EMERGENCY AND EVACUATION

QUALITY AREA 2 | VERSION 1.5

Adopted by Approved Provider of Golden Plains Shire Council Children's Services	Month / Year
Date revised	March 2024
Next revision due	March 2026

PURPOSE

This policy will provide a framework for:

- the development of specific emergency and evacuation procedures, practices and guidelines at Golden Plains Shire Council operated Early Childhood Education and Care services.
- being informed by a risk assessment that identifies potential emergencies at a Golden Plains Shire Council operated Early Childhood Education and Care Service.
- raising the awareness of everyone attending Golden Plains Shire Council operated Early Childhood Education and Care services about potential emergency situations and appropriate responses.

POLICY STATEMENT

VALUES

Golden Plains Shire Council operated Early Childhood Education and Care services are committed to:

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

SCOPE

This policy applies to the approved provider, persons with management or control, nominated supervisor, persons in day-to-day charge, early childhood teachers, educators, staff, family day care educators, students, volunteers, parents/guardians, children, and others attending the programs and activities of a Golden Plains Shire Council operated Early Childhood Education and Care services including during offsite excursions and activities.

RESPONSIBILITIES	Approved provider and persons with management or control	Nominated supervisor and persons in day-to-day charge	Early childhood teacher, educators, Family Day Care educators and all other staff	Parents/guardians	Contractors, volunteers and students
R indicates legislation requirement, and should not be deleted					
Ensuring the *Emergency and Evacuation Policy* and procedures are in place *(Regulations 168)* and available to all stakeholders *(Regulations 171)*	R	√			
Taking reasonable steps to ensure that nominated supervisors, early childhood teachers, educators, staff and volunteers follow the policy and procedures and are aware of their responsibilities *(Regulations 170)*	R	√			
Completing the DE Emergency Management Plan *(refer to Definitions) (refer to Attachment),* and attaching a copy to this policy	R	√	√		
Ensuring the service's emergency management contact details are up to date on NQA ITS online portal	R	√			
Identifying if the service is on the BARR *(refer to Definitions)*	R	√			
Conducting a risk assessment to identify potential emergencies that the service may encounter *(refer to Definitions)* at least once every 12 months, or as soon as practicable after becoming aware of any circumstance that may affect the safe evacuation of children from the service *(Regulation 97(2)) (refer to Sources)*	R	√	√		
Conducting a risk assessment *(refer to Definitions)* of emergency evacuation routes and assembly points	R	√	√		
Ensuring any necessary updates to the emergency and evacuation policies and procedures are implemented as soon as practicable after reviewing the risk assessment	R	√	√		√
[if the education and care service premises is located within a multi-storey building shared with other occupants and on a storey with no direct egress to an assembly area] Ensuring the following is considered when setting out instructions for what must be done in the event of an emergency in a multi-storey building *(refer to Definitions)*: • all possible evacuation routes from each storey on which the premises is located • the evacuation routes that are proposed to be used in an evacuation					

- how all children will be safely evacuated from the premises, including non-ambulatory children - the stages in which an evacuation will be carried out - the identity of the person in charge of an evacuation - the roles and responsibilities of staff members during an evacuation, and the arrangements made with the other occupants of the multi-storey building in relation to the evacuation *(refer to Definitions)* *(National Regulations 97 (2) (c))*					
Developing instructions for what must be done in the event of an emergency *(Regulation 97(1)(a))* *(refer to Attachment)*	R	√	√		
Engaging Golden Plains Shire Council's emergency management team to support staff at the service in the event of an emergency *(refer to Attachment)*	**R**				
Developing an emergency and evacuation floor plan *(refer to Definitions)* *(Regulation 97(1)(b))* *(refer to Attachment)*	R	√			
Ensuring that a copy of the emergency and evacuation floor plan *(refer to Definitions)* and instructions are displayed in a prominent position near each exit at the service premises, and near each exit that forms part of the evacuation route out of the service *(Regulation 97(4))*	R	√	√		
Ensuring that the emergency and evacuation drills *(refer to Definitions)* are rehearsed and documented at least once every 3 months by everyone attending the service. If it has been identified both a lock down and evacuation response procedure in the risk assessments, and incorporated them in the emergency plan, they will both need to rehearse every three months *(Regulation 97(3)(a))* *(refer to Attachment)*	R	√	√		
Ensuring that all staff, students, volunteers and visitors are aware of emergency evacuation points	R	√	√		
Ensuring up-to-date portable emergency contact lists are held in each room within the service and that evacuation procedures state who will carry this list during evacuation	R	√	√		
Developing procedures that consider collecting children's medication and managing children's medical conditions	R	√	√		
Providing feedback regarding the effectiveness of emergency and evacuation procedures to inform policy, procedures and manuals etc.	√	√	√	√	√
Testing alarms and communication systems regularly, such as on a monthly basis	R	√			
Ensuring that those working at, or attending the service, have access to a phone (or similar means) for immediate communication with parents/guardians and emergency services *(Regulation 98)*, and that phone numbers of emergency services are displayed	R	√			

Description					
Identifying potential onsite hazards and taking action to manage and minimise risks *(refer to Attachment)*	R	√	√		√
Ensuring all infrastructure and service equipment are regularly checked for condition and maintenance, including emergency exit lighting (where applicable eg. Not FDC residents)	R	√			
Ensuring the location of first aid kits, fire extinguishers and other emergency equipment are clearly signposted	R	√			
Ensuring all emergency equipment is maintained on a regular basis in accordance with requirements specified by regulations, such as the Australian Standards Building Code e.g. fire extinguishers, smoke detectors, evacuation kits, sprinkler systems and alarm or duress systems	R	√			
Providing a fully equipped portable first aid kit *(refer to Administration of First Aid Policy)*	R	√			
Ensure that designated emergency exits/routes are kept clear at all times to ensure that everyone can exit safely in the event of an evacuation	R	√	√		√
Keeping lock-down *(refer to Definitions)* areas in a state of readiness so they are safe for children, staff and visitors to use	√	√	√		√
Attending regular training to ensure that they are able to deal with emergency situations e.g., first aid *(Regulation 136)*, emergency management and OHS training	R	R	√		√
Regularly reviewing, evaluating and updating emergency management plans, manuals and procedures (at least annually or following an emergency incident)	R	√	√		√
Developing procedures to debrief staff following emergency incidents	√	√			
Providing support to children before, during and after emergencies		√	√		√
Conducting checks of documentation and practices to ensure all requirements of this policy are being complied with Documentation and practices must be reviewed annually, prior to the commencement of children commencing care each year.	R	√	√		√
Informing the nominated supervisor or persons in day-to-day charge or, in their absence, the approved provider or person with management and control, about any serious incidents or notifiable incidents *(refer to Definitions)* at the service				√	√
Notifying DET in writing within 24 hours of a serious incident, change of circumstances and/or complaints *(refer to Definitions)*	R	√			

Completing the Incident, Injury, Trauma and Illness Record *(refer to Definitions)* where required	R	√	√		√
Notifying DET within 7 days of an incident that required the service to be closed, or a circumstance that posed a significant risk to the health, safety or wellbeing of a child attending the service *(National Law: Section 174(2)(c); Regulations: 175(2)(b) & (c), 176)*	R	√			
Reporting notifiable incidents *(refer to Definitions)* in the workplace to WorkSafe Victoria *(refer to Definitions)*	R	√			
Where possible engaging with Fire Rescue Victoria and/or Country Fire Authority *(refer to Definitions)* regarding fire safety awareness and training for the service, including demonstrations of fire equipment, basic fire safety, smoke alarm, fire blankets and escape plans	Ö	√	√		
Identifying staff and children requiring additional assistance in the event of an emergency *(refer to Attachment)*	√	√	√		√
Ensuring that emergency contact details are provided on each child's enrolment form and that these are kept up to date	R	R	√	√	
Ensuring that an attendance record *(refer to Definitions)* is completed and maintained to account for all children attending the service *(Regulation 158)*	R	R	R	R	
Keeping a written record of all visitors to the service, including time of arrival and departure	R	R	√		
Ensuring all staff, parents/guardians, children, volunteers and students on placement understand the procedures to follow in the event of an emergency	R	R	√	√	√
Ensuring there are induction procedures in place to inform new staff, including casual or relief staff, of the emergency and evacuation policy and procedures	R	√			
Ensuring all staff, parents/guardians, children, volunteers, students on placement and others attending the service are accounted for in the event of an evacuation	R	√			
Developing procedures to deal with loss of critical functions, such as power/water shut off.	R	√			
Ensuring that children are adequately supervised at all times and protected from hazards and harm *(refer to Supervision of Children Policy)*	R	R	R		
Raising children's awareness about potential emergency situations and appropriate responses.		√	√		√

PROCEDURES

Every service is different; therefore, it is not practical to apply a generic emergency and evacuation procedure. Please refer to attachments for individual service EMP's.

BACKGROUND AND LEGISLATION

BACKGROUND

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

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

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

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

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

All services in Victoria are required to have an Emergency Management Plan (EMP) *(refer to Definitions)* as part of their everyday operations and are required to regularly rehearse their emergency and evacuation procedures *(Regulation 97).* They must:

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

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

DET provides Emergency Management Plan Guidelines and an Emergency Management Plan template *(refer to Sources)* to assist services to develop and review their EMP *(refer to Sources).* A copy should also be attached to this policy.

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

LEGISLATION AND STANDARDS
Relevant legislation and standards include but are not limited to:

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

The most current amendments to listed legislation can be found at:
- Victorian Legislation – Victorian Law Today: www.legislation.vic.gov.au
- Commonwealth Legislation – Federal Register of Legislation: www.legislation.gov.au

DEFINITIONS
The terms defined in this section relate specifically to this policy. For regularly used terms e.g., Approved provider, Nominated supervisor, Notifiable complaints, Serious incidents, Duty of care, etc. refer to the Definitions file of the PolicyWorks catalogue.

