

# Emergency Management Plan 2020-2021

THORNBURY KINDERGARTEN INC.



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Phone Number	(03) 9484 1095
Email Address	director@thornburykinder.com
DET Region	North West
Bureau of Meteorology/Fire District	North Central
Is the service on the Bushfire- At-Risk Register?	NO
Service SE Number	SE-00003505
Provider Number	PR-00001875
Approved Provider Approving Plan	Benjamin Wotton
Date Plan Approved	
Next Plan Review Date	March 2022

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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 educators, staff, children, visitors, contractors, and volunteers at Thornbury Kindergarten Inc..

## 3. Distribution

A copy of our plan has been distributed to:

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

## **PART 1– EMERGENCY RESPONSE**

#### 4. In case of emergency

In an Emergency	
<b><i>Call</i></b>  <b>Police, Ambulance, Fire Services</b>	<b><i>000</i></b>
<b><i>For Advice call your</i></b>  <b>Approved Provider or Person with Management or Control Representative</b>	<b>Angela Storer Director Thornbury Kindergarten Phone: 9484 1895 Mobile: 0438 166 833</b>
<b><i>Convene your</i></b> <b>Incident Management Team</b>	

## 5. Emergency contacts

### 5.1 Emergency services

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

### 5.2 Our early childhood service contacts

Key Roles	Name	Phone	Phone (After Hours)	Mobile
Approved Provider or Person with Management or Control Representative	Benjamin Wotton	0420 747 680	SAME	SAME
Responsible Person/Primary Nominee	Angela Storer	03 9484 1095	0438 166 833	same
First Aid Officer	Heidi Ratje	03 9484 1095		
OHS Representative	Meagan Clark	0402 163 261	Same.	Same.

### 5.3 Key organisational and DET regional contacts

	Name	Phone	Mobile
Quality Assessment and Regulation Division (QARD) Area Team	Northern Metropolitan Area	8397 0372	
Regional Department of Education and Training (DET) Manager, Operations and Emergency Management	<b>North Western: John Brownstein</b>	4433 7585	0418 509 953

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

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

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

## 5.4 Local/other organisations contacts

	Phone
Police Station	03 9403 0200
Hospital/s	Royal Children – 9345 5522 Austin – 9396 5000
Gas	TruEnergy – 1800 676 300
Electricity	Origin – 131 280
Water Corporation	Yarra Valley Water - 132762
Facility Plumber	Darebin City Council
Facility Electrician	Darebin City Council
Local Government	Darebin City Council – Jo Smale 8740 8426
SES (flood, storm and earthquake)	13 25 00
WorkSafe Victoria	1800 136 089
<Add contacts as required>	
<Add contacts as required>	
<Add contacts as required>	

## 5.5 Bus emergency contacts

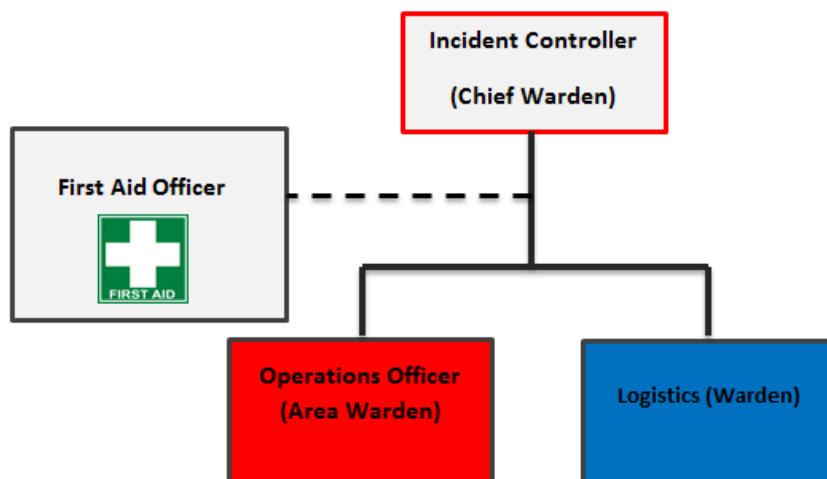
Bus emergency contacts			
Bus Route Name and Number	Bus Company	Contact Name	Phone/Mobile



## 6. Incident Management Team

### 6.1 Incident Management Team (IMT) structure

In our structure the Chief Warden performs the roles of Communications and Planning Officer



### 6.2 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	Fathima Farook
	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
First Aid tasks will be performed by:	Name	Fathima Farook	Name	Monika Nitschke
	Phone/Mobile	9484 1095	Phone/Mobile	9484 1095

## 7. Incident Management Team responsibilities

### Chief Warden/Early Childhood Commander

#### Pre-emergency

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

#### During emergency

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

#### Post- emergency

- When the incident is rendered safe or the emergency services return control, notify the IMT members to have staff and children return to normal operations.
- Organise debrief with the IMT and, where appropriate, with any attending emergency service.
- Ensure recovery activities are considered and implemented as required.
- Complete the Post Emergency Record.
- Early childhood services are reminded that they must report serious incidents to the relevant DET QARD Area Team in accordance with relevant regulatory requirements. Service agreements also require approved providers to notify DET in the event of a serious incident.
  - Education and care services operating under the National Quality Framework (NQF) refer to the fact sheet *Serious incidents and complaints* available at: [www.education.vic.gov.au/childhood/providers/regulation/Pages/nqffactsheets.aspx](http://www.education.vic.gov.au/childhood/providers/regulation/Pages/nqffactsheets.aspx)
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### Planning

#### Pre- emergency

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

#### During emergency

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

**Post- emergency**

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

**Operations (Area Warden)****Pre- emergency**

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

**During emergency**

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

**Post emergency**

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

**Communications****Pre- emergency**

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

**During emergency**

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

**Post- emergency**

- Contact parents as required.
- Collate logs of events completed by all IMT members during the emergency for the debrief

and ensure they are secured for future reference.

## **Logistics (Warden)**

### **Pre- emergency**

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

### **During emergency**

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

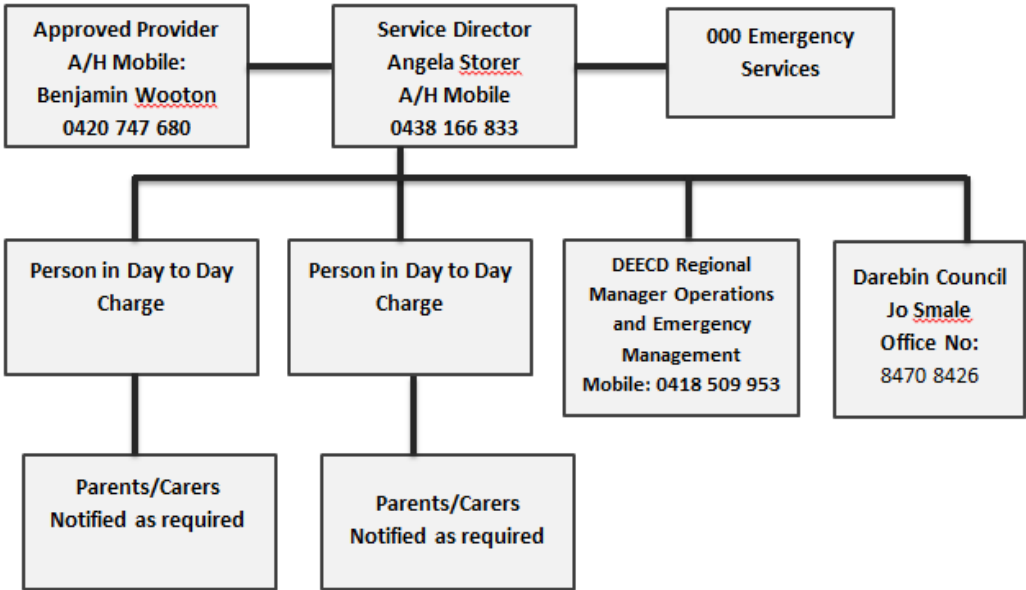
Activities may include the following:

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

### **Post- emergency**

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

8. Communication tree



## 9. Staff trained in first aid

**Note:** education and care services must comply with the requirements set out in regulation 136 (first aid qualifications) of the Education and Care Services National Regulations 2011 (National Regulations) and children's services must comply with the requirements set out in regulation 95 (Staff members to have first aid and anaphylaxis management training) of the Children's Services Regulations 2020.

Staff Member	Training	Date Qualified To
<b>Danielle Logan</b>	Issued: 17.1.20	16.1.23
<b>Kate Goodridge</b>	Issued: 31.1.19	30.1.22
<b>Fathima Farook</b>	Issued: July 2018	July 21
<b>Heidi Ratje</b>	Issued: 31.7.19	30.7.22
<b>Diana Flourentzou</b>	Issued: 15.7.19	14.7.22
<b>Nu Ly</b>	Issued: 25.2.19	24.2.22
<b>Sara Martin</b>	Issued: 21.1.20	20.1.23
<b>Angela Storer</b>	Issued: 28.8.19	27.8.22
<b>Monika Nitschke</b>	Issued: 3.12.18	2.12.21
<b>Shalu Gahlawat</b>	Issued: 20.3.19	19.3.22

## 10. Emergency response procedures

### 10.1 On-site evacuation/relocation procedure

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

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

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

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

## 10.2 Off-site evacuation procedure

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

- **Call 000** for emergency services and seek and follow advice.
- Determine which off-site assembly point you will evacuate children, educators, staff and visitors to.
  - Assemble children, educators, staff and visitors at 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).
- Once at assembly point, check all children, educators, staff and visitors are accounted for.
- Ensure communications with emergency services is maintained.
- Wait for emergency services to arrive or provide further information.
- Confirm with emergency service personnel that it is safe to return to normal operations.
- Seek advice from your Approved Provider or Person with Management or Control Representative if required.
- Maintain a record of actions/decisions undertaken and times.
- Contact parents as required or as per service policy.

