

BALWYN EAST KINDERGARTEN INC.

EMERGENCY AND EVACUATION POLICY

Mandatory – Quality Area 2



PURPOSE

This policy will provide a framework for:

- the development of specific emergency and evacuation procedures, practices and guidelines at Balwyn East Kindergarten
- being informed by a risk assessment that identifies potential emergencies at Balwyn East Kindergarten
- raising the awareness of everyone attending Balwyn East Kindergarten about potential emergency situations and appropriate responses.



POLICY STATEMENT

VALUES

Balwyn East Kindergarten is committed to:

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

SCOPE

This policy applies to the approved provider, persons with management or control, nominated supervisor, persons in day-to-day charge, early childhood teachers, educators, staff, students, volunteers, parents/guardians, children, and others attending the programs and activities of Balwyn East Kindergarten, including during offsite excursions and activities.

RESPONSIBILITIES	Approved provider and persons with management or control	Nominated supervisor and persons in charge day-to-day	Early childhood teachers, educators and all other staff	Parents/guardians	Contractors, volunteers and students
R indicates legislation requirement, and should not be deleted					
Ensuring the <i>Emergency and Evacuation Policy</i> and procedures are in place (<i>Regulations 168</i>) and available to all stakeholders (<i>Regulations 171</i>)	R	√			
Ensuring copies of the policy and procedures are readily accessible to nominated supervisors, educators, staff and volunteers and available for inspection	R	√			
Taking reasonable steps to ensure that nominated supervisors, early childhood teachers, educators, staff and volunteers follow the policy and procedures and are aware of their responsibilities (<i>Regulations 170</i>)	R	√			
Ensuring that all early childhood teachers, educators and staff are trained in the emergency and evacuation procedures and aware of their roles and responsibilities in an emergency or evacuation	R	√			
Completing the DE Emergency Management Plan (<i>refer to Definitions</i>) (<i>refer to Attachment</i>) and attaching a copy to this policy	R	√	√		
Ensuring the service's emergency management contact details are up to date on NQA ITS online portal	R	√			
Identifying if the service is on the BARR (<i>refer to Definitions</i>)	R	√			
Conducting a risk assessment to identify potential emergencies that the service may encounter (<i>refer to Definitions</i>) at least once every 12 months, or as soon as practicable after becoming aware of any circumstance that may affect the safe evacuation of children from the service (<i>Regulation 97(2)</i>) (<i>refer to Sources</i>)	R	√	√		
Conducting a risk assessment (<i>refer to Definitions</i>) of emergency evacuation routes and assembly points	R	√	√		
Ensuring any necessary updates to the emergency and evacuation policies and procedures are implemented as soon as practicable after reviewing the risk assessment	R	√	√		√
Ensuring that designated emergency exits/routes are kept clear at all times to ensure that everyone can exit safely in the event of an evacuation	R	√			

Developing instructions for what must be done in the event of an emergency (<i>Regulation 97(1)(a)</i>) (<i>refer to Attachment</i>)	R	√	√		
Appointing an Incident Management Team (IMT) to oversee safety at the service in the event of an emergency (<i>refer to Attachment</i>)	R				
Developing an emergency and evacuation floor plan (<i>refer to Definitions</i>) (<i>Regulation 97(1)(b)</i>) (<i>refer to Attachment</i>)	R	√			
Ensuring that a copy of the emergency and evacuation floor plan (<i>refer to Definitions</i>) and instructions are displayed in a prominent position near each exit at the service premises and near each exit that forms part of the evacuation route out of the service (<i>Regulation 97(4)</i>)	R	√	√		
Ensuring that the emergency and evacuation drills (<i>refer to Definitions</i>) are rehearsed and documented at least once every 3 months by everyone attending the service and the responsible person in relation to the service who is present at the time of the rehearsal. If it has been identified in the risk assessments that both a lock down and evacuation response procedure are required and incorporated into the emergency plan, they will both need to be rehearsed every three months (<i>Regulation 97(3)(a)</i>) (<i>refer to Attachment</i>)	R	√	√		
Ensuring that all staff, students, volunteers and visitors are aware of emergency evacuation points	R	√	√		
Ensuring up-to-date portable emergency contact lists are held in each room within the service and that evacuation procedures state who will carry this list during evacuation	R	√	√		
Developing procedures that consider collecting children's medication and managing children's medical conditions	R	√	√		
Providing feedback regarding the effectiveness of emergency and evacuation procedures to inform policy, procedures and manuals etc.	√	√	√	√	√
Testing alarms and communication systems regularly, such as on a monthly basis	R	√			
Ensuring that those working at, or attending the service, have access to a phone (or similar means) for immediate communication with parents/guardians and emergency services (<i>Regulation 98</i>) and that phone numbers of emergency services are displayed	R	√			
Identifying potential onsite hazards and taking action to manage and minimise risks (<i>refer to Attachment</i>)	R	√	√		√
Ensuring all infrastructure and service equipment are regularly checked for condition and maintenance, including emergency exit lighting	R	√			
Ensuring the location of first aid kits, fire extinguishers and other emergency equipment are clearly signposted	R	√			
Ensuring all emergency equipment is maintained on a regular basis in accordance with requirements specified by regulations,	R	√			

such as the Australian Standards Building Code e.g. fire extinguishers, smoke detectors, evacuation kits, sprinkler systems and alarm or duress systems					
Providing a fully equipped portable first aid kit (<i>refer to Administration of First Aid Policy</i>)	R	√			
Ensure that designated emergency exits/routes are kept clear at all times to ensure that everyone can exit safely in the event of an evacuation	R	√	√		√
Keeping lock-down (<i>refer to Definitions</i>) areas in a state of readiness so they are safe for children, staff and visitors to use	√	√	√		√
Attending regular training to ensure that they are able to deal with emergency situations e.g. first aid (<i>Regulation 136</i>), emergency management and OHS training	R	R	√		√
Regularly reviewing, evaluating and updating emergency management plans, manuals and procedures (at least annually or following an emergency incident)	R	√	√		√
Developing procedures to debrief staff following emergency incidents	√	√			
Providing support to children before, during and after emergencies		√	√		√
Conducting checks of documentation and practices to ensure all requirements of this policy are being complied with	R	√	√		√
Informing the nominated supervisor or persons in day-to-day charge or, in their absence, the approved provider or person with management and control, about any serious incidents or notifiable incidents (<i>refer to Definitions</i>) at the service			√		√
Notifying DE in writing within 24 hours of a serious incident, change of circumstances and/or complaints (<i>refer to Definitions</i>)	R	√			
Completing the Incident, Injury, Trauma and Illness Record (<i>refer to Definitions</i>) where required	R	√	√		√
Notifying DE within 7 days of an incident that required the service to be closed, or a circumstance that posed a significant risk to the health, safety or wellbeing of a child attending the service (<i>National Law: Section 174(2)(c); Regulations: 175(2)(b) & (c), 176</i>)	R	√			
Reporting notifiable incidents (<i>refer to Definitions</i>) in the workplace to WorkSafe Victoria (<i>refer to Definitions</i>)	R	√			
Where possible engaging with Fire Rescue Victoria and/or Country Fire Authority (<i>refer to Definitions</i>) regarding fire safety awareness and training for the service, including demonstrations of fire equipment, basic fire safety, smoke alarm, fire blankets and escape plans	√	√	√		
Identifying staff and children requiring additional assistance in the event of an emergency (<i>refer to Attachment</i>)	√	√	√		√
Ensuring that emergency contact details are provided on each child's enrolment form and that these are kept up to date	R	R	√	√	