Country Fire Authority (CFA): CFA respond to a variety of fire and emergency incidents. They are also involved in a range of other activities including:

- fire safety building inspections
- delivering community awareness, education and safety programs
- post-incident analysis and fire investigation
- fire prevention planning and land use planning at a municipal level

Bushfire at Risk Register (BARR): Kindergartens and childcare facilities assessed to be at the highest risk of fire are placed on the department's BARR. Inclusion on this register is a trigger for the kindergarten or childcare facility to pre-emptively close on days determined Catastrophic in their Bureau of Meteorology district, as well as other pre-emptive and preparedness actions in line with their fire risk category

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

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

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

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

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

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

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

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

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

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

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

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

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

Multi-storey building: a building with more than 2 storeys. A storey of a building includes the ground level and a level of a split level.

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

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

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

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

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

SOURCES AND RELATED POLICIES

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

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

EVALUATION

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

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

ATTACHMENTS

- Emergency Management Plan – Bannockburn Kindergarten

AUTHORISATION

This policy was adopted by the approved provider of Golden Plains Shire ECEC Services on 25/03/2024.

REVIEW DATE: March 2026

Emergency Management Plan 2024-2025

Bannockburn Kindergarten

operating from Bannockburn Family Services Centre

*In an emergency dial **000***
*for **police, ambulance or fire services***

Physical Address	Bannockburn Kindergarten 2A Pope Street Bannockburn, Vic, 3331
Phone Number	03 5220 7230
Email Address	earlyyears@gplains.vic.gov.au
DET Region	South Western - Victoria
QARD Area	GRAMPIANS
Bureau of Meteorology/Fire District	CENTRAL
Is the Service on the Bushfire- At-Risk Register or Category 4?	Category 4
Service SE Number	00004155
Provider PR Number	00002235
Approved Provider or Person with Management or Control (PMC) Approving Plan	Heidi Preston
Nominated Supervisor	Sophie Desborough Hayley Hinchliffe Samantha Hassett Lynne Smith
Date Plan Approved	
Next Review Date	

Contents

1. Purpose

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

2. Scope

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

3. Distribution

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

Note: your EMP will contain sensitive/private information - to ensure compliance with the Privacy and Data Protection Act 2014 (Vic), only distribute the relevant parts of the Plan on a 'need to know' basis.

Name	Position Title and Organisation Name	Date Sent	Email Address or Postal Address
Colleen Taylor	Safety and Wellbeing Advisor, Golden Plains Shire Council		colleen.taylor@gplains.vic.gov.au
Heidi Preston	Manager Children's Services, Golden Plains Shire Council		heidi.preston@gplains.vic.gov.au
Bianca Meek	Coordinator Kindergarten Early Years Management, Golden Plains Shire Council		bianca.meek@gplains.vic.gov.au
Tina Lyons	Team Leader Children Services Administration		christina.lyons@gplains.vic.gov.au
All Educators/Staff	All Educators/Staff		SharePoint Link: BANNOCKBURN EMP_Template_2023-2024.docx

PART 1– EMERGENCY RESPONSE

4. Emergency Contacts

4.1 Emergency services

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

4.2 Service contacts

Key Roles	Name	Phone	Mobile
Approved provider or PMC	Heidi Preston	5220 7153	0488 019 962
Teacher in Charge (NS)	Hayley Hinchliffe		0410 883 519
Person in day-to-day charge	Lynne Smith, Hayley Hinchliffe, Sophie Desborough, Samantha Hassett	5220 7230	
First Aid Officer	All children's services staff are first aid trained		
Health and Safety Representatives	Tina Lyons	5220 7127	0400 700 838
Coordinator Kindergartens	Bianca Meek	5220 7205	0409 913 004

4.3 Key organisational and Department of Education and Training (DET) contacts

Organisation	Name	Contact number
Quality Assessment and Regulation Division (QARD) Area Team	Grampians Region	grampians.qar@education.vic.gov.au (03) 4334 0589
Performance and Planning Advisor/ Early Childhood Improvement Branch	Alexander Birnberg South Western Victoria Regions • Central Highlands	(03) 7022 5466 0407 861 840
DET Regional Manager, Operations and Emergency Management	Andrea Cox South Western Region	0407 861 841
OHS Representative	Tina Lyons	03 5220 7127

4.4 Local/other organisations contacts

Organisation	Contact Number
Police Station	03 5281 1260 or 13 14 44
Hospital/s	Geelong Emergency - 03 5226 7669 University Hospital – 03 5226 7111 St John of God Geelong - 03 5226 8888 St John of God Ballarat - 03 5320 2111
Gas	Not connected

Electricity	<mark>13 24 12</mark>
Water Corporation	Barwon Water 1300 656 007
Facility Plumber	Plumbing Logistics (Tim Booley) 0407 879 463
Facility Electrician	Stack Electrical (Jason Stack) 03 5229 7779
Local Government	Golden Plains Shire Council 03 5220 7111
SES (flood, storm and earthquake)	13 25 00
WorkSafe Victoria	1800 136 089
Notify of water and fire services cut off/bridge and road closure	1800 668 511
Asthma Australia	1800 555 660
Diabetes Australia	1800 177 055
EPA	1300 372 842
Poisons Information Centre	131 126
Vic Emergency	1300 287 289

4.5 Reporting requirements

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

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

For Education and care services operating under the National Quality Framework (NQF), which include kindergartens (pre-school), long day care services, outside school hours care services and family day care services, notifications of serious incidents, incidents and complaints must be submitted online via the National Quality Agenda IT System (NQA ITS)

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

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

To make notifications refer to page 6, Serious incidents available at: New regulatory requirements for Children's Services – Fact sheet

5. Incident Management Team – Bannockburn Kindergarten

5.1 Incident Management Team (IMT) structure

Chief Warden/Early Childhood Commander

Bianca Meek

Person in Day to Day Charge

Lynne Smith, Samantha Hassett, Hayley Hinchcliffe, Sophie Desborough

T: 03 5220 7230

First Aid Officers

All Bannockburn Educators
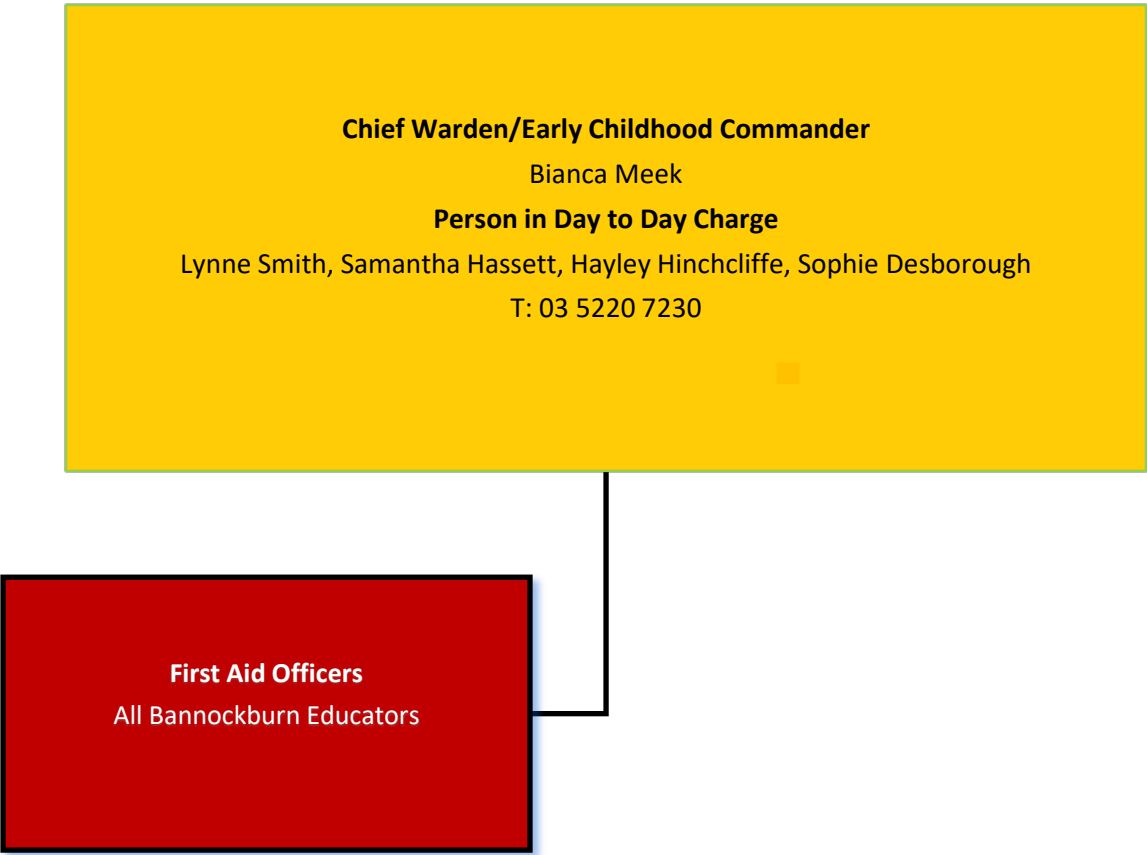
5.2 Incident Management Team contact details

IMT Role/Activities	Primary Contact		Back-Up Contact	
For all roles and responsibilties.	Name	Person in day-to-day charge	Name	Bianca Meek
	Phone/Mobile		Phone/Mobile	03 5220 7205 / 0409 913 004
	Name	GPSC Early Years Team	Name	Heidi Preston
	Phone/Mobile	03 5220 7230		0458 801 962
	Name	GPSC Customer Service	Name	
	Phone/Mobile	03 5220 7111	Phone/Mobile	

5.3 Incident Management Team (IMT) responsibilities

Chief Warden/Early Childhood Commander

Pre-emergency
- Maintain current contact details of IMT members.
- Ensure 'Children and staff with additional needs' list and 'Staff trained in first aid' list are up to date.
- Ensure strategy to evacuate non-ambulate children is in place.
- Ensure ready access to an operating telephone or other similar means of communication to enable immediate communication to and from parents/carers and emergency services.
- Conduct regular exercises/drills in line with regulatory requirements.
- Ensure our emergency response and recovery procedures are kept up to date.
- Ensure staff on the IMT are aware of their responsibilities.

