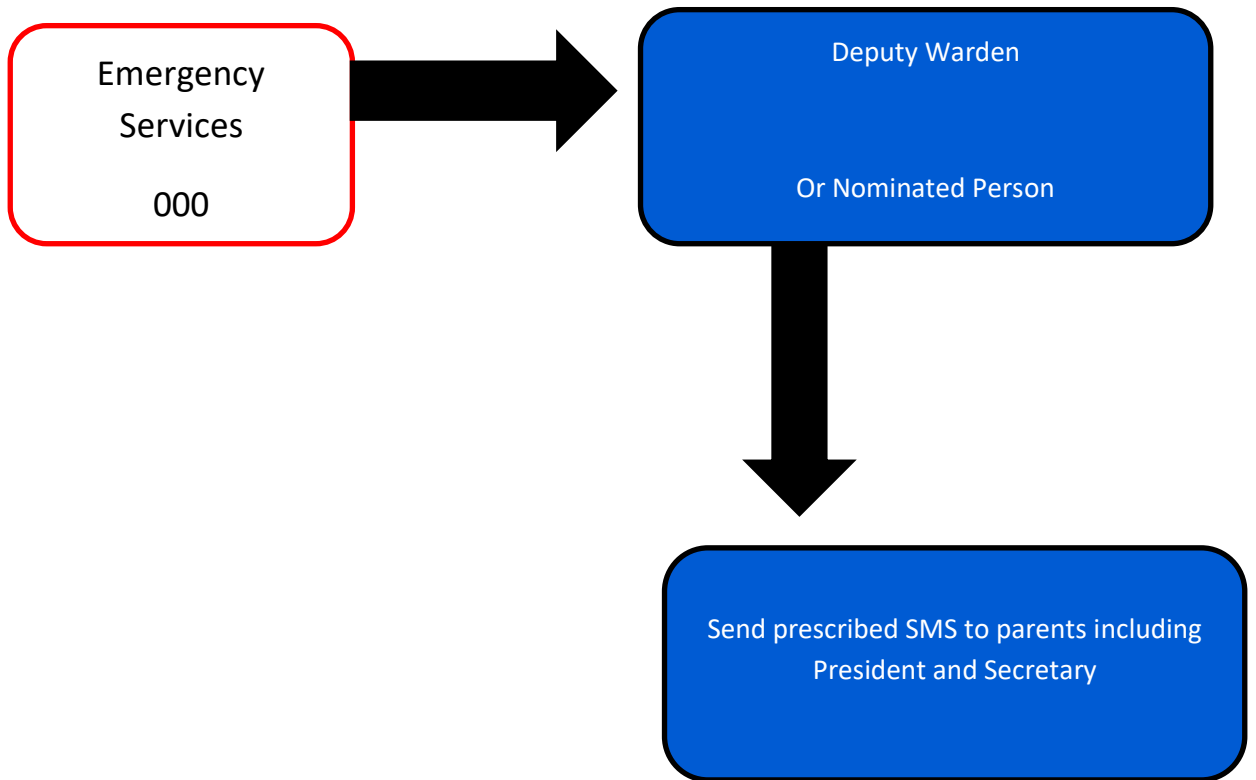
Persons selected to perform as Logistics /Warden will carry out activities as set out in the emergency response procedures and as directed by Operations /Area Warden. Activities may include the following:

- 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 non-ambulant occupants and those with disabilities.
- Act as lead of groups moving to nominated assembly areas.
- Report status of required activities to Operations / 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.

## 6. Communication tree





## 7. 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 95 (Staff members to have first aid and anaphylaxis management training) of the Children's Services Regulations 2020.

Staff Member	Training	Date Qualified To
Tracey Woodford	Level 2 First Aid Anaphylaxis Asthma Management	12/2/22
Marita Schneider-Car	Level 2 First Aid Anaphylaxis Asthmas Management	12/2/22
Kathy Graham	Level 2 First Aid Anaphylaxis Asthmas Management	12/2/22
Jane Robertson	Level 2 First Aid Anaphylaxis Asthmas Management	12/2/22
Jane Gibbs-Cohen	Level 2 First Aid Anaphylaxis Asthmas Management	12/2/22
Bernie Beaini	Level 2 First Aid Anaphylaxis Asthmas Management	28/3/22

## 8. Core emergency response procedures

During an emergency it may be necessary to activate one or a combination of the following five core emergency procedures:

- On-site evacuation (relocation)
- Off-site evacuation
- Lock-down
- Lock-out
- Shelter-in-place

### 8.1 On-site evacuation/relocation procedure

When it is unsafe for children, 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, staff and visitors at your nominated on-site at Kangaroo Ground Primary School BER building or cricket nets.
- Take the child attendance list and staff attendance list, your Emergency Kit/First Aid Kit, a copy of this EMP and an operating telephone or other similar means of communication to enable immediate communication to and from parents/guardians and emergency services.
- Once at the assembly point, check all children, 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 PMC if required.
- Maintain a record of actions/decisions undertaken and times.
- Contact parents/guardians as required or as per service policy.

### Actions after on-site evacuation/relocation procedure

- Ensure any children, staff or visitors with medical or other needs including those that are non-ambulant are supported.
- Determine whether to activate your parent/guardian reunification process.
- Determine if there is any specific information staff, children and visitors need to know (e.g. reunification process or areas of the facility to avoid).
- Print and issue pre-prepared parent letters as appropriate.
- Undertake operational debrief with staff and Incident Management Team to identify any on-site evacuation and procedural changes that may be required.
- Complete your Post Emergency Record form.
- Report serious incidents to the relevant DET QARD Area Team in accordance with relevant regulatory requirements and service agreement (see Reporting requirements in the Emergency contacts section).

## 8.2 Off-site evacuation procedure

If it is unsafe for children, 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, staff and visitors at your nominated on-site either BER building or Cricket nets.
- Take your emergency kit/first aid kit (including your children, educator and staff attendance lists and a copy of this EMP and an operating telephone or other similar means of communication to enable immediate communication to and from parents/guardians and emergency services)
- Once at assembly point, check all children, 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 PMC if required.
- Maintain a record of actions/decisions undertaken and times.
- Contact parents/guardians as required or as per service policy.

### Actions after off-site evacuation procedure

- Ensure any children, staff or visitors with medical or other needs including those that are non-ambulant are supported.
- Determine whether to activate your parent/guardian reunification process.
- Determine if there is any specific information staff, children and visitors need to know (e.g. reunification process or areas of the facility to avoid).
- Print and issue pre-prepared parent/guardian letters as appropriate.
- Undertake operational debrief with staff and IMT to identify any off-site and procedural changes that may be required.
- Complete your Post Emergency Record form (see Appendix 1).
- Report serious incidents to the relevant DET QARD Area Team in accordance with relevant regulatory requirements and service agreement (see Reporting requirements in the Emergency contacts section).

## 8.3 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.
- Initiate the lock-down and provide instructions to staff, for example, close internal doors and windows, remain in classroom, sit below window level, or move into corridors.
- Ensure any children, staff or visitors with medical or other needs and including those that are non-ambulant are supported and have access to any required medications.
- 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/guardians and returning groups from the facility if required.
- Ensure a telephone line is kept free.
- Keep public address system free.
- Keep main entrance as the only entry point. It must be constantly monitored and no unauthorised people allowed access.
- As appropriate, ascertain that all children, 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 PMC if required.
- Maintain a record of actions/decisions undertaken and times.
- Contact parents/guardians as required or as per service policy.

### **Actions after lock-down procedure**

- Ensure any children, staff or visitors with medical or other needs and including those that are non-ambulant are supported.
- Determine whether to activate your parent/guardian reunification process.
- Determine if there is any specific information staff, children and visitors need to know (e.g. reunification process or areas of the facility to avoid).
- Print and issue pre-prepared parent/guardian letters as appropriate.
- Undertake operational debrief with educators and staff and IMT to identify any lock-down and procedural changes that may be required.
- Complete your Post Emergency Record form (see Appendix 1).
- Report serious incidents to the relevant DET QARD Area Team in accordance with relevant regulatory requirements and service agreement (see Reporting requirements in the Emergency contacts section).

## **8.4 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.
 

Ensure any children, staff or visitors with medical or other needs and including those that are non-ambulant are supported and have access to any required medications.
- Assemble children, staff and visitors at your nominated on-site BER building or Cricket nets.
- Check that children, 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 PMC if required.
- Maintain a record of actions/decisions undertaken and times.
- Contact parents/guardians as required or as per service policy.

### **Actions after lock-out procedure**

- Ensure any children, staff or visitors with medical or other needs are supported.
- Determine whether to activate your parent/guardian reunification process.
- Determine if there is any specific information educators, staff, children and visitors need to know (e.g. reunification process or areas of the facility to avoid).
- Print and issue pre-prepared parent/guardian letters as appropriate.
- Undertake operational debrief with staff and IMT to identify any lock-out and procedural changes that may be required.
- Complete your Post Emergency Record form (see Appendix 1).
- Report serious incidents to the relevant DET QARD Area Team in accordance with relevant regulatory requirements and service agreement (see Reporting requirements in the Emergency contacts section).

### **8.5 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, staff and visitors to your pre-determined shelter-in-place location either the carpet space or interior hall (refer to Guide).
- Take your emergency kit/first aid kit (including your children and staff attendance lists and a copy of this EMP and an operating telephone or other similar means of communication to enable immediate communication to and from parents/guardians and emergency services)
- Check that all children, staff and visitors are accounted for.
- Ensure any children, staff or visitors with medical or other needs and including those that are non-ambulant are supported and have access to any required medications.
- 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 PMC if required.
- Contact parents/guardians as required or as per service policy.

### **Actions after shelter-in-place procedure**

- Ensure any children, staff or visitors with medical or other needs are supported.
- Determine whether to activate your parent/guardian reunification process.
- Determine if there is any specific information educators, staff, children and visitors need to know (e.g. reunification process or areas of the facility to avoid).
- Print and issue pre-prepared parent/guardian letters as appropriate.
- Undertake operational debrief with staff and IMT to identify any shelter-in-place and procedural changes that may be required.
- Complete your Post Emergency Record form (see Appendix 1).
- Report serious incidents to the relevant DET QARD Area Team in accordance with relevant regulatory requirements and service agreement (see Reporting requirements in the Emergency contacts section).

## 9. Response procedures for specific emergencies and critical incidents

### 9.1 Asbestos

- Isolate the area:
  - vacate everyone from the affected area
  - restrict entry to the identified area by i.e. locking a room; erecting temporary fencing and/or placing tape around the area.
- Erect signage at entrances to affected area indicating unauthorised personnel must not enter.
- Notify and/or seek advice from your PMC if required.
- If the service is on a shared site, notify building management/owner.
- Report serious incidents to the relevant DET QARD Area Team in accordance with relevant regulatory requirements and service agreement (see Reporting requirements in the Emergency contacts section).

### 9.2 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/principal who will coordinate the emergency response until police arrive.
- Do not approach, touch, tilt or tamper with the object.

##### *Evacuation*

- Evacuate the facility and:
  - ensure children and staff are not directed past the object
  - alert any other services co-located at the site
  - check that all children, staff and visitors are accounted for
  - restrict all access to the site and ensure there are no barriers inhibiting access by police.

##### *Communication*

- Provide police with details of the situation, including actions you have taken and intend to take. Follow any advice provided by police.
- Contact parents/guardians when evacuation is complete and it is safe to do so.
- Notify and/or seek advice from your PMC or DET regional emergency management staff if required.
- Await "all clear" advice from police before returning to buildings to resume normal activities.
- Report serious incidents to the relevant DET QARD Area Team in accordance with relevant regulatory requirements and service agreement (see Reporting requirements in the Emergency contacts section).

