

Emergency Management Plan 2017-2018

South Kingsville Preschool



DET Region	3. South Western Victoria Region
Approved Provider/Licensee Approving our Plan	Louisa Bear- President.
Physical Address	43 Paxton St, South Kingsville. Vic. 3015
Fire District	Central
Is the service on the Bushfire- At-Risk Register?	No
Date Approved	November 21st 2017
Next Review Date	Nov 2018

Contents

1. Purpose	4
2. Scope	4
3. Distribution	4
PART 1– EMERGENCY RESPONSE	5
4. In case of emergency	6
5. Emergency contacts	7
5.1 Emergency services	7
5.2 Our Early childhood service contacts	7
5.3 Key organisational/regional contacts	7
5.4 Local/other organisations contacts	8
6. Incident Management Team	9
6.1 Incident Management Team structure (IMT)	9
6.2 Incident Management Team (IMT) contact details	10
7. Incident Management Team responsibilities	11
8. Communication tree	13
Staff trained in first aid	13
9. Emergency response procedures	14
10.1 On-site evacuation/relocation procedure	14
10.2 Off-site evacuation procedure	15
10.3 Lock-down procedure	17
10.4 Lock-out procedure	18
10.5 Shelter-in-place procedure	19
10. Response procedures for specific emergencies	20
11.1 Building Fire	20
11.3 Major external emissions/spill (includes gas leaks)	20
11.4 Intruder	20
11.5 Bomb/substance threat	21
Bomb/Substance Phone Threat Checklist	23
11.7 Severe weather event	24
11.9 Influenza pandemic	24
11. Area maps	31
12. EVACUATION DIAGRAM – SOUTH KINGSVILLE COMMUNITY CENTRE	34
Recommended Steps for Evacuation	35

13. Parent / family contact information.....	36
14. Children and staff with special needs	36
PART 2 – EMERGENCY PREPAREDNESS.....	37
15. Early childhood service facility profile	38
16. Risk assessment.....	40
Building Fire	40
Severe Weather Event	41
Vehicle Incident	41
Pandemic.....	41
Bomb Threat	42
Intruder.....	42
Major external emissions/	42
17. Emergency response drills schedule	44
18. Emergency kit checklist.....	45
19. Emergency Management Plan completion checklist	46
Appendix 1 Emergency Response Drill Observer’s Record	48
Appendix 2 Post Emergency Record.....	50

1. Purpose

The purpose of this Emergency Management Plan is to provide details of how South Kingsville Preschool will prepare for and respond to emergency situations.

2. Scope

This EMP applies to all educators, children, visitors, contractors and volunteers at South Kingsville Preschool.

3. Distribution

A copy of our plan has been distributed to:

Name	Position Title and Organisation Name	Date Sent	Email Address or Postal Address
Louisa Bear	President South Kingsville Preschool 2016	June 2016	President@skps.vic.edu.au
Elissa Stafford	Educational Leader South Kingsville Preschool	June 2016	Elissa@skps.vic.edu.au
Emma McLachlan	Educator South Kingsville Preschool	June 2016	Emma@skps.vic.edu.au
Lisa Di Carlo	Educator South Kingsville Preschool	June 2016	Lisa@skps.vic.edu.au
Dawn Orchard	Co-Educator & services First Aid Officer South Kingsville Preschool	June 2016	Hardcopy
Rachel Brown	Co-Educator South Kingsville Preschool	June 2016	Hardcopy
Robyn Window	Co-Educator South Kingsville Preschool	June 2016	Hardcopy
Tina Deneys	Co-Educator South Kingsville Preschool	June 2016	Hardcopy
Janet Nicholls	Administration officer South Kingsville Preschool	June 2016	Janet@skps.vic.edu.au
Sue Buckle	Administration Assistant South Kingsville Preschool	June 2016	Sue@skps.vic.edu.au
Vicki Bosnar	Co-Educator, Cleaner South Kingsville Preschool	June 2016	Hardcopy
Stacey Ansell	Cleaner South Kingsville Preschool	June 2016	Hardcopy

PART 1– EMERGENCY RESPONSE

4. In case of emergency

In an Emergency	
<i>Call</i> Police, Ambulance, Fire Services	000
<i>For Advice call your</i> Approved Provider/Licensee or Person with Management or Control/Licensee Representative	Louisa Bear President- 0408535779 Elissa Stafford- Educational Leader 0412480030
<i>Convene your</i> Incident Management Team	

5. Emergency contacts

5.1 Emergency services

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

5.2 Our Early childhood service contacts

Key Roles	Name	Phone	Phone (After Hours)	Mobile
Approved Provider/Licensee or Person with Management or Control/Licensee Representative	Louisa Bear			0408535779
Responsible Person/Primary Nominee	Elissa Stafford			0412480030
First Aid Officer	Dawn Orchard			0412405251
Staff	Emma McLachlan			0439202005
Staff	Lisa DiCarlo			0419379108
Staff	Rachel Brown			0409437141
Staff	Robyn Window			0415104886
Staff	Tina Deneys			0414807232
Staff	Vicki Bosnar			0404295209
Staff	Janet Nicholls			0422394898
Staff	Sue Buckle			0413059567
OHS Representative				
Bulk Messaging System Operator (eg SMS)				
<Add contacts as required>				

5.3 Key organisational/regional contacts

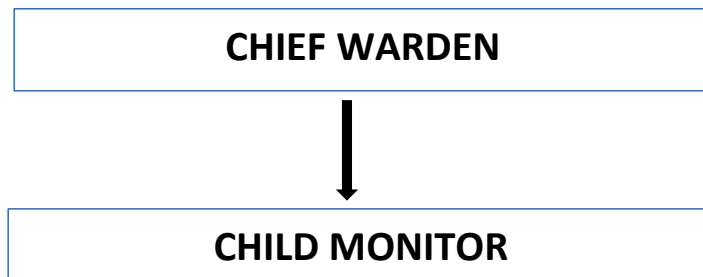
	Name	Phone	Mobile
DET Region	South Western Victoria Region		N/A
Regional DET Manager, Operations and Emergency Management	South Western: Andrea Cox	5337 8429	0407 861 841
<Add contacts as required>			

5.4 Local/other organisations contacts

	Phone
Police Station	Altona Nth 93923111 Williamstown 93939555
Hospital/s	Royal Children's Hospital 93455522 Williamstown Hospital 93930100 Western Hospital 83456666
Gas	AGL 131245
Electricity	AGL 131245
Water Corporation	City West Water 131691
Hot Water Emergency	131766
Poisons Information Line	131126
Local Government	City of Hobsons Bay: 99321000 City of Maribyrnong: 96880200
SES (flood, storm and earthquake)	132 500
Victorian WorkCover Authority (formerly WorkSafe Victoria)	13 23 60
Department Of Human Services (Regional Office)	1300360391 Footscray
EPA	1300372842
DEECD South Western Region	(03) 83970300 Footscray
Emergency Management Services Unit (ESMU)	(03) 95896266
Altona refinery Community 24 hour Hotline	1800659527

6. Incident Management Team

6.1 Incident Management Team structure (IMT)



IMT Member	Tasks	
Chief Warden (CW)	In charge of overall management of emergency situation All media/internal & external information management/ will be supported by regions/DEECD media unit Collects and evaluates information related to development of incident status.	Educator on site
Child Monitor (CM)	Student care/ensuring adherence to school protocols, procedures and responsible for securing materials, resources, services, additional staff	Co-Educator on site

6.2 Incident Management Team (IMT) contact details

Role	Name	Phone No. (Daytime)	Phone No. (Mobile)
CW	Elissa Stafford	93919780	0412 480 030
CW	Emma McLachlan	93919780	0439202005
CM	Dawn Orchard	93919780	0412 405 251
CW	Lisa Dicarlo	93919780	0414 855 657
CM	Rachel Brown	93919780	0409 437 141
CM	Tina Deneys	93919780	0414807232
CM	Robyn Window	93919780	0415104886
CM	Vicki Bosnar	93919780	0404295209
	Janet Nicholls	93919780	0422 394 898
	Sue Buckle	93919780	0413059567

7. Incident Management Team responsibilities

Chief Warden

Pre-emergency

- Maintain current contact details of IMT members.
- Ensure children/staff with special needs list and staff trained in first aid list are up to date.
- Conduct regular exercises/drills.
- Ensure our emergency response procedures are kept up to date.
- Ensure staff on the IMT are aware of their responsibilities.
- Regularly check and report on deficiencies of emergency equipment and kits.
- Ensure emergency and parent contact details are up to date.

