

Emergency Management Plan 2023-2024

St Paul's Anglican Kindergarten



Physical Address	29 Highfield Road Canterbury 3126
Phone Number	(03) 9830 1117
Email Address	office@stpaulskinder.org.au
DET Region	North Eastern Region
Bureau of Meteorology/Fire District	Central
Is the service on the Bushfire- At-Risk Register?	No
Service SE Number	SE-00002846
Provider Number	PR-00001827
Approved Provider/Licensee Approving Plan	Georgia Stryker
Date Plan Approved	March 2023
Next Plan Review Date	March 2024

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1. Purpose

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

2. Scope

This EMP applies to all educators, staff, 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
Rachel McDougal	President	March 2023	vicar@stpaulscanterbury.org.au
Georgia Stryker	Vice President	March 2023	vp@stpaulskinder.org.au
Toula Kladouhos	Nominated Supervisor Educational Leader	March 2023	toula@stpaulskinder.org.au
Courtney Doery	Secretary	March 2023	Secretary@stpaulskinder.org.au
Tara McMillan	OH&S representative	March 2023	tmcmillan4@gmail.com
Erin Dempsey	Policy Officer	March 2023	policy@stpaulskinder.org.au
Bianca South	4-year-old Early Childhood Teacher	March 2023	Bianca @stpaulskinder.org.au
Lauren Hurst	Office Administrator	March 2023	office@stpaulskinder.org.au
Kate Elsbury	Diploma Educator	March 2023	office@stpaulskinder.org.au
Nat Coulson	3-year-old Activity Group Leader	March 2023	Nat@stpaulskinder.org.au
Rita Earl	4-year-old Early Childhood Teacher	March 2023	rita@stpaulskinder.org.au
Hazel Lu	Educator	March 2023	office@stpaulskinder.org.au
Alison D'Amico	Educator	March 2023	office@stpaulskinder.org.au
Rania Drakopoulos	Diploma Educator	March 2023	office@stpaulskinder.org.au
Mel Prior- Hocking	Early Childhood Teacher	March 2023	office@stpaulskinder.org.au
Rowena Kiely	Educator		office@stpaulskinder.org.au
Chloe McArthur	Early Childhood Teacher		office@stpaulskinder.org.au

PART 1– EMERGENCY RESPONSE

4. In case of emergency

In an Emergency	
<i>Call</i> Police, Ambulance, Fire Services	000
<i>For Advice call your</i> Approved Provider/Licensee or Person with Management or Control/Licensee Representative	Approved provider SE-00002846 Georgia Stryker Vice President 9830 1117 Toula Kladouhos Nominated Supervisor 9830 1117
<i>Convene your</i> Incident Management Team	

5. Emergency contacts

5.1 Emergency services

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

5.2 Our early childhood service contacts

Key Roles	Name	Phone	Phone (After Hours)	Mobile
Approved Provider/Licensee or Person with Management or Control/Licensee Representative	Georgia Stryker	98301117	04XXX XXX XXX	04XXX XXX XXX
Responsible Person/Primary Nominee	Toula Kladouhos	98301117	04XXX XXX XXX	04XXX XXX XXX
First Aid Officer	Bianca South	98301117	04XXX XXX XXX	04XXX XXX XXX
OHS Representative	Tara McMillan	9830117	04XXX XXX XXX	04XXX XXX XXX
Logistics Officer	Nat Coulson	9830117	04XXX XXX XXX	04XXX XXX XXX
Planning Officer	Lauren Hurst	9830117	04XXX XXX XXX	04XXX XXX XXX
Communications officer	Rita Earl	9830117	04XXX XXX XXX	04XXX XXX XXX
Operations Officer	Rania Drakopoulos	9830117	04XXX XXX XXX	04XXX XXX XXX

5.3 Key organisational and DET regional contacts

	Name	Phone	Mobile
Quality Assessment and Regulation Division (QARD) Area Team	Eastern Metropolitan Area	1300 651 940	
Regional Department of Education and Training (DET) Manager, Operations and Emergency Management	North Eastern Region	7505 3623	04XXX XXX XXX

5.4 Local/other organisations contacts

Organisation	Phone
Police Station 317 Camberwell Rd, Camberwell, VIC, 3124	(03) 9882 0688
Hospital/s Box Hill Hospital, Nelson Rd, Box Hill. VIC, 3128	1300 342 255 (03) 9895 3333
Gas AGL	132 691
Electricity CitiPower	131 280
Water Corporation Yarra Valley Water	1300 651 511
Facility Plumber Martin Haslinghouse	0417 039 419
Facility Electrician O'Brien Electrics	(03) 8520 9555

Local Government City of Boroondara	(03) 9278 4444
SES (flood, storm and earthquake)	13 25 00
WorkSafe Victoria	1800 136 089

5.4 Reporting Requirements

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

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

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

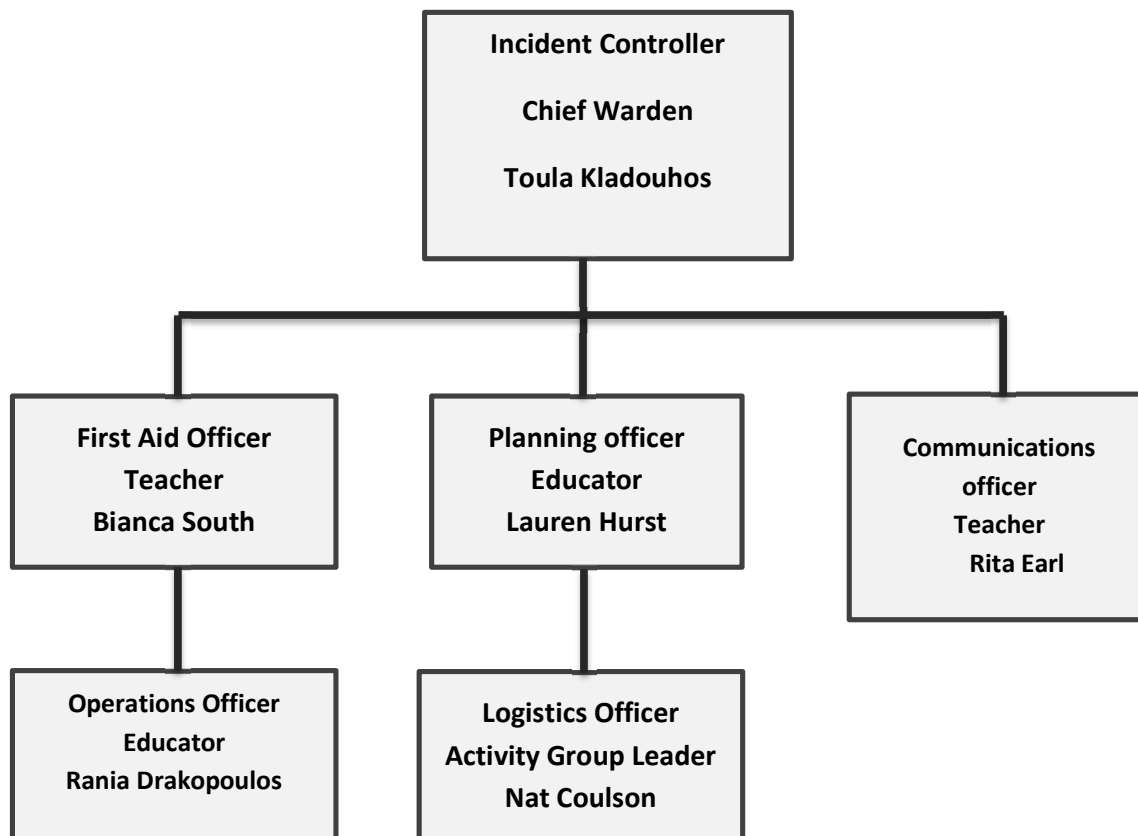
- To make notifications, see: [Notification types and timeframes | ACECQA, The National Quality Agenda IT System \(NQA ITS\)](#) or call: 1300 307 415.
- For more information, see [Regulation and Quality Assessment](#)

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

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

6. Incident Management Team

6.1 Incident Management Team (IMT) structure



6.2 Incident Management Team contact details

IMT Role/Activities		Primary Contact		Back Up Contact
Chief Warden/ Early Childhood Commander	Name	Toula Kladouhos		Rachel McDougall
	Phone/Mobile	98301117	0422 740 633	98300729
Planning tasks will be performed by:	Name	Lauren Hurst		Nominated Person in Charge
	Phone/Mobile	98301117	0400 929 806	98301117
Operations (Area Warden) tasks will be performed by:	Name	Rania Drakopoulos		Nominated Person in Charge
	Phone/Mobile	98301117	0415 186 389	98301117
Communications tasks will be performed by:	Name	Rita Earl		Nominated Person in Charge
	Phone/Mobile	98301117	0402 147 859	98301117
Logistics (Warden) tasks will be performed by:	Name	Nat Coulson		Nominated Person in Charge
	Phone/Mobile	98301117	0435 166 717	98301117
First Aid tasks will be performed by:	Name	Bianca South		Nominated Person in Charge
	Phone/Mobile	98301117	0411 146 762	98301117

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.
- Ensure strategy to evacuate non-ambulate children is in place.
- Ensure ready access to an operating telephone or other similar means of communication to enable immediate communication to and from parents/carers and emergency services.
- Conduct regular exercises/drills in line with regulatory requirements.
- Ensure our emergency response and recovery procedures are kept up to date.
- Ensure staff on the IMT are aware of their responsibilities.

