

Emergency Management Plan 2022

Barry Road Pre-School



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DET Region	Northern Metropolitan Area PO Box 2141, Footscray VIC 3011 PH: (03) 70051989
Bureau of Meteorology/Fire District	CENTRAL
Is the service on the Bushfire- At-Risk Register?	NO
Service SE Number	SE- 00003913
Provider Number	PR- 00001346
Approved Provider Approving Plan	
Date Plan Approved	
Next Plan Review Date	02/2023

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1. Purpose

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

2. Scope

This EMP applies to all educators, staff, children, visitors, contractors, and volunteers at Barry Road PreSchool .

3. Distribution

A copy of our plan has been distributed to:

Name	Position Title and Organisation Name	Date Sent	Email Address or Postal Address
DET Quality Assessment and Regulation Division	Northern Metropolitan Area		nmr.qar@edumail.vic.gov.au
Caitlyn Arena	President/ Logistics Warden	15/2/2022	caitlynarena@yahoo.com
Angela Carli	Staff/ Chief Warden	15/2/2022	angela.barry.rd.kin@kindergarten.vic.gov.au
Stephanie Young	Staff/First Aid	15/2/2022	steph.barry.rd.kin@kindergarten.vic.gov.au
Charlotte Victoria	Staff/First Aid	15/2/2022	charlotte.barry.rd.kin@kindergarten.vic.gov.au
Rachael Dark	Staff/First Aid	15/2/2022	rachael.barry.rd.kin@kindergarten.vic.gov.au
Nicole Way	Staff/First Aid	15/2/2022	nicole.barry.rd.kin@kindergarten.vic.gov.au
Rita Brotto	Staff/Logistics Warden	15/2/2022	admin.barry.rd.kin@kindergarten.vic.gov.au

PART 1– EMERGENCY RESPONSE

4. In case of emergency

In an Emergency	
<i>Call</i> Police, Ambulance, Fire Services	000
<i>For Advice call your</i> Approved Provider or Person with Management or Control Representative	Caitlyn Arena 0429916093
<i>Convene your</i> Incident Management Team	

5. Emergency contacts

5.1 Emergency services

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

5.2 Our early childhood service contacts

Key Roles	Name	Phone	Phone (After Hours)	Mobile
Approved Provider or Person with Management or Control Representative	Caitlyn Arena	9465 0043		0429916093
Responsible Person/Primary Nominee	Angela Carli Steph Young	9465 0043		0429916093
First Aid Officer	Rachael Dark	9465 0043		0429916093
OHS Representative	Rachael Dark	9465 0043		0429916093
Bulk Messaging System Operator (eg SMS)	Rita Brotto Steph Young	9465 0043		0429916093

5.3 Key organisational and DET regional contacts

	Name	Phone	Mobile
Quality Assessment and Regulation Division (QARD) Area Team	Northern Metropolitan Area	7005 1989	
Regional Department of Education and Training (DET) Manager, Operations and Emergency Management	North Western: John Brownstein	4433 7585	0418 509 953

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

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

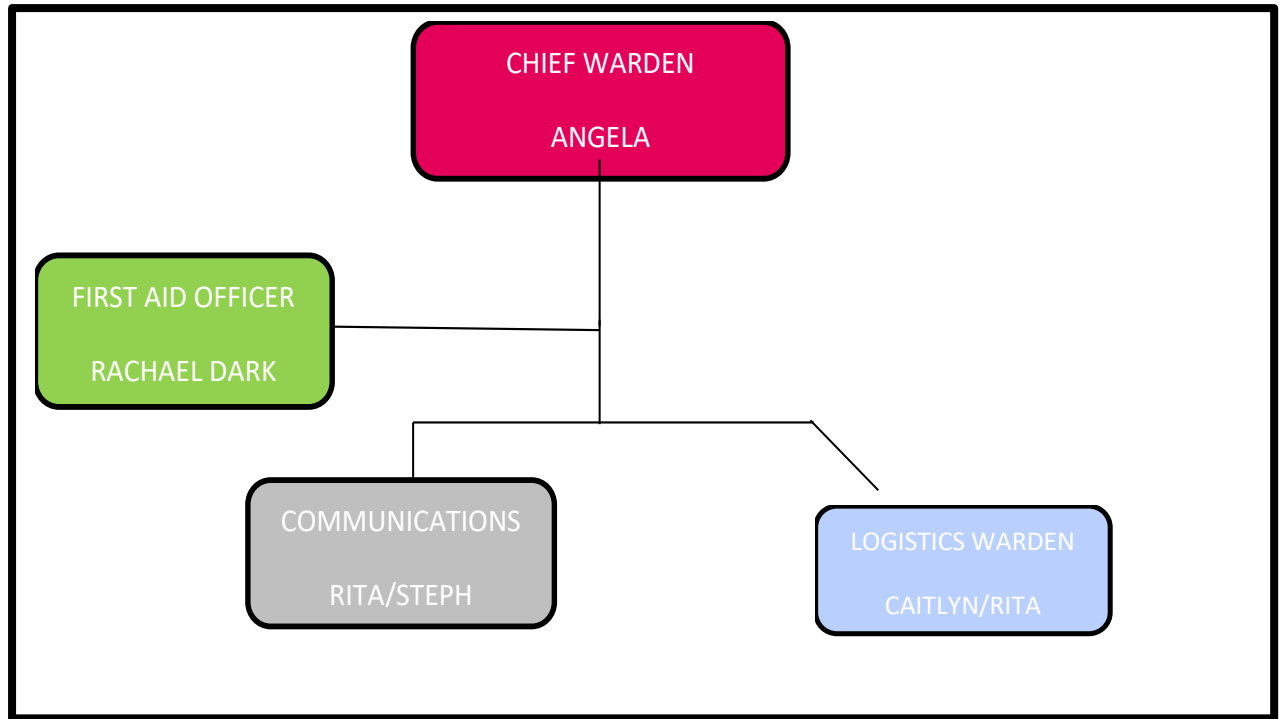
- **Education and care services** operating under the National Quality Framework (NQF) refer to the fact sheet *Serious incidents and complaints* available at: http://www.education.vic.gov.au/childhood/providers/regulation/Pages/incidents_complaints.aspx
Notifications of serious incidents, incidents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

5.4 Local/other organisations contacts

	Phone
Police Station	000
Northern Hospital	8405 8000
Gas (Energy Australia)	132 083
Electricity (SP AUSNET)	131 799
Water Corporation (Yarra Valley Water)	132 2762
Facility Plumber- Whittlesea council	9404 8825
Facility Electrician - Whittlesea council	9404 8825
Local Government - Whittlesea council	9404 8825
SES (flood, storm and earthquake)	13 25 00
WorkSafe Victoria	1800 136 089