During emergency

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

Post- emergency

- When the incident is rendered safe or the emergency services return control, notify the IMT members to have staff and children return to normal operations.
- Organise debrief with the IMT and, where appropriate, with any attending emergency Service.
- Complete the Post Emergency Record.
 - Report serious incidents to the relevant DET Quality Assessment and Regulation Division (QARD) officer in your region in accordance with relevant regulatory requirements. Service agreements also require approved providers or licensees to notify DET in the event of a serious incident:
 - services operating under the National Quality Framework (NQF) refer to the fact sheet *Serious incidents and complaints* available at:
www.education.vic.gov.au/childhood/providers/regulation/Pages/nqffactsheets.aspx
-

Child Monitor

Pre- emergency

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

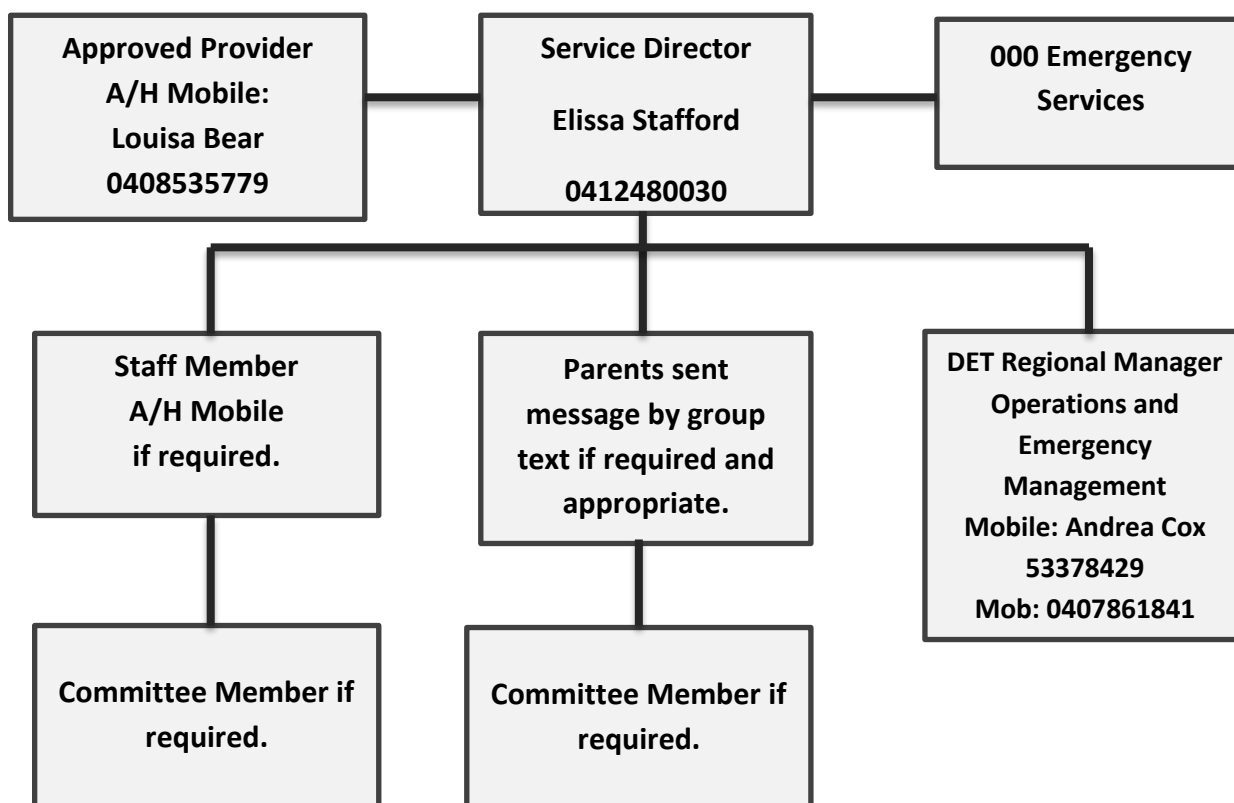
During emergency

- Attend the emergency control point.
- Ascertain the nature and scope of the emergency.
- Confirm Emergency Services have been notified.
- At the direction of the Chief Warden provide instruction and information to staff, children and parents as required.
- Keep a log of the events that occurred during the emergency.
- Report any changes in the situation to the Chief Warden.
- Act as directed by the Chief Warden.
- Plan for contingencies.

Post- emergency

- Collect and evaluate information relating to the emergency.
- Contact parents as required.

8. Communication tree



Staff trained in first aid

All Educators and Co-Educators are trained in:

- First Aid
- Anaphylaxis
- CPR
- Asthma Management

These qualifications are updated annually.

Staff Member	Training
Elissa Stafford	
Emma McLachlan	
Lisa Di Carlo	
Dawn Orchard	First Aid Officer –Additional training in Diabetes and Epilepsy.
Rachel Brown	
Robyn Window	
Tina Deneys	

9. Emergency response procedures

10.1 On-site evacuation/relocation procedure

When it is unsafe for children, staff and visitors to remain inside the facility's building the Chief Warden on-site will take charge and activate the Incident Management Team 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. **Assemble in the South Kingsville Community Centre carpark, near the kinder bin enclosure.**
- Take the child attendance list, your Emergency Kit/First Aid Kit, individual medications and this Plan.
- 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 Approved Provider/Licensee or Person with Management or Control/Licensee Representative if required.
- Maintain a record of actions/decisions undertaken and times.
- Contact parents as required.

Actions after on-site evacuation/relocation procedure

- Ensure any children, staff or visitors with medical or other needs are supported.
- Determine whether to activate your parent reunification process.
- Determine if there is any specific information staff, children and visitors need to know (e.g. parent reunification process or areas of the facility to avoid).
- 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 (refer to Appendix 2)
- Report any serious incidents to the relevant DET QARD officer in your region:
 - Services operating under the NQF, refer to the fact sheet Serious incidents and complaints available at:
www.education.vic.gov.au/childhood/providers/regulation/Pages/nqffactsheets.aspx

10.2 Off-site evacuation procedure

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

- **Initial Emergency Response Steps**

Incident Commander-

IDENTIFY RISK

Raise Alarm

CALL 000 for emergency services on phone

Be prepared to answer the following questions :-

☐ Location:

43 Paxton St South Kingsville VIC 3015

(proceed through front automatic doors to the door directly in front)

☐ Phone No. **93919780**

☐ Your Name:

☐ A brief description of the incident (eg. If you are requesting an ambulance – you will need to describe the symptoms of the person who is ill/injured)

DO NOT HANG UP - follow the instructions offered by the emergency services.

Child Monitor

GET:

☐ the loop handled rope from the evacuation back pack

☐ Sign in book

☐ Mobile phone

☐ Children's medications & evacuation back pack. (Parent contact numbers are in back pack)

If exiting the Pre-School

1. Check bathroom, storeroom & office are clear.

2. Ensure all children are accounted for (head count).

3. When all children & staff are out of the building, close the door.

4. Using the loop handled rope, the high visibility vests and traffic control signs proceed to evacuate children to safest evacuation point.

