

# J.S. GREY KINDERGARTEN

## EMERGENCY AND EVACUATION POLICY

Mandatory – Quality Area 2

### PURPOSE

This policy will provide a framework for:

- the development of specific emergency and evacuation procedures, practices and guidelines at J. S. Grey Kindergarten
- raising the awareness of everyone attending J. S. Grey Kindergarten about potential emergency situations and appropriate responses.

### POLICY STATEMENT

#### 1. VALUES

J. S. Grey Kindergarten is committed to:

- providing a safe environment for all children, staff and persons participating in programs at J. S. Grey Kindergarten
- 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.

#### 2. SCOPE

This policy applies to the Approved Provider, Persons with Management or Control, Nominated Supervisor, Persons in Day to Day Charge, educators, staff, students on placement, volunteers, parents/guardians, children and others attending the programs and activities of J. S. Grey Kindergarten, including during offsite excursions and activities.

#### 3. 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).

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)* as part of their everyday 'best practice' operations. All education and care services listed on the Department of Education and Training (DET)'s Bushfire At-Risk Register are required as a condition of their service approval to submit their EMP to their regional office annually. DET provides *Emergency Management Plan Guidelines* and an *Emergency Management Plan* template to assist services develop and review their EMP (refer to *Sources* below for the link). All services must complete the required sections of the plan and lodge it with the relevant DET regional office. A copy should also be attached to this policy.

### 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*

## 4. DEFINITIONS

The terms defined in this section relate specifically to this policy. For commonly used terms e.g. Approved Provider, Nominated Supervisor, Regulatory Authority etc. refer to the *General Definitions* section of this manual.

**Attendance record:** Kept by the service to record details of each child attending the service including name, time of arrival and departure, signature of person delivering and collecting the child or of the Nominated Supervisor or educator (Regulation 158).

**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.

**Duty of care:** A common law concept that refers to the responsibilities of a service to provide an adequate level of protection against harm and all reasonable foreseeable risks.

**Emergency:** Includes any situation or event that poses an imminent or severe risk to the persons at the education and care service premises e.g. flood, fire or a situation that requires the service premises to be locked down (National Regulations, page 21).

**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* template are available on the DET website (refer to *Sources* below).

**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, Injury, Trauma and Illness Record:** Contains details of any incident, injury, trauma or illness that occurs while the child is being educated and cared for by the service. Any incident, injury, trauma or illness must be recorded as soon as is practicable but not later than 24 hours after the occurrence.

These details must be kept for the period of time specified in Regulation 183. A sample *Incident, Injury, Trauma and Illness Record* is available from the ACECQA: [www.acecqa.gov.au](http://www.acecqa.gov.au) (Search 'Sample forms and templates')

**Planned closure:** services identified as being at high fire risk and on the DET'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.

**Metropolitan Fire Brigade (MFB):** provide a fire and rescue service and are the first to respond to specific medical emergencies. The MFB 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:

- fire safety building inspections, and checking fire-fighting equipment
- delivering community awareness, education and safety programs.

**Notifiable incident:** An incident involving workplace health and safety that is required by law to be reported to WorkSafe Victoria. Notification is required for incidents that result in death or serious injury/illness, or dangerous occurrences. For a complete list of incidents that must be reported to WorkSafe Victoria, refer to the *Guide to Incident Notification* on the WorkSafe Victoria website: [www.worksafe.vic.gov.au](http://www.worksafe.vic.gov.au)

**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.

**Serious incident:** A serious incident (regulation 12) is defined as any of the following:

- the death of a child while being educated and cared for at the service or following an incident at the service
- any incident involving serious injury or trauma while the child is being educated and cared for, which
  - a reasonable person would consider required urgent medical attention from a registered medical practitioner; or
  - the child attended or ought reasonably to have attended a hospital e.g. a broken limb\*
- any incident involving serious illness of a child while that child is being educated and cared for by a service for which the child attended, or ought reasonably to have attended, a hospital e.g. severe asthma attack, seizure or anaphylaxis\*
  - \*NOTE: In some cases (for example rural and remote locations) a General Practitioner conducts consultation from the hospital site. Only treatment related to serious injury or illness or trauma are required to be notified, not other health matters
- any emergency for which emergency services attended. NOTE: This means an incident,

situation or event where there is an imminent or severe risk to the health, safety or wellbeing of a person/s at an education and care service. It does not mean an incident where emergency services attended as a precaution

- a child appears to be missing or cannot be accounted for at the service
- a child appears to have been taken or removed from the service in a manner that contravenes the National Regulations
- a child was mistakenly locked in or out of the service premises or any part of the premises.
- Examples of serious incidents include amputation (e.g. removal of fingers), anaphylactic reaction requiring hospitalisation, asthma requiring hospitalisation, broken bone/fractures, bronchiolitis, burns, diarrhoea requiring hospitalisation, epileptic seizures, head injuries, measles, meningococcal infection, sexual assault, witnessing violence or a frightening event.

**State of emergency:** A situation in which the government is granted special powers, by constitutional or legal provision, to deal with a perceived threat to law and order, or public safety.

**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.

## 5. SOURCES AND RELATED POLICIES

### Sources

- Australian Standards: Planning for emergencies in facilities (AS 3745–2010) available from [https://infostore.saiglobal.com/en-au/Standards/AS-3745-2010-Amdt-2-2018-122637\\_SAIG\\_AS\\_AS\\_281639/](https://infostore.saiglobal.com/en-au/Standards/AS-3745-2010-Amdt-2-2018-122637_SAIG_AS_AS_281639/)
- Department of Education and Training, *Guide to Preparing an Emergency Management Plan:* [https://www.education.vic.gov.au/Documents/childhood/providers/support/EmergencyManagementPlan\\_EarlyChildhood.docx](https://www.education.vic.gov.au/Documents/childhood/providers/support/EmergencyManagementPlan_EarlyChildhood.docx)
- Department of Education and Training, *Emergency Management Requirements:* <https://www.education.vic.gov.au/childhood/providers/regulation/Pages/emergencymanagementrequirements.aspx>
- Metropolitan Fire Brigade: [www.mfb.vic.gov.au](http://www.mfb.vic.gov.au)
- Country Fire Authority: [www.cfa.vic.gov.au](http://www.cfa.vic.gov.au)
- State Emergency Service: [www.ses.vic.gov.au](http://www.ses.vic.gov.au)
- WorkSafe Victoria: [www.worksafe.vic.gov.au](http://www.worksafe.vic.gov.au)

### Service policies

- *Administration of First Aid Policy*
- *Administration of Medication Policy*
- *Delivery and Collection of Children Policy*
- *Incident, Injury, Trauma and Illness Policy*
- *Occupational Health and Safety Policy*
- *Staffing Policy*

- *Supervision of Children Policy*

## PROCEDURES

### **The Approved Provider and Persons with Management or Control are responsible for:**

- completing the DET *Emergency Management Plan* (refer to *Sources*), lodging this with the relevant DET regional office and attaching a copy to this policy
- conducting a risk assessment to identify potential emergencies that the service may encounter (Regulation 97(2)) (refer to attached *Emergency Management Plan*)
- developing instructions for what must be done in the event of an emergency (Regulation 97(1)(a)) (refer to attached *Emergency Management Plan*)
- appointing an Incident Management Team (IMT) to oversee safety at the service in the event of an emergency (refer to attached *Emergency Management Plan*)
- developing an emergency and evacuation floor plan (Regulation 97(1)(b)) (refer to attached *Emergency Management Plan*)
- ensuring that a copy of the emergency and evacuation floor plan and instructions are displayed in a prominent position near each exit at the service premises (Regulation 97(4))
- ensuring that the emergency and evacuation procedures are rehearsed at least once every 3 months by all at the service (Regulation 97(3)(a))
- ensuring that the rehearsals of the emergency and evacuation procedures are documented (Regulation 97(3)(b)) (refer to attached *Emergency Management Plan*)
- ensuring that those working at, or attending the service, have access to a phone for immediate communication with parents/guardians and emergency services (Regulation 98), and that phone numbers of emergency services are displayed
- identifying potential onsite hazards and taking action to manage and minimise risk (refer to attached *Emergency Management Plan*)
- ensuring all infrastructure and service equipment are regularly checked for condition and maintenance, including emergency exit lighting
- ensuring the location of first aid kits, fire extinguishers and other emergency equipment are clearly signposted
- 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 whistles
- providing a fully-equipped portable first aid kit (refer to *Administration of First Aid Policy*)
- keeping lock-down areas in a state of readiness so they are safe for children, staff and visitors to be used
- developing a regular training schedule for staff to ensure that they are able to deal with emergency situations e.g. first aid, emergency management and OHS training
- regularly reviewing, evaluating and updating emergency management plans, manuals and procedures (at least annually or following an emergency incident)
- developing procedures to debrief staff following emergency incidents
- conducting checks of documentation and practices to ensure all requirements of this policy are being complied with
- notifying DET in writing within 24 hours of a serious incident (refer to *Definitions*)
- completing the *Incident, Injury, Trauma and Illness Record* (refer to *Definitions*) where required
- 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)