#### **If a bomb/substance threat is received by telephone (see checklist at Appendix 2):**

- **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 if possible to:
  - call 000 for police on a separate phone

- notify the Chief Warden
- Fill out the *Bomb Threat Checklist* and record the following details while you are on the phone to the caller (The checklist should be located with staff who normally answer incoming phone calls):
  - gender of caller
  - age of caller
  - accents and speech impediments
  - background noises
  - key phrases used
  - whether the threat is automated/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:
  - **DO NOT HANG UP** - it may be possible for police to trace the call if the telephone line is kept open, regardless of whether the caller hangs up.
  - Immediately:
    - inform the Chief Warden if this has not yet been done
    - call 000 to report 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 "**If a suspicious object is found**" above
  - ensure all of the caller information has been written down and provided to police on arrival.

**If a bomb/substance threat is received by letter:**

- 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.
- If the letter identifies the location of a device, immediately clear and cordon off the nominated area. Do not approach, touch, tilt or tamper with the object.
- Implement evacuation and communication procedures as indicated in section "**If a suspicious object is found**" above.

**If a bomb/substance threat is received electronically e.g. by email:**

- **DO NOT DELETE THE MESSAGE.**
- Call 000 for police and seek and follow advice.
- Notify the Chief Warden.
- If the email identifies the location of a device, immediately clear and cordon off the area. Do not approach, touch, tilt or tamper with the object.



- Implement evacuation and communication procedures as indicated in section **"If a suspicious object is found"** above.

**If you are at the site of an explosion:**

- Direct staff to shelter children e.g under sturdy tables or cots if objects are falling around you.
- Implement evacuation and communication procedures as indicated in section **"If a suspicious object is found"** 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.

### 9.3 Building fire

- Activate the fire alarm.
- If appropriate, follow the procedure for on-site evacuation.
- Report the emergency immediately to the Chief Warden who will convene your IMT if necessary.
- Extinguish the fire (only if safe to do so).
- Evacuate to the at Kangaroo Ground Primary School BER building or cricket nets, closing all doors and windows (if safe to do so).
- Check that all areas have been cleared and notify the Chief Warden.
- Check that all children, staff, visitors and contractors are accounted for.
- Notify and/or seek advice from your PMC if required.
- Contact parents/guardians as required.
- Report serious incidents to the relevant DET QARD Area Team in accordance with relevant regulatory requirements and service agreement (see Reporting requirements in the Emergency contacts section).

### 9.4 Bushfire/Grassfire

**Triggers for Action:**

The need for action by the facility is triggered when there is a bushfire or grassfire that:

- is observable, or
- identified via Vic Emergency App within 5 km from the facility, or
- there is an Advice, Watch and Act, Emergency Warning or Evacuation message that includes your Facility.

**Immediate Actions:**

- If immediate emergency services assistance is required phone '000'.
- Seek advice from your DET regional Manager, Operations and Emergency Management, regional Emergency Management Support Officer, regional IMT (if activated) or your local QARD Area Team. They can gain additional information and advice from emergency services for you.

Name	Role	Mobile number
Tracey Woodford	Manager Operations and Emergency Management	0456156384
Jenna Polso	Emergency Management Support Officer	0408 575 055
NEMA	QARD Area Team	8397 0372

- Convene your Incident Management Team (IMT)
- Continue to monitor conditions such as wind change, size of fire, direction of travel.
- Continue to monitor warnings and advice messages through the VicEmergency App or website.
- If there is a bushfire or grassfire in your watch zone with an associated warning area that does not cover the facility site, seek further advice to determine if any actions are necessary.

**Other sources of Information:**

- Vic Emergency Hotline on 1800 226 226 for any information on the incidents and warnings in your area.
- ABC local radio – use a battery powered radio if necessary due to the possibility of power outages.

**Actions for the Facility when it is within a VicEmergency warning area:**

VicEmergency Warning	What it means	Facility Actions
<b>Advice Warning</b>	Issued to notify the community that an incident/event has occurred that may escalate to impact on life or property. Actions may be recommended for preparedness or vulnerable groups.	If your facility is in an Advice Warning area, then seek advice and monitor conditions as they may change.
<b>Watch and Act Warning</b>	Issued when an incident/event is likely to or is directly impacting the community. They need to take action now.	If your facility is in a Watch and Act Warning area, seek advice and then decide whether to: remain on site, shelter in place (if required) and monitor the situation call parents/guardians to pick up their children
<b>Emergency Warning</b>	Issued when the community is in imminent danger of an incident/event and need to take action now.	If your facility is in an Emergency Warning area and the warning states that it is too late to leave, then shelter in place and seek advice. Advise parents/guardians that they should not travel at the facility to pick up their children. If parents/guardians do arrive, then advise them to also shelter in place with staff and children at the facility.
<b>Prepare to Evacuate</b>	<b>Prepare to Evacuate</b> – Issued when it is recommended to that the community should quickly prepare to leave the area. This may include undertaking actions to prepare their family, gather critical	If your facility is in an Evacuation area; comply with evacuation instructions provided and seek advice.

	items and protect their property.	
<b>Evacuate Now</b>	<b>Evacuate Now</b> – Issued when the community is recommended to immediately leave or processes are in place to evacuate communities.	If your facility is in an Evacuation area; comply with evacuation instructions provided and seek advice.

### Sheltering in Place:

If sheltering-in-place is required, move all children, staff and visitors to the Shelter in Place if possible, provided it is safe to do so.

- Take your emergency kit, a first aid kit, your EMP and child and staff attendance lists.
- Check fire equipment including: torches, water, batteries, radio, water, mops, buckets, facility portable phone, P2 smoke masks, personal protective equipment and mobile phone are in the shelter in place.
- Check that all children, staff and visitors are accounted for.
- Ensure communications with emergency services are maintained.
- Advise parents/guardians that the facility is sheltering in place and they should not come to pick their children up.
- If parents/guardians arrive, encourage them to stay with their children at the facility.
- Check all windows and doors in the shelter in place are closed (but doors are not locked).
- Turn off gas supply.
- Any sprinkler system around the facility grounds to be turned on (if this does not compromise other water-based defence systems).
- If safe to do so, relocate cars and any other movable combustible objects to greater than 20m from the *Shelter in Place* and the evacuation path between the shelter in place and Onsite Bushfire Evacuation location and Offsite Bushfire Evacuation Location (if appropriate).
- Staff should attend to children who show signs of or are known to be susceptible to smoke.
- The Communications Officer or a nominated person is to monitor the phones and/or radios to ensure that communication is maintained.
- Wait for emergency services to arrive or provide further information.
- Any decision to leave the Shelter in Place should only occur on advice of emergency services
- Continually monitor Shelter in Place for embers or building ignitions and immediately put them out, when safe to do so. Staff, where possible, should wear full length, fire resistant natural fibre clothing (e.g. wool or cotton) and other personal protective equipment including; goggles, leather gloves and P2 smoke masks, for patrolling the Shelter in Place for embers and building ignitions.
- If the Shelter in Place has ignited and is not safe to extinguish – evacuate to the Onsite Evacuation Location or Offsite Bushfire Evacuation Location (if appropriate), via the defined route.
- Maintain a record of actions/decisions undertaken and times.
- Report serious incidents to the relevant DET QARD Area Team in accordance with relevant regulatory requirements and service agreement (see Reporting requirements in the Emergency contacts section).

### **Pre-emptive Actions:**

This facility:

- Is on the Bushfire At-Risk Register (BARR)
- Is identified as a CAT 4 facility due to a high bushfire/grassfire risk and will close on a determined Code Red day
- Is co-located on a government school site rated at BARR Category 2 and will close on a forecast EXTREME Fire Danger Rating day

A Closure Checklist is provided at Appendix 3.

## **9.6 Child abuse**

Follow the four critical actions (of the [Child protection in early childhood \(PROTECT\)](#) protocol) to respond to incidents, disclosures and suspicions of child abuse:

### **1. Responding to an emergency:**

Ensure immediate safety. If a child has just been abused, or is at immediate risk of harm you **must** take reasonable steps to protect them. These include:

- separating the alleged victim and others involved, ensuring all parties are supervised by a service staff member
- arranging and providing urgent medical assistance where necessary by:
  - administering first aid assistance
  - **calling 000 for an ambulance or urgent police assistance**
  - Preserve evidence.

### **2. Reporting to authorities:**

If the source of suspected abuse comes from within the service you must comply with legislative requirements (including [Reportable Conduct Scheme](#) and [Child Safe Standards](#)):

- you must contact Victoria Police via your local police station
- you must report internally to management (approved provider)
- you must notify QARD
- you must identify a contact person at the service.

If the source of suspected abuse comes from within the family or community:

- you must report to [DFFH Child Protection](#) if a child is considered to be:
  - in need of protection due to child abuse
  - at risk of being, harmed (or has been harmed), and the harm has had, or is likely to have, a serious impact on the child's safety, stability or development.
- you must also report suspected sexual abuse (including grooming) to Victoria Police
- you must also report internally to management (your approved provider in all instances)
- you must notify QARD of any serious incidents, circumstances, or complaints which raise concerns about the safety, health, and wellbeing of a child being educated and cared for by a service (see Reporting requirements in the Emergency contacts section).

If you believe that a child is not subject to abuse, but you still hold significant concerns for their wellbeing, see [Family support - DHHS Services \(dffh.vic.gov.au\)](#) and [Making a report to child protection - DFFH Service Providers \(dffh.vic.gov.au\)](#)

### 3. Contact parents/guardians:

- Before contacting parent/carer, you must contact Victoria Police or DFFH Child Protection (depending on who the report has been made to). They will advise your service about whether it is appropriate to contact parents/guardians at this stage.
- Where advised to be appropriate, your service should make sensitive and professional contact with parents/guardians as soon as possible on the day of the incident, disclosure or suspicion.
- For advice on what information can be shared, see [Privacy and information sharing](#).

### 4. Providing ongoing support:

Where appropriate, services should consider:

- establishing regular communication with the child's parent/guardian to plan support strategies and discuss a child's progress, and the success of any support strategies
- engage allied health professionals with expertise in addressing child abuse and trauma to support the service to design and implement support strategies.
- establish a safety plan, in instances where the abuse has been led by a person within the service, and/or visiting the service to mitigate risk of further abuse.

As appropriate, refer children and their families to a wide range of support services, specialising in providing tailored support and advice for children impacted by abuse and their families e.g. the Centre Against Sexual Assault (CASA), Australian Childhood Foundation, Safe Steps, the Domestic Violence Resource Centre, [Family support - DFFH Services \(dffh.vic.gov.au\)](#)

## 9.7 Earthquake

- Call **000** if emergency services are needed and seek and follow advice.
- The Chief Warden will convene the IMT if necessary.
- Notify and/or seek advice from your PMC if required.

### If Outside:

Instruct 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.
- Ensure any children, staff or visitors with medical or other needs and including those that are non-ambulant are supported.

### If Inside:

Instruct staff and children to:

- Move away from windows, heavy objects, shelves and any other potential hazards
- 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.

- Ensure any children, staff or visitors with medical or other needs and including those that are non-ambulant are supported.

#### **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.
- Help others if you can.
- Report any matter concerning the safety and wellbeing of children, staff and visitors to the Chief Warden.
- Contact parents/guardians as required.
- Tune in to ABC radio if you can and follow any emergency instructions.
- If the service's property is damaged and it is safe to do so, take notes and photographs for insurance purposes.
- Report serious incidents to the relevant DET QARD Area Team in accordance with relevant regulatory requirements and service agreement (see Reporting requirements in the Emergency contacts section).