6. Incident Management Team

6.1 Incident Management Team (IMT) structure



6.2 Incident Management Team contact details

IMT Role/Activities		Primary Contact		Back Up Contact
Chief Warden/ Early Childhood Commander	Name	Angela Carli	Name	Steph Young
	Phone/Mobile	0429916093	Phone/Mobile	0429916093
Planning tasks will be performed by:	Name	Rita Brotto	Name	Steph Young
	Phone/Mobile	0429916093	Phone/Mobile	0429916093
Operations (Area Warden) tasks will be performed by:	Name	Angela Carli	Name	Steph Young
	Phone/Mobile	0429916093	Phone/Mobile	0429916093
Communications tasks will be performed by:	Name	Rita Brotto	Name	Steph Young
	Phone/Mobile	0429916093	Phone/Mobile	0429916093
Logistics (Warden) tasks will be performed by:	Name	Caitlyn Arena	Name	Rita Brotto
	Phone/Mobile	0429916093	Phone/Mobile	0429916093
First Aid tasks will be performed by:	Name	Rachael Dark	Name	Angela Carli
	Phone/Mobile	0429916093	Phone/Mobile	0429916093

7. Incident Management Team responsibilities

Chief Warden/Early Childhood Commander

Pre-emergency

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

During emergency

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

Post- emergency

- When the incident is rendered safe or the emergency services return control, notify the IMT members to have staff and children return to normal operations.
- Organise debrief with the IMT and, where appropriate, with any attending emergency service.
- Ensure recovery activities are considered and implemented as required.
- Complete the Post Emergency Record.
- Early childhood services are reminded that they must report serious incidents to the relevant DET QARD Area Team in accordance with relevant regulatory requirements. Service agreements also require approved providers to notify DET in the event of a serious incident.
 - Education and care services operating under the National Quality Framework (NQF) refer to the fact sheet *Serious incidents and complaints* available at: www.education.vic.gov.au/childhood/providers/regulation/Pages/nqffactsheets.aspx
 - Children's services operating under the *Children's Services Act 1996* (Children's Services Act) refer to the practice note *Serious incidents* available at: www.education.vic.gov.au/childhood/providers/regulation/Pages/vcspracnotes.aspx

Planning

Pre- emergency

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

During emergency

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

- Plan for contingencies.

Post- emergency

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

Operations (Area Warden)

Pre- emergency

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

During emergency

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

Post emergency

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

Communications

Pre- emergency

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

During emergency

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

Post- emergency

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

Logistics (Warden)**Pre- emergency**

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

During emergency

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

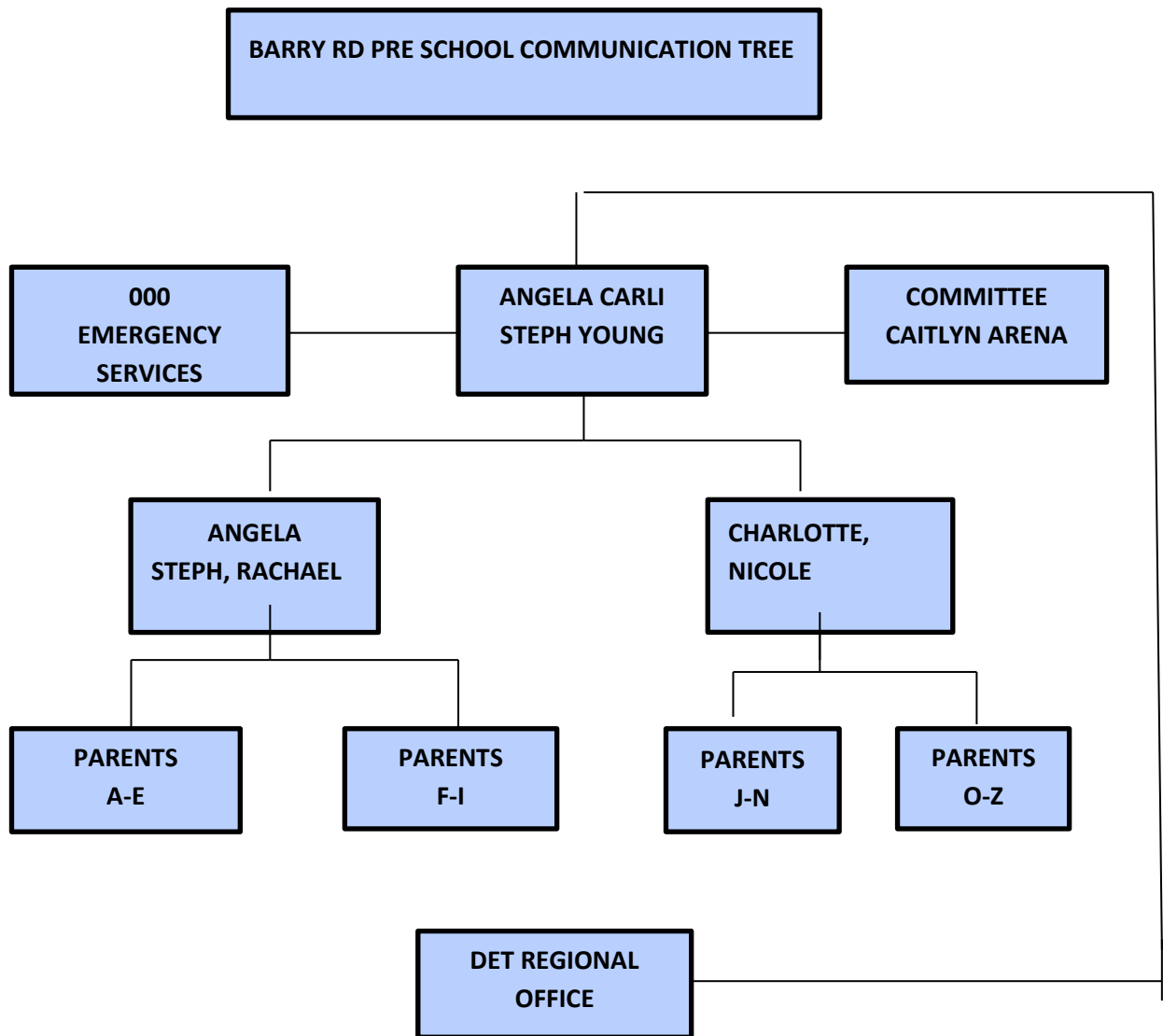
Activities may include the following:

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

Post- emergency

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

8. Communication tree



9. Staff trained in first aid

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

Staff Member	Training	Date Qualified To
Angela Carli	First Aid, Anaphylaxis, Asthma, CPR	10/02/2024
Charlotte Victoria	First Aid, Anaphylaxis, Asthma, CPR	11/02/2023
Steph Young	First Aid, Anaphylaxis, Asthma, CPR	11/02/2023
Rachael Dark	First Aid, Anaphylaxis, Asthma, CPR	01/06/2022
Nicole Way	First Aid, Anaphylaxis, Asthma, CPR	10/02/2024

10 Emergency response procedures

10.1 On-site evacuation/relocation procedure

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

- **Call 000** and inform emergency services of the nature of the emergency.
- Determine which of your facility's pre-identified on-site evacuation points is most appropriate to use.
Assemble children, educators, staff and visitors at your nominated on-site **TO EITHER THE PRIMARY ASSEMBLY POINT AT THE THEATRE NEAR THE BLUE SLIDE NEAR THE SINGLE GATE OR THE SECONDARY ASSEMBLY POINT OUTSIDE THE FOYER EXIT IF THIS IS THE EVACUATION OPTION**
- Take the child attendance list, educator and staff attendance list, your Emergency Kit/First Aid Kit and a copy of this EMP.
- Once at the assembly point, check all children, educators, staff and visitors are accounted for.
- Ensure communications with emergency services is maintained.
- Wait for emergency services to arrive or provide further information.
- Confirm with emergency service personnel that it is safe to return to normal operations.
- Seek advice from your Approved Provider or Person with Management or Control Representative if required.
- Maintain a record of actions/decisions undertaken and times.
- Contact parents as required or as per service policy.

Actions after on-site evacuation/relocation procedure

- Ensure any children, educators, staff or visitors with medical or other needs are supported.
- Determine whether to activate your parent reunification process.
- Determine if there is any specific information educators, staff, children and visitors need to know (e.g. parent reunification process or areas of the facility to avoid).
- Print and issue pre-prepared parent letters as appropriate.
- Undertake operational debrief with educators, staff and Incident Management Team to identify any on-site evacuation and procedural changes that may be required.
- Complete your Post Emergency Record form (refer to Appendix 4 of the *Guide to Developing Your Emergency Management Plan*).

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

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

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

- **Children's services** operating under the *Children's Services Act 1996* (Children's Services Act) refer to the practice note *Serious incidents* available at: www.education.vic.gov.au/childhood/providers/regulation/Pages/vcspracnotes.aspx

10.2 Off-site evacuation procedure

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

- **Call 000** for emergency services and seek and follow advice.
- Determine which off-site assembly point you will evacuate children, educators, staff and visitors to.
- Check all children, educators, staff and visitors are accounted for.
- **Assemble children, educators, staff and visitors the primary (COMMUNITY CENTRE) or secondary off-site assembly points (Local milk bar corner of Barry Rd and Gillwell Rd).**
- Take your emergency kit/first aid kit (including your children, educator and staff attendance lists and a copy of this EMP).
- Once at assembly point, check all children, educators, staff and visitors are accounted for.
- Ensure communications with emergency services is maintained.
- Wait for emergency services to arrive or provide further information.
- Confirm with emergency service personnel that it is safe to return to normal operations.
- Seek advice from your Approved Provider or Person with Management or Control Representative if required.
- Maintain a record of actions/decisions undertaken and times.
- Contact parents as required or as per service policy.

Actions after off-site evacuation procedure

- Ensure any children, staff or visitors with medical or other needs are supported.
- Determine whether to activate your parent reunification process.
- Determine if there is any specific information staff, children and visitors need to know (e.g. parent reunification process or areas of the facility to avoid).
- Print and issue pre-prepared parent letters as appropriate.
- Undertake operational debrief with staff and IMT to identify any off-site and procedural changes that may be required.
- Complete your Post Emergency Record form (refer to Appendix 4 of the *Guide to Developing Your Emergency Management Plan*).

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10.3 Lock-down procedure

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

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

Actions after lock-down procedure

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

- Complete your Post Emergency Record form (refer to Appendix 4 of the *Guide to Developing Your Emergency Management Plan*).

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.

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10.4 Lock-out procedure

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

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

Actions after lock-out procedure

- Ensure any children, educators, staff or visitors with medical or other needs are supported.
- Determine whether to activate your parent reunification process.
- Determine if there is any specific information educators, staff, children and visitors need to know (e.g. parent reunification process or areas of the facility to avoid).

- Print and issue pre-prepared parent letters as appropriate.
- Undertake operational debrief with staff and IMT to identify any lock-out and procedural changes that may be required.
- Complete your Post Emergency Record form (refer to Appendix 4 of the *Guide to Developing Your Emergency Management Plan*).

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

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10.5 Shelter-in-place procedure

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

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

Actions after shelter-in-place procedure

- Ensure any children, educators, staff or visitors with medical or other needs are supported.
- Determine whether to activate your parent reunification process.
- Determine if there is any specific information educators, staff, children and visitors need to know (e.g. parent reunification process or areas of the facility to avoid).
- Print and issue pre-prepared parent letters as appropriate.
- Undertake operational debrief with staff and IMT to identify any shelter-in-place and procedural changes that may be required.
- Complete your Post Emergency Record form (refer to Appendix 4 of the *Guide to Developing Your Emergency Management Plan*).

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

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10. Response procedures for specific emergencies

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

10.1 Building fire

- Activate the fire alarm, call 000 for emergency services and seek and follow advice
- If appropriate, follow the procedure for on-site evacuation.
- Report the emergency immediately to the Chief Warden who will convene your IMT if necessary.
- Extinguish the fire (only if safe to do so).
- Evacuate to the **to either the primary assembly point at the blue slide near the single gate or the secondary assembly point outside the foyer exit if this is the evacuation option** closing all doors and windows (if safe to do so)
- Check that all areas have been cleared and notify the Chief Warden.
- Check that all students, staff, visitors and contractors are accounted for.
- Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.
- Contact parents as required.

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10.2 Grass fire

A grassfire is observable or identified via a VicEmergency App alert, emergency services and/or other advice and within approximately 10km from the kindergarten

- If immediate assistance is required phone '000'
- Contact Vic Emergency Hotline on 1800 126 126 for information on the fire
- Report the emergency immediately to the Chief Warden who will convene your Incident Management Team and in consultation with emergency services determine the appropriate response
- Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required

- Continue to monitor local conditions (wind changes, size of fire, direction of travel) and emergency warnings and advice messages through the VicEmergency App, TV, battery powered radio tuned to an emergency broadcaster (local ABC radio)
- Ensure staff and students do not hinder emergency services or put themselves at risk by going near damaged buildings or trees
- Contact parents as required
- Staff will remain with children until they are collected by parents or relocated by emergency services.