Ensuring that an attendance record (<i>refer to Definitions</i>) is completed and maintained to account for all children attending the service (<i>Regulation 158</i>)	R	R	R	R	
Keeping a written record of all visitors to the service, including time of arrival and departure	R	R	√		
Ensuring all staff, parents/guardians, children, volunteers and students on placement understand the procedures to follow in the event of an emergency	R	R	√	√	√
Ensuring there are induction procedures in place to inform new staff, including casual or relief staff, of the emergency and evacuation policy and procedures	R	√			
Ensuring all staff, parents/guardians, children, volunteers, students on placement and others attending the service are accounted for in the event of an evacuation	R	√			
Developing procedures to deal with loss of critical functions, such as power/water shut off.	R	√			
Ensuring that children are adequately supervised at all times and protected from hazards and harm (<i>refer to Supervision of Children Policy</i>)	R	R	R		
Raising children’s awareness about potential emergency situations and appropriate responses.		√	√		√



PROCEDURES

Every service is different; therefore, it is not practical to apply a generic emergency and evacuation procedure.

We recommend you refer to the Department of Education ‘the Guide to Developing Your Emergency Management Plan’ (the Guide). It will take you through your plan on a step-by-step basis. The Guide and other resources can be located at:

www.education.vic.gov.au/childhood/providers/regulation/Pages/emergencymanagementrequirements.aspx#depaRT



BACKGROUND AND LEGISLATION

BACKGROUND

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

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

Policy and procedures should account for various emergency scenarios. These emergencies can encompass fires, smoke, personal injuries, threats, bomb threats, suspicious mail, biohazards, chemical spills, gas leaks, floods, and other natural disasters. In such situations, it may be necessary to evacuate or implement a

lockdown. The policy and procedures must include comprehensive information to effectively handle all potential emergency situations within each specific service environment. Various emergency scenarios can entail varying levels of risk and demand different responses, depending on the location of the service. It is crucial to address these distinctions adequately in the policy and procedures. Every service is different, so it is not sufficient to apply generic policies and procedures to multiple services. You will need to contextualise your policies and procedures to your service's operations and its unique context.

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

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

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

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

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

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

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

LEGISLATION AND STANDARDS

Relevant legislation and standards include but are not limited to:

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

The most current amendments to listed legislation can be found at:

- Victorian Legislation – Victorian Law Today: www.legislation.vic.gov.au
- Commonwealth Legislation – Federal Register of Legislation: www.legislation.gov.au



DEFINITIONS

The terms defined in this section relate specifically to this policy. For regularly used terms e.g., Approved provider, Nominated supervisor, Notifiable complaints, Serious incidents, Duty of care, etc. refer to the Definitions file of the ELAA's (Early Learning Association Australia) PolicyWorks catalogue.

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

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

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

Direct Egress: The ability to move and directly exit to an assembly area that is at the same level as the education and care service and is outside the service premises and away from the building. This does not include travelling through sets of stairs (including fire isolated stairwells), busy occupied areas, traffic or other hazards or obstructions.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

SOURCES AND RELATED POLICIES



SOURCES

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

RELATED POLICIES

- Administration of First Aid
- Administration of Medication
- Child Safe Environment and Wellbeing
- Enrolment and Orientation
- Excursions and Service Events
- Dealing with Medical Conditions
- Delivery and Collection of Children
- Incident, Injury, Trauma and Illness
- Occupational Health and Safety

- Staffing
- Supervision of Children

EVALUATION



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

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



ATTACHMENTS

- Emergency Management Plan



AUTHORISATION

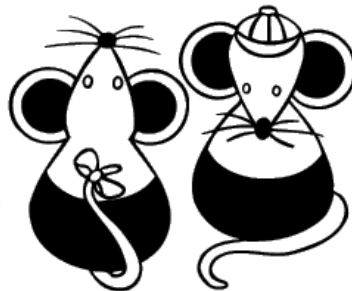
This policy was adopted by the approved provider of Balwyn East Kindergarten on 08/10/24.

REVIEW DATE: 08/10/25

Emergency Management Plan

2024

Balwyn East Kindergarten Inc.
 Licence Service Approval Number: 643



Provider Number	PR-00001339
Quality Assessment and Regulation Division (QARD) Contact	03 8392 9579
Approved Provider/Licensee Approving our Plan	Committee of Management
Physical Address	2A Caravan Street Balwyn VIC 3103
Fire District	Central
Is the service on the Bushfire- At-Risk Register?	No
Date Approved	April 2024
Next Review Date	April 2025

Table of Contents

1. Purpose	4
2. Scope	4
3. Distribution	4
PART 1– EMERGENCY RESPONSE	5
4. In case of emergency	6
5. Emergency contacts	7
5.1 Emergency services	7
5.2 Early childhood service contacts	7
5.3 Key organisational/regional contacts	7
5.4 Other organisation contacts	7
5.5 Notifying the regulatory authority	8
6. Incident Management Team	8
6.1 Incident Management Team structure	8
6.2 Incident Management Team contact details.....	9
7. Incident Management Team Responsibilities	10
8. Communication Tree	13
9. Staff Trained in First Aid	14
10. Emergency response procedures	14
10.1 On-site evacuation/relocation procedure	14
10.2 Off-site evacuation procedure	14
10.3 Lock-down procedure	16
10.4 Lock-out procedure	17
10.5 Shelter-in-place procedure.....	18
11. Response procedures for specific emergencies	19
11.1 Building Fire	19
11.2 Bushfire.....	19
11.3 Major external emission/spill (includes gas leaks).....	20
11.4 Intruder.....	20
11.5 Bomb/substance threat.....	20
Bomb/Substance Phone Threat Checklist	23
11.6 Internal emission/spill	25
11.7 Severe Weather Event.....	25
11.8 Earthquake.....	25

11.9 Influenza Pandemic	27
12. Evacuation Diagrams	33
13. Parent/Family Contact Information.....	38
14. Children and Staff with Special Needs.....	38
PART 2 – EMERGENCY PREPAREDNESS	39
16. Early Childhood Service Facility Profile	40
16.1 General Information	39
16.2 Other Services/Users of the Site	39
16.3 Building Information Summary	420
17. Risk Assessment	42
Grassfire	42
Internal Fire and Smoke	42
Severe Weather, Storms and Flooding.....	43
Intruders or Personal Threat	43
Bomb Threat	43
Pandemics and Communicable Diseases	44
Major Medical Emergency.....	44
Hazardous Substance Release: Inside and/or Outside Facility Grounds.....	44
18. Emergency Response Drills Schedule.....	46
19. Emergency Kit Checklist.....	47
20. Emergency Management Plan completion checklist	48

1. Purpose

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

2. Scope

This EMP applies to all educators, children, visitors, contractors and volunteers at Balwyn East Kindergarten.