5. Contact the appropriate emergency services again and inform them of your current location and status.

Off Site Evacuation Procedure

- Determine which off-site assembly point you will evacuate children, staff and visitors to.
- Assemble children, staff and visitors at your nominated on-site. **Assembly point A – Edwards Reserve or Assembly point B – Corner of Aloha & Vernon Sts.**
- Once at assembly point, check all children, staff and visitors are accounted for.
- Ensure communications with emergency services is maintained.
- Confirm with emergency service personnel that it is safe to return to normal operations.
- Seek advice from your Approved Provider/Licensee or Person with Management or Control/Licensee Representative if required.
- Maintain a record of actions/decisions undertaken and times.
- Contact parents as required.

Actions after off-site evacuation procedure

- Ensure any children, staff or visitors with medical or other needs are supported.
- Determine whether to activate your parent reunification process.
- Determine if there is any specific information staff, children and visitors need to know (e.g. parent reunification process or areas of the facility to avoid).
- Undertake operational debrief with staff and Incident Management Team to identify any off-site and procedural changes that may be required.
- Complete your Post Emergency Record form (refer to Appendix 2)
- Report any serious incidents to the relevant DET QARD officer in your region:
 - Services operating under the NQF, refer to the fact sheet Serious incidents and complaints available at:
www.education.vic.gov.au/childhood/providers/regulation/Pages/nqffactsheets.aspx

10.3 Lock-down procedure

When an external and immediate danger is identified and it is determined that the children should be secured inside the building for their own safety the Chief Warden on-site will take charge and activate the Incident Management Team 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.
- Check that all external doors (and windows if appropriate) are locked.
- If available, allocate staff to be posted at locked doors to allow children, staff and visitors to enter if locked out.
- Divert parents and returning groups from the facility if required.
- Ensure a telephone line is kept free.
- Keep main entrance as the only entry point. It must be constantly monitored and no unauthorised people allowed access.
- As appropriate, ascertain that all children, staff and visitors are accounted for.
- If it is safe to do so, have a staff member wait at the main entry to the facility to guide emergency services personnel.
- As appropriate, confirm with emergency services personnel that it is safe to return to normal operations.
- Seek advice from your Approved Provider/Licensee or Person with Management or Control/Licensee Representative if required.
- Maintain a record of actions/decisions undertaken and times.
- Contact parents as required.

Actions after lock-down procedure

- Ensure any children, staff or visitors with medical or other needs are supported.
- Determine whether to activate your parent reunification process.
- Determine if there is any specific information staff, children and visitors need to know (e.g. parent reunification process or areas of the facility to avoid).
- Undertake operational debrief with staff and Incident Management Team to identify any lock-down and procedural changes that may be required.
- Complete your Post Emergency Record form (refer to Appendix 2)
- Report any serious incidents to the relevant DET QARD officer in your region:
 - Services operating under the NQF, refer to the fact sheet Serious incidents and complaints available at:
www.education.vic.gov.au/childhood/providers/regulation/Pages/nqffactsheets.aspx

10.4 Lock-out procedure

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

- **Call 000** for emergency services and seek and follow advice.
- Announce lock-out with instructions about what is required. Instructions may include nominating staff to:
 - lock doors to prevent entry
 - check the premises for anyone left inside
 - obtain Emergency Kit
- Determine which of your facility's pre-identified on-site evacuation point/s is most appropriate to use.
- Assemble children, staff and visitors at your nominated on-site. **Assemble in South Kingsville Community Centre carpark, near the kinder bin enclosure.**
- 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 Approved Provider/Licensee or Person with Management or Control/Licensee Representative if required.
- Maintain a record of actions/decisions undertaken and times.
- Contact parents as required.

Actions after lock-out procedure

- Ensure any children, staff or visitors with medical or other needs are supported.
- Determine whether to activate your parent reunification process.
- Determine if there is any specific information staff, children and visitors need to know (e.g. parent reunification process or areas of the facility to avoid).
- Undertake operational debrief with staff and Incident Management Team to identify any lock-out and procedural changes that may be required.
- Complete your Post Emergency Record form (refer to Appendix 2)
- Report any serious incidents to the relevant DET QARD officer in your region:
 - Services operating under the NQF, refer to the fact sheet Serious incidents and complaints available at:
www.education.vic.gov.au/childhood/providers/regulation/Pages/nqffactsheets.aspx

10.5 Shelter-in-place procedure

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

- **Call 000** for emergency services and seek and follow advice.
- Chief Warden activates the Incident Management Team.
- Move all children, staff and visitors to your pre-determined shelter-in-place location. **Move everyone into the kinder offices.**
- Take your emergency kit/first aid kit (including your children and staff attendance lists and a copy of this EMP).
- Check that 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.
- Where appropriate, confirm with emergency services personnel that it is safe to return.
- Maintain a record of actions/decisions undertaken and times.
- Seek advice from your Approved Provider/Licensee or Person with Management or Control/Licensee Representative if required.
- Contact parents as required.

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 reunification process.
- Determine if there is any specific information staff, children and visitors need to know (e.g. parent reunification process or areas of the facility to avoid).
- Undertake operational debrief with staff and Incident Management Team to identify any shelter-in-place and procedural changes that may be required.
- Complete your Post Emergency Record form (refer to Appendix 2)
- Report any serious incidents to the relevant DET QARD officer in your region:
 - Services operating under the NQF, refer to the fact sheet Serious incidents and complaints available at:
www.education.vic.gov.au/childhood/providers/regulation/Pages/nqffactsheets.aspx

10. Response procedures for specific emergencies

11.1 Building Fire

- Call **000** for emergency services and seek and follow advice.
- If appropriate, follow the procedure for **on-site evacuation**.
- Report the emergency immediately to the Chief Warden who will convene your IMT if necessary.
- Remain calm and activate the fire alarm.
- Extinguish the fire (**only if safe to do so**).
- Determine which of your facility's pre-identified on-site evacuation point/s is most appropriate to use.
- Assemble children, staff and visitors at your nominated on-site. **Assemble in the South Kingsville Community Centre carpark, near the kinder bin enclosure**
- Evacuate to this point closing all doors and windows.
- Check that all areas have been cleared and notify the Chief Warden.
- Check that all children, staff, visitors and contractors are accounted for.
- Seek advice from your Approved Provider/Licensee or Person with Management or Control/Licensee Representative if required.
- Contact parents as required.
- Report any serious incidents to the relevant DET QARD officer in your region:
 - Services operating under the NQF, refer to the fact sheet Serious incidents and complaints available at:
www.education.vic.gov.au/childhood/providers/regulation/Pages/nqffactsheets.aspx

11.3 Major external emissions/spill (includes gas leaks)

- Call **000** for emergency services and seek and follow advice.
- Report the emergency immediately to the Chief Warden who will convene your IMT if necessary.
- Turn off gas supply.
- If the gas leak is on-site, notify your gas provider.
- Determine which of your facility's pre-identified on-site evacuation points is most appropriate to use.
- If safe to do so, evacuate staff, children, visitors and contractors to the most appropriate assembly point. This may be an off-site location.
- Check children, staff, visitors and contractors are accounted for.
- Seek advice from your Approved Provider/Licensee or Person with Management or Control/Licensee Representative or if required.
- Await 'all clear' advice from emergency services or further advice before resuming normal service activities.
- Contact parents as required.
- Report any serious incidents to the relevant DET QARD officer in your region:
 - Services operating under the NQF, refer to the fact sheet Serious incidents and complaints available at:
www.education.vic.gov.au/childhood/providers/regulation/Pages/nqffactsheets.aspx
- <As appropriate insert any additional mitigation steps relevant to your facility that you have identified in your risk assessment>