If sheltering-in-place is required, move all students, staff and visitors to the PLAY ROOM / STOREROOM if possible, following the identified egress route:

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

While sheltering at the **THEATRE** or the **COMMUNITY CENTRE**

- Check that all students, staff, visitors and contractors are accounted for.
- Assemble all staff and students in a tight group maximising the distance to potential sources of fire, with the more vulnerable people towards the centre of the group.
- Staff to check that children have their shoes on and drink bottles with them

- Staff will endeavour to keep students as calm and hydrated as possible
- Administer first aid if required
- Staff will identify and attend to students who show signs of or are known to be susceptible to exposure to smoke. Where possible supply these students with smoke masks.
- Maintain communication with emergency services and remain in place until emergency services or additional support arrives
- Communicate to all parents once the all clear has been given.
- Ensure any students, staff or visitors with medical or other needs are supported.
- Advise the Incident Support and Operations Centre on 1800 126 126 that the event is over.
- Determine whether to activate your parent re-unification process.
- Determine if there is any specific information students, staff and visitors need to know (for example parent reunification process or areas of the facility to avoid).
- Direct all Media enquiries to DET Media Unit on 8688 7776
- Print and issue pre-prepared parent letters and give these to students to take home.
- Ensure all staff are made aware of Employee Assistance Program contact details.
- Seek support from Student Support Services if required.
- Seek support from your region/regional Manager, Operations and Emergency Management as required.
- Undertake operational debrief with staff and Incident Management Team to identify any shelter-in-place and procedural changes that may be required.
- Complete your Post Emergency Record.

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

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

- **Education and care services** operating under the National Quality Framework (NQF) refer to the fact sheet *Serious incidents and complaints* available at:
http://www.education.vic.gov.au/childhood/providers/regulation/Pages/incidents_complaints.aspx

Notifications of serious incidents, incidents and complaints must be submitted online via the National Quality Agenda IT System (NQA ITS) www.acecqa.gov.au/national-quality-agenda-it-system

- **Children's services** operating under the *Children's Services Act 1996* (Children's Services Act) refer to the practice note *Serious incidents* available at:
www.education.vic.gov.au/childhood/providers/regulation/Pages/vcspracnotes.aspx
-

10.3 Industrial/factory fire

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

- Call 000 for emergency services and seek and follow any advice from Emergency Services
- Report the emergency immediately to the Chief Warden
- If you can detect smoke or fumes, move all staff, students, visitors and contractors indoors. Close windows and doors and turn off air-conditioning.
- Check staff, students and visitors are accounted for

- Check staff, students and visitors with respiratory/relevant illnesses or conditions that may make them particularly vulnerable to smoke or fumes. If at any time you determine the situation poses an unacceptable risk to these individuals, consider arranging for their evacuation from the school.
- Notify your region and seek further advice from your regional Manager, Operations and Emergency Management if required
- Monitor the VicEmergency website at www.emergency.vic.gov.au, or the VicEmergency App on your mobile device, for any warnings and advice
- Contact families and advise them that students are safe and not to come to the school until further notice (or the end of the school day)
- Await advice from emergency services or from the Department before resuming normal school activities outdoors
- Follow-up communications with parents as required.
- Education and care services and children's services are reminded that they must report serious incidents to the relevant DET QARD Area Team in accordance with relevant regulatory requirements. This can be submitted on-line via the NQA IT portal. Service agreements also require approved providers to notify DET in the event of a serious incident.
 - Education and care services operating under the NQF refer to the fact sheet *Serious incidents and complaints* available at: www.education.vic.gov.au/childhood/providers/regulation/Pages/nqffactsheets.aspx
 - Children's services operating under the Children's Services Act refer to the practice note *Serious incidents* available at: www.education.vic.gov.au/childhood/providers/regulation/Pages/vcspracnotes.aspx
-

Specific actions prior to the start of the day:

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

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 not to come to the school for collection until the 'all clear' has been given
- If the situation is determined to pose an unacceptable risk to student transportation routes ensure parents are informed and organise alternative arrangements.

10.5 Major external emissions/spill (includes gas leaks)

- Contact the relevant utility faults/emergency line and follow advice
 - **Call 000** for emergency services and seek and follow advice.
 - Report the emergency immediately to the Chief Warden who will convene your IMT if necessary.
 - Move staff and students away from the spill to a safe area and isolate the affected area.
 - Seek advice in regards to clean up requirements, and if safe to do so, the spill can be cleaned up by staff. Personal Protective Equipment should be worn as per the requirements of the Material Safety Data Sheet and Safety Work Procedure.
 - Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.
 - Contact parents as required.
 - Seek advice from OHS Advisory Service 1300 074 715
 - Consider notification to WorkSafe 13 23 60
 - Report on *eduSafe*.
-
- Education and care services and children's services are reminded that they must report serious incidents to the relevant DET QARD Area Team in accordance with relevant regulatory requirements. This can be submitted on-line via the NQA IT portal. Service agreements also require approved providers to notify DET in the event of a serious incident.
 - Education and care services operating under the NQF refer to the fact sheet *Serious incidents and complaints* available at:
www.education.vic.gov.au/childhood/providers/regulation/Pages/nqffactsheets.aspx
 - Children's services operating under the Children's Services Act refer to the practice note *Serious incidents* available at:
www.education.vic.gov.au/childhood/providers/regulation/Pages/vcspracnotes.aspx

10.6 Medical emergency

If a medical emergency occurs on a school site or on an excursion

- Call '000' if immediate/life threatening
- Administer first aid
- Contact parent/guardian of affected student
- Record evidence
- Keep other students away from the emergency/incident
- Provide support for students who may have witnessed early stage of emergency

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

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

- **Education and care services** operating under the National Quality Framework (NQF) refer to the fact sheet *Serious incidents and complaints* available at:
http://www.education.vic.gov.au/childhood/providers/regulation/Pages/incidents_complaints.aspx

Notifications of serious incidents, incidents and complaints must be submitted online via the National Quality Agenda IT System (NQA ITS) www.acecqa.gov.au/national-quality-agenda-it-system

- **Children's services** operating under the *Children's Services Act 1996* (Children's Services Act) refer to the practice note *Serious incidents* available at: www.education.vic.gov.au/childhood/providers/regulation/Pages/vcspracnotes.aspx
-

10.7 Missing child

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

- Search the immediate area
- Contact the parent/carer
- Contact '000' for police to report child missing
 - Provide a description, time last seen and location

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

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

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

10.8 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 your region and seek advice from your regional Manager, Operations and Emergency Management if required.
- Contact parents as required.

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

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

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

10.9 Bomb/substance threat

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

Immediate response

- Immediately clear and cordon off the area in the vicinity of the object.
- Call **000** for police and seek and follow advice.
- Report the threat to the Chief Warden/principal who will coordinate the emergency response until police arrive.
- Report the emergency to the Incident Support and Operations Centre on 1800 126 126.
- Do not approach, touch, tilt or tamper with the object.