3. Distribution

A copy of our plan has been distributed to:

Name	Title/Organisation	Date	Email
Jo Gregoriades	President BEK Committee of Management		president@bek.vic.edu.au
City of Boroondara	Local Government Agency		boroondara@boroondara.vic.gov.au
Boroondara Police Station	Municipal Emergency Response Coordinator, Police		boroondara.uniC@police.vic.gov.au
Christina Perra	Manager Operations and Emergency Management, North-Eastern Victoria Regional Office, DET		perra.
Andrew Searle	Principal Greythorn Primary School		greythorn.ps@edumail.vic.gov.au
Kathy Head	Balwyn East Kindergarten		kathy.head@bek.vic.edu.au
Joanna Slater	Balwyn East Kindergarten		joanna.slater@bek.vic.edu.au
Bharti Chawla	Balwyn East Kindergarten		bharti.chawla@bek.vic.edu.au
Lee Zhang	Balwyn East Kindergarten		lee.zhang@bek.vic.edu.au

PART 1– EMERGENCY RESPONSE

4. In case of emergency

In an Emergency	
<p><i>Call</i></p> <p>Police Ambulance Fire Services</p>	<p>000</p>
<p><i>For Advice call your</i></p> <p>Approved Provider/Licensee or Person with Management or Control/Licensee Representative</p>	<p>Jo Gregoriades President Committee of Management Mobile: 0437 773 550</p>
<p><i>Convene your</i> Incident Management Team</p>	

5. Emergency contacts

5.1 Emergency services

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

5.2 Early childhood service contacts

Key Roles	Name	Phone	Phone (After Hours)	Mobile
Approved Provider/Licensee or Person with Management or Control/Licensee Representative	Jo Gregoriades			0437 773 550
Responsible Person/Primary Nominee	Kathy Head	9857 8710		
First Aid Officer(s)	Kathy Head Joanna Slater Bharti Chawla Lee Zhang	9857 8710		

5.3 Key organisational/regional contacts

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

5.4 Other organisation contacts

	Phone
Police Station	8851 1111
Hospital/s	Eastern Health Box Hill - 1300 342 255 Royal Children's Hospital – 9354 4422
Gas	Multinet (local distributor) – 13 26 91 (emergency) Origin (supplier) – 1800 676 300 (general)
Electricity	Citipower – 13 12 80 (emergency)
Water Corporation	Yarra Valley Water – 13 27 62 (emergency)
Facility Plumber (Council Maintenance)	9278 4477
Facility Electrician (Council Maintenance)	9278 4477
Local Government	9278 4444
SES (flood, storm and earthquake)	132 500
Victorian WorkCover Authority (formerly WorkSafe Victoria)	132 360
Minifie Park Early Childhood Centre	9857 8376
Greythorn Primary School	9857 9762

5.5 Notifying the regulatory authority

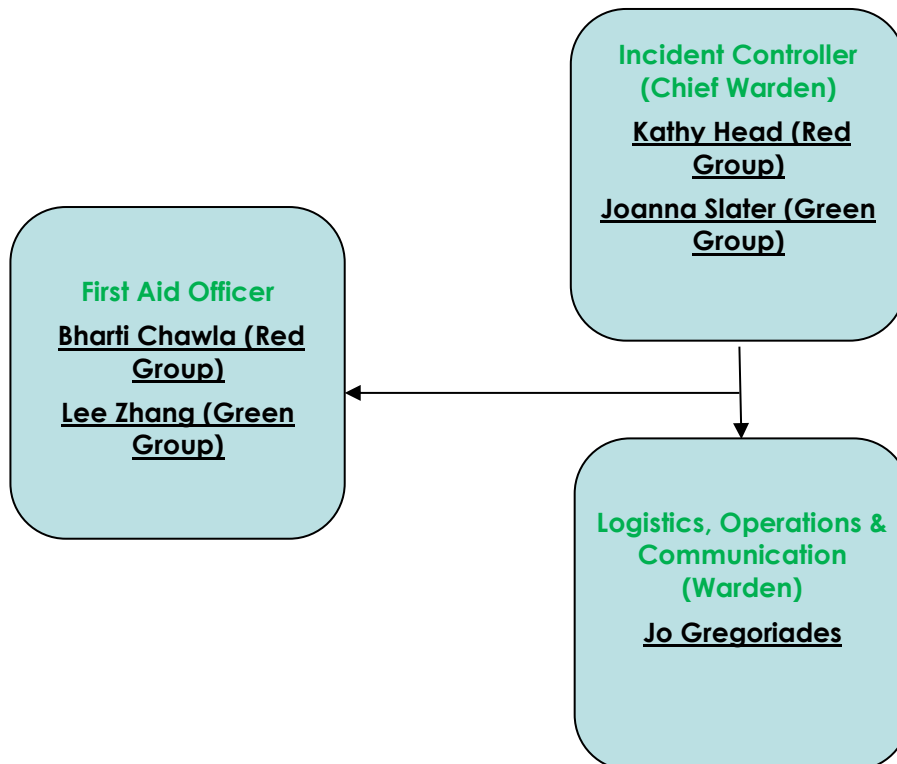
Education and care services and children's services are reminded that they must report serious incidents to the relevant Department of Education and Training's (DET) Quality Assessment and Regulation Division Area Team in accordance with relevant regulatory requirements.

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

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

6. Incident Management Team

6.1 Incident Management Team structure



6.2 Incident Management Team contact details

IMT Member	Name of staff member and contact details	Name of 'Back up' staff member and contact details
Incident Controller (Chief Warden)	Kathy Head (Red group) Four year old group Teacher 9857 8710	Joanna Slater (Green group) Three-year old group Teacher 9857 8710
Communications Officer	Jo Gregoriades President 0437 773 550	Chris Dimond Vice President 0411 877 214
Logistics (Warden)	Jo Gregoriades President 0437 773 550	Chris Dimond Vice President 0411 877 214
Operations Officer	Jo Gregoriades President 0437 773 550	Chris Dimond Vice President 0411 877 214
First Aid	Bharti Chawla (Red group) 9857 8710 Lee Zhang (Green group) 9857 8710	Kathy Head Joanna Slater 9857 8710

7. Incident Management Team Responsibilities

Chief Warden

Pre-emergency

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

During emergency

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

Post- emergency

- When the incident is rendered safe or the emergency services return control, notify the IMT members to have staff and children return to normal operations.
- Organise debrief with the IMT and, where appropriate, with any attending emergency Service.
- Complete the Post Emergency Record.
 - Report serious incidents to the relevant DET Quality Assessment and Regulation Division (QARD) officer in your region in accordance with relevant regulatory requirements. Service agreements also require approved providers or licensees to notify DET in the event of a serious incident:
 - services operating under the National Quality Framework (NQF) refer to the fact sheet *Serious incidents and complaints* available at: www.education.vic.gov.au/childhood/providers/regulation/Pages/nqffactsheets.aspx
 - services operating under the *Children's Services Act 1996* (Children's Services Act) refer to the practice note *Serious incidents* available at: www.education.vic.gov.au/childhood/providers/regulation/Pages/vcspracnotes.aspx

Planning

Pre-emergency

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

During emergency

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

Post-emergency

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

Operations (Area Warden)

Pre-emergency

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

During emergency

On hearing alarm or becoming aware of an emergency, the Operations Officer/Area Warden will:

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

Post emergency

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

Communications

Pre-emergency

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

During emergency

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

Post- emergency

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

Logistics (Warden)

