Emergency Management Plan 2026-2027

THORNBURY KINDERGARTEN INC.

In an emergency dial ***000***

for ***police, ambulance or fire services***

Physical Address	8C Newcastle St, Thornbury
Phone Number	(03) 9484 1095
Email Address	director@thornburykinder.com
Department of Education Region	North West
QARD Area	Northern Metropolitan
Bureau of Meteorology/Fire District	North Central
Is the Service on the Bushfire- At-Risk Register or Category 4?	NO
Service SE Number	SE-00003505
Provider PR Number	PR-00001875
Approved Provider or Person with Management or Control (PMC) Approving Plan	Verity McCluskey
Nominated Supervisor	Angela Storer
Date Plan Approved	
Next Review Date	June 2026

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1. Purpose

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

2. Scope

This EMP applies to all staff, children, visitors, contractors, and volunteers at Thornbury Kindergarten Inc.

3. Distribution

Record in the table below the people/organisations to whom you have distributed relevant parts of your plan (you can also include those who have provided authoritative advice).

Name	Position Title and Organisation Name	Date Sent	Email Address or Postal Address

PART 1– EMERGENCY RESPONSE

4. Emergency Contacts

4.1 Emergency services

In an emergency requiring **POLICE, AMBULANCE AND FIRE SERVICES** attendance call **000**.

4.2 Service contacts

Key Roles	Name	Phone	Mobile
Approved provider or PMC	Verity McCluskey	-	0426 959 741
Nominated supervisor	Angela Storer	03 9484 1095	0438 166 833
Person in day-to-day charge	Angela Storer	03 9484 1095	0438 166 833
First Aid Officer	Heidi Ratje	03 9484 1095	-
OHS Representative	Francesca Linger	-	0422 081 625

4.3 Key organisational and Department of Education (DE) contacts

Organisation	Name	Contact number
DE Quality Assessment and Regulation Division (QARD) Area/Regional Team **(See note at the end of this section regarding reporting requirements)*	**North Western Victoria Region** • Loddon Mallee Area • Northern Metropolitan Area	4433 7502 7005 1989
DE Region • Manager, Operations and Emergency Management; • Emergency Management Support Officer	North Western Victoria Region	1300 338 691
OHS Representative	John Brownstein	4433 7502 0418 509 953

4.4 Local/other organisations contacts

Organisation	Contact Number
Police Station	Northcote – 9403 0200
Hospital/s	Royal Children – 9345 5522 Austin – 9496 5000
Gas	Energy Australia – 133 466
Electricity	Origin – 132 461
Water Corporation	Yarra Valley Water – 132 762

Facility Plumber	Darebin City Council
Facility Electrician	Darebin City Council
Local Government	Darebin City Council Jo Smale 8740 8426
SES (flood, storm and earthquake)	132 500
WorkSafe Victoria	1800 136 089
Notify of water and fire services cut off/bridge and road closure	1800 668 511

4.5 Reporting requirements

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

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

For 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)

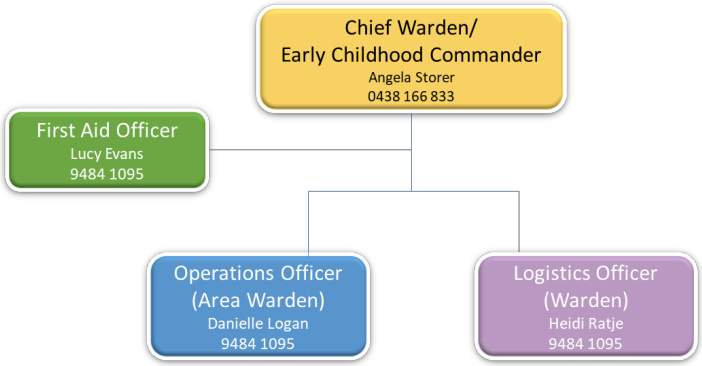
- To make notifications, see: Notification types and timeframes | ACECQA, The National Quality Agenda IT System (NQA ITS)or call: 1300 307 415.
- For more information, see Regulation and Quality Assessment

For children's services operating under the Children's Services Act 1996 (Children's Services Act) limited hours services and occasional care services (for detailed service types, see here) notifications of serious incidents, incidents and complaints must be notified in writing within the specified timeframe.

To make notifications 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	Primary Contact		Back-Up Contact	
Chief Warden/ Early Childhood Commander	Name	Angela Storer	Name	Kate Goodridge
	Phone/Mobile	9484 1095 0438 166 833	Phone/Mobile	9484 1095
Planning tasks will be performed by:	Name	Monika Nitschke	Name	Angela Storer
	Phone/Mobile	9484 1095	Phone/Mobile	9484 1095 0438 166 833
Operations (Area Warden) tasks will be performed by:	Name	Danielle Logan	Name	Lucy Evans
	Phone/Mobile	9484 1095	Phone/Mobile	9484 1095
Communications tasks will be performed by:	Name	Kate Goodridge	Name	Heidi Ratje
	Phone/Mobile	9484 1095	Phone/Mobile	9484 1095
Logistics (Warden) tasks will be performed by:	Name	Heidi Ratje	Name	Danielle Logan
	Phone/Mobile	9484 1095	Phone/Mobile	9484 1095
Recovery tasks will be performed by:	Name	Angela Storer	Name	Lucy Evans
	Phone/Mobile	94841095	Phone/Mobile	94841095
First Aid tasks will be performed by:	Name	Heidi Ratje	Name	Monika Nitschke
	Phone/Mobile	9484 1095	Phone/Mobile	9484 1095

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/carers 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 DE QARD Area Team in accordance with relevant regulatory requirements. Service agreements also require approved providers to notify DE 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/carer 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/carers 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/carers 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

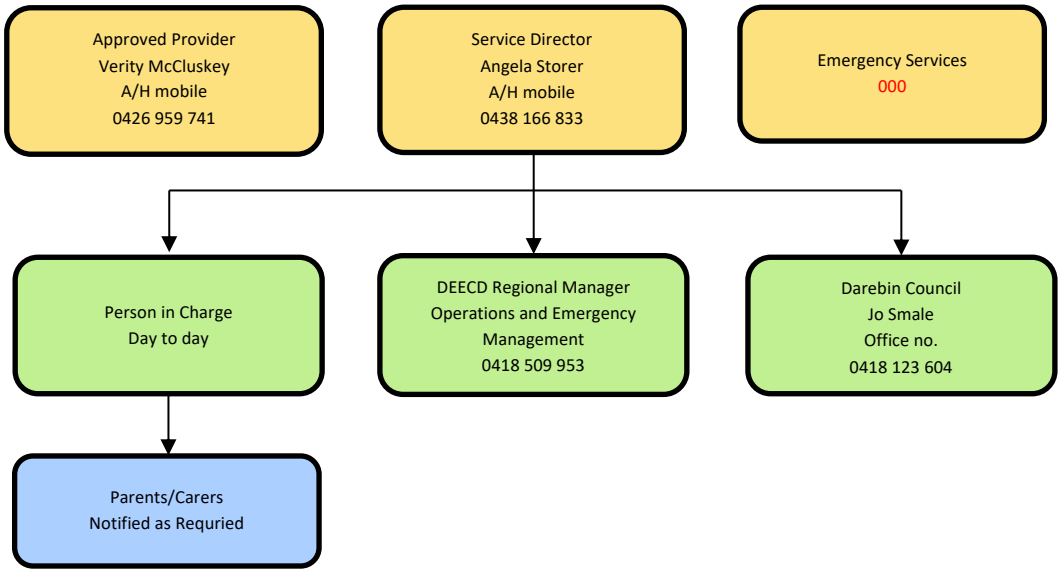
Persons selected to perform as Logistics /Warden will carry out activities as set out in the emergency response procedures and as directed by Operations /Area Warden. Activities may include the following:

- 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
Danielle Logan	Issued: 19.04.23	19.04.26
Kate Goodridge	Issued: 19.01.26	19.01.29
Lucy Evans	Issued: 23.04.26	23.04.29
Heidi Ratje	Issued: 24.06.25	24.06.28
Diana Flourentzou	Issued: 06.03.24	06.03.27
Angela Storer	Issued: 28.08.19	27.08.22
Monika Nitschke	Issued: 04.04.25	04.04.28
Shalu Gahlawat	Issued: 30.05.24	30.05.27
Veronica Patel	Issued: 17.05.25	17.05.28
Maria Palencia	Issued: 29.01.24	29.01.27
David Parissi-Smythe	Issued: 16.10.25	16.10.28
Michael Norrish	Issued: 17.02.26	17.02.29
Alyson D'Arcangelo	Issued: 01.12.25	01.12.28
Lauren Ireland	Issued: 31.07.24	31.07.27
Belinda Anderson	Issued: 05.01.24	05.01.27
Yolanda Lyu	Issued: 15.07.25	15.07.28
Marija Likoravec	Issued: 24.10.23	24.10.26
Megan Boswar	Issued: 14.12.23	14.12.26

8. Core Emergency Response Procedures

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 the kindergarten dry creek bed or the eastern corner of the yard.
- 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/carers 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/carers 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/carer 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 DE 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 the Pender's Grove Primary School playground.
- 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/carers 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/carers 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/carer 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/carer 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 DE 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/carers 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/carers 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/carer 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/carer 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 DE 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 the kindergarten dry creek bed or the eastern corner of the yard.
- 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/carers 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/carer 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/carer 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 DE 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 Amethyst Room and/ or Opal Room, Thornbury Kindergarten (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/carers 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/carers 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/carer 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/carer 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 DE QARD Area Team in accordance with relevant regulatory requirements and service agreement (see Reporting requirements in the Emergency contacts section).

9. Specific Emergency and Critical Incident Response Procedure

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 DE QARD Area Team in accordance with relevant regulatory requirements and service agreement (see Reporting requirements in the Emergency contacts section).
- Report the incident on eduSafe.
- Report the incident to the 24/7 'Asbestos Make Safe' line on 1300 133 468 and follow their advice. Depending on the circumstances they will send an Occupational Hygienist, asbestos removalist and/or contractor to assess the situation.
- Seek advice from the OHS Advisory Service available for assistance with the implementation and ongoing management of the Occupational Health and Safety Management System – Asbestos Requirements. OHS Advisory Service can be contacted on 1300 074 715.
- Seek advice from the VSBA Asbestos Reform Unit on asbestos.reform@edumail.vic.gov.au

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.
- Report the emergency to the Incident Support and Operations Centre on 1800 126 126

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/carers when evacuation is complete and it is safe to do so.
- Notify and/or seek advice from your PMC or DE 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 DE QARD Area Team in accordance with relevant regulatory requirements and service agreement (see Reporting requirements in the Emergency contacts section).
- Direct all Media enquiries to DE Media Unit on 8688 7776.