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

Post- emergency
- When the incident is rendered safe or the emergency services return control, notify the IMT members to have staff and children return to normal operations.
- Organise debrief with the IMT and, where appropriate, with any attending emergency service.
- Ensure recovery activities are considered and implemented as required.
- Complete the Post Emergency Record (see Appendix 1).
- Report serious incidents to the relevant DET QARD Area Team in accordance with relevant regulatory requirements. Service agreements also require approved providers to notify DET in the event of a serious incident (see Reporting requirements in the Emergency contacts section)

Planning

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

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

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

Operations

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

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

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

Communications

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

During emergency
- Attend the emergency control point.
- Ascertain the nature and location of the emergency. Maintain up to date information.
- Confirm that emergency services have been notified.
- Notify appropriate IMT members.

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

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

Logistics

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

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

   o   Attend the emergency control point.
   o   Operate the communication system in place.
   o   Check that any fire doors and smoke doors are properly closed.
   o   Close or open other doors in accordance with the emergency response procedures.
   o   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.
   o   Ensure orderly flow of people into protected area.
   o   Assist non-ambulant occupants and those with disabilities.
   o   Act as lead of groups moving to nominated assembly areas.
   o   Report status of required activities to Operations / Area Warden on their completion.
   o   Act as directed by the Chief Warden/Early Childhood Commander.

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

6. Communication Tree

COMMUNICATION TREE: BANNOCKBURN KINDERGARTEN

Kindergarten Teachers

Hayley Hinchliffe

Sophie Desborough

Lynne Smith

Samantha Hassett

Emergency Services

000

Approved Provider/Coordinator

Heidi Preston

(03) 5520 7153/0488 019 962

Bianca Meek

(03) 5220 7205/0409 913 004

Early Years Administration Team

5220 7230

DE Regional Manager

Families via SMS and Xplor
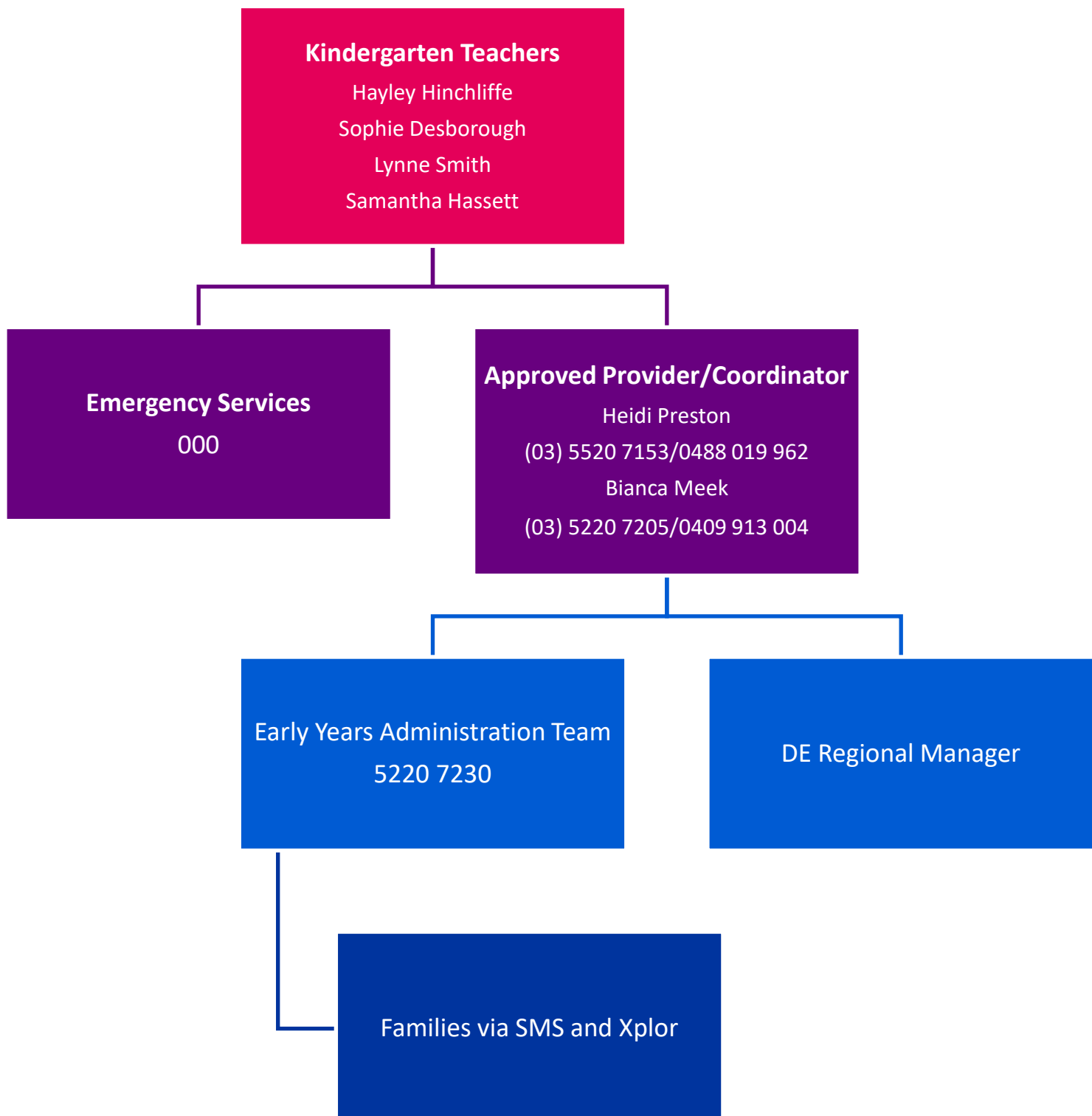
7. Staff Trained In First Aid

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

All Kindergarten Staff are trained in First Aid.

8. Core Emergency Response Procedures

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

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

Use the core procedures as a basis to develop new specific emergency procedures for threats/hazards you have identified in your risk assessment.

Please note that under regulation 168(2)(e) of the National Regulations, services operating under the NQF, and under regulation 66(2) services operating under the Children's Services Act, must have emergency procedures that are based on a risk assessment identifying potential emergencies that are relevant to the service. As such, ensure you complete the risk assessment before updating emergency response procedures.

Remember to adapt these pre-populated procedures to ensure relevance to your facility and services.

Please delete this text box after customising these procedures

8.1 On-site evacuation/relocation procedure

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

- Call 000 and inform emergency services of the nature of the emergency.
- Determine which of your facility's pre-identified on-site evacuation points is most appropriate to use.
- Assemble children, staff and visitors at your nominated on-site: **Side Gates in Outdoor Space**
- Take the child attendance list and staff attendance list, your Emergency Kit/First Aid Kit, a copy of this EMP and an operating telephone or other similar means of communication to enable immediate communication to and from parents/carers and emergency services.
- Once at the assembly point, check all children, staff and visitors are accounted for.
- Ensure communications with emergency services is maintained.
- Wait for emergency services to arrive or provide further information.
- Confirm with emergency service personnel that it is safe to return to normal operations.
- Seek advice from your PMC if required.
- Maintain a record of actions/decisions undertaken and times.
- Contact parents/carers as required or as per service policy.

Actions after on-site evacuation/relocation procedure

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

8.2 Off-site evacuation procedure

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

- Call 000 for emergency services and seek and follow advice.
- Determine which off-site assembly point you will evacuate children, educators, staff and visitors to.
- Assemble children, staff and visitors at your nominated on-site point: **Side Gates In Yard** and move to either **Football Oval (Primary) or Front Lawn Area at Burnside Road (Secondary).**
- Take your emergency kit/first aid kit (including your children, educator and staff attendance lists and a copy of this EMP and an operating telephone or other similar means of communication to enable immediate communication to and from parents/carers and emergency services)
- Once at assembly point, check all children, staff and visitors are accounted for.
- Ensure communications with emergency services is maintained.
- Wait for emergency services to arrive or provide further information.
- Confirm with emergency service personnel that it is safe to return to normal operations.
- Seek advice from your PMC if required.
- Maintain a record of actions/decisions undertaken and times.
- Contact parents/carers as required or as per service policy.

Actions after off-site evacuation procedure

- Ensure any children, staff or visitors with medical or other needs including those that are non-ambulant are supported.
- Determine whether to activate your parent/carer reunification process.
- Determine if there is any specific information staff, children and visitors need to know (e.g. reunification process or areas of the facility to avoid).
- Print and issue pre-prepared parent/carer letters as appropriate.

- Undertake operational debrief with staff and IMT to identify any off-site and procedural changes that may be required.
- Complete your Post Emergency Record form (see Appendix 1).
- Report serious incidents to the relevant DET QARD Area Team in accordance with relevant regulatory requirements and service agreement (see Reporting requirements in the Emergency contacts section)

8.3 Lock-down procedure

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

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

Actions after lock-down procedure

- Ensure any children, staff or visitors with medical or other needs and including those that are non-ambulant are supported.
- Determine whether to activate your parent/carer reunification process.
- Determine if there is any specific information staff, children and visitors need to know (e.g. reunification process or areas of the facility to avoid).
- Print and issue pre-prepared parent/carer letters as appropriate.
- Undertake operational debrief with educators and staff and IMT to identify any lock-down and procedural changes that may be required.
- Complete your Post Emergency Record form (see Appendix 1).

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

8.4 Lock-out procedure

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

- **Call 000** for emergency services and seek and follow advice.
- Announce lock-out with instructions about what is required. Instructions may include nominating staff to:
  - lock doors to prevent entry
  - check the premises for anyone left inside
  - obtain Emergency Kit
- Determine which of your facility's pre-identified on-site evacuation point/s is most appropriate to use. Ensure any children, staff or visitors with medical or other needs and including those that are non-ambulant are supported and have access to any required medications.
- Assemble children, staff and visitors at your nominated on-site then if required:
  - **Move children through the gates to the designated evacuation point either the Football Oval or Front Lawn area at Burnside Road**
- Check that children, staff and visitors are all accounted for.
- Where appropriate, confirm with emergency services personnel that it is safe to return to normal operations.
- Seek advice from your PMC if required.
- Maintain a record of actions/decisions undertaken and times.
- Contact parents/carers as required or as per service policy.