### **9.8 Flood**

- **Call 000** if immediate/life threatening.
- Monitor the VicEmergency website and/or VicEmergency App.
- Contact the VicEmergency hotline on 1800 226 226 for information.
- Monitor the Bureau of Meteorology website for weather updates and weather warnings and follow the advice.
- Report emergency to the Incident Support and Operations Centre on 1800 126 126.
- Notify and/or seek advice from your PMC if required.
- Listen to local radio or TV on battery-powered sets for weather warnings and advice.
- Do not drive, ride or walk through floodwater.
- Report serious incidents to the relevant DET QARD Area Team in accordance with relevant regulatory requirements and service agreement (see Reporting requirements in the Emergency contacts section).

### **9.9 Heat (extreme)**

To minimise the risks associated with extreme hot weather, services must develop appropriate strategies and measures. Actions may include the following:

- Call '000' if immediate medical assistance is required

#### **Scheduling/Activities:**

- Restrict outdoor time.
- Cancel or re-schedule any outdoor activities by duration and intensity i.e. to start earlier or later in the day when the heat is less intense, and to include more rest breaks.
- Consider using approved alternative venues to modify and relocate activities during extreme hot weather (e.g. sports programs moved to indoor area).
- Reschedule/move children from rooms with direct sunlight/no cooling.
- In extreme weather conditions, consider adjusting dismissal time accordingly.

- Ensure children make use of extra shade from both man-made structures (e.g. sails and umbrellas) and natural features such as trees to provide cooler environments for outdoor activities.
- Implement sun and UV protection policy
- Where possible, ensure sufficient shelter is available for children awaiting pick-up by parents/guardians.

**Hydration:**

- Ensure children and staff continue to hydrate and monitor the hydration of children with additional needs.
- Remind parents/guardians to provide their child with water and modified uniform, including sunhats.
- Ensure staff monitor children for early signs of heat stress/dehydration.

**Notification/Information:**

- Seek advice from your PMC if required.
- Notify parents/guardians about facility heat conditions
- Brief staff to be extra vigilant during periods of prolonged heat
- Report serious incidents to the relevant DET QARD Area Team in accordance with relevant regulatory requirements and service agreement (see Reporting requirements in the Emergency contacts section)

## **9.10 Industrial/factory fire**

In the event of an industrial fire or chemical emissions incident at a nearby location:

- Call 000 for emergency services and seek and follow any advice from Emergency Services.
- Report the emergency immediately to the Chief Warden.
- If you can detect smoke or fumes, move all staff, children, visitors and contractors indoors. Close windows and doors and turn off air-conditioning.
- Check staff, children and visitors are accounted for.
- Check staff, children and visitors with respiratory/relevant illnesses or conditions that may make the particularly vulnerable to smoke or fumes. If at any time you determine the situation poses an unacceptable risk to these individuals, consider arranging for their evacuation from the early childhood service.
- Notify and/or seek advice from your PMC or DET regional emergency management staff if required.
- Monitor the VicEmergency website at [www.emergency.vic.gov.au](http://www.emergency.vic.gov.au), or the VicEmergency App on your mobile device, for any warnings and advice.
- Contact families and advise them that children are safe and not to come to the facility until further notice (or the end of the service day).
- Await advice from emergency services or from the Department before resuming normal activities outdoors.
- Follow-up communications with parents/guardians as required.

**Specific actions prior to the start of operations:**

- Monitor the situation and if it is determined to pose an unacceptable risk to staff and children based on local assessment of risk, consider contacting families and advising them that children are not to come to the service until further notice

### **Specific actions at the end of the day:**

- Await advice from emergency services or further advice before resuming normal end of day procedures
- Consider contacting families and advising and not to come to the facility for collection until the 'all clear' has been given
- Report serious incidents to the relevant DET QARD Area Team in accordance with relevant regulatory requirements and service agreement (see Reporting requirements in the Emergency contacts section)

### **9.11 Information security**

- Contact your IT specialist technician for advice and support
- If the incident involves sensitive and/or personal information that may identify an individual without their consent contact your PMC.
- If the information security breach is considered malicious contact local police.
- Offer impacted staff the option of support.
- Report serious incidents to the relevant DET QARD Area Team in accordance with relevant regulatory requirements and service agreement (see Reporting requirements in the Emergency contacts section).

### **9.12 Intruder**

- **Call 000** for emergency services and seek and follow advice.
- Report the emergency immediately to the Chief Warden.
- Do not do or say anything to the person to encourage irrational behaviour.
- Initiate action to restrict entry to the building if possible and confine or isolate the threat from building occupants.
- Determine whether **evacuation, lock-down or shelter-in-place** is required. Do this in consultation with the Police where possible.
- Evacuation only should be considered if safe to do so.
- Notify and/or seek advice from your PMC or the DET regional emergency management staff if required.
- Contact parents/guardians as required.
- Report serious incidents to the relevant DET QARD Area Team in accordance with relevant regulatory requirements and service agreement (see Reporting requirements in the Emergency contacts section).

### **9.13 Loss of essential services**

#### **When there is a loss of essential services (power, water, communications):**

- Determine which services are affected and the extent of the impact.
- Respond to any immediate threat to children and staff safety and isolate/secure buildings/areas if necessary.
- Call 000 if emergency services are required to respond e.g. power lines down in front of the facility.
- Contact the relevant provider/s to report outage and ascertain when restoration will occur.
- Consider consequential impacts, e.g. power outage will impact on phone lines and IT systems.
- Notify and/or seek advice from your PMC if required
- Contact parents/guardians as required.



- Report serious incidents to the relevant DET QARD Area Team in accordance with relevant regulatory requirements and service agreement (see Reporting requirements in the Emergency contacts section).

#### 9.14 Major external emissions/spill (includes gas leaks)

- Contact the relevant utility faults/emergency line and follow advice.
- **Call 000** for emergency services and seek and follow advice.
- Report the emergency immediately to the Chief Warden who will convene your IMT if necessary.
- Move 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 staff. Personal Protective Equipment should be worn as required.
- Notify and/or seek advice from your PMC or DET regional emergency management staff if required if required.
- Contact parents/guardians as required.
- Consider notification to WorkSafe 13 23 60.
- Report serious incidents to the relevant DET QARD Area Team in accordance with relevant regulatory requirements and service agreement (see Reporting requirements in the Emergency contacts section).

#### 9.15 Medical emergency

If a medical emergency occurs on the facility site or on an excursion:

- Call '000' if immediate/life threatening .
- Administer first aid.
- Ensure any children, staff or visitors with medical or other needs and including those that are non-ambulant are supported and have access to any required medications
- Contact parent/guardian of affected child.
- Record evidence (if applicable).
- Keep other children away from the emergency/incident.
- Provide support for children who may have witnessed early stage of emergency
- Report serious incidents to the relevant DET QARD Area Team in accordance with relevant regulatory requirements and service agreement (see Reporting requirements in the Emergency contacts section).

#### 9.16 Mental stress

- If there is immediate and/or life threatening concern for an individual's health or wellbeing contact '000'.
- Notify parents/guardians.
- Administer first aid (if appropriate) – keep physically and emotionally safe.
- See [child safety measures](#) and consider what other supports are needed and appropriate, including:
  - Pre-school field officer (PSFO)
  - Kids Helpline - 1800 55 1800
  - Bravehearts counselling and support for survivors of child sexual abuse on 1800 272 831 or [www.bravehearts.org.au](http://www.bravehearts.org.au) Lifeline - 13 11 14
  - Suicide prevention resources from Beyond Blue and/or Headspace
  - Child and Adolescent Mental Health Team – acute mental health triage

- Children and Young People with Disability Australia on 1800 222 660 or [www.cyda.org.au](http://www.cyda.org.au)
- For additional helplines and counselling services for children, young people and parents/guardians, Australia-wide and by state and territory, see this [resource sheet](#) developed by the Australian Institute of Family Studies.
- Report serious incidents to the relevant DET QARD Area Team in accordance with relevant regulatory requirements and service agreement (see Reporting requirements in the Emergency contacts section).

### 9.17 Missing child

If child is missing and/or cannot be accounted for or appears to have been removed from the premises by a person not authorised by a parent:

- Search the immediate area and ensure on-going monitoring, supervision and safety of other children.
- Contact '000' for police to report child missing.
- Contact the parent/guardian.
- Report serious incidents to the relevant DET QARD Area Team in accordance with relevant regulatory requirements and service agreement (see Reporting requirements in the Emergency contacts section).

### 9.18 Pandemics and Communicable Diseases (COVID-19 and Influenza)

#### COVID-19

Advice is available about safely managing early childhood services and day to day operations during COVID-19 on the COVID-19 pages of the Department of Education and Training Victoria website.

Key steps to respond to a confirmed COVID-19 case are outlined in the [Managing a confirmed case of COVID-19 in early childhood education and care services](#) and include:

- Process for closing
  - On receipt of notification from DoH – follow advice provided
  - On becoming aware directly from parents/guardians or staff – notify QARD via NQAITS system or call 1300 307415.
- Inform families – download the communications pack.
- Lodge a notification through the National Quality Agenda IT System (NQA ITS) or call [1300 307 415](tel:1300307415).
- Arrange a deep clean (see factsheet).
- Update your emergency contact details on NQAITS - these details will be used if DET or DoH need to contact the service after hours.
- Report a closure – on QAITs within 24 hours of closure. Services operating under the *Children's Services Act 1996* email [licensed.childrens.services@edumail.vic.gov.au](mailto:licensed.childrens.services@edumail.vic.gov.au) within 48 hours of closure.

For more information about early childhood services operating during COVID-19 see:

- Advice about safely managing a service during COVID-19

- Operating guidelines for early childhood education and care services
- Managing illness in schools and early childhood education and care services
- Managing an unwell child or staff member

Kindergarten providers having staffing difficulties for unavoidable reasons (such as staff on medical absence) should call the dedicated COVID-19 phone advice line on [1800 338 663](tel:1800338663) to discuss your situation.

Report serious incidents to the relevant DET QARD Area Team in accordance with relevant regulatory requirements and service agreement (see Reporting requirements in the Emergency contacts section).

## **Influenza Pandemic**

Appendix C of the DET Pandemic Influenza Incident Response Plan provides details of the Key Actions for early childhood services to implement at each of the preparedness and response stages of a pandemic influenza event.

### **Incident response:**

In April, (or at the time of the overseas detection if earlier), prepare to enact pandemic response section of your EMP with stakeholders and prepare to activate IMT.

### **Hygiene measures:**

Reinforce basic hygiene measures including:

- 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.

### **Communications:**

- In May, (or at the time of the overseas detection, if earlier), ensure hygiene information/posters are communicated/ displayed.
- In late May, (or at the time of the overseas detection, if earlier), consider providing information sessions for staff and parents/guardians to communicate:
  - the status of the situation
  - the risk of influenza and how to identify pandemic influenza symptoms and cases of possible influenza based on the current, up-to-date case definition by the Chief Health Officer, DoH
  - best practice hygiene measures
  - measures for vulnerable children.
- Access and follow Chief Health Officer, DoH/Principal Health Advisor advice provided by DET and distribute consistent messaging to staff, children and parents/guardians.
- Encourage staff and parents/guardians to obtain seasonal flu vaccination as appropriate (especially those people/families at a greater risk of infection).
- Prepare sample letters for parents/guardians for the next stage (if required).

**Travel advisories:**

- Encourage staff and parents/guardians to access the smartraveller website prior to international travel.

**Business continuity:**

- Ensure currency of business continuity plan which:
  - identifies minimum requirements and key staff for continued operations (including planning for the absence of the PMC)
  - considers workforce strategies to enable continued operations, if pandemic affects a portion of the workforce.
- Report serious incidents to the relevant DET QARD Area Team in accordance with relevant regulatory requirements and service agreement (see Reporting requirements in the Emergency contacts section).

