Department of Education & Training

Emergency Management Plan 2017

St Paul's Anglican Kindergarten

St. Paul's Anglican Kindergarten Inc.
Inc. No. A0034120D
cnr. Highfield Road & Church Street
Canterbury Victoria 3126
Tel. (03) 9830 1117

Email: st.pauls.anglican.kin@kindergarten.vic.gov.au
Web: http://www.stpaulskindergarten.org.au

DET Region	Northern eastern Victoria Region
Approved Provider/Licensee Approving our Plan	Sarah Roberts / Greg Carrington
Physical Address	Cnr Highfield Rd and Church Street Canterbury 3126 Vic
Fire District	Central District (north West Metro Region) Station 1
Is the service on the Bushfire- At-Risk Register?	No
Date Approved	
Next Review Date	

Table of Contents

1. Purpose 4

2. Scope 4

3. Distribution 4

PART 1– EMERGENCY RESPONSE 6

4. In case of emergency 7

5. Emergency contacts 8

5.1 Emergency services 8

5.2 Our Early childhood service contacts 8

5.3 Key organisational/regional contacts 8

5.4 Local/other organisations contacts 8

5.5 School bus emergency contacts 9

6. Incident Management Team 10

6.1 Incident Management Team structure (IMT) 10

6.2 Incident Management Team (IMT) contact details 11

7. Incident Management Team responsibilities 12

8. Communication tree ..... **Error! Bookmark not defined.**

9. Staff trained in first aid 16

10. Emergency response procedures 17

10.1 On-site evacuation/relocation procedure 17

10.2 Off-site evacuation procedure 18

10.3 Lock-down procedure 19

10.4 Lock-out procedure 20

10.5 Shelter-in-place procedure 21

11. Response procedures for specific emergencies 22

11.1 Building Fire 22

11.2 Bushfire 22

11.3 Major external emissions/spill (includes gas leaks) 23

11.4 Intruder 23

11.5 Bomb/substance threat 23

Bomb/Substance Phone Threat Checklist 25

11.6 Internal emission/spill 26

11.7 Severe weather event 26

11.8 Earthquake 27

11.9 Influenza pandemic 28
12. Area map 34
13. Evacuation diagram 36
14. Parent / family contact information 38
15. Children and staff with special needs 38
PART 2 – EMERGENCY PREPAREDNESS 39
16. Early childhood service facility profile 40
17. Risk assessment 42
18. Emergency response drills schedule 44
19. Emergency kit checklist 45
20. Emergency Management Plan completion checklist 46

1. Purpose

The purpose of this Emergency Management Plan is to provide details of how St Pauls Anglican Kindergarten will prepare for and respond to emergency situations.

2. Scope

This EMP applies to all educators, children, visitors, contractors and volunteers at St Paul's Anglican Kindergarten

3. Distribution

A copy of our plan has been distributed to:

Name	Position Title and Organisation Name	Date Sent	Email Address or Postal Address
Susanne Chambers	President		vicar@stpaulscanterbury.org.au
Sarah Roberts	Vice President	19/03/2017	sroberts193@optus.com.au
Greg Carrington	Vice President	19/03/2017	greg@pplc.com.au
Toula Poulakis	Director / Primary Nominee	19/03/2017	director@stpaulskinder.org.au
Richard Whitehead	OH&S representative	19/03/2017	richard.whitehead73@gmail.com
Samatha Whitehead	Secretary	19/03/2017	Secretary@stpaulskinder.org.au
Tamara Hardie	4 year old Early Childhood Teacher		Tamara.hardie@stpaulskinder.org.au
Lauren Hurst	Educator/ Office Duties		office@stpaulskinder.org.au
Kate Elsbury	Educator		Kate elsbury@stpaulskinder.org.au
Nat Coulson	3 year old Early Childhood Teacher		Nat.coulson@stpaulskinder.org.au
Carly Kruger	3 year old Early Childhood Teacher		Carly.kruger@stpaulskinder.org.au
Hazel Lu	Educator		Hazel.lu@stpaulskinder.org.au
Alison D'Amico	Educator		Alison.D'Amico@stpaulskinder.org.au
Rania Drakopulos	Educator		Rania.Dralopoulos@stpaulskinder.org.au

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**	Approved provider SE-00002846 Vice Presidents Sarah Roberts :0437461822 Greg Carrington:0439202101 Director Toula Poulakis 0422 740 633
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
President	Susanne Chambers	98300729		04xxxxxxx
Vice President	Sarah Roberts	0437461822		0437461822
Director	Toula Poulakis	98301117		04xxxxxxx
Early Childhood Teacher		98301117		04xxxxxxx
Educator /Office Duties	Lauren Hurst	98301117		04xxxxxxx
Approved Provider	Greg Carrington	0439202101		0439202101

5.3 Key organisational/regional contacts

	Name	Phone	Mobile
DET Region			
Regional DET Manager, Operations and Emergency Management	< **North Eastern: Stuart Brain**	8392 9579	0427 895 398

5.4 Local/other organisations contacts

		Phone
Police Station	317 Camberwell Rd, Camberwell, VIC, 3124	(03) 9882 0688
Hospital/s	Box Hill Hospital, Nelson Rd, Box Hill. VIC, 3128	(03) 9895 3333
Gas	AGL	132 691
Electricity	Citypower	131280
Water Corporation	Yarra Valley	1300 651 511
Facility Plumber		
Facility Electrician		
Local Government		
SES (flood, storm and earthquake)		132 500
Victorian WorkCover Authority (formerly Worksafe Victoria)		13 23 60