Pre- emergency

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

During emergency

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

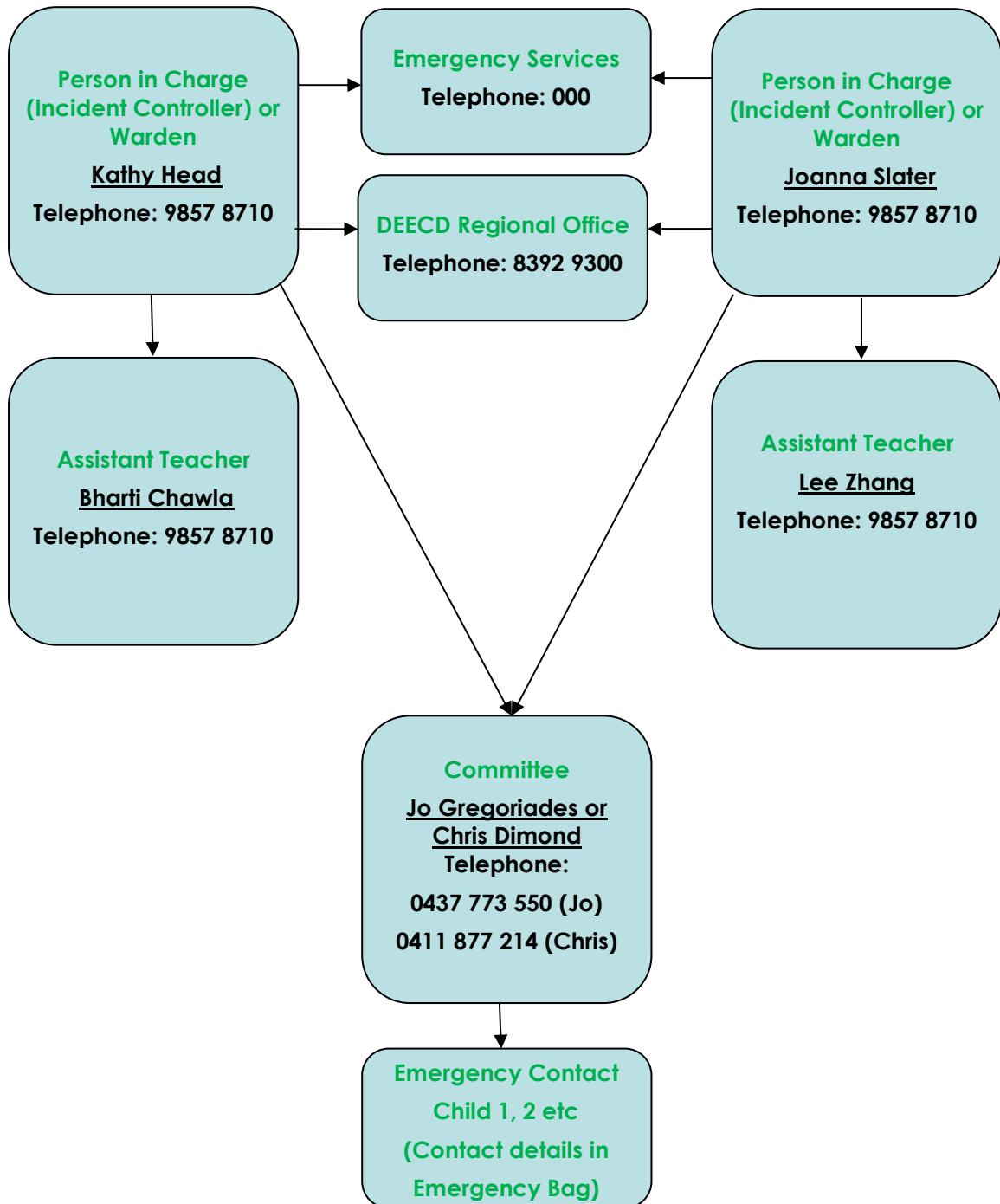
Activities may include the following:

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

Post- emergency

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

8. Communication Tree



9. Staff Trained in First Aid

Staff Member	Training	Date Qualified To
Kathy Head	HLTAID004 HLTAID001 (CPR)	31/01/2022 28/01/2021
Joanna Slater		
Bharti Chawla	HLTAID004 HLTAID001 (CPR)	31/01/2022 28/01/2021
Lee Zhang		

10. Emergency response procedures

10.1 On-site evacuation/relocation procedure

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

- **Call 000** and inform emergency services of the nature of the emergency.
- Determine which of your facility's pre-identified on-site evacuation points is most appropriate to use.
- Assemble children, staff and visitors at your nominated on-site assembly points.
- Take the child attendance list, staff attendance list, your Emergency Kit/First Aid Kit and this Plan.
- Once at the assembly point, check all children, staff and visitors are accounted for.
- Ensure communications with emergency services is maintained.
- Wait for emergency services to arrive or provide further information.
- Confirm with emergency service personnel that it is safe to return to normal operations.
- Seek advice from your Approved Provider/Licensee or Person with Management or Control/Licensee Representative if required.
- Maintain a record of actions/decisions undertaken and times.
- Contact parents as required or as per service policy.

Actions after on-site evacuation/relocation procedure

- Ensure any children, staff or visitors with medical or other needs are supported.
- Determine whether to activate your parent reunification process.
- Determine if there is any specific information staff, children and visitors need to know (e.g. parent reunification process or areas of the facility to avoid).
- Print and issue pre-prepared parent letters as appropriate.
- Undertake operational debrief with staff and Incident Management Team to identify any on-site evacuation and procedural changes that may be required.
- Complete your Post Emergency Record form (refer to Appendix 4 of the Guide to Developing Your Emergency Management Plan).
- Report any serious incidents to the relevant DET QARD officer in your region:
 - Services operating under the NQF, refer to the fact sheet Serious incidents and complaints available at:
www.education.vic.gov.au/childhood/providers/regulation/Pages/nqffactsheets.aspx
 - Services operating under the *Children's Services Act 1996* refer to practice note Serious incidents available at:
www.education.vic.gov.au/childhood/providers/regulation/Pages/vcspracnotes.aspx

10.2 Off-site evacuation procedure

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

- **Call 000** for emergency services and seek and follow advice.
- Determine which off-site assembly point you will evacuate children, staff and visitors to.
- Assemble children, staff and visitors at your nominated on-site evacuation points:
 - In playground near swings and towards gate that leads to car park
 - In kindergarten car park to north of the centre (corner of Belmore Road and Caravan Street)
- Take your emergency kit/first aid kit (including your children and staff attendance lists and a copy of this EMP).
- Once at assembly point, check all children, staff and visitors are accounted for.
- Ensure communications with emergency services is maintained.
- Wait for emergency services to arrive or provide further information.
- Confirm with emergency service personnel that it is safe to return to normal operations.
- Seek advice from your Approved Provider/Licensee or Person with Management or Control/Licensee Representative if required.
- Maintain a record of actions/decisions undertaken and times.
- Contact parents as required or as per service policy.