- reporting notifiable incidents (refer to *Definitions*) in the workplace to WorkSafe Victoria
- engaging with the Metropolitan Fire Brigade and/or Country Fire Authority regarding fire safety awareness and training for the service, including demonstrations of fire equipment, basic fire safety, smoke alarm, fire blankets and escape plans
- identifying staff and children requiring additional assistance in the event of an emergency (refer to attached *Emergency Management Plan*)
- ensuring that emergency contact details are provided on each child's enrolment form and that these are kept up to date
- ensuring that an attendance record (refer to *Definitions*) is maintained to account for all children attending the service (Regulation 158)
- keeping a written record of all visitors to the service, including time of arrival and departure
- ensuring all staff, parents/guardians, children, volunteers and students on placement understand the procedures to follow in the event of an emergency
- ensuring there are induction procedures in place to inform new staff, including casual or relief staff, of the emergency and evacuation policy and procedures
- ensuring all staff, parents/guardians, children, volunteers, students on placement and others attending the service are accounted for in the event of an evacuation
- developing procedures to deal with loss of critical functions, such as power/water shut off.

**The Nominated Supervisor and Persons in Day to Day Charge are responsible for:**

- ensuring that the emergency and evacuation floor plan is displayed in prominent positions and that all parents/guardians, volunteers, contractors, staff and relief staff are briefed and aware of the procedures
- ensuring that children are adequately supervised at all times and protected from hazards and harm (refer to *Supervision of Children Policy*)
- ensuring that the *Emergency Management Plan* (attached) is followed in the event of an emergency
- testing alarm whistles and communication systems regularly, such as on a monthly basis
- keeping lock-down areas in a state of readiness so they are safe for children, staff and visitors to be used
- informing the Approved Provider of any serious or notifiable incidents (refer to *Definitions*) that must be reported to DET or WorkSafe Victoria.

**All other educators are responsible for:**

- implementing the procedures and responsibilities in this policy and the service's *Emergency Management Plan* (attached)
- supervising the children in their care and protecting them from hazards and harm (refer to *Supervision of Children Policy*)
- providing support to children before, during and after emergencies
- checking that the attendance record (refer to *Definitions*) is completed at the beginning and end of each session
- keeping lock-down areas in a state of readiness so they are safe for children, staff and visitors to be used
- checking that the emergency evacuation procedure is displayed in prominent positions and that all persons at the service are made aware of these (refer to attached *Emergency Management Plan*)
- rehearsing emergency evacuation procedures with the children at least once every 3

months (or more often, as required) and ensuring that these are documented (refer to attached *Emergency Management Plan*)

- providing feedback regarding the effectiveness of emergency and evacuation procedures to inform policy, procedures and manuals etc.
- completing the *Incident, Injury, Trauma and Illness Record*, as required
- 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
- attending first aid, emergency management and OHS training, as required
- communicating with parents about emergency procedures
- raising children's awareness about potential emergency situations and appropriate responses.

**Parents/guardians are responsible for:**

- familiarising themselves with the service's emergency and evacuation policy and procedures and the service's *Emergency Management Plan* (attached)
- ensuring they complete the attendance record (refer to *Definitions*) on delivery and collection of their children (refer to *Delivery and Collection of Children Policy*)
- providing emergency contact details on their child's enrolment form and ensuring that this is kept up to date
- reinforcing the service's emergency and evacuation procedures with their child
- following the directions of staff in the event of an emergency or when rehearsing emergency procedures.

**Volunteers and students, while at the service, are responsible for following this policy and its procedures.**

## 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 MFB and CFA, to ensure the policy and procedures meet current best practices
- notify parents/guardians at least 14 days before making any change to this policy or its procedures unless a lesser period is necessary because of a risk.

## ATTACHMENT 1

- Complete DET's *Emergency Management Plan template* and file a copy as an attachment to this policy. The template is available at:

[https://www.education.vic.gov.au/Documents/childhood/providers/support/EmergencyManagementPlanTemplate\\_EarlyChildhood.docx](https://www.education.vic.gov.au/Documents/childhood/providers/support/EmergencyManagementPlanTemplate_EarlyChildhood.docx)

## **AUTHORISATION**

This policy was adopted by the Approved Provider of J. S. Grey Kindergarten on: 13th September 2021

**REVIEW DATE: 10/09/2021**

**NEXT REVIEW DATE: 10/09/2022**



# Emergency Management Plan 2021-2022

## J.S. Grey Kindergarten



Physical Address	524 Gilbert Road, Preston
Phone Number	94705836
Email Address	<a href="mailto:j.s.grey.res.kin@kindergarten.vic.gov.au">j.s.grey.res.kin@kindergarten.vic.gov.au</a>
DET Region	
Bureau of Meteorology/Fire District	
Is the service on the Bushfire- At-Risk Register?	
Service SE Number	
Provider Number	
Approved Provider/Licensee Approving Plan	
Date Plan Approved	
Next Plan Review Date	

## Table of Contents

<b>1. Purpose</b>	11
<b>2. Scope</b>	11
<b>3. Distribution</b>	11
<b>PART 1– EMERGENCY RESPONSE</b>	12
<b>4. In case of emergency</b>	13
<b>5. Emergency contacts</b>	14
5.1 Emergency services	14
5.2 Our early childhood service contacts	14
5.3 Key organisational / regional contacts	14
5.4 Local/other organisations contacts	15
5.5 Bus emergency contacts	15
<b>6. Incident Management Team</b>	16
6.1 Incident Management Team (IMT) structure	16
6.2 Incident Management Team contact details	16
<b>7. Incident Management Team responsibilities</b>	17
<b>8. Communication tree</b>	20
<b>9. Staff trained in first aid</b>	20
<b>10. Emergency response procedures</b>	21
10.1 On-site evacuation/relocation procedure	21
10.2 Off-site evacuation procedure	21
10.3 Lock-down procedure	22
10.4 Lock-out procedure	23
10.5 Shelter-in-place procedure	24
<b>11. Response procedures for specific emergencies</b>	26
11.1 Building Fire	26
11.2 Bushfire	26
11.3 Major external emissions/spill (includes gas leaks)	27
11.4 Intruder	28
11.5 Bomb/substance threat	28
11.6 Internal emission/spill	34
11.7 Severe weather event	34
11.8 Earthquake	35
11.9 Influenza pandemic	37

<b>12</b>	<b>Area map</b>	<b>48</b>
<b>13</b>	<b>Evacuation diagram</b>	<b>51</b>
<b>14</b>	<b>Parent / family contact information</b>	<b>53</b>
<b>15</b>	<b>Children, educators and staff with additional needs</b>	<b>53</b>
	<b>PART 2 – EMERGENCY PREPAREDNESS</b>	<b>54</b>
<b>16</b>	<b>Early childhood service facility profile</b>	<b>55</b>
<b>17</b>	<b>Risk assessment</b>	<b>57</b>
<b>18</b>	<b>Emergency response drills schedule</b>	<b>58</b>
<b>19</b>	<b>Emergency kit checklist</b>	<b>59</b>
<b>20</b>	<b>Emergency Management Plan completion checklist</b>	<b>60</b>



# **PART 1– EMERGENCY RESPONSE**

**4. IN CASE OF EMERGENCY**

**In an Emergency**

***Call***

**Police, Ambulance,  
Fire Services**

**000**

***For Advice call your***

**Approved  
Provider/Licensee or  
Person with  
Management or  
Control/Licensee  
Representative**

<Insert your Approved Provider/Licensee or  
Person with Management or  
Control/Licensee Representative contact  
details here.