### Actions after off-site evacuation procedure

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

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

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

#### Actions after lock-down procedure

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

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

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

### Actions after lock-out procedure

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

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

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

### Actions after shelter-in-place procedure

- Ensure any children, educators, staff or visitors with medical or other needs are supported.
- Determine whether to activate your parent reunification process.
- Determine if there is any specific information educators, staff, children and visitors need to know (e.g. parent reunification process or areas of the facility to avoid).
- Print and issue pre-prepared parent letters as appropriate.
- Undertake operational debrief with staff and IMT to identify any shelter-in-place and procedural changes that may be required.
- Complete your Post Emergency Record form (refer to Appendix 4 of the *Guide to Developing Your Emergency Management Plan*).
- Education and care services and children's services are reminded that they must report serious incidents to the relevant DET QARD Area Team in accordance with relevant regulatory requirements. This can be submitted on-line via the NQA IT portal. Service agreements also require approved providers to notify DET in the event of a serious incident.
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## 11. Response procedures for specific emergencies

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

### 11.1 Building fire

- 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 students, staff, visitors and contractors are accounted for.
- Report emergency to the Incident Support and Operations Centre on 1800 126 126.
- Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.
- Contact parents as required.
- Direct all Media enquiries to DET Media Unit on 8688 7776

### 11.2 Bushfire

A bushfire/grassfire is observable or identified via a VicEmergency App alert, emergency services and/or other advice and within approximately [insert number] km from the school

- If immediate assistance is required phone '000'
- Contact Vic Emergency Hotline on 1800 126 126 for information on the fire
- Report the emergency immediately to the Chief Warden who will convene your Incident Management Team and in consultation with emergency services determine the appropriate response
- Report the emergency to the Incident Support and Operations Centre (24 hour, 7 days) on 1800 126 126
- Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required
- Continue to monitor local conditions (wind changes, size of fire, direction of travel) and emergency warnings and advice messages through the VicEmergency App, TV, battery powered radio tuned to an emergency broadcaster (local ABC radio)
- Ensure staff and students do not hinder emergency services or put themselves at risk by going near damaged buildings or trees
- Direct all Media enquiries to DET Media Unit on 8688 7776
- Contact parents as required
- Staff will remain with children until they are collected by parents or relocated by emergency services.

If sheltering-in-place is required, move all students, staff and visitors to the Amethyst Room and/or Opal Room, Thornbury Kindergarten, if possible, following the identified egress route:

- Take your emergency kit/first aid kit (including your student and staff attendance lists and a copy of your EMP)
- Check that all students, staff and visitors are accounted for
- Ensure communications with emergency services is maintained.
- Wait for emergency services to arrive or provide further information
- Where appropriate, confirm with emergency service personnel that it is safe to return to normal operations
- Maintain a record of actions/decisions undertaken and times
- Check all windows and doors in **Amethyst Room and/or Opal Room** are closed (but doors are not locked).
- Turn off Gas
- Staff, wherever possible, will wear full length clothing in the event they need to patrol the school for embers
- Confirm fire equipment (including torches, water, batteries, radio, water, mops, buckets, school portable phone and mobile phone are in the **Amethyst Room and/or Opal Room**.
- Any sprinkler system around the school grounds to be turned on (if this does not compromise other water based defence systems).
- If safe to do so, relocate cars and any other movable combustible objects to greater than 20m from the [Shelter in Place] and the evacuation path between the **Amethyst Room and/or Opal Room** and **dry creek bed or the eastern corner of the yard** or **Penders Grove Primary School**
- Staff to check that students have their shoes on and drink bottles with them
- Staff will endeavour to keep students as calm and hydrated as possible
- Staff will identify and wherever possible attend to students who show signs of or are known to be susceptible to smoke. If possible supply these students with smoke masks and any medication they require.
- A nominated person is to monitor the phones and radios to ensure, as far as possible, that communication is maintained.
- Consider notifying parents that staff and children are sheltering in place in the [Shelter in Place]
- Should parents arrive at the school, parents remain in the **Amethyst Room and/or Opal Room** with their child. Any decision to leave should only occur on advice and with direct support from emergency services
- Continually monitor **Amethyst Room and/or Opal Room** for its integrity, immediately identify and suppress any building ignitions, where safe to do so.
- If the building's fire alarm activates then staff to check if activating due to smoke or if the building has ignited. If the building has ignited and is not safe to extinguish –evacuate to the **dry creek bed or the eastern corner of the yard** or **Penders Grove Primary School** via the defined route

While sheltering at the **dry creek bed or the eastern corner of the yard location** or the **Penders Grove Primary School location**

- Check that all students, staff, visitors and contractors are accounted for.
- Assemble all staff and students in a tight group maximising the distance to potential sources of fire, with the more vulnerable people towards the centre of the group.
- Staff to check that children have their shoes on and drink bottles with them
- Staff will endeavour to keep students as calm and hydrated as possible
- Administer first aid if required
- Staff will identify and attend to students who show signs of or are known to be susceptible to exposure to smoke. Where possible supply these students with smoke masks.
- Maintain communication with emergency services and remain in place until emergency services or additional support arrives
- Communicate to all parents once the all clear has been given.

- Ensure any students, staff or visitors with medical or other needs are supported.
- Advise the Incident Support and Operations Centre on 1800 126 126 that the event is over.
- Determine whether to activate your parent re-unification process.
- Determine if there is any specific information students, staff and visitors need to know (for example parent reunification process or areas of the facility to avoid).
- Direct all Media enquiries to DET Media Unit on 8688 7776
- Print and issue pre-prepared parent letters and give these to students to take home.
- Ensure all staff are made aware of Employee Assistance Program contact details.
- Seek support from Student Support Services if required.
- Seek support from your region/regional Manager, Operations and Emergency Management as required.
- Undertake operational debrief with staff and Incident Management Team to identify any shelter-in-place and procedural changes that may be required.
- Complete your Post Emergency Record.
- Direct all Media enquiries to DET Media Unit on 8688 7776.

### 11.3 Bus Emergency

#### **Coordinating and client school principals will:**

- Call 000 to request emergency assistance, if required.
- Monitor the VicEmergency website, app, emergency broadcast information on television or radio for ongoing emergency information and warnings
- Convene an Incident Emergency Management Team (IMT) as required
- Notify and seek advice from the SEIL and/or DET regional emergency management staff as required.
- Direct all media enquiries directly to the DET Media Unit on 8688 7776

#### **Coordinating school principals will:**

- Conduct the following additional actions as relevant to the situation:
  - When students are at school:*
    - determine whether to cancel an affected or potentially affected bus route
    - hold all students on affected services at the school until the all clear is given
    - liaise with bus operators and drivers and instruct drivers not to leave the school until the all clear is given
  - When students are enroute:*
    - inform emergency services of the status and location of bus services and seek advice
    - confirm or provide the bus driver with the final bus stop destination with preference to return to school if safe and practical to do so
    - Confirm bus's arrival at destination with the driver
  - When overnight or before school:*
    - determine whether the bus service is to be cancelled
- Notify the following stakeholders of the status of the school bus route/s and how bus users will be affected:
  - client school principals and other relevant organisations or individuals who are allocated places on affected bus services
  - parents/carers of affected students at their school
  - Incident Support and Operations Centre on 1800 126 126
  - DET Regional EM staff

#### **Client school principals will:**

- Notify parents/carers of students of the affect to the bus service (as advised by the coordinating school principal).



- Contact the bus coordinating school principal to confirm that parents/carers of students have been notified.
- If bus is stopped at client school when students are at school:
  - liaise with the coordinating school principal, including to determine whether the bus is allowed to leave the school
  - hold all students on affected services at the school until the all clear is given
  - instruct the bus driver not to leave the school until the all clear is given

A copy of your schools Student Transport Emergency Management Plan, that details the emergency procedures in the event of a breakdown, accident, bushfire or other emergency situation, should be attached in the Additional Information section at the end of your school's EMP

Follow the four critical actions (of the PROTECT protocol) to respond to incidents, disclosures and suspicions of child abuse

1. Respond to an emergency:
  - by ensuring immediate safety
  - administering first aid
  - call '000' if immediate police/ambulance assistance is required
  - preserve evidence
2. Notification:
  - The staff member who has formed a reasonable belief regarding child abuse or neglect must also report to DHHS Child Protection; and to Victoria Police if the child is in immediate danger
  - If report is related to alleged student sexual offending (and child is over 10 years of age) – contact Victoria Police on '000'; and DHHS Child Protection if the victim's parent/carer are unable or unwilling to protect the child
  - Report the incident to the Incident Support and Operations Centre on 1800 126 126
  - Confirm with Victoria Police or DHHS Child Protection that it is appropriate to contact the child's parent/carer.
3. Inform the parent/carer of the suspected child abuse
4. Provide ongoing support
  - Establish regular communication with child's parent/guardian/carer
  - Develop and implement a student support plan informed by allied health and wellbeing professionals

## 11.4 Asbestos

- 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
- 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
- Report the incident on eduSafe
- 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](mailto:asbestos.reform@edumail.vic.gov.au)

## 11.5 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 your region and seek advice from your regional Manager, Operations and Emergency Management 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

## 11.6 Heat (extreme)

To minimise the risks associated with extreme hot weather, schools 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 alternative venues to modify and relocate activities during extreme hot weather (e.g. indoor recess and lunch, sports programs moved to gym/indoor area).
- Reschedule/move classes from classrooms with direct sunlight/no cooling.
- In extreme weather conditions, schools may:
  - reduce midday recess to no less than thirty minutes
  - adjust dismissal time accordingly.
- Ensure students 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 as per School Policy and Advisory Guide (SPAG) as well as the SunSmart program.
- Where possible, ensure sufficient shelter is available for students awaiting pick-up by parents.