11.4 Intruder

- Call 000 for emergency services and seek and follow advice.
- Report the emergency immediately to the Chief Warden.
- Do not do or say anything to the person to encourage irrational behaviour.
- Initiate action to restrict entry to the building if possible and confine or isolate the threat from building occupants.
- Determine whether **evacuation, lock-down or shelter-in-place** is required in consultation with police where possible. Evacuation only should be considered if safe to do so.
- Seek advice from your Approved Provider/Licensee or Person with Management or Control/Licensee Representative if required.
- Contact parents as required.
- Report any serious incidents to the relevant DET QARD officer in your region:
 - Services operating under the NQF, refer to the fact sheet Serious incidents and complaints available at:
www.education.vic.gov.au/childhood/providers/regulation/Pages/nqffactsheets.aspx
- <As appropriate insert any additional mitigation steps relevant to your facility that you have identified in your risk assessment>

11.5 Bomb/substance threat

- Call **000** for emergency services and seek and follow advice.
- Report the threat to the Chief Warden.
- Do not touch any suspicious objects found.
- If a suspicious object is found or if the threat identifies a specific area, then **evacuation** may be considered:
 - If appropriate under the circumstances, clear the area immediately within the vicinity of the object of children and staff
 - Ensure children and staff are not directed past the object
 - Ensure children and staff that have been evacuated are moved to a safe, designated location
- Seek advice from your Approved Provider/Licensee or Person with Management or Control/Licensee Representative if required.
- Contact parents as required.
- Report any serious incidents to the relevant DET QARD officer in your region:
 - Services operating under the NQF, refer to the fact sheet Serious incidents and complaints available at:
www.education.vic.gov.au/childhood/providers/regulation/Pages/nqffactsheets.aspx
- <As appropriate insert any additional mitigation steps relevant to your facility that you have identified in your risk assessment>

If a bomb/substance threat is received by telephone:

- **Do not** hang up
- If possible fill out the bomb threat checklist while you are on the phone to the caller
- Keep the person talking for as long as possible and obtain as much information as possible
- Have a co-worker call 000 for emergency services on a separate phone without alerting the caller and notify the Chief Warden
- Listen carefully for a full description:
 - Sex of caller
 - Age of caller

- Accents and speech impediments
 - Background noises
 - Key phrases used by the caller
- Ask the caller:
 - What is the threat?
 - When is the threat to be carried out?
 - Where the threat may be located?
 - Why the threat is being made?
 - Where are you? Where do you live?
 - What is your name?
- Once a call is finished:
 - DO NOT HANG UP – it may be possible to trace the call if the telephone line is kept open, regardless of whether the caller hangs up
 - Ensure all information has been written down
 - Inform management and report threat to emergency services immediately – use a separate telephone line or mobile phone (in case the caller rings again)
 - Do not touch, tilt or tamper with the object
 - Follow any instructions given by emergency services

If a bomb/substance threat is received by mail:

- Place the letter in a clear bag or sleeve
- Avoid any further handling of the letter or envelope or package
- Call 000 for emergency services and seek and follow advice
- Notify the Chief Warden

If a bomb/substance threat is received electronically or through the service's website:

- Do not delete the message
- Call 000 for emergency services and seek and follow advice
- Notify the Chief Warden

Bomb/Substance Phone Threat Checklist

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

CALL TAKER		CALL TAKEN	
Name:	Phone No.	Date of Call:	Call Start/End Time:
Signature:		Number Called:	Was call Local or STD:

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

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

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

EXACT WORDING OF THREAT

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

11.7 Severe weather event

- Call **000** if emergency services are needed and seek and follow advice.
- Before the storm, store or secure loose items external to the building, such as play equipment, furniture and rubbish bins.
- Secure windows (close curtains & blinds) and external doors. If necessary, tape windows and glass entrances. Utilise boards and sandbags if required.
- During a severe storm:
 - Remain in the building and keep away from windows
 - Restrict the use of telephone landlines to emergency calls only, particularly during a thunderstorm.
- Report any matter concerning the safety and wellbeing of children, staff and visitors to the Chief Warden.
- Disconnect electrical equipment – cover and/or move this equipment away from windows.
- Check online for weather warnings and advice.
- Seek advice from your Approved Provider/Licensee or Person with Management or Control/Licensee Representative if required.
- <As appropriate insert any additional mitigation steps relevant to your facility that you have identified in your risk assessment>

After the severe weather event

- After storm passes, evaluate the need to evacuate if uncontrolled fires, gas leaks, or structural damage has occurred as a result of the storm.
- Contact parents as required.
- Report any serious incidents to the relevant DET QARD officer in your region:
 - Services operating under the NQF, refer to the fact sheet Serious incidents and complaints available at:
www.education.vic.gov.au/childhood/providers/regulation/Pages/nqffactsheets.aspx

11.9 Influenza pandemic

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

If you have any queries about pandemic response, contact the DET Manager, Operations and Emergency Management in your region.

PREPAREDNESS STAGE		The scale and nature of preparedness activities is the same for all possible levels of clinical severity
Description - No novel strain detected (or emerging strain under initial detection)		
Category	Key Actions	
Review Emergency Management Plan	<ul style="list-style-type: none">● Review your Emergency Management Plan (EMP), including:<ul style="list-style-type: none">○ pandemic planning arrangements○ up to date contact lists of staff, children, families, local services – DHHS and Local Government Emergency Management Coordinators○ communication tree of key staff.	<p>Preparedness activities should be incorporated into normal business.</p> <p>This includes incorporating a comprehensive risk management strategy that takes an ‘all hazards’ approach and includes influenza</p>

Influenza prevention	<ul style="list-style-type: none"> • Promote basic hygiene measures including: <ul style="list-style-type: none"> ○ provide children and staff with information about the importance of hand hygiene (more information is available at Better Health) ○ provide convenient access to water and liquid soap and alcohol-based hand sanitiser ○ educate staff and children about covering their cough with a tissue or their inner elbow to prevent the spread of germs ○ careful disposal of used tissues. • Appropriate home based exclusion from early childhood service for children and staff with flu-like illness. • Encourage staff to seek immunisation for seasonal influenza. 	<p>pandemic as a specific hazard that needs to be considered.</p> <p>Regularly review, exercise and updates plans.</p> <p>Communicate pandemic plans with staff.</p>
Communications	<ul style="list-style-type: none"> • Maintain personal hygiene messages with staff and children. • Convey seasonal influenza messages as directed by DET. 	
Travel advisories	<ul style="list-style-type: none"> • Encourage staff and parents/carers to access the smartraveller website prior to international travel. 	
Business continuity	<ul style="list-style-type: none"> • Ensure currency of business continuity plan which: <ul style="list-style-type: none"> ○ identifies minimum requirements and key staff for continued operations (including planning for the absence of the director) ○ considers workforce strategies to enable continued operations, if pandemic impacted a portion of the early childhood workforce. 	