Actions after lock-out procedure

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

8.5 Shelter-in-place procedure

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

- **Call 000** for emergency services and seek and follow advice.
  - Move all children, staff and visitors to your pre-determined shelter-in-place location
  - **Inside Playrooms (Refer to Evacuation Diagram)**
- Take your emergency kit/first aid kit (including your children and staff attendance lists and a copy of this EMP and an operating telephone or other similar means of communication to enable immediate communication to and from parents/carers and emergency services)
- Check that all children, staff and visitors are accounted for.
- Ensure any children, staff or visitors with medical or other needs and including those that are non-ambulant are supported and have access to any required medications.
- Ensure communications with emergency services is maintained. Wait for emergency services to arrive or provide further information.
- Where appropriate, confirm with emergency services personnel that it is safe to return to
- Maintain a record of actions/decisions undertaken and times.
- Seek advice from your PMC if required.
- Contact parents/carers as required or as per service policy.

Actions after shelter-in-place procedure

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

9. Specific Emergency and Critical Incident Response Procedure

For all Emergencies calling 000 takes precedent.

Staff must also notify leadership/Management and reporting through Elumina reporting tool of Hazards, Emergencies, Incidents, and illness is required.

These generic procedures are a guide only and should be reviewed and adapted as appropriate to ensure relevance to your service.
Remove any of the pre-populated procedures for hazards/threats which are not relevant to your facility. Add any procedures for emergencies and critical incidents you have identified in your risk assessment which are not provided in this section.
Note: Under regulation 168(2)(e) of the National Regulations, services operating under the NQF and under regulation 66(2) services operating under the Children's Services Act, must have emergency procedures that are based on a risk assessment identifying potential emergencies that are relevant to the service. As such, ensure you complete the risk assessment before updating emergency response procedures.
Please delete this text box after customising the procedures

9.1 Bomb/substance threat

If a suspicious object is found (or the threat identifies the location of a bomb)

Immediate response
- Immediately clear and cordon off the area in the vicinity of the object.
- Call **000** for police and seek and follow advice.
- Report the threat to the Chief Warden/principal who will coordinate the emergency response until police arrive.
- Do not approach, touch, tilt or tamper with the object.

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

Communication
- Provide police with details of the situation, including actions you have taken and intend to take. Follow any advice provided by police.
- Contact parents/carers when evacuation is complete and it is safe to do so.
- Notify and/or seek advice from your PMC or DET regional emergency management staff if required.
- Await "all clear" advice from police before returning to buildings to resume normal activities.

- Report serious incidents to the relevant DET QARD Area Team in accordance with relevant regulatory requirements and service agreement (see Reporting requirements in the Emergency contacts section).
- **If a bomb/substance threat is received by telephone** (see checklist at Appendix 2):
- **DO NOT HANG UP**
- Keep the person talking for as long as possible and obtain as much information as possible.
- Without alerting the caller, signal a co-worker if possible to:
  - call 000 for police on a separate phone
    - notify the Chief Warden
      - Fill out the *Bomb Threat Checklist* and record the details while you are on the phone to the caller if possible (the checklist should be located with staff who normally answer in-coming phone calls).

If a bomb/substance threat is received by letter:
- Place the letter in a clear bag or sleeve and store in a secure place.
- Avoid any further handling of the letter or envelope.
- Call 000 for police and seek and follow advice.
- Notify the Chief Warden.
- If the letter identifies the location of a device, immediately clear and cordon off the nominated area. Do not approach, touch, tilt or tamper with the object.
- Implement evacuation and communication procedures as indicated in section **"If a suspicious object is found"** above.

If a bomb/substance threat is received electronically e.g. by email:
- **DO NOT DELETE THE MESSAGE.**
- Call 000 for police and seek and follow advice.
- Notify the Chief Warden.
- If the email identifies the location of a device, immediately clear and cordon off the area. Do not approach, touch, tilt or tamper with the object.
- Implement evacuation and communication procedures as indicated in section **"If a suspicious object is found"** above.

If you are at the site of an explosion:
- Direct staff to shelter children e.g. under sturdy tables or cots if objects are falling around you.
- Implement evacuation and communication procedures as indicated in section **"If a suspicious object is found"** above. Do not retrieve personal belongings or make phone calls when evacuating.
- Help others to leave the area. Use stairs instead of elevators.
- Be aware of weakened floors and stairways and watch for falling debris.
- Once out of the affected building:
  - Move children away from windows and glass doors or other potentially hazardous areas
  - Use caution to avoid debris that could be hot or sharp
  - Call 000 for emergency services and seek and follow advice
  - Be aware of any potential secondary explosions
  - Limit use of phones as communications systems may become congested.

- **SAMPLE TELEPHONE BOMB THREAT CHECKLIST**

STAY CALM

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

EXACT WORDING OF THREAT

……

……

……

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

DON'T HANG UP   KEEP THE CALLER TALKING

ASK THE CALLER

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

Where is the bomb? ………………………………………………………………………………..….

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

What kind of bomb is it? ……………………………………………………………………………

What does the bomb look like? …………………………………………………………………………

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

Where are you now? ……………………………………………………………………………….

What is your name? ……………………………………………………………………………………

What is your address? ………………………………………………………………….…………..

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

Who placed the bomb? ……………………………………………………………….….…………

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

CALL DETAILS *(where possible to obtain)*

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

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

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

Characteristics of the call:

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

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

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

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

9.2 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:
    - **Football oval (Primary) or front lawn area at Burnside Road (Secondary)** closing all doors and windows (if safe to do so).
- Check that all areas have been cleared and notify the Chief Warden.
- Check that all children, staff, visitors and contractors are accounted for.
- Notify and/or seek advice from your PMC if required.
- Contact parents/carers as required.
- Report serious incidents to the relevant DET QARD Area Team in accordance with relevant regulatory requirements and service agreement (see Reporting requirements in the Emergency contacts section).

9.3 Bushfire/Grassfire

Triggers for Action:
The need for action by the facility is triggered when there is a bushfire or grassfire that:
- is observable, or
- identified via Vic Emergency App within 30 km radius from the facility, or
- there is an Advice, Watch and Act, Emergency Warning or Evacuation message that includes your Facility.

Immediate Actions:
- If immediate emergency services assistance is required phone '000'.
- Seek advice from your DET regional emergency management team or your local QARD Area Team. They can gain additional information and advice from emergency services for you.

Name	Role	Mobile number
Bianca Meek Heidi Preston Tina Lyons	Children Services Management/Administration Team	0409 913 004 0488 019 962 0400 700 838
Emergency Support Officer	Emergency Management Division on email: emergency.management@education.vic.gov.au or phone:	03 7022 1280.
South Western Region	QARD Area Team	South Western – phone: 4334 0509

- Convene your Incident Management Team (IMT)
- Continue to monitor conditions such as wind change, size of fire, direction of travel.

- Continue to monitor warnings and advice messages through the VicEmergency App or website.
- If there is a bushfire or grassfire in your watch zone with an associated warning area that does not cover the facility site, seek further advice to determine if any actions are necessary.

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

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

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

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

- Take your emergency kit, a first aid kit, your EMP and child and staff attendance lists.

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

Pre-emptive Actions:

This facility:

- As specified in our service condition certificate, will close on a **Catastrophic Fire Danger Rated day**

A sample Closure Checklist is provided at Appendix 3.

9.4 Child abuse

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

1. **Responding to an emergency**:

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

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

2. Reporting to authorities:

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

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

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

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

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

3. Contact parents/carers:

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

4. Providing ongoing support:

Where appropriate, services should consider:

- establishing regular communication with the child's parent/carer to plan support strategies and discuss a child's progress, and the success of any support strategies

- engage allied health professionals with expertise in addressing child abuse and trauma to support the service to design and implement support strategies.
- establish a safety plan, in instances where the abuse has been led by a person within the service, and/or visiting the service to mitigate risk of further abuse.

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

9.5 Earthquake

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

If Outside:
Instruct staff and children to:
- Stay outside and move away from buildings, street lights and utility wires.
- DROP, COVER and HOLD
  - DROP to the ground
  - Take COVER by covering your head and neck with their arms and hands
  - HOLD on until the shaking stops.
- Ensure any children, staff or visitors with medical or other needs and including those that are non-ambulant are supported.

If Inside:
Instruct staff and children to:
- Move away from windows, heavy objects, shelves and any other potential hazards
- DROP, COVER and HOLD
  - DROP to the ground
  - Take COVER by getting under a sturdy table or other piece of furniture or go into the corner of the building covering their faces and head in their arms
  - HOLD on until the shaking stops.
- Ensure any children, staff or visitors with medical or other needs and including those that are non-ambulant are supported.

After the earthquake:
- Evaluate the need to evacuate if there are uncontrolled fires, gas leaks or structural damage to the building you are in.
- If you evacuate, watch out for fallen trees, power lines, and stay clear of any structures that may collapse.
- Arrange medical assistance where required.
- Help others if you can.

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

9.6 Flood

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

9.7 Heat (extreme)

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

- Call '000' if immediate medical assistance is required

Scheduling/Activities:
- Restrict outdoor time.
- Cancel or re-schedule any outdoor activities by duration and intensity i.e. to start earlier or later in the day when the heat is less intense, and to include more rest breaks.
- Consider using approved alternative venues to modify and relocate activities during extreme hot weather (e.g. sports programs moved to indoor area).
- Reschedule/move children from rooms with direct sunlight/no cooling.
- In extreme weather conditions, consider adjusting dismissal time accordingly.
- Ensure children make use of extra shade from both man-made structures (e.g. sails and umbrellas) and natural features such as trees to provide cooler environments for outdoor activities.
- Implement sun and UV protection policy
- Where possible, ensure sufficient shelter is available for children awaiting pick-up by parents/carers.