During emergency

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

Post-emergency

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

Planning

Pre-emergency

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

During emergency

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

Post-emergency

- Collect and evaluate information relating to the emergency.

- Identify recovery needs and develop a recovery plan (if required).

Operations (Area Warden)

Pre- emergency

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

During emergency

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

Post emergency

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

Communications

Pre- emergency

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

During emergency

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

Post- emergency

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

Logistics (Warden)

Pre- emergency

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

During emergency

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

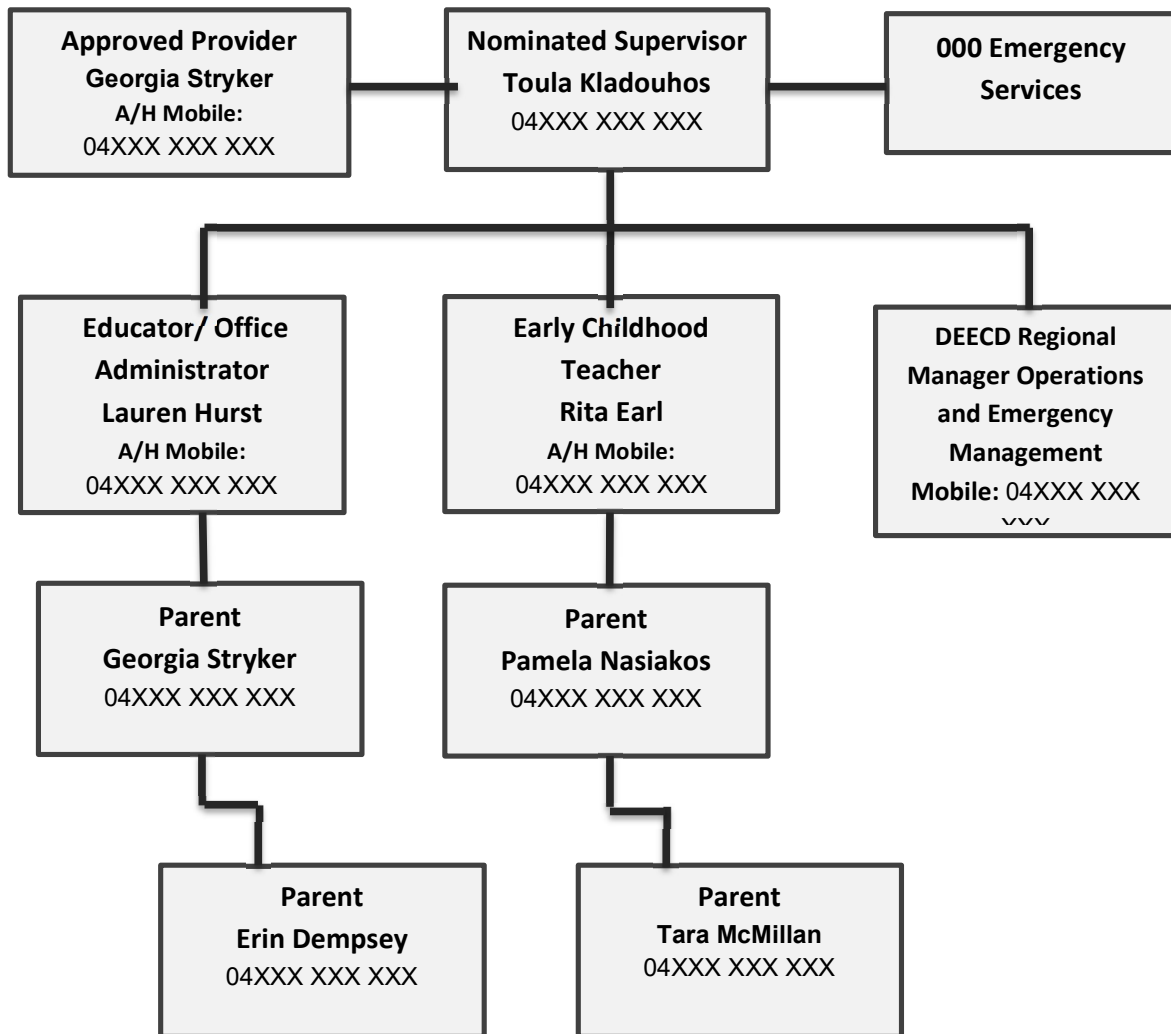
Activities may include the following:

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

Post- emergency

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

8. Communication tree



9. Staff trained in first aid

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

Staff Member	Training	Date Qualified To
Toula Kladouhos	HLTAID004 HLTAID009	01/02/2024 10/02/2024
Lauren Hurst	HLTAID004 HLTAID009	01/02/2024 10/02/2024
Bianca South	HLTAID004 HLTAID009	01/02/2024 10/02/2024
Rita Earl	HLAID004 HLAID009	01/02/2024 10/02/2024
Nat Coulson	HLTAID004 HLTAID009	10/02/2026 10/02/2024
Kate Elsbury	HLTAID004 HLTAID009	01/02/2024 10/02/2024
Alison D'Amico	HLTAID004 HLTAID009	01/02/2024 10/02/2024
Rania Drakopoulos	HLTAID004 HLTAID009	01/02/2024 10/02/2024
Hazel Lu	HLTAID004 HLTAID009	10/02/2026 10/02/2024
Mel Prior- Hocking	HLTAID004 HLTAID009	01/02/2024 10/02/2024
Rowena Kiely	HLTAID004 HLTAID009	10/02/2024 10/02/2024

10. Emergency response procedures

10.1 On-site evacuation/relocation procedure

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

- **Call 000** and inform emergency services of the nature of the emergency.
- Determine which of your facility's pre-identified on-site evacuation points is most appropriate to use.
- Assemble children, educators, staff and visitors at your nominated on-site **Grassed area in front of St Paul's Anglican Church**.
- 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, staff or visitors with medical or other needs including those that are non-ambulant are supported.
- Determine whether to activate your parent/carer reunification process.
- Determine if there is any specific information staff, children and visitors need to know (e.g. reunification process or areas of the facility to avoid).
- Print and issue pre-prepared parent letters as appropriate.
- Undertake operational debrief with staff and Incident Management Team to identify any on-site evacuation and procedural changes that may be required.
- Complete your Post Emergency Record form.
- Report serious incidents to the relevant DET QARD Area Team in accordance with relevant regulatory requirements and service agreement (see Reporting requirements in the Emergency contacts section).

10.2 Off-site evacuation procedure

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

- **Call 000** for emergency services and seek and follow advice.
- Determine which off-site assembly point you will evacuate children, educators, staff and visitors to.

- Assemble children, educators, staff and visitors at your nominated on-site **Residence of GS of 16 Highfield Road Canterbury**.
- 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 PMC 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 including those that are non-ambulant are supported.
- Determine whether to activate your parent/carer reunification process.
- Determine if there is any specific information staff, children and visitors need to know (e.g. reunification process or areas of the facility to avoid).
- Print and issue pre-prepared parent/carer letters as appropriate.
- Undertake operational debrief with staff and IMT to identify any off-site and procedural changes that may be required.
- Complete your Post Emergency Record form (see Appendix 1).
- Report serious incidents to the relevant DET QARD Area Team in accordance with relevant regulatory requirements and service agreement (see Reporting requirements in the Emergency contacts section)

10.3 Lock-down procedure

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

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

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

10.4 Lock-out procedure

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

- **Call 000** for emergency services and seek and follow advice.
- Announce lock-out with instructions about what is required. Instructions may include nominating staff to:
 - lock doors to prevent entry
 - check the premises for anyone left inside
 - obtain Emergency Kit
- Determine which of your facility's pre-identified on-site evacuation point/s is most appropriate to use.
- Assemble children, educators, staff and visitors at your nominated on-site evacuation assembly point.
- 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, staff or visitors with medical or other needs are supported.
- Determine whether to activate your parent/carer reunification process.
- Determine if there is any specific information educators, staff, children and visitors need to know (e.g. reunification process or areas of the facility to avoid).
- Print and issue pre-prepared parent/carer letters as appropriate.