## Convene your

# Incident Management Team

## 5. EMERGENCY CONTACTS

### 5.1 EMERGENCY SERVICES

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

### 5.2 OUR EARLY CHILDHOOD SERVICE CONTACTS

Key Roles	Name	Phone	Phone (After Hours)	Mobile
Approved Provider/Licensee or Person with Management or Control/Licensee Representative				
Responsible Person/Primary Nominee				
First Aid Officer				
OHS Representative				
Bulk Messaging System Operator (eg SMS)				
<Add contacts as required>				
<Add contacts as required>				
<Add contacts as required>				

### 5.3 KEY ORGANISATIONAL AND DET REGIONAL CONTACTS

	Name	Phone	Mobile
Quality Assessment and Regulation Division (QARD) Area Team	<i>&lt;Delete the QARD Area Team contacts that are not relevant to your facility's location&gt;</i>		
	Loddon Mallee Area	5440 3111	
	Northern Metropolitan Area	8397 0372	
	Gippsland Area	5127 0400	
	Southern Metropolitan Area	8765 5787	
	Eastern Metropolitan Area	1300 651 940	
	Hume Area	8392 9500	
	Barwon South West Area	5225 1001	
	Grampians Area	5337 8444	
	Western Metropolitan Area	8397 0246	

Regional Department of Education and Training (DET) Manager, Operations and Emergency Management	<Delete the three regional contacts that are not relevant to your facility's location> South Western: Andrea Cox North Western: John Brownstein North Eastern: Linda Jamieson South Eastern: Kylie Kaye	5337 8429 5440 3175 8392 9336 8765 5745	0407 861 841 0418 509 953 0448 284 749 0437 313 479
<Add contacts as required>			
<Add contacts as required>			
<Add contacts 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 or licensees to notify DET in the event of a serious incident.

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

## 5.4 LOCAL/OTHER ORGANISATIONS CONTACTS

	Phone
Police Station	
Hospital/s	
Gas	
Electricity	
Water Corporation	
Facility Plumber	
Facility Electrician	
Local Government	
SES (flood, storm and earthquake)	13 25 00
WorkSafe Victoria	1800 136 089
<Add contacts as required>	
<Add contacts as required>	
<Add contacts as required>	

## 5.5 BUS EMERGENCY CONTACTS



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

## 6. INCIDENT MANAGEMENT TEAM

### 6.1 INCIDENT MANAGEMENT TEAM (IMT) STRUCTURE

Insert your Incident Management Team Structure here. Refer to the Incident Management Team section of the Guide for assistance. To access a tutorial on how to create your Incident Management Team structure go to <http://www.education.vic.gov.au/about/programs/health/Pages/emptutorials.aspx>

### 6.2 INCIDENT MANAGEMENT TEAM CONTACT DETAILS

IMT Role/Activities		Primary Contact		Back Up Contact
Chief Warden/ Early Childhood Commander	Name		Name	
	Phone/Mobile		Phone/Mobile	
Planning tasks will be performed by:	Name		Name	
	Phone/Mobile		Phone/Mobile	
Operations (Area Warden) tasks will be performed by:	Name		Name	
	Phone/Mobile		Phone/Mobile	
Communications tasks will be performed by:	Name		Name	
	Phone/Mobile		Phone/Mobile	
Logistics (Warden) tasks will be performed by:	Name		Name	
	Phone/Mobile		Phone/Mobile	
First Aid tasks will be performed by:	Name		Name	
	Phone/Mobile		Phone/Mobile	

## 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 or licensees to notify DET in the event of a serious incident.
  - Education and care services operating under the National Quality Framework (NQF) refer to the fact sheet *Serious incidents and complaints* available at: [www.education.vic.gov.au/childhood/providers/regulation/Pages/nqffactsheets.aspx](http://www.education.vic.gov.au/childhood/providers/regulation/Pages/nqffactsheets.aspx)
  - Children's services operating under the *Children's Services Act 1996* (Children's Services Act) refer to the practice note *Serious incidents* available at: [www.education.vic.gov.au/childhood/providers/regulation/Pages/vcspracnotes.aspx](http://www.education.vic.gov.au/childhood/providers/regulation/Pages/vcspracnotes.aspx)

- 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.

## **COMMUNICATION TREE**

Insert your communication tree here. Refer to the Communication Tree section of the Guide for assistance. To access an online tutorial on how to create a communication tree go to:

<http://www.education.vic.gov.au/about/programs/health/Pages/emptutorials.aspx>

## 8. 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 63 (Staff members to have first aid and anaphylaxis management training) of the Children's Services Regulations 2009.

Staff Member	Training	Date Qualified To
<Refer to the Staff Trained in First Aid section of the Guide>		

## 9. EMERGENCY RESPONSE PROCEDURES

### 9.1 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 <insert the location/s of your on-site evacuation assembly point/s>.
- 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/Licensee or Person with Management or Control/Licensee Representative if required.
- Maintain a record of actions/decisions undertaken and times.
- Contact parents as required or as per service policy.

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

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

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

## 9.2 OFF-SITE EVACUATION PROCEDURE

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

- **Call 000** for emergency services and seek and follow advice.
- Determine which off-site assembly point you will evacuate children, educators, staff and visitors to.
- Assemble children, educators, staff and visitors at your nominated on-site <insert the location/s of your on-site evacuation assembly point/s>.
- 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/Licensee or Person with Management or Control/Licensee Representative if required.
- Maintain a record of actions/decisions undertaken and times.
- Contact parents as required or as per service policy.

### **Actions after off-site evacuation procedure**

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

- Complete your Post Emergency Record form (refer to Appendix 4 of the *Guide to Developing Your Emergency Management Plan*).
- Education and care services and children's services are reminded that they must report serious incidents to the relevant DET QARD Area Team in accordance with relevant regulatory requirements. This can be submitted on-line via the NQA IT portal. Service agreements also require approved providers or licensees to notify DET in the event of a serious incident.
  - Education and care services operating under the NQF refer to the fact sheet *Serious incidents and complaints* available at: [www.education.vic.gov.au/childhood/providers/regulation/Pages/nqffactsheets.aspx](http://www.education.vic.gov.au/childhood/providers/regulation/Pages/nqffactsheets.aspx)
  - Children's services operating under the Children's Services Act refer to the practice note *Serious incidents* available at: [www.education.vic.gov.au/childhood/providers/regulation/Pages/vcspracnotes.aspx](http://www.education.vic.gov.au/childhood/providers/regulation/Pages/vcspracnotes.aspx)

### 9.3 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/Licensee or Person with Management or Control/Licensee Representative if required.
- Maintain a record of actions/decisions undertaken and times.
- Contact parents as required or as per service policy.

#### **Actions after lock-down procedure**

- Ensure any children, educators, staff or visitors with medical or other needs are supported.
- Determine whether to activate your parent reunification process.
- Determine if there is any specific information educators, staff, children and visitors need

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

## 9.4 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 <insert the location/s of your on-site evacuation assembly point/s>.
- 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/Licensee or Person with Management or Control/Licensee Representative if required.
- Maintain a record of actions/decisions undertaken and times.
- Contact parents as required or as per service policy.