**9.19 Severe weather event**

- **Call 000** if emergency services are needed and seek and follow advice.
- Before the storm:
  - consider notifying parents/guardians, especially those with children with additional needs
  - store or secure loose items external to the building, such as outdoor furniture and rubbish bins
  - disconnect/cover/move electrical equipment away from windows
  - secure windows (close curtains and blinds) and external doors. If necessary, tape windows and glass entrances. Utilise boards and sandbags if required.
- Monitor the VicEmergency website and/or VicEmergency App
- Monitor the Bureau of Meteorology website for weather updates and weather warnings
- 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, staff and visitors to the Chief Warden.
- Notify and/or seek advice from your PMC if required.
- Listen to local radio or TV on battery-powered sets for weather warnings and advice.
- Report serious incidents to the relevant DET QARD Area Team in accordance with relevant regulatory requirements and service agreement (see Reporting requirements in the Emergency contacts section).

**9.20 Smoke**

This procedure may be used if you are not under direct threat from a fire and are remaining in smoky conditions.

**Medical**

- **Call 000** if anyone is experiencing wheezing, chest tightness and difficulty breathing.
- Closely monitor for adverse effects of smoke on children and staff.
- Children and staff with existing heart or lung conditions (including asthma) should follow the treatment plan advised by their doctor.

- Asthmatics must follow their personal asthma action plan and keep a reliever or inhaler on hand.
- Notify parents/guardians about conditions and to ensure they cater for their child's needs e.g. extra inhaler.

#### **Activities/Indoors**

- Restrict outdoor activities or as appropriate, cancel, re-schedule or use alternative venues for any outdoor activities.
- Close windows and doors.
- Switch air conditioners to 're-circulate' or 'reuse air' (turn it off if it doesn't have this function).
- Limit prolonged or heavy physical activity relative to the conditions.

#### **Notification/Information**

As appropriate:

- Notify and/or seek advice from your PMC if required
- For health information about smoke go to: [betterhealth bushfiresmoke](#) or
- For information about planned burns in your area call 1800 226 226, download the VicEmergency app. Detailed information about the time, location and status of planned burns for the next 10 days can be found at [Planned Burns Victoria](#)
- Tune in to your ABC Radio station and keep listening for advice and warnings. You can find your local station on the ABC Radio frequency finder as well as listen online or via the ABC Radio app.
- Report serious incidents to the relevant DET QARD Area Team in accordance with relevant regulatory requirements and service agreement (see Reporting requirements in the Emergency contacts section)

### **9.21 Snakes**

- Treat all snakes as venomous – almost all snakes occurring on or entering properties in Victoria are venomous.
- Remain calm and alert children and staff - advise them to stay calm, move away slowly and keep away.
- If the snake is very close to you (around 1.5 metres or less) remain motionless until the snake moves away.
- If the snake is not agitated or defensive, calmly and slowly move to a safe distance away from the snake observing its position at all times.
- If the snake is located around buildings, homes and playgrounds consider the need to activate a Lock Down procedure.
- If the snake is located inside a building, consider the need to evacuate the room or building.
- Leave the snake alone and give it the opportunity to escape. If possible, monitor the snake from a safe distance (at least 5 metres away) in order to see where it goes and to direct a snake catcher to the snake (or its shelter site) if one is called.
- If the snake remains on facility grounds, call the local licensed snake catcher "The Snake Hunter" on 0403 875 409.
- Report serious incidents to the relevant DET QARD Area Team in accordance with relevant regulatory requirements and service agreement (see Reporting requirements in the Emergency contacts section)

## 9.22 Traumatic death/injury/grief

If death or injury occurs on the service's site (that impacts or risks impacting the health, safety and wellbeing of children or staff):

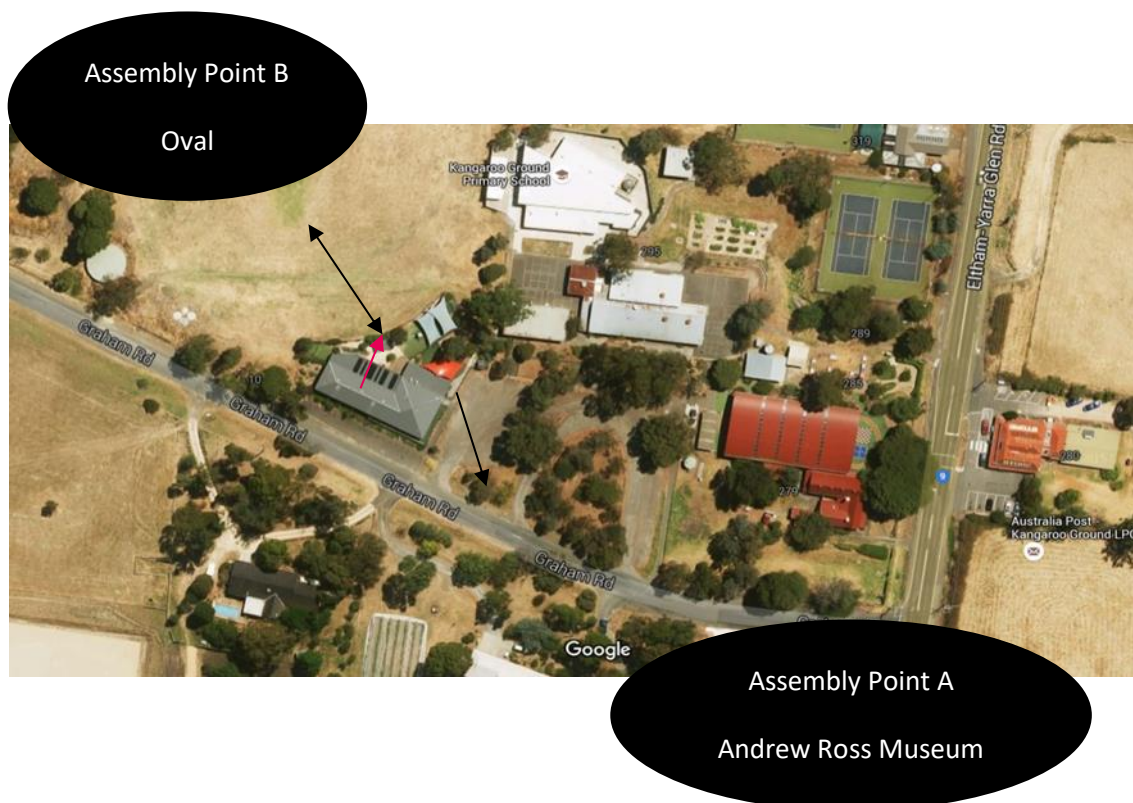
- Contact '000' for police/ambulance attendance
- Monitor the wellbeing of staff
- Contact parents/guardians as appropriate
- Actively implement self-care strategies
- If the incident occurs on service premises/excursion
  - Preserve the evidence
  - Consider a Worksafe Notification 13 23 60
- Report serious incidents to the relevant DET QARD Area Team as soon as practicable and in accordance with relevant regulatory requirements and service agreement (see Reporting requirements in the Emergency contacts section)
- For general guidance, refer to the [Managing Trauma Guide](#) to support, plan for, and lead an effective recovery including:
  - Develop a Communications Plan – check what information can be released
  - Notification (as appropriate) to the service community – letter, newsletters, emails, phone calls, text messages or SMS alert
  - Limit exposure to ongoing trauma, distressing sights, sounds and smells
  - Continue to identify those most at risk and triage for support
  - Consider tribute, memorial, ritual

## 9.23 Violence, aggression and/or harrasment

- Intervene only if safe to do so.
- Contact '000' if immediate/life threatening and require police/ambulance attendance.
- Initiate action to confine or isolate the aggressor.
- Determine whether evacuation, lock-down or Shelter in Place is required.
- Administer first aid if required and safe to do so.
- Contact parent/guardian of children impacted.
- Record evidence (if applicable).
- If multiple children involved and/or witness incident, isolate to preserve the integrity of the evidence until interviews etc can take place.
- If staff are directly impacted consider whether a report to WorkSafe is required.
- Report serious incidents to the relevant DET QARD Area Team in accordance with relevant regulatory requirements and service agreement (see Reporting requirements in the Emergency contacts section).

## 10. Area map

Date Area map validated:



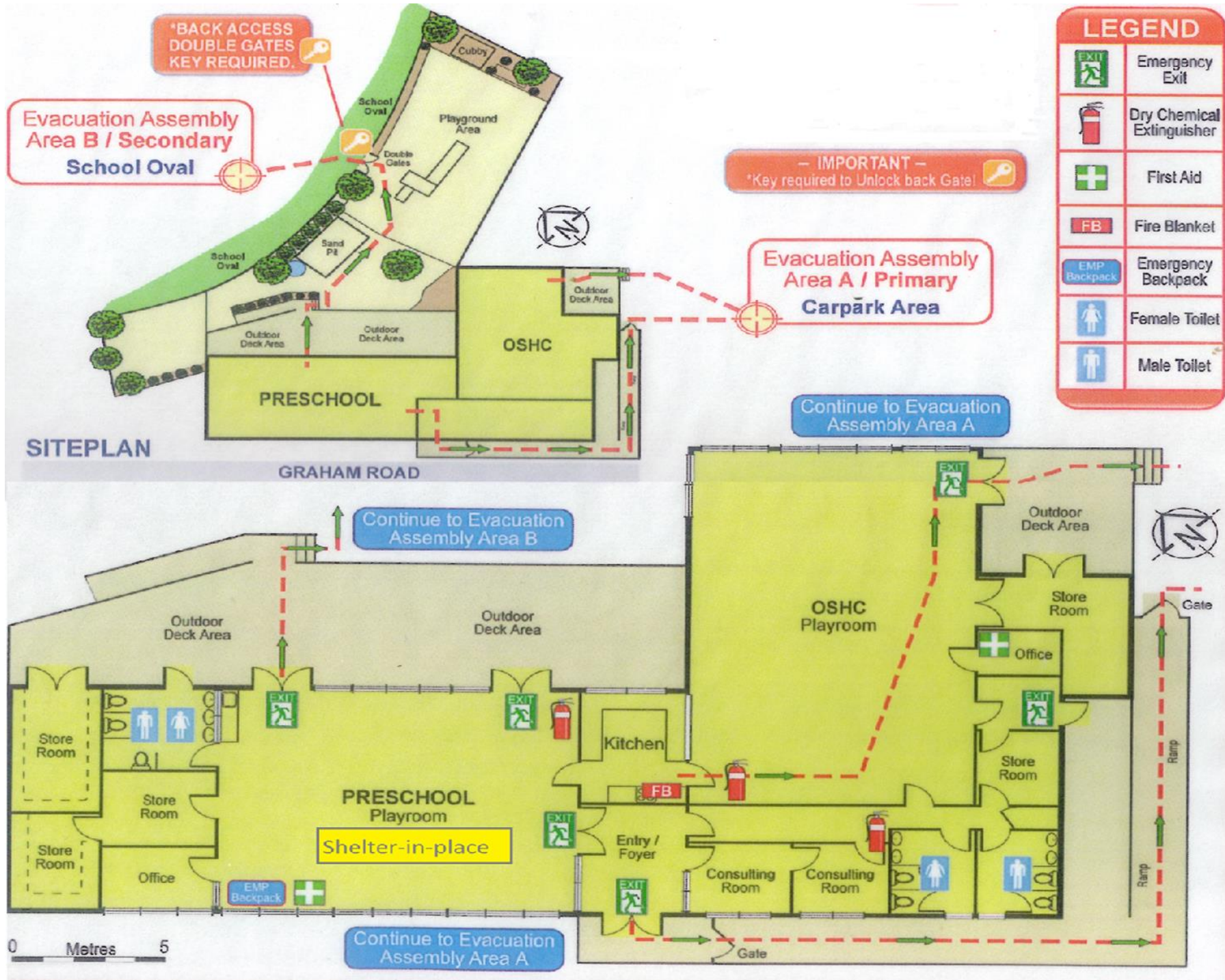
Nearest intersection: Corner of Graham Road and Eltham-Yarra Glen Road, Kangaroo Ground

Nearest Building – Kangaroo Ground Primary School



# 11. Evacuation diagram

Date Evacuation diagram validated:





## 12. Parent/guardian contact information

**Important note:** To ensure adherence to the provisions of the *Information Privacy Act 2000*, maintain parent/guardian contact details in soft and hard copy separately to your EMP (or remove before distributing copies of your EMP).