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

10.5 Shelter-in-place procedure

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

- **Call 000** for emergency services and seek and follow advice.
- Move all children, educators, staff and visitors to your pre-determined shelter-in-place location (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 PMC if required.
- Contact parents as required or as per service policy.

Actions after shelter-in-place procedure

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

11. Specific Emergency and Critical Incident Response Procedure

11.1 Building Fire

- Activate the fire alarm.
- If appropriate, follow the procedure for on-site evacuation.
- Report the emergency immediately to the Chief Warden who will convene your IMT if necessary.
- Extinguish the fire (only if safe to do so).
- Evacuate to the **grassed area in front of St Paul's Anglican Church**, closing all doors and windows (if safe to do so).
- Check that all areas have been cleared and notify the Chief Warden.
- Check that all children, staff, visitors and contractors are accounted for.
- Notify and/or seek advice from your PMC if required.
- Contact parents/carers as required.
- Report serious incidents to the relevant DET QARD Area Team in accordance with relevant regulatory requirements and service agreement (see Reporting requirements in the Emergency contacts section).

11.2 Loss of essential services

When there is a loss of essential services (power, water, communications):

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

11.3 Medical emergency

If a medical emergency occurs on the facility site or on an excursion:

- Call '000' if immediate/life threatening .
- Administer first aid.
- Ensure any children, staff or visitors with medical or other needs and including those that are non-ambulant are supported and have access to any required medications
- Contact parent/carer of affected child.
- Record evidence (if applicable).
- Keep other children away from the emergency/incident.
- Provide support for children who may have witnessed early stage of emergency

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

11.4 Missing child

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

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

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

COVID-19

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

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

Process for closing

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

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

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

Kindergarten providers having staffing difficulties for unavoidable reasons (such as staff on medical absence) should call the dedicated COVID-19 phone advice line on [1800 338 663](tel:1800338663) to discuss your situation.

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

Influenza Pandemic

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

Incident response:

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

Hygiene measures:

Reinforce basic hygiene measures including:

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

Communications:

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

Travel advisories:

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

Business continuity:

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

11.6 Severe weather event

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

11.7 Smoke

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

Medical

- **Call 000** if anyone is experiencing wheezing, chest tightness and difficulty breathing.
- Closely monitor for adverse effects of smoke on children and staff.
- Children and staff with existing heart or lung conditions (including asthma) should follow the treatment plan advised by their doctor.
- Asthmatics must follow their personal asthma action plan and keep a reliever or inhaler on hand.
- Notify parents/carers about conditions and to ensure they cater for their child's needs e.g. extra inhaler.

Activities/Indoors

- Restrict outdoor activities or as appropriate, cancel, re-schedule or use alternative venues for any outdoor activities.
- Close windows and doors.

- Switch air conditioners to 're-circulate' or 'reuse air' (turn it off if it doesn't have this function).
- Limit prolonged or heavy physical activity relative to the conditions.

Notification/Information

As appropriate:

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

11.8 Violence, aggression and/or harassment

- Intervene only if safe to do so.
- Contact '000' if immediate/life threatening and require police/ambulance attendance.
- Initiate action to confine or isolate the aggressor.
- Determine whether evacuation, lock-down or Shelter in Place is required.
- Administer first aid if required and safe to do so.
- Contact parent/carer of children impacted.
- Record evidence (if applicable).
- If multiple children involved and/or witness incident, isolate to preserve the integrity of the evidence until interviews etc can take place.
- If staff are directly impacted consider whether a report to WorkSafe is required.
- Report serious incidents to the relevant DET QARD Area Team in accordance with relevant regulatory requirements and service agreement (see Reporting requirements in the Emergency contacts section).

11.9 Child abuse

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

1. Responding to an emergency:

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

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

2. Reporting to authorities:

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

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

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

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

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

3. Contact parents/carers:

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

4. Providing ongoing support:

Where appropriate, services should consider:

- establishing regular communication with the child's parent/carer to plan support strategies and discuss a child's progress, and the success of any support strategies
- engage allied health professionals with expertise in addressing child abuse and trauma to support the service to design and implement support strategies.
- establish a safety plan, in instances where the abuse has been led by a person within the service, and/or visiting the service to mitigate risk of further abuse.

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

11.10 Earthquake

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

If Outside:

Instruct staff and children to:

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

If Inside:

Instruct staff and children to:

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

After the earthquake:

- Evaluate the need to evacuate if there are uncontrolled fires, gas leaks or structural damage to the building you are in.
- If you evacuate, watch out for fallen trees, power lines, and stay clear of any structures that may collapse.
- Arrange medical assistance where required.
- Help others if you can.
- Report any matter concerning the safety and wellbeing of children, staff and visitors to the Chief Warden.
- Contact parents/carers as required.
- Tune in to ABC radio if you can and follow any emergency instructions.
- If the service's property is damaged and it is safe to do so, take notes and photographs for insurance purposes.
- Report serious incidents to the relevant DET QARD Area Team in accordance with relevant regulatory requirements and service agreement (see Reporting requirements in the Emergency contacts section).

11.11 Flood

- **Call 000** if immediate/life threatening.
- Monitor the VicEmergency website and/or VicEmergency App.
- Contact the VicEmergency hotline on 1800 226 226 for information.
- Monitor the Bureau of Meteorology website for weather updates and weather warnings and follow the advice.

- Report emergency to the Incident Support and Operations Centre on 1800 126 126.
- Notify and/or seek advice from your PMC if required.
- Listen to local radio or TV on battery-powered sets for weather warnings and advice.
- Do not drive, ride or walk through floodwater.
- Report serious incidents to the relevant DET QARD Area Team in accordance with relevant regulatory requirements and service agreement (see Reporting requirements in the Emergency contacts section).

11.12 Heat (extreme)

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

- Call '000' if immediate medical assistance is required

Scheduling/Activities:

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

Hydration:

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

Notification/Information:

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

11.13 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 **Residence of Greg Smart of 16 Highfield Road, Canterbury (120 meters)**. 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.
- Report serious incidents to the relevant DET QARD Area Team in accordance with relevant regulatory requirements and service agreement (see Reporting requirements in the Emergency contacts section).

11.14 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.
- Report serious incidents to the relevant DET QARD Area Team in accordance with relevant regulatory requirements and service agreement (see Reporting requirements in the Emergency contacts section).

11.15 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.
- Report serious incidents to the relevant DET QARD Area Team in accordance with relevant regulatory requirements and service agreement (see Reporting Requirements in the Emergency contacts section).

11.16 Asbestos

- Isolate the area:
 - vacate everyone from the affected area
 - restrict entry to the identified area by i.e. locking a room; erecting temporary fencing and/or placing tape around the area.
- Erect signage at entrances to affected area indicating unauthorised personnel must not enter.
- Notify and/or seek advice from your PMC if required.
- If the service is on a shared site, notify building management/owner.
- Report serious incidents to the relevant DET QARD Area Team in accordance with relevant regulatory requirements and service agreement (see Reporting requirements in the Emergency contacts section).

11.17 Bomb/substance threat

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

Immediate response

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

Evacuation

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

Communication

- Provide police with details of the situation, including actions you have taken and intend to take. Follow any advice provided by police.
- Contact parents/carers when evacuation is complete and it is safe to do so.
- Notify and/or seek advice from your PMC or DET regional emergency management staff if required.
- Await "all clear" advice from police before returning to buildings to resume normal activities.
- Report serious incidents to the relevant DET QARD Area Team in accordance with relevant regulatory requirements and service agreement (see Reporting requirements in the Emergency contacts section).

If a bomb/substance threat is received by telephone (see checklist at Appendix 2):

- **DO NOT HANG UP**
- Keep the person talking for as long as possible and obtain as much information as possible.
- Without alerting the caller, signal a co-worker if possible to:
 - call 000 for police on a separate phone
 - notify the Chief Warden

- Fill out the *Bomb Threat Checklist* and record the details while you are on the phone to the caller if possible (the checklist should be located with staff who normally answer in-coming phone calls).

If a bomb/substance threat is received by letter:

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

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

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

If you are at the site of an explosion:

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

11.18 Severe weather event

- Vic Emergency App alerts Service of severe weather events and other emergencies
- 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.