Hydration:

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

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

9.8 Industrial/factory fire

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

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

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

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

9.9 Information security

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

9.10 Intruder

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

9.11 Loss of essential services

When there is a loss of essential services (power, water, communications):
- Determine which services are affected and the extent of the impact.
- Respond to any immediate threat to children and staff safety and isolate/secure buildings/areas if necessary.
- Call 000 if emergency services are required to respond e.g. power lines down in front of the facility.
- Contact the relevant provider/s to report outage and ascertain when restoration will occur.
- Consider consequential impacts, e.g. power outage will impact on phone lines and IT systems.
- Notify and/or seek advice from your PMC if required
- Contact parents/carers as required.
- Report serious incidents to the relevant DET QARD Area Team in accordance with relevant regulatory requirements and service agreement (see Reporting requirements in the Emergency contacts section).

9.12 Major external emissions/spill (includes gas leaks)

- Contact the relevant utility faults/emergency line and follow advice.
- **Call 000** for emergency services and seek and follow advice.
- Report the emergency immediately to the Chief Warden who will convene your IMT if necessary.
- Move staff and children away from the spill to a safe area and isolate the affected area.
- Seek advice in regards to clean up requirements, and if safe to do so, the spill can be cleaned up by staff. Personal Protective Equipment should be worn as required.
- Notify and/or seek advice from your PMC or DET regional emergency management staff if required if required.
- Contact parents/carers as required.
- Consider notification to WorkSafe 13 23 60.
- Report serious incidents to the relevant DET QARD Area Team in accordance with relevant regulatory requirements and service agreement (see Reporting requirements in the Emergency contacts section).

9.13 Medical emergency

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

9.14 Mental stress

- If there is immediate and/or life threatening concern for an individual's health or wellbeing contact '000'.
- Notify parents/carers.
- Administer first aid (if appropriate) – keep physically and emotionally safe.
- See child safety measures and consider what other supports are needed and appropriate, including:
  - Pre-school field officer (PSFO)
  - Kids Helpline - 1800 55 1800
  - Bravehearts counselling and support for survivors of child sexual abuse on 1800 272 831 or www.bravehearts.org.auLifeline - 13 11 14
  - Suicide prevention resources from Beyond Blue and/or Headspace
  - Child and Adolescent Mental Health Team – acute mental health triage
  - Children and Young People with Disability Australia on 1800 222 660 or www.cyda.org.au

- For additional helplines and counselling services for children, young people and parents/carers, Australia-wide and by state and territory, see this resource sheet developed by the Australian Institute of Family Studies.
- Report serious incidents to the relevant DET QARD Area Team in accordance with relevant regulatory requirements and service agreement (see Reporting requirements in the Emergency contacts section).

9.15 Missing child

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

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

9.16 Pandemics and Communicable Diseases (COVID-19 and Influenza)

COVID-19

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

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

Process for closing
- On receipt of notification from DoH – follow advice provided
- On becoming aware directly from parents/carers or staff – notify QARD via NQAITS or call 1300 307415.
- Inform families – download the communications pack.
- Lodge a notification through the National Quality Agenda IT System (NQA ITS) or call 1300 307 415. (CSA services advised to email in bullet point further down)
- Arrange a deep clean (see factsheet).
- Update your emergency contact details on NQAITS - these details will be used if DET or DoH need to contact the service after hours. CSA services cannot access to action changes.
- Report a closure – on NQAITS within 24 hours of closure.
- Services operating under the *Children's Services Act 1996* email licensed.childrens.services@edumail.vic.gov.au within 48 hours of closure*.*

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

- [Advice about safely managing a service during COVID-19](#)
- [Operating guidelines for early childhood education and care services](#)
- [Managing illness in schools and early childhood education and care services](#)
- [Managing an unwell child or staff member](#)

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

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

Influenza Pandemic

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

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

Hygiene measures:
Reinforce basic hygiene measures including:
- provide children and staff with information about the importance of hand hygiene (more information is available at Better Health).
- provide convenient access to water and liquid soap and alcohol-based hand sanitiser
- educate staff and children about covering their cough with tissue or inner elbow to prevent the spread of germs.
- careful disposal of used tissues.
- Ensure germicidal wipes are available in stationary supplies for staff to clean staff administrative area, telephones etc.

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

- Prepare sample letters for parents/carers for the next stage (if required).

Travel advisories:
- Encourage staff and parents/carers to access the smartraveller website prior to international travel.

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

9.17 Severe weather event

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

9.18 Smoke

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

Medical
- **Call 000** if anyone is experiencing wheezing, chest tightness and difficulty breathing.
- Closely monitor for adverse effects of smoke on children and staff.

- Children and staff with existing heart or lung conditions (including asthma) should follow the treatment plan advised by their doctor.
- Asthmatics must follow their personal asthma action plan and keep a reliever or inhaler on hand.
- Notify parents/carers about conditions and to ensure they cater for their child's needs e.g. extra inhaler.

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

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

9.19 Snakes

- Treat all snakes as venomous – almost all snakes occurring on or entering properties in Victoria are venomous.
- Remain calm and alert children and staff - advise them to stay calm, move away slowly and keep away.
- If the snake is very close to you (around 1.5 metres or less) remain motionless until the snake moves away.
- If the snake is not agitated or defensive, calmly and slowly move to a safe distance away from the snake observing its position at all times.
- If the snake is located around buildings, homes and playgrounds consider the need to activate a Lock Down procedure.
- If the snake is located inside a building, consider the need to evacuate the room or building.
- Leave the snake alone and give it the opportunity to escape. If possible, monitor the snake from a safe distance (at least 5 metres away) in order to see where it goes and to direct a snake catcher to the snake (or its shelter site) if one is called.

Contractor	Base Location	Contact Name	Phone Number
WildTek	Teesdale	Mike Henry	0407 973 520 03 5281 5052

Network Pest Control	Batesford	Bobby Andrews	0418 599 243 03 5276 1177
Jim's Pest Control	Corio	Greg MacPherson	0466 136 645
Snake Catcher Geelong	Geelong	Darren Keiller	0425 751 706

- If the snake remains on facility grounds, call the local licensed snake catcher on:
- Report serious incidents to the relevant DET QARD Area Team in accordance with relevant regulatory requirements and service agreement (see Reporting requirements in the Emergency contacts section)

9.20 Traumatic death/injury/grief

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

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

9.21 Violence, aggression and/or harassment

- Intervene only if safe to do so.
- Contact '000' if immediate/life threatening and require police/ambulance attendance.
- Initiate action to confine or isolate the aggressor.
- Determine whether evacuation, lock-down or Shelter in Place is required.
- Administer first aid if required and safe to do so.
- Contact parent/carer of children impacted.
- Record evidence (if applicable).
- If multiple children involved and/or witness incident, isolate to preserve the integrity of the evidence until interviews etc can take place.

- If staff are directly impacted consider whether a report to WorkSafe is required.
- Report serious incidents to the relevant DET QARD Area Team in accordance with relevant regulatory requirements and service agreement (see Reporting requirements in the Emergency contacts section).

10. Area Map

Date Area map validated:	06/12/2023

AREA MAP - Bannockburn Kindergarten

Date created: 27/01/2023
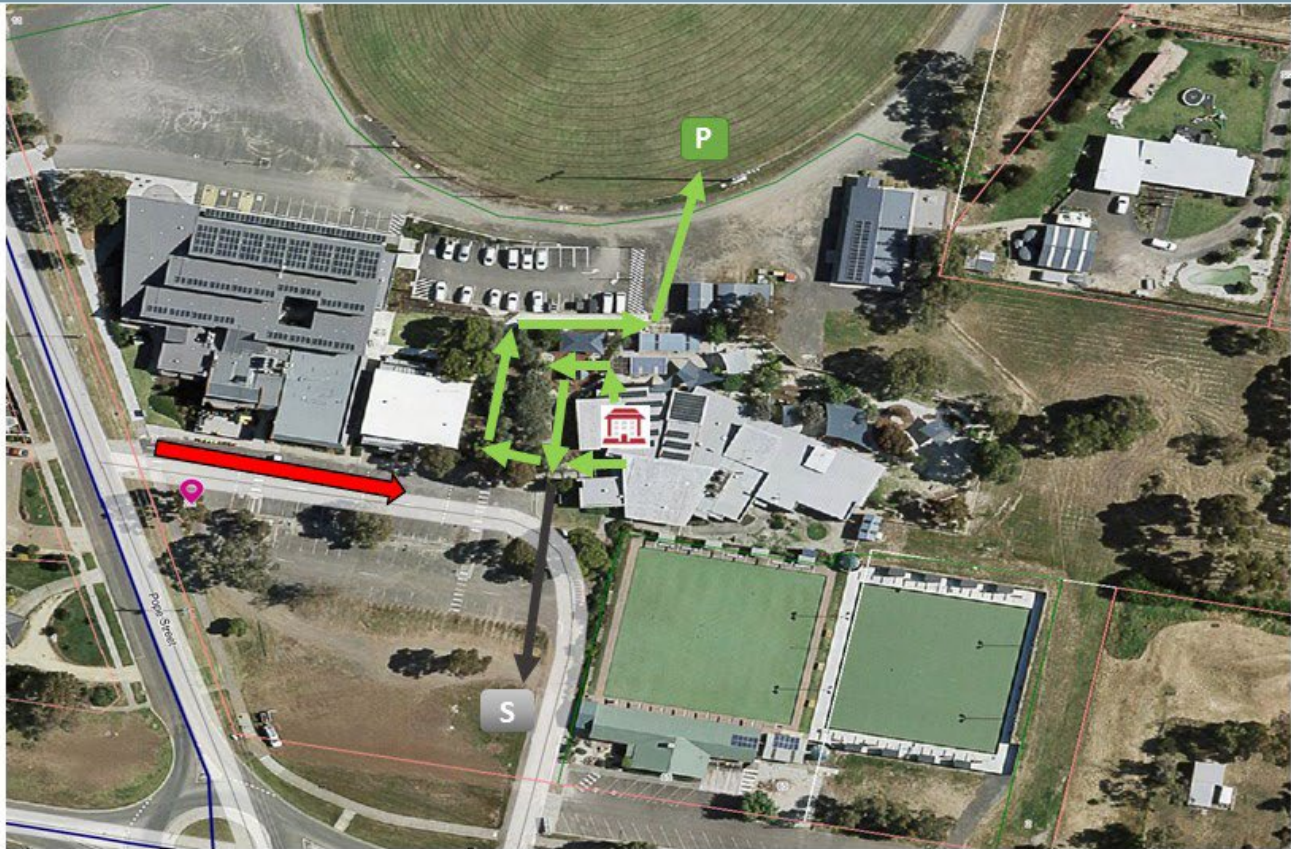
Legend

🏛	SERVICE
P	PRIMARY OFF-SITE ASSEMBLY POINT
S	SECONDARY OFF-SITE ASSEMBLY POINT
→	ROUTE TO PRIMARY OFF-SITE ASSEMBLY POINT
→	ROUTE TO SECONDARY OFF-SITE ASSEMBLY POINT
→	EMERGENCY SERVICES ACCESS POINT