## 13. Children and staff with additional needs

**Important note:** To ensure adherence to the provisions of the *Information Privacy Act 2000*, maintain details of child/staff additional needs in soft and hard copy separately to your EMP (or remove before distributing copies of your EMP).

A sample **Personal Emergency Evacuation Plan (PEEP)** template is provided at Appendix 5 which can be used for both **staff and children** with additional needs.

A summary of children and staff with additional needs can be included in your EMP so long as it does not contain any personal details or details that identify an individual.

Additional needs summary		
Additional needs category	Number of children	Number of staff
<Insert category of additional needs>		
<Insert category of additional needs>		
<Insert category of additional needs>		

## **PART 2 – EMERGENCY PREPAREDNESS**

## 14. Service facility profile

### 14.1 General Information

<b>Operating Days</b>	Monday to Friday
<b>Operating Hours</b>	8am – 4pm
<b>Phone</b>	9712 0297      Mobile: 0434 889 443
<b>Email</b>	<a href="mailto:kangaroo.ground.kin@kindergarten.vic.gov.au">kangaroo.ground.kin@kindergarten.vic.gov.au</a>
<b>Fax</b>	9712 0932
<b>Website</b>	<a href="http://www.kangarogroundpreschool.com.au">www.kangarogroundpreschool.com.au</a>
<b>Number of buildings</b>	one
<b>Is the facility a designated Neighbourhood Safer Place?</b>	No
<b>Shelter-In-Place Location</b>	Main Activity Room
<b>Number of children/ approved places)</b>	Approx. 30 at any one time
<b>Total number of educators/staff</b>	7
<b>Methods for communicating with our community</b>	Phone, SMS and email

### 14.2 Other services/users of site

<b>Service / User name</b>	Kangaroo Ground Primary School before and after school
<b>Location on site</b>	20 Graham Road, Kangaroo Ground
<b>Children/Visitor numbers</b>	50
<b>Operating hours/days</b>	7.15 am – 9 am and 3.00 pm – 6 pm Monday - Friday
<b>Emergency contact name</b>	Marita Schneider-Car
<b>Phone number</b>	9712 0124
<b>Mobile number</b>	0419 893 272

### 14.3 Building information summary

Telephones (Landlines)			
Location	Number	Location	Number
Landline in the Office	9712 0297		

<b>Alarms</b>			
	<b>Location</b>	<b>Monitoring Company</b>	<b>Location of Shut-off Instructions</b>
<b>Fire:</b>	N/A		
<b>Intrusion:</b>	N/A		
<b>Other:</b>	N/A		
<b>Utilities</b>			
	<b>Location</b>	<b>Service provider</b>	<b>Location of shut-off instructions</b>
<b>Gas / Propane:</b>	N/A		
<b>Water:</b>	Graham Road SW corner of building	Yarra Valley Water	
<b>Electricity:</b>	Corner of building NW (under tree on Graham Road)	Origin	
<b>Sprinkler system</b>			
<b>Location of control valve:</b>			
<b>Location of shut-off instructions:</b>			
<b>Building and site hazards</b>			
<b>Hazard description</b>		<b>Location</b>	

## 15. Risk assessment

1. Identified Hazard or Threat	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
Bushfire or grassfire	<p>Risk of death/injury from burns or smoke inhalation.</p> <p>Risk of property damage or property loss.</p> <p>Risk of psychological injury.</p> <p><b>Consequences:</b></p> <p>Fatality and/or personal injury.</p> <p>Psychological injury requiring treatment.</p>	<ul style="list-style-type: none"> <li>○ Liaise with local fire services to determine potential controls e.g. clearing trees, building safety etc.</li> <li>○ Ensure Emergency Management Plan is up-to-date including identification of shelter-in-place and evacuation points.</li> <li>○ Schedule and practice emergency evacuation drills on a regular basis.</li> <li>○ Ensure there is a business continuity plan in place.</li> <li>○ Prior to bush fire season, review preparedness including identification of shelter in place and evacuation points.</li> <li>○ Implement Code Red Pre-emptive closure as per EMP</li> <li>○ Perform checks of safety equipment as per compliance schedule.</li> <li>○ Use working bees to maintain site e.g.. gutters and grounds clear of leaves.</li> </ul>	Severe	Possible	Extreme	<ul style="list-style-type: none"> <li>○ On a declared day of extreme and Code red fire danger the service will be closed.</li> <li>○ On a declared day of severe fire danger activate heightened state of readiness. This may include:</li> <li>○ Remove toys from back deck</li> <li>○ Close plastic blinds</li> <li>○ Emergency mops/hoses positioned near taps</li> <li>○ Emergency radio set up for if needed</li> <li>○ Teacher to have phone with Emergency app set to alert for fires within 10km on them</li> <li>○ Check phone throughout the day</li> <li>○ As appropriate, consult with local CFA.</li> <li>○ As appropriate, ensure open lines of communication with emergency services.</li> <li>○ A staff member monitors CFA and Bureau of Meteorology websites and media.</li> <li>○ Cancelling staff travel during work hours.</li> <li>○ Cancelling scheduled excursions.</li> </ul>	Major	Unlikely	Medium

1. Identified Hazard or Threat	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
					High	<ul style="list-style-type: none"> <li>Relocate to Offsite Evacuation location via bus (this may or may not include relocating to Primary School) or as directed by Emergency Services</li> <li>Encourage parents to enact their own EMP and be aware of travelling with bushfire risk.</li> </ul>			High
Severe weather, storms and flooding	<p><b>Risk/s</b> There is a risk of injury, roof flooding and property damage due to a severe weather event.</p> <p><b>Causes</b> - flying debris - flooding - falling objects - falling power lines</p> <p><b>Consequences:</b> Fatality and/or permanent disability Stress event requiring extensive clinical support for multiple individuals</p>	<ul style="list-style-type: none"> <li>Ensure roofs/gutters/drains are clear.</li> <li>Test communications</li> <li>Ensure there is a business continuity plan in place.</li> <li>Complete the Flood risk identification assessment.</li> </ul>	Moderate	Possible	Medium	<ul style="list-style-type: none"> <li>Liaise with SES/local government to identify potential risks.</li> <li>Develop contingency for storage of equipment/materials if necessary.</li> </ul>	Minor	Unlikely	Low
Building Fire	<ul style="list-style-type: none"> <li>Risk of injury from burns or smoke inhalation.</li> </ul>	<ul style="list-style-type: none"> <li>Fire services equipment (fire hose reels, fire extinguishers, fire blankets, hydrants) is</li> </ul>	Severe	Unlikely	High	<ul style="list-style-type: none"> <li>All electrical equipment is tested and tagged as per Australian Standards and that frayed leads, damaged</li> </ul>	Minor	unlikely	Low

1. Identified Hazard or Threat	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
		<p>tested and tagged as per Australian Standards.</p> <ul style="list-style-type: none"> <li>○ Test communication systems (PA system) on a regular basis.</li> <li>○ A fire blanket (tested and tagged to Australian Standards) is available in all kitchen areas.</li> <li>○ A business continuity plan is in place.</li> </ul>				<p>equipment etc. are disposed of in an appropriate manner.</p>			
Snakes	<p><b>Probable cause</b> As service is located in semi-rural setting, brown snakes and tiger snakes have been sighted.</p> <p><b>Probable consequences</b> Risk of snake bite and stress to staff and children</p>	<ul style="list-style-type: none"> <li>○ Staff to assess yard before use</li> <li>○ Practice evacuation drills</li> </ul> <p>Children and staff to wear closed toe shoes when outside</p>	Major	Possible	High	<ul style="list-style-type: none"> <li>○ First aid trainers are to obtain specific training in responding to a snake bite.</li> </ul> <p>Daily inspections</p>	Minor	unlikely	Low
Intruders/ Personal threat	<p><b>Risk/s</b> There is a risk of physical or psychological injury due to unwelcome intruder into children's service grounds/buildings. Potential for property damage.</p> <p><b>Causes</b></p>	<ul style="list-style-type: none"> <li>○ Ensure reception is a secure area and that no-one can enter the office area unless they have a pass/key.</li> <li>○ Ensure any visitors/contractors sign in through the office area</li> </ul>	Unlikely	Moderate	Medium	<ul style="list-style-type: none"> <li>○ Ensure the front door is locked 30 minutes after children arrive</li> </ul> <p>Ensure the playground gates are locked at all times</p>	Rare	Moderate	Low

1. Identified Hazard or Threat	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
	Parent/visitor attending front office Contractors/volunteers inappropriately engaging with staff/children Unknown person with psychological issues <b>Consequences</b> Hospital treatment Stress event requiring professional support	<ul style="list-style-type: none"> <li>when they first arrive on site.</li> <li>Practice lockdown/lock out procedures as per EMP</li> <li>Provide support to staff as required</li> </ul>							
Bomb Threat	Physical or psychological injury could occur to staff, visitors or contractors.	<ul style="list-style-type: none"> <li>Ensure each phone has a Bomb Threat Checklist available.</li> <li>Schedule and practice emergency evacuation drills on a regular basis.</li> <li>Implement and follow Bomb Threat response procedure (located in EMP).</li> <li></li> </ul>	Rare	Moderate	Low	<ul style="list-style-type: none"> <li></li> </ul>	Rare	Moderate	Low
School Bus accident / Vehicle Incident	Risk of death/injury	<ul style="list-style-type: none"> <li>Ensure drivers are provided with suitable first aid kits, reflective vests and emergency contact numbers for the vehicle.</li> </ul>	Unlikely	Severe	High	<ul style="list-style-type: none"> <li>On a declared day of severe fire danger all excursions will be cancelled.</li> <li>Drivers should check adverse weather conditions e.g. floods, bushfires (check CFA website), road closures (Vic Roads</li> </ul>	Unlikely	Major	Medium



1. Identified Hazard or Threat	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
		<ul style="list-style-type: none"> <li>○ Drivers complete a safety check prior to driving the vehicle.</li> <li>○ Ensure drivers have a valid driver's licence.</li> <li>○</li> </ul>				<ul style="list-style-type: none"> <li>○ website) prior to leaving and if necessary, postpone the trip.</li> <li>○ Exception, if off site evacuation is requested by Emergency Services.</li> <li>○</li> </ul>			
Pandemics and communicable diseases	Unplanned loss of power and water during session times. Preschool may operate without power for short term on mild day, consider temperature of the day. Preschool requires potable water and toilets to remain open.	<ul style="list-style-type: none"> <li>● Contact Essential Services to determine timeframe for repair</li> <li>● Contact Primary School</li> <li>● Bottle of water in Bushfire back pack</li> <li>● Check fuse box/safety switch and if damaged organise repair</li> </ul>	Minor	Unlikely	low	<ul style="list-style-type: none"> <li>*If safety switch/fuse/damaged pipe caused the loss of essential services seek urgent repair.</li> <li>*Limit water intake until able to reinstate water or relocate to another site</li> <li>*Limit flushing of toilet where practicable</li> <li>*Depending upon time, consider relocating off site or parent to collect child, discuss with CoM</li> </ul>	Minor	Unlikely	low
<b>Hazardous Substance Release: Inside and Outside Facility Grounds</b>	Exposure to certain liquids or gases may be hazardous to health including petrol pumps at General Store.	<ul style="list-style-type: none"> <li>○ Follow DEECD's Chemical Management Procedures.</li> <li>○ Safe work procedures for handling chemicals are followed.</li> <li>○ Emergency evacuation drills are scheduled and</li> </ul>	Major	Rare	Medium	<ul style="list-style-type: none"> <li>● Review chemicals stored onsite on a regular basis and update MSD.</li> <li>● Where practicable seek alternative non-flammable and nontoxic products.</li> </ul>	Moderate	Rare	Low