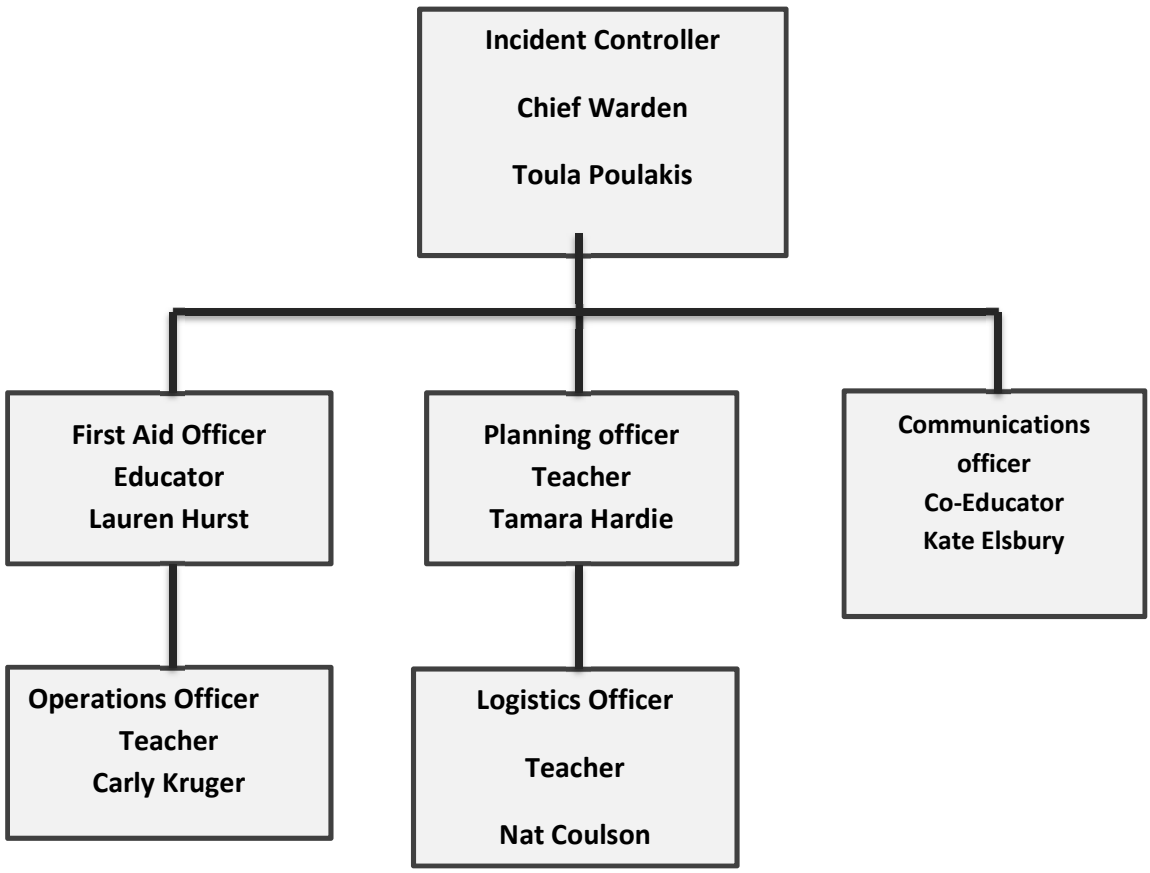
5.5 School bus emergency contacts

Coordinating School - School bus emergency contacts			
Bus Route Name and Number	Client School(s) & Bus Company	Contact Name	Phone/Mobile Numbers
<Refer to the School bus emergency contacts section of the Guide>			
N/A	N/A	N/A	N/A

Client School - School bus emergency contacts			
Bus Route Name and Number	Coordinating School(s) & Bus Company	Contact Name	Phone/Mobile Numbers
<Refer to the School bus emergency contacts section of the Guide>			
N/A	N/A	N/A	N/A

6. Incident Management Team

6.1 Incident Management Team structure (IMT)



6.2 Incident Management Team (IMT) contact details

IMT Role/Activities		Primary Contact		Back Up Contact
Chief Warden	Name	Toula Poulakis	Name	Sarah Roberts
	Phone/Mobile	0422740633	Phone/Mobile	0437461822
Planning tasks will be performed by:	Name	Tamara Hardie	Name	Nominated Person in Charge
	Phone/Mobile		Phone/Mobile	
Operations (Area Warden) tasks will be performed by:	Name	Carly Kruger	Name	Nominated Person in Charge
	Phone/Mobile		Phone/Mobile	
Communications tasks will be performed by:	Name	Kate Elsbury	Name	Nominated Person in Charge
	Phone/Mobile		Phone/Mobile	
Logistics (Warden) tasks will be performed by:	Name	Nat Coulson	Name	Nominated Person in Charge
	Phone/Mobile		Phone/Mobile	
First Aid tasks will be performed by:	Name	Lauren Hurst	Name	Nominated Person in Charge
	Phone/Mobile		Phone/Mobile	

7. Incident Management Team responsibilities

Chief Warden

Pre-emergency

- Maintain current contact details of IMT members.
- Ensure children/staff with special needs list and staff trained in first aid list are up to date.
- Conduct regular exercises/drills.
- Ensure our emergency response 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.
- Complete the Post Emergency Record.
- Contact your service Manager or your DET regional manager, Operations and Emergency Management for advice and support if required.
- Direct all media enquiries to DET Media Unit on 9637 2871.

Planning

Pre- emergency

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

During emergency

- Attend the emergency control point.
- Ascertain the nature and scope of the emergency.
- Report any changes in the situation to the Chief Warden.
- Act as directed by the Chief Warden.
- 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
On hearing alarm or becoming aware of an emergency, the Operations Officer/Area Warden will:

- Attend the emergency control point.
- Communicate with the Chief Warden 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 is notified.
- Direct the Logistics Officer/Wardens to check the floor or area for any abnormal situation.
- Commence evacuation if the circumstances on their 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 or a senior officer of the attending emergency services if the Chief Warden is not contactable.

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

Communications

Pre- emergency
- Assist the Chief Warden.
- 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 provide instruction and information to staff, children and parents as required.
- Keep a log of events that occurred during the emergency.
- Act as directed by the Chief Warden.

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

Logistics (Warden)