RESPONSE STAGE - STANDBY		Clinical severity		
Description - Sustained community person-to-person transmission detected overseas				
Category	Key Actions	Low	Med	High
Review Emergency Management Plan	<ul style="list-style-type: none"> In April, (or at the time of the overseas detection, if earlier): <ul style="list-style-type: none"> ensure EMP (including emergency numbers and key contacts) are up to date and pandemic planning arrangements are included ensure contact lists of staff, children, families, local services – DHHS and Local Government Emergency Management Coordinators are up to date ensure communication tree of key staff is circulated to nominated school Incident Management Team members. 	Apply	Apply	Apply
Incident response	<ul style="list-style-type: none"> 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. 	Apply	Apply	Apply
Hygiene measures	<ul style="list-style-type: none"> Reinforce basic hygiene measures including: <ul style="list-style-type: none"> provide children and staff with information about the importance of hand hygiene (more information is available at Better Health) provide convenient access to water and liquid soap and alcohol-based hand sanitiser educate staff and children about covering their cough with tissue or inner elbow to prevent the spread of germs Careful disposal of used tissues. Ensure germicidal wipes are available in stationary supplies for staff to clean staff administrative area, telephones etc. 	Apply Recommend end	Apply Apply	Apply Apply
Communications	<ul style="list-style-type: none"> 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/carers to communicate: <ul style="list-style-type: none"> 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, DHHS best practice hygiene measures considerations and measures for vulnerable children. Access and follow Chief Health Officer, DHHS/ Commonwealth Chief Medical Officer, Commonwealth Department of Health advice provided by DET and distribute consistent messaging to staff, children and parents/carers. Encourage staff and parents/carers to obtain seasonal flu vaccination as appropriate (especially those people/families at a greater risk of infection). School Nursing Program nurses may assist with information dissemination (provided by the DHHS) as directed by Regional Nurse Managers (based at regional offices). Utilise the sample letters developed by DET to inform parents/carers of current situation. 	Apply Apply N/A Apply as required Apply as required	Apply Apply Apply Apply Apply as required	Apply Apply Apply Apply Apply as required
Travel advisories	<ul style="list-style-type: none"> Encourage staff and parents/carers to access the smartraveller website prior to international travel. 	Apply	Apply	Apply
Business continuity	<ul style="list-style-type: none"> Ensure currency of business continuity plan which: <ul style="list-style-type: none"> identifies minimum requirements and key staff for continued operations (including planning for the absence of the director) considers workforce strategies to enable continued operations, if pandemic impacted a portion of the early childhood workforce. 	Apply	Apply	Apply

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

Governance and reporting obligations	<ul style="list-style-type: none"> Notify the relevant DET QARD officer in your region about any service closures or any serious incidents and circumstances that pose risk to the health, safety or wellbeing of a child attending the service. <ul style="list-style-type: none"> services operating under the NQF, refer to the fact sheet regarding serious incidents and complaints services operating under the <i>Children's Services Act 1996</i> refer to practice note regarding serious incidents. You will be advised of any additional reporting requirements by DET and/or the DHHS. 	Apply	Apply	Apply
Business continuity	<ul style="list-style-type: none"> Implement business continuity plan to promote adequate workforce supply and capacity to continue service, by: <ul style="list-style-type: none"> prioritising work functions to ensure adequate workforce availability to deliver early childhood service implementing contingency strategy, which may include employing replacement staff and/or modifying programs In the event that service closure cannot be avoided: <ul style="list-style-type: none"> contact the Quality Assessment and Regulations Manager regarding service closure policy. following any closures, notify the relevant DET QARD officer in your region as outlined in the Governance and Reporting sections above. Inform staff of their obligations during service closures. 	Apply	Apply	Apply
		Apply	Apply	Apply
		Apply	Apply	Apply

RESPONSE STAGE – TARGETTED ACTION		Clinical Severity		
Description – Cases detected in Australia - enough is known about the disease to tailor measures to specific needs				
Category	Key Actions	Low	Med	High
Incident response	<ul style="list-style-type: none"> Enact your EMP. Activate Incident Management Team to implement the organisation's response as appropriate to advice from DET. School Nursing Program nurses may be asked to assist the DHHS with the distribution of antiviral medication at the direction of the Regional Nurse Manager (based in regions). 	Apply	Apply	Apply
Hygiene measures	<ul style="list-style-type: none"> Reinforce basic hygiene measures including: <ul style="list-style-type: none"> provide children and staff with information about the importance of hand hygiene (more information is available at Better Health) provide convenient access to water and liquid soap and/or alcohol-based hand sanitiser educate staff and children about covering their cough to prevent the spread of germs careful disposal of used tissues. Ensure germicidal wipes are available in stationary supplies for staff to clean staff administrative area, telephones etc. 	Apply	Apply	Apply
Communications	<ul style="list-style-type: none"> Follow and distribute information and advice from DET in accordance with instructions, including information about: <ul style="list-style-type: none"> the status/situation personal hygiene measures containment measures including any plans for closure if applicable to staff parents/carers using templates developed by DET. Communicate the risk of influenza and how to identify cases of possible pandemic influenza based on current, up to date case definition by the Chief Health Officer, DHHS. School Nursing Program nurses may assist with information dissemination as directed by Regional Nurse Managers (based at regional offices). 	Apply	Apply	Apply
		Apply	Apply	Apply

Containment strategies	<ul style="list-style-type: none"> The appropriate containment strategy will vary depending upon the level of clinical severity as determined by the DHHS. In particular, the: <ul style="list-style-type: none"> need to restrict public access to the premises, and the need for social distancing measures (e.g. cancelling kindergarten fetes or like events) will be communicated to services by DET, if the clinical severity requires this state controller will provide advice about the appropriate use of PPE according to clinical severity. Management of service workforce by: <ul style="list-style-type: none"> encouraging staff who develop flu-like symptoms during a pandemic to stay away from work until completely well ensuring staff who develop influenza-like illness to leave immediately and seek medical attention. Follow the advice of the DHHS and DET regarding service closures and exclusion periods for infectious diseases. Identify a designated area to keep sick children quarantined from others until they can be taken home by parents/carers. Following any service closures, notify the relevant DET QARD officer in your region, as outlined in the Governance and Reporting sections below. School Nursing Program nurses may be asked to assist the DHHS with the distribution of antiviral medication at the direction of the Regional Nurse Manager (based in regions). 	Apply	Apply	Apply
		Apply	Apply	Apply
		Apply	Apply	Apply
		Apply	Apply	Apply
		Apply	Apply	Apply
		As required	As required	As required
		As required	As required	As required
Travel advisories	<ul style="list-style-type: none"> Encourage staff and parents/carers to access the smartraveller website prior to international travel. 	Apply	Apply	Apply
Governance and reporting obligations	<ul style="list-style-type: none"> Notify the relevant DET QARD officer in your region about any service closures or any serious incidents and circumstances that pose risk to the health, safety or wellbeing of a child attending the service. <ul style="list-style-type: none"> services operating under the NQF, refer to the fact sheet regarding serious incidents and complaints services operating under the Children's Services Act 1996 refer to practice note regarding serious incidents. You will be advised of any additional reporting requirements by DET and/or the DHHS. 	Apply	Apply	Apply
		Apply	Apply	Apply
Business continuity	<ul style="list-style-type: none"> Implement business continuity plan to promote adequate workforce supply and capacity to continue service, by: <ul style="list-style-type: none"> prioritising work functions to ensure adequate workforce availability to deliver early childhood service implementing contingency strategy, which may include employing replacement staff and/or modifying programs In the event that service closure cannot be avoided: <ul style="list-style-type: none"> contact the Quality Assessment and Regulations Manager, DET regarding service closure policy. notify the relevant DET QARD officer in your region about any closures as outlined in the Governance and Reporting sections above. Inform staff of their early childhood development obligations during service closures. 	Apply	Apply	Apply
		Apply	Apply	Apply
		Apply	Apply	Apply

RESPONSE STAGE – STAND DOWN		Clinical Severity		
Description – The public health threat can be managed within normal arrangements and monitoring for change is in place				
Category	Key Actions	Low	Med	High
Containment strategies	<ul style="list-style-type: none"> Be aware that multiple waves of the virus may occur. Replenish PPE (if required). 	Apply N/A	Apply	Apply