1. Identified Hazard or Threat	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
		practiced on a regular basis. Material Safety Data Sheets (MSDS) for all Dangerous Goods and Hazardous Substances on-site from the supplier/manufacturer or Chemwatch are followed.				<ul style="list-style-type: none"> <li>Where practicable remove bulk storage of flammable and toxic chemicals from site.</li> <li>Ensure first aid response is available</li> </ul>			
Loss of Essential Services	Unplanned loss of power and water during session times. Preschool may operate without power for short term on mild day, consider temperature of the day. Preschool requires potable water and toilets to remain open.	<ul style="list-style-type: none"> <li>Contact Essential Services to determine timeframe for repair</li> <li>Contact Primary School</li> <li>Bottle of water in Bushfire back pack</li> <li>Check fuse box/safety switch and if damaged organise repair</li> </ul>	Minor	Unlikely	low	*If safety switch/fuse/damaged pipe caused the loss of essential services seek urgent repair. *Limit water intake until able to reinstate water or relocate to another site *Limit flushing of toilet where practicable *Depending upon time, consider relocating off site or parent to collect child, discuss with CoM	Minor	Unlikely	low

## 16. Emergency response drills schedule

Services are required to conduct an emergency drill/exercise every three months.

Sample templates for Drill Observer Record and Drill Debrief are provided at Appendix 4 and Appendix 6 respectively. For information about this section, see the Guide on the [Emergency Management Requirements](#) page of the DET website.

*Please delete this text box after completing your drills schedule.*

	Type of drill (e.g. evacuation, lockdown) and drill scenario (e.g. fire, intruder)	Scheduled drill date	Date drill performed	Observer's Record completed ✓
<b>Jan-Mar</b>	<b>Shelter in Place</b> Uncontrolled Fire in the vicinity – as found on CFA app	February 10 <sup>th</sup> -Tracey February 11 <sup>th</sup> – Marita		
<b>Apr-June</b>	<b>Medical Emergency</b> Suspected Child Abuse observed in a child onsite.	During all staff meeting April 2021 Date to be confirmed		
<b>Jul-Sept</b>	<b>On-site Evacuation</b> Septic tank rupture – relocate to Assembly point A	July 21 <sup>st</sup> Tracey July 22 <sup>nd</sup> Marita		
<b>Oct-Dec</b>	<b>Shelter in place</b> Snake sighting near the ramp in the backyard	October 11 <sup>th</sup> Tracey Ocotber 12 Marita		

## 17. Emergency kit checklist

<b>Our Emergency Kit Contains:</b>	✓
Children's data and parent/guardian 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/guardian contact details	
Education/staff contact information	
Traffic/emergency safety vest and tabards	
Facility keys	
Standard portable First Aid Kit. Refer to <a href="#">First Aid Kits Contents Checklist</a>	
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	
<Insert any other items you have included in your kit>	
<Insert any other items you have included in your kit>	
<Insert any other items you have included in your kit>	
<Insert any other items you have included in your kit>	

Date Emergency Kit checked:	
Next check date:	

## 18. Business Continuity Management Plan (BCMP)

Business continuity planning is intended to minimise any safety, financial, educational, operational, reputational and/or other damaging consequences of a disruptive event.

Develop your service's BCMP using the template below which provides strategies to consider for the more common business continuity events that can arise from:

- Arrangements to manage inability to access a building or facility site
- Arrangements to manage a loss of technology / telephony / data / essential services including electricity and water
- Arrangements to manage a loss or shortage of staff or skills

A sample BCMP and Checklist is provided at Appendix 7.

## **19. Appendices**

- 1. Sample Post Emergency Record Template**
- 2. Sample Caller Bomb Threat Checklist Template**
- 3. Sample Facility Closure Checklist Template**
- 4. Sample Drill Observer Record TemplateC**
- 5. Sample Personal Emergency Evacuation Plan Template**
- 6. Sample Drill Debrief Report Template**
- 7. Sample Business Continuity Plan Template**
- 8. DET Regions**
- 9. QARD Areas and Contacts**
- 10. EMP Completion Checklist**

## Sample Post Emergency Record

Early childhood services must report serious incidents to the relevant Department of Education and Training (DET) QARD Area Team in accordance with relevant regulatory requirements. Services with a funding and service agreement will need to contact their regional Early Childhood Improvement Branch and/or your Early Childhood Performance and Planning Advisor

<b>Facility Name</b>	
<b>Emergency Event</b>	
<b>Date and Time of Emergency</b>	
<b>Description/Details Of Emergency</b>	

<b>Immediate Actions Taken</b>	Chief Warden/Early Childhood Education Commander Notified: YES / NO    Time _____  Other staff Notified: YES / NO    Time _____  Emergency Services Notified: YES / NO    Time _____	IMT Convened: YES / NO    Time _____  PMC Notified: YES / NO    Time _____
<b>Key Actions Taken</b>	Parent/Guardian notified	
<b>Issues</b>	Operational Debriefing Required: YES / NO    Date/Time _____  Person Responsible to Organise:   Confirmation of Operational Debriefing: Date/Time:   Issues for Follow Up Action:	

<b>This Record Completed By:</b>	
<b>Position Title:</b>	
<b>Telephone Number:</b>	
<b>Signature and Date:</b>	

**NOTE:** This sample template is a guide only and should be used as an aid to develop or supplement your EMP. Please adapt it as appropriate to ensure relevance to your facility and services)

## SAMPLE TELEPHONE BOMB THREAT CHECKLIST

### STAY CALM

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
<b>TELEPHONE</b>	<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: .....      Service Phone system (e.g. menu): .....

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

**YOUR NAME:** ..... **FACILITY:** .....

## SAMPLE SERVICE CLOSURE CHECKLIST ON A FORECAST ELEVATED FIRE DANGER RATING DAY

<b>Date service will be closed:</b>	
-------------------------------------	--

Item	Yes	No	Comments
<b>NOTIFICATIONS</b>			
All parents/guardians			
Staff and volunteers			
Contractors (e.g. cleaners, contractor)			
Known visitors			
Co-located educational services			
Other users of the facility			
Approved provider			
<b>SCHOOL BUS TRANSPORT</b>			
Bus coordinating school advised of closure			
<b>SIGNAGE</b>			
Facility closure signs are posted at all entrances/exits			
<b>EXCURSIONS</b>			
Planned excursions have been cancelled			
<b>OTHER</b>			
Receipt of notification by all parents/guardians has been confirmed (e.g. SMS read receipts, email read receipt/reply)			
Contingency arrangements have been made for potential next day closure			

**NOTE:** This sample template is a guide only and should be used as an aid to develop or supplement your EMP. Please adapt it as appropriate to ensure relevance to your facility and services.

## Sample Emergency Response Drill Observer's Record

<b>Service Name:</b>			
<b>Drill Address</b>			
<b>Drill Type</b> <i>(Evacuation / Lock-down / Shelter-In-Place)</i>		<b>Drill Date</b>	
<b>Drill Scenario</b> <i>(What is the cause of the emergency?)</i>			
<b>Drill Debrief Date</b>			
<b>Observer Name</b>			

Depending on the type of drill conducted, it is recommended you advise emergency services, neighbouring properties and members of the community who may be affected ahead of the exercise.

<b>Drill Items (all drills)</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
	✓	✓	✓
Did the Chief Warden/Early Childhood Education Commander take charge and brief IMT/Wardens?			
Was the (simulated) call to the following done promptly:			
○ Emergency services			
○ Approved provider/person with management or control			
○ Co-located facility			
Could the alarm/signal/PA announcements be heard in all parts of the facility?			
Was someone appointed to maintain situational awareness e.g. by monitoring information sources and liaising with the relevant authorities?			
Did all the staff assigned response roles, including Wardens and IMT understand their responsibilities?			
Was someone appointed to liaise with the parents/guardians/community?			
Was the Chief Warden's instructions followed by everyone?			
Were any people with additional needs identified during the drill?			
Was emergency equipment/resources needing to be used in a real emergency operationally ready?			

## Evacuation Drill

Evacuation Drill Sequence Checklist	Time	
	Hour	Min
Evacuation alarm sounded		
Warden/s respond		
Emergency services notified		
Wardens check floor/area		
Evacuation commenced		
Wardens report floor/area clear		
Arrive at assembly area/s		
Wardens check all present		
Evacuation completed		
Drill terminated		

Evacuation Drill Items	Yes ✓	No ✓	N/A ✓
Was the correct alarm/signal sounded for an evacuation?			
Were Personal Emergency Evacuation Plans implemented?			
Were all persons accounted for (children, staff, visitors, contractors and volunteers)			
Were floor areas checked / isolated areas searched by Wardens?			
Was the Emergency kit readily available?			
Wardens/response staff were able to get instructions from/provide feedback to the Chief Warden			
Did anyone re-enter the premises/building before the "all clear" was given?			
Was the Evacuation procedure documented in the EMP followed, including paths of travel, assembly at the designated point/s, communication tree?			
<b>Off-Site Evacuation:</b>			
<ul style="list-style-type: none"> <li>Was the route to the designated assembly point in the EMP followed?</li> </ul>			
<ul style="list-style-type: none"> <li>Did the assembly point provide access to shelter, toilets and water?</li> </ul>			

**Comments/Issues for follow up by the EMP Planning Team**

## Lockdown Drill

Lockdown Drill Sequence Checklist	Time	
	Hour	Min
Lockdown alarm/notification sounded		
Emergency services notified		
Warden/s report building/s secure		
Wardens check everyone is in the building/s and actively monitor external threat		
All persons accounted for		
Drill terminated		

Lockdown Drill Items	Yes	No	N/A
	✓	✓	✓
Was the correct alarm/signal sounded for a lockdown?			
Were all persons on site accounted for (children, staff, visitors, contractors and volunteers)?			
Was access to buildings restricted to authorised people only?			
Were needs of children/staff able to be met for an extended lockdown e.g. toileting, water?			
Was a check made or direction given to ensure windows and doors locked?			
Wardens/response staff were able to get instructions from/provide feedback to the Chief Warden?			
Did anyone leave the premises/building before the "all clear" was given?			
Was the Lockdown procedure documented in the EMP followed?			

**Comments/Issues for follow up by the EMP Planning Team:**

## Shelter-In-Place (SIP) Drill

SIP Drill Sequence Checklist	Time	
	Hour	Min
SIP alarm/notification sounded		
Emergency services notified		
Warden/s respond		
Evacuation to the SIP commenced		
Wardens check and report everyone has evacuated the non-SIP building/s		
All persons accounted for in the SIP location		
Drill terminated		

SIP Drill Items	Yes	No	N/A
	✓	✓	✓
Was the correct alarm/signal sounded for SIP?			
Were Personal Emergency Evacuation Plans implemented?			
Were floor areas checked/isolated areas searched by Wardens?			
Were all persons accounted for (children, staff, visitors, contractors and volunteers)?			
Did anyone refuse to leave the building/site?			
Was the Emergency kit readily available?			
Were people able to access toilets and water in the SIP?			
Was the SIP able to be secured against a fire emergency e.g. tape to seal windows/doors?			
Was alternate lighting available in the SIP (in case of power outage)?			
Could everyone on the site be accommodated in the SIP?			
Was the SIP procedure documented in the EMP followed, including designated SIP location?			