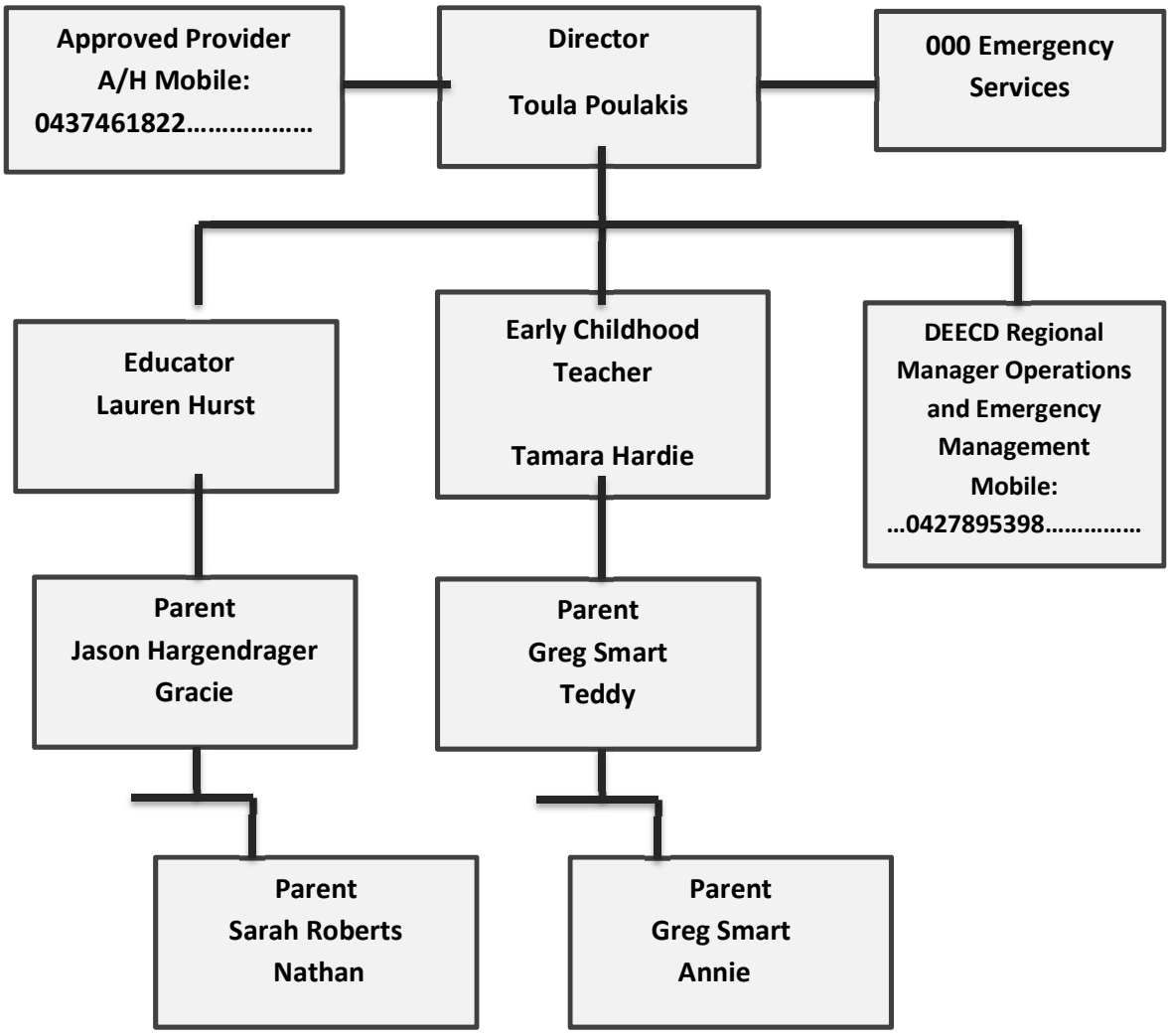
Pre- emergency
- Ensure staff are aware of the emergency response procedures.
- Carry out safety practices (e.g. clear egress paths, access to first attack equipment, for example, fire extinguishers and disposal of rubbish).
- Participate in emergency exercises/drills.

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.

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

8. Communication tree



9. Staff trained in first aid

Staff Member	Training	Date Qualified To
Toula Poulakis	**HLTAID003** **22099VIC** **2228VIC** **HLTAID001**	**02/05/2018** **24/08/2018** **24/08/2018** **27/03/2018**
Lauren Hurst	**22099VIC** **10392NAT** **HLTAID003** **HLTAIDOO1**	**24/08/2018** **03/02/2017** **24/08/2018** **27/03/2018**
Tamara Hardie	**HLTAID004** **HLTAIDOO1**	**22/08/2018** **27/03/2018**
Carly Kruger	**HLTAID003** **22099VIC** **22282VIC** **HLTAIDOO1**	**15/08/2018** **16/08/2018** **16/08/2018** **27/03/2018**
Nat Coulson	**22099VIC** **HLTAIDOO1**	**24/08/2018** **27/03/2018**
Kate Elsbury	**22099VIC** **HLTAIDOO1**	**27/03/2018** **27/03/2018**
Alison D'Amico	**HLTAID004** **HLTAIDOO1**	**27/03/2018** **27/03/2018**
Hazel Lu	**HLTFA311A** **22099VIC** **22282VIC** **HLTAID001**	**20/05/2017** **06/03/2017** **06/03/2017** **27/03/2018**
Ranai Drakopoulos	**HLTAID004** **HLTAID001**	**30/05/2018** **27/03/2018**

10. Emergency response procedures

10.1 On-site evacuation/relocation procedure

When it is unsafe for children, staff and visitors to remain inside the facility's building the Chief Warden on-site will take charge and activate the Incident Management Team if necessary.

- **Call 000** and inform emergency services of the nature of the emergency.
- Determine which of your facility's pre-identified on-site evacuation points is most appropriate to use.
- Assemble children, staff and visitors at your nominated on-site **Grassed area in front of St Paul's Anglican Church.**
- Take the child attendance list, staff attendance list, your Emergency Kit/First Aid Kit and this Plan.
- Once at the assembly point, check all children, staff and visitors are accounted for.
- Ensure communications with emergency services is maintained.
- Wait for emergency services to arrive or provide further information.
- Confirm with emergency service personnel that it is safe to return to normal operations.
- Seek advice from your 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.

Actions after on-site evacuation/relocation 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 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).
- Contact your service Manager or your DET regional manager, Operations and Emergency Management for advice and support if required
- Direct all media enquiries to DET Media Unit on 9637 2871

10.2 Off-site evacuation procedure

If it is unsafe for children, staff and visitors to remain on the facility's grounds, the Chief Warden on-site will take charge and activate the Incident Management Team if necessary.

- **Call 000** for emergency services and seek and follow advice.
- Determine which off-site assembly point you will evacuate children, staff and visitors to.
- Assemble children, staff and visitors at your nominated on-site **Residence of Greg Smart of 16 Highfield Road Canterbury (120 meters).**
- Take your emergency kit/first aid kit (including your children and staff attendance lists and a copy of this EMP).
- Once at assembly point, check all children, staff and visitors are accounted for.
- Ensure communications with emergency services is maintained.
- Wait for emergency services to arrive or provide further information.
- Confirm with emergency service personnel that it is safe to return to normal operations.
- Seek advice from your 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.