Evacuation

- Evacuate the school and:
 - Ensure students and staff are not directed past the object
 - Alert any other services co-located at the school site
 - Check that all students, staff and visitors are accounted for
 - Restrict all access to the site and ensure there are no barriers inhibiting access by police

Communication

- Provide police with details of the situation, including actions you have taken and intend to take. Follow any advice provided by police.
- Contact parents when evacuation is complete and it is safe to do so.
- Notify your regional emergency management contact and seek advice if necessary.
- Direct all Media enquiries to DET Media Unit on 8688 7776.
- Await "all clear" advice from police before returning to school buildings to resume normal school activities.

If a bomb/substance threat is received by telephone

- **DO NOT HANG UP**
- Keep the person talking for as long as possible and obtain as much information as possible.
- Without alerting the caller, signal a co-worker to:
 - call 000 for police on a separate phone
 - notify the Chief Warden/principal
 - report emergency to the Incident Support and Operations Centre on 1800 126 126.
- Fill out the *Bomb Threat Checklist* and record the following details while you are on the phone to the caller (The *Bomb Threat Checklist* is provided in the "**Related forms**" section of your on-line EMP. The checklist should be located with staff who normally answer in-coming phone calls):
 - gender of caller
 - age of caller
 - accents and speech impediments
 - background noises
 - key phrases used
 - whether the threat is automated/taped/recorded.

Ask the caller:

- where exactly is the bomb/substance located?
- what time will the bomb explode/the substance be released?
- what will make the bomb explode/how will the substance be released?
- what does the bomb look like?
- what kind of device/substance is it?
- who put the bomb/substance there? Why was it put there?
- what kind of substance is it (gas, powder, liquid)? How much is there?
- where are you? Where do you live?
- what is your name? What are your contact details?
- Once the call is finished:
 - **DO NOT HANG UP** - it may be possible for police to trace the call if the telephone line is kept open, regardless of whether the caller hangs up.
 - Immediately:
 - inform the Chief Warden/principal if this has not yet been done
 - call 000 to report threat to police if this has not yet been done - use a different telephone line or mobile phone
 - clear and cordon off the area if the caller identified the location of the object. Do not approach, touch, tilt or tamper with the object.
 - implement evacuation and communication procedures as indicated in section "**If a suspicious object is found**" above
 - report the emergency to the Incident Support and Operations Centre on 1800 126 126
 - ensure all of the caller information has been written down and provided to police on arrival.

If a bomb/substance threat is received by letter

- Place the letter in a clear bag or sleeve and store in a secure place
- Avoid any further handling of the letter or envelope
- Call 000 for police and seek and follow advice
- Notify the Chief Warden/principal
- If the letter identifies the location of a device, immediately clear and cordon off the nominated area. Do not approach, touch, tilt or tamper with the object.

- Implement evacuation and communication procedures as indicated in section "**If a suspicious object is found**" above.
- Report emergency to the Incident Support and Operations Centre on 1800 126 126

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

- **DO NOT DELETE THE MESSAGE**
- Call 000 for police and seek and follow advice
- Notify the Chief Warden/principal
- If the email identifies the location of a device, immediately clear and cordon off the area. Do not approach, touch, tilt or tamper with the object.
- Implement evacuation and communication procedures as indicated in section "**If a suspicious object is found**" above.
- Report emergency to the Incident Support and Operations Centre on 1800 126 126.

If you are at the site of an explosion

- Direct staff to shelter students under sturdy tables or desks if objects are falling around you.
- Implement evacuation and communication procedures as indicated in section "**If a suspicious object is found**" above. Do not retrieve personal belongings or make phone calls when evacuating.
- Help others to leave the area. Use stairs instead of elevators.
- Be aware of weakened floors and stairways and watch for falling debris.
- Once out of the affected building:
 - Move students away from windows and glass doors or other potentially hazardous areas
 - Use caution to avoid debris that could be hot or sharp
 - Call 000 for emergency services and seek and follow advice
 - Report the emergency to the Incident Support and Operations Centre on 1800 126 126
 - Be aware of any potential secondary explosions
 - Limit use of phones as communications systems may become congested.

TELEPHONE BOMB THREAT CHECKLIST

March 2017

STAY CALM

DATE CALL RECEIVED: / /

TIME OF CALL:

TIME CALL ENDED:

EXACT WORDING OF THREAT

.....

.....

.....

Could you identify the caller's phone number?

DON'T HANG UP

KEEP THE CALLER TALKING

ASK THE CALLER

When is the bomb going to explode?

Where is the bomb?

What will make the bomb explode?

What kind of bomb is it?

What does the bomb look like?

Why did you place the bomb here?

Where are you now?

What is your name?

What is your address?

When was the bomb placed here?

Who placed the bomb?

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

CALL DETAILS (where possible to obtain)

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

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

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

Characteristics of the call:

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

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

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

YOUR NAME: **SCHOOL/CAMPUS:**

10.10 Severe weather event

- **Call 000** if emergency services are needed and seek and follow advice.
- Before the storm, store or secure loose items external to the building, such as outdoor furniture and rubbish bins.
- Secure windows (close blinds) and external doors. If necessary, tape windows and glass entrances. Utilise boards and sandbags if required.
- Monitor the VicEmergency website and/or VicEmergency App
- Monitor the Bureau of Meteorology website for weather updates and weather warnings
- During a severe storm:
 - Remain in the building and keep away from windows.
 - Restrict the use of telephone landlines to emergency calls only, particularly during a thunderstorm.
- Report any matter concerning the safety and wellbeing of students, staff and visitors to the Chief Warden.
- Disconnect electrical equipment - cover and/or move this equipment away from windows.
- Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.
- Listen to local radio or TV on battery-powered sets for weather warnings and advice.

10.11 Smoke

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

Medical

- **Call 000** if anyone is experiencing wheezing, chest tightness and difficulty breathing.
- Closely monitor for adverse effects of smoke on students and staff.
- Students and staff with existing heart or lung conditions (including asthma) should follow the treatment plan advised by their doctor.
- Asthmatics must follow their personal asthma action plan and keep a reliever or inhaler on hand.
- Notify parents as required regarding conditions

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 your region and seek advice from your SEIL or regional Manager, Operations and Emergency Management if required

- For health information about smoke go to:
www.betterhealth.vic.gov.au/bushfiresmoke or
<http://www.betterhealth.vic.gov.au/plannedburns>
- For information about planned burns in your area call 1800 226 226, download the VicEmergency app. Detailed information about the time, location and status of planned burns for the next 10 days can be found at
<http://www.delwp.vic.gov.au/fire-and-emergencies/planned-burns-for-the-next-ten-days>
- Tune in to your ABC Radio station and keep listening for advice and warnings. You can find your local station on the ABC Radio frequency finder as well as listen online or via the ABC Radio app.