### **Actions after lock-out procedure**

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



- Undertake operational debrief with staff and IMT to identify any lock-out and procedural changes that may be required.
- Complete your Post Emergency Record form (refer to Appendix 4 of the *Guide to Developing Your Emergency Management Plan*).
- Education and care services and children's services are reminded that they must report serious incidents to the relevant DET QARD Area Team in accordance with relevant regulatory requirements. This can be submitted on-line via the NQA IT portal. Service agreements also require approved providers or licensees to notify DET in the event of a serious incident.
  - Education and care services operating under the NQF refer to the fact sheet *Serious incidents and complaints* available at: [www.education.vic.gov.au/childhood/providers/regulation/Pages/nqffactsheets.aspx](http://www.education.vic.gov.au/childhood/providers/regulation/Pages/nqffactsheets.aspx)
  - Children's services operating under the Children's Services Act refer to the practice note *Serious incidents* available at: [www.education.vic.gov.au/childhood/providers/regulation/Pages/vcspracnotes.aspx](http://www.education.vic.gov.au/childhood/providers/regulation/Pages/vcspracnotes.aspx)

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

### Actions after shelter-in-place procedure

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

- Complete your Post Emergency Record form (refer to Appendix 4 of the *Guide to Developing Your Emergency Management Plan*).
- Education and care services and children's services are reminded that they must report serious incidents to the relevant DET QARD Area Team in accordance with relevant regulatory requirements. This can be submitted on-line via the NQA IT portal. Service agreements also require approved providers or licensees to notify DET in the event of a serious incident.
  - Education and care services operating under the NQF refer to the fact sheet *Serious incidents and complaints* available at: [www.education.vic.gov.au/childhood/providers/regulation/Pages/nqffactsheets.aspx](http://www.education.vic.gov.au/childhood/providers/regulation/Pages/nqffactsheets.aspx)
  - Children's services operating under the Children's Services Act refer to the practice note *Serious incidents* available at: [www.education.vic.gov.au/childhood/providers/regulation/Pages/vcspracnotes.aspx](http://www.education.vic.gov.au/childhood/providers/regulation/Pages/vcspracnotes.aspx)

## 10. 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

- Call **000** for emergency services and seek and follow advice.
- Activate the fire alarm.
- If appropriate, follow the procedure for **on-site evacuation**.
- Report the emergency immediately to the Chief Warden/Early Childhood Commander who will convene your IMT if necessary.
- Extinguish the fire (**only if safe to do so**).
- Determine which of your facility's pre-identified on-site evacuation point/s is most appropriate to use.
- Assemble children, educators, staff and visitors at your nominated on-site <insert the location of your on-site evacuation assembly point/s>.
- Evacuate to the <insert the location of your on-site assembly point/s>, closing all doors and windows.
- Check that all areas have been cleared and notify the Chief Warden/Early Childhood Commander.
- Check that all children, educators, staff, visitors and contractors are accounted for.
- Seek advice from your Approved Provider/Licensee or Person with Management or Control/Licensee Representative if required.
- Contact parents as required or as per service policy.
- 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 or licensees to notify DET in the event of a serious incident.
  - Education and care services operating under the NQF refer to the fact sheet *Serious incidents and complaints* available at: [www.education.vic.gov.au/childhood/providers/regulation/Pages/nqffactsheets.aspx](http://www.education.vic.gov.au/childhood/providers/regulation/Pages/nqffactsheets.aspx)

- Children's services operating under the Children's Services Act refer to the practice note *Serious incidents* available at:  
[www.education.vic.gov.au/childhood/providers/regulation/Pages/vcspracnotes.aspx](http://www.education.vic.gov.au/childhood/providers/regulation/Pages/vcspracnotes.aspx)
- <As appropriate insert any additional mitigation steps relevant to your facility that you have identified in your risk assessment>

## 10.2 BUSHFIRE

- Call **000** for emergency services and seek and follow advice.
- Report the emergency immediately to the Chief Warden/Early Childhood Commander who will convene your IMT if necessary.
- Determine appropriate response strategy (evacuate or shelter-in-place) in consultation with emergency services, if possible.
- If evacuation is required and time permits before you leave:
  - Make sure you close all doors and windows
  - Turn off power and gas.
- Check that all children, educators, staff and visitors contractors are accounted for.
- Listen to TV or local radio on battery-powered sets for bushfire/weather warnings and advice.
- Ensure staff and children do not hinder emergency services or put themselves at risk by going near damaged buildings or trees.
- Seek advice from your Approved Provider/Licensee or Person with Management or Control/Licensee Representative if required.
- Contact parents as required or as per service policy.
- 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 or licensees to notify DET in the event of a serious incident.
  - Education and care services operating under the NQF refer to the fact sheet *Serious incidents and complaints* available at:  
[www.education.vic.gov.au/childhood/providers/regulation/Pages/nqffactsheets.aspx](http://www.education.vic.gov.au/childhood/providers/regulation/Pages/nqffactsheets.aspx)
  - Children's services operating under the Children's Services Act refer to the practice note *Serious incidents* available at:  
[www.education.vic.gov.au/childhood/providers/regulation/Pages/vcspracnotes.aspx](http://www.education.vic.gov.au/childhood/providers/regulation/Pages/vcspracnotes.aspx)
- <As appropriate insert any additional mitigation steps relevant to your facility that you have identified in your risk assessment>

More information about managing bushfire risks in education and care services is available in the fact sheet *Managing bushfire risks in centre-based services* available at:  
[www.education.vic.gov.au/childhood/providers/regulation/Pages/nqffactsheets.aspx](http://www.education.vic.gov.au/childhood/providers/regulation/Pages/nqffactsheets.aspx)

## 10.3 MAJOR EXTERNAL EMISSIONS/SPILL (INCLUDES GAS LEAKS)

- Call **000** for emergency services and seek and follow advice.
- Report the emergency immediately to the Chief Warden/Early Childhood Commander who will convene your IMT if necessary.
- Turn off gas supply if possible.
- If the gas leak is on-site, notify your gas provider.

- Determine which of your facility's pre-identified on-site evacuation points is most appropriate to use.
- If safe to do so, evacuate educators, staff, children, visitors and contractors to <insert the location of your assembly point/s>. This may be an off-site location.
- Check children, educators, staff, visitors and contractors are accounted for.
- Seek advice from your Approved Provider/Licensee or Person with Management or Control/Licensee Representative or if required.
- Await 'all clear' advice from emergency services or further advice before resuming normal service activities.
- Contact parents as required or as per service policy.
- 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 or licensees to notify DET in the event of a serious incident.
  - Education and care services operating under the NQF refer to the fact sheet *Serious incidents and complaints* available at: [www.education.vic.gov.au/childhood/providers/regulation/Pages/nqffactsheets.aspx](http://www.education.vic.gov.au/childhood/providers/regulation/Pages/nqffactsheets.aspx)
  - Children's services operating under the Children's Services Act refer to the practice note *Serious incidents* available at: [www.education.vic.gov.au/childhood/providers/regulation/Pages/vcspracnotes.aspx](http://www.education.vic.gov.au/childhood/providers/regulation/Pages/vcspracnotes.aspx)
- <As appropriate insert any additional mitigation steps relevant to your facility that you have identified in your risk assessment>

## 10.4 INTRUDER

- Call 000 for emergency services and seek and follow advice.
- Report the emergency immediately to the Chief Warden/Early Childhood Commander.
- Do not do or say anything to the person to encourage irrational behaviour.
- Initiate action to restrict entry to the building if possible and confine or isolate the threat from building occupants.
- Determine whether **evacuation, lock-down or shelter-in-place** is required in consultation with police where possible. Evacuation only should be considered if safe to do so.
- Seek advice from your Approved Provider/Licensee or Person with Management or Control/Licensee Representative if required.
- Contact parents as required.
- 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 or licensees to notify DET in the event of a serious incident.
  - Education and care services operating under the NQF refer to the fact sheet *Serious incidents and complaints* available at: [www.education.vic.gov.au/childhood/providers/regulation/Pages/nqffactsheets.aspx](http://www.education.vic.gov.au/childhood/providers/regulation/Pages/nqffactsheets.aspx)
  - Children's services operating under the Children's Services Act refer to the practice note *Serious incidents* available at: [www.education.vic.gov.au/childhood/providers/regulation/Pages/vcspracnotes.aspx](http://www.education.vic.gov.au/childhood/providers/regulation/Pages/vcspracnotes.aspx)
- <As appropriate insert any additional mitigation steps relevant to your facility that

you have identified in your risk assessment>

## 10.5 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/Early Childhood Commander.
- Do not approach, touch, tilt or tamper with the object.
- <As appropriate insert any additional mitigation steps relevant to your facility that you have identified in your risk assessment>