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 Incident Management Team 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*).
    - Contact your service Manager or your DET regional manager, Operations and Emergency Management for advice and support if required.
    - Direct all media enquiries to DET Media Unit on 9637 2871.

10.3 Lock-down procedure

When an external and immediate danger is identified and it is determined that the children should be secured inside the building for their own safety the Chief Warden on-site will take charge and activate the Incident Management Team if necessary.

- **Call 000** for emergency services and seek and follow advice.
- Initiate the lock-down and provide instructions to staff, for example, close internal doors and windows, remain in classroom, sit below window level, or move into corridors.
- Check that all external doors (and windows if appropriate) are locked.
- If available, allocate staff to be posted at locked doors to allow children, 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, staff and visitors are accounted for.
- If it is safe to do so, have a 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.

Actions after lock-down 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 Incident Management Team 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*).
    - Contact your service Manager or your DET regional manager, Operations and Emergency Management for advice and support if required.
    - Direct all media enquiries to DET Media Unit on 9637 2871.

10.4 Lock-out procedure

When an internal immediate danger is identified and it is determined that children should be excluded from buildings for their safety the Chief Warden on-site will take charge and activate the Incident Management Team 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; and
    - obtain Emergency Kit.
- Determine which of your facility's pre-identified on-site evacuation point/s is most appropriate to use.
- Assemble children, staff and visitors at your nominated on-site **Internal stairs access to second story of St Paul's Anglican Church Hall.**
- Check that children, staff and visitors are all accounted for.
- Where appropriate, confirm with emergency services personnel that it is safe to return to normal operations.
- Seek advice from your 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.

Actions after lock-out 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 Incident Management Team 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*).
    - Contact your service Manager or your DET regional manager, Operations and Emergency Management for advice and support if required.
    - Direct all media enquiries to DET Media Unit on 9637 2871.

10.5 Shelter-in-place procedure

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

- **Call 000** for emergency services and seek and follow advice.
- Chief Warden activates the Incident Management Team.
- Move all children, staff and visitors to your pre-determined shelter-in-place location **Grassed area in front of St Paul's Anglican Church**
- Take your emergency kit/first aid kit (including your children and staff attendance lists and a copy of this EMP).
- Check that all children, staff and visitors are accounted for.
- Ensure communications with emergency services is maintained. Wait for emergency services to arrive or provide further information.
- 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.

Actions after shelter-in-place procedure

- Ensure any children, staff or visitors with medical or other needs are supported.
- Determine whether to activate your parent 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 Incident Management Team 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*).

    - Contact your service Manager or your DET regional manager, Operations and Emergency Management for advice and support if required
    - Direct all media enquiries to DET Media Unit on 9637 2871

11. Response procedures for specific emergencies

11.1 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 who will convene your IMT if necessary.
- Remain calm and activate the fire alarm.
- 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, staff and visitors at your nominated on-site **Grassed area in front of St Paul's Anglican Church**.
- Evacuate to the **Grassed area in front of St Paul's Anglican Church***,* closing all doors and windows.
- Check that all areas have been cleared and notify the Chief Warden.
- Check that all children, 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.
- Contact your service Manager or your DET regional manager, Operations and Emergency Management for advice and support if required.
- Direct all media enquiries to DET Media Unit on 9637 2871.

11.2 Bushfire

- Call **000** for emergency services and seek and follow advice.
- Report the emergency immediately to the Chief Warden who will convene your IMT if necessary.
- 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, staff, visitors and 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.
- Contact your service Manager or your DET regional manager, Operations and Emergency Management for advice and support if required.
- Direct all media enquiries to DET Media Unit on 9637 2871.

11.3 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 who will convene your IMT if necessary.
- Turn off gas supply.
- 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 staff, children, visitors and contractors to **Residence of Greg Smart of 16 Highfield Road, Canterbury (120 meters)**. This may be an off-site location.
- Check children, 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.
- Contact your service Manager or your DET regional manager, Operations and Emergency Management for advice and support if required.
- Direct all media enquiries to DET Media Unit on 9637 2871.

11.4 Intruder

- Call 000 for emergency services and seek and follow advice.
- Report the emergency immediately to the Chief Warden.
- Do not do or say anything to the person to encourage irrational behaviour.
- Initiate action to restrict entry to the building if possible and confine or isolate the threat from building occupants.
- Determine whether **evacuation, lock-down or shelter-in-place** is required 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.
- Contact your service Manager or your DET regional manager, Operations and Emergency Management for advice and support if required.
- Direct all media enquiries to DET Media Unit on 9637 2871.

11.5 Bomb/substance threat

- Call **000** for emergency services and seek and follow advice.
- Report the threat to the Chief Warden.
- Do not touch any suspicious objects found.
- If a suspicious object is found or if the threat identifies a specific area, then **evacuation** may be considered:
    - If appropriate under the circumstances, clear the area immediately within the vicinity of the object of children and staff.
    - Ensure children and staff are not directed past the object.

- Ensure children and staff that have been evacuated are moved to a safe, designated location.

- Seek advice from your Approved Provider/Licensee or Person with Management or Control/Licensee Representative if required.
- Contact parents as required.
- Contact your service Manager or your DET regional manager, Operations and Emergency Management for advice and support if required.
- Direct all media enquiries to DET Media Unit on 9637 2871.

If a bomb/substance threat is received by telephone:

- **Do not** hang up.
- If possible fill out the bomb threat checklist while you are on the phone to the caller.
- Keep the person talking for as long as possible and obtain as much information as possible.
- Have a co-worker call 000 for emergency services on a separate phone without alerting the caller and notify the Chief Warden.
- Listen carefully for a full description:
    - Sex of caller;
    - Age of caller;
    - Accents and speech impediments;
    - Background noises;
    - Key phrases used by the caller.
- Ask the caller:
    - What is the threat?
    - When is the threat to be carried out?
    - Where the threat may be located?
    - Why the threat is being made?
    - Where are you? Where do you live?
    - What is your name?
- Once a call is finished:
    - DO NOT HANG UP – it may be possible to trace the call if the telephone line is kept open, regardless of whether the caller hangs up.
    - Ensure all information has been written down.
    - Inform management and report threat to emergency services. immediately – use a separate telephone line or mobile phone (in case the caller rings again).
    - Do not touch, tilt or tamper with the object.
    - Follow any instructions given by emergency services.