### ***Hydration***

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



### **Notification/Information**

- 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.
- Direct any media enquiries to DET Media Unit on 8688 7776.
- Notify parents about school heat conditions
- Brief staff to be extra vigilant during periods of prolonged heat

## **11.7 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, students, visitors and contractors indoors. Close windows and doors and turn off air-conditioning.
- Check staff, students and visitors are accounted for
- Check staff, students 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 school.
- Report the emergency to the Incident Support Operations Centre (ISOC) on 1800 126 126
- Notify your region and seek further advice from your regional Manager, Operations and Emergency Management if required
- Monitor the VicEmergency website at [www.emergency.vic.gov.au](http://www.emergency.vic.gov.au), or the VicEmergency App on your mobile device, for any warnings and advice
- Contact families and advise them that students are safe and not to come to the school until further notice (or the end of the school day)
- Await advice from emergency services or from the Department before resuming normal school activities outdoors
- Direct all media enquiries to the DET Communications Division (Media Unit) on 8688 7776
- Follow-up communications with parents as required.

Specific actions prior to the start of school:

- Monitor the situation and if it is determined to pose an unacceptable risk to staff and students based on local assessment of risk, consider:
  - Contacting families and advising them that students are not to come to the school until further notice
  - Follow relevant steps in the School Bus Program Emergency Management Guidelines:
    - For bus coordinating schools, enact the Rapid Onset Emergencies – Actions for Coordinating Principals as part of the 2018/19 Emergency Response Procedures and notify client schools
    - For bus client schools, contact the coordinating bus school to alert them to the incident and any necessary route cancellations or shortenings that should be enacted.

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 school for collection until the 'all clear' has been given
- 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:
  - For bus coordinating schools, enact the Rapid Onset Emergencies – Actions for Coordinating Principals as part of the 2018/19 Emergency Response Procedures for School Bus Coordinating Schools and notify client schools
  - For bus client schools, contact the coordinating bus school to alert them to the incident and any necessary route cancellations or shortenings that should be enacted.

### **11.8 Information security**

- Contact your IT specialist technician for advice and support
- 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](mailto: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](mailto:privacy@edumail.vic.gov.au)
  - Consider notifying the Media Unit on 8688 7776
- If the information security breach is considered malicious contact local police
- Offer impacted staff option to access EAP (as applicable)
- Offer Student Support Services support to impacted students (as applicable)

### **11.9 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 student 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 school.
- 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.
- Contact your Senior Education Improvement Leader or regional Manager, Operations and Emergency Management for advice and support if necessary.
- Report the loss of essential services to the Incident Support & Operations Centre on 1800 126 126.

- Contact parents as required.
- Refer to the school's Business Continuity Management Plan

### 11.10 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 students away from the spill to a safe area and isolate the affected area.
- Report emergency to the Incident Support and Operations Centre on 1800 126 126.
- 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 per the requirements of the Material Safety Data Sheet and Safety Work Procedure.
- Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.
- Contact parents as required.
- Seek advice from OHS Advisory Service 1300 074 715
- Consider notification to WorkSafe 13 23 60
- Report on *eduSafe*.
- Direct all Media enquiries DET Media Unit on 8688 7776.

### 11.11 Medical emergency

If a medical emergency occurs on a school site or on a camp/excursion

- Call '000' if immediate/life threatening
- Administer first aid
- Contact parent/guardian of affected student
- Contact Incident Support and Operations Centre (ISOC) on 1800 126 126
- Record evidence (if applicable)
- Keep other students away from the emergency/incident
- Provide support for students who may have witnessed early stage of emergency

### 11.12 Mental stress

- If there is immediate and/or life threatening concern for an individual's health or wellbeing contact '000'
- Administer first aid (if appropriate) – keep physically and emotionally safe
- Report the incident to the Incident Support and Operations Centre on 1800 126 126
- Consider whether the following supports are appropriate:
  - School's student wellbeing officers
  - Student Support Services
  - Doctors in Secondary Schools
  - Kids Helpline - 1800 55 1800
  - Headspace in schools 0458 559 736
  - Lifeline - 13 11 14
  - Referral to the Navigator program for wraparound support for disengaged learners

- Suicide prevention resources from Beyond Blue and/or Headspace
- CAT Team – acute mental health triage

### 11.13 Missing child/student

If student/child is missing and/or cannot be accounted for:

- Search the immediate area
- Contact the parent/carer
- Contact '000' for police to report child missing
  - Provide a description, time last seen and location
- Report the incident to the Incident Support and Operations Centre on 1800 126 126

### 11.14 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.
- Report emergency to the Incident Support and Operations Centre on 1800 126 126.
- Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.
- Contact parents as required.
- Direct all Media enquiries to DET Media Unit on 8688 7776

### 11.15 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.
- Report the emergency to the Incident Support and Operations Centre on 1800 126 126.
- Do not approach, touch, tilt or tamper with the object.

*Evacuation*

- Evacuate the school and:
  - Ensure students and staff are not directed past the object
  - Alert any other services co-located at the school site
  - Check that all students, 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 when evacuation is complete and it is safe to do so.
- Notify your regional emergency management contact and seek advice if necessary.
- Direct all Media enquiries to DET Media Unit on 8688 7776.
- Await "all clear" advice from police before returning to school buildings to resume normal school activities.

### If a bomb/substance threat is received by telephone

- **DO NOT HANG UP**
- Keep the person talking for as long as possible and obtain as much information as possible.
- Without alerting the caller, signal a co-worker to:
  - call 000 for police on a separate phone
  - notify the Chief Warden/principal
  - report emergency to the Incident Support and Operations Centre on 1800 126 126.
- Fill out the *Bomb Threat Checklist* and record the following details while you are on the phone to the caller (The *Bomb Threat Checklist* is provided in the "**Related forms**" section of your on-line EMP. 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.

### Ask the caller:

- where exactly is the bomb/substance located?
- what time will the bomb explode/the substance be released?
- what will make the bomb explode/how will the substance be released?
- what does the bomb look like?
- what kind of device/substance is it?
- who put the bomb/substance there? Why was it put there?
- what kind of substance is it (gas, powder, liquid)? How much is there?
- where are you? Where do you live?
- what is your name? What are your contact details?
- Once the call is finished:
  - **DO NOT HANG UP** - it may be possible for police to trace the call if the telephone line is kept open, regardless of whether the caller hangs up.
  - Immediately:
    - inform the Chief Warden/principal if this has not yet been done
    - call 000 to report threat to police if this has not yet been done - use a different telephone line or mobile phone
    - clear and cordon off the area if the caller identified the location of the object. Do not approach, touch, tilt or tamper with the object.
  - implement evacuation and communication procedures as indicated in section "**If a suspicious object is found**" above

- report the emergency to the Incident Support and Operations Centre on 1800 126 126
- ensure all of the caller information has been written down and provided to police on arrival.

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

- Place the letter in a clear bag or sleeve and store in a secure place
- Avoid any further handling of the letter or envelope
- Call 000 for police and seek and follow advice
- Notify the Chief Warden/principal
- 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.
- Report emergency to the Incident Support and Operations Centre on 1800 126 126

#### **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/principal
- 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 students under sturdy tables or desks 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 students 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
  - Report the emergency to the Incident Support and Operations Centre on 1800 126 126
  - Be aware of any potential secondary explosions
  - Limit use of phones as communications systems may become congested.

# TELEPHONE BOMB THREAT CHECKLIST

March  
2017

## STAY CALM

DATE CALL RECEIVED:    /    /

TIME OF CALL:

TIME CALL ENDED:

### EXACT WORDING OF THREAT

Could you identify the caller's phone number? .....

## DON'T HANG UP

## KEEP THE CALLER TALKING

### ASK THE CALLER

When is the bomb going to explode? .....

Where is the bomb? .....

What will make the bomb explode? .....

What kind of bomb is it? .....

What does the bomb look like? .....

Why did you place the bomb here? .....

Where are you now? .....

What is your name? .....

What is your address? .....

When was the bomb placed here? .....

Who placed the bomb? .....

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

### CALL DETAILS (where possible to obtain)

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

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

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

### Characteristics of the call:

VOICE	SPEECH	MANNER	BACKGROUND NOISES
<input type="checkbox"/> Man	<input type="checkbox"/> Fast	<input type="checkbox"/> Hesitant	<input type="checkbox"/> Music
<input type="checkbox"/> Woman	<input type="checkbox"/> Slow	<input type="checkbox"/> Calm	<input type="checkbox"/> Talk/voices
<input type="checkbox"/> Child	<input type="checkbox"/> Well spoken	<input type="checkbox"/> Angry	<input type="checkbox"/> Typing
<input type="checkbox"/> Muffled	<input type="checkbox"/> Impeded	<input type="checkbox"/> Emotional	<input type="checkbox"/> Children
<input type="checkbox"/> Unknown	<input type="checkbox"/> Stutter	<input type="checkbox"/> Loud	<input type="checkbox"/> Traffic/street
Accent:	<input type="checkbox"/> Nasal	<input type="checkbox"/> Soft	<input type="checkbox"/> Machinery
<b>TELEPHONE</b>	<input type="checkbox"/> Uneducated	<input type="checkbox"/> Pleasant	<input type="checkbox"/> Aircraft

£ Mobile	<input type="checkbox"/> Lisp	<input type="checkbox"/> Raspy	<input type="checkbox"/> Trains
<input type="checkbox"/> Landline <input type="checkbox"/> Internal Ext	<input type="checkbox"/> Incoherent	<input type="checkbox"/> Intoxicated	<input type="checkbox"/> Railway crossing
<input type="checkbox"/> Overseas	<input type="checkbox"/> Slurred:	<input type="checkbox"/> Irrational	<input type="checkbox"/> Construction
<input type="checkbox"/> Unknown	<input type="checkbox"/> Other:	<input type="checkbox"/> Other:	<input type="checkbox"/> Other:

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

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

**YOUR NAME:** ..... **SCHOOL/CAMPUS:** .....



## 11.16 Severe weather event

- **Call 000** if emergency services are needed and seek and follow advice.
- Before the storm, store or secure loose items external to the building, such as outdoor furniture and rubbish bins.
- 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 students, staff and visitors to the Chief Warden.
- Disconnect electrical equipment - cover and/or move this equipment away from windows.
- Report emergency to the Incident Support and Operations Centre on 1800 126 126.
- Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.
- Listen to local radio or TV on battery-powered sets for weather warnings and advice.