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 details while you are on the phone to the caller if possible (the checklist should be located with staff who normally answer in-coming phone calls).
  - gender of caller
  - age of caller
  - accents and speech impediments
  - background noises
  - key phrases used
  - whether the threat is automated/taped/recorded.

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.
- Report emergency to the Incident Support and Operations Centre on 1800 126 126.

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.
- Report the emergency to the Incident Support and Operations Centre on 1800 126 126.

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 Pender's Grove Primary School playground, 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/carers as required.
- Report serious incidents to the relevant DE QARD Area Team in accordance with relevant regulatory requirements and service agreement (see Reporting requirements in the Emergency contacts section).
- Direct all Media enquiries to DE Media Unit on 8688 7776.

9.4 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 pro9hild Protection (depending on who the report has been made to). They will advise your service about whether it is appropriate to contact parents/carers at this stage.

- Where advised to be appropriate, your service should make sensitive and professional contact with parents/carers 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.

3. Providing ongoing support:

Where appropriate, services should consider:

- establishing regular communication with the child's parent/carer 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)

9.5 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, street lights 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/carers 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 DE QARD Area Team in accordance with relevant regulatory requirements and service agreement (see Reporting requirements in the Emergency contacts section).

9.6 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 DE QARD Area Team in accordance with relevant regulatory requirements and service agreement (see Reporting requirements in the Emergency contacts section).

9.7 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/carers.

Hydration:
- Ensure children and staff continue to hydrate and monitor the hydration of children with additional needs.
- Remind parents/carers 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/carers about facility heat conditions
- Brief staff to be extra vigilant during periods of prolonged heat
- Report serious incidents to the relevant DE QARD Area Team in accordance with relevant regulatory requirements and service agreement (see Reporting requirements in the Emergency contacts section)

- Report any heat health impacts to the Incident Support and Operations Centre (24 hour, 7 days) on 1800 126 126.
- Seek advice from your SEIL or regional emergency management staff if required.
- Notify parents about school heat conditions.
- Brief staff to be extra vigilant during periods of prolonged heat.
- Direct any media enquiries to DE Media Unit on 8688 7776.

9.8 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 DE regional emergency management staff if required.
- Monitor the VicEmergency website at 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/carers as required.
- Report the emergency to the Incident Support Operations Centre (ISOC) on 1800 126 126.
- Direct all media enquiries to the DE Communications Division (Media Unit) on 8688 7776.

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 DE QARD Area Team in accordance with relevant regulatory requirements and service agreement (see Reporting requirements in the Emergency contacts section)

9.9 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 DE QARD Area Team in accordance with relevant regulatory requirements and service agreement (see Reporting requirements in the Emergency contacts section).
- If the situation is determined to pose an unacceptable risk to student transportation routes, ensure parents are informed and organise alternative arrangements and follow the relevant steps in the School Bus Program Emergency Management Guidelines.
- Contact your IT specialist technician at IT Strategic for advice and support
    - Website https://www.itstrategic.com.au
    - Phone 1300 487 389
    - Email support@itstrategic.com.au
- If you require support from IMTD contact the Service Desk through one of the following mechanisms:
    - Phone 1800 641 943
    - Email servicedesk@edumail.vic.gov.au
    - Submit an IT Service Request through the Service Gateway
- If the incident involves sensitive and/or personal information that may identify an individual without their consent
    - Phone the privacy help desk on 8688 7967
    - Email privacy@edumail.vic.gov.au
    - Consider notifying the Media Unit on 8688 7776
- Offer impacted staff option to access EAP (as applicable).
- Offer Student Support Services support to impacted students (as applicable).

9.10 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 DE regional emergency management staff if required.
- Contact parents/carers as required.
- Report serious incidents to the relevant DE QARD Area Team in accordance with relevant regulatory requirements and service agreement (see Reporting requirements in the Emergency contacts section).
- Report emergency to the Incident Support and Operations Centre on 1800 126 126.
- Direct all Media enquiries to DE Media Unit on 8688 7776

9.11 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/carers as required.
- Report serious incidents to the relevant DE QARD Area Team in accordance with relevant regulatory requirements and service agreement (see Reporting requirements in the Emergency contacts section).
- Report the loss of essential services to the Incident Support & Operations Centre on 1800 126 126.
- Refer to the school's Business Continuity Management Plan.

9.12 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 DE regional emergency management staff if required if required.
- Contact parents/carers as required.
- Consider notification to WorkSafe 13 23 60.
- Report serious incidents to the relevant DE QARD Area Team in accordance with relevant regulatory requirements and service agreement (see Reporting requirements in the Emergency contacts section).
- Report emergency to the Incident Support and Operations Centre on 1800 126 126.
- Seek advice from OHS Advisory Service 1300 074 715
- Consider notification to WorkSafe 13 23 60
- Report on eduSafe.
- Direct all Media enquiries DE Media Unit on 8688 7776.

9.13 Medical emergency

If a medical emergency occurs at 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/carer 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 DE QARD Area Team in accordance with relevant regulatory requirements and service agreement (see Reporting requirements in the Emergency contacts section).

9.14 Mental stress

- If there is immediate and/or life threatening concern for an individual's health or wellbeing contact '000'.
- Notify parents/carers.
- 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
    - 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
    - For additional helplines and counselling services for children, young people and parents/carers, 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 DE QARD Area Team in accordance with relevant regulatory requirements and service agreement (see Reporting requirements in the Emergency contacts section).
- Report the incident to the Incident Support and Operations Centre on 1800 126 126.

9.15 Missing child

If a 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.
    - Provide a description of the child, the last time they were seen and location.
- Contact the parent/carer.

- Report serious incidents to the relevant DE QARD Area Team in accordance with relevant regulatory requirements and service agreement (see Reporting requirements in the Emergency contacts section).
- Report the incident to the Incident Support and Operations Centre on 1800 126 126.
- Direct all Media enquiries to DE Media Unit on 8688 7776.

9.16 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 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/carers or staff – notify QARD via NQAITS 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 (CSA services advised to email in bullet point further down).
- Arrange a deep clean (see factsheet).
- Update your emergency contact details on NQAITS - these details will be used if DE or DoH need to contact the service after hours. CSA services cannot access to action changes.
- Report a closure – on NQAITS within 24 hours of closure.
- Services operating under the *Children's Services Act 1996* email 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 to discuss your situation.

Report serious incidents to the relevant DE 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 DE 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 sanitizer.
- 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/carers 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 DE 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).
- Prepare sample letters for parents/carers for the next stage (if required).

Travel advisories:

- Encourage staff and parents/carers 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 DE QARD Area Team in accordance with relevant regulatory requirements and service agreement (see Reporting requirements in the Emergency contacts section).

9.17 Severe weather event

- **Call 000** if emergency services are needed and seek and follow advice.
- Before the storm:
    - Consider notifying parents/carers, 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 DE QARD Area Team in accordance with relevant regulatory requirements and service agreement (see Reporting requirements in the Emergency contacts section).
- Report emergency to the Incident Support and Operations Centre on 1800 126 126.

9.18 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/carers 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.
- For information about planned burns in your area call 1800 226 226 or 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 DE QARD Area Team in accordance with relevant regulatory requirements and service agreement (see Reporting requirements in the Emergency contacts section).
- Report the incident to the Incident Support and Operations Centre (24 hour, 7 days) 1800 126 126.

9.19 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: 0412 777 211
- Report serious incidents to the relevant DE QARD Area Team in accordance with relevant regulatory requirements and service agreement (see Reporting requirements in the Emergency contacts section)

9.20 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):

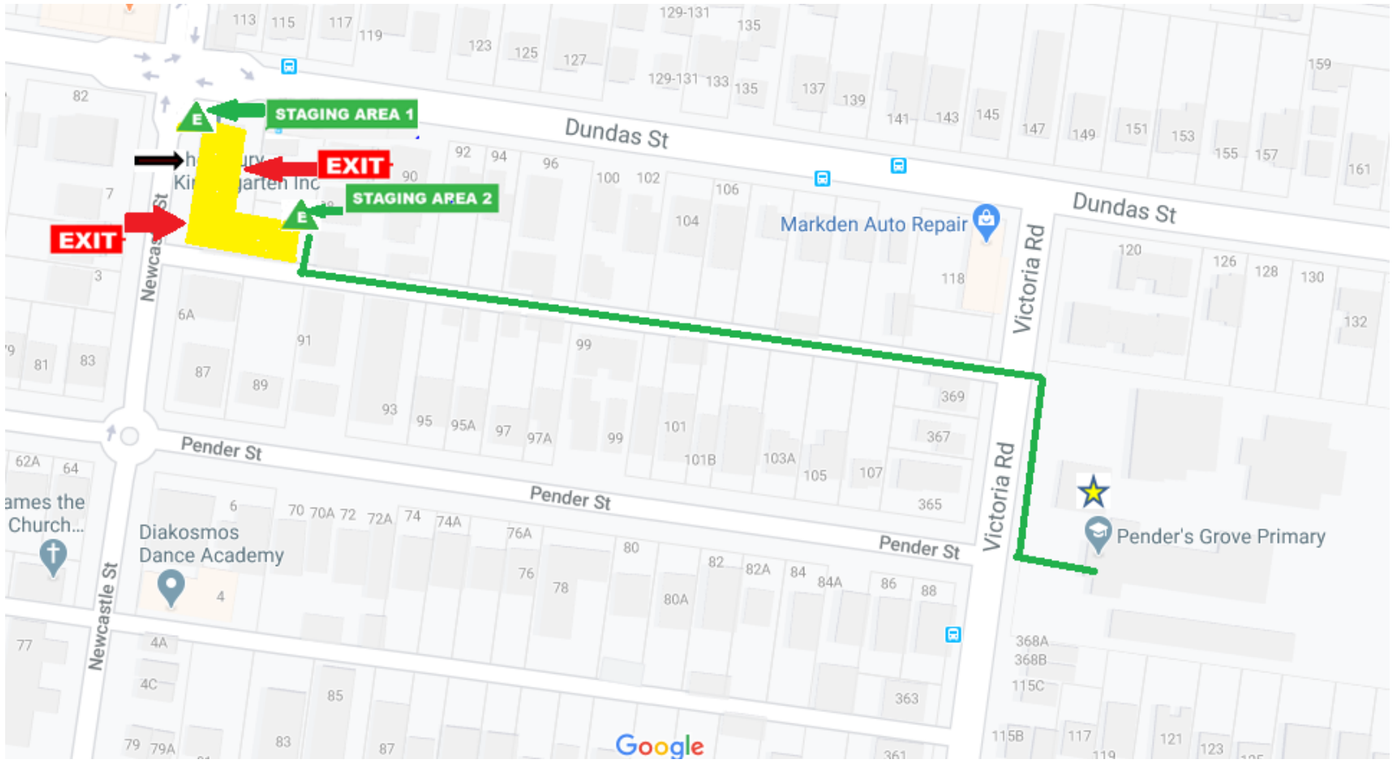
- Contact ‘000’ for police/ambulance attendance.
- Monitor the wellbeing of staff.
- Contact parents/carers as appropriate.
- Actively implement self-care strategies.
- If the incident occurs on service premises/excursion:
    - Preserve the evidence.
    - Consider a Worksafe Notification 13 23 60.
- Report serious incidents to the relevant DE 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.