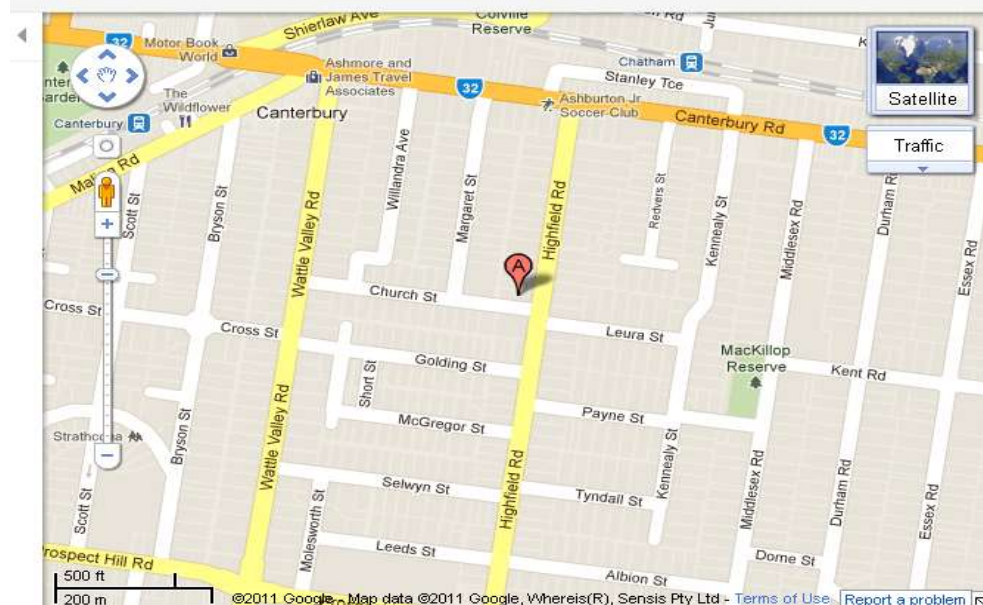
After the severe weather event

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

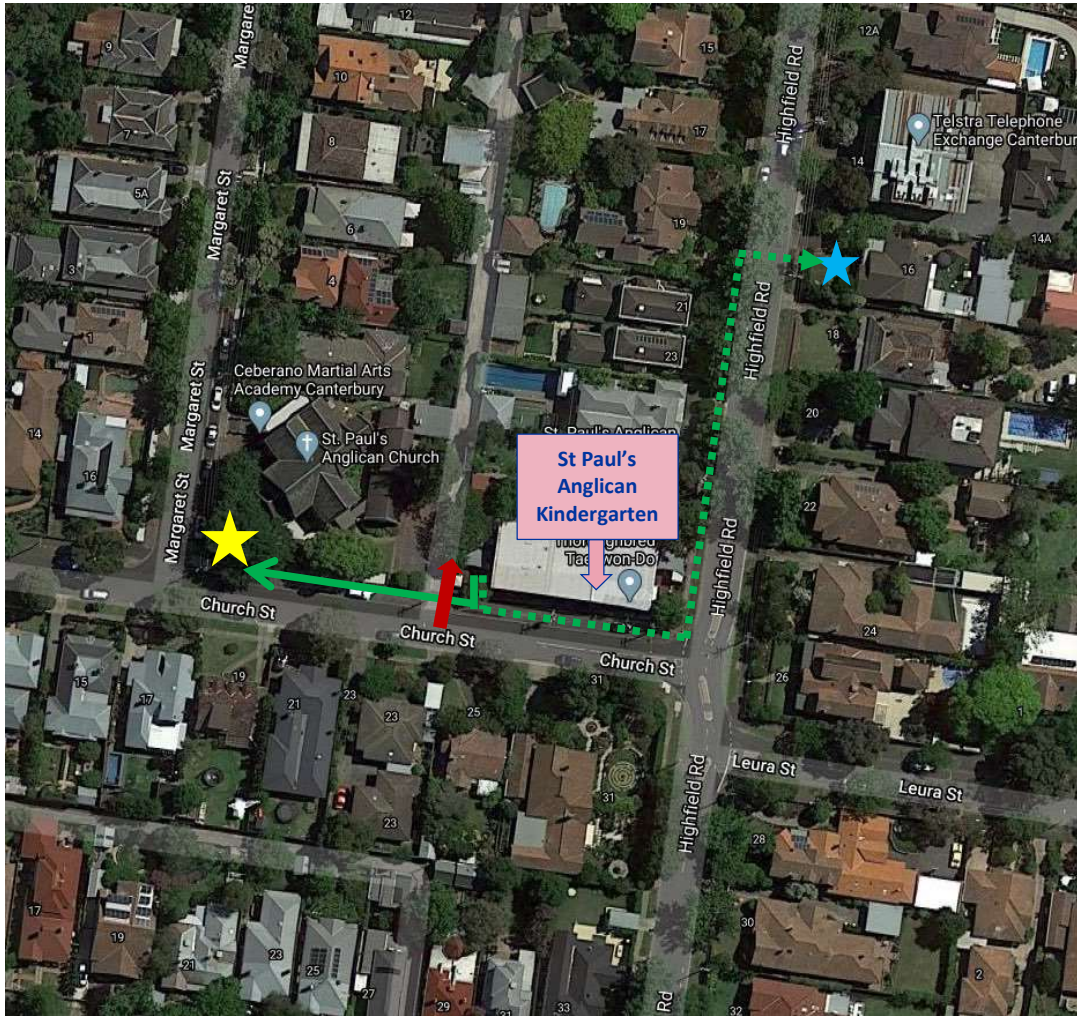
12 Area map






Date Area Map Validated: 20/02/2020

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



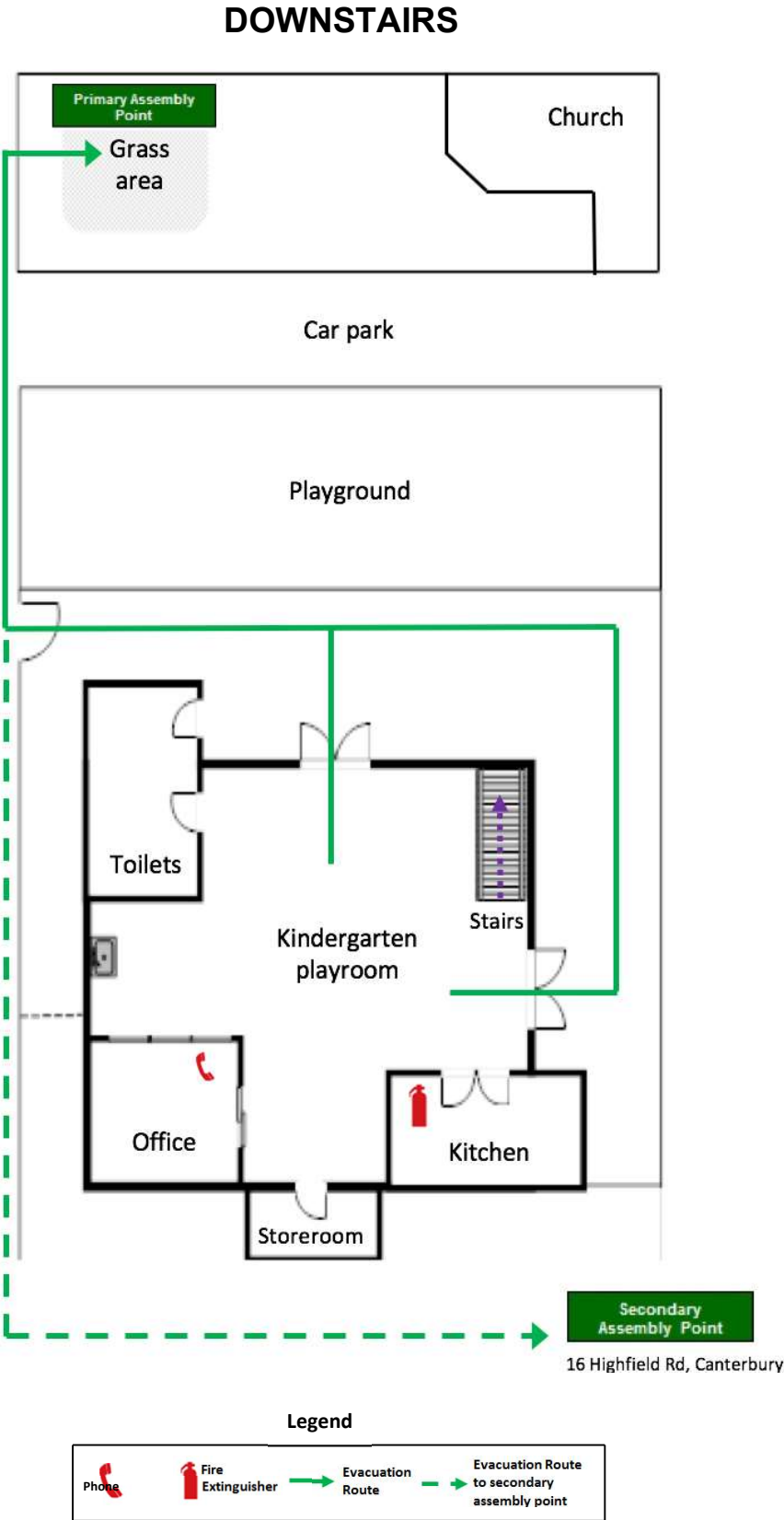
Map and surrounding area to St Paul's Anglican Kindergarten – Position (A) shows kindergarten location



Distance to Primary off-site assembly point:	50m
Approx. time to reach Primary off-site assembly point:	30 seconds
Distance to Secondary off-site assembly point:	150m
Approx. time to reach Secondary off-site assembly point:	1.25 minutes
Legend	
Primary off-site assembly point	
Route to Primary off-site assembly point	
Secondary off-site assembly point	
Route to Secondary off-site assembly point	
Emergency services access point	

13 **Evacuation diagram**

Date Evacuation Diagram Validated: 18/03/2023



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).