## 11.17 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 students and staff.
- Students 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 about school 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:
  - report the incident to the Incident Support and Operations Centre (24 hour, 7 days) 1800 126 126

- notify your region and seek advice from your SEIL or regional Manager, Operations and Emergency Management if required
- direct all Media enquiries to DET Media Unit on 8688 7776.
- For health information about smoke go to:  
[www.betterhealth.vic.gov.au/bushfiresmoke](http://www.betterhealth.vic.gov.au/bushfiresmoke) or  
<http://www.betterhealth.vic.gov.au/plannedburns>
- For information about planned burns in your area call 1800 226 226, download the VicEmergency app. Detailed information about the time, location and status of planned burns for the next 10 days can be found at  
<http://www.delwp.vic.gov.au/fire-and-emergencies/planned-burns-for-the-next-ten-days>
- 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.

## 11.18 Snakes

- Treat the snake as venomous – almost all snakes occurring on or entering school properties in Victoria are venomous.
- Remain calm and alert students 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 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 classroom 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 school grounds, call the local licensed snake catcher on insert local snake catcher contact details here.
- Report the incident to the Incident Support and Operations Centre on 1800 126 126.

## 11.19 Traumatic death/injury/grief

If death or injury occurs on a school site (that impacts or risks impacting the health, safety and wellbeing of students or staff):

- Contact '000' for police/ambulance attendance
- Contact the Incident Support and Operations Centre (ISOC) on 1800 126 126
- Seek Student Support Services support
- 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 school 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
- Monitor the wellbeing of staff
- Actively implement self-care strategies
- If the incident occurs on school premises/camp/excursion
  - Preserve the evidence
  - Contact Region – i.e. Senior Education Improvement Leader, regional Manager, Operations and Emergency Management
  - Contact Legal Division on 9637 3146
  - Consider a Worksafe Notification 13 23 60
  - Contact Communications Division/Media Unit on 8688 7776

## 11.20 Violence and/or aggression

Violence, aggression, harassment, on school site:

- Intervene only if safe to do so
- Contact '000' if immediate/life threatening and require police/ambulance attendance
- Initiate action to confine or isolate the aggressor
- Determine whether evacuation, lock-down or Shelter in Place is required.
- Administer first aid if required and safe to do so
- Contact parent/guardian of student(s) impacted
- Report the incident to the Incident Support and Operations Centre (ISOC) on 1800 126 126
- Seek Student Support Services or School Wellbeing Officer support to develop a behaviour management plan
- Record evidence (if applicable)
- If multiple students 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 lodging an eduSafe report
- Consider whether a report to WorkSafe is required
- Contact Employee Assistance Program for support
- Consider liaison with the Principal Early Intervention Program

If there is an allegation of reportable conduct:

- Notify the Employee Conduct Branch on 9637 2595 or [employee.conduct@edumail.vic.gov.au](mailto:employee.conduct@edumail.vic.gov.au) and follow their advice

## 11.21 Earthquake

- Call **000** if emergency services are needed and seek and follow advice.
- The Chief Warden will convene the IMT if necessary.
- Report emergency to the Incident Support and Operations Centre on 1800 126 126.
- Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.

**If Outside**

Instruct staff and students to:

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

### **If Inside**

Instruct staff and students to:

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

### **After the earthquake**

- Evaluate the need to evacuate if there are uncontrolled fires, gas leaks or structural damage to the building you are in.
- If you evacuate, watch out for fallen trees, power lines, and stay clear of any structures that may collapse.
- Arrange medical assistance where required.
- Help others if you can.
- Report any matter concerning the safety and wellbeing of students, staff and visitors to the Chief Warden.
- Contact parents as required.
- Tune in to ABC radio if you can and follow any emergency instructions.
- If the school property is damaged and it is safe to do so, take notes and photographs for insurance purposes.
- Direct all Media enquiries to DET Media Unit on 8688 7776

## **11.22 Pandemic and Communicable Diseases**

Appendix B of the DET Pandemic Influenza Incident Response Plan provides details of the [key actions](#) for schools 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 students and staff with information about the importance of hand hygiene (more information is available at [Better Health](#))
- provide convenient access to water and liquid soap and alcohol-based hand sanitiser
- educate staff and students 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, DHHS
  - best practice hygiene measures
  - measures for vulnerable students.
- Access and follow Chief Health Officer, DHHS/Principal Medical Advisor advice provided by DET and distribute consistent messaging to staff, students and parents/carers.
- Encourage staff and parents/carers to obtain seasonal flu vaccination as appropriate (especially those people/families at a greater risk of infection).
- School Nursing Program nurses may assist with information dissemination (provided by the DHHS) as directed by Area School Nurse Managers (based at regional offices).
- Prepare sample letters for parents/carers for the next stage (if required).

## **Travel advisories**

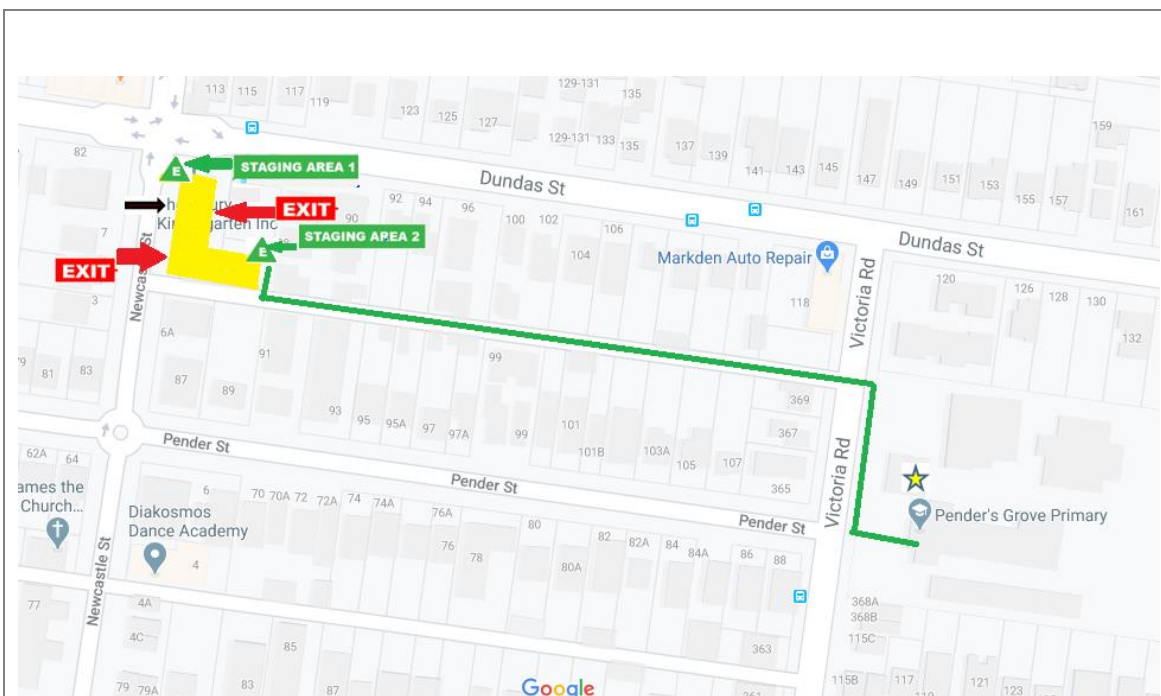
- Encourage staff and parents/carers to access the smartraveller website prior to international travel.
- Where appropriate, consider implementing procedures to repatriate staff and students who are overseas on a school trip if there is a risk of travel restrictions and overseas border closures, or risk of pandemic in a nearby country.
- For international students studying in Australia, provide advice to students and their parents/carers that in the event of an increased influenza pandemic risk, students may be sent home and, if travel restrictions apply, how the school will meet its duty of care obligations etc.






## **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 principal)
  - considers workforce strategies to enable continued operations, if pandemic affects a portion of the workforce.

## 12 Area map

Date Area Map Validated:

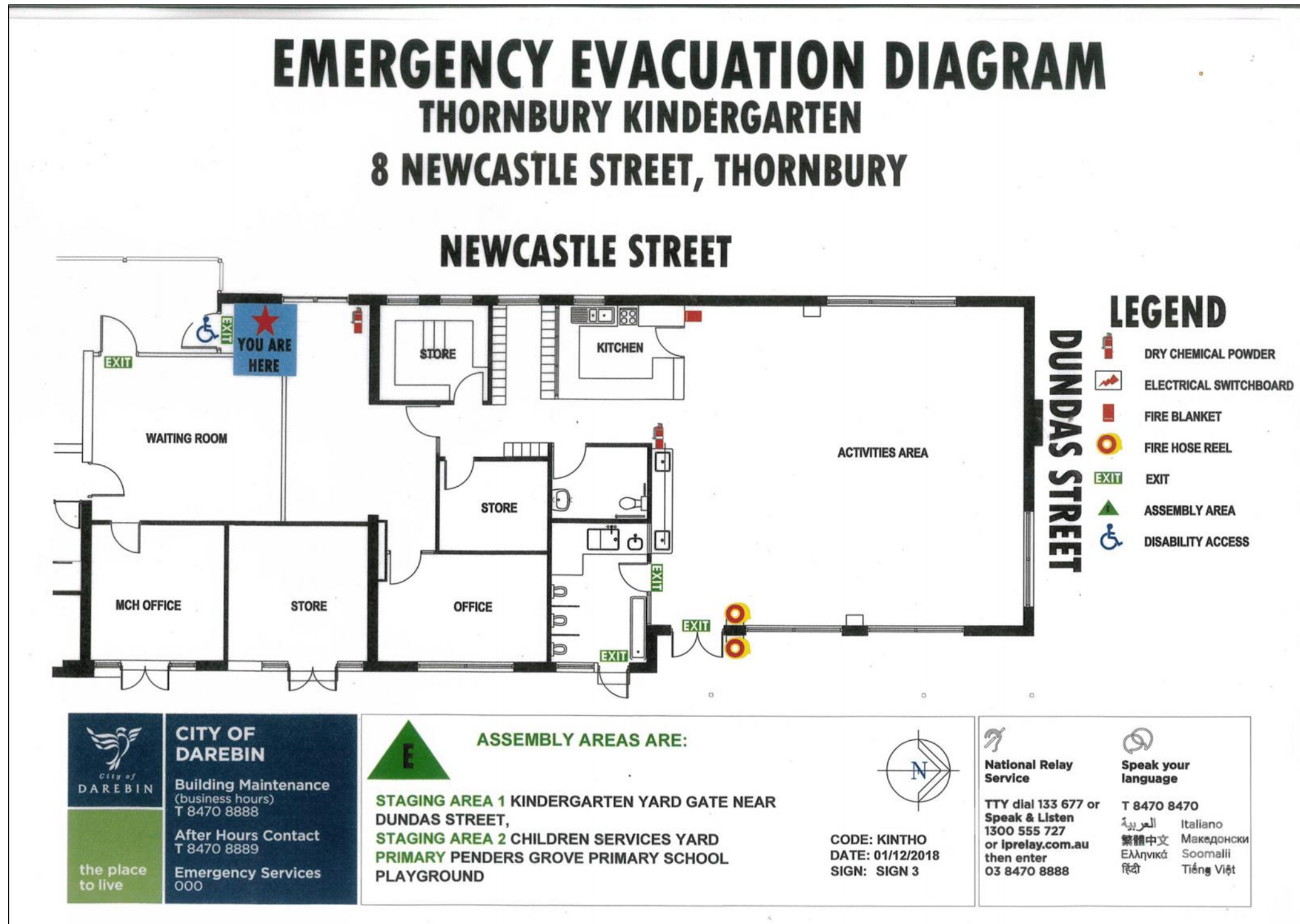


<b>Distance to Primary off-site assembly point:</b> Approx. time to reach Primary off-site assembly point:	<b>400m</b>
<b>Distance to Secondary off-site assembly point:</b> Approx. time to reach Secondary off-site assembly point:	<b>N/A</b>
<b>Legend</b>	
<b>Primary off-site assembly point</b>	
<b>Route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



### 13 Evacuation diagram

Date Evacuation Diagram Validated:

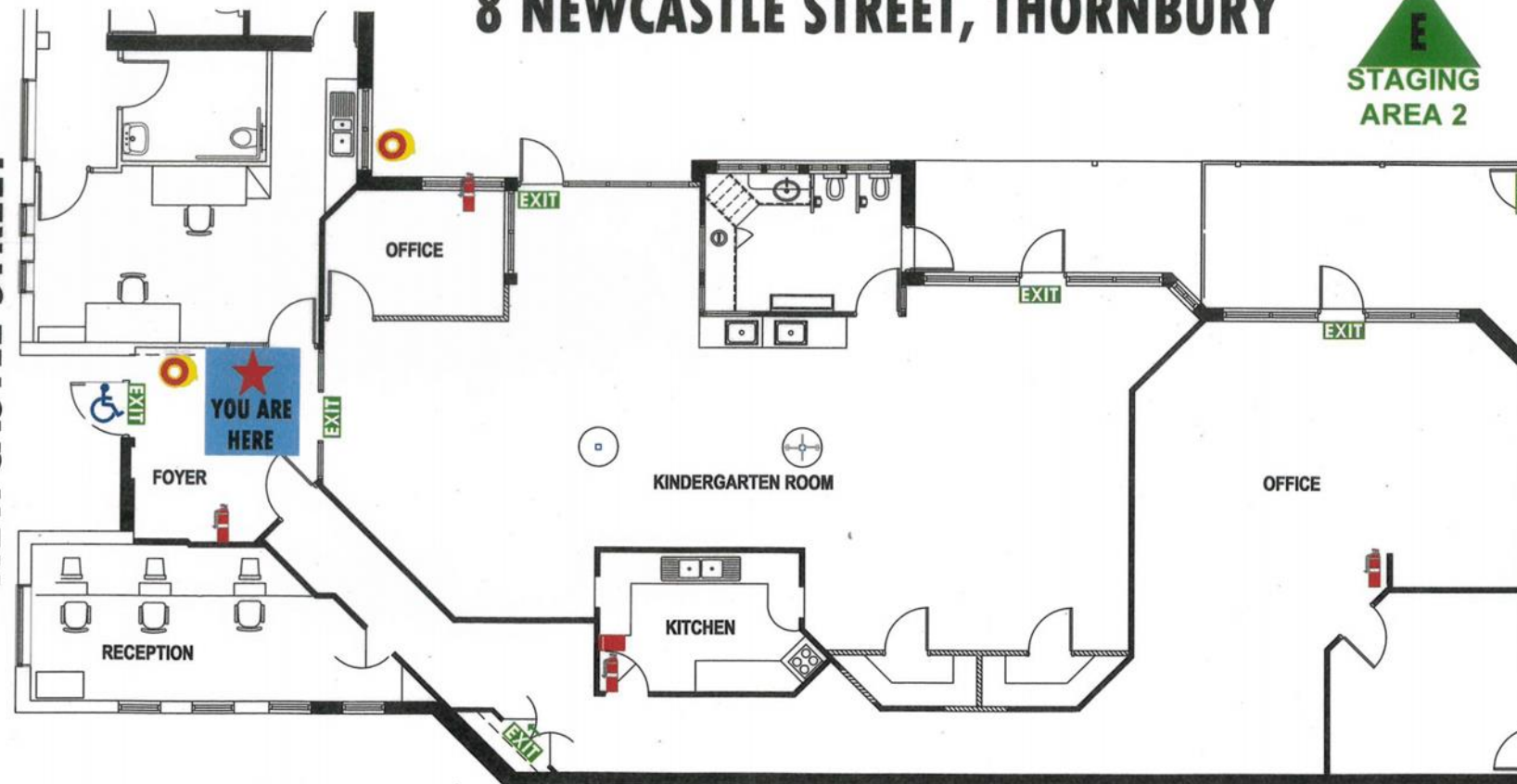


# EMERGENCY EVACUATION DIAGRAM

## THORNBURY KINDERGARTEN

8 NEWCASTLE STREET, THORNBURY

NEWCASTLE STREET



**E**  
STAGING  
AREA 2

### LEGEND

- DRY CHEMICAL POWDER
- ELECTRICAL SWITCHBOARD
- FIRE BLANKET
- FIRE HOSE REEL
- EXIT
- ASSEMBLY AREA
- DISABILITY ACCESS



**CITY OF  
DAREBIN**

Building Maintenance  
(business hours)  
T 8470 8888

After Hours Contact  
T 8470 8889

Emergency Services  
000

the place  
to live



**ASSEMBLY AREAS ARE:**

**STAGING AREA 1** KINDERGARTEN YARD GATE NEAR  
DUNDAS STREET,  
**STAGING AREA 2** CHILDREN SERVICES YARD  
**PRIMARY** PENDERS GROVE PRIMARY SCHOOL  
PLAYGROUND



CODE: KINTHO  
DATE: 01/12/2018  
SIGN: SIGN 4



**National Relay  
Service**

TTY dial 133 677 or  
Speak & Listen  
1300 555 727  
or [lprelay.com.au](http://lprelay.com.au)  
then enter  
03 8470 8888



**Speak your  
language**

T 8470 8470  
العربية Italiano  
繁體中文 Македонски  
Ελληνικά Somali  
हिन्दी Tiếng Việt



## Legend



### 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
- 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 DET in writing within 24 hours

### In Case of Fire



**R**emove persons from immediate danger.



**A**lert nearby personnel and the Chief Warden, call 000.



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



**E**xtinguish or control the fire (if safe to do so).

## 14 Parent / family contact information

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

Child's Name	Parent/Guardian	Phone/ Mobile Number	After Hours Number	Alternate Contact
Children's Names are kept on Daily attendance book	Parents names are kept in directory	Numbers are kept in directory	Numbers are kept in directory	Contacts are kept in directory

## 15 Children, educators and staff with additional needs

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

Children				
Name	Room / Area	Condition	Assistance needed during an emergency	Who will be responsible?
Isobel (Daisy) Howard	Blue Group	Peanut Allergy	Have medication in allergy buddy located in emergency backpack	Blue Group Staff
Jai Baker	Blue Group	Dairy, pistachio and cashew allergy	Have medication in allergy buddy located in emergency backpack	Blue Group Staff
Zacharias Sukkarie	Blue Group	TOF – Congenital Heart Disease	Monitor overheating and have water available	Blue Group Staff
Emma Karafilovski	Red Group	Peanut, pistachio and cashew allergy	Management Plan & Medication to remain with child (stored in evacuation bag)	Red Group Staff
Wren Ducat	Red Group	Asthma	Management Plan & Medication to remain with child (stored in evacuation bag)	Red Group Staff
Nathanael Mattson	Red Group	Asthma	Management Plan & Medication to remain with child (stored in evacuation bag)	Red Group Staff

Charlie Nixon	Orange Group	Anaphylaxis – Raw Egg	Epi Pen Zyrtec 2ml	Orange Group Staff
Edward Hart	Orange Group	Asthma	Ventolin - 2-6 puffs (no spacer)	Orange Group Staff
George Hart	Orange Group	Asthma	Ventolin - 2-6 puffs (no spacer)	Orange Group Staff
Educators and Staff				
Name	Room / Area	Condition	Assistance needed during an emergency	Who will be responsible?
Heidi Ratje	Blue Group	Type 1 Diabetes	Have glucose if case of low blood sugar following an emergency.	Heidi and Blue Team members
Sara Martin	Orange Group	Asthma	Ventolin and Spacer	Sara and Orange Group Members

Additional Needs Summary		
Additional Needs Category	Number of Students	Number of Educators/Staff
Allergies	4	-
Medical Conditions	5	2