9.21 Violence, aggression and/or harassment

- 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/carer 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 DE QARD Area Team in accordance with relevant regulatory requirements and service agreement (see Reporting requirements in the Emergency contacts section).

10. Area Map

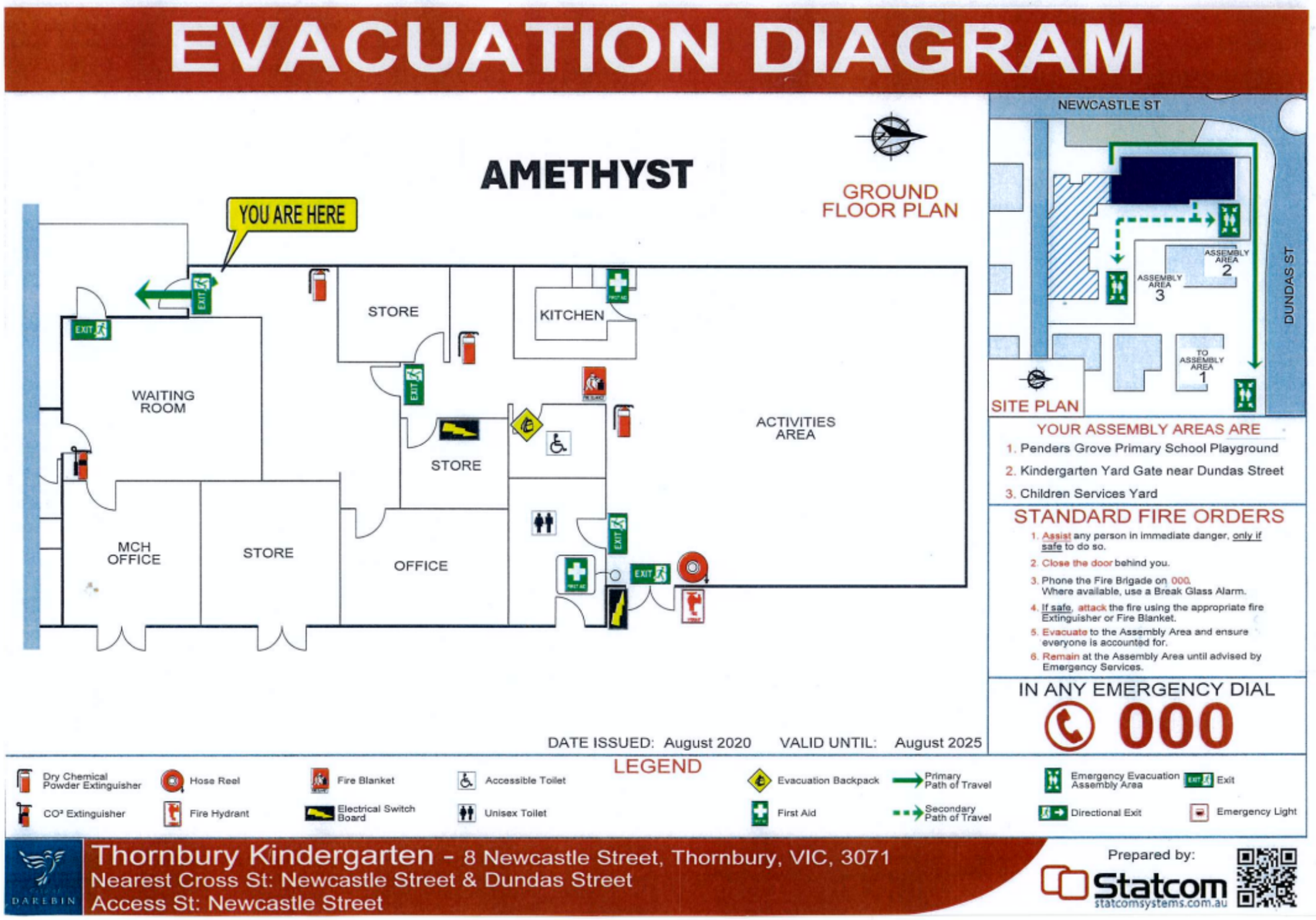
Date Area map validated:	28/April/2026



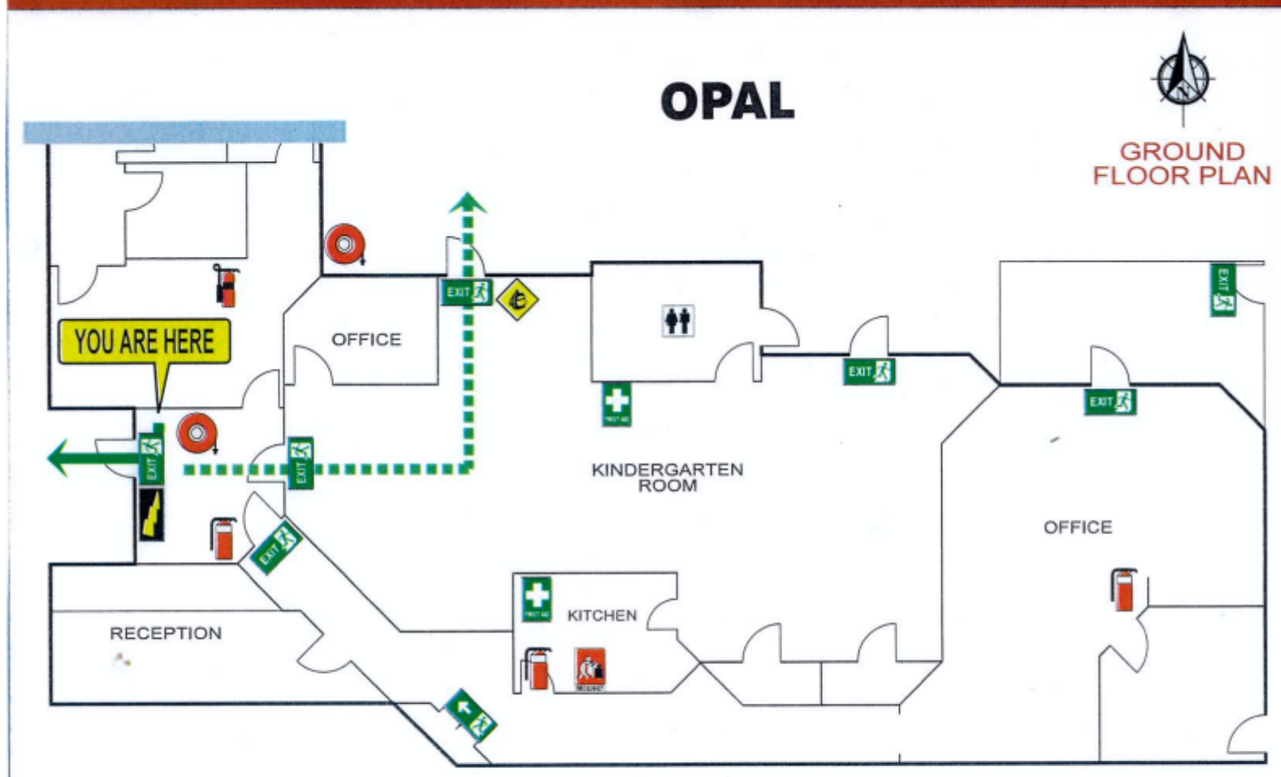
Distance to Primary off-stie assembly point: Approx. time to reach Primary off-site assembly point:	**400m**
Distance to Secondary off-site assembly point: Appox. time to reach Secondary off-site assembly point:	**N/A**
Legend	
Primary off-site assembly point	
Route to Primary off-site assembly point	
Secondary off-site assembly point	
Route to Secondary off-site assembly point	
Emergency services access point	

11. Evacuation Diagram

Date Evacuation diagrams validated:	28/April/2026



EVACUATION DIAGRAM





YOUR ASSEMBLY AREAS ARE

1. Penders Grove Primary School Playground
2. Kindergarten Yard Gate near Dundas Street
3. Children Services Yard

STANDARD FIRE ORDERS

1. Assist any person in immediate danger, only if safe to do so.
2. Close the door behind you.
3. Phone the Fire Brigade on 000.
   Where available, use a Break Glass Alarm.
4. If safe, attack the fire using the appropriate fire Extinguisher or Fire Blanket.
5. Evacuate to the Assembly Area and ensure everyone is accounted for.
6. Remain at the Assembly Area until advised by Emergency Services.

IN ANY EMERGENCY DIAL 000

DATE ISSUED: August 2020 VALID UNTIL: August 2025

LEGEND

Dry Chemical Powder Extinguisher
Hose Reel
Fire Blanket
Accessible Toilet
Evacuation Backpack
Primary Path of Travel
Emergency Evacuation Assembly Area
Exit
CO^2 Extinguisher
Fire Hydrant
Electrical Switch Board
Unisex Toilet
First Aid
Secondary Path of Travel
Directional Exit
Emergency Light

Thornbury Kindergarten - 8 Newcastle Street, Thornbury, VIC, 3071
Nearest Cross St: Newcastle Street & Dundas Street
Access St: Newcastle Street

Prepared by: Statcom statcomsystems.com.au

Evacuation Procedure

- **STAFF BLOW WHISTLE TO INDICATE AN EMERGENCY AND/OR THE NEED TO EVACUATE**
- Whistle means “Stop and Listen to Teacher”
- Staff member to get roll, enrolment info, and evacuation bag containing mobile phone, children’s medication and make sure everyone is out, if safe to do so.
- Inside Staff member checks offices and toilets and shuts doors. Alert Children’s Services if safe to do so.
- Staff member begins to move children to designated evacuation area or safe place
- All Staff assist moving children to designated area away from danger
- Delegated Staff member calls **000**.
- Once at assembly point Staff recount for all children and staff
- Wait for emergency services
- When safe, notify parents of collection point, if necessary
- Keep record of actions/decisions and times
- Notify DE in writing within 24 hours

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).