10.12 Snakes

- Treat the snake as venomous – almost all snakes occurring on or entering school properties in Victoria are venomous.
 - Remain calm and alert students and staff - advise them to stay calm, move away slowly and keep away.
 - If the snake is very close to you (around 1.5 metres or less) remain motionless until the snake moves away.
 - If the snake is not agitated or defensive, calmly and slowly move to a safe distance away from the snake observing its position at all times.
 - If the snake is located around buildings and playgrounds consider the need to activate a Lock Down procedure.
 - If the snake is located inside a building, consider the need to evacuate the classroom or building.
 - Leave the snake alone and give it the opportunity to escape. If possible, monitor the snake from a safe distance (at least 5 metres away) in order to see where it goes and to direct a snake catcher to the snake (or its shelter site) if one is called.
 - If the snake remains on kindergarten grounds, call the local licensed snake catcher on insert local snake catcher contact details here.
-
- Call Mark Pelley The Snake Hunter on 0403875409. We cover Whittlesea and all suburbs of Melbourne for:
 - Snake Catcher
 - Snake Handler
 - Snake Removal
 - Snake Relocation.

10.13 Pandemic and Communicable Diseases

Appendix B of the DET Pandemic Influenza Incident Response Plan provides details of the [key actions](#) for schools to implement at each of the preparedness and response stages of a pandemic influenza event.

Incident response

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

Hygiene measures

Reinforce basic hygiene measures including:

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

Communications

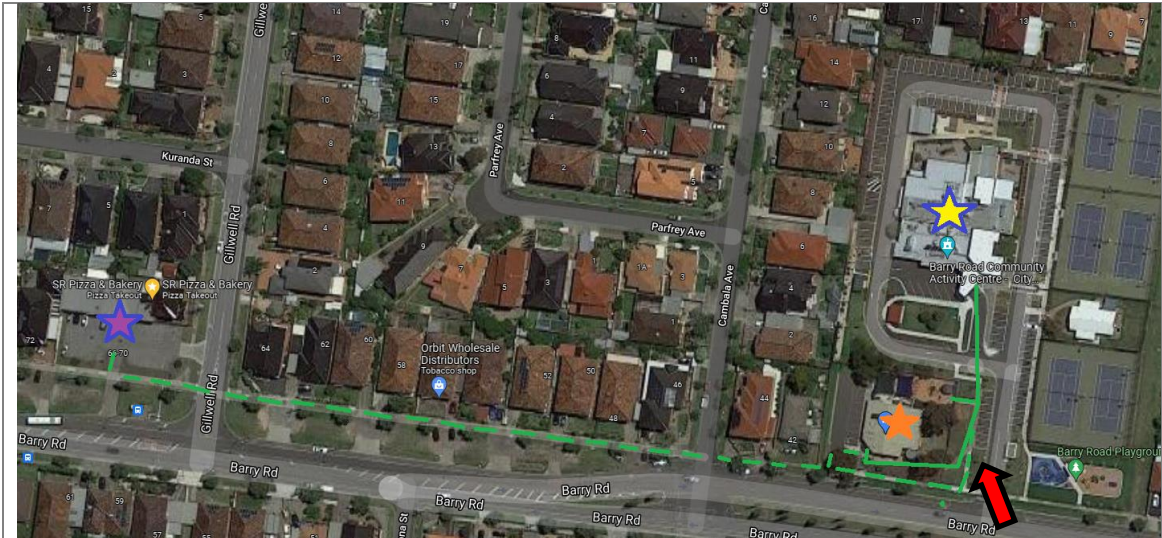
- In May, (or at the time of the overseas detection, if earlier), ensure hygiene information/posters are communicated/ displayed.
- In late May, (or at the time of the overseas detection, if earlier), consider providing information sessions for staff and parents/carers to communicate:
 - the status of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