PRIMARY OFF-SITE ASSEMBLY POINT: FOOTBALL OVAL
Distance to assembly point: **150 m**   Approx. time to reach assembly point: **7 mins**

SECONDARY OFF-SITE ASSEMBLY POINT: GRASSED AREA – BURNSIDE ROAD
Distance to assembly point: **60 m**   Approx. time to reach assembly point: **4 mins**

AREA MAP TEMPLATE | July 2022

11. Evacuation Diagram

Date Evacuation diagram validated:	06/12/2023

Emergency Evacuation Diagram

Bannockburn Kindergarten, 2A Pope Street, BANNOCKBURN 3331

GOLDEN PLAINS SHIRE

AED	AED
SPILL KIT LOCATED HERE	Blood Spill Kit
	Dry Chemical (White Strip)
	Exit
FIRE HOSE REEL	Fire Hose Reel
FIRE BLANKET	Fire Blanket
FIRST AID	First Aid Kit
S	Lockdown Areas
SNAKE BITE KIT	Snake Bite Kit
EMERGENCY ASSEMBLY POINT 1	Primary Assembly Area
EMERGENCY ASSEMBLY POINT 2	Secondary Assembly Area

FIRE ORDERS

1. Assist any person in immediate danger, if safe to do so
2. Close the door
3. Call the Fire Brigade on 000
4. Attack fire if safe to do so
5. Evacuate to assembly area
6. Remain in assembly area and ensure everybody is accounted for

Nominated Supervisor: Lynne Smith | **Site HSR:** Tina Lyons | **Nearest Defibrillator:** On-Site

Parent/Carer Contact Information

Parent/Carer information is located in a separate file in the Emergency Backpack.

12. Children and Staff With Additional Needs

Important note: To ensure adherence to the provisions of the *Privacy and Data Protection Act 2014 (Vic),* maintain details of child/staff additional needs in soft and hard copy separately to your EMP (or remove before distributing copies of your EMP).

A sample **Personal Emergency Evacuation Plan (PEEP)** template is provided at Appendix 5 which can be used for staff with additional needs (a student PEEP is available on the DET website).

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

Please delete this text box

Additional Needs Summary		
Additional needs category	Number of children	Number of staff
<Insert category of additional needs>		
<Insert category of additional needs>		
<Insert category of additional needs>		

PART 2 – EMERGENCY PREPAREDNESS

13. Service Facility Profile

13.1 General Information

Operating Days	Monday, Tuesday, Wednesday, Thursday and Friday
Operating Hours	8.30 am to 4 pm
Phone	03 5220 7230
Email	earlyyears@gplains.vic.gov.au
Website	https://www.goldenplains.vic.gov.au/
Number of buildings	1
Is the facility a designated Neighbourhood Safer Place?	No
Shelter-In-Place Location	Children's Rooms
Number of children/ approved places)	50
Total number of educators/staff	Up to 8
Methods for communicating with our community	Email, SMS, Phone, Xplor

13.2 Other services/users of site

Service / User name	Golden Plains Shire - Supported Play Group
Location on site	Mera Room
Children/Visitor numbers	10-20
Operating hours/days	Monday 9:00am – 12:00pm (School Terms Only)
Emergency contact name	Lyndall Galbraith
Phone number	03 5220 7176
Mobile number	0400 895 843

Please refer to the Bannockburn Family Service Centre Emergency Management Plan (appendix 1), for all other services/users.

13.3 Building information summary

Telephones (Landlines)			
Location	**Number**	**Location**	**Number**
Mera Room	0438 525 636	Tamariki Room	0438 543 199
Shared office	03 5220 7230	Kardinia Childcare	03 4210 8000

Alarms			
	Location	**Monitoring Company**	**Location of Shut-off Instructions**
Fire:	Whistle	Self	
Intrusion:	Verbal	Self	
Other:	As required	As appropriate	

Utilities			
	Location	**Service provider**	**Location of shut-off instructions**
Gas / Propane:	Not applicable		
Water:	Valve located in footpath ½ between GPCCC and BFSC	Barwon Water	
Electricity:	Main Switchboard located in Multi-purpose room	Powercor	

Sprinkler system	
Location of control valve:	NA
Location of shut-off instructions:	NA

Building and site hazards	
Hazard description	**Location**
This service has been identified by DET as "at risk of grassfire" Category 4 in the new rating system.	

14. Risk Assessment

1.	2.	3.	4.	5.			6.	7.		
Identified Hazard or Threat	**Description of Risk**	**Current Risk Control Measures at our Service**	**Effective-ness of existing controls**	**Risk Rating**			**Treatments to be Implemented**	**Revised Risk Rating After implementing Treatments**		
				Conseque nce	Likelihood	Risk Level		Consequenc e	Likelihood	Risk Level
Fire in Building	Risk of injury from burns or smoke inhalation.	• Fire services equipment (fire hose, reels, fire extinguishers, fire blankets, hydrants) is tested and tagged as per Australian Standards. • A fire blanket (tested and tagged to Australian Standards) is available in all kitchen areas. • All electrical equipment is tested and tagged as per Australian Standards and that frayed leads, damaged equipment etc are disposed of in an appropriate manner. • Three monthly evacuation practises occur. • Emergency procedures displayed throughout the building. • Liaise with the local fire services regarding building safety etc. • Check CFA website, alerts during the bush fire season.	The controls are to implemented	Moderate	Possible	Low	CFA to regularly assess equipment.	Aware of risk	Unlikely	Low

		• Schedule and practice evacuation/shelter in place drills on a regular basis. • Schedule mowing around permitter, monitor and advise if maintenance needed.								
Grassfires	Risk of death/injury from burns or smoke inhalation	• Liaise with local fire services regarding building safety. • Check CFA website, alerts during the bushfire season. • Schedule and practice evacuation and shelter in place drills on a regular basis. • Schedule mowing around permitter monitor and advise if maintenance needed.	Effective				Maintain schedule related to practicing drills. Regularly checking VIC Emergency for updates.	Aware of risk.	Unlikely.	Low
Severe weather and storms.	Risk of roof damage & flooding causing injury	• Roofs/gutters/drains are cleared. • Liaise with SES/Local Government and Vic Emergency App to identify potential risks. Develop a contingency plan for storage of equipment/materials if possible.	Effective					Moderate	Possible	Aware of risk
Flooding	Risk of flooding causing injury.	• Liaise with SES/ LGA to identify risks. • Develop contingency for storage of equipment/materials if possible. • A business continuity plan is in place.(Complete Appendix 7)	The controls are to implemented	Moderate	Possible	Moderate		Aware of risk	Possible	Medium

Intruders/Personal Threat	Physical/psychological injury could occur to staff, children, visitors if threatened or physically assaulted by an intruder.	• Visitors/contractors sign in through the office area when they first arrive on site.	Effective	Major	Possible	High	Maintain vigilance related to court orders. Follow locked door and gate practices as needed	Awareness of risk	Possible	Medium
Bomb Threat	Physical or psychological injury could occur to staff, visitors or contractors.	• Locate Bomb Threat Checklist next to phones and in this management plan. • Schedule and practice emergency evacuation drills on a regular basis. Implement and follow Bomb Threat response.	Effective	Moderate	Possible	Medium	Maintain schedule related to practicing drills	Aware of risk.	Unlikely	Low
Hazardous Substances: Release Inside and Outside Facility Grounds	Exposure to certain liquids or gases may be hazardous to health.	• Implemented safe work procedures for handling chemicals. • Schedule and practice emergency evacuation drills on a regular basis. • Obtain & update Material Safety Data Sheets (MSDS) for all Dangerous Goods and Hazardous Substances on-site from the supplier or manufacturer.		Moderate	Possible	Medium	Maintain safe work practices & schedule related to practicing drills	Aware of risk.	Unlikely	LOW
Snakes	Poisoning, Shock and Death from Snake Bite	• Daily Safety & Hazard Checks • Regular Snake checks before children enter outdoor play area and during play. • Removal of low-lying ground covers and bushes in kindergarten yards. • External Pest control on a termly basis		Moderate	Moderate	Seasonally High	Maintain safety check practices, & schedule related to drills	Aware of risk.	Possible	Medium

15. Emergency Response Drills Schedule

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

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

Please delete this text box after completing your Drills Schedule

	Type of drill (e.g. evacuation, lockdown) and drill scenario (e.g. fire, intruder)	Scheduled drill date	Date drill performed	Observer's Record completed
Jan-Mar	External / Onsite Evacuation			
Apr-June	Lockdown			
Jul-Sept	External / Onsite Evacuation			
Oct-Dec	External / Onsite Evacuation			

16. Emergency Kit Checklist

SAMPLE EMERGENCY KIT CHECKLIST

The Emergency Kit Contains:	
Parent/carer contact information (This list is located……)	☐
Children/staff with additional needs including medications (These are located…..)	☐
Attendance list	☐
Educators/staff contact information (The list is located …..)	☐
Authorisations for child pick-up	☐
Traffic/emergency safety vest and tabards	☐
Facility keys	☐
Portable First Aid Kit (contents checked)	☐
A charged mobile phone/chargers/power bank (batteries checked)	☐
Torch with replacement batteries or wind up torch (batteries checked)	☐
Portable battery powered radio (batteries checked)	☐
Whistle	☐
Copy of facility site plan and EMP including evacuation routes	☐
Bottled water (expiry dates checked)	☐
Portable non-perishable snacks - dried fruits, energy bars (expiry dates checked)	☐
Water bottles (expiry dates checked)	☐
Nappies	☐
Sunscreen and spare sunhats	☐
Plastic garbage bags and ties	☐
Toiletry supplies, Wet disposable cloths, sanitiser	☐
Date Emergency Kit checked:	
Checked by:	
Next check date:	

17. Business Continuity Management Plan (BCMP)

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

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

- Inability to access a building or facility site
- A loss of essential services including communications, power and water
- A loss or shortage of staff or skills

A sample BCMP and Checklist is provided at Appendix 7.