12. Parent/Carer Contact Information

This information is held in the emergency evacuation bag.

13. Children and Staff With Additional Needs

This information is held in the emergency evacuation bags.

Additional Needs Summary		
Additional needs category	**Number of children**	**Number of staff**
Allergies	7	-
Medical conditions	7	4
Developmental/ behavioural	39	-

PART 2 – EMERGENCY PREPAREDNESS

14. Service Facility Profile

14.1 General Information

Operating Days	Monday – Friday
Operating Hours	8am – 5pm
Phone	03 9484 1095
Email	director@thornburykinder.com
Fax	-
Website	https://www.thornburykindergarten.com.au
Number of buildings	1
Is the facility a designated Neighbourhood Safer Place?	No
Shelter-In-Place Location	Amethyst Room and/ or Opal Room, Thornbury Kindergarten
Number of children/ approved places)	132
Total number of educators/staff	19
Methods for communicating with our community	Mobile phones and landline

14.2 Other services/users of site

Service / User name	Darebin City Council Family Services and Maternal and Child Health Services
Location on site	Main building
Children/Visitor numbers	Various
Operating hours/days	Monday – Friday, 9am – 5pm
Emergency contact name	Fiona Florance Tuesday-Friday
Email	Fiona.Florance@darebin.vic.gov.au
Mobile number	0419 764 469
Emergency contact name	Sally Fleming Monday-Thursday
Email	Sally.Fleming@darebin.vic.gov.au
Mobile number	0438 765 243

14.3 Building information summary

Telephones (Landlines)			
Location	**Number**	**Location**	**Number**
Northern Office, Southern Office Amethyst Kinder Room (Portable)	9484 1095	Portable	3
Emergency Mobile	0480 277 465	Mobile Phone	1
Yellow and Green Mobile	0480 277 442	Mobile Phone	1
Red, Blue, and Purple Mobile	0499 102 144	Mobile Phone	1
Orange Mobile	0444 590 652	Mobile Phone	1

Alarms			
	Location	Monitoring Company	Location of Shut-off Instructions
Fire:	Kinder room, foyer, and office		Reset
Intrusion:	Foyer		Enter code to disable
Other:			

Utilities			
	Location	Service provider	Location of shut-off instructions
Gas / Propane:	DCSN		DCSN 8470 8100
Water:	DCSN		DCSN 8470 8100
Electricity:	DCSN		DCSN 8470 8100

Sprinkler system	
Location of control valve:	N/A
Location of shut-off instructions:	N/A

Building and site hazards	
Hazard description	Location

15. Risk Assessment

1.	2.	3.	4.	5.			6.	7.		
Identified Hazard or Threat	**Description of Risk**	**Current Risk Control Measures at our Service**	**Effective-ness of existing controls**	**Risk Rating**			**Treatments to be Implemented**	**Revised Risk Rating After implementing Treatments**		
				Consequence	Likelihood	Risk Level		Consequence	Likelihood	Risk Level
Child safety	Risk that children are not kept physically, emotionally and culturally safe.	• Adherence to the Child Safety Standards is at the forefront of what we do. • Code of Conduct acknowledged and signed by staff and families annually. • Visitors Book and Visitors Code of Conduct is provided for all visitors, volunteers and students on arrival to read and sign in. • A dedicated Child Safety officer is appointed to oversee child safety. • Staff undertake Child Safety training. • Children are educated and supported to keep themselves safe and encouraged to disclose child safety concerns. • Staff and CoM regularly discuss and review child safety. • Regular child safety section in termly newsletter. • Staff are aware of process to report child abuse. Procedures are	Effective to date	High	Possible	High	• Continue to ensure Child safety is at the forefront of what we do. • Continue to ensure that families and staff acknowledge and sign the Code of Conduct annually. • Continue to ensure all staff are aware and provide the visitors Code of Conduct and sign in book to all visitors, volunteers and students to the centre. • Continue to ensure that staff are familiar with reporting procedures and those procedures are up to date and in line with legislation and are located visibly around the centre. • Continue to educate and support children so they can keep themselves safe and feel safe to disclose child safety concerns. • Continue to ensure that all staff and relief staff have valid WWCC and VIT registrations and these are regularly checked online and recorded in staff files and labelled folder respectively. • Continue to include a child safety section in the quarterly news letter.	High	Possible	High

		displayed visibly around the centre. • Staff, Relief Staff and visitors (as needed) have current and valid WWCC and VIT registrations. • Child Safety is included in the recruitment process and potential candidates are screened for potential Child Safety risks.					• Continue to ensure that the recruitment process includes screening candidates for possible child safety concerns.			
Asthma, anaphylaxis and allergies	Risk to health, injury and possibly death to children caused by Asthma and Anaphylaxis and/or other alle rgies.	• Medical Management Plans are in place and clearly visible for children at risk. • Individual medication bags are kept in evacuation kit and are easily accessible. Included is a photo of the child, the medication (eg. Epi Pen, Ventolin) and the relevant Management Plan. • Medication expiry dates are checked and recorded termly in the Risk Minimisation Plan. • Staff have First Aid, Asthma and Anaphylaxis training that is up to date. • Relief staff are notified of children at risk at commencement of shift and know where Management Plans are located. • Staff are aware of emergency manageme nt procedures.	Effective to date	High	Possible	High	• Ensure medical conditions are identified at the time of enrolment. • Ensure staff work in conjunction with families to establish medical Management Plans and Risk Minimisation Plans at the beginning of the year. • Ensure families provide appropriate medication for the medical bag. • Medication expiry dates are diarised to alert families to upcoming expiration of medication • Continue to ensure that staff training in First Aid, Asthma and Anaphylaxis is up to date and recorded within staff files and on centrally held spreadsheet. • Continue to ensure that relief staff are notified of the children as risk and the location of the Management Plans. • Continue to ensure EMP is up to date and staff are aware of emergency procedures. • Review food allergy risk assessment measures regularly.	High	Possible	High

		• Designated eating areas are set up inside and out e.g. Red table for allergen foods and green for non-allergen foods. • Staff are vigilant when children are eating and monitor who is eating • Staff continually educate children around food allergies and the importance of not sharing food. • Visual prompters located on eating tables to remind children of food allergies. • Children wash hands after eating. • Surfaces are thoroughly cleaned with appropriate materials to reduce risk of contamination Eg. Red cloth for allergen and green cloth for non-allergen. • Families are notified of the allergies within each group at the commencement of the year. • Visible displays notify families that children at the centre are at risk of anaphylaxis. • Families are encouraged not to bring food items for birthday celebrations. • Families are encouraged to bring non allergen food when bringing food for birthday celebrations. A					• Continue to educate children around food allergies and the importance of not sharing food. • Staff maintain lists of who has eaten. Additional column added to identify those children with allergies • Continue to notify families that there are children at risk of allergies. • Continue to ensure surfaces where food is consumed are thoroughly cleaned with appropriate cleaning materials. • Continue to remind families not to bring food items for birthday celebrations. • Continue to remind families to provide a list of ingredients when bringing food items for birthday celebrations. • Families are supported in their understanding of the healthy eating policy.			

		list of ingredients must be provided.								
Fire	Risk of injury from burns or smoke inhalation. Risk of property damage or property loss.	• Fire equipment (fire hose reels, fire extinguishers, fire blankets, hydrants) is tested and tagged. • Fire blanket available in all kitchen areas. • Electrical equipment is tested and tagged as per Australian Standards. • Workplace Inspection once per term to check that exit signs and other emergency equipment is working. • Intercom via internal landline. • Work with Darebin Council to establish a business continuity plan. • Termly fire drills are conducted in all rooms and include all staff, children and visitors on premise at time. • Staff have up to date First Aid training.	Effective to date	High	Possible	High	• Ensure fire services equipment (fire hose reels, fire extinguishers, fire blankets, hydrants) is tested and tagged as per Australian Standards. • Ensure there is a fire blanket (tested and tagged to Australian Standards) available in all kitchen areas. • Ensure all electrical equipment is tested and tagged as per Australian Standards and that frayed leads, damaged equipment etc are disposed of in an appropriate manner. • Work with Darebin Council to activate a business continuity plan. • Each fire drill is recorded by staff and brief evaluation of procedure is discussed with the team. • Ensure staff First Aid training is up to date and recorded within staff files and on centrally held spread sheet. Checked 6 monthly during staff work plan meetings	High	Possible	High
Severe weather, storms and flooding	Risk of roof down flooding. Risk of injury. Risk of property damage.	• Roofs/gutters/drains are kept clear. • Test communications • Work with Darebin Council to establish a business continuity plan. • Monitor weather alerts from DE.	Effective to date	High	Possible	High	• Ensure roofs/gutters/drains are clear. • Liaise with SES/local government to identify potential risks. • Develop contingency for storage of equipment/materials if necessary. • Work with Darebin Council to activate a business continuity plan if necessary.	High	Possible	High