**Comments/Issues for follow up by the EMP Planning Team:**

**NOTE:** This sample template is a guide only and should be used as an aid to develop or supplement your EMP. Please adapt it as appropriate to ensure relevance to your facility and services)

## Sample Personal Emergency Evacuation Plan (PEEP)

CHILD

Employee

**Occupant name**

<Insert name here> NOTE: This sample template is a guide only and should be used as an aid to develop/supplement your EMP. Please adapt it as appropriate to ensure relevance to your facility and services

**Is an Assistance Animal involved?**

Yes  No

**Does the child/employee understand the emergency response and evacuation procedures?**

Yes  No  N/A

**How will the child/employee be informed of or receive updates to the emergency response procedures?**

*(Please state, e.g. text, email, Braille etc.)*

**How will the child/employee be notified of an emergency?**

*(Please state, e.g. visual alarm, personal vibrating device, SMS, etc. Add lines as necessary)*

**What type of assistance will be provided?**

*(Please list procedures necessary for assistance. Add lines as necessary)*

**What, if any, equipment is required for evacuation?**

*(Please list. Add lines as necessary)*

**Egress procedure:**

*(Give step by step details)*

Designated assistants and contact details: <i>(Add lines as necessary)</i>			
Name	Mobile	Email	Noted

**Is the designated assistant/s trained in the emergency response and evacuation procedures as well as the use of any required evacuation equipment?**

Yes  No

<p><b>Diagram of preferred route for assisted evacuation:</b>  <i>(As appropriate, please insert diagram here or attach to this form)</i></p>          	
---	--

**Issue Date:** ..... / ..... / .....

**Review Date:** ..... / ..... / .....

**Child's Parent/Guardian:** .....  
 (signature)

**Or Employee:** .....  
 (signature)

**Date:** ...../ ...../ .....

**Nominated Supervisor:** .....  
 (signature)

**Date:** ...../ ...../ .....

**NOTE:** This sample template is a guide only and should be used as an aid to develop or supplement your EMP. Please adapt it as appropriate to ensure relevance to your facility and services)



## Sample Emergency Response Drill Debrief Report

*(Please attach Drill Observer Records to this report)*

<b>Drill Date</b>	
<b>Debrief Facilitator/Chair</b>	
<b>Drill Observers</b>	
<b>Drill Scenario</b>	<E.g. Building fire, Bushfire, Intruder/Aggressive person, Flood>>>
<b>Emergency Response Type</b>	<Onsite/Offsite Evacuation; Lockdown; Shelter In Place, Lockout>>
<b>Debrief Date</b>	

Debrief Participants		
Name	Position title	Role during drill

### Discussion points

- Chief Warden/Early Childhood Education Commander describes drill scenario and emergency response implemented
- Observations and facts – Incident Management Team and staff involved/assigned a role in the response, observer/s and other relevant parties such as co-located facilities
- Understanding and execution of response roles, decision making, communications, safety, accounting for children and staff
- What went well, what could be improved/done differently and identified issues
- Required actions – including risk treatments, varying procedures and roles, reviewing specific arrangements and updating the EMP

### What went well?

**What can be improved?**

--

**Action Items**

Ref #	Action	By who?	Due date

**NOTE:** This sample template is a guide only and should be used as an aid to develop or supplement your EMP. Please adapt it as appropriate to ensure relevance to your facility and services

## Example Business Continuity Plan – Sunny Side Kindergarten

Business continuity planning is intended to minimise any safety, financial, educational, operational, reputational and/or other damaging consequences of a disruptive event.

### 1. Arrangements to manage inability to access a building or children’s services approved site

<b>Details of arrangements</b>	<p><b>Workaround</b></p> <p><b><i>Partial site unavailable:</i></b></p> <p><i>Consider</i></p> <ul style="list-style-type: none"> <li>• Determine if remaining areas of the site are suitable for operations based on service approval</li> <li>• Approved provider and nominated supervisor determine what changes to operations are required.</li> </ul> <p><i>Notify</i></p> <ul style="list-style-type: none"> <li>• Contact Quality Assessment and Regulation Division (QARD) Area Team to notify of any operation changes</li> <li>• Admin staff may need to work remotely from a neighbouring service site or from home.</li> <li>• Provide regular updates to families and carers to notify of any operation changes via SMS, emails, social media and newsletter</li> <li>• If co -located, notify site users. E.g. School Principal, Allied Health, other children’s services</li> </ul> <p><b><i>Whole site unavailable:</i></b></p> <p><i>Consider</i></p> <ul style="list-style-type: none"> <li>• Approved provider to discuss issues and possible options for relocation once length of reinstatement program is confirmed.</li> <li>• Approved provider determine what changes to operations are required.</li> </ul> <p><i>Notify</i></p> <ul style="list-style-type: none"> <li>• Contact QARD Area Team to notify of any operation changes.</li> <li>• Complete and submit any required service applications to QARD via the National Quality Agenda IT System (NQA ITS)</li> <li>• Provide regular updates to families and carers to notify of any operation changes via SMS, emails, social media and newsletter</li> <li>• If co -located, notify site users. E.g. School Principal, Allied Health, other children’s services.</li> <li>• Redirect suppliers to alternate site.</li> </ul> <p><b>IT Resources required</b></p> <ul style="list-style-type: none"> <li>• Access to wireless network.</li> </ul> <p><b>Considerations</b></p> <ul style="list-style-type: none"> <li>• OH&amp;S issues in relocating children’s service equipment and resources</li> <li>• Transport arrangements for children in regional and remote areas</li> <li>• Children’s access to early education and care.</li> </ul>
--------------------------------	--

- Demands placed on families and carers due to loss of access to early education and care, co – located services and resources, relocation, etc
- Demands placed on staff due to loss of resources, relocation, etc

Key Contacts can be found in the Contacts section of the Emergency Management Plan.

## 2. Arrangements to manage a loss of technology / telephony / data / power / water

### Details of arrangements

#### Workarounds

##### **Data/technology:**

- Relocate admin and staff facilities to other networked space within the school if co-located
- Admin staff may need to work remotely from Sunny Side PS to access network
- Utilise laptops where available to provide access to network

##### **Telephones:**

- Ensure there is an up to date, printed, hard copy list of all child and staff contact details in an accessible, secure location.
- Utilise mobile phones to contact staff.
- Place message on answering machine, if possible, referring callers to an emergency contact number either on site or at alternative location.

##### **Power:**

- Determine the requirement for the operation of the service. I.e. water pump for toilet operation.
- Battery back-up (UPS) is on servers. Determine time limit of UPS and back up servers as required.
- Restructure the program to account of the lack of power.

##### **Water:**

- Purchase/have a supply of bottled water
- Order bulk water delivery

#### Considerations

- Ensure OH&S issues are considered when using back up power and water pumps
- Review and update staff contact details to include mobile phone numbers.
- Staff Communications Tree to include details of messaging systems

#### Key contacts

- QARD Area Team - contact number
- Phone provider – contact number

### 3. Arrangements to manage a loss or shortage of staff or skills

#### Details of arrangements

##### Workarounds

- Prioritise work allocations for remaining staff
- Determine the number of Casual Relief Educators required.
- Casual Relief Educators to be sourced from:
  - Service's own pool of emergency educators.
  - Approved provider's own pool of emergency educators.
  - Approved provider's preferred CRT agency
- Delivery multi aged program where possible to make up full groups
- Implement succession plan/back up for key roles within service. i.e. person in day-to-day charge, nominated supervisor
- Inform service community of issues via social media, newsletter or via phone or face to face conversations where necessary.

##### Considerations

- Workload of staff and emergency educators

Table of key contacts

Casual Relief agency – 03 9999999

**NOTE:** This example template is a guide only and should be used as an aid to develop or supplement your EMP. Please adapt it as appropriate to ensure relevance to your facility and services