## **PART 2 – EMERGENCY PREPAREDNESS**

## 16 Early childhood service facility profile

### 16.1 General Information

Early Childhood Service Name	<b>Thornbury Kindergarten Inc.</b>
Physical Address	8c Newcastle St, Thornbury, 3071
Operating Days	Monday – Friday
Operating Hours	8am – 5pm
Phone	9484 1095
Email	<a href="mailto:director@thornburykinder.com">director@thornburykinder.com</a>
Fax	03 9484 6102
Website	<a href="https://www.thornburykindergarten.com.au/">https://www.thornburykindergarten.com.au/</a>
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 (or approved places)	132
Total Number of Educators/Staff	12
Methods used for communications to our service's community	Mobile Phones and Landline

### 16.2 Other services/users of site

Service / User Name	Darebin City Council Maternal and Child Health services
Location	Main Building
Children/Visitor Numbers	Various
Operating Hours/Days	Monday – Friday 9am – 5pm
Emergency Contact Name	Anne Higgins
Phone Number	03 8470 8130
Mobile Number	0438 765 197

### 16.3 Building information summary

Telephones (Landlines)			
Location	Number	Location	Number
Northern Room Only: wall opposite Kitchen (fixed)	9484 1095	wall opposite kitchen (fixed)	NA
Northern Office, Southern Office Kinder Rooms (Portable)	9484 1095	Portable	NA
Bush Kinder Mobile	0499 102 144	Portable	NA
Out and About Mobile	0444 590 652	Portable	NA

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


## 17 Risk assessment

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

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

1. Identified Hazard or Threat	2. Description of Risk	3. Current Risk Control Measures Implemented at our Service	4. Risk Rating			5. Treatments to be Implemented  Measures to be taken by our service to eliminate or reduce impact of the risk	6. Revised Risk Rating After implementing Treatments		
			Consequence	Likelihood	Risk Level		Consequence	Likelihood	Risk Level
<b>Child Safety</b>	Risk that children are not kept physically, emotionally and culturally safe.	<ul style="list-style-type: none"> <li>Adherence to the Child Safety Standards is at the forefront what we do.</li> <li>Code of Conduct acknowledged and signed by staff and families annually.</li> <li>Visitors Book and Visitors Code of Conduct is provided for all visitors, volunteers and students on arrival to read and sign in.</li> <li>A dedicated Child Safety officer is appointed to oversee child safety.</li> <li>Staff undertake Child Safety</li> </ul>	High	Possible	High	<ul style="list-style-type: none"> <li>Continue to ensure Child safety is at the forefront of what we do.</li> <li>Continue to ensure that families and staff acknowledge and sign the Code of Conduct annually</li> <li>Continue to ensure all staff are aware and provide the visitors Code of Conduct and sign in book to all visitors, volunteers and</li> </ul>			



		<p>training.</p> <ul style="list-style-type: none"> <li>• Children are educated and supported keep themselves safe and encouraged to disclose child safety concerns.</li> <li>• Staff and CoM regularly discuss and review child safety.</li> <li>• Regular child safety section in termly newsletter.</li> <li>• Staff are aware of process to report child abuse. Procedures are displayed visibly around the centre.</li> <li>• Staff, Relief Staff and visitors (as needed) have current and valid WWCC and VIT registrations.</li> <li>• Child Safety is included in the recruitment process and potential candidates are screened for potential Child Safety risks.</li> </ul>				<p>students to the centre</p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• Continue to educate and support children so they can keep themselves safe and feel safe to disclose child safety concerns.</li> <li>• Continue to ensure that all staff and relief staff have valid WWCC and VIT registrations and these are regularly checked online and recorded in labelled folder.</li> <li>• Continue to include a child safety section in the quarterly news letter.</li> <li>• Continue to ensure that</li> </ul>			
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						the recruitment process includes screening candidates for possible child safety concerns.			
	Child absconding the service	<ul style="list-style-type: none"> <li>• Staff actively supervising children.</li> <li>• Daily perimeter check by staff to ensure no potential climbing obstacles by fence line.</li> <li>• Constant monitoring to ensure no potential climbing obstacles by fence line.</li> </ul>	High	Possible	High	<ul style="list-style-type: none"> <li>• Continue to ensure staff actively supervise children.</li> <li>• Staff do regular head count to ensure all children are present.</li> <li>• Continue to do daily perimeter check and throughout the day.</li> <li>• Move obstacles away from fence line.</li> </ul>			
<b>Asthma, Anaphylaxis and Allergies</b>	Risk to health, injury and possibly death to children caused by Asthma and Anaphylaxis and/or other Allergies	<ul style="list-style-type: none"> <li>• Medical Management Plans are in place and clearly visible for children at risk.</li> <li>• Individual medication bags are kept in evacuation kit and are easily accessible. Included is a photo of the child, the medication (eg. Epi</li> </ul>	Major	Likely	High	<ul style="list-style-type: none"> <li>• Ensure medical conditions are identified at the time of enrolment.</li> <li>• Ensure staff work in conjunction with families to establish medical Management Plans and Risk Minimisation Plans at the beginning of the</li> </ul>			

		<p>Pen, Ventolin) and the relevant Management Plan.</p> <ul style="list-style-type: none"> <li>• Medication expiry dates are checked and recorded termly in the Risk Minimisation Plan.</li> <li>• Staff have First Aid, Asthma and Anaphylaxis training that is up to date.</li> <li>• Relief staff are notified of children at risk at commencement of shift and know where Management Plans are located.</li> <li>• Staff are aware of emergency management procedures.</li> <li>• Designated eating areas are set up inside and out Eg. Red table for allergen foods and green for non-allergen foods.</li> <li>• Staff are vigilant when children are eating and</li> </ul>				<p>year.</p> <ul style="list-style-type: none"> <li>• Ensure families provide appropriate medication for the medical bag.</li> <li>• Medication expiry dates are diarised to alert families to upcoming expiration of medication</li> <li>• Continue to ensure that staff training in First Aid, Asthma and Anaphylaxis is up to date (renew every three years) and recorded within staff files</li> <li>• Continue to ensure that relief staff are notified of the children at risk and the location of the Management Plans.</li> <li>• Continue to ensure EMP is up to date and staff are aware of emergency procedures.</li> <li>• Review food allergy</li> </ul>			
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		<p>monitor who is eating</p> <ul style="list-style-type: none"> <li>• Staff continually educate children around food allergies and the importance of not sharing food.</li> <li>• Visual prompters located on eating tables to remind children of food allergies.</li> <li>• Children wash hands after eating.</li> <li>• Surfaces are thoroughly cleaned with appropriate materials to reduce risk of contamination Eg. Red cloth for allergen and green cloth for non-allergen.</li> <li>• Families are notified of the allergies within each group at the commencement of the year.</li> <li>• Visible displays notify families that children at the centre are at risk</li> </ul>				<p>risk assessment measures regularly.</p> <ul style="list-style-type: none"> <li>• Continue to educate children around food allergies and the importance of not sharing food.</li> <li>• Staff maintain lists of who has eaten. Additional column added to identify those children with allergies</li> <li>• Continue to notify families that there are children at risk of allergies.</li> <li>• Continue to ensure surfaces where food is consumed are thoroughly cleaned with appropriate cleaning materials.</li> <li>• Continue to remind families not to bring food items for birthday celebrations.</li> <li>• Continue to remind</li> </ul>			
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		<p>of anaphylaxis.</p> <ul style="list-style-type: none"> <li>Families are encouraged not to bring food items for birthday celebrations.</li> <li>Families are encouraged to bring non allergen food when bringing food for birthday celebrations. A list of ingredients must be provided.</li> </ul>				<p>families to provide a list of ingredients when bringing food items for birthday celebrations.</p> <ul style="list-style-type: none"> <li>Families are supported in their understanding of the healthy eating policy.</li> </ul>			
<b>Fire</b>	<p>Risk of injury from burns or smoke inhalation.</p> <p>Risk of property damage or property loss.</p>	<ul style="list-style-type: none"> <li>Fire equipment (fire hose reels, fire extinguishers, fire blankets, hydrants) is tested and tagged.</li> <li>Fire blanket available in all kitchen areas.</li> <li>Electrical equipment is tested and tagged as per Australian Standards</li> <li>Workplace Inspection once per term to check that exit signs and other emergency</li> </ul>	Major	Possible	High	<ul style="list-style-type: none"> <li>Ensure fire services equipment (fire hose reels, fire extinguishers, fire blankets, hydrants) is tested and tagged as per Australian Standards.</li> <li>Ensure there is a fire blanket (tested and tagged to Australian Standards) available in all kitchen areas.</li> <li>Ensure all electrical equipment is tested and tagged as per</li> </ul>			

		<p>equipment is working.</p> <ul style="list-style-type: none"> <li>• Intercom via internal landline</li> <li>• Work with Darebin Council to establish a business continuity plan.</li> <li>• Termly fire drills are conducted in all rooms and include all staff, children and visitors on premise at time.</li> <li>• Staff have up to date First Aid training.</li> </ul>				<p>Australian Standards and that frayed leads, damaged equipment etc are disposed of in an appropriate manner.</p> <ul style="list-style-type: none"> <li>• Work with Council to activate a business continuity plan</li> <li>• Each fire drill is recorded by staff and brief evaluation of procedure is discussed with the team.</li> <li>• Continue to ensure that staff First Aid training is up to date (renew every three years) and recorded within staff files.</li> </ul>			
<b>Severe weather, storms and flooding</b>	<p>Risk of roof down flooding</p> <p>Risk of injury</p> <p>Risk of property damage</p>	<ul style="list-style-type: none"> <li>• Roofs/gutters/drains are kept clear.</li> <li>• Test communications</li> <li>• Work with Darebin Council to establish a business continuity</li> </ul>	Major	Possible	High	<ul style="list-style-type: none"> <li>• Ensure roofs/gutters/drains are clear</li> <li>• Liaise with SES/local government to identify potential risks.</li> <li>• Develop contingency</li> </ul>			