Burns/ heat	Risk of injury to staff and children while cooking.	• Oven and kitchen area is locked securely and restricted from children entering. • Children are actively supervised by staff at all times when cooking. • Staff have up to date First Aid training. • Safety equipment is used while oven is in operation (eg: oven mits) • First aid kits are checked 6 monthly, recorded, up to date and available. • Fire blanket is available. • Hot water is set at a safe temperature. • A first aid kit is located at close proximity to kitchen.	Effective to date	High	Possible	High	• Ensure kitchen area is secured. • Ensure staff know where protective items (i.e. oven mitts) are located. • Ensure children are actively supervised when cooking. • Purchase new equipment when needed. • Ensure staff First Aid training is up to date and recorded within staff files and on centrally held spread sheet. Checked 6 monthly during staff work plan meetings • Ensure first aid kits are up to date and available. 6 monthly inspections recorded and reported in Committee meeting minutes. • Ensure fire blanket is available. • Hot water temperature is checked and recorded as per Australian Standards.	High	Possible	High
Falling/ tripping/ slipping/ crushing	Possible injury to staff and/or child could occur as the result of a fall/trip/slip Possible injury to child could occur falling from play equipment or tree. Possible injury to staff could occur in storage areas from falling equipment or tripping and	• Play spaces are inspected daily, monthly and termly to identify potential hazards. • Darebin Council inspect play spaces regularly and identify and correct potential hazards. • Incident reports are completed and kept. • Report accidents to NQAITS as required and within required timeframe. • Spills are cleaned up quickly. • Staff wear appropriate footwear as required.	Effective to date	High	Possible	High	• Continue to regularly inspect play spaces to identify hazards. • Continue to ensure corrective action is taken once hazards are identified. • Ensure Darebin Council continue routine inspections. • Ensure accidents are reported to NQAITS as required and within required timeframe. • Ensure staff wear appropriate footwear as required. • Ensure that emergency procedures are followed and reviewed following and incident. • Ensure staff First Aid training is up to date and recorded within staff files and on centrally held	High	Possible	High

	slipping hazards.	• Children are actively supervised when using play equipment and climbing trees. • First aid kits are up to date and available. • Emergency procedures are in place should an incident occur. • Staff have up to date First Aid training.					spread sheet. Checked 6 monthly during staff work plan meetings • Ensure first aid kits are up to date and available. 6 monthly inspections recorded and reported in Committee meeting minutes. • Continue to educate and support children to make judgements and assess age appropriate risks. • Ensure manual handling training is up to date and is recorded within staff files.			
Cutting	Possible injury to child and/or staff could occur	• Staff provide education and support to children to safely use scissors and knives that are used for cooking. • Scissors specifically designed for children are provided. • Staff actively supervise children using scissors • Children only use knives when cooking and are always actively supervised.	Effective to date	High	Possible	High	• Continue to educate and support children around the dangers of placing objects in their mouths, over their faces and around their necks. • Ensure children are actively and consistently supervised. • Ensure equipment is safe and updated when needed. • Ensure staff First Aid training is up to date and recorded within staff files and on centrally held spread sheet. Checked 6 monthly during staff work plan meetings • Continue to regularly inspect play spaces to identify potential risks. • Continue to take corrective action is taken if necessary.	High	Possible	High
Choking and Suffocation and Strangulation	Possible injury to child from choking, suffocation or strangulation.	• Staff provide education and support to children around the dangers of placing objects in their mouths, over their faces and around their necks. • Staff provide education and support to children around the dangers of	Effective to date	High	Possible	High	• Continue to educate and support children around the dangers of placing objects in their mouths, over their faces and around their necks. • Ensure children are actively and consistently supervised. • Ensure equipment is safe and updated when needed.	High	Possible	High

		placing uneatable objects over their airways. • First Aid training is up to date. • Play spaces are regularly inspected to identify potential risks and corrective action is taken if necessary.					• Ensure staff First Aid training is up to date and recorded within staff files and on centrally held spread sheet. Checked 6 monthly during staff work plan meetings • Continue to regularly inspect play spaces to identify potential risks. • Continue to take corrective action is taken if necessary.			
Manual Handling Hazard	Risk of injury to Staff.	• Staff identify risks and corrective action is taken when a risk is identified. • Manual Handling in Child Care training is provided.	Effective to date	High	Possible	High	• Ensure Manual Handling Training is up to date and recorded within staff files. • Continue to identify risks & take corrective action when risks are identified. • Continue to discuss OH&S as part of monthly staff meetings.	High	Possible	High
Intruders/ **personal threat**	Physical or psychological injury could occur to staff, children, visitors or contractors if threatened or physically assaulted by an intruder. There is a risk that property could be damaged.	• Families comply with Thornbury Kindergarten's Code of Conduct by acknowledging and signing the Code of Conduct at time of enrolment. • Reception is a secure area and no-one can enter the office or playroom areas unless they have a pass/key. • Remind families not to open the front entrance for other people. • Kinder rooms are kept secured once children have entered and sessions commence. • Visitors/contractors sign in and read the Visitor Code of Conduct and enter through the	Effective to date	High	Possible	High	• Ensure Code of Conduct is acknowledged and signed by all families at time of enrolment • Ensure Code of Conduct is reviewed and updated regularly. • Ensure reception is a secure area and that no-one can enter the office area unless they have a pass/key. • Ensure staff have their keys at all times • Inform and remind families of door safety procedures on enrolment and throughout the year through newsletters and signs • Ensure any visitors/contractors sign in and read the Visitor Code of Conduct and enter through the reception area when they first arrive on site. • Continue to ensure that all visitors (as needed) have valid	High	Possible	High

		reception area when they first arrive on site. • Visitors (as needed) have current and valid WWCC and/or VIT registrations. • Ensure staff are aware of any court orders or parenting orders in relation to the child. • Ensure families and staff inform Director and/or COM President of any personal threat or risk to personal safety.					WWCC and/or VIT registrations and these are regularly checked online and recorded in labelled folder. • Ensure staff have updated copies of any court orders or parenting orders in relation to the child and is noted on Enrolment form. Expiry dates to be recorded in child's file and diarised for staff to follow up as needed. • Encourage families and staff at the commencement of enrolment/employment to notify Director and/or COM President any personal threat or risk to their personal safety • Ensure doors are secured at the beginning of each session and throughout the session. • Report incident to authorities eg. Police, DE, etc as required. • Provide support to staff, children, visitors or contractors following an incident where a person has been threatened or physical harm has occurred.			
Earthquake	Risk of injury. Risk of property damage or property loss	• Training to staff and students in emergency response procedures during an earthquake e.g. drop, cover and hold. • Staff First Aid training is up to date. • Work with Darebin Council to establish a business continuity plan.	Effective to date	High	Unlikely	High	• Ensure EMP is up-to-date. • Ensure staff First Aid training is up to date and recorded within staff files and on centrally held spread sheet. Checked 6 monthly during staff work plan meetings. • Ensure there is a business continuity plan in place. • Work with Darebin Council to activate a business continuity plan.	High	Possible	High
Bomb Threat	Physical or psychological injury could	• Bomb Threat Checklist available.	Effective to date	High	Unlikely	High	• Ensure each phone has a Bomb Threat Checklist available	High	Possible	High

	occur to staff, visitors or contractors.	• Scheduled and practice emergency evacuation drills on a regular basis.					• Schedule, practice and record emergency evacuation drills on a regular basis. • Implement and follow Bomb Threat response procedure (located in EMP). • Report incident to authorities e.g. Police DE, etc as required. • Provide support to staff, children, visitors or contractors following an incident where a person has been threatened or physical harm has occurred.			
Pandemics and communicable diseases	Risk of health and possible death (in extreme cases).	• Relevant staff are familiar with DE's Pandemic Incident Response Procedures • Basic hygiene measures are in place and practiced and posters are displayed. • Convenient access to water and liquid soap and/or alcohol-based sanitiser. • Staff and children are educated about covering their cough to prevent the spread of germs. • Encourage families to keep unwell children at home.	Effective to date	High	Possible	High	• Ensure relevant staff are familiar with DE's Pandemic Incident Response Procedures including the School Influenza Pandemic Response Plan template. • Ensure basic hygiene measures are in place and practiced at all times. Posters are displayed at the beginning of flu season (April). • Ensure there is convenient access to water and liquid soap and/or alcohol-based sanitiser. • Ensure staff and children are educated about covering their cough to prevent the spread of germs. • Encourage families to keep unwell children at home.	High	Possible	High
Road Safety	Risk to injury or possible death due to road trauma.	• Secure fencing surrounding the kindergarten is checked and recorded on monthly OHS external audit. • Appropriate road signage to drivers.	Effective to date	High	Possible	High	• Continue to educate families and children around road safety. • Continue to display notices to remind families of road safety. • Continue to review excursion Risk Assessments.	High	Possible	High

		• Risk Assessments completed prior to children leaving service for excursions. • Continued education to families and children around road safety. • A staff member at the main door at the end of each session. • Work with Darebin Council eliminate safety issues when identified. • Staff have First Aid training that is up-to-date.					• Continue to check and record OHS External audit as report as required. • Continue to staff the foyer at the end of each session. • Continue to work in conjunction with Darebin Council to eliminate safety issues. • Ensure staff First Aid training is up to date and recorded within staff files and on centrally held spread sheet. Checked 6 monthly during staff work plan meetings			

16. Emergency Response Drills Schedule

	Type of drill (e.g. evacuation, lockdown) and drill scenario (e.g. fire, intruder)	Date drill performed	Observer's Record completed
Jan-Mar 2026	1. Evac onsite – away from Opal room (smoke in kitchen) 2. Evac onsite – to end of yard near Opal room (fire in Amethyst kitchen; bathroom overflowing 3. Evac offsite at BK – snake seen nearby 4. Evac offsite Shelter in place at Hayes Park – vicious dog nearby 5. Evac at BK to ranger's hut – unpredictable person 6. Evac onsite –to end of yard near Opal room (fire in Amethyst kitchen)	1. 13 March ORANGE & BLUE 2. 31 March PINK 3. 20 March RED 4. 17 March GREEN 5. 12 March YELLOW 6. 11 March PURPLE & YELLOW	YES
Apr-June 2025	1. Shelter in Place, Home Kinder 2. Evac off site O&A; suspicious person 3. Evac off site O&A; nearby fire danger 4. Evac off site; suspicious person in vicinity 5. Evac to ranger's hut – unpredictable dog 6. Evac to BBQ shelter – unpredictable person 7. Shelter in Place – gap in fence 8. Evac to ranger's hut – sudden storm	1. 16 May BLUE & ORANGE 2. 24 June GREEN 3. 20 June ORANGE 4. 19 June PURPLE 5. 19 June YELLOW 6. 26 June YELLOW 7. 21 May PURPLE & YELLOW 8. 6 June RED	YES
Jul-Sept 2025	1. Emergency evacuation; to front of building 2. Evac off site - unpredictable person 3. Evac to front of kinder 4. Evac to front of kinder 5. Off site evac to Pitcher Park – aggressive dog	1. 5 September BLUE & ORANGE 2. 31 July YELLOW 3. 20 August PURPLE & YELLOW 4. 25 August RED & GREEN 5. 22 August RED	YES
Oct-Dec 2025	1. Evac offsite – unpredictable dog 2. Shelter in place – violent person 3. Evac offsite – high risk situation 4. Shelter in place – Emergency in yard 5. Evac offsite – unsafe person nearby	1. 23 October YELLOW 2. 10 November GREEN & RED 3. 21 November PURPLE 4. 26 November PURPLE & YELLOW 5. 8 December BLUE	YES

Emergency Management Plans are required to be tested regularly.