#### *Evacuation*

- Evacuate the facility and:
  - Ensure children, educators and staff are not directed past the object
  - Alert any other services co-located at the facility site
  - Check that all children, educators, staff and visitors are accounted for
  - Restrict all access to the site and ensure there are no barriers inhibiting access by police or emergency services
  - <As appropriate insert any additional mitigation steps relevant to your facility that you have identified in your risk assessment>

#### *Communication*

- Provide police with details of the situation and 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 approved provider/licensee or licensee representative and seek advice if necessary.
- Await 'all clear' advice from police before returning to buildings to resume normal activities.
- 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 the relevant regulatory requirements. This can be submitted on-line via the NQAIT portal. Service agreements also require approved providers or licensees to notify DET in the event of a serious incident.
  - Education and care services operating under the NQF, refer to the fact sheet Serious incidents and complaints available at: [www.education.vic.gov.au/childhood/providers/regulation/Pages/nqffactsheets.aspx](http://www.education.vic.gov.au/childhood/providers/regulation/Pages/nqffactsheets.aspx)
  - Services operating under the *Children's Services Act 1996* refer to practice note Serious incidents available at: [www.education.vic.gov.au/childhood/providers/regulation/Pages/vcspracnotes.aspx](http://www.education.vic.gov.au/childhood/providers/regulation/Pages/vcspracnotes.aspx)
- <As appropriate insert any additional mitigation steps relevant to your facility that you have identified in your risk assessment>

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

- **DO NOT HANG UP**
- 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 emergency services on a separate phone
  - notify the Chief Warden/Early Childhood Commander.
- Fill out the bomb threat checklist provided on the next page to record the following details while you are on the phone to the caller. The checklist should be located with staff who normally answer in-coming phone calls. Listen carefully for a full description and take note of:
  - gender of caller
  - age of caller
  - accents or speech impediments
  - background noises
  - words/voices of people in the background (gender, age, accents, speech impediments)
  - key phrases used
  - whether the threat is automated/robotic/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:
  - Immediately:
    - inform the Chief Warden/Early Childhood Commander if this has not yet been done
    - call 000 to report the 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 11.5.1 above
  - Ensure all of the caller information has been written down and provided to police on arrival
  - Notify your approved provider/licensee or licensee representative
  - <As appropriate insert any additional mitigation steps relevant to your facility that you have identified in your risk assessment>

**If a bomb/substance threat is received by mail**

- 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/Early Childhood Commander
- If the letter identifies the location of a device, immediately clear and cordon off the

- o nominated area. Do not approach, touch, tilt or tamper with the object.
- o Implement evacuation and communication procedures as indicated in the *Evacuation* section above.
- o <As appropriate insert any additional mitigation steps relevant to your facility that you have identified in your risk assessment>

**If a bomb/substance threat is received electronically via email or website**

- o **DO NOT DELETE THE MESSAGE**
- o Call 000 for police and seek and follow advice
- o Notify the Chief Warden/Early Childhood Commander
- o 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.
- o Implement evacuation and communication procedures as indicated in the *Evacuation* section above.
- o <As appropriate insert any additional mitigation steps relevant to your facility that you have identified in your risk assessment>

**If you are at the immediate site of an explosion**

- o Direct educators and staff to shelter children under sturdy tables or desks if objects are falling around you.
- o Implement evacuation and communication procedures as indicated in the *Evacuation* section above. Do not retrieve personal belongings or make phone calls when evacuating.
- o Help others to leave the area. Use stairs instead of elevators.
- o Be aware of weakened floors and stairways and watch for falling debris.
- o 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.
- o <As appropriate insert any additional mitigation steps relevant to your facility that you have identified in your risk assessment>

# 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:**

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

## 10.6 INTERNAL EMISSION/SPILL

Call **000** for emergency services and seek and follow advice.

Report the emergency immediately to the Chief Warden/Early Childhood Commander who will convene your IMT if necessary.

Move educators, 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 educators/staff. Personal Protective Equipment should be worn as per the requirements of the Material Safety Data Sheet and Safety Work Procedure. Seek advice from your Approved Provider/Licensee or Person with Management or Control/Licensee Representative if required.

Contact parents as required or as per service policy.

Notify WorkSafe Victoria if 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 or licensees to notify DET in the event of a serious incident.

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

<As appropriate insert any additional mitigation steps relevant to your facility that you have identified in your risk assessment>

## 10.7 SEVERE WEATHER EVENT

Call **000** if emergency services are needed and seek and follow advice.

Before the storm, store or secure loose items external to the building, such as play equipment, furniture and rubbish bins.

Secure windows (close curtains & blinds) and external doors. If necessary, tape windows and glass entrances. Utilise boards and sandbags if required.

During a severe storm:

- Remain in the building and keep away from windows
- Restrict the use of telephone landlines to emergency calls only, particularly during a thunderstorm.

Report any matter concerning the safety and wellbeing of children, educators, staff and visitors to the Chief Warden/Early Childhood Commander.

Disconnect electrical equipment – cover and/or move this equipment away from windows.

Listen to local radio or TV on battery-powered sets for weather warnings and advice.

Seek advice from your Approved Provider/Licensee or Person with Management or Control/Licensee Representative if required.

<As appropriate insert any additional mitigation steps relevant to your facility that you have identified in your risk assessment>

### After the severe weather event

After storm passes, evaluate the need to evacuate if uncontrolled fires, gas leaks, or structural damage has occurred as a result of the storm.

Contact parents as required.

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 or licensees 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:  
<http://www.education.vic.gov.au/childhood/providers/regulation/Pages/nqffactsheets.aspx>
- Children's services operating under the Children's Services Act refer to the practice note *Serious incidents* available at:  
<http://www.education.vic.gov.au/childhood/providers/regulation/Pages/vcspracnotes.aspx>

## 10.8 EARTHQUAKE

Call **000** if emergency services are needed and seek and follow advice.

Seek advice from your Approved Provider/Licensee or Person with Management or Control/Licensee Representative or if required.

<As appropriate insert any additional mitigation steps relevant to your facility that you have identified in your risk assessment>

### If outside

Instruct educators, staff and children to:

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

### If inside

Instruct educators, staff and children to:

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

### After the earthquake

- Evaluate the need to evacuate if there are uncontrolled fires, gas leaks or structural damage to the building you are in.
- If you evacuate, watch out for fallen trees, power lines, and stay clear of any structures that may collapse.