Evacuation Procedure

On hearing this Alert Fog Horn (three loud blows)...

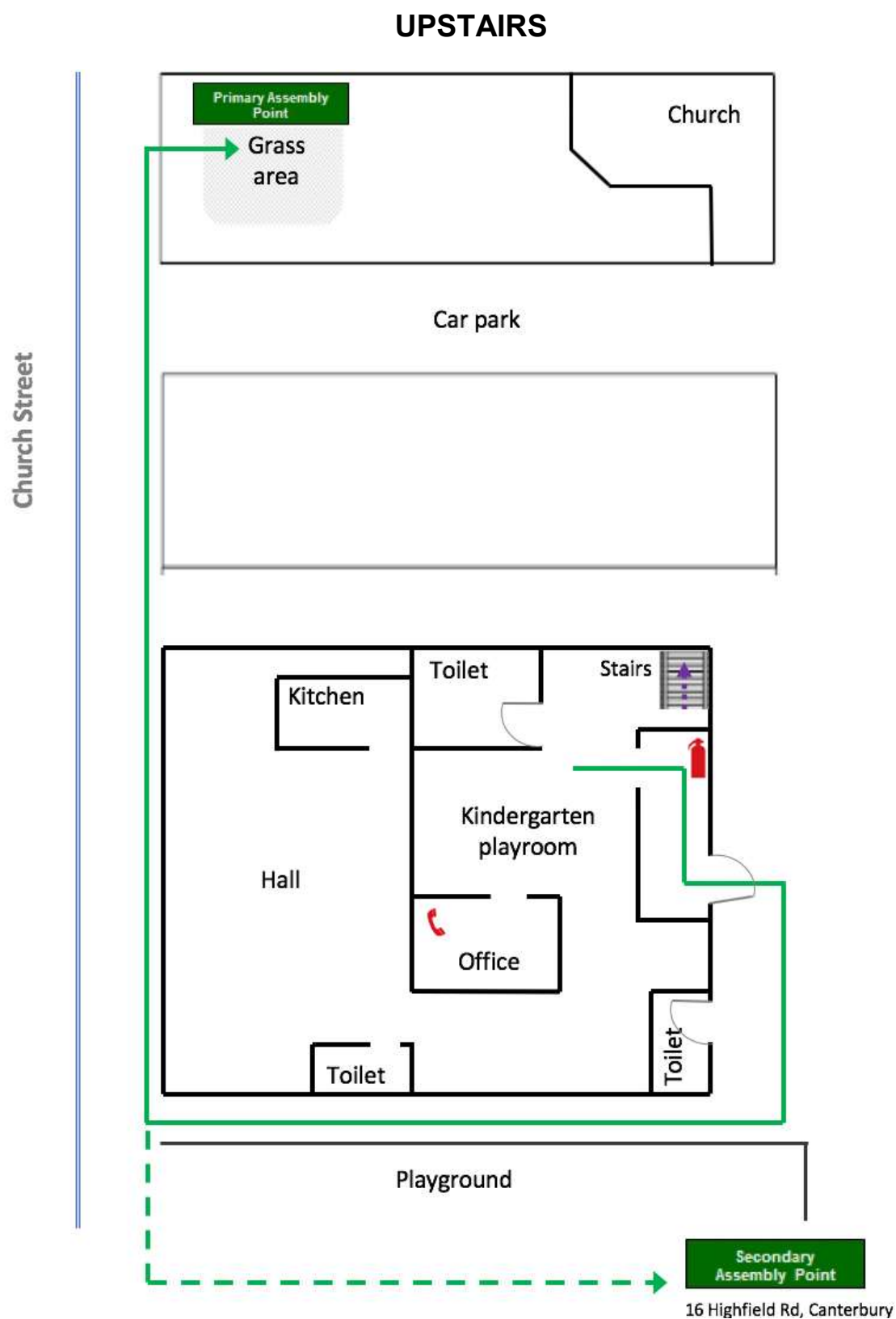
1. Evacuate all the children from the immediate danger area
2. Close door if safe to do so
3. Move all children towards the emergency exit/s
4. Ensure all rooms are checked and free of children, adults, after door closed
5. Collect attendance/visitors/volunteer books and phone (if safe to do so)
6. Collect 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

Emergency Lock down Procedure

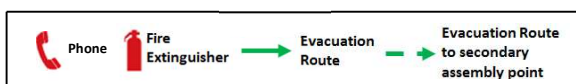
As per Emergency Lock Down Procedure

On hearing this Alert Fog Horn (one long blow)...

9. Evacuate all the children from the immediate danger area
10. Close all doors if safe to do so.
11. Move all children towards the emergency exit.
12. Ensure all rooms are checked and free of children, adults, after door closed.
13. Collect attendance/volunteers/Visitors Book and phone (if safe to do so)
15. Proceed to designated assembly point
16. Account for all children and remain at assembly area until otherwise directed by the Director or Emergency Services



Legend



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).

Evacuation Procedure

On hearing this Alert Fog Horn (three 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/visitors/volunteer books 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

Emergency Lock down Procedure

As per Emergency Lock Down Procedure

On hearing this Alert Fog Horn (one long blow)...

9. Evacuate all the children from the immediate danger area
10. Close all doors if safe to do so.
11. Move all children towards the emergency exit.
12. Ensure all rooms are checked and free of children, adults, after door closed.
13. Collect attendance/volunteers/Visitors Book and phone (if safe to do so)
15. Proceed to designated assembly point
16. Account for all children and remain at assembly area until otherwise directed by the Director or Emergency Services

14 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.

15 Children, educators and staff with additional needs

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

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

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	29 Highfield Road Canterbury 3216
Operating Days	Monday – Friday
Operating Hours	8.00am – 4.30pm
Phone	03 9830 1117
Email	office@stpaulskinder.org.au
Fax	
Website	https://stpaulskinder.org.au/
Number of buildings	1
Shelter-In-Place Location	Yes
Number of Children (or approved places)	72
Total Number of Educators/Staff	12 staff
Methods used for communications to our service's community	Toula Kladouhos, Nominated Supervisor

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) 9830 1117			
Upstairs Office (Handset 2)		(03) 9830 1117			
Alarms	Location		Monitoring Company	Location of Shut-off Instructions	
Fire:	Kitchen Downstairs Room Upstairs room		None		
Intrusion:	Downstairs Room Upstairs room/ Corridor		Art Security	Downstairs Room	
Other:					
Utilities	Location		Service provider	Location of Shut-off Instructions	
Gas / Propane:	Church playground on Church St		AGL		
Water:	Kinder playground on High field Rd		Yarra Valley Water		
Electricity:	Inside Garden Room on Church St		CitiPower		
Sprinkler System					
Location of Control Valve:			None		
Location of Shut-off Instructions:					
Building and site hazards					
Hazard Description			Location		
None					

17 Risk assessment

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

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

1. Identified Hazard or Threat	2. Description of Risk	3. Current Risk Control Measures Implemented at our Service	4. Risk Rating			5. Treatments to be Implemented Measures to be taken by our service to eliminate or reduce impact of the risk	6. Revised Risk Rating After implementing Treatments		
			Consequence	Likelihood	Risk Level		Consequence	Likelihood	Risk Level
Bomb threat	Probable Cause: Known or unknown person with intent or harm or cause fear to staff and students. Probable Consequences: <ul style="list-style-type: none"> Physical injury to staff or students Stress or psychological injury requiring clinical support for multiple individuals 	<ul style="list-style-type: none"> Emergency and Evacuation Policy is in place and subject to regular review. Bomb Threat Checklist located next to each phone. Emergency evacuation drills scheduled and practiced on a regular basis (every term). Implement bomb/substance threat response as required. 	Severe	Rare	Med				
Major external emission/spill	Probable Causes: <ul style="list-style-type: none"> Leak of flammable or toxic materials due to truck roll-over Gas leak Probable Consequences: <ul style="list-style-type: none"> Physical injury to staff or students 	<ul style="list-style-type: none"> Emergency and Evacuation Policy is in place and subject to regular review. Emergency evacuation drills scheduled and practiced on a regular basis (every term). 	Minor	Unlikely	Low				