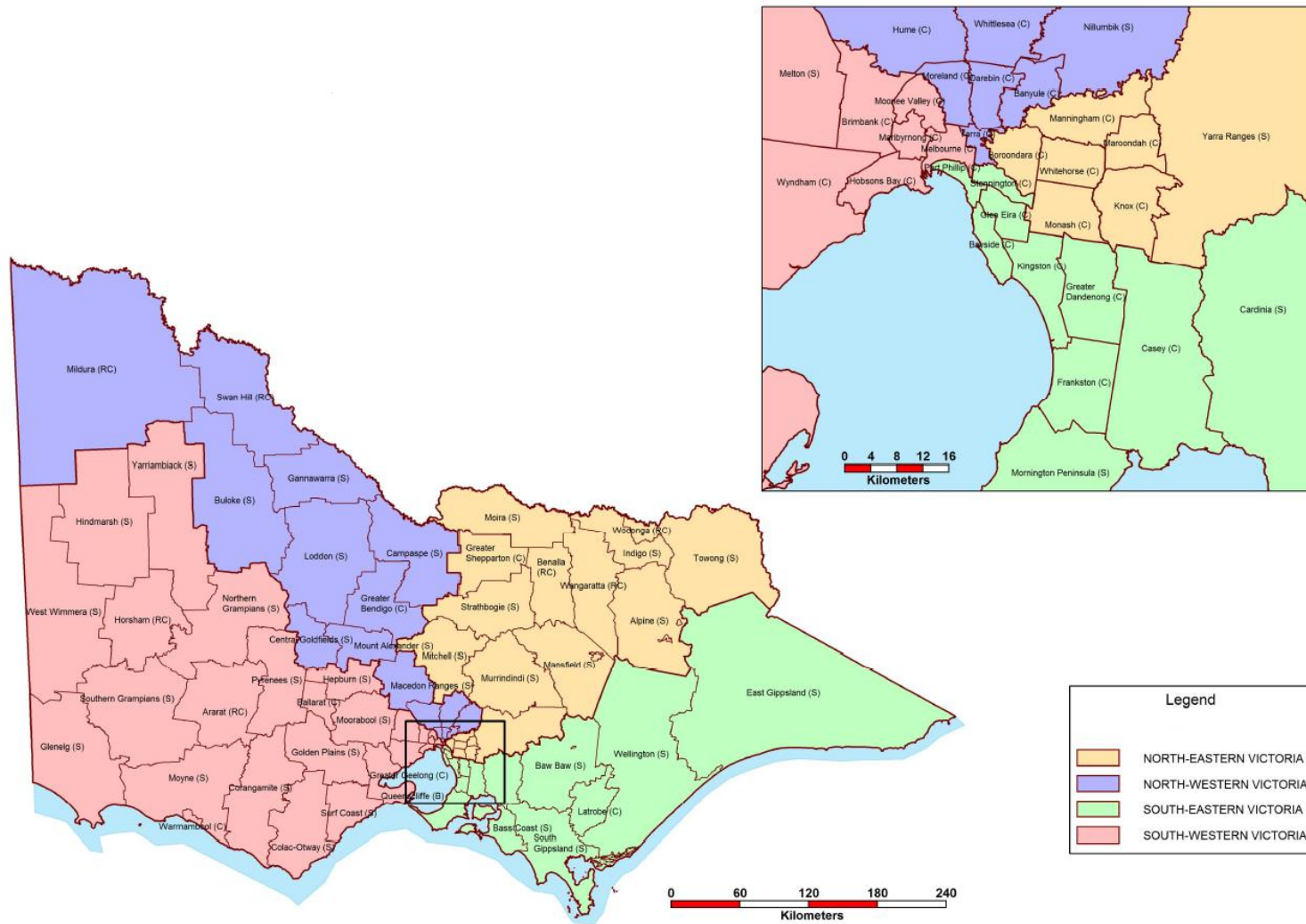
## Sample Business Continuity Checklist

Action	Actioned?
Activate the service's Incident Management Team	
Evaluate the impact of the incident for: <ul style="list-style-type: none"> <li>• Service operations</li> <li>• Impact over time</li> <li>• Manageability</li> <li>• Staffing levels</li> <li>• Resources for recovery</li> </ul>	
Identify actions to mitigate impact, including: <ul style="list-style-type: none"> <li>• Suspension of non-critical operational functions</li> <li>• Mutual support arranged with other facilities/services</li> <li>• Distance/virtual learning Use of different areas within site</li> <li>• Off-site activities</li> <li>• Back-up of key service data</li> <li>• Using paper-based systems</li> <li>• Flexible educational program plans</li> <li>• Using generators, portable lighting</li> </ul>	
Produce an Action Plan for maintaining critical activities that includes: <ul style="list-style-type: none"> <li>• Priorities</li> <li>• Communications</li> <li>• Resource deployment</li> <li>• Allocation of specific roles</li> <li>• Monitoring</li> <li>• Reporting</li> <li>• Stakeholder engagement</li> </ul>	
Establish a register to log all decisions and actions	
Establish a register to log all financial expenditure incurred	
Secure resources for continuity/recovery including: <ul style="list-style-type: none"> <li>• Staffing</li> <li>• Premises</li> <li>• IT and equipment</li> <li>• Welfare</li> </ul>	
Deliver appropriate communications including to: <ul style="list-style-type: none"> <li>• Staff</li> <li>• Parents/guardians</li> <li>• Allied Health</li> <li>• Co-located services/faculties e.g. School Principal</li> </ul>	

<ul style="list-style-type: none"><li>• Other users of site</li><li>• QARD Area Team</li><li>• Suppliers</li><li>• Local Shire/Municipality (as appropriate)</li></ul>	
--	--

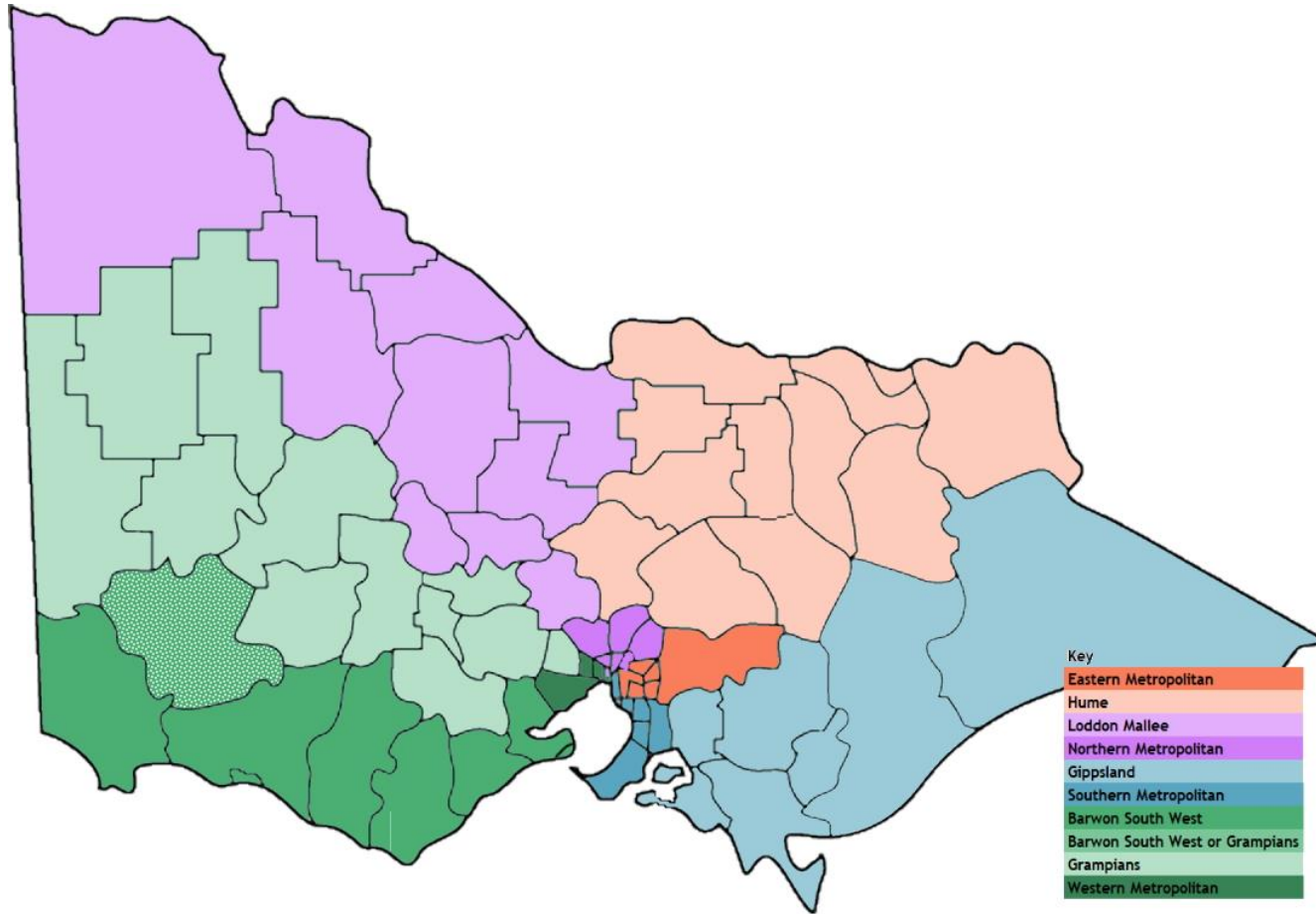
**NOTE:** This sample checklist is a guide only and should be used as an aid to develop or supplement your EMP. Please adapt it as appropriate to ensure relevance to your facility and services.

## Department of Education and Training Regions





## QARD AREAS



# Quality Assessment and Regulation Division Contacts

[Click here to see QARD contacts on the DET website](#)

## Quality Assessment and Regulation Division

GPO Box 4367  
Melbourne, Vic 3001  
1300 307 415 | email: [licensed.childrens.services@education.vic.gov.au](mailto:licensed.childrens.services@education.vic.gov.au)

### North-Western Victoria Region

#### Loddon Mallee Area

7-15 McLaren Street  
Bendigo Vic 3550  
(PO Box 442 Bendigo Vic 3550)  
(03) 4433 7502  
email: [lmr.qar@education.vic.gov.au](mailto:lmr.qar@education.vic.gov.au)

#### Northern Metropolitan Area

Level 9, 1 McNab Avenue  
Footscray Vic 3011  
(PO Box 2141, Footscray Vic 3011)  
(03) 7005 1989  
email: [nmr.qar@education.vic.gov.au](mailto:nmr.qar@education.vic.gov.au)

### North-Eastern Victoria Region

#### Eastern Metropolitan Area

Level 4, 295 Springvale Road  
Glen Waverley Vic 3150  
1300 651 940  
email: [emr.qar@education.vic.gov.au](mailto:emr.qar@education.vic.gov.au)

#### Hume Area

150 Bridge Street East  
Benalla Vic 3671  
(PO Box 403 Benalla Vic 3671)  
(03) 5771 4471  
email: [hume.qar@education.vic.gov.au](mailto:hume.qar@education.vic.gov.au)

### South-Eastern Victoria Region

#### Gippsland Area

Corner of Kirk and Haigh Streets  
Moe Vic 3825  
(PO Box 381 Moe Vic 3825)  
(03) 5194 4101  
email: [gippsland.qar@education.vic.gov.au](mailto:gippsland.qar@education.vic.gov.au)

#### Southern Metropolitan Area

Level 6, 165 - 169 Thomas Street  
Dandenong Vic 3175  
(PO Box 5 Dandenong Vic 3175)  
(03) 8904 2500  
email: [smr.qar@education.vic.gov.au](mailto:smr.qar@education.vic.gov.au)

### South-Western Victoria Region

#### Barwon South West Area

75 High Street  
Belmont VIC 3216  
(PO Box 2086 Geelong Vic 3220)  
(03) 5215 5136  
email: [bsw.qar@education.vic.gov.au](mailto:bsw.qar@education.vic.gov.au)

#### Western Metropolitan Area

Level 9, 1 McNab Avenue  
Footscray Vic 3011  
(PO Box 2141, Footscray Vic 3011)  
(03) 7005 1801  
email: [wmr.qar@education.vic.gov.au](mailto:wmr.qar@education.vic.gov.au)

#### Grampians Area

109 Armstrong Street  
North Ballarat Vic 3350  
(03) 4334 0589  
email: [grampians.qar@education.vic.gov.au](mailto:grampians.qar@education.vic.gov.au)

## Enquiries and support

For more information and assistance about the processes for transitioning services to the new requirements, contact our Enquiries and Support Team at:

- Phone: 1300 307 415
- Email: [licensed.childrens.services@education.vic.gov.au](mailto:licensed.childrens.services@education.vic.gov.au)

## 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	✓ ✘	Action Required
<b>Cover page</b>		
Approved Provider name, service address, EMP issue date, EMP review date, BARR status, fire district have been specified. (see front cover page)		
<b>Distribution list</b>		
Distribution list has been completed.		
<b>Contact numbers and communications tree</b>		
Key contact numbers our organisation have been updated.		
Key organisation, service provision and local community contact numbers have been added		
Communications Tree detailing process for contacting emergency services, staff and parents/guardians included.		
<b>Incident management team</b>		
An incident management 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.		
<b>Core emergency response procedures</b>		
Procedures have been customised and are specific to the service's processes for:		
<ul style="list-style-type: none"> <li>• Evacuation on-site</li> </ul>		
<ul style="list-style-type: none"> <li>• Evacuation offsite</li> </ul>		
<ul style="list-style-type: none"> <li>• Lockdown</li> </ul>		
<ul style="list-style-type: none"> <li>• Lockout</li> </ul>		
<ul style="list-style-type: none"> <li>• Shelter-in-place</li> </ul>		
<b>Specific emergency response procedures</b>		
Localised emergency response procedures have been developed and customised for specific emergencies in-line with the hazards/threat identified in the risk assessment.		
<b>Staff trained in first aid</b>		

Staff trained in first aid list has been updated.		
<b>Area map</b>		
The area map includes off-site evacuation assembly locations and paths of travel, emergency services access points, surrounding streets and site exit point/s.		
<b>Evacuation diagram</b>		
Complies with Australian Standard 3745—2010 ‘Planning for emergencies in facilities’		
<b>Parent/guardian contact information</b>		
Parent/guardian contact information has been obtained and is up to date.		
Provisions of the Information Privacy Act 2000 have been adhered to.		
<b>Children and staff with additional needs list</b>		
Children 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.		
Provisions of the Information Privacy Act 2000 have been adhered to.		
<b>Site profile</b>		
Profile has been populated and reflects the service’s buildings, utilities etc.		
<b>Risk assessment</b>		
Potential local hazards have been identified.		
Risks have been rated and risk assessments included.		
Local mitigations/controls have been specified.		
<b>Emergency drill schedule</b>		
Drills have been scheduled once per term (quarterly) for different types of emergencies		
<b>Emergency kit checklist</b>		
Emergency Kit Checklist has been developed with the service’s requirements.		
<b>Business continuity</b>		
Strategies to address potential business continuity incidents have been developed		