If a bomb/substance threat is received by mail:

- Place the letter in a clear bag or sleeve.
- Avoid any further handling of the letter or envelope or package.
- Call 000 for emergency services and seek and follow advice.
- Notify the Chief Warden.

If a bomb/substance threat is received electronically or through the service's website:

- Do not delete the message
- Call 000 for emergency services and seek and follow advice
- Notify the Chief Warden

Bomb/Substance Phone Threat Checklist

This checklist should be distributed to all persons who regularly accept incoming telephone calls.

CALL TAKER	CALL TAKEN
Name: Phone No.	Date of Call: Call Start/End Time:
Signature:	Number Called: Was call Local or STD:

BOMB THREAT QUESTIONS	
When is the bomb going to explode?	
Where did you put the bomb?	
What does the bomb look like?	
What kind of bomb is it?	
What is in the bomb?	
When did you put it there?	
What will make the bomb explode?	
Did you place the bomb?	
Why did you put it there?	
What is your name?	
Where are you/what's your address?	
SUBSTANCE THREAT QUESTIONS	
What kind of substance is in it?	
When will the substance be released?	
Where is it?	
What does it look like?	
When did you put it there?	
How will the substance be released?	
Is the substance liquid, powder or gas?	
Did you put it there?	
Why did you put it there?	
What is your name?	
Where are you/what's your address?	

CALLER'S VOICE			
Sex of caller		Estimated age	
Accent (specify)			
Speech impediments (specify)			
Voice (loud, soft, etc.)			
Speech (fast, slow etc.)			
Dictation (clear, muffled, etc.)			
Manner (calm, emotional, etc.)			
Did you recognise the voice?		If so, who do you think it was?	
Was the caller familiar with the area?			

THREAT LANGUAGE		BACKGROUND NOISE	
Well spoken		Street noises	
Incoherent		House noises	
Irrational		Aircraft	
Taped		Voices	
Message read by caller		Music	
Abusive		Machinery	
Other:		Other:	

EXACT WORDING OF THREAT

ACTIONS			
Report call immediately to:		Phone Number	
Notes/Actions taken:			

11.6 Internal emission/spill

- Call **000** for emergency services and seek and follow advice.
- Report the emergency immediately to the Chief Warden who will convene your IMT if necessary.
- Move staff/children away from the spill to a safe area and isolate the affected area.
- Seek advice in regards to clean up requirements, and if safe to do so, the spill can be cleaned up by staff. Personal Protective Equipment should be worn as 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.
- Notify the Victorian WorkCover Authority (formerly WorkSafe Victoria) if required.
  - Contact your service Manager or your DET regional manager, Operations and Emergency Management for advice and support if required.
  - Direct all media enquiries to DET Media Unit on 9637 2871.

11.7 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, staff and visitors to the Chief Warden.
- 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.
  - Contact your service Manager or your DET regional manager, Operations and Emergency Management for advice and support if required.
  - Direct all media enquiries to DET Media Unit on 9637 2871.

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.

11.8 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.
  - Contact your service Manager or your DET regional manager, Operations and Emergency Management for advice and support if required.
  - Direct all media enquiries to DET Media Unit on 9637 2871.

If outside

Instruct 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 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.
- Contact parents as required.
- Tune in to ABC radio if you can and follow any emergency instructions.

- Contact your service Manager or your DET regional manager, Operations and Emergency Management for advice and support if required
- Direct all media enquiries to DET Media Unit on 9637 2871

11.9 Influenza pandemic

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

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PREPAREDNESS STAGE Description - No novel strain detected (or emerging strain under initial detection)		The scale and nature of preparedness activities is the same for all possible levels of clinical severity
Category	**Key Actions**	
Review Emergency Management Plan	• Review your Emergency Management Plan (EMP), including: ○ pandemic planning arrangements; ○ up to date contact lists of staff, children, families, local services – DHHS and Local Government Emergency Management Coordinators; ○ communication tree of key staff.	Preparedness activities should be incorporated into normal business. 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. Regularly review, exercise and updates plans. Communicate pandemic plans with staff.
Influenza prevention	• Promote basic hygiene measures including: ○ provide children and staff with information about the importance of hand hygiene (more information is available at Better Health); ○ provide convenient access to water and liquid soap and alcohol-based hand sanitizer; ○ educate staff and children about covering their cough with a tissue or their inner elbow to prevent the spread of germs; ○ careful disposal of used tissues. • Appropriate home based exclusion from early childhood service for children and staff with flu-like illness. • Encourage staff to seek immunisation for seasonal influenza.	
Communications	• Maintain personal hygiene messages with staff and children. • Convey seasonal influenza messages as directed by DET.	
Travel advisories	• Encourage staff and parents/carers to access the smartraveller website prior to international travel.	
Business continuity	• Ensure currency of business continuity plan which: ○ identifies minimum requirements and key staff for continued operations (including planning for the absence of the director); ○ considers workforce strategies to enable continued operations, if pandemic impacted a portion of the early childhood workforce.	

RESPONSE STAGE – STANDBY Description - Sustained community person-to-person transmission detected overseas		Clinical severity		
Category	**Key Actions**	**Low**	**Med**	**High**
Review Emergency Management Plan	• In April, (or at the time of the overseas detection, if earlier): ○ ensure EMP (including emergency numbers and key contacts) are up to date and pandemic planning arrangements are included; ○ ensure contact lists of staff, children, families, local services – DHHS and Local Government Emergency Management Coordinators are up to date; ○ ensure communication tree of key staff is circulated to nominated school Incident Management Team members.	Apply		
Incident response	• In April, (or at the time of the overseas detection if earlier), prepare to enact pandemic response section of your EMP with stakeholders and prepare to activate IMT.	Apply		
Hygiene measures	• Reinforce basic hygiene measures including: ○ provide children and staff with information about the importance of hand hygiene (more information is available at Better Health) ○ provide convenient access to water and liquid soap and alcohol-based hand sanitizer; ○ educate staff and children about covering their cough with tissue or inner elbow to prevent the spread of germs; ○ careful disposal of used tissues. • Ensure germicidal wipes are available in stationary supplies for staff to clean staff administrative area, telephones etc.	Apply Recommend		
Communications	• In May, (or at the time of the overseas detection, if earlier), ensure hygiene information/posters are communicated/ displayed. • In late May, (or at the time of the overseas detection, if earlier), consider providing information sessions for staff and parents/carers to communicate: ○ the status of the situation; ○ the risk of influenza and how to identify pandemic influenza symptoms and cases of possible influenza based on the current, up to date case definition by the Chief Health Officer, DHHS; ○ best practice hygiene measures; ○ considerations and measures for vulnerable children. • 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. • Encourage staff and parents/carers to obtain seasonal flu vaccination as appropriate (especially those people/families at a greater risk of infection). • School Nursing Program nurses may assist with information dissemination (provided by the DHHS) as directed by Regional Nurse Managers (based at regional offices). • Utilise the sample letters developed by DET to inform parents/carers of current situation.	Apply Apply Apply N/A Apply as required Apply as required		
Travel advisories	• Encourage staff and parents/carers to access the smartraveller website prior to international travel.	Apply		
Business continuity	• Ensure currency of business continuity plan which: ○ identifies minimum requirements and key staff for continued operations (including planning for the absence of the director); ○ considers workforce strategies to enable continued operations, if	Apply		

	pandemic impacted a portion of the early childhood workforce.			