			As required	As required
Business continuity	<ul style="list-style-type: none"> Implement business continuity plans for resumption of full business capacity which may involve: <ul style="list-style-type: none"> restoring workforce capacity following procedures for re-opening of service (if applicable) providing supports, including counselling (if required) monitoring cumulative effects of pandemic and identifying and supporting those who may need assistance. Chief Warden to de-activate Incident Management Team and conduct final debrief(s). Utilise the sample letters developed by DET to communicate status of situation to staff and parents/carers, including supports that may be available. Review effectiveness of your EMP and update as appropriate – involving relevant staff and others, particularly as multiple waves of the virus may occur. 	N/A N/A Apply Apply	Apply Apply Apply Apply	Apply Apply Apply Apply
Communications	<ul style="list-style-type: none"> Communicate the updated status to staff and parents/carers including supports that may be available 	Apply	Apply	Apply
Travel	<ul style="list-style-type: none"> Continue to encourage staff and parents/carers to access the smartraveller website prior to international travel. 	Apply	Apply	Apply

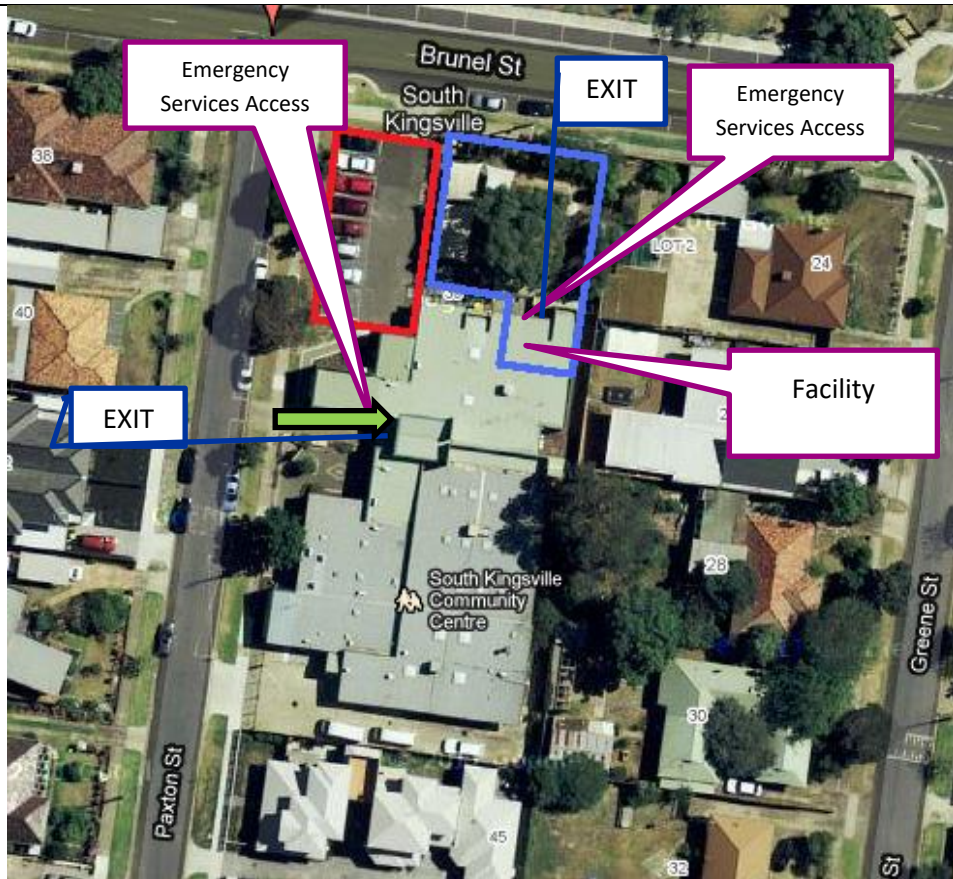
11. Area maps



Facility



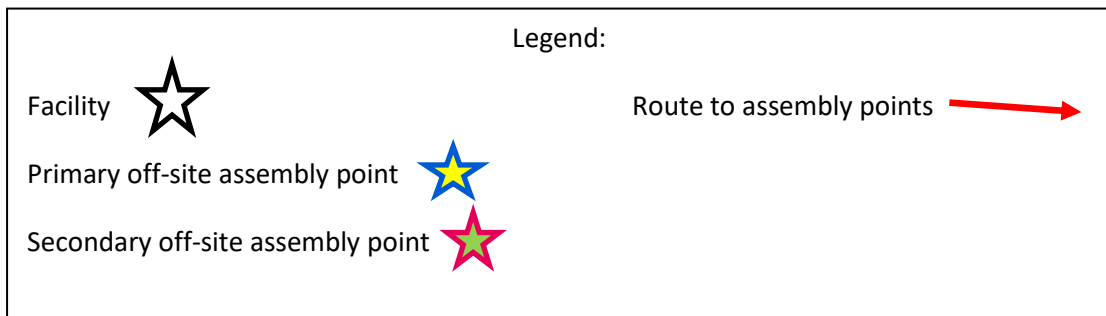
Legend



Legend

Emergency services access point

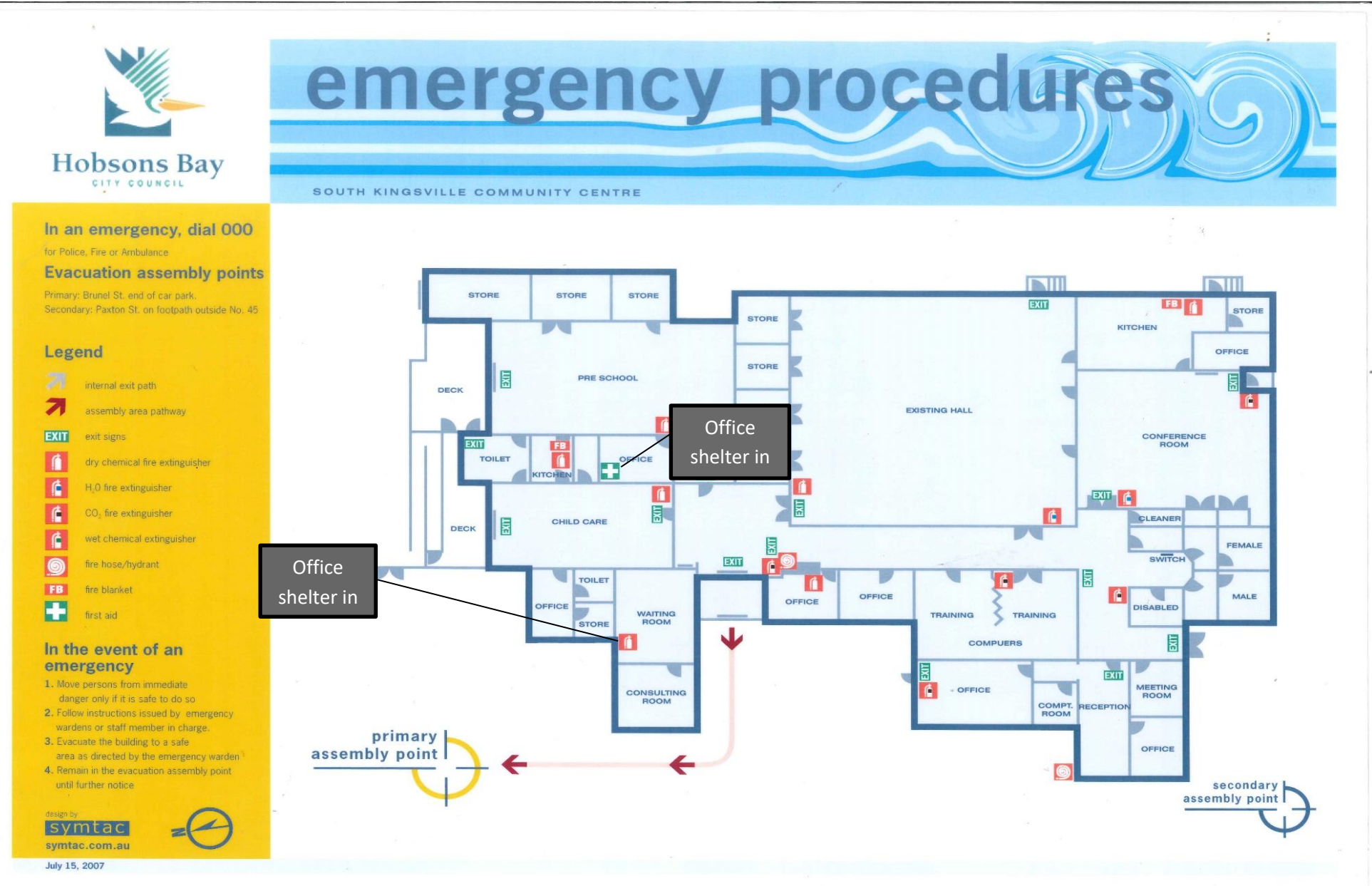




12. EVACUATION DIAGRAM – SOUTH KINGSVILLE COMMUNITY CENTRE.

DATE: 24/11/16

DATE:



Evacuation Procedure

Recommended Steps for Evacuation

1. Incident Commander on site takes charge and decides who does what (activate your ICS);
2. Call 000;
3. Inform Emergency Services of the nature of the emergency (i.e. "There is smoke in the building");
4. Child Monitor assembles children in a suitable location, completes head count to ensure all children are accounted for.
5. If the decision to evacuate is made, using all available staff/volunteers calmly move/carry/walk the children out of the building; to your pre-determined outdoor assembly area if this is the evacuation option;

N.B. Take the children's attendance list, Emergency Kit/First Aid kit and individual medications & visitors attendance list.
6. Once at assembly area, check all children and staff are accounted for;
7. Call 000 and inform them of your location at the outdoor assembly area;
8. Focus on safety and well-being of staff and children; &
9. Wait for Emergency Services to arrive or for further information.
10. Contact parents if required.

In Case of Fire



Remove persons from immediate danger.



Alert nearby personnel and the Chief Warden, call 000.



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



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

13. Parent / family contact information

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

Child's Name	Parent/Guardian	Phone/ Mobile Number	After Hours Number	Alternate Contact
THESE DETAILS ARE INCLUDED ON A PRINTED LIST IN THE EMERGENCY BAG. UPDATED ANNUALLY				

14. Children and staff with special needs

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

Children				
Name	Room / Area	Condition	Assistance needed during an emergency	Who will be responsible?
<Refer to the Children and Staff with Special Needs section of the Guide>				
WE HAVE A LIST IN EMERGENCY BAG & ACTION PLANS ATTACHED.				

PART 2 – EMERGENCY PREPAREDNESS

15. Early childhood service facility profile

16.1 General Information

Early Childhood Service Name	SOUTH KINGSVILLE PRESCHOOL
Physical Address	43 Paxton St South Kingsville Victoria. 3015
Operating Days	Monday to Friday
Operating Hours	Mon: 0815– 1530 Tues: 0815 – 1645 Weds: 0815 – 1645 Thurs: 0815 – 1645 Fri: 0815 - 1530
Phone	(03) 93919780
Email	kinder@skps.vic.edu.au
Fax	
Number of buildings	1
Is the facility a designated Neighbourhood Safer Place?	
Shelter-In-Place Location	Both kinder offices
Number of Children	Approximately 80
Total Number of Staff	11
Methods used for communications to our service's community	Phone, email, handouts.

16.3 Building information summary

Telephones (Landlines)			
Location	Number	Location	Number
Both kinder offices	(03) 93919780		

Alarms	Location	Monitoring Company	Location of Shut-off Instructions
Fire:	No alarm – whistle		
Intrusion:	Covers entire building		Control panel in Community Centre Corridor
Other:			

Utilities	Location	Service provider	Location of Shut-off Instructions
Gas / Propane:	Outside back door through Community Centre kitchen	AGL	Main gas shut off – through Community Centre kitchen outside back door.
Water:	Front of building	City West Water	Front of building, in Paxton St, to left of the sign as you face the street.
Electricity:	Main corridor Community Centre	AGL	Main switchboard panels in main corridor Community Centre.

Sprinkler System	
Location of Control Valve:	Garden dripper system
Location of Shut-off Instructions:	Tap and timer behind gate near shed buddies.

Building and site hazards	
Hazard Description	Location

16. Risk assessment

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

*Please note that under regulation 168(2)(e) of the *Education and Care Services National Regulations 2012*, services operating under the National Quality Framework must have emergency procedures that are based on a risk assessment that is conducted to identify potential emergencies that are relevant to the service.

1. Identified Hazard	2. Description of Risk	3. Current Risk Control Measures Implemented at our Service	4. Risk Rating			5. Treatments to be Implemented Measures to be taken by our service to eliminate or reduce impact of the risk	6. Revised Risk Rating After implementing Treatments		
			Consequence	Likelihood	Risk Level		Consequence	Likelihood	Risk Level
Building Fire	Probable Cause: A building fire resulting from: Kitchen fire Faulty electrical wiring Faulty electrical equipment Probable Consequences: Risk of injury from burns or smoke inhalation.	Fire services equipment: Fire extinguishers – located near main office door and in kitchen. Fire blanket – in kitchen. Electrical equipment is checked and replaced when required.	Minor	Rare	Low				

Severe Weather Event	<p>Probable Cause: A severe weather event could result from: Electrical storm, causing fire High winds causing limbs to fall from trees and airborne debris shattering windows or affecting kinder roof.</p> <p>Probable Consequences: Risk of injury or death.</p>	<p>Regular scheduled maintenance by council to clear gutters and drains. Annual checking by council of large trees in yard and shade sails. Regular gardening to keep tidy/ reduce hazards. Ample storage space to store away equipment when storms forecast. On basis of weather forecasts, secure loose objects in the yard. Utility shut off points are known.</p>	Moderate	Possible	Medium				
Vehicle Incident	<p>Probable Cause: A vehicle accident may happen and impact the kinder due to the close proximity of the car park to the kinder building.</p> <p>Probable Consequences: Risk of injury or death.</p>	<p>Well maintained fences to protect the kinder yard. Clear markings in the car park depicting safe places to park.</p>	Major	Unlikely	Medium				
Pandemic	<p>Probable Cause: Strain of influenza</p> <p>Probable Consequences: Risk to health</p>	<p>Basic hygiene measures are in place. There is convenient access to hand sanitiser, water & soap. Staff and children are educated about covering their cough to prevent the spread of germs.</p>	Moderate	Possible	Medium				

		Staff are encouraged to have the flu vaccine yearly.							
Bomb Threat	Probable Cause: Unknown or known persons threaten the facility with explosive device. Probable Consequences: Risk of injury and death and psychological trauma.	Bomb Threat phone call checklist is located next to each phone. Emergency evacuation drills are practised on a regular basis. Implement Bomb threat procedures as required.	Moderate	Possible	Medium				
Intruder	Probable Cause: Unknown/known person entering the facility and demonstrating threatening behaviour due to: <ul style="list-style-type: none"> • Custodial/Parent dispute • Armed intruder • Drug affected or mentally unstable person. Probable Consequences: Physical or psychological harm to staff and /or children.	<ul style="list-style-type: none"> • Parents and visitors are required to ring the doorbell to gain entry to kinder. • Door and external gates are locked at all times with appropriate child proof locks. • Only staff members are allowed to answer the door. • All families have access to the services Code of Conduct Policy. • Safety procedures in regards to entry and leaving kinder, are communicated in the newsletter. 	Major	Unlikely	Medium				
Major external emissions/	Probable Cause: <ul style="list-style-type: none"> • Fire or leak at nearby 	<ul style="list-style-type: none"> • Schedule and practice emergency 	Major	Rare	Medium				

Spills. (Includes gas leak)	petrochemical factories. <ul style="list-style-type: none"> Road accident involving a vehicle transporting a hazardous substance. Leaking fuel storage at a facility Probable Consequences: Risk of illness/death	evacuation drills on a regular basis. <ul style="list-style-type: none"> Altona refinery has a 24hour hotline (1800659527) which residents and community members can call and get information regarding the refinery. Hotline number added to Local/other organisations contact list. 							