Please delete this text box after completing your Drills Schedule

Business Continuity Event:		
Details of Arrangements		
Name	**Contact Details**	**Support Role**

Business Continuity Event:		
Details of Arrangements		
Name	**Contact Details**	**Support Role**

Business Continuity Event:		
Details of Arrangements		
Name	**Contact Details**	**Support Role**

Business Continuity Event:		
Details of Arrangements		

Name	Contact Details	Support Role

Appendices

1. **Sample Post Emergency Record**

2. **Sample Caller Bomb Threat Checklist**

3. **Sample Facility Closure Checklist**

4. **Sample Drill Observer Record Template**

5. **Sample Employee Personal Emergency Evacuation Plan Template**

6. **Sample Drill Debrief Report Template**

7. **Sample Business Continuity Plan Template**
8. **Sample Emergency Kit**

9. **DET Regions**

10. **QARD Areas and Contacts**

11. **EMP Completion Checklist**

12. **Bannockburn Family Service Centre – Emergency Control Plan**

SAMPLE POST EMERGENCY RECORD TEMPLATE

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

Facility Name	
Emergency Event	
Date and Time of Emergency	

Description/Details of Emergency	

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

This Record Completed By:	
Position Title:	
Telephone Number:	
Signature and Date:	

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

SAMPLE TELEPHONE BOMB THREAT CHECKLIST

STAY CALM

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

EXACT WORDING OF THREAT

……..

……

……

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

DON'T HANG UP
KEEP THE CALLER TALKING

ASK THE CALLER

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

Where is the bomb? ……

What will make the bomb explode? …………………………………………………………………………………

What kind of bomb is it? ……………………………………………………………………………………………

What does the bomb look like? ……………………………………………………………………………………

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

Where are you now? ………………………………………………………………………………………………………

What is your name? ………………………………………………………………………………………………………

What is your address? ……………………………………………………………………………………………………

When was the bomb placed here? …………………………………………………………………………………………

Who placed the bomb? ………………………………………………………………………………………………………

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

CALL DETAILS *(where possible to obtain)*

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

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

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

Characteristics of the call (tick appropriate characteristics):

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

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

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

Your Name: ………………………………..   Service Name: …………………………………….

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

SAMPLE SERVICE CLOSURE CHECKLIST - FORECAST ELEVATED FIRE DANGER RATING DAY

Date service will be closed:			

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

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

SAMPLE EMERGENCY RESPONSE DRILL OBSERVER'S RECORD TEMPLATE

Service Name:	
Drill Address	
Drill Type *(Evacuation on/off site / Lock-down / Shelter-In-Place)*	
Drill Date	
Drill Scenario *(What is the cause of the emergency?)*	
Drill Debrief Date	
Observer Name	

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

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

Evacuation Drill

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

Evacuation Drill Items	Yes	No	N/A
Was the correct alarm/signal sounded for an evacuation?			
Were Personal Emergency Evacuation Plans implemented?			
Were all persons accounted for (children, staff, visitors, contractors and volunteers)			
Were floor areas checked / isolated areas searched by Wardens?			
Was the Emergency kit readily available?			
Wardens/response staff were able to get instructions from/provide feedback to the Chief Warden			
Did anyone re-enter the premises/building before the "all clear" was given?			
Was the Evacuation procedure documented in the EMP followed, including paths of travel, assembly at the designated point/s, communication tree?			
Off-Site Evacuation:			
• Was the route to the designated assembly point in the EMP followed?			
• Did the assembly point provide access to shelter, toilets and water?			
• The assembly building/area was accessible			

General Drill Items	Yes	No	N/A
Did the Chief Warden/Early Childhood Education Commander take charge and brief IMT/Wardens?			
Was the (simulated) call to the following done promptly:			
o Emergency services			
o Approved provider/person with management or control			
o Co-located facility			

Could the alarm/signal/PA announcements be heard in all parts of the facility?			
Was someone appointed to maintain situational awareness e.g. by monitoring information sources and liaising with the relevant authorities?			
Did all the staff assigned response roles, including Wardens and IMT understand their responsibilities?			
Was someone appointed to liaise with the parents/carers/community?			
Was the Chief Warden's instructions followed by everyone?			
Were any people with additional needs identified during the drill?			
Was emergency equipment/resources needing to be used in a real emergency operationally ready?			

Comments/Issues for follow up by the EMP Planning Team

Lockdown Drill

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

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

General Drill Items	Yes	No	N/A
Did the Chief Warden/Early Childhood Education Commander take charge and brief IMT/Wardens?			
Was the (simulated) call to the following done promptly:			
o Emergency services			
o Approved provider/person with management or control			
o Co-located facility			
Could the alarm/signal/PA announcements be heard in all parts of the facility?			
Was someone appointed to maintain situational awareness e.g. by monitoring information sources and liaising with the relevant authorities?			
Did all the staff assigned response roles, including Wardens and IMT understand their responsibilities?			
Was someone appointed to liaise with the parents/carers/community?			
Was the Chief Warden's instructions followed by everyone?			

Were any people with additional needs identified during the drill?			
Was emergency equipment/resources needing to be used in a real emergency operationally ready?			

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

Shelter-In-Place (SIP) Drill

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

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

General Drill Items	Yes	No	N/A
Did the Chief Warden/Early Childhood Education Commander take charge and brief IMT/Wardens?			
Was the (simulated) call to the following done promptly:			
o Emergency services			
o Approved provider/person with management or control			
o Co-located facility			
Could the alarm/signal/PA announcements be heard in all parts of the facility?			

Was someone appointed to maintain situational awareness e.g. by monitoring information sources and liaising with the relevant authorities?			
Did all the staff assigned response roles, including Wardens and IMT understand their responsibilities?			
Was someone appointed to liaise with the parents/carers/community?			
Was the Chief Warden's instructions followed by everyone?			
Were any people with additional needs identified during the drill?			
Was emergency equipment/resources needing to be used in a real emergency operationally ready?			

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

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

SAMPLE PERSONAL EMERGENCY EVACUATION PLAN (PEEP): EMPLOYEE TEMPLATE

What is a PEEP?

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

Who needs a PEEP?

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

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

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

How is a PEEP used?

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

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

Who receives a copy of a PEEP?

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

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

NOTE: This sample template is a guide only and should be used as an aid to develop or supplement your EMP. Please adapt it as appropriate to ensure relevance to your facility and services. A PEEP for students is available on the DET website

PERSONAL EMERGENCY EVACUATION PLAN (PEEP)

THIS PART IS TO BE COMPLETED BY THE EMPLOYEE

Name	
Location (Building/floor)	

Is an assistance animal involved? Yes ☐ No ☐

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

What type of assistance do you require?

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

What, if any, equipment is required for evacuation?

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

## THIS PART IS TO BE COMPLETED BY THE SERVICE

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

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

How will the employee be notified of an emergency?

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

Step by Step Evacuation Procedure:

(List the procedure agreed with the employee)

Example only

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

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

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

Diagram of preferred route for assisted evacuation:

(Please insert diagram here or attach to this form)

EXAMPLE ONLY

Level 41, North Tower | 80 Collins Street
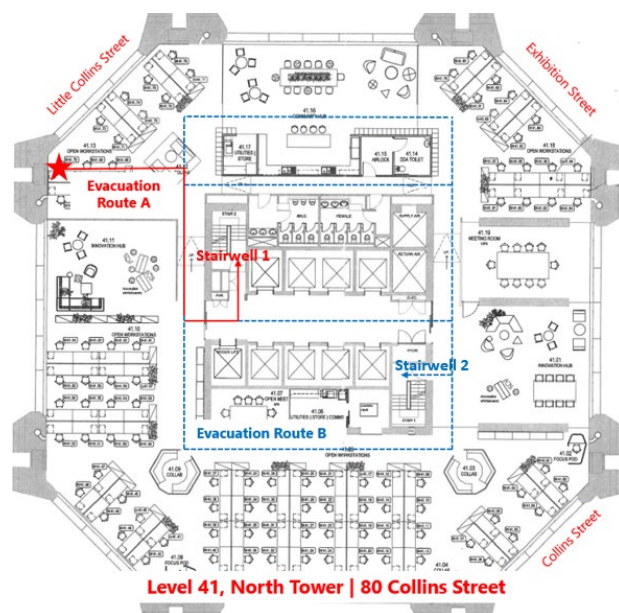
Date this PEEP <insert Created or Reviewed> ….. / …. / ….   **Next Review Date** ….. / ….. / ….

DISTRIBUTION			

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

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

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

                        …………………………………   **Date:** ….. / ….. / …..
              Signature

SAMPLE EMERGENCY RESPONSE DRILL DEBRIEF REPORT

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

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

Debrief Participants		
Name	**Position title**	**Role during drill**

Discussion points

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

What went well?

What can be improved?

Action Items			
Ref #	Action	By who?	Due date

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

SAMPLE KINDERGARTEN BUSINESS CONTINUITY PLAN

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

1. Arrangements to manage inability to access a building or the service's approved site

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

	• OH&S issues in relocating children's service equipment and resources • Transport arrangements for children in regional and remote areas • Children's access to early education and care. • Demands placed on families and carers due to loss of access to early education and care, co – located services and resources, relocation, etc • Demands placed on staff due to loss of resources, relocation, etc Key Contacts can be found in the Contacts section of the Emergency Management Plan.