Actions after off-site evacuation procedure

- Ensure any children, staff or visitors with medical or other needs are supported.
- Determine whether to activate your parent reunification process.
- Determine if there is any specific information staff, children and visitors need to know (e.g. parent reunification process or areas of the facility to avoid).
- Print and issue pre-prepared parent letters as appropriate.
- Undertake operational debrief with staff and Incident Management Team to identify any off-site and procedural changes that may be required.
- Complete your Post Emergency Record form (refer to Appendix 4 of the *Guide to Developing Your Emergency Management Plan*).
- Report any serious incidents to the relevant DET QARD officer in your region:
 - Services operating under the NQF, refer to the fact sheet Serious incidents and complaints available at:
www.education.vic.gov.au/childhood/providers/regulation/Pages/nqfactsheets.aspx
 - Services operating under the *Children's Services Act 1996* refer to practice note Serious incidents available at:
www.education.vic.gov.au/childhood/providers/regulation/Pages/vcspracnotes.aspx

10.3 Lock-down procedure

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

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

Actions after lock-down procedure

- Ensure any children, staff or visitors with medical or other needs are supported.
- Determine whether to activate your parent reunification process.
- Determine if there is any specific information staff, children and visitors need to know (e.g. parent reunification process or areas of the facility to avoid).
- Print and issue pre-prepared parent letters as appropriate.
- Undertake operational debrief with staff and Incident Management Team to identify any lock-down and procedural changes that may be required.
- Complete your Post Emergency Record form (refer to Appendix 4 of the *Guide to Developing Your Emergency Management Plan*).
- Report any serious incidents to the relevant DET QARD officer in your region:
 - Services operating under the NQF, refer to the fact sheet Serious incidents and complaints available at:
www.education.vic.gov.au/childhood/providers/regulation/Pages/nqfactsheets.aspx

10.4 Lock-out procedure

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

- **Call 000** for emergency services and seek and follow advice.
- Announce lock-out with instructions about what is required. Instructions may include nominating staff to:
 - lock doors to prevent entry
 - check the premises for anyone left inside
 - obtain Emergency Kit
- Determine which of your facility's pre-identified on-site evacuation point/s is most appropriate to use.
- Assemble children, staff and visitors at your nominated on-site evacuation points:
 - In playground near swings and towards gate that leads to car park
 - In kindergarten car park to north of the centre (corner of Belmore Road and Caravan Street)
- Check that children, staff and visitors are all accounted for.
- Where appropriate, confirm with emergency services personnel that it is safe to return to normal operations.
- Seek advice from your Approved Provider/Licensee or Person with Management or Control/Licensee Representative if required.
- Maintain a record of actions/decisions undertaken and times.
- Contact parents as required 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 reunification process.
- Determine if there is any specific information staff, children and visitors need to know (e.g. parent reunification process or areas of the facility to avoid).
- Print and issue pre-prepared parent letters as appropriate.
- Undertake operational debrief with staff and Incident Management Team to identify any lock-out and procedural changes that may be required.
- Complete your Post Emergency Record form (refer to Appendix 4 of the *Guide to Developing Your Emergency Management Plan*).
- Report any serious incidents to the relevant DET QARD officer in your region:
 - Services operating under the NQF, refer to the fact sheet Serious incidents and complaints available at:
www.education.vic.gov.au/childhood/providers/regulation/Pages/nqffactsheets.aspx

10.5 Shelter-in-place procedure

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

- **Call 000** for emergency services and seek and follow advice.
- Chief Warden activates the Incident Management Team.
- Move all children, staff and visitors to your pre-determined shelter-in-place locations:
 - Front office
 - Store room accessed via back office
- Take your emergency kit/first aid kit (including your children and staff attendance lists and a copy of this EMP).
- Check that all children, educators, staff and visitors are accounted for.
- Ensure communications with emergency services is maintained. Wait for emergency services to arrive or provide further information.
- Where appropriate, confirm with emergency services personnel that it is safe to return to
- Maintain a record of actions/decisions undertaken and times.
- Seek advice from your Approved Provider/Licensee or Person with Management or Control/Licensee Representative if required.
- Contact parents as required or as per service policy.
 - Determine whether to activate your parent reunification process.
 - Determine if there is any specific information educators, staff, children and visitors need to know (e.g. parent reunification process or areas of the facility to avoid).
 - Print and issue pre-prepared parent letters as appropriate.
 - Undertake operational debrief with staff and IMT to identify any shelter-in-place and procedural changes that may be required.
 - Complete your Post Emergency Record form (refer to Appendix 4 of the *Guide to Developing Your Emergency Management Plan*).
 - Education and care services and children's services are reminded that they must report serious incidents to the relevant DET QARD Area Team in accordance with relevant regulatory requirements. This can be submitted on-line via the NQA IT portal. Service agreements also require approved providers or licensees to notify DET in the event of a serious incident.
 - Education and care services operating under the NQF refer to the fact sheet *Serious incidents and complaints* available at:
www.education.vic.gov.au/childhood/providers/regulation/Pages/nqffactsheets.aspx

Actions after shelter-in-place procedure

- Ensure any children, staff or visitors with medical or other needs are supported.
- Determine whether to activate your parent reunification process.
- Determine if there is any specific information staff, children and visitors need to know (e.g. parent reunification process or areas of the facility to avoid).
- Print and issue pre-prepared parent letters as appropriate.
- Undertake operational debrief with staff and Incident Management Team to identify any shelter-in-place and procedural changes that may be required.
- Complete your Post Emergency Record form (refer to Appendix 4 of the *Guide to Developing Your Emergency Management Plan*).
- Report any serious incidents to the relevant DET QARD officer in your region:
 - Services operating under the NQF, refer to the fact sheet *Serious incidents and complaints* available at:
www.education.vic.gov.au/childhood/providers/regulation/Pages/nqffactsheets.aspx

11. Response procedures for specific emergencies

11.1 Building Fire

- Call **000** for emergency services and seek and follow advice.
- Activate the fire alarm.
- If appropriate, follow the procedure for **on-site evacuation**.
- Report the emergency immediately to the Chief Warden who will convene your IMT if necessary.
- Remain calm and activate the fire alarm.
- Extinguish the fire (**only if safe to do so**).
- Determine which of your facility's pre-identified on-site evacuation point/s is most appropriate to use.
- Assemble children, staff and visitors at your nominated on-site evacuation points:
 - In playground near swings and towards gate that leads to car park
 - In kindergarten car park to north of the centre (corner of Belmore Road and Caravan Street)
- Evacuate to the on-site evacuation points listed above, closing all doors and windows.
- Check that all areas have been cleared and notify the Chief Warden.
- Check that all children, educators, staff, visitors and contractors are accounted for.
- Seek advice from your Approved Provider/Licensee or Person with Management or Control/Licensee Representative if required.
- Contact parents as required or as per service policy.
- Report any serious incidents to the relevant DET QARD officer in your region:
 - Services operating under the NQF, refer to the fact sheet Serious incidents and complaints available at:
www.education.vic.gov.au/childhood/providers/regulation/Pages/nqffactsheets.aspx

11.2 Bushfire

- Call **000** for emergency services and seek and follow advice.
- Report the emergency immediately to the Chief Warden who will convene your IMT if necessary.
- Determine appropriate response strategy (evacuate or shelter-in-place) in consultation with emergency services, if possible.
- If evacuation is required and time permits before you leave:
 - Make sure you close all doors and windows
 - Turn off power and gas.
- Check that all children, educators, staff and visitors contractors are accounted for.
- Listen to TV or local radio on battery-powered sets for bushfire/weather warnings and advice.
- Ensure staff and children do not hinder emergency services or put themselves at risk by going near damaged buildings or trees.
- Seek advice from your Approved Provider/Licensee or Person with Management or Control/Licensee Representative if required.
- Contact parents as required or as per service policy.
- Report any serious incidents to the relevant DET QARD officer in your region:
 - Services operating under the NQF, refer to the fact sheet Serious incidents and complaints available at:
www.education.vic.gov.au/childhood/providers/regulation/Pages/nqffactsheets.aspx

More information about managing bushfire risks in early childhood services is available in the fact sheet available at:

www.education.vic.gov.au/childhood/providers/regulation/Pages/nqffactsheets.aspx

11.3 Major external emissions/spill (includes gas leaks)

- Call **000** for emergency services and seek and follow advice.
- Report the emergency immediately to the Chief Warden who will convene your IMT if necessary.
- Turn off gas supply.
- If the gas leak is on-site, notify your gas provider.
- Determine which of your facility's pre-identified on-site evacuation points is most appropriate to use.
- If safe to do so, evacuate staff, children, visitors and contractors to on-site or off-site evacuation points. 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 any serious incidents to the relevant DET QARD officer in your region:
 - Services operating under the NQF, refer to the fact sheet Serious incidents and complaints available at:
www.education.vic.gov.au/childhood/providers/regulation/Pages/ngffactsheets.asp
[X](#)