Evacuation drills must involve all children and staff moving to either a nominated on-site 'shelter-in-place' or an off-site evacuation point as per the school's Emergency Management Plan. Early Childhood Services are encouraged to practice evacuation drills at least once per term during the October-April bushfire season.

17. Emergency Kit Checklist

The Emergency Kit Contains:	✓
Attendance book	
List of children and staff with additional needs	
Children's and staff's medications	
Enrolment records including authorisations and parent contact details	
Staff contact information	
Facility keys	
Standard portable First Aid Kit	
A charged mobile phone and charger/s (batteries checked and charged)	
Whistle	
Sunscreen and spare sunhats	
Hand sanitiser	

Date Emergency Kit checked:	
Check completed by:	
Next check date:	

18. Business Continuity Management Plan (BCMP)

Business Continuity Event: Arrangements to manage inability to access a building or school site	
Details of Arrangements	**Workaround** ***Partial site unavailable:*** • Revise timetable to relocate students and staff to another room. • Relocate admin and staff to another office. • Admin staff may need to work remotely from Thornbury Kindergarten Inc. • Contact Regional staff to discuss issues and possible options for relocation once length of reinstatement program is confirmed. • Provide regular updates to the kinder community via email. • Notify site users e.g. Darebin Council, cleaners Report incident to QARD. ***Whole site unavailable:*** • Contact Regional staff to discuss issues and possible options for relocation once length of reinstatement program is confirmed. • Admin staff may need to work remotely from Thornbury Kindergarten Inc. • Contact Regional staff to discuss issues and possible options for relocation once length of reinstatement program is confirmed. • Provide regular updates to the kinder community via email. • Notify site users e.g., Darebin Council, cleaners • Report incident to QARD **IT Resources required** • Access to wireless network. Key Contacts can be found in the Contacts section of the Emergency Management Plan.

Business Continuity Event: Arrangements to manage a loss of technology / telephone / data / power	
Details of Arrangements	**Workarounds** ***Data/technology:*** • Relocate admin and staff facilities to other networked space within kinder • Admin staff may need to work remotely from Thornbury Kinder ***Telephone:*** • Ensure there is an up to date, printed, hard copy list of all student and staff contact details in an accessible, secure location. • Utilise mobile phones to contact staff/families. • Place message on answering machine, if possible, referring callers to an emergency contact number either on site or at alternative location. ***Power:***

	• Complete loss of essential service risk assessment. • Contact Regional staff to discuss issues and possible options for generator once length of outage is confirmed. • Provide regular updates to the kinder community via email if the outage will affect Kinders ability to stay open. **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. **Key contacts** • Report the loss of essential services to the Incident Support & Operations Centre on 1800 126 126 • Report incident to QARD.

Business Continuity Event: 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 Teachers (CRTs) required. • CRTs to be sourced from: ○ Kinders' preferred CRT agency • Merge classes where possible to make up full class groups • Implement succession plan/back up for key roles within school. i.e., Daily organiser, Business Manager • Inform school community of issues via social media, newsletter, email or note home with students. **Considerations** • Workload of staff and emergency teachers. Key Contact for Casual relief ANZUK Agency 1300 136 260

Thornbury Kindergarten business continuity checklist

Action	Actioned	Comment
Activate the Kinder's Incident Management Team		
Evaluate the impact of the incident for: • Kinder activities • Impact over time • Manageability • Staffing levels • Resources for recovery		
Identify actions to mitigate impact, including: • Suspension of non-critical activities • Mutual support arranged with other Kinders • Distance/virtual learning • Use of different areas within site • Off-site activities • Back–up of key kinder data • Using paper-based systems • Flexible lesson plans • Using generators, portable lighting		
Produce an Action Plan for maintaining critical activities that includes: • Priorities • Communications • Resource deployment • Allocation of specific roles • Monitoring • Reporting • Stakeholder engagement		
Establish a register to log all decisions and actions		
Establish a register to log all financial expenditure incurred		
Secure resources for continuity/recovery including: • Staffing • Premises • IT and equipment • Welfare		

Deliver appropriate communications including to: • Staff • Parents/Carers • Committee of Management • Suppliers/Contractors • Local Council		

19. Appendices

1. Sample Post Emergency Record
2. Sample Caller Bomb Threat Checklist
3. Sample Service Closure Checklist
4. Sample Drill Observer Record Template
5. Sample Employee Personal Emergency Evacuation Plan Template
6. Sample Drill Debrief Report Template
7. Sample Business Continuity Plan Template
8. Sample Emergency Kit
9. DE Regions
10. QARD Areas and Contacts
11. EMP Completion Checklist

APPENDIX 1

SAMPLE POST EMERGENCY RECORD TEMPLATE

Early childhood services must report serious incidents to the relevant Department of Education (DE) 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

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 _____	IMT Convened: YES / NO Time _____ PMC Notified: YES / NO Time _____
Key Actions Taken	Parent/Carer notified	
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:	

APPENDIX 2

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 (tick appropriate characteristics):

Voice		Speech	Manner	Background Noises
Man		Fast	Hesitant	Music
Woman		Slow	Calm	Talk/voices
Child		Well spoken	Angry	Typing
Muffled		Impeded	Emotional	Children
Unknown		Stutter	Loud	Traffic/street
Accent:		Nasal	Soft	Machinery
Telephone		Uneducated	Pleasant	Aircraft
Mobile		Lisp	Raspy	Trains
Landline	Internal Ext	Incoherent	Intoxicated	Railway crossing
Overseas	Mobile	Slurred:	Irrational	Construction
Other		Other:	Other:	Other:

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

……

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

Your Name: …….. **Service Name: ……**

SAMPLE SERVICE CLOSURE CHECKLIST - FORECAST ELEVATED FIRE DANGER RATING DAY

Date service will be closed:	

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

APPENDIX 4

EMERGENCY RESPONSE DRILL OBSERVER'S RECORD TEMPLATE

Drill address			
Drill Type *(Evacuation on/off site / Lock-down / Shelter-In-Place)*			
Drill Date			
Drill Scenario *(What is the cause of the emergency?)*			
Staff / volunteers involved			
Number of children			
Evacuation Drill Items	**Yes** ✓	**No** ✓	**N/A** ✓
Evacuation alarm sounded (Who initiated the whistle? Did all staff blow the whistle?)			
Were all persons accounted for (children, staff, visitors, contractors and volunteers)			
Was the kinder room checked (lockers/bathroom) areas searched?			
Was a check made or direction given to ensure windows and doors locked?			
Was the Evacuation and First Aid kit readily available? Who collected them?			
Was the (simulated) call to the emergency services done promptly and by who?			
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?			
Drill reflection / comments issues: Future actions/improvements/considerations			
Drill address			
Drill Type *(Evacuation on/off site / Lock-down / Shelter-In-Place)*			
Drill Date			
Drill Scenario *(What is the cause of the emergency?)*			
Staff / volunteers involved			
Number of children			
Evacuation Drill Items	**Yes** ✓	**No** ✓	**N/A** ✓
Evacuation alarm sounded (Who initiated the whistle? Did all staff blow the whistle?)			
Were all persons accounted for (children, staff, visitors, contractors and volunteers)			
Was the kinder room checked (lockers/bathroom) areas searched?			
Was a check made or direction given to ensure windows and doors locked?			
Was the Evacuation and First Aid kit readily available? Who collected them?			
Was the (simulated) call to the emergency services done promptly and by who?			

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?			
Drill reflection / comments issues: Future actions/improvements/considerations			
Drill address			
Drill Type *(Evacuation on/off site / Lock-down / Shelter-In-Place)*			
Drill Date			
Drill Scenario *(What is the cause of the emergency?)*			
Staff / volunteers involved			
Number of children			
Evacuation Drill Items	**Yes** ✓	**No** ✓	**N/A** ✓
Evacuation alarm sounded (Who initiated the whistle? Did all staff blow the whistle?)			
Were all persons accounted for (children, staff, visitors, contractors and volunteers)			
Was the kinder room checked (lockers/bathroom) areas searched?			
Was a check made or direction given to ensure windows and doors locked?			
Was the Evacuation and First Aid kit readily available? Who collected them?			

Was the (simulated) call to the emergency services done promptly and by who?			
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?			
Drill reflection / comments issues: Future actions/improvements/considerations			
Drill address			
Drill Type *(Evacuation on/off site / Lock-down / Shelter-In-Place)*			
Drill Date			
Drill Scenario *(What is the cause of the emergency?)*			
Staff / volunteers involved			
Number of children			
Evacuation Drill Items	**Yes** ✓	**No** ✓	**N/A** ✓
Evacuation alarm sounded (Who initiated the whistle? Did all staff blow the whistle?)			
Were all persons accounted for (children, staff, visitors, contractors and volunteers)			
Was the kinder room checked (lockers/bathroom) areas searched?			
Was a check made or direction given to ensure windows and doors locked?			

Was the Evacuation and First Aid kit readily available? Who collected them?			
Was the (simulated) call to the emergency services done promptly and by who?			
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?			
Drill reflection / comments issues: Future actions/improvements/considerations			

Evacuation Drill

Evacuation Drill Sequence	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?			
Off-Site Evacuation:			
• Was the route to the designated assembly point in the EMP followed?			
• Did the assembly point provide access to shelter, toilets and water?			
• The assembly building/area was accessible			

General Drill Items	Yes	No	N/A
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/carers/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?			

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?			

General Drill Items	Yes	No	N/A
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/carers/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?			

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?			

General Drill Items	Yes	No	N/A
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/carers/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?			

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): EMPLOYEE TEMPLATE

What is a PEEP?

A Personal Emergency Evacuation Plan (PEEP) is a practical measure to ensure appropriate actions are taken for an individual in the event of an emergency, where that person requires additional or specific assistance to evacuate a building or premises.

Who needs a PEEP?

A PEEP is required for employees who may need assistance in the event of an emergency due to:

- Mobility impairment
- Hearing impairment
- Visual impairment
- Cognitive impairment
- Temporary condition (medical condition or short-term injury)

The document provides a framework to guide the planning and provision of emergency evacuation of a person with an assistance need.