RESPONSE STAGE – INITIAL ACTION Description – Cases detected in Australia – information about the disease is scarce		Clinical Severity		
Category	**Key Actions**	**Low**	**Med**	**High**
Incident response	● Enact your EMP where necessary. ● Activate Incident Management Team to implement the organisation's response as appropriate to advice from DET.	Apply Not suggested	Apply Not suggested	Apply Apply
Hygiene measures	● Reinforce basic hygiene measures including: ○ provide children and staff with information about the importance of hand hygiene (more information is available at Better Health) ○ provide convenient access to water and liquid soap and alcohol-based hand sanitizer; ○ educate staff and children about covering their cough with tissue or inner elbow to prevent the spread of germs; ○ careful disposal of used tissues. ● Ensure germicidal wipes are available in stationary supplies for staff to clean staff administrative area, telephones etc.	Apply Apply	Apply Apply	Apply Apply
Communications	● Follow and distribute information and advice from DET in accordance with instructions, including information about: ○ the status/situation; ○ personal hygiene measures; ○ containment measures including any plans for closure if applicable to staff parents/carers using templates developed by DET. ● 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. ● School Nursing Program nurses may assist with information dissemination as directed by Regional Nurse Managers (based at regional offices).	Apply Apply Apply as necessary	Apply Apply Apply	Apply Apply Apply
Containment strategies	● The appropriate containment strategy will vary depending upon the level of clinical severity as determined by the DHHS. ● Management of service workforce: ○ encourage staff who develop flu-like symptoms during a pandemic to stay away from work until completely well; ○ ensure staff who develop influenza-like illness to leave immediately and seek medical attention. ● Follow the advice of the DHHS and DET regarding service closures and exclusion periods for infectious diseases. ● Identify a designated area to keep sick children quarantined from others until they can be taken home by parents/carers. ● Following any service closures, notify the relevant DET QARD officer in your region, as outlined in the Governance and Reporting sections below. ● Inform carers of their obligations regarding early childhood development during closures. ● 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).	Not suggested Apply Apply Apply Apply Apply	Apply Apply Apply Apply Apply Apply	Apply Apply Apply Apply Apply Apply
Travel advisories	● Encourage staff and parents/carers to access the smartraveller website prior to international travel.	Apply	Apply	Apply

Governance and reporting obligations	• Notify the relevant DET QARD officer in your region 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. ○ services operating under the NQF, refer to the fact sheet regarding serious incidents and complaints; ○ services operating under the *Children's Services Act 1996* refer to practice note regarding serious incidents. • You will be advised of any additional reporting requirements by DET and/or the DHHS.	Apply Apply	Apply Apply	Apply Apply
Business continuity	• Implement business continuity plan to promote adequate workforce supply and capacity to continue service, by: ○ prioritising work functions to ensure adequate workforce availability to deliver early childhood service; ○ implementing contingency strategy, which may include employing replacement staff and/or modifying programs. In the event that service closure cannot be avoided: ○ contact the Quality Assessment and Regulations Manager regarding service closure policy. ○ following any closures, notify the relevant DET QARD officer in your region as outlined in the Governance and Reporting sections above. • Inform staff of their obligations during service closures.	Apply Apply Apply	Apply Apply Apply	Apply Apply Apply

RESPONSE STAGE – TARGETTED ACTION **Description – Cases detected in Australia - enough is known about the disease to tailor measures to specific needs**		**Clinical Severity**		
Category	**Key Actions**	**Low**	**Med**	**High**
Incident response	• Enact your EMP. • Activate Incident Management Team to implement the organisation's response as appropriate to advice from DET. • 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).	Apply Apply Seek advice	Apply Apply Seek advice	Apply Apply Seek advice
Hygiene measures	• Reinforce basic hygiene measures including: ○ provide children and staff with information about the importance of hand hygiene(more information is available at Better Health); ○ provide convenient access to water and liquid soap and/or alcohol-based hand sanitizer; ○ educate staff and children about covering their cough to prevent the spread of germs; ○ careful disposal of used tissues. • Ensure germicidal wipes are available in stationary supplies for staff to clean staff administrative area, telephones etc.	Apply Apply	Apply Apply	Apply Apply
Communications	• Follow and distribute information and advice from DET in accordance with instructions, including information about: ○ the status/situation; ○ personal hygiene measures; ○ containment measures including any plans for closure if applicable to staff parents/carers using templates developed by DET. • 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. • School Nursing Program nurses may assist with information dissemination as directed by Regional Nurse Managers (based at regional offices).	Apply Apply Apply	Apply Apply Apply	Apply Apply Apply