11.4 Intruder

- Call 000 for emergency services and seek and follow advice.
- Report the emergency immediately to the Chief Warden.
- Do not do or say anything to the person to encourage irrational behaviour.
- Initiate action to restrict entry to the building if possible and confine or isolate the threat from building occupants.
- Determine whether **evacuation, lock-down or shelter-in-place** is required in consultation with police where possible. Evacuation only should be considered if safe to do so.
- Seek advice from your Approved Provider/Licensee or Person with Management or Control/Licensee Representative if required.
- Contact parents as required.
- Report any serious incidents to the relevant DET QARD officer in your region:
 - Services operating under the NQF, refer to the fact sheet Serious incidents and complaints available at:
www.education.vic.gov.au/childhood/providers/regulation/Pages/ngffactsheets.asp
[X](#)

11.5 Bomb/substance threat

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 with management or control who will coordinate the emergency response until police arrive.
- Do not approach, touch, tilt or tamper with the object.
- If a suspicious object is found or if the threat identifies a specific area, then **evacuation** may be considered:
 - If appropriate under the circumstances, clear the area immediately within the vicinity of the object of children and staff
 - Ensure children and staff are not directed past the object
 - Alert any other services co-located at the facility site
 - Check that all children, educators, staff and visitors are accounted for

- Restrict all access to the site and ensure there are no barriers inhibiting access by emergency police
- Seek advice from your Approved Provider/Licensee or Person with Management or Control/Licensee Representative if required.
- Contact parents as required.
- Report any serious incidents to the relevant DET QARD officer in your region:
 - Services operating under the NQF, refer to the fact sheet Serious incidents and complaints available at: www.education.vic.gov.au/childhood/providers/regulation/Pages/nqfactsheets.aspx

Communication

- Provide police with details of the situation and actions you have taken and intend to take. Follow any advice provided by police.
- Contact parents when evacuation is complete and it is safe to do so.
- Notify your approved provider/licensee or licensee representative and seek advice if necessary.
- Await 'all clear' advice from police before returning to buildings to resume normal activities.
- Education and care services and children's services are reminded that they must report serious incidents to the relevant DET QARD Area Team in accordance with the relevant regulatory requirements. This can be submitted on-line via the NQA IT portal. Service agreements also require approved providers or licensees to notify DET in the event of a serious incident.
 - Education and care services operating under the NQF, refer to the fact sheet Serious incidents and complaints available at: www.education.vic.gov.au/childhood/providers/regulation/Pages/nqfactsheets.aspx

If a bomb/substance threat is received by telephone:

- **Do not** hang up
- If possible fill out the bomb threat checklist while you are on the phone to the caller
- Keep the person talking for as long as possible and obtain as much information as possible.
- Without alerting the caller, signal a co-worker to:
 - call 000 for emergency services on a separate phone
 - notify the Chief Warden/person with management or control.
- Fill out the bomb threat checklist provided on the next page to record the following details while you are on the phone to the caller. The checklist should be located with staff who normally answer in-coming phone calls. Listen carefully for a full description and take note of:
 - gender of caller
 - age of caller
 - accents or speech impediments
 - background noises
 - words/voices of people in the background (gender, age, accents, speech impediments)
 - key phrases used
 - whether the threat is automated/robotic/taped/recorded
- Ask the caller:
 - where exactly is the bomb/substance located?
 - what time will the bomb explode/the substance be released?
 - what will make the bomb explode/how will the substance be released?
 - what does the bomb look like?
 - what kind of device/substance is it?
 - who put the bomb/substance there? Why was it put there?
 - what kind of substance is it (gas, powder, liquid)? How much is there?
 - where are you? Where do you live?
 - what is your name? What are your contact details?

- Once the call is finished:
 - Immediately:
 - inform the Chief Warden/person with management or control if this has not yet been done
 - call 000 to report the threat to police if this has not yet been done – use a different telephone line or mobile phone
 - clear and cordon off the area if the caller identified the location of the object. Do not approach, touch, tilt or tamper with the object.
 - Implement evacuation and communication procedures as indicated in Section 11.5.1 above
 - Ensure all of the caller information has been written down and provided to police on arrival
 - Notify your approved provider/licensee or licensee representative

11.5.3 If a bomb/substance threat is received by mail

- Place the letter in a clear bag or sleeve and store in a secure place
- Avoid any further handling of the letter or envelope
- Call 000 for police and seek and follow advice
- Notify the Chief Warden/person with management or control
- 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 11.5.1 above.

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

- **DO NOT DELETE THE MESSAGE**
- Call 000 for police and seek and follow advice
- Notify the Chief Warden/ person with management or control
- 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 11.5.1 above.

11.5.5 If you are at the immediate site of an explosion

- Direct educators and staff to shelter children under sturdy tables or desks if objects are falling around you.
- Implement evacuation and communication procedures as indicated in section 11.5.1 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.

Bomb/Substance Phone Threat Checklist

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

TELEPHONE BOMB THREAT CHECKLIST

March
2017

STAY CALM

DATE CALL RECEIVED: / /

TIME OF CALL:

TIME CALL ENDED:

EXACT WORDING OF THREAT

.....
.....
.....

Could you identify the caller's phone number?

.....

DON'T HANG UP

KEEP THE CALLER

TALKING

ASK THE CALLER

When is the bomb going to explode?

.....

Where is the bomb?

.....

What will make the bomb explode?

.....

What kind of bomb is it?

.....

What does the bomb look like?

.....

Why did you place the bomb here?

.....

Where are you now?

.....

What is your name?

.....

What is your address?

.....

When was the bomb placed here?

.....

Who placed the bomb?

.....

....

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

CALL DETAILS (where possible to obtain)

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

.....

Was the call: Robotic/Automated

In-Person

Pre-Recorded

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

Characteristics of the call:

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

Phone number call received on:

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

YOUR NAME:

11.6 Internal emission/spill

- Call **000** for emergency services and seek and follow advice.
- Report the emergency immediately to the Chief Warden who will convene your IMT if necessary.
- Move 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 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 the WorkSafe Victoria if required.
- Report any serious incidents to the relevant DET QARD officer in your region:
 - Services operating under the NQF, refer to the fact sheet Serious incidents and complaints available at:
www.education.vic.gov.au/childhood/providers/regulation/Pages/nqffactsheets.aspx

11.7 Severe Weather Event

- Call **000** if emergency services are needed and seek and follow advice.
- Before the storm, store or secure loose items external to the building, such as play equipment, furniture and rubbish bins.
- Secure windows (close curtains & blinds) and external doors. If necessary, tape windows and glass entrances. Utilise boards and sandbags if required.
- During a severe storm:
 - Remain in the building and keep away from windows
 - Restrict the use of telephone landlines to emergency calls only, particularly during a thunderstorm.
- Report any matter concerning the safety and wellbeing of children, staff and visitors to the Chief Warden.
- Disconnect electrical equipment – cover and/or move this equipment away from windows.
- Listen to local radio or TV on battery-powered sets for weather warnings and advice.
- 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 any serious incidents to the relevant DET QARD officer in your region:
 - Services operating under the NQF, refer to the fact sheet Serious incidents and complaints available at:
www.education.vic.gov.au/childhood/providers/regulation/Pages/nqffactsheets.aspx
 - Services operating under the *Children's Services Act 1996* refer to practice note Serious incidents available at:
www.education.vic.gov.au/childhood/providers/regulation/Pages/vcspracnotes.aspx