How is a PEEP used?

The role of PEEPs for employees is to ensure that planning is completed for the individual and the buddy on the process to evacuate in an emergency situation. PEEPs are rehearsed, and if necessary adjusted as a part of the facility's overall emergency drills/exercises – PEEPs are not intended to be used for reference in the actual emergency situation.

The plan should outline the specific procedure to be followed in the event an evacuation is triggered and will also state the designated person(s) who will provide assistance (buddy) during the evacuation. This is a sample template and can be tailored to suit the individual's circumstances.

Who receives a copy of a PEEP?

Once completed, a copy of the PEEP should only be shared by the relevant officer-in-charge (Approved Provider or Person with Management or Control (PMC) or Nominated Supervisor) on a 'need to know' basis. This generally includes the employee, the specified buddy/s and the relevant warden (visit the Hybrid Working page to contact your area warden).

To ensure compliance with the *Privacy and Data Protection Act 2014* (Vic), this PEEP must be securely stored and only made accessible to the above listed audience. It should be kept separate to your facility's Emergency Management Plan (EMP).

PERSONAL EMERGENCY EVACUATION PLAN (PEEP)

THIS PART IS TO BE COMPLETED BY THE EMPLOYEE

Name	
Location *(Building/floor)*	

Is an assistance animal involved? Yes ☐ No ☐

Do you understand the emergency response and evacuation procedures? Yes ☐ No ☐

What type of assistance do you require?

(Please describe the procedure/actions necessary to assist you)

What, if any, equipment is required for evacuation?

(Please list the equipment e.g. mobility aid, ventilator)

THIS PART IS TO BE COMPLETED BY THE OFFICER IN CHARGE

How will the employee receive updates to the emergency response procedures?

(E.g. text, email, Braille etc.)

How will the employee be notified of an emergency?

(E.g. visual alarm, personal vibrating device, SMS etc. or N/A)

Step by Step Evacuation Procedure:

(List the procedure agreed with the employee)

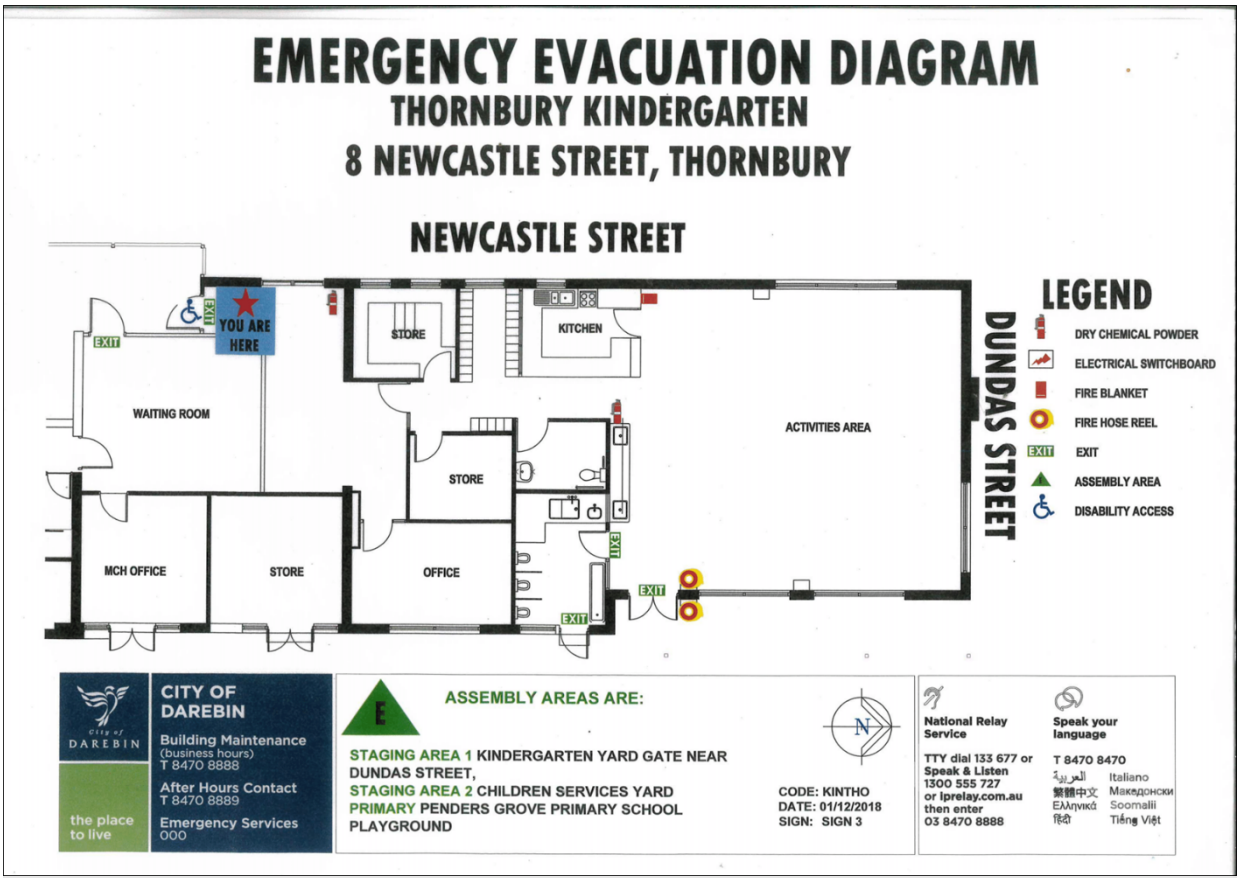
Example only

1. *As directed by floor warden: After main flow of evacuation, make way to the designated area or assembly point at own speed with evacuation buddy*
2. *Evacuation route may depend on location/type of emergency: (refer to diagram on next page)*
    a. *Closest / quickest – to Stairwell 1*
    b. *Alternate – to Stairwell 2*
3. *Seek refuge in emergency stairwell or other suitable location with evacuation buddy, and wait for further instruction from floor warden or emergency services on site*
4. *If no instruction received from fire warden, call 000*
5. *Proceed to assembly point*

Is the buddy/s trained in the emergency response and evacuation procedures? Yes ☐ No ☐

Is the buddy/s trained in the use of the required evacuation equipment? Yes ☐ No ☐ N/A ☐

Diagram of preferred route for assisted evacuation:



Date this PEEP ..... / .... / .... **Next Review Date** ..... / ..... / ....

DISTRIBUTION			
Name	**Position Title/Role**	**Mobile**	**Email**
<insert employee name>			
<insert buddy name>			
<insert resposible officer-in-charge name>			
<insert warden name or delete if not required>			
<insert any other person in receipt of this PEEP or delete if not required>			

Employee …… **Date:** ..... / ..... / .....

Signature

Officer-in-Charge Name …….. **Position Title** ……

…… **Date:** ..... / ..... / .....

Signature

APPENDIX 6

SAMPLE EMERGENCY RESPONSE DRILL DEBRIEF REPORT

(Attach the Drill Observer Record/s to this report)

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

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**

APPENDIX 7

SAMPLE KINDERGARTEN BUSINESS CONTINUITY PLAN

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 the service's approved site

Details of arrangements	**Workaround** ***Partial site unavailable:*** *Consider* • Determine if remaining areas of the site are suitable for operations based on service approval • Approved provider and nominated supervisor determine what changes to operations are required. *Notify* • Contact Quality Assessment and Regulation Division (QARD) Area Team to notify of any operation changes • Admin staff may need to work remotely from a neighbouring service site or from home. • Provide regular updates to families and carers to notify of any operation changes via SMS, emails, social media and newsletter • If co -located, notify site users. E.g. School Principal, Allied Health, other children's services ***Whole site unavailable:*** *Consider* • Approved provider to discuss issues and possible options for relocation once length of reinstatement program is confirmed. • Approved provider determine what changes to operations are required. *Notify* • Contact QARD Area Team to notify of any operation changes. • Complete and submit any required service applications to QARD via the National Quality Agenda IT System (NQA ITS) • Provide regular updates to families and carers to notify of any operation changes via SMS, emails, social media and newsletter • If co -located, notify site users e.g. Allied Health, other children's services. • Redirect suppliers to alternate site. **IT Resources required** • Access to wireless network. **Considerations** • OH&S issues in relocating children's service equipment and resources • Transport arrangements for children in regional and remote areas • Children's access to early education and care.

	• 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 this service 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
	
	Key contact for Casual Relief
	ANZUK Agency – 1300 136 260

SAMPLE BUSINESS CONTINUITY CHECKLIST

Action	Actioned?	Comment
Activate the service's Incident Management Team		
Evaluate the impact of the incident for: • Service operations • Impact over time • Manageability • Staffing levels • Resources for recovery		
Identify actions to mitigate impact, including: • Suspension of non-critical operational functions • Mutual support arranged with other facilities/services • Distance/virtual learning Use of different areas within site • Off-site activities • Back–up of key service data • Using paper-based systems • Flexible educational program plans • Using generators, portable lighting		
Produce an Action Plan for maintaining critical activities that includes: • Priorities • Communications • Resource deployment • Allocation of specific roles • Monitoring • Reporting • Stakeholder engagement		
Establish a register to log all decisions and actions		
Establish a register to log all financial expenditure incurred		
Secure resources for continuity/recovery including: • Staffing • Premises • IT and equipment • Welfare		

Deliver appropriate communications including to: • Staff • Parents/carers • Allied Health • Co-located services/faculties e.g. School Principal • Other users of site • QARD Area Team • Suppliers • Local Municipality		