	<ul style="list-style-type: none"> Stress or psychological injury requiring clinical support for multiple individuals 								
Intruder	<p>Probable Consequences:</p> <ul style="list-style-type: none"> Physical injury to staff or students Stress or psychological injury requiring clinical support for multiple individuals 	<ul style="list-style-type: none"> Visitors must report to reception and sign in using the Visitor Register. Visitors are required to wear and display visitor pass/badge. Parents must make an appointment to meet with staff. Lockdown/lockout/ evacuation procedures are regularly practiced. Values of mutual respect and acceptable parent behaviour policy are communicated and regularly reinforced e.g. at parent forums and in newsletters. Encourage engagement of parents in kindergarten activities. In relation to court orders / custody papers: <ul style="list-style-type: none"> the kindergarten maintains a register of current documents parents are advised of the relevant kindergarten processes and duty of care to other students and staff. For parent meetings where staff feel a need for support: <ul style="list-style-type: none"> two staff attend staff use a signal to obtain support from another staff member if required an appropriate room for meeting selected e.g. one with two exit points. 	Moderate	Possible	Med				
Internal emissions/spill	<p>Probable Cause:</p> <p>Gas leak</p> <p>Probable Consequences:</p> <ul style="list-style-type: none"> Physical injury to staff or students 	<ul style="list-style-type: none"> Emergency and Evacuation Policy is in place and subject to regular review. Emergency evacuation drills scheduled and practiced on a regular basis. 	Moderate	Unlikely	Med				

	<ul style="list-style-type: none"> Stress or psychological injury requiring clinical support for multiple individuals 								
Severe weather event	<p>Probable Causes:</p> <ul style="list-style-type: none"> Electrical storm causing fire. High winds causing roof to collapse, limbs to fall from trees and airborne debris shattering windows. Rain inundation resulting in unsafe electrical wiring/loss of power and communications. <p>Probable Consequences:</p> <ul style="list-style-type: none"> Physical injury to staff or students Stress or psychological injury requiring clinical support for multiple individuals Kindergarten premises becomes unsafe or impractical to use. 	<ul style="list-style-type: none"> Emergency and Evacuation Policy is in place and subject to regular review. 	Moderate	Possible	Med				
Building fire	<p>Probable Causes:</p> <ul style="list-style-type: none"> Inappropriate management of stored chemicals such as cleaning fluids Exploding gas tank Faulty electrical wiring Faulty electrical equipment <p>Probable Consequences:</p> <ul style="list-style-type: none"> Physical injury to staff or students Stress or psychological injury requiring clinical support for multiple individuals Damage to kindergarten premises 	<ul style="list-style-type: none"> Emergency and Evacuation Policy is in place and subject to regular review. Fire services equipment (fire hose reels, fire extinguishers, fire blankets, hydrants) is tested and tagged as per Australian Standards. A Workplace Inspection is completed once per term to check that exit signs and other emergency equipment is working. A fire blanket (tested and tagged to Australian Standards) is available in kitchen area. All electrical equipment is tested and tagged as per Australian Standards and that frayed leads, damaged equipment and so on. are disposed of in an appropriate manner. 	Major	Unlikely	Med				

Transport accident (on excursion)	<p>Probable Causes:</p> <ul style="list-style-type: none"> Lack of care by road users Poor weather conditions <p>Probable Consequences:</p> <ul style="list-style-type: none"> Physical injury to staff or students Stress or psychological injury requiring clinical support for multiple individuals 	<ul style="list-style-type: none"> Road Safety and Safe Transport Policy is in place and subject to regular review. Only trusted companies/drivers engaged to provide transport 	Major	Unlikely	Med				
Heat health	<p>Probable cause:</p> <ul style="list-style-type: none"> Extremely hot day and/or prolonged period of excessively hot weather <p>Probable Consequences</p> <ul style="list-style-type: none"> hyperthermia: heat and sunlight overheat human body resulting in heat cramps, heat exhaustion, heat stress and heat stroke. dehydration exacerbating existing medical conditions power outages due to high use of air-con, refrigeration failure of public transport (rail) food poisoning due to unrefrigerated lunch 	<ul style="list-style-type: none"> Sun Protection Policy is in place and subject to regular review. Administration of First Aid Policy is in place and subject to regular review. Dealing with Medical Conditions Policy is in place and subject to regular review. Sun and UV protection policy as per SPAG as well as SunSmart program Playground areas are shaded Sufficient shelter available for students awaiting pick-up by parents Sufficient unrestricted water available Restricted outdoor time during hot days Staff are trained in identifying early signs of heat stress/dehydration 	Minor	Unlikely	Low				
Loss of water, electricity or gas	<p>Probable Causes:</p> <ul style="list-style-type: none"> Issue with supply due to storm/accident Planned outage Bill not paid on time <p>Probable Consequences:</p> <ul style="list-style-type: none"> Lack of availability of resources such as computers 	<ul style="list-style-type: none"> The size and health of trees growing close to power lines are regularly checked and pruned or removed if necessary Alternative communication source such as charged mobile phone/satellite phone are available Alternate lighting sources, such as a torch or battery-operated light are contained in the emergency kit A list of emergency phone numbers is located next to all office phones 	Minor	Possible	Low				

	<ul style="list-style-type: none"> Lack of availability of fresh drinking water and water for flushing toilets and washing hands Kindergarten lacks cooling and/or heating 	<ul style="list-style-type: none"> Process is in place to ensure all utility bills are paid on time 							
Poor air quality	<p>Probable Causes:</p> <ul style="list-style-type: none"> Fire at nearby property Road accident involving a vehicle transporting a hazardous substance. Bushfire smoke <p>Probable Consequences:</p> <ul style="list-style-type: none"> Physical injury to staff or students Stress or psychological injury requiring clinical support for multiple individuals 	<ul style="list-style-type: none"> Administration of First Aid Policy is in place and subject to regular review. Asthma Policy is in place and subject to regular review. Ensure medical treatment plans for children with pre-existing heart or lung conditions are current and accessible Keep medication accessible Ensure air conditioners allow recirculation of air and are maintained regularly Restrict time spent outside 	Minor	Likely	Med				
Car collision with centre	<p>Probable Causes:</p> <ul style="list-style-type: none"> Cars driving along Highfield Rd at excessive speed Proximity of kindergarten to road. <p>Probable Consequences:</p> <ul style="list-style-type: none"> Physical injury to staff or students Stress or psychological injury requiring clinical support for multiple individuals Damage to kindergarten building and property 	<ul style="list-style-type: none"> Road layout altered following discussions with VicRoads and City of Boroondara. Ongoing conversations with VicRoads and City of Boroondara. 	Moderate	Unlikely	Med				

18 Emergency response drills schedule

	Type of Drill	Person Responsible	Target Date & Date Drill Performed	Observer's Record Completed* ✓
Term 1	Emergency Evacuation to evacuation assembly area	Toula Kladouhos Nat Coulson		
Term 2	Emergency Evacuation	Rita Earl Bianca South		
Term 3	Emergency Evacuation	Rita Earl Bianca South		
Term 4	Emergency Evacuation	Toula Kladouhos Nat Coulson		

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, 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 <u>First Aid Kits Contents Checklist</u>	✓
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)	✓
Sunscreen and spare sunhats	✓
Plastic garbage bags and ties	✓
Toiletry supplies	✓
Other	

Date Emergency Kit checked:	February 2023
Next check date:	Checked monthly

20 Appendices

- 1. Sample Post Emergency Record**
- 2. Sample Caller Bomb Threat Checklist**
- 3. Sample Facility Closure Checklist**
- 4. Sample Drill Observer Record Template**
- 5. Sample Employee Personal Emergency Evacuation Plan Template**
- 6. Sample Drill Debrief Report Template**
- 7. Sample Business Continuity Plan Template**
- 8. Sample Emergency Kit**
- 9. DET Regions**
 - 10. QARD Areas and Contacts**
 - 11. EMP Completion Checklist**

SAMPLE POST EMERGENCY RECORD TEMPLATE

Early childhood services must report serious incidents to the relevant Department of Education and Training (DET) QARD Area Team in accordance with relevant regulatory requirements.

Services with a funding and service agreement will need to contact their regional Early Childhood Improvement Branch and/or your Early Childhood Performance and Planning Advisor

Facility Name	
Emergency Event	
Date and Time of Emergency	

Description/Details of Emergency	
---	--

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

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

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

SAMPLE TELEPHONE BOMB THREAT CHECKLIST

STAY CALM

DATE CALL RECEIVED: / /
ENDED:

TIME OF CALL:

TIME CALL

EXACT WORDING OF THREAT

.....

.....

.....

.....

.....

Could you identify the caller's phone number?

.....

DON'T HANG UP KEEP THE CALLER TALKING

ASK THE CALLER

When is the bomb going to explode?

.....

Where is the bomb?

.....

.....

What will make the bomb explode?

.....

What kind of bomb is it?

.....

...

What does the bomb look like?

.....

Why did you place the bomb here?

.....

Where are you now?

.....

.....

What is your name?

.....
.....

What is your address?

.....
.....