11 Area map

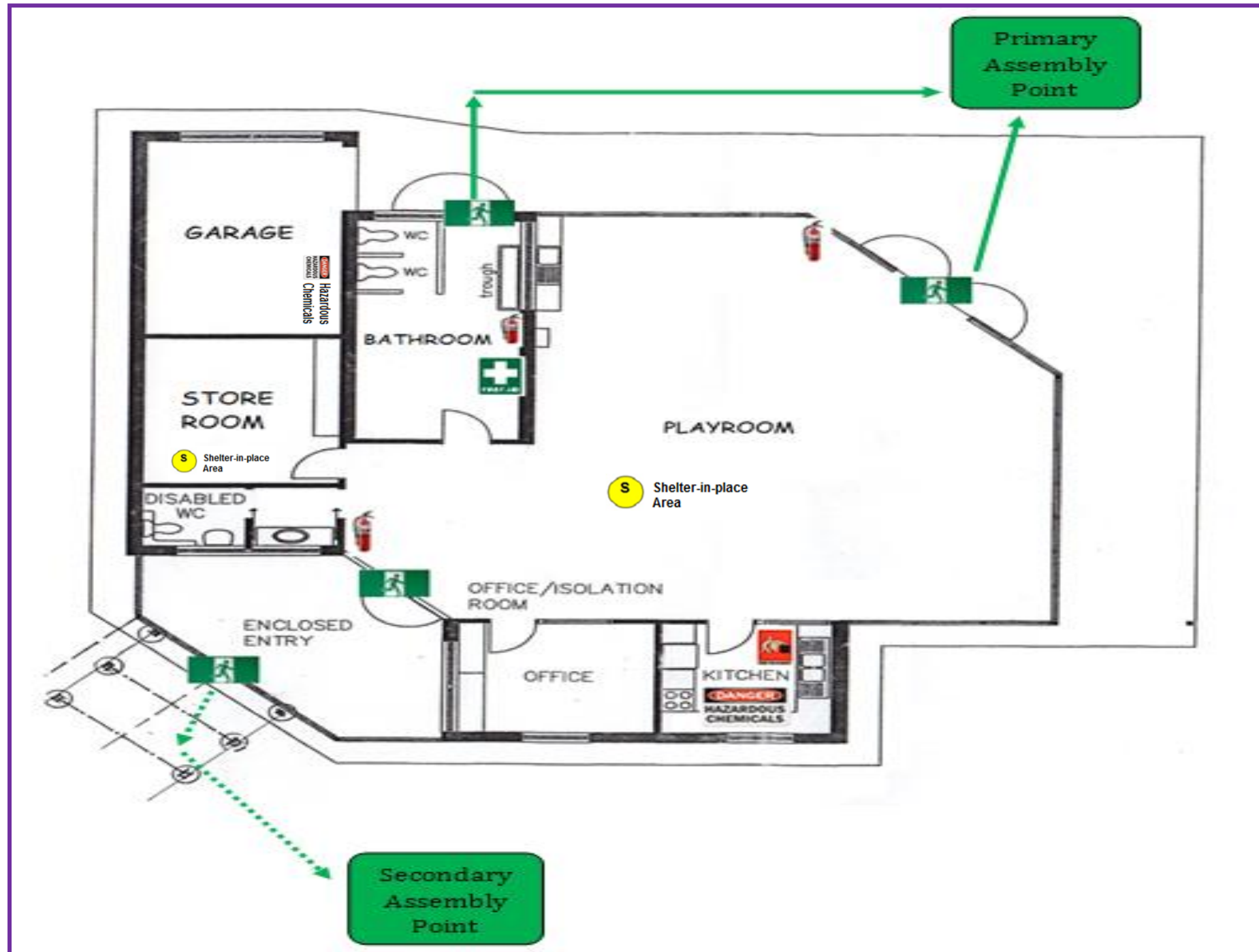
Date Area Map Validated: 9/02/2022



Distance to Primary off-site assembly point:	150m
Approx. time to reach Primary off-site assembly point:	2mins
Distance to Secondary off-site assembly point:	300m
Approx. time to reach Secondary off-site assembly point:	10min
Legend	
Barry Road PreSchool	
Primary off-site assembly point	
Route to Primary off-site assembly point	
Secondary off-site assembly point	
Route to Secondary off-site assembly point	
Emergency services access point	

11. Evacuation diagram

Date Evacuation Diagram Validated: 9/02/2022



Evacuation Procedure

1. Call 000
2. Inform emergency services of the nature of the emergency
3. If the decision to evacuate onsite is made, evacuate children, staff and visitors out of the building; to the primary assembly point at the theatre near the blue slide, near the single gate or the secondary assembly point outside the foyer exit if this is the evacuation option.
4. Take the childrens attendance list, ipad with enrolment information, mobile phone, staff roster, childrens medications and emergency kit/first aid kit.
5. Once at the assembly area, check all children, staff and visitors are accounted for.
6. Wait for emergency services to arrive or provide further instructions.

In Case of Fire



Remove persons from immediate danger.



Alert nearby personnel and the Chief Warden, call 000.

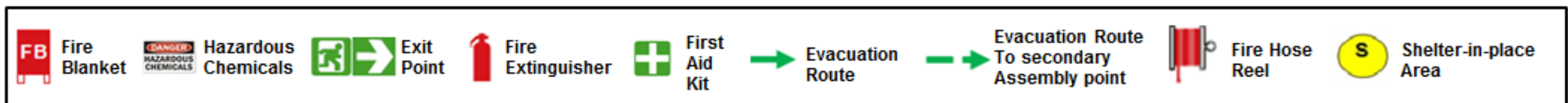


Confine fire and smoke. Close windows and doors (if safe).
Keep low, under the smoke.



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

Legend



PART 2 – EMERGENCY PREPAREDNESS

11.1.1 Early childhood service facility profile

16.1 General Information

Early Childhood Service Name	Barry Rd Pre-School
Physical Address	32 Barry Rd Thomastown, 3074
Operating Days	Monday-Friday
Operating Hours	Mon – Thurs 8.00-5.00 Fri – 8.00 – 2.00pm
Phone	03 9465 0043
Email	barry.rd.kin@kindergarten.vic.gov.au
Website	www.barryrdpreschool.org.au
Number of buildings	1
Is the facility a designated Neighbourhood Safer Place?	YES
Shelter-In-Place Location	YES
Number of Children (or approved places)	90 Children enrolled 30 Approved places per session
Total Number of Educators/Staff	6
Methods used for communications to our service's community	SMS, APPSESSMENT APP.
Early Childhood Service Name	Barry Rd Pre-School

16.2 Other services/users of site

Service / User Name	
Location	
Children/Visitor Numbers	
Operating Hours/Days	
Emergency Contact Name	
Phone Number	
Mobile Number	

16.3 Building information summary

Telephones (Landlines)					
Location		Number	Location		Number
Office		03 9465 0043	Office/Mobile Phone		0429 916 093
Playroom		As Above			
Alarms	Location		Monitoring Company	Location of Shut-off Instructions	
Fire:	2 X PLAYROOM 1 X CHILDRENS BATHROOM				
Intrusion:	Foyer		Proforce SN Group Alarm	Key in relevant code	
Other:	Office		As Above	Call Council 9217 2170	
Utilities	Location		Service provider	Location of Shut-off Instructions	
Gas / Propane:	Front of Building		Energy Australia	No Access	
Water:	Front of Building		Yarra Valley Water	No Access	
Electricity:	Front of Building		Energy Australia	No Access	
Sprinkler System					
Location of Control Valve:			No		
Location of Shut-off Instructions:			No		
Building and site hazards					
Hazard Description			Location		
Chemical Storage			Kitchen locked cabinet		
			Garage locked cupboard		

11.1.2 Risk assessment

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

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

1. Identified Hazard or Threat	2. Description of Risk	3. Current Risk Control Measures Implemented at our Service	4. Risk Rating			5. Treatments to be Implemented Measures to be taken by our service to eliminate or reduce impact of the risk	6. Revised Risk Rating After implementing Treatments		
			Consequence	Likelihood	Risk Level		Consequence	Likelihood	Risk Level
Grassfires	-Risk of death/injury from burns or smoke inhalation. -Risk of psychological injury.	-Annual Council Maintenance Audit to identify potential hazards -Bring any issues up immediately with Council -Working bees to clear risk areas	Moderate	Likely	High	-Prior to bushfire season revise EMP -Practice evacuation drills and lockdown drills	Moderate	Possible	Medium
Building Fire	-Risk of injury from burns or smoke inhalation. -Risk of property damage or property loss.	- Ensure fire services equipment (fire hose reels, fire extinguishers, fire blankets, hydrants) is tested and tagged as per Australian Standards. -Test communication systems (PA system) on a regular basis. - Ensure there is a fire blanket (tested and tagged to Australian Standards) available in all kitchen areas. - Ensure all electrical equipment is tested and tagged as per Australian Standards and that frayed leads,	Minor	Rare	Low				