		<p>plan.</p> <ul style="list-style-type: none"> <li>• Monitor weather alerts from DET</li> </ul>				<p>for storage of equipment/materials if necessary.</p> <ul style="list-style-type: none"> <li>• Work with Council to activate a business continuity plan if necessary.</li> </ul>			
<b>Burns/heat</b>	Risk of injury to staff and children while cooking.	<ul style="list-style-type: none"> <li>• Oven and kitchen area is locked securely and restricted from children entering.</li> <li>• Children are actively supervised by staff at all times when cooking.</li> <li>• Staff have up to date First Aid training.</li> <li>• Safety equipment is used while oven is in operation (eg: oven mits)</li> <li>• First aid kits are checked 6 monthly, recorded, up to date and available.</li> <li>• Fire blanket is</li> </ul>	High	Possible	High	<ul style="list-style-type: none"> <li>• Ensure kitchen area is secured.</li> <li>• Ensure staff know where protective items (i.e. oven mitts) are located.</li> <li>• Ensure children are actively supervised when cooking.</li> <li>• Purchase new equipment when needed.</li> <li>• Ensure staff first aid training is up to date (renew every three years) and recorded within staff files.</li> <li>• Ensure First Aid kits are checked, recorded and</li> </ul>			

		<p>available.</p> <ul style="list-style-type: none"> <li>• Hot water is set at a safe temperature.</li> <li>• A first aid kit is located at close proximity to kitchen.</li> <li>•</li> </ul>				<p>up to date and available.</p> <ul style="list-style-type: none"> <li>• Ensure fire blanket is available.</li> <li>• Hot water temperature is checked and recorded as per Australian Standards.</li> <li>•</li> </ul>			
<b>Falling/Tripping/Slipping/Crushing</b>	<p>Possible injury to staff and/or child could occur as the result of a fall/trip/slip</p> <p>Possible injury to child could occur falling from play equipment or tree.</p> <p>Possible injury to staff could occur in storage areas from falling equipment or tripping and slipping hazards.</p>	<ul style="list-style-type: none"> <li>• Play spaces are inspected daily, monthly and termly to identify potential hazards.</li> <li>• Darebin Council inspect play spaces regularly and identify and correct potential hazards.</li> <li>• Incident reports are completed and kept.</li> <li>• Report accidents to ACQECA as required and within required timeframe.</li> <li>• Spills are cleaned up quickly.</li> </ul>	High	Likely	High	<ul style="list-style-type: none"> <li>• Continue to regularly inspect play spaces to identify hazards.</li> <li>• Continue to ensure corrective action is taken once hazards are identified</li> <li>• Ensure Darebin Council continue routine inspections.</li> <li>• Ensure accidents are reported to ACQECA as required and within required timeframe.</li> <li>• Ensure staff wear appropriate footwear as</li> </ul>			



		<ul style="list-style-type: none"> <li>• Staff wear appropriate footwear as required.</li> <li>• Children are actively supervised when using play equipment and climbing trees.</li> <li>• First aid kits are up to date and available.</li> <li>• Emergency procedures are in place should an incident occur.</li> <li>• Staff have up to date First Aid training</li> <li>•</li> </ul>				<p>required.</p> <ul style="list-style-type: none"> <li>• Ensure that emergency procedures are followed and reviewed following and incident.</li> <li>• Ensure staff first aid training is up to date (renew every three years) and recorded within staff files</li> <li>• Ensure first aid kits are up to date and available. 6 monthly inspections recorded and held in kits</li> <li>• Continue to educate and support children to make judgements and assess age appropriate risks.</li> <li>• Ensure manual handling training is up to date and is recorded within staff files.</li> </ul> <p>○</p>			
<b>Cutting</b>	Possible injury to child and/or	<ul style="list-style-type: none"> <li>• Staff provide education and support to children</li> </ul>	High	Possible	High	<ul style="list-style-type: none"> <li>• Continue to educate and support children</li> </ul>			

	staff could occur	<p>to safely use scissors and knives that are used for cooking.</p> <ul style="list-style-type: none"> <li>• Scissors specifically designed for children are provided.</li> <li>• Staff actively supervise children using scissors</li> <li>• Children only use knives when cooking and are always actively supervised.</li> <li>•</li> </ul>				<p>around the dangers of placing objects in their mouths, over their faces and around their necks.</p> <ul style="list-style-type: none"> <li>• Ensure children are actively and consistently supervised.</li> <li>• Ensure equipment is safe and updated when needed.</li> <li>• Ensure First Aid training is up to date (renew every three years) and recorded within staff files.</li> <li>• Continue to regularly inspect play spaces to identify potential risks.</li> <li>• Continue to take corrective action is taken if necessary.</li> <li>•</li> </ul>			
<b>Choking and Suffocation and</b>	Possible injury to child from choking, suffocation or	<ul style="list-style-type: none"> <li>• Staff provide education and support to children around the dangers of</li> </ul>	Major	Possible	High	<ul style="list-style-type: none"> <li>• Continue to educate and support children around the dangers of</li> </ul>			

<b>Strangulation</b>	strangulation.	<p>placing objects in their mouths, over their faces and around their necks.</p> <ul style="list-style-type: none"> <li>• Staff provide education and support to children around the dangers of placing uneatable objects over their airways.</li> <li>• First Aid training is up to date.</li> <li>• Play spaces are regularly inspected to identify potential risks and corrective action is taken if necessary.</li> <li>•</li> </ul>				<p>placing objects in their mouths, over their faces and around their necks.</p> <ul style="list-style-type: none"> <li>• Ensure children are actively and consistently supervised.</li> <li>• Ensure equipment is safe and updated when needed.</li> <li>• Ensure First Aid training is up to date (renew every three years) and recorded within staff files.</li> <li>• Continue to regularly inspect play spaces to identify potential risks.</li> <li>• Continue to take corrective action is taken if necessary.</li> <li>•</li> </ul>			
<b>Manual Handling Hazard</b>	Risk of injury to Staff.	<ul style="list-style-type: none"> <li>• Staff identify risks and corrective action is taken when a risk is</li> </ul>	High	Possible	High	<ul style="list-style-type: none"> <li>• Ensure Manual Handling Training is up to date and recorded</li> </ul>			

		<p>identified.</p> <ul style="list-style-type: none"> <li>Manual Handling in Child Care training is provided.</li> <li></li> </ul>				<p>within staff files.</p> <ul style="list-style-type: none"> <li>Continue to identify risks &amp; take corrective action when risks are identified.</li> <li>Continue to discuss OH&amp;S as part of monthly staff meetings.</li> <li></li> </ul>			
<b>Intruders/ personal threat</b>	<p>Physical or psychological injury could occur to staff, children, visitors or contractors if threatened or physically assaulted by an intruder.</p> <p>There is a risk that property could be damaged.</p>	<ul style="list-style-type: none"> <li>Families comply with Thornbury Kindergarten's Code of Conduct by acknowledging and signing the Code of Conduct at time of enrolment.</li> <li>Reception is a secure area and no-one can enter the office or playroom areas unless they have a pass/key.</li> <li>Remind families not to open the front entrance for other people</li> <li>Kinder rooms are kept</li> </ul>	Moderate	Possible	High	<ul style="list-style-type: none"> <li>Ensure Code of Conduct is acknowledged and signed by all families at time of enrolment</li> <li>Ensure Code of Conduct is reviewed and updated regularly.</li> <li>Ensure reception is a secure area and that no-one can enter the office area unless they have a pass/key.</li> <li>Ensure staff have their keys at all times</li> <li>Inform and remind</li> </ul>			

		<p>secured once children have entered and sessions commence.</p> <ul style="list-style-type: none"> <li>• Visitors/contractors sign in and read the Visitor Code of Conduct and enter through the office area when they first arrive on site.</li> <li>• Visitors (as needed) have current and valid WWCC and/or VIT registrations.</li> <li>• Ensure staff are aware of any court orders or parenting orders in relation to the child</li> <li>• Ensure families and staff inform Director and/or COM President of any personal threat or risk to personal safety</li> <li>•</li> </ul>				<p>families of door safety procedures on enrolment and throughout the year through newsletters and signs</p> <ul style="list-style-type: none"> <li>• Ensure any visitors/contractors sign in and read the Visitor Code of Conduct and enter through the office area when they first arrive on site.</li> <li>• Continue to ensure that all visitors (as needed) have valid WWCC and/or VIT registrations and these are regularly checked online and recorded in labelled folder.</li> <li>• 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</li> </ul>			
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						<p>follow up as needed.</p> <ul style="list-style-type: none"> <li>• 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</li> <li>• Ensure doors are secured at the beginning of each session and throughout the session.</li> <li>• Report incident to authorities eg. Police, DET, etc as required.</li> <li>• Provide support to staff, children, visitors or contractors following an incident where a person has been threatened or physical harm has occurred.</li> <li>•</li> </ul>			
<b>Earthquake</b>	<p>Risk of injury.</p> <p>Risk of property damage or</p>	<ul style="list-style-type: none"> <li>• Training to staff and students in emergency response procedures</li> </ul>	Major	Unlikely	High	<ul style="list-style-type: none"> <li>• Ensure EMP is up-to-date.</li> <li>• Ensure staff First Aid</li> </ul>			

	property loss	<p>during an earthquake e.g. drop, cover and hold.</p> <ul style="list-style-type: none"> <li>• Staff First Aid training is up to date</li> <li>• Work with Darebin Council to establish a business continuity plan.</li> </ul>				<p>training is up to date and recorded within staff files and on centrally held spread sheet. Checked 6 monthly during staff work plan meetings</p> <ul style="list-style-type: none"> <li>• Ensure there is a business continuity plan in place.</li> <li>• Work with Council to activate a business continuity plan.</li> <li>•</li> </ul>			
<b>Bomb Threat</b>	Physical or psychological injury could occur to staff, visitors or contractors.	<ul style="list-style-type: none"> <li>• Bomb Threat Checklist available.</li> <li>• Scheduled and practice emergency evacuation drills on a regular basis.</li> <li>•</li> </ul>	Major	Unlikely	High	<ul style="list-style-type: none"> <li>• Ensure each phone has a Bomb Threat Checklist available</li> <li>• Schedule, practice and record emergency evacuation drills on a regular basis.</li> <li>• Implement and follow Bomb Threat response procedure (located in EMP).</li> <li>• Report incident to authorities eg. Police,</li> </ul>			