Containment strategies	• The appropriate containment strategy will vary depending upon the level of clinical severity as determined by the DHHS. In particular, the: ○ 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; ○ state controller will provide advice about the appropriate use of PPE according to clinical severity. • Management of service workforce by: ○ encouraging staff who develop flu-like symptoms during a pandemic to stay away from work until completely well; ○ ensuring staff who develop influenza-like illness to leave immediately and seek medical attention. • Follow the advice of the DHHS and DET regarding service closures and exclusion periods for infectious diseases. • Identify a designated area to keep sick children quarantined from others until they can be taken home by parents/carers. • Following any service closures, notify the relevant DET QARD officer in your region, as outlined in the Governance and Reporting sections below. • 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).	Apply Apply Apply Apply Apply As required	Apply Apply Apply Apply Apply As required	Apply Apply Apply Apply Apply As required
Travel advisories	• Encourage staff and parents/carers to access the smartraveller website prior to international travel.	Apply	Apply	Apply
Governance and reporting obligations	• Notify the relevant DET QARD officer in your region 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. ○ services operating under the NQF, refer to the fact sheet regarding serious incidents and complaints; ○ services operating under the Children's Services Act 1996 refer to practice note regarding serious incidents. • You will be advised of any additional reporting requirements by DET and/or the DHHS.	Apply Apply	Apply Apply	Apply Apply
Business continuity	• Implement business continuity plan to promote adequate workforce supply and capacity to continue service, by: ○ prioritising work functions to ensure adequate workforce availability to deliver early childhood service; ○ implementing contingency strategy, which may include employing replacement staff and/or modifying programs; • In the event that service closure cannot be avoided: ○ contact the Quality Assessment and Regulations Manager, DET regarding service closure policy; ○ notify the relevant DET QARD officer in your region about any closures as outlined in the Governance and Reporting sections above. • Inform staff of their early childhood development obligations during service closures.	Apply Apply Apply	Apply Apply Apply	Apply Apply Apply

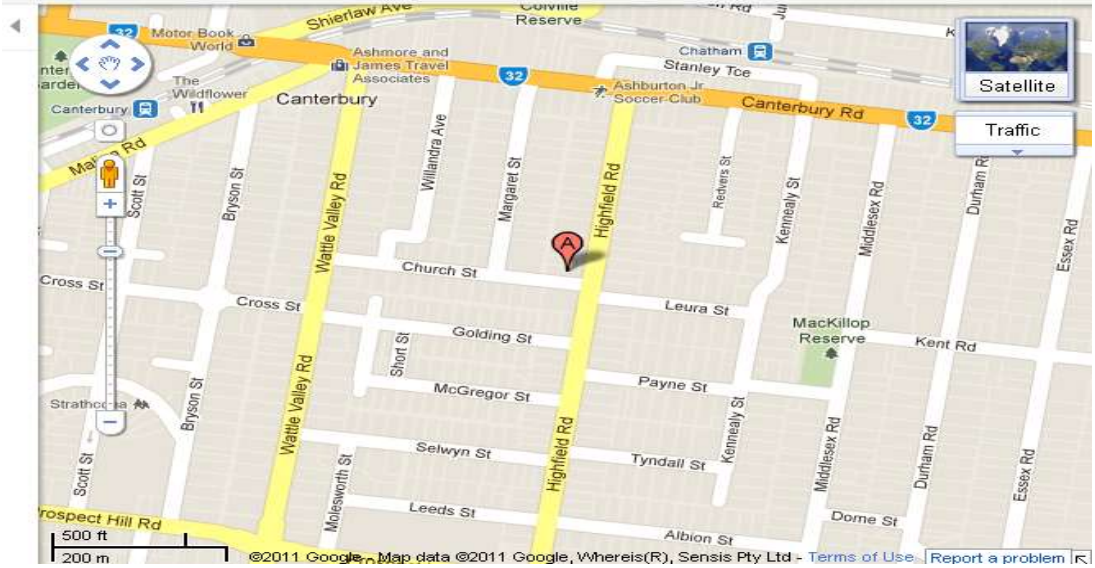
RESPONSE STAGE – STAND DOWN **Description – The public health threat can be managed within normal arrangements and monitoring for change is in place**		**Clinical Severity**		
Category	**Key Actions**	**Low**	**Med**	**High**
Containment strategies	• Be aware that multiple waves of the virus may occur. • Replenish PPE (if required).	Apply N/A	Apply As	Apply As

			required	required
Business continuity	• Implement business continuity plans for resumption of full business capacity which may involve: ○ restoring workforce capacity; ○ following procedures for re-opening of service (if applicable) ○ providing supports, including counselling (if required); ○ monitoring cumulative effects of pandemic and identifying and supporting those who may need assistance.	N/A	Apply	Apply
	• Chief Warden to de-activate Incident Management Team and conduct final debrief(s).	N/A	Apply	Apply
	• Utilise the sample letters developed by DET to communicate status of situation to staff and parents/carers, including supports that may be available.	Apply	Apply	Apply
	• Review effectiveness of your EMP and update as appropriate – involving relevant staff and others, particularly as multiple waves of the virus may occur.	Apply	Apply	Apply
Communications	• Communicate the updated status to staff and parents/carers including supports that may be available	Apply	Apply	Apply
Travel	• Continue to encourage staff and parents/carers to access the smartraveller website prior to international travel.	Apply	Apply	Apply

12. Area map

Date Area Map Validated:	13/02/2017

Street View of St Paul's Anglican Kindergarten - entrance to kindergarten via Church Street, Canterbury



Map and surrounding area to St Paul's Anglican Kindergarten – Position (A) shows kindergarten location

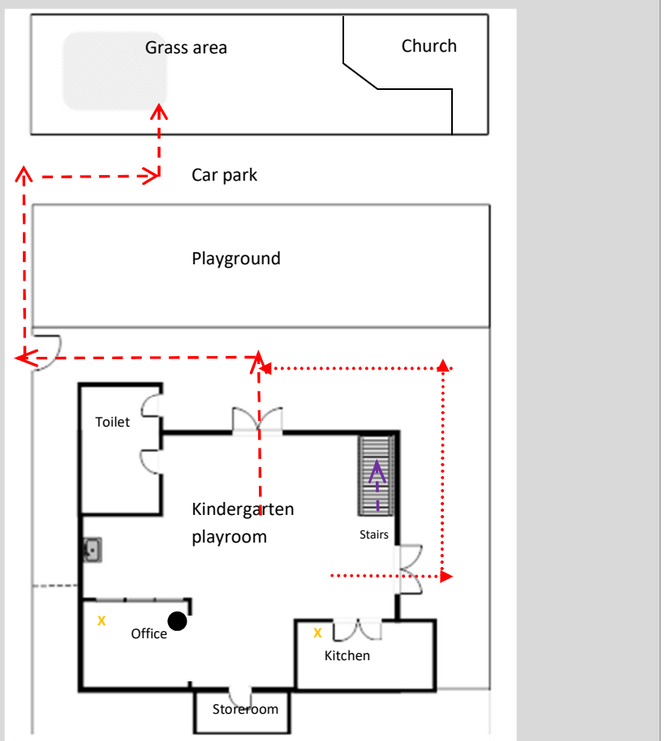
A Assembly Point A – Grassed area in front of St Paul's Anglican Church (60 meters)