When was the bomb placed here?

.....

Who placed the bomb?

.....
..

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

CALL DETAILS (where possible to obtain)

Did you recognise the caller?

If so, who do you think it was?

.....

Was the call: Robotic/Automated

In-Person

Pre-Recorded

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

.....

Characteristics of the call (tick appropriate characteristics):

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

Phone number call received on:

.....

Service Phone system (e.g. menu):

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

Your Name: **Service Name:**

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

SAMPLE SERVICE CLOSURE CHECKLIST - FORECAST ELEVATED FIRE DANGER RATING DAY

Date service will be closed:			
-------------------------------------	--	--	--

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

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

SAMPLE EMERGENCY RESPONSE DRILL OBSERVER'S RECORD TEMPLATE

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

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

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

Evacuation Drill

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

Evacuation Drill Items	Yes	No	N/A
Was the correct alarm/signal sounded for an evacuation?			
Were Personal Emergency Evacuation Plans implemented?			
Were all persons accounted for (children, staff, visitors, contractors and volunteers)			
Were floor areas checked / isolated areas searched by Wardens?			
Was the Emergency kit readily available?			
Wardens/response staff were able to get instructions from/provide feedback to the Chief Warden			
Did anyone re-enter the premises/building before the "all clear" was given?			
Was the Evacuation procedure documented in the EMP followed, including paths of travel, assembly at the designated point/s, communication tree?			
Off-Site Evacuation:			
<ul style="list-style-type: none"> Was the route to the designated assembly point in the EMP followed? 			
<ul style="list-style-type: none"> Did the assembly point provide access to shelter, toilets and water? 			
<ul style="list-style-type: none"> The assembly building/area was accessible 			

General Drill Items	Yes	No	N/A
Did the Chief Warden/Early Childhood Education Commander take charge and brief IMT/Wardens?			
Was the (simulated) call to the following done promptly:			
<ul style="list-style-type: none"> Emergency services 			
<ul style="list-style-type: none"> Approved provider/person with management or control 			
<ul style="list-style-type: none"> Co-located facility 			
Could the alarm/signal/PA announcements be heard in all parts of the facility?			

Lockdown Drill

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

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

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

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

Shelter-In-Place (SIP) Drill

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

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

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

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

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

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

SAMPLE PERSONAL EMERGENCY EVACUATION PLAN (PEEP): EMPLOYEE TEMPLATE

What is a PEEP?

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

Who needs a PEEP?

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

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

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

How is a PEEP used?

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

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

Who receives a copy of a PEEP?

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

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

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

PERSONAL EMERGENCY EVACUATION PLAN (PEEP)

THIS PART IS TO BE COMPLETED BY THE EMPLOYEE

Name	
Location <i>(Building/floor)</i>	
Is an assistance animal involved? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Do you understand the emergency response and evacuation procedures? Yes <input type="checkbox"/> No <input type="checkbox"/>	
What type of assistance do you require? <i>(Please describe the procedure/actions necessary to assist you)</i>	
What, if any, equipment is required for evacuation? <i>(Please list the equipment e.g. mobility aid, ventilator)</i>	

THIS PART IS TO BE COMPLETED BY THE SERVICE

How will the employee receive updates to the emergency response procedures? <i>(E.g. text, email, Braille etc.)</i>
How will the employee be notified of an emergency? <i>(E.g. visual alarm, personal vibrating device, SMS etc. or N/A)</i>
Step by Step Evacuation Procedure: <i>(List the procedure agreed with the employee)</i> Example only <ol style="list-style-type: none"> 1. As directed by floor warden: After main flow of evacuation, make way to the designated area or assembly point at own speed with evacuation buddy 2. Evacuation route may depend on location/type of emergency: (refer to diagram on next page) <ol style="list-style-type: none"> a. Closest / quickest – to Stairwell 1 b. Alternate – to Stairwell 2 3. Seek refuge in emergency stairwell or other suitable location with evacuation buddy, and wait for further instruction from floor warden or emergency services on site 4. If no instruction received from fire warden, call 000 5. Proceed to assembly point
Is the buddy/s trained in the emergency response and evacuation procedures? Yes <input type="checkbox"/> No <input type="checkbox"/>

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

Diagram of preferred route for assisted evacuation:

(Please insert diagram here or attach to this form)

Date this PEEP <insert Created or Reviewed> / / **Next Review Date** / /

DISTRIBUTION

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

Employee

Signature

Date: / /

Officer-in-Charge Name

.....

Signature

Position Title

Date: / /

SAMPLE EMERGENCY RESPONSE DRILL DEBRIEF REPORT

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

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

Debrief Participants		
Name	Position title	Role during drill

Discussion points

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

What went well?
What can be improved?

Action Items			
Ref #	Action	By who?	Due date

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

SAMPLE KINDERGARTEN BUSINESS CONTINUITY PLAN

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

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

Details of arrangements	<p>Workaround</p> <p><i>Partial site unavailable:</i></p> <p><i>Consider</i></p> <ul style="list-style-type: none"> • Determine if remaining areas of the site are suitable for operations based on service approval • Approved provider and nominated supervisor determine what changes to operations are required. <p><i>Notify</i></p> <ul style="list-style-type: none"> • Contact Quality Assessment and Regulation Division (QARD) Area Team to notify of any operation changes • Admin staff may need to work remotely from a neighbouring service site or from home. • Provide regular updates to families and carers to notify of any operation changes via SMS, emails, social media and newsletter • If co -located, notify site users. E.g. School Principal, Allied Health, other children's services <p><i>Whole site unavailable:</i></p> <p><i>Consider</i></p> <ul style="list-style-type: none"> • Approved provider to discuss issues and possible options for relocation once length of reinstatement program is confirmed. • Approved provider determine what changes to operations are required. <p><i>Notify</i></p> <ul style="list-style-type: none"> • Contact QARD Area Team to notify of any operation changes. • Complete and submit any required service applications to QARD via the National Quality Agenda IT System (NQA ITS) • Provide regular updates to families and carers to notify of any operation changes via SMS, emails, social media and newsletter • If co -located, notify site users. E.g. School Principal, Allied Health, other children's services. • Redirect suppliers to alternate site. <p>IT Resources required</p> <ul style="list-style-type: none"> • Access to wireless network. <p>Considerations</p> <ul style="list-style-type: none"> • OH&S issues in relocating children's service equipment and resources • Transport arrangements for children in regional and remote areas
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	<ul style="list-style-type: none"> • Children's access to early education and care. • Demands placed on families and carers due to loss of access to early education and care, co – located services and resources, relocation, etc • Demands placed on staff due to loss of resources, relocation, etc <p><u>Key Contacts can be found in the Contacts section of the Emergency Management Plan.</u></p>
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2. Arrangements to manage a loss of technology / telephony / data / power / water

Details of arrangements	<p>Workarounds</p> <p><u>Data/technology:</u></p> <ul style="list-style-type: none"> • Relocate admin and staff facilities to other networked space within the school if co-located • Admin staff may need to work remotely from this service to access network • Utilise laptops where available to provide access to network <p><u>Telephones:</u></p> <ul style="list-style-type: none"> • Ensure there is an up to date, printed, hard copy list of all child and staff contact details in an accessible, secure location. • Utilise mobile phones to contact staff. • Place message on answering machine, if possible, referring callers to an emergency contact number either on site or at alternative location. <p><u>Power:</u></p> <ul style="list-style-type: none"> • Determine the requirement for the operation of the service. I.e. water pump for toilet operation. • Battery back-up (UPS) is on servers. Determine time limit of UPS and back up servers as required. • Restructure the program to account of the lack of power. <p><u>Water:</u></p> <ul style="list-style-type: none"> • Purchase/have a supply of bottled water • Order bulk water delivery <p>Considerations</p> <ul style="list-style-type: none"> • Ensure OH&S issues are considered when using back up power and water pumps • Review and update staff contact details to include mobile phone numbers. • Staff Communications Tree to include details of messaging systems <p>Key contacts</p>
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	<ul style="list-style-type: none"> • QARD Area Team - contact number • Phone provider – contact number
--	--

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

Details of arrangements	<p>Workarounds</p> <ul style="list-style-type: none"> • Prioritise work allocations for remaining staff • Determine the number of Casual Relief Educators required. • Casual Relief Educators to be sourced from: <ul style="list-style-type: none"> ○ Service's own pool of emergency educators. ○ Approved provider's own pool of emergency educators. ○ Approved provider's preferred CRT agency • Delivery multi aged program where possible to make up full groups • Implement succession plan/back up for key roles within service. i.e. person in day-to-day charge, nominated supervisor • Inform service community of issues via social media, newsletter or via phone or face to face conversations where necessary. <p>Considerations</p> <ul style="list-style-type: none"> • Workload of staff and emergency educators <p>Table of key contacts Casual Relief agency – 03 99999999</p>
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NOTE: This example template is a guide only and should be used as an aid to develop or supplement your EMP. Please adapt it as appropriate to ensure relevance to your facility and services