- Arrange medical assistance where required.
- Report any matter concerning the safety and wellbeing of children, staff and visitors to the Chief Warden/Early Childhood Commander.
- Contact parents as required.
- Tune in to ABC radio if you can and follow any emergency instructions.
- 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 or licensees to notify DET in the event of a serious incident.
- Education and care services operating under the NQF refer to the fact sheet *Serious incidents and complaints* available at:  
[www.education.vic.gov.au/childhood/providers/regulation/Pages/nqffactsheets.aspx](http://www.education.vic.gov.au/childhood/providers/regulation/Pages/nqffactsheets.aspx)
- Children's services operating under the Children's Services Act refer to the practice note *Serious incidents* available at:  
[www.education.vic.gov.au/childhood/providers/regulation/Pages/vcspracnotes.aspx](http://www.education.vic.gov.au/childhood/providers/regulation/Pages/vcspracnotes.aspx)

## 10.9 INFLUENZA PANDEMIC

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

<b>PREPAREDNESS STAGE</b>		<b>The scale and nature of preparedness activities is the same for all possible levels of clinical severity</b>
<b>Description - No novel strain detected (or emerging strain under initial detection)</b>		
<b>Category</b>	<b>Key Actions</b>	
<b>Review Emergency Management Plan</b>	<ul style="list-style-type: none"> <li>● Review your Emergency Management Plan (EMP), including:               <ul style="list-style-type: none"> <li>○ pandemic planning arrangements</li> <li>○ up to date contact lists of staff, children, families, local services – DHHS and Local Government Emergency Management Coordinators</li> <li>○ communication tree of key staff.</li> </ul> </li> </ul>	<p>Preparedness activities should be incorporated into normal business.</p> <p>This includes incorporating a comprehensive risk management strategy that takes an 'all hazards' approach and includes influenza pandemic as a specific hazard that needs to be considered.</p> <p>Regularly review, exercise and updates plans.</p> <p>Communicate pandemic plans with staff.</p>
<b>Influenza prevention</b>	<ul style="list-style-type: none"> <li>● Promote basic hygiene measures including:               <ul style="list-style-type: none"> <li>○ provide children and staff with information about the importance of hand hygiene (more information is available at <a href="#">Better Health</a>)</li> <li>○ provide convenient access to water and liquid soap and alcohol-based hand sanitiser</li> <li>○ educate staff and children about covering their cough with a tissue or their inner elbow to prevent the spread of germs</li> <li>○ careful disposal of used tissues.</li> </ul> </li> <li>● Appropriate home based exclusion from education and care service or children's service for children, educators and staff with flu-like illness.</li> <li>● Encourage staff to seek immunisation for seasonal influenza.</li> </ul>	
<b>Communications</b>	<ul style="list-style-type: none"> <li>● Maintain personal hygiene messages with educators, staff and children.</li> <li>● Convey seasonal influenza messages as directed by DET.</li> </ul>	

<b>Travel advisories</b>	<ul style="list-style-type: none"><li>● Encourage educators, staff and parents/carers to access the <a href="#">smartraveller</a> website prior to international travel.</li></ul>	
<b>Business continuity</b>	<ul style="list-style-type: none"><li>● Ensure currency of business continuity plan which:<ul style="list-style-type: none"><li>○ identifies minimum requirements and key educators/staff for continued operations (including planning for the absence of the director)</li><li>○ considers workforce strategies to enable continued operations, if pandemic impacted a portion of the education and care services/children's services workforce.</li></ul></li></ul>	

<b>RESPONSE STAGE – STANDBY</b>		<b>Clinical severity</b>		
<b>Description - Sustained community person-to-person transmission detected overseas</b>				
<b>Category</b>	<b>Key Actions</b>	<b>Low</b>	<b>Med</b>	<b>High</b>
<b>Review Emergency Management Plan</b>	<ul style="list-style-type: none"> <li>● In April, (or at the time of the overseas detection, if earlier):               <ul style="list-style-type: none"> <li>○ ensure EMP (including emergency numbers and key contacts) are up to date and pandemic planning arrangements are included</li> <li>○ ensure contact lists of staff, children, families, local services – DHHS and Local Government Emergency Management Coordinators are up to date</li> <li>○ ensure communication tree of key staff is circulated to nominated school Incident Management Team members.</li> </ul> </li> </ul>	Apply	Apply	Apply
<b>Incident response</b>	<ul style="list-style-type: none"> <li>● 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.</li> </ul>	Apply	Apply	Apply
<b>Hygiene measures</b>	<ul style="list-style-type: none"> <li>● Reinforce basic hygiene measures including:               <ul style="list-style-type: none"> <li>○ provide children and staff with information about the importance of hand hygiene (more information is available at <a href="#">Better Health</a>)</li> <li>○ provide convenient access to water and liquid soap and alcohol- based hand sanitiser</li> <li>○ educate staff and children about covering their cough with tissue or inner elbow to prevent the spread of germs</li> <li>○ careful disposal of used tissues.</li> </ul> </li> <li>● Ensure germicidal wipes are available in stationary supplies for staff to clean staff administrative area, telephones etc.</li> </ul>	Apply  Recom m end	Apply  Apply	Apply  Apply

<b>Communications</b>	<ul style="list-style-type: none"> <li>● In May, (or at the time of the overseas detection, if earlier), ensure hygiene information/posters are communicated/ displayed.</li> <li>● In late May, (or at the time of the overseas detection, if earlier), consider providing information sessions for staff and parents/carers to communicate: <ul style="list-style-type: none"> <li>○ the status of the situation</li> </ul> </li> </ul>	Apply	Apply	Apply
		Apply	Apply	Apply



	<ul style="list-style-type: none"> <li>○ 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</li> <li>○ best practice hygiene measures</li> <li>○ considerations and measures for vulnerable children.</li> <li>● Access and follow Chief Health Officer, DHHS/ Commonwealth Chief Medical Officer, Commonwealth Department of Health advice provided by DET and distribute consistent messaging to staff, children and parents/carers.</li> <li>● Encourage staff and parents/carers to obtain seasonal flu vaccination as appropriate (especially those people/families at a greater risk of infection).</li> <li>● School Nursing Program nurses may assist with information dissemination (provided by the DHHS) as directed by Regional Nurse Managers (based at regional offices).</li> <li>● Utilise the sample letters developed by DET to inform parents/carers of current situation.</li> </ul>	Apply	Apply Apply	Apply
		N/A	Apply as required	Apply
		Apply as required	Apply as required	Apply as required
<b>Travel advisories</b>	<ul style="list-style-type: none"> <li>● Encourage staff and parents/carers to access the <a href="#">smartraveller</a> website prior to international travel.</li> </ul>	Apply	Apply	Apply
<b>Business continuity</b>	<ul style="list-style-type: none"> <li>● Ensure currency of business continuity plan which: <ul style="list-style-type: none"> <li>○ identifies minimum requirements and key staff for continued operations (including planning for the absence of the director)</li> <li>○ considers workforce strategies to enable continued operations, if pandemic impacted a portion of the early childhood workforce.</li> </ul> </li> </ul>	Apply	Apply	Apply

<b>RESPONSE STAGE – INITIAL ACTION</b>		<b>Clinical Severity</b>		
<b>Description – Cases detected in Australia – information about the disease is scarce</b>				
<b>Category</b>	<b>Key Actions</b>	<b>Low</b>	<b>Med</b>	<b>High</b>

<b>Incident response</b>	<ul style="list-style-type: none"> <li>● Enact your EMP where necessary.</li> </ul>	Apply	Apply	Apply
		Not suggested	Not suggested	Apply

	<ul style="list-style-type: none"> <li>● Activate Incident Management Team to implement the organisation's response as appropriate to advice from DET.</li> </ul>			
<b>Hygiene measures</b>	<ul style="list-style-type: none"> <li>● Reinforce basic hygiene measures including: <ul style="list-style-type: none"> <li>○ provide children and staff with information about the importance of hand hygiene (more information is available at <a href="#">Better Health</a>)</li> <li>○ provide convenient access to water and liquid soap and alcohol-based hand sanitiser</li> <li>○ educate staff and children about covering their cough with tissue or inner elbow to prevent the spread of germs</li> <li>○ careful disposal of used tissues.</li> </ul> </li> <li>● Ensure germicidal wipes are available in stationary supplies for staff to clean staff administrative area, telephones etc.</li> </ul>	Apply	Apply	Apply
<b>Communications</b>	<ul style="list-style-type: none"> <li>● Follow and distribute information and advice from DET in accordance with instructions, including information about: <ul style="list-style-type: none"> <li>○ the status/situation</li> <li>○ personal hygiene measures</li> <li>○ containment measures including any plans for closure if applicable to staff parents/carers using templates developed by DET.</li> </ul> </li> <li>● Communicate the risk of influenza and how to identify cases of possible pandemic influenza based on current, up to date case definition by the Chief Health Officer, DHHS.</li> <li>● School Nursing Program nurses may assist with information dissemination as directed by Regional Nurse Managers (based at regional offices).</li> </ul>	Apply	Apply	Apply
		Apply	Apply	Apply
		Apply as necessary	Apply	Apply