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

Details of arrangements	**Workarounds** ***Data/technology:*** • Relocate admin and staff facilities to other networked space within the school if co-located • Admin staff may need to work remotely from this service to access network • Utilise laptops where available to provide access to network ***Telephones:*** • Ensure there is an up to date, printed, hard copy list of all child and staff contact details in an accessible, secure location. • Utilise mobile phones to contact staff. • Place message on answering machine, if possible, referring callers to an emergency contact number either on site or at alternative location. ***Power:*** • Determine the requirement for the operation of the service. I.e. water pump for toilet operation. • Battery back-up (UPS) is on servers. Determine time limit of UPS and back up servers as required. • Restructure the program to account of the lack of power. ***Water:*** • Purchase/have a supply of bottled water • Order bulk water delivery **Considerations** • Ensure OH&S issues are considered when using back up power and water pumps

	• Review and update staff contact details to include mobile phone numbers. • Staff Communications Tree to include details of messaging systems **Key contacts** • QARD Area Team - contact number • Phone provider – contact number

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

Details of arrangements	**Workarounds**
	• Prioritise work allocations for remaining staff
	• Determine the number of Casual Relief Educators required.
	• Casual Relief Educators to be sourced from:
	    o Service's own pool of emergency educators.
	    o Approved provider's own pool of emergency educators.
	    o Approved provider's preferred CRT agency
	• Delivery multi aged program where possible to make up full groups
	• Implement succession plan/back up for key roles within service. i.e. person in day-to-day charge, nominated supervisor
	• Inform service community of issues via social media, newsletter or via phone or face to face conversations where necessary.
	
	Considerations
	• Workload of staff and emergency educators
	
	Table of key contacts
	Casual Relief agency – 03 9999999

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

SAMPLE BUSINESS CONTINUITY CHECKLIST

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

• Welfare		

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

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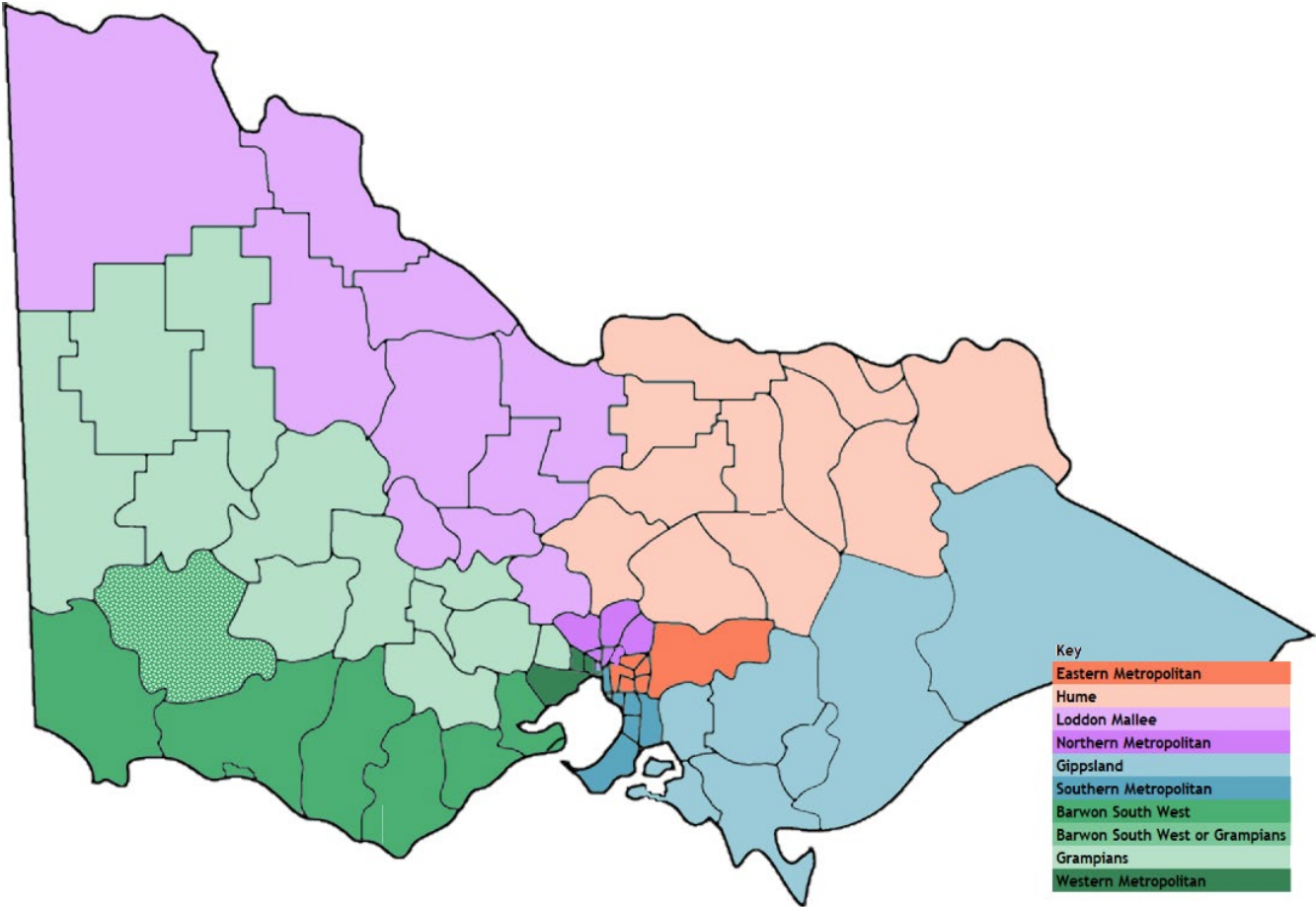
SAMPLE EMERGENCY KIT CHECKLIST

The Emergency Kit Contains:	
Parent/carer contact information (This list is located……)	☐
Children/staff with additional needs including medications (These are located…..)	☐
Attendance list	☐
Educators/staff contact information (The list is located …..)	☐
Authorisations for child pick-up	☐
Traffic/emergency safety vest and tabards	☐
Facility keys	☐
Portable First Aid Kit (contents checked)	☐
A charged mobile phone/chargers/power bank (batteries checked)	☐
Torch with replacement batteries or wind up torch (batteries checked)	☐
Portable battery powered radio (batteries checked)	☐
Whistle	☐
Copy of facility site plan and EMP including evacuation routes	☐
Bottled water (expiry dates checked)	☐
Portable non-perishable snacks - dried fruits, energy bars (expiry dates checked)	☐
Water bottles (expiry dates checked)	☐
Nappies	☐
Sunscreen and spare sunhats	☐
Plastic garbage bags and ties	☐
Toiletry supplies, Wet disposable cloths, sanitiser	☐
Date Emergency Kit checked:	
Checked by:	
Next check date:	

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

DEPARTMENT OF EDUCATION AND TRAINING REGIONS

Legend

NORTH-EASTERN VICTORIA

NORTH-WESTERN VICTORIA

SOUTH-EASTERN VICTORIA

SOUTH-WESTERN VICTORIA

QUALITY ASSESSMENT AND REGULATION DIVISION AREAS

Key
- Eastern Metropolitan
- Hume
- Loddon Mallee
- Northern Metropolitan
- Gippsland
- Southern Metropolitan
- Barwon South West
- Barwon South West or Grampians
- Grampians
- Western Metropolitan

QUALITY ASSESSMENT AND REGULATION DIVISION CONTACTS

Click here to see QARD contacts on the DET website

Quality Assessment and Regulation Division

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

North-Western Victoria Region	**South-Eastern Victoria Region**
Loddon Mallee Area 7-15 McLaren Street Bendigo Vic 3550 (PO Box 442 Bendigo Vic 3550) (03) 4433 7502 email: lmr.qar@education.vic.gov.au **Northern Metropolitan Area** Level 9, 1 McNab Avenue Footscray Vic 3011 (PO Box 2141, Footscray Vic 3011) (03) 7005 1989 email: nmr.qar@education.vic.gov.au	**Gippsland Area** Corner of Kirk and Haigh Streets Moe Vic 3825 (PO Box 381 Moe Vic 3825) (03) 5194 4101 email: gippsland.qar@education.vic.gov.au **Southern Metropolitan Area** Level 6, 165 - 169 Thomas Street Dandenong Vic 3175 (PO Box 5 Dandenong Vic 3175) (03) 8904 2500 email: smr.qar@education.vic.gov.au
North-Eastern Victoria Region	**South-Western Victoria Region**
Eastern Metropolitan Area Level 4, 295 Springvale Road Glen Waverley Vic 3150 1300 651 940 email: emr.qar@education.vic.gov.au **Hume Area** 150 Bridge Street East Benalla Vic 3671 (PO Box 403 Benalla Vic 3671) (03) 5771 4471 email: hume.qar@education.vic.gov.au	**Barwon South West Area** 75 High Street Belmont VIC 3216 (PO Box 2086 Geelong Vic 3220) (03) 5215 5136 email: bsw.qar@education.vic.gov.au **Western Metropolitan Area** Level 9, 1 McNab Avenue Footscray Vic 3011 (PO Box 2141, Footscray Vic 3011) (03) 7005 1801 email: wmr.qar@education.vic.gov.au **Grampians Area** 109 Armstrong Street North Ballarat Vic 3350 (03) 4334 0589 email: grampians.qar@education.vic.gov.au

Enquiries and support

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

- Phone: 1300 307 415
- Email: licensed.childrens.services@education.vic.gov.au

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
Cover page		
Approved Provider name, service address, EMP issue date, EMP review date, BARR status, fire district have been specified. (see front cover page)	☒	
Distribution list		
Distribution list has been completed	☐	
Contact numbers and communications tree		
Key contact numbers our organisation have been updated.	☐	
Key organisation, service provision and local community contact numbers have been added	☐	
Communications Tree detailing process for contacting emergency services, staff and parents/carers included.	☐	
Incident management team		
An incident management structure has been identified, with appropriate persons assigned and contact details provided	☐	
Responsibilities are clearly defined and back up names included for each position on the IMT	☐	
Core emergency response procedures		
Procedures have been customised and are specific to the service's processes for:		
Evacuation on-site	☐	
Evacuation offsite	☐	
Lockdown	☐	
Lockout	☐	
Shelter-in-place	☐	
Specific emergency response procedures		

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