SAMPLE BUSINESS CONTINUITY CHECKLIST

Action	Actioned?	Comment
Activate the service's Incident Management Team		
Evaluate the impact of the incident for: <ul style="list-style-type: none"> • Service operations • Impact over time • Manageability • Staffing levels • Resources for recovery 		
Identify actions to mitigate impact, including: <ul style="list-style-type: none"> • Suspension of non-critical operational functions • Mutual support arranged with other facilities/services • Distance/virtual learning Use of different areas within site • Off-site activities • Back-up of key service data • Using paper-based systems • Flexible educational program plans • Using generators, portable lighting 		
Produce an Action Plan for maintaining critical activities that includes: <ul style="list-style-type: none"> • Priorities • Communications • Resource deployment • Allocation of specific roles • Monitoring • Reporting • Stakeholder engagement 		
Establish a register to log all decisions and actions		
Establish a register to log all financial expenditure incurred		
Secure resources for continuity/recovery including: <ul style="list-style-type: none"> • Staffing • Premises • IT and equipment • Welfare 		

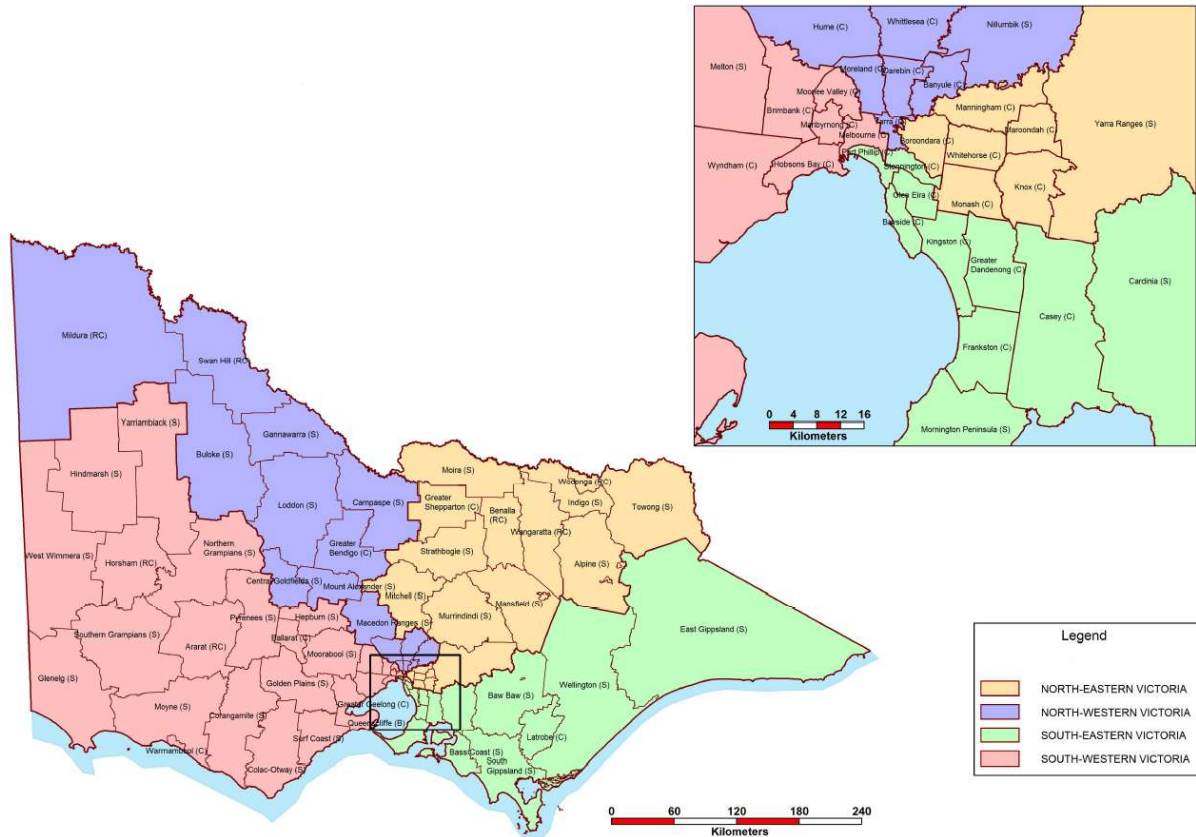
Deliver appropriate communications including to: <ul style="list-style-type: none"> • Staff • Parents/carers • Allied Health • Co-located services/faculties e.g. School Principal • Other users of site • QARD Area Team • Suppliers • Local Shire/Municipality (as appropriate) 		
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NOTE: *This sample checklist is a guide only and should be used as an aid to develop or supplement your EMP. Please adapt it as appropriate to ensure relevance to your facility and services.*

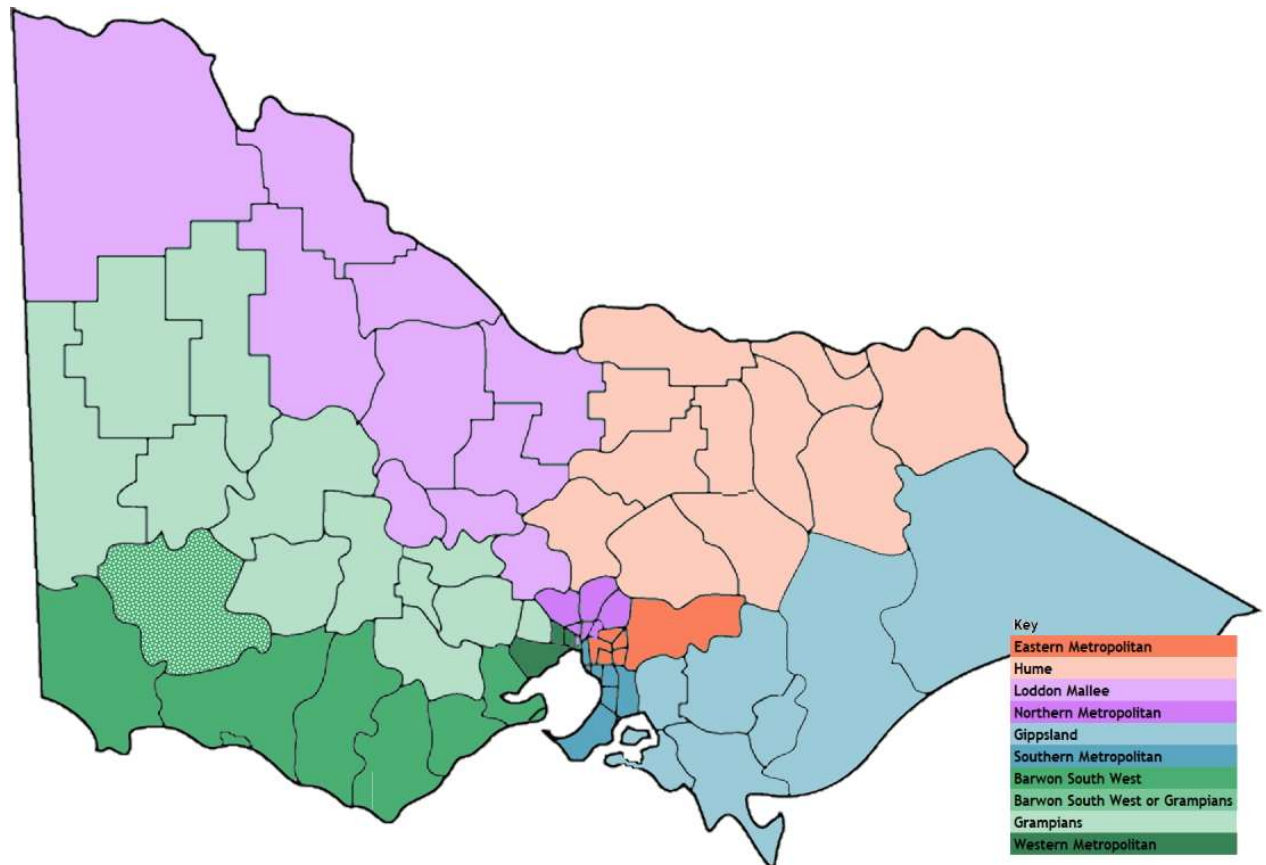
SAMPLE EMERGENCY KIT CHECKLIST

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

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



QUALITY ASSESSMENT AND REGULATION DIVISION AREAS



QUALITY ASSESSMENT AND REGULATION DIVISION CONTACTS

[Click here to see QARD contacts on the DET website](#)

Quality Assessment and Regulation Division

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

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

Enquiries and support

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

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

EMERGENCY MANAGEMENT PLAN COMPLETION CHECKLIST

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

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

Final Check Completed by: Lauren Hurst

Date: March 2023

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

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