						<p>DET, etc as required.</p> <ul style="list-style-type: none"> <li>• Provide support to staff, children, visitors or contractors following an incident where a person has been threatened or physical harm has occurred.</li> </ul>			
Pandemics and communicable diseases	Risk of health and possible death (in extreme cases).	<ul style="list-style-type: none"> <li>• Relevant staff are familiar with DET's Pandemic Incident Response Procedures</li> <li>• Basic hygiene measures are in place and practiced and posters are displayed.</li> <li>• Convenient access to water and liquid soap and/or alcohol-based sanitiser.</li> </ul> <p>- Staff and children are educated about covering their cough to prevent the spread of germs.</p>	Major	Possible	High	<ul style="list-style-type: none"> <li>• Ensure relevant staff are familiar with DET's Pandemic Incident Response Procedures including the School Influenza Pandemic Response Plan template</li> <li>• Ensure basic hygiene measures are in place and practiced at all times. Posters are displayed at the beginning of flu season (April)</li> <li>• Ensure there is convenient access to water and liquid soap and/or alcohol-based sanitiser</li> <li>• Ensure staff and</li> </ul>			



						<p>children are educated about covering their cough to prevent the spread of germs</p> <ul style="list-style-type: none"> <li>• Encourage families to keep unwell children at home</li> <li>•</li> </ul>			
Road Safety	Risk to injury or possible death due to road trauma.	<ul style="list-style-type: none"> <li>• Secure fencing surrounding the kindergarten.</li> <li>• Appropriate road signage to drivers.</li> <li>• Continued education to families and children around road safety.</li> <li>• A staff member at the main door at the end of each session.</li> <li>• Work with Council eliminate safety issues when identified.</li> <li>• Staff have First Aid training that is up-to-date.</li> </ul>	Major	Possible	Low	<ul style="list-style-type: none"> <li>• Continue to educate families and children around road safety.</li> <li>• Continue to display notices to remind families of road safety.</li> <li>• Continue to staff the foyer at the end of each session.</li> <li>• Continue to work in conjunction with Council to eliminate safety issues.</li> <li>• Ensure First Aid training is up-to-date (renew every three years) and recorded within staff files.</li> </ul>			

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## 18 Emergency response drills schedule

	Type of Drill	Person Responsible	Target Date & Date Drill Performed	Observer's Record Completed* ✓
Term 1	Emergency Evacuation	Angela Storer	Planned for Term 1	
Term 2	Emergency Evacuation	Angela Storer	Planned for Term 2	
Term 3	Lock Down Drill Emergency Evacuation (offsite)	Angela Storer	Planned for Term 3	
Term 4	Emergency Evacuation	Angela Storer	Planned for Term 4	

Emergency Management Plans are required to be tested regularly.

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

## 19 Emergency kit checklist

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

Date Emergency Kit checked:	
Next check date:	

## 20 Business Continuity

### Business Continuity Plan – Thornbury Kindergarten Inc.

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 school site

<p><b>Details of arrangements</b></p>	<p><b>Workaround</b></p> <p><b><i>Partial site unavailable:</i></b></p> <ul style="list-style-type: none"> <li>• Revise timetable to relocate students and staff to another room.</li> <li>• Relocate admin and staff to another office.</li> <li>• Admin staff may need to work remotely from Thornbury Kindergarten Inc.</li> <li>• Contact Regional staff to discuss issues and possible options for relocation once length of reinstatement program is confirmed.</li> <li>• Provide regular updates to the kinder community via email.</li> <li>• Notify site users. Eg Darebin Council, cleaners</li> <li>• Report incident to QARD</li> </ul> <p><b><i>Whole site unavailable:</i></b></p> <ul style="list-style-type: none"> <li>• Contact Regional staff to discuss issues and possible options for relocation once length of reinstatement program is confirmed.</li> <li>• Admin staff may need to work remotely from Thornbury Kindergarten Inc.</li> <li>• Contact Regional staff to discuss issues and possible options for relocation once length of reinstatement program is confirmed.</li> <li>• Provide regular updates to the kinder community via email.</li> <li>• Notify site users. Eg Darebin Council, cleaners</li> <li>• Report incident to QARD</li> </ul> <p><b>IT Resources required</b></p> <ul style="list-style-type: none"> <li>• Access to wireless network.</li> </ul> <p><u>Key Contacts can be found in the Contacts section of the Emergency Management Plan.</u></p>
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#### 2. Arrangements to manage a loss of technology / telephony / data / power

<p><b>Details of</b></p>	<p><b>Workarounds</b></p>
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arrangements	<p><b>Data/technology:</b></p> <ul style="list-style-type: none"> <li>• Relocate admin and staff facilities to other networked space within kinder</li> <li>• Admin staff may need to work remotely from Thornbury Kinder</li> </ul> <p><b>Telephony:</b></p> <ul style="list-style-type: none"> <li>• Ensure there is an up to date, printed, hard copy list of all student and staff contact details in an accessible, secure location.</li> <li>• Utilise mobile phones to contact staff.</li> <li>• Place message on answering machine, if possible, referring callers to an emergency contact number either on site or at alternative location.</li> </ul> <p><b>Power:</b></p> <ul style="list-style-type: none"> <li>• Complete loss of essential service risk assessment.</li> <li>• Contact Regional staff to discuss issues and possible options for generator once length of outage is confirmed.</li> <li>• Provide regular updates to the kinder community via email if the outage will affect kinders ability to stay open.</li> </ul> <p><b>Considerations</b></p> <ul style="list-style-type: none"> <li>• Ensure OH&amp;S issues are considered when using back up power and water pumps</li> <li>• Review and update staff contact details to include mobile phone numbers.</li> </ul> <p><b>Key contacts</b></p> <ul style="list-style-type: none"> <li>• Report the loss of essential services to the Incident Support &amp; Operations Centre on 1800 126 126</li> <li>• Report incident to QARD</li> </ul>
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3. Arrangements to manage a loss or shortage of staff or skills

Details of arrangements	<p><b>Workarounds</b></p> <ul style="list-style-type: none"> <li>• Prioritise work allocations for remaining staff</li> <li>• Determine the number of Casual Relief Teachers (CRTs) required.</li> <li>• CRTs to be sourced from: <ul style="list-style-type: none"> <li>○ Kinders's preferred CRT agency</li> </ul> </li> <li>• Merge classes where possible to make up full class groups</li> <li>• Implement succession plan/back up for key roles within school. i.e. Daily organiser, Business Manager</li> <li>• Inform school community of issues via social media, newsletter or note home with students.</li> </ul> <p><b>Considerations</b></p> <ul style="list-style-type: none"> <li>• Workload of staff and emergency teachers</li> </ul>
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# Business Continuity Checklist

Action	Actioned?
Activate the kinder's Incident Management Team	
Evaluate the impact of the incident for: <ul style="list-style-type: none"> <li>• Kinder activities</li> <li>• Impact over time</li> <li>• Manageability</li> <li>• Staffing levels</li> <li>• Resources for recovery</li> </ul>	
Identify actions to mitigate impact, including: <ul style="list-style-type: none"> <li>• Suspension of non-critical activities</li> <li>• Mutual support arranged with other kinders</li> <li>• Distance/virtual learning Use of different areas within site</li> <li>• Off-site activities</li> <li>• Back-up of key kinder data</li> <li>• Using paper-based systems</li> <li>• Flexible lesson plans</li> <li>• Using generators, portable lighting</li> </ul>	
Produce an Action Plan for maintaining critical activities that includes: <ul style="list-style-type: none"> <li>• Priorities</li> <li>• Communications</li> <li>• Resource deployment</li> <li>• Allocation of specific roles</li> <li>• Monitoring</li> <li>• Reporting</li> <li>• Stakeholder engagement</li> </ul>	
Establish a register to log all decisions and actions	
Establish a register to log all financial expenditure incurred	
Secure resources for continuity/recovery including: <ul style="list-style-type: none"> <li>• Staffing</li> <li>• Premises</li> <li>• IT and equipment</li> <li>• Welfare</li> </ul>	
Deliver appropriate communications including to: <ul style="list-style-type: none"> <li>• Staff</li> <li>• Parents/Carers</li> <li>• Committee of Management</li> <li>• Suppliers/Contractors</li> <li>• Local Shire/Municipality (as appropriate)</li> </ul>	

## 21 Emergency Management Plan completion checklist

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

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

Final Check Completed by:

Date:

Component	✓ ✕	Action Required
<b>Cover page</b>		
Approved Provider name, service address, EMP issue date, EMP review date, BARR status, fire district have been specified. (see front cover page)		
<b>Distribution list</b>		
Distribution list has been completed.		
<b>Contact numbers and Communications Tree</b>		
Appropriate key local community contact numbers have been added for example Fire, Ambulance, Police, local government, nearest hospital. (see page 5)		
Key contact numbers for internal staff have been added.		
Approved Provider or Person with Management or Control Representative and DET regional contact numbers are included.		
Communications Tree detailing process for contacting emergency services, staff and parents included.		
<b>Incident management team</b>		
An Incident Control structure has been identified, with appropriate persons assigned and contact details provided.		
Responsibilities are clearly defined and back up names included for each position on the IMT.		
<b>Evacuation, lockdown, lockout and shelter-in-place procedures</b>		
Procedures that are specific to the early childhood service's processes have been completed for:		
• Evacuation on-site		
• Evacuation offsite		
• Lockdown		
• Lockout		
• Shelter-in-place		
<b>Emergency response procedures</b>		
Localised emergency response procedures have been developed for specific emergencies in-line with the hazards/threat identified in the risk assessment.		
<b>Staff trained in first aid</b>		



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