B Assembly Point B – Residence of Greg Smart, 16 Highfield Rd, Canterbury (120 meters)

C Assembly Point C – Internal stairs access from kindergarten to second story of St Paul's Anglican Church Hall (only used for internal threats)

13. St Paul's Anglican Kindergarten Evacuation diagram

Date Evacuation Diagram Validated: 13/02/2017



Evacuation route

Alternate route

Lockdown procedure/area

Exit upstairs if fire near playground

Telephone

X Fire extinguisher

Evacuation Procedure

On hearing this Alert Fog Horn (two loud blows)…

1. Evacuate all the children from the immediate danger area
2. Close door if safe to do so
3. Move all children towards the emergency exit/s
4. Ensure all rooms are checked and free of children, adults, after door closed
5. Collect attendance Book and phone (if safe to do so)
6. Collect emergency bag, children medication (if safe to do so)
7. Proceed to designated assembly point
8. Account for all children and remain at assembly area/s until otherwise directed by the Director or fire officer

In Case of Fire

Remove persons from immediate danger.

Alert nearby personnel and the Chief Warden, call 000.

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

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

14. Parent / family contact information

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

All contact information is located in the 2 Emergency Bags in the two rooms

There is information class lists of each group that attend which are updated regularly

Child's Name	Parent/Guardian	Phone/ Mobile Number	After Hours Number	Alternate Contact

15. Children and staff with special needs

Note: To ensure adherence to the provisions of the Information Privacy Act 2000, please remove child 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?
Staff				
Name	Room / Area	Condition	Assistance needed during an emergency	Who will be responsible?

Special Needs Summary		
Special Needs Category	Number of Students	Number of Staff

PART 2 – EMERGENCY PREPAREDNESS

16. Early childhood service facility profile

16.1 General Information

Early Childhood Service Name	St Paul's Anglican Kindergarten
Physical Address	Cnr Highfield Rd and Church Street Canterbury 3216
Operating Days	Monday – Friday
Operating Hours	8.30 pm - 3.10 pm
Phone	03 9830117
Email	office@stpaulskinder.org.au
Fax	
Number of buildings	1
Is the facility a designated Neighbourhood Safer Place?	Yes
Shelter-In-Place Location	Yes
Number of Children	88
Total Number of Staff	9 staff /2 Volunteers
Methods used for communications to our service's community	Toula Poulakis

16.2 Other services/users of site

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

16.3 Building information summary

Telephones (Landlines)

Location	Number	Location	Number
Office (Handset 1)	(03) 9830117		
Upstairs Office (Hand set 2)	(03) 98301117		

Alarms	Location	Monitoring Company	Location of Shut-off Instructions
Fire:	Kitchen Downstairs Room Upstairs room	None	
Intrusion:			
Other:			

Utilities	Location	Service provider	Location of Shut-off Instructions
Gas / Propane:	Church playground on Church St	AGL	
Water:	Kinder playground on Highfield Rd	Yarra Valley	
Electricity:	Inside Garden Room on Church St	Citypower	

Sprinkler System

Location of Control Valve:	None
Location of Shut-off Instructions:	

Building and site hazards

Hazard Description	Location
None	

17. Risk assessment

Risk Assessment RISK	**LIKELIHOOD**	**IMPACT**	**RATING**	
Bomb Threats	Low	Very High	Moderate	
Chemical hazards	Low	High	Moderate	
Fire and/or bushfire	Moderate	Very High	High	
Firearms/Weapons	Low	Very High	Moderate	
Hazardous substances incident	Low	High	Moderate	
Hostage/Siege	Moderate	Very High	Moderate-High	
Intruders	Moderate	High	High	
Loss of water, electricity or gas	Moderate	Moderate	Moderate	
Medical emergency (refer to Incident and Medical Emergency Policy)	Moderate	Very high	High	
Missing child	Moderate	Very High	High	
Natural disasters such as floods, severe winds, thunderstorms or earthquake	Low	Moderate	Moderate	

Structural Damage	Low	Moderate	Low	
Toxic leak	Low	High	Moderate	
Transport accident e.g. on excursion or outside the centre	Low	Very High	Moderate	

18. Emergency response drills schedule

	Type of Drill	Person Responsible	Target Date & Date Drill Performed	Observer's Record Completed* ✓
Term 1	Emergency Evacuation to evocation assembly area	Toula Poulakis Nat Coulson		
Term 2	Emergency Evacuation	Tamara Hardie Carly Kruger		
Term 3	Fire Evacuation	Toula Poulakis Nat Coulson		
Term 4	Fire Evacuation	Tamara Hardie Carly Kruger		

Emergency Management Plans are required to be tested regularly.

19. Emergency kit checklist

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

Date Emergency Kit checked:	
Next check date:	

20. Emergency Management Plan completion checklist

This Emergency Management Plan 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: Toula Poulakis
Date: 13/02/2017

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

Area map and evacuation diagram		
The area map is clear and easy to follow.		
The area map has: • two evacuation assembly areas on-site	✓	
• external evacuation routes	✓	
• surrounding streets and safe exit points marked	✓	
• emergency services access points marked	✓	
Evacuation diagram		
The evacuation diagram is clear and easy to follow		
The evacuation diagram has: • a pictorial diagram of the floor or area (at least 200mm x 150mm in size, A3)	✓	
• a title, for example EVACUATION DIAGRAM	✓	
• the 'YOU ARE HERE' location	✓	
• the designated exits, which shall be in green	✓	
• hose reels, marked in red	✓	
• hydrants, marked in red	✓	
• extinguishers, marked in red	✓	
• designated shelter-in-place location	✓	
• date plan was validated	✓	
• location of primary and secondary assembly areas	✓	
• a legend.	✓	
Parent contact information		
Parent contact information has been obtained and is up to date.	✓	
Children and staff with special needs list		
Children and staff with special needs have been identified and strategies put in place for these persons where they require assistance in the event of an emergency.	✓	
Profile		
Profile has been populated and reflects the service's buildings, utilities etc.	✓	
Risk assessment		
Potential local hazards have been identified.	✓	
Risks have been rated and risk assessments included.	✓	
Local mitigations/controls have been specified.	✓	
Emergency drill schedule		
Drills have been scheduled once per term (quarterly) for different types of emergencies	✓	
Emergency kit checklist		
Emergency Kit Checklist has been developed with early childhood service's requirements.	✓	