APPENDIX 8

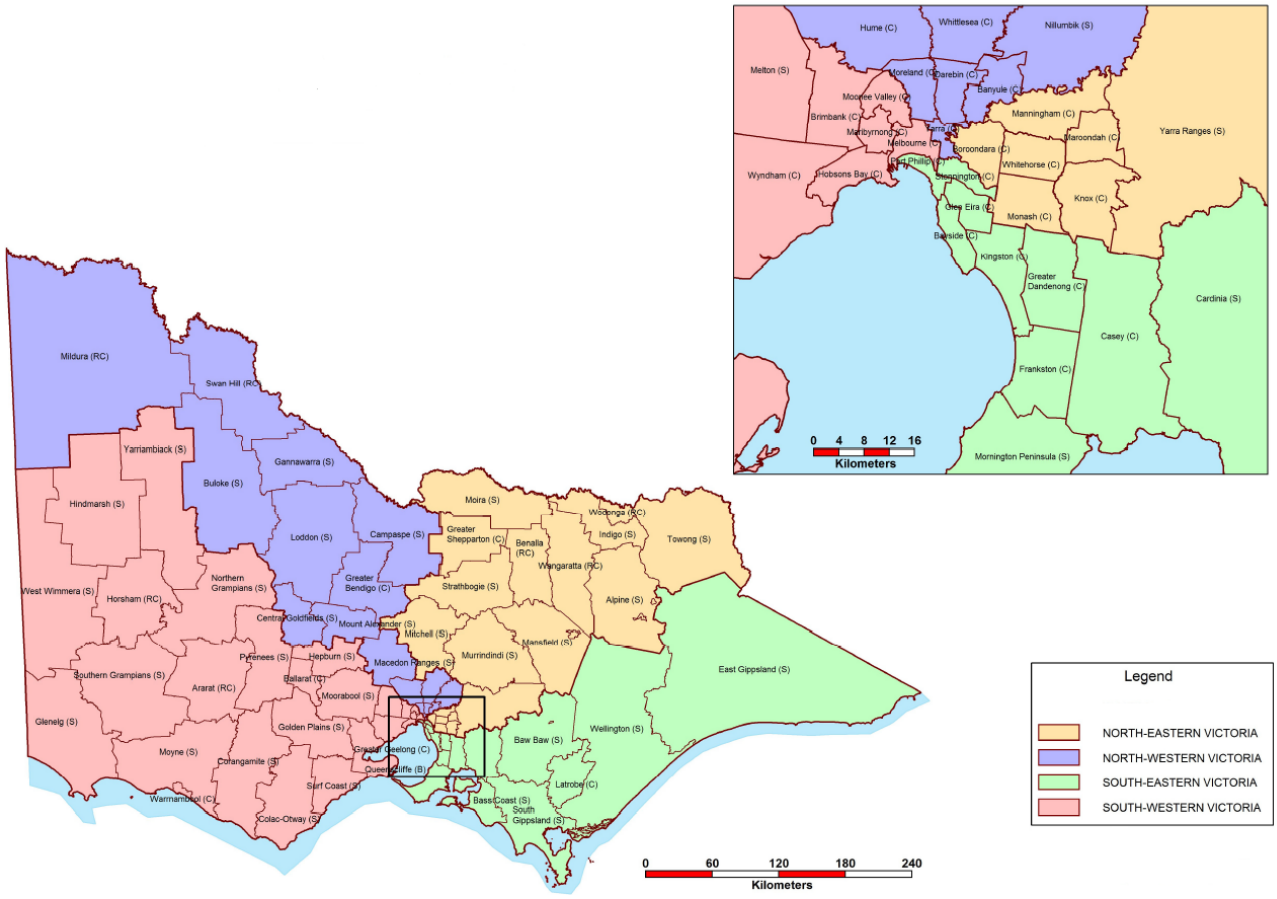
SAMPLE EMERGENCY KIT CHECKLIST

The Emergency Kit Contains:	
Parent/carer contact information (This list is located in emergency evacuation bag and online)	☐
Children/staff with additional needs including medications (These are located in emergency evacuation bag and online)	☐
Attendance list	☐
Educators/staff contact information (The list is located mobile phone, hard copy in office and online)	☐
Authorisations for child pick-up	☐
Facility keys	☐
Portable First Aid Kit (contents checked)	☐
A charged mobile phone/chargers/power bank (batteries checked)	☐
	☐
	☐
Whistle	☐
Copy of facility site plan and EMP including evacuation route	☐
	☐
Portable non-perishable snacks - dried fruits, energy bars (expiry dates checked)	☐
Water bottles (expiry dates checked)	☐
Nappies	☐
Sunscreen and spare sunhats	☐
	☐
Toiletry supplies, Wet disposable cloths, sanitiser	☐
	☐

Date Emergency Kit checked:	
Checked by:	
Next check date:	

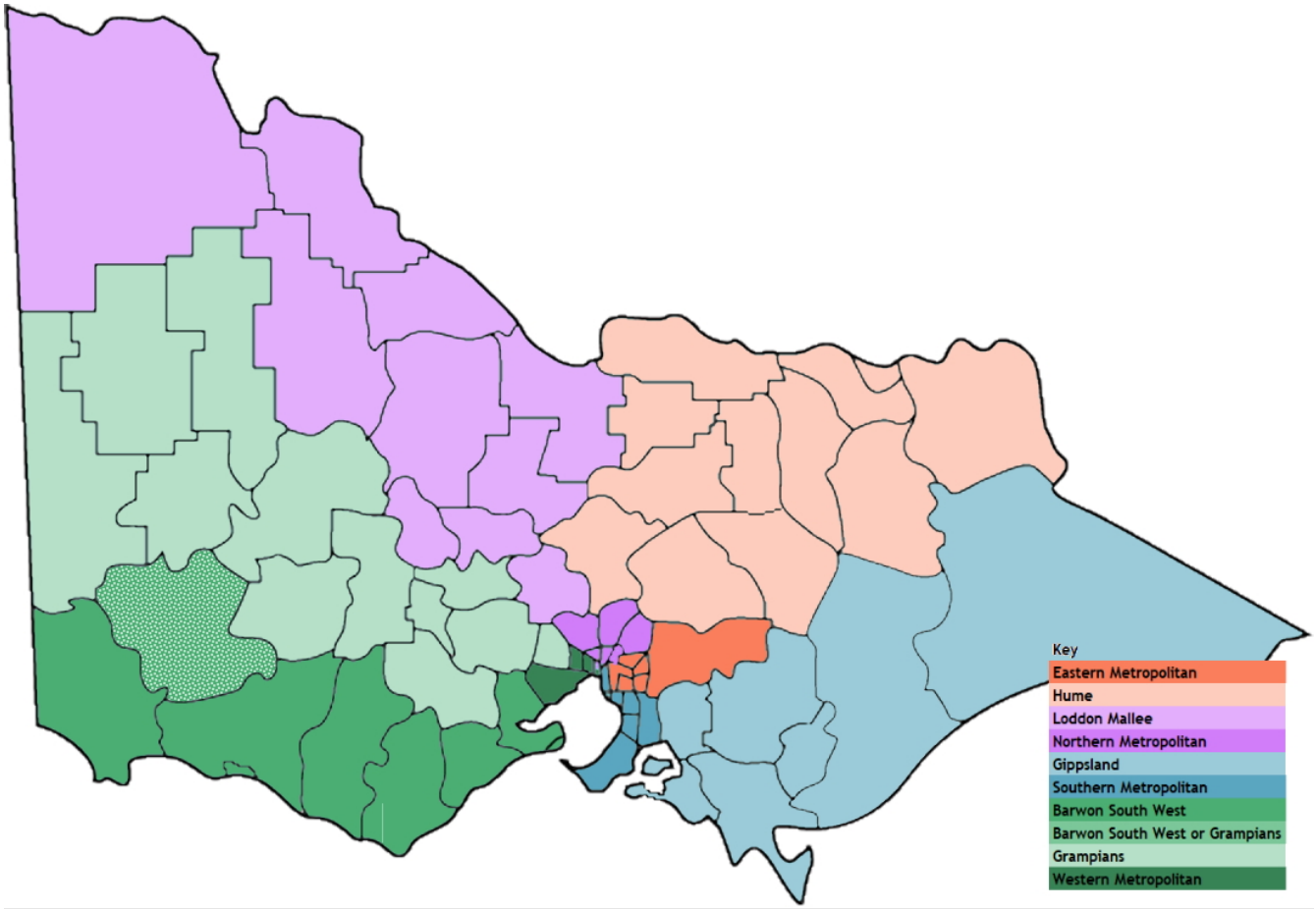
APPENDIX 9

DEPARTMENT OF EDUCATION REGIONS



APPENDIX 10

QUALITY ASSESSMENT AND REGULATION DIVISION AREAS



QUALITY ASSESSMENT AND REGULATION DIVISION CONTACTS

Click here to see QARD contacts on the DE website

Quality Assessment and Regulation Division

GPO Box 4367
Melbourne, Vic 3001
1300 307 415 | email: 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

Northern Metropolitan Area
2/189 Urquhart Street
Coburg, 3058
(03) 7005 1989
email: vecra.northern.metro@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

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

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

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

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

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

Grampians Area
109 Armstrong Street
North Ballarat Vic 3350
(03) 4334 0589
email: 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

APPENDIX 11

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: Angela Storer and Helen Moore
Date:28/04/2025

Component	✓	Action Required
Cover page		
Approved Provider name, service address, EMP issue date, EMP review date, BARR status, fire district have been specified. (see front cover page)	☒	
Distribution list		
Distribution list has been completed	☐	**N/A**
Contact numbers and communications tree		
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/carers included.	☒	
Incident management team		
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	☒	
Core emergency response procedures		
Procedures have been customised and are specific to the service's processes for:		
Evacuation on-site	☒	
Evacuation offsite	☒	
Lockdown	☒	
Lockout	☒	
Shelter-in-place	☒	

Specific emergency response procedures		
Localised emergency response procedures have been developed and customised for specific emergencies in-line with the hazards/threat identified in the risk assessment	☒	
Staff trained in first aid		
Staff trained in first aid list has been updated	☒	
Area map		
The area map includes off-site evacuation assembly locations and paths of travel, emergency services access points, surrounding streets and site exit point/s	☒	
Evacuation diagram		
Complies with Australian Standard 3745—2010 'Planning for emergencies in facilities'	☒	
Parent/carer contact information		
Parent/carer contact information has been obtained and is up to date	☒	
Provisions of the Privacy and Data Protection Act 2014 (Vic) have been adhered to	☒	
Children and staff with additional needs list		
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 Privacy and Data Protection Act 2014 (Vic) have been adhered to	☒	
Site profile		
Profile has been populated and reflects the service's buildings, utilities etc.	☒	
Risk assessment		
Potential local hazards have been identified	☒	
Risks have been rated and risk assessments included	☒	
Local mitigations/controls have been specified	☒	
Emergency drill schedule		
Drills have been scheduled once per term (quarterly) for different types of emergencies	☒	
Emergency kit checklist		
Emergency Kit Checklist has been developed with the service's requirements	☒	
Business continuity		
Strategies to address potential business continuity incidents have been developed	☒	