		damaged equipment ect are disposed of in an appropriate manner.							
Severe weather and storms	<ul style="list-style-type: none"> -There is a risk of injury due to severe weather event. -Flying debris -Flooding -Falling objects -Falling power lines 	<ul style="list-style-type: none"> -Monitor weather events -Ensure regular and ongoing maintenance of grounds and buildings -Review lockdown procedures as per EMP -Ensure roof gutters, drains are clear -Test communications 	Severe	Unlikely	High				
Intruders/Personal threat	<ul style="list-style-type: none"> Angry parent: -Emotional distress -Risk of physical/psychological harm 	<ul style="list-style-type: none"> -Ensure reception is secure -ID yourself -lock gates/restricted access -staff have key chains with id's on them -sign in procedures -duress alarm in office 	Major	Rare	Medium	-staff to agree on a command/signal known as "I am at risk"	Major	Likely	Medium
Bomb Threat	Physical or psychological injury could occur to staff, visitors or contractors.	<ul style="list-style-type: none"> - Ensure each phone has a Bomb Threat Checklist available. - Schedule and practice emergency evacuation drills on a regular basis. - Implement and follow Bomb Threat response procedure (located in EMP). 	Severe	Rare	Medium				
Vehicle Incident	<ul style="list-style-type: none"> -Car park incidents -cars running off the road or car park area 	<ul style="list-style-type: none"> -Fencing -Rocks/ trees -Car park sign to watch for children -Foyer prior to playroom 	Severe	Rare	Medium				
Pandemic	-Risk of health and possible death (in extreme cases).	<ul style="list-style-type: none"> - Ensure basic hygiene measures are in place and posters are displayed at the beginning of flu season (April) - Ensure there is convenient access to water and liquid soap and/or alcohol-based sanitiser 	Severe	Rare	Medium				

		- Ensure staff and children are educated about covering their cough to prevent the spread of germs.							
Hazardous Substance Release: Inside and Outside Facility Grounds	-Exposure to certain liquids or gases may be hazardous to health. -Gas Leak	- Develop and implement safe work procedures for handling chemicals. - Schedule and practice emergency evacuation drills on a regular basis -obtain material safety data sheets (MSDS) for all dangerous goods on site.	Severe	Rare	Medium				
Off-site emergencies	Risk of injury to staff and students in the event that an emergency occurs offsite at an excursion.	-Excursion risk assessment completed prior to excursion -Bus with seatbelts	Major	Rare	Medium				
Industrial fire/chemical emissions incident at a nearby location'	Exposure to Industrial fire or chemical emissions incident in the local community	Monitor on Vic emergency app	Major	Likely	High				
Medical Emergency	Children experiencing medical episode.	-Children's medical conditions identified and known to staff / relievers -Parents aware of allergies within the centre and certain foods are excluded from the service. -Individual risk assessments and communication plans are developed for children identified with a medical condition. -Children's medications are kept onsite and accessible at all times. -First aid kits and medication checked termly to ensure it is in date.	Moderate	Possible	Medium	-Ensure all staff and relievers are aware of Childrens medical conditions. -Individual risk assessments and communication plans developed. -Children's individual medications kept onsite -Centre EpiPen & Ventolin onsite -All staff first aid trained.	Moderate	Possible	Medium

Missing Child	Child missing	<ul style="list-style-type: none"> -Gates and fencing inspected prior to children arriving each day to ensure there are no gaps in fencing and gates are secure. -Staff constantly aware of number of children in attendance, and head count frequently. - Staff constantly monitoring the door at drop off and pick up. -Door handles are out of children's each and external doors are locked at all times. 	Major	Possible	High				
Smoke	Smoke inhalation or smoke triggering medical episode (eg. Asthma)	<ul style="list-style-type: none"> Monitor VIC Emergency app for fires in the area. Staff aware of weather conditions. 	Minor	Possible	Medium				
Snakes	Snake bite	Daily inspections of the building and yard.	Major	Rare	Medium				

11.1.3 Emergency response drills schedule

ADVENTURERS

	Type of Drill	Person Responsible	Target Date & Date Drill Performed	Observer's Record Completed* ✓
Term 1				
Term 2				
Term 3				
Term 4				

INVENTORS GROUP

	Type of Drill	Person Responsible	Target Date & Date Drill Performed	Observer's Record Completed* ✓
Term 1				
Term 2				
Term 3				
Term 4				

EXPLORERS GROUP

	Type of Drill	Person Responsible	Target Date & Date Drill Performed	Observer's Record Completed* ✓
Term 1				
Term 2				
Term 3				
Term 4				

Emergency kit checklist

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

Date Emergency Kit checked:	
Next check date:	

11.1.4 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		
Appropriate key local community contact numbers have been added for example Fire, Ambulance, Police, local government, nearest hospital. (see page 5)		
Key contact numbers for internal staff have been added.		
Approved Provider or Person with Management or Control Representative and DET regional contact numbers are included.		
Communications Tree detailing process for contacting emergency services, staff and parents included.		
Incident management team		
An Incident Control structure has been identified, with appropriate persons assigned and contact details provided.		
Responsibilities are clearly defined and back up names included for each position on the IMT.		
Evacuation, lockdown, lockout and shelter-in-place procedures		
Procedures that are specific to the early childhood service's processes have been completed for:		
• Evacuation on-site		
• Evacuation offsite		
• Lockdown		
• Lockout		
• Shelter-in-place		
Emergency response procedures		
Localised emergency response procedures have been developed for specific emergencies in-line with the hazards/threat identified in the risk assessment.		
Staff trained in first aid		

Staff trained in first aid list has been updated.		
Area map		
The area map is clear and easy to follow.		
The area map has:		
<ul style="list-style-type: none"> two evacuation assembly areas on-site 		
<ul style="list-style-type: none"> external evacuation routes 		
<ul style="list-style-type: none"> surrounding streets and safe exit points marked 		
<ul style="list-style-type: none"> emergency services access points marked 		
Evacuation diagram		
The evacuation diagram is clear and easy to follow		
The evacuation diagram has:		
<ul style="list-style-type: none"> a pictorial diagram of the floor or area (at least 200mm x 150mm in size, A3) 		
<ul style="list-style-type: none"> a title, for example EVACUATION DIAGRAM 		
<ul style="list-style-type: none"> the 'YOU ARE HERE' location 		
<ul style="list-style-type: none"> the designated exits, which shall be in green 		
<ul style="list-style-type: none"> hose reels, marked in red 		
<ul style="list-style-type: none"> hydrants, marked in red 		
<ul style="list-style-type: none"> extinguishers, marked in red 		
<ul style="list-style-type: none"> designated shelter-in-place location 		
<ul style="list-style-type: none"> date plan was validated 		
<ul style="list-style-type: none"> location of primary and secondary assembly areas 		
<ul style="list-style-type: none"> a legend. 		
Parent contact information		
Parent contact information has been obtained and is up to date.		
Children, educators and staff with additional needs list		
Children, educators and staff with additional needs have been identified and strategies put in place for these persons where they require assistance in the event of an emergency.		
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 early childhood service's requirements.		