17. Emergency response drills schedule

	Type of Drill	Person Responsible	Target Date & Date Drill Performed	Observer's Record Completed* ✓
Term 1	On site evacuation drill	Educational Leader and Educators		
Term 2	Off site evacuation drill	Educational Leader and educators		
Term 3	Lock down procedural drill	Educational Leader and educators		
Term 4	Shelter in place procedural drill	Educational Leader and educators		

Emergency Management Plans are required to be tested regularly.
Emergency Response Drill Observer's Record (Appendix 1) to be filled out after drills

18. Emergency kit checklist

Our Emergency Kit Contains:	✓
Children's data and parent contact information	✓
Children and staff with special needs list including any children's medications	✓
Enrolment records including authorisations and parent contact details	✓
Staff contact information	✓
Traffic/emergency safety vest and loop handled rope and lolly pop sign	✓
Facility keys	✓
Standard portable First Aid Kit. Refer to First Aid Kits Contents Checklist	✓
A charged mobile phone and charger/s	Take from cupboard in main office
Torch with replacement batteries (or wind up torch)	✓
Whistle	✓
High visibility vests	✓
Copy of facility site plan and EMP including evacuation routes	✓
Children's books, paper and pencil case.	✓
Sunscreen	✓
Plastic garbage bag	✓
Tissues	✓
Other	

Date Emergency Kit checked:	01/11/17
Next check date:	01/11/18

19. Emergency Management Plan completion checklist

This Emergency Management Plan 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
Cover page		
Approved Provider/Licensee name, service address, EMP issue date, EMP review date, BARR status, fire district have been specified.	✓	
Distribution list		
Distribution list has been completed.	✓	
Contact numbers and Communications Tree		
Appropriate key local community contact numbers have been added for example Fire, Ambulance, Police, local government, nearest hospital.	✓	
Key contact numbers for internal staff have been added.	✓	
Approved Provider/Licensee or Person with Management or Control/Licensee Representative and DET regional contact numbers are included.	✓	
Communications Tree detailing process for contacting emergency services, staff and parents included.	✓	
Incident management team		
An Incident Control structure has been identified, with appropriate persons assigned and contact details provided.	✓	
Responsibilities are clearly defined and back up names included for each position on the IMT.	✓	
Evacuation, lockdown, lockout and shelter-in-place procedures		
Procedures that are specific to the early childhood service's processes have been completed for:		
• Evacuation on-site	✓	
• Evacuation offsite	✓	
• Lockdown	✓	
• Lockout	✓	
• Shelter-in-place	✓	
Emergency response procedures		
Localised emergency response procedures have been developed for specific emergencies in-line with the hazards/threat identified in the risk assessment.	✓	
Staff trained in first aid	✓	
Staff trained in first aid list is included.	✓	
Area map and evacuation diagram	✓	

The area map is clear and easy to follow.	✓	
The area map has:	✓	
• two evacuation assembly areas on-site		
• external evacuation routes	✓	
• surrounding streets and safe exit points marked	✓	
• emergency services access points marked	✓	
Evacuation diagram		
The evacuation diagram is clear and easy to follow	✓	
The evacuation diagram has:		A4 size as obtained from the Sth Kingsville Community Centre
• a pictorial diagram of the floor or area (at least 200mm x 150mm in size, A3)		
• a title, for example EVACUATION DIAGRAM	✓	
• the 'YOU ARE HERE' location	✓	
• the designated exits, which shall be in green	✓	
• hose reels, marked in red	✓	
• hydrants, marked in red	✓	
• extinguishers, marked in red	✓	
• designated shelter-in-place location	✓	
• date plan was validated	✓	
• location of primary and secondary assembly areas	✓	
• a legend.	✓	
Parent contact information		
Parent contact information has been obtained and is up to date.	✓	Not part of SKPS EMP. Annual list for each group is in Emergency Bag.
Children and staff with special needs list		
Children and staff with special needs have been identified and strategies put in place for these persons where they require assistance in the event of an emergency.	✓	Not part of SKPS EMP. Annual list for each group is in Emergency Bag.
Profile		
Profile has been populated and reflects the service's buildings, utilities etc.	✓	
Risk assessment		
Potential local hazards have been identified.	✓	
Risks have been rated and risk assessments included.	✓	
Local mitigations/controls have been specified.	✓	
Emergency drill schedule		
Drills have been scheduled once per term (quarterly) for different types of emergencies	✓	
Emergency kit checklist		
Emergency Kit Checklist has been developed with early childhood service's requirements.	✓	

Appendix 1 Emergency Response Drill Observer's Record

Drill Conducted:		Drill Date:	
Drill Address:		Location:	
Observer Name:			
Objective of Drill			

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

Item	Yes ✓	No ✓	N/A ✓
Did the designated or replacement Chief Warden take charge?			
Was the (simulated) call to emergency services done promptly?			
Was the (simulated) call to the region done promptly?			
Was someone appointed to liaise with the emergency service/s?			
Was someone appointed to liaise with the parents/community?			
Were instructions given by the Chief Warden followed by children/students, staff, visitors and contractors?			
Were floor areas checked / isolated areas searched by Wardens?			
Was a roll call conducted for:			
• Students			
• Staff			
• Visitors, contractors and volunteers			
• People with special needs			
Was the Emergency Kit readily available?			
Did the Emergency Kit contain all the items listed in the EMP template checklist?			
Did anyone re-enter/leave the premises before the "all clear" was given?			
Did anyone refuse to leave the building/site?			
Was the relevant procedure in our EMP followed?			
Was the EMP communication tree followed?			

Evacuation Drill Sequence Checklist	Time	
	Hour	Minute
Alarm sounded		
Warden/s respond		
Wardens check floor/area		
Evacuation commenced		
Wardens report floor/area clear		
All persons accounted for		
Arrive at assembly area/safe place		
Wardens check all present		
Evacuation completed		
Exercise terminated		

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

Note: Incident Management Team (IMT) debriefing sessions should be held immediately after each drill; the session should go through the Emergency Drill Observer's Record and discuss actions to improve procedures, the EMP or address identified issues.

Appendix 2 Post Emergency Record

Facility Name	
Emergency Event	
Date and Time of Emergency	
Description/Details Of Emergency	
Immediate Actions Taken	Chief Warden Notified: YES / NO Time ____ Other staff Notified: YES / NO Time ____ Emergency Services Notified: YES / NO Time ____
Key Actions Taken	
Issues	Operational Debriefing Required: YES / NO Date/Time _____ Person Responsible to Organise: _____ _____ Confirmation of Operational Debriefing: Date/Time: _____ _____ Issues for Follow Up Action:
This Record Completed By:	
Position Title:	
Telephone Number:	
Signature and Date:	
All Facilities: <ul style="list-style-type: none"> Report serious incidents to the regulatory authority in accordance with relevant regulatory requirements. For guidelines on incidents that must be notified to the Victorian WorkCover Authority (formerly WorkSafe) go to: www.education.vic.gov.au/school/principals/spag/management/Pages/worksafe.aspx Early Childhood Services: <ul style="list-style-type: none"> Approved providers or licensees must notify DET in the event of a serious incident: 	

- Services operating under the National Quality Framework, refer to the fact sheet Serious incidents and complaints available at:
www.education.vic.gov.au/childhood/providers/regulation/Pages/nqffactsheets.aspx
- Services operating under the *Children's Services Act 1996* refer to practice note Serious incidents available at: www.education.vic.gov.au/childhood/providers/regulation/Pages/vcspracnotes.aspx