11.8 Earthquake

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

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

If outside

Instruct educators, staff and children to:

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

If inside

Instruct educators, staff and children to:

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

After the earthquake

- Evaluate the need to evacuate if there are uncontrolled fires, gas leaks or structural damage to the building you are in.
- If you evacuate, watch out for fallen trees, power lines, and stay clear of any structures that may collapse.
- Arrange medical assistance where required.
- Report any matter concerning the safety and wellbeing of children, staff and visitors to the Chief Warden.
- Contact parents as required or as per service policy.
- Tune in to ABC radio if you can and follow any emergency instructions.
- Report any serious incidents to the relevant DET QARD officer in your region:
 - Services operating under the NQF, refer to the fact sheet Serious incidents and complaints available at:
www.education.vic.gov.au/childhood/providers/regulation/Pages/nqfactsheets.aspx

11.9 Influenza Pandemic

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

PREPAREDNESS STAGE		The scale and nature of preparedness activities is the same for all possible levels of clinical severity
Description - No novel strain detected (or emerging strain under initial detection)		
Category	Key Actions	
Review Emergency Management Plan	<ul style="list-style-type: none"> ● Review your Emergency Management Plan (EMP), including: <ul style="list-style-type: none"> ○ pandemic planning arrangements ○ up to date contact lists of staff, children, families, local services – DHHS and Local Government Emergency Management Coordinators ○ communication tree of key staff. 	<p>Preparedness activities should be incorporated into normal business.</p> <p>This includes incorporating a comprehensive risk management strategy that takes an ‘all hazards’ approach and includes influenza pandemic as a specific hazard that needs to be considered.</p> <p>Regularly review, exercise and updates plans.</p> <p>Communicate pandemic plans with staff.</p>
Influenza prevention	<ul style="list-style-type: none"> ● Promote basic hygiene measures including: <ul style="list-style-type: none"> ○ 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 a tissue or their inner elbow to prevent the spread of germs ○ careful disposal of used tissues. ● Appropriate home based exclusion from early childhood service for children and staff with flu-like illness. ● Encourage staff to seek immunisation for seasonal influenza. 	
Communications	<ul style="list-style-type: none"> ● Maintain personal hygiene messages with staff and children. ● Convey seasonal influenza messages as directed by DET. 	
Travel advisories	<ul style="list-style-type: none"> ● Encourage staff and parents/carers to access the smartraveller website prior to international travel. 	
Business continuity	<ul style="list-style-type: none"> ● Ensure currency of business continuity plan which: <ul style="list-style-type: none"> ○ identifies minimum requirements and key staff for continued operations (including planning for the absence of the director) ○ considers workforce strategies to enable continued operations, if pandemic impacted a portion of the early childhood workforce. 	

RESPONSE STAGE – STANDBY		Clinical severity		
Description - Sustained community person-to-person transmission detected overseas				
Category	Key Actions	Low	Med	High
Review Emergency Management Plan	<ul style="list-style-type: none"> In April, (or at the time of the overseas detection, if earlier): <ul style="list-style-type: none"> ensure EMP (including emergency numbers and key contacts) are up to date and pandemic planning arrangements are included ensure contact lists of staff, children, families, local services – DHHS and Local Government Emergency Management Coordinators are up to date ensure communication tree of key staff is circulated to nominated school Incident Management Team members. 	Apply	Apply	Apply
Incident response	<ul style="list-style-type: none"> In April, (or at the time of the overseas detection if earlier), prepare to enact pandemic response section of your EMP with stakeholders and prepare to activate IMT. 	Apply	Apply	Apply
Hygiene measures	<ul style="list-style-type: none"> Reinforce basic hygiene measures including: <ul style="list-style-type: none"> 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. 	Apply	Apply	Apply
Communications	<ul style="list-style-type: none"> In May, (or at the time of the overseas detection, if earlier), ensure hygiene information/posters are communicated/ displayed. 	Recommend	Apply	Apply
	<ul style="list-style-type: none"> In late May, (or at the time of the overseas detection, if earlier), consider providing information sessions for staff and parents/carers to communicate: <ul style="list-style-type: none"> the status of the situation the risk of influenza and how to identify pandemic influenza symptoms and cases of possible influenza based on the current, up to date case definition by the Chief Health Officer, DHHS best practice hygiene measures considerations and measures for vulnerable children. 	Apply	Apply	Apply
	<ul style="list-style-type: none"> Access and follow Chief Health Officer, DHHS/ Commonwealth Chief Medical Officer, Commonwealth Department of Health advice provided by DET and distribute consistent messaging to staff, children and parents/carers. 	Apply	Apply	Apply
	<ul style="list-style-type: none"> Encourage staff and parents/carers to obtain seasonal flu vaccination as appropriate (especially those people/families at a greater risk of infection). 	N/A	Apply	Apply
	<ul style="list-style-type: none"> Encourage staff and parents/carers to obtain seasonal flu vaccination as appropriate (especially those people/families at a greater risk of infection). 	Apply as required	Apply	Apply
	<ul style="list-style-type: none"> School Nursing Program nurses may assist with information dissemination (provided by the DHHS) as directed by Regional Nurse Managers (based at regional offices). 	Apply as required	Apply as required	Apply as required
	<ul style="list-style-type: none"> Utilise the sample letters developed by DET to inform parents/carers of current situation. 	Apply as required	Apply as required	Apply as required
Travel advisories	<ul style="list-style-type: none"> Encourage staff and parents/carers to access the smartraveller website prior to international travel. 	Apply	Apply	Apply
Business continuity	<ul style="list-style-type: none"> Ensure currency of business continuity plan which: <ul style="list-style-type: none"> identifies minimum requirements and key staff for continued operations (including planning for the absence of the director) considers workforce strategies to enable continued operations, if pandemic impacted a portion of the early childhood workforce. 	Apply	Apply	Apply

RESPONSE STAGE – INITIAL ACTION		Clinical Severity		
Description – Cases detected in Australia – information about the disease is scarce				
Category	Key Actions	Low	Med	High
Incident response	<ul style="list-style-type: none"> Enact your EMP where necessary. Activate Incident Management Team to implement the organisation's response as appropriate to advice from DET. 	Apply Not suggested	Apply Not suggested	Apply Apply
Hygiene measures	<ul style="list-style-type: none"> Reinforce basic hygiene measures including: <ul style="list-style-type: none"> 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. 	Apply Apply	Apply Apply	Apply Apply
Communications	<ul style="list-style-type: none"> Follow and distribute information and advice from DET in accordance with instructions, including information about: <ul style="list-style-type: none"> the status/situation personal hygiene measures containment measures including any plans for closure if applicable to staff parents/carers using templates developed by DET. Communicate the risk of influenza and how to identify cases of possible pandemic influenza based on current, up to date case definition by the Chief Health Officer, DHHS. School Nursing Program nurses may assist with information dissemination as directed by Regional Nurse Managers (based at regional offices). 	Apply Apply Apply as necessary	Apply Apply Apply	Apply Apply Apply
Containment strategies	<ul style="list-style-type: none"> The appropriate containment strategy will vary depending upon the level of clinical severity as determined by the DHHS. Management of service workforce <ul style="list-style-type: none"> encourage staff who develop flu-like symptoms during a pandemic to stay away from work until completely well ensure staff who develop influenza-like illness to leave immediately and seek medical attention. Follow the advice of the DHHS and DET regarding service closures and exclusion periods for infectious diseases. Identify a designated area to keep sick children quarantined from others until they can be taken home by parents/carers. Following any service closures, notify the relevant DET QARD officer in your region, as outlined in the Governance and Reporting sections below. Inform carers of their obligations regarding early childhood development during closures. School Nursing Program nurses may be asked to assist the DHHS with the distribution of antiviral medication at the direction of the Regional Nurse Manager (based in regions). 	Not suggested Apply Apply Apply Apply	Apply Apply Apply Apply Apply	Apply Apply Apply Apply Apply
Travel advisories	<ul style="list-style-type: none"> Encourage staff and parents/carers to access the smartraveller website prior to international travel. 	Apply	Apply	Apply