<b>Containment strategies</b>	<ul style="list-style-type: none"> <li>● The appropriate containment strategy will vary depending upon the level of clinical severity as determined by the DHHS.</li> <li>● Management of service workforce <ul style="list-style-type: none"> <li>○ encourage staff who develop flu-like symptoms during a pandemic to stay away from work until completely well</li> <li>○ ensure staff who develop influenza-like illness to leave immediately and seek medical attention.</li> </ul> </li> </ul>	Not suggested  Apply	Apply  Apply	Apply  Apply
-------------------------------	--	-------------------------------	--------------------	--------------------

	<ul style="list-style-type: none"> <li>● Follow the advice of the DHHS and DET regarding service closures and exclusion periods for infectious diseases.</li> <li>● Identify a designated area to keep sick children quarantined from others until they can be taken home by parents/carers.</li> <li>● Following any service closures, notify the relevant DET QARD officer in your region, as outlined in the Governance and Reporting sections below.</li> <li>● Inform carers of their obligations regarding early childhood development during closures.</li> <li>● School Nursing Program nurses may be asked to assist the DHHS with the distribution of antiviral medication at the direction of the Regional Nurse Manager (based in regions).</li> </ul>	Apply	Apply	Apply
		Apply	Apply	Apply
		Apply	Apply	Apply
		Apply	Apply	Apply
		Apply	Apply	Apply
<b>Travel advisories</b>	<ul style="list-style-type: none"> <li>● Encourage staff and parents/carers to access the <a href="#">smartraveller</a> website prior to international travel.</li> </ul>	Apply	Apply	Apply
<b>Governance and reporting obligations</b>	<ul style="list-style-type: none"> <li>● 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. Service agreements also require approved providers or licensees to notify DET in the event of a serious incident. <ul style="list-style-type: none"> <li>○ Education and care services operating under the NQF refer to the fact sheet <i>Serious incidents and complaints</i> available at: <a href="http://www.education.vic.gov.au/childhood/providers/regulation/Pages/nqffactsheets.aspx">www.education.vic.gov.au/childhood/providers/regulation/Pages/nqffactsheets.aspx</a></li> <li>○ Children's services operating under the Children's Services Act refer to the practice note <i>Serious incidents</i> available at: <a href="http://www.education.vic.gov.au/childhood/providers/regulation/Pages/vcspracnotes.aspx">www.education.vic.gov.au/childhood/providers/regulation/Pages/vcspracnotes.aspx</a></li> </ul> </li> <li>● You will be advised of any additional reporting requirements by DET and/or the DHHS.</li> </ul>	Apply	Apply	Apply
		Apply	Apply	Apply
<b>Business continuity</b>	<ul style="list-style-type: none"> <li>● Implement business continuity plan to promote adequate workforce supply and capacity to continue service, by: <ul style="list-style-type: none"> <li>○ prioritising work functions to ensure adequate workforce availability to deliver education and care service/children's service</li> </ul> </li> </ul>	Apply	Apply	Apply

	<ul style="list-style-type: none"> <li>○ implementing contingency strategy, which may include employing replacement educators/staff and/or modifying programs</li> <li>● In the event that service closure cannot be avoided: <ul style="list-style-type: none"> <li>○ contact your DET QARD Area Team regarding service closure policy.</li> <li>○ following any closures, notify the relevant DET QARD Area Team as outlined in the Governance and Reporting sections above.</li> </ul> </li> <li>● Inform staff of their obligations during service closures.</li> </ul>	Apply	Apply	Apply
		Apply	Apply	Apply

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

	<ul style="list-style-type: none"> <li>School Nursing Program nurses may assist with information dissemination as directed by Regional Nurse Managers (based at regional offices).</li> </ul>			
<b>Containment strategies</b>	<ul style="list-style-type: none"> <li>The appropriate containment strategy will vary depending upon the level of clinical severity as determined by the DHHS. In particular, the: <ul style="list-style-type: none"> <li>need to restrict public access to the premises, and the need for social distancing measures (e.g. cancelling kindergarten fetes or like events) will be communicated to services by DET, if the clinical severity requires this</li> <li>state controller will provide advice about the appropriate use of PPE according to clinical severity.</li> </ul> </li> </ul>	Apply	Apply	Apply
	<ul style="list-style-type: none"> <li>Management of service workforce by: <ul style="list-style-type: none"> <li>encouraging educators/staff who develop flu-like symptoms during a pandemic to stay away from work until completely well</li> <li>ensuring educators/staff who develop influenza-like illness to leave immediately and seek medical attention.</li> </ul> </li> </ul>	Apply	Apply	Apply
	<ul style="list-style-type: none"> <li>Follow the advice of the DHHS and DET regarding service closures and exclusion periods for infectious diseases.</li> </ul>	Appl	Apply	Appl
	<ul style="list-style-type: none"> <li>Identify a designated area to keep sick children quarantined from others until they can be taken home by parents/carers.</li> </ul>	y	Apply	y
	<ul style="list-style-type: none"> <li>Following any service closures, notify the relevant DET QARD Area Team, as outlined in the Governance and Reporting sections below.</li> </ul>	Appl	As required	Appl
	<ul style="list-style-type: none"> <li>School Nursing Program nurses may be asked to assist the DHHS with the distribution of antiviral medication at the direction of the Regional Nurse Manager (based in regions).</li> </ul>	y		y
			As required	
<b>Travel advisories</b>	<ul style="list-style-type: none"> <li>Encourage educators, staff and parents/carers to access the <a href="#">smartraveller</a> website prior to international travel.</li> </ul>	Apply	Apply	Apply

<b>Governance and reporting obligations</b>	<ul style="list-style-type: none"> <li>● Notify the relevant DET QARD Area Team about any service closures or any serious incidents and circumstances that pose risk to the health, safety or wellbeing of a child attending the service. <ul style="list-style-type: none"> <li>○ services operating under the NQF, refer to the fact sheet regarding <a href="#">serious incidents and complaints</a></li> <li>○ services operating under the Children’s Services Act 1996 refer to practice note regarding <a href="#">serious incidents</a>.</li> </ul> </li> </ul>	Apply	Apply	Apply
		Apply	Apply	Apply

	<ul style="list-style-type: none"> <li>● You will be advised of any additional reporting requirements by DET and/or the DHHS.</li> </ul>			
<b>Business continuity</b>	<ul style="list-style-type: none"> <li>● Implement business continuity plan to promote adequate workforce supply and capacity to continue service, by: <ul style="list-style-type: none"> <li>○ prioritising work functions to ensure adequate workforce availability to deliver early childhood service</li> <li>○ implementing contingency strategy, which may include employing replacement staff and/or modifying programs</li> </ul> </li> </ul>	Apply	Apply	Apply
	<ul style="list-style-type: none"> <li>● 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 or licensees to notify DET in the event of a serious incident. <ul style="list-style-type: none"> <li>○ Education and care services operating under the NQF refer to the fact sheet <i>Serious incidents and complaints</i> available at: <a href="http://www.education.vic.gov.au/childhood/providers/regulation/Pages/nqffactsheets.aspx">www.education.vic.gov.au/childhood/providers/regulation/Pages/nqffactsheets.aspx</a></li> <li>○ Children’s services operating under the Children’s Services Act refer to the practice note <i>Serious incidents</i> available at: <a href="http://www.education.vic.gov.au/childhood/providers/regulation/Pages/vcspracnotes.aspx">www.education.vic.gov.au/childhood/providers/regulation/Pages/vcspracnotes.aspx</a></li> </ul> </li> </ul>	Apply	Apply	Apply
	<ul style="list-style-type: none"> <li>● Inform staff of their early childhood development obligations during service closures.</li> </ul>			








<b>RESPONSE STAGE – STAND DOWN</b>		<b>Clinical Severity</b>		
<b>Description – The public health threat can be managed within normal arrangements and monitoring for change is in place</b>				
<b>Category</b>	<b>Key Actions</b>	<b>Low</b>	<b>Med</b>	<b>High</b>
<b>Containment strategies</b>	<ul style="list-style-type: none"> <li>● Be aware that multiple waves of the virus may occur.</li> <li>● Replenish PPE (if required).</li> </ul>	Apply N/A	Apply As require d	Apply As required
<b>Business continuity</b>	<ul style="list-style-type: none"> <li>● Implement business continuity plans for resumption of full business capacity which may involve: <ul style="list-style-type: none"> <li>○ restoring workforce capacity</li> <li>○ following procedures for re-opening of service (if applicable)</li> <li>○ providing supports, including counselling (if required)</li> <li>○ monitoring cumulative effects of pandemic and identifying and supporting those who may need assistance.</li> </ul> </li> <li>● Chief Warden/Early Childhood Commander to de-activate Incident Management Team and conduct final debrief(s).</li> <li>● Utilise the sample letters developed by DET to communicate status of situation to staff and parents/carers, including supports that may be available.</li> <li>● Review effectiveness of your EMP and update as appropriate – involving relevant staff and others, particularly as multiple waves of the virus may occur.</li> </ul>	N/A  N/A Apply	Apply  Apply Apply	Apply  Apply Apply
<b>Communications</b>	<ul style="list-style-type: none"> <li>● Communicate the updated status to educators, staff and parents/carers including supports that may be available</li> </ul>	Apply	Apply	Apply
<b>Travel</b>	<ul style="list-style-type: none"> <li>● Continue to encourage educators, staff and parents/carers to access the <a href="#">smartraveller</a> website prior to international travel.</li> </ul>	Apply	Apply	Apply

## 11 AREA MAP

Date Area Map Validated:

Insert your Area map here. Refer to the Area map section of the Guide for assistance. To access an online tutorial on how to create your area map go to [www.education.vic.gov.au/about/programs/health/Pages/emptutorials](http://www.education.vic.gov.au/about/programs/health/Pages/emptutorials)

<b>Distance to Primary off-site assembly point:</b> Approx. time to reach Primary off-site assembly point:	
<b>Distance to Secondary off-site assembly point:</b> Approx. time to reach Secondary off-site assembly point:	
<b>Legend</b>	
Primary off-site assembly point	

<b>Route to Primary off-site assembly point</b>	
<b>Secondary off-site assembly point</b>	
<b>Route to Secondary off-site assembly point</b>	
<b>Emergency services access point</b>	



## 12.EVACUATION DIAGRAM

Date Evacuation Diagram Validated:

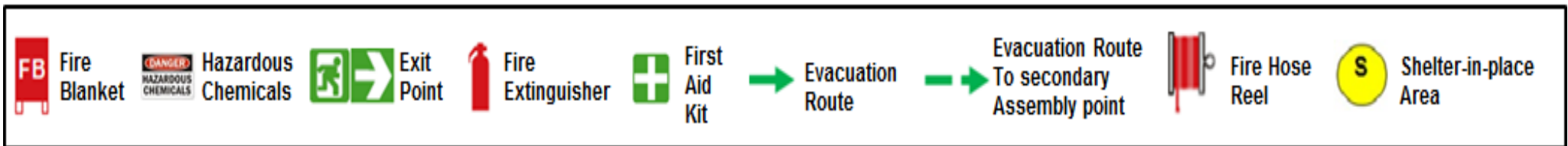
### Evacuation Procedure

<insert education and care service/children's service evacuation procedure>

- Do this.....
- Do this.....
- Do this.....

Insert your Evacuation diagram here. Refer to the Evacuation diagram section of the Guide for assistance. To access an online tutorial on how to create your evacuation diagram go to [www.education.vic.gov.au/about/programs/health/Pages/emptutorials](http://www.education.vic.gov.au/about/programs/health/Pages/emptutorials)

### Legend



### In Case of Fire



**R**emove persons from immediate danger.



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



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



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

### 13 PARENT / FAMILY CONTACT INFORMATION

Note: To ensure adherence to the provisions of the *Privacy and Data Protection Act (Vic) 2014*, please remove this section before distributing copies of your EMP to organisations or individuals outside your workplace.

Child's Name	Parent/Guardian	Phone/ Mobile Number	After Hours Number	Alternate Contact
<Refer to the Parent / Family Contact Information section of the Guide>				

### 14 CHILDREN, EDUCATORS AND STAFF WITH ADDITIONAL NEEDS

Note: To ensure adherence to the provisions of the *Privacy and Data Protection Act (Vic) 2014*, please remove child, educator and staff identifying details from this section before distributing copies of your EMP to organisations or individuals outside your workplace.

Children				
Name	Room / Area	Condition	Assistance needed during an emergency	Who will be responsible?
Educators and Staff				
Name	Room / Area	Condition	Assistance needed during an emergency	Who will be responsible?

Additional Needs Summary		
Additional Needs Category	Number of Students	Number of Educators/Staff
<This summary can be included in your EMP. Refer to the Children and Staff with Additional Needs section of the Guide>		


---

## **PART 2 – EMERGENCY PREPAREDNESS**



## 15 EARLY CHILDHOOD SERVICE FACILITY PROFILE

### 16.1 General Information

Early Childhood Service Name	
Physical Address	
Operating Days	
Operating Hours	
Phone	
Email	
Fax	
Website	
Number of buildings	
Is the facility a designated Neighbourhood Safer Place?	
Shelter-In-Place Location	
Number of Children (or approved places)	
Total Number of Educators/Staff	
Methods used for communications to our service's community	

### 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





**17 . EMERGENCY RESPONSE DRILLS SCHEDULE**

	Type of Drill	Person Responsible	Target Date & Date Drill Performed	Observer's Record Completed* ✓
Term 1	<Refer to the Emergency Response Drills Schedule section of the Guide>			
Term 2				
Term 3				
Term 4				

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

## 18 .EMERGENCY KIT CHECKLIST

<b>Our Emergency Kit Contains:</b>	✓
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 <a href="#">First Aid Kits Contents Checklist</a>	
A charged mobile phone and charger/s (batteries checked and charged)	
Torch with replacement batteries or wind up torch (batteries checked and charged)	
Whistle	
Portable battery powered radio (batteries checked and charged)	
Copy of facility site plan and EMP including evacuation routes	
Bottled water (use by date checked)	
Portable non-perishable snacks such as sultanas, dried fruits and energy bars (use by date checked)	
Water	
Sunscreen and spare sunhats	
Plastic garbage bags and ties	
Toiletry supplies	
Other	

Date Emergency Kit checked:	
Next check date:	

## 19 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	✓ <input type="checkbox"/>	Action Required
<b>Cover page</b>		
Approved Provider/Licensee name, service address, EMP issue date, EMP review date, BARR status, fire district have been specified. (see front cover page)		
<b>Distribution list</b>		
Distribution list has been completed.		
<b>Contact numbers and Communications Tree</b>		
Appropriate key local community contact numbers have been added for example Fire, Ambulance, Police, local government, nearest hospital. (see page 5)		
Key contact numbers for internal staff have been added.		
Approved Provider/Licensee or Person with Management or Control/Licensee Representative and DET regional contact numbers are included.		
Communications Tree detailing process for contacting emergency services, staff and parents included.		
<b>Incident management team</b>		
An Incident Control structure has been identified, with appropriate persons assigned and contact details provided.		
Responsibilities are clearly defined and back up names included for each position on the IMT.		
<b>Evacuation, lockdown, lockout and shelter-in-place procedures</b>		
Procedures that are specific to the early childhood service's processes have been completed for:		
<ul style="list-style-type: none"> <li>● Evacuation on-site</li> </ul>		
<ul style="list-style-type: none"> <li>● Evacuation offsite</li> </ul>		
<ul style="list-style-type: none"> <li>● Lockdown</li> </ul>		
<ul style="list-style-type: none"> <li>● Lockout</li> </ul>		
<ul style="list-style-type: none"> <li>● Shelter-in-place</li> </ul>		
<b>Emergency response procedures</b>		
Localised emergency response procedures have been developed for specific emergencies in-line with the hazards/threat identified in the risk assessment.		
<b>Staff trained in first aid</b>		

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