Governance and reporting obligations	<ul style="list-style-type: none"> Notify the relevant DET QARD officer in your region about any service closures or any serious incidents and circumstances that pose risk to the health, safety or wellbeing of a child attending the service. <ul style="list-style-type: none"> services operating under the NQF, refer to the fact sheet regarding serious incidents and complaints You will be advised of any additional reporting requirements by DET and/or the DHHS. 	Apply	Apply	Apply
Business continuity	<ul style="list-style-type: none"> Implement business continuity plan to promote adequate workforce supply and capacity to continue service, by: <ul style="list-style-type: none"> prioritising work functions to ensure adequate workforce availability to deliver early childhood service implementing contingency strategy, which may include employing replacement staff and/or modifying programs In the event that service closure cannot be avoided: <ul style="list-style-type: none"> contact the Quality Assessment and Regulations Manager regarding service closure policy. following any closures, notify the relevant DET QARD officer in your region as outlined in the Governance and Reporting sections above. Inform staff of their obligations during service closures. 	Apply	Apply	Apply
		Apply	Apply	Apply
		Apply	Apply	Apply

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

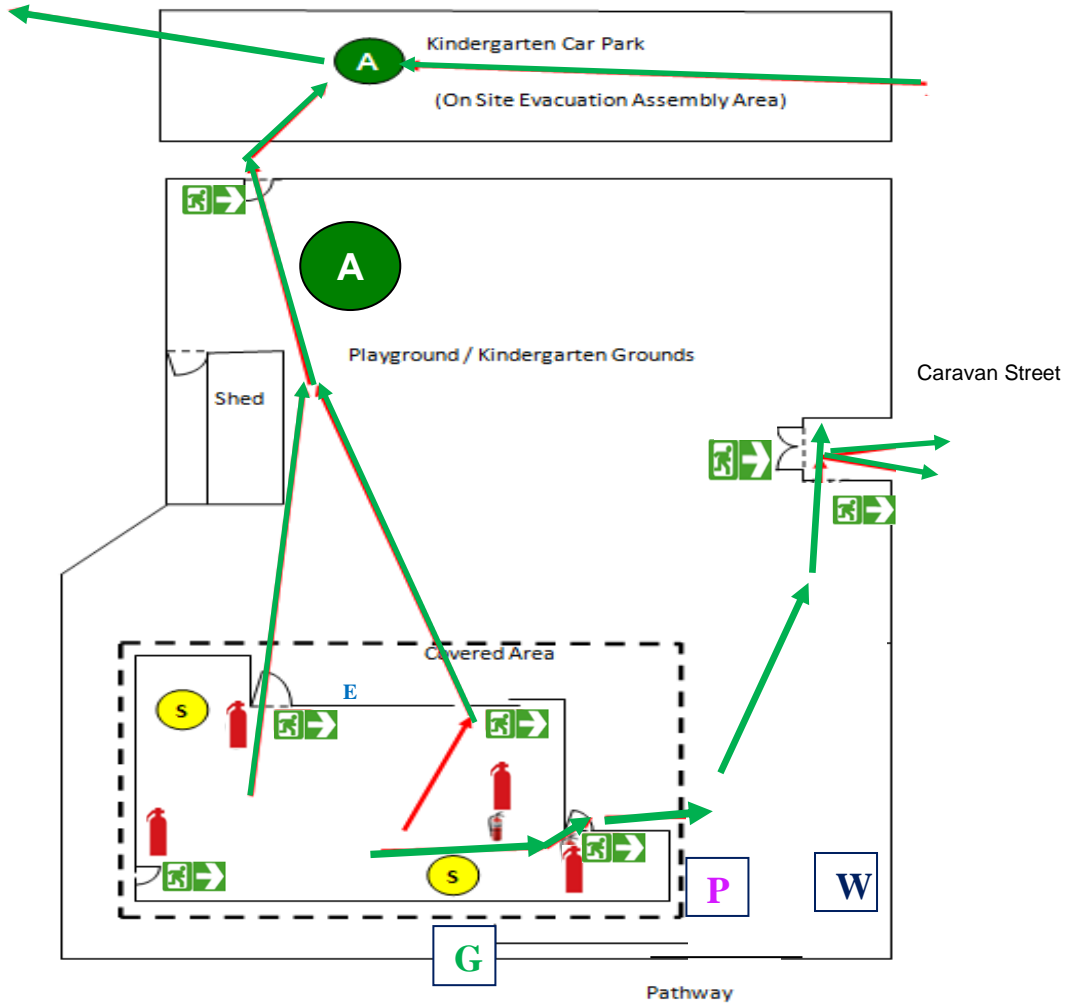
<p>Containment strategies</p>	<ul style="list-style-type: none"> ● The appropriate containment strategy will vary depending upon the level of clinical severity as determined by the DHHS. In particular, the: <ul style="list-style-type: none"> ○ need to restrict public access to the premises, and the need for social distancing measures (e.g. cancelling kindergarten fetes or like events) will be communicated to services by DET, if the clinical severity requires this ○ state controller will provide advice about the appropriate use of PPE according to clinical severity. ● Management of service workforce by: <ul style="list-style-type: none"> ○ encouraging staff who develop flu-like symptoms during a pandemic to stay away from work until completely well ○ ensuring staff who develop influenza-like illness to leave immediately and seek medical attention. ● Follow the advice of the DHHS and DET regarding service closures and exclusion periods for infectious diseases. ● Identify a designated area to keep sick children quarantined from others until they can be taken home by parents/carers. ● Following any service closures, notify the relevant DET QARD Area Team, as outlined in the Governance and Reporting sections below. ● School Nursing Program nurses may be asked to assist the DHHS with the distribution of antiviral medication at the direction of the Regional Nurse Manager (based in regions). 	<p>Apply</p> <p>Apply</p> <p>Apply</p> <p>Apply</p> <p>Apply</p> <p>As required</p>	<p>Apply</p> <p>Apply</p> <p>Apply</p> <p>Apply</p> <p>Apply</p> <p>As required</p>	<p>Apply</p> <p>Apply</p> <p>Apply</p> <p>Apply</p> <p>Apply</p> <p>As required</p>
<p>Travel advisories</p>	<ul style="list-style-type: none"> ● Encourage staff and parents/carers to access the smartraveller website prior to international travel. 	<p>Apply</p>	<p>Apply</p>	<p>Apply</p>
<p>Governance and reporting obligations</p>	<ul style="list-style-type: none"> ● Notify the relevant DET QARD officer in your region about any service closures or any serious incidents and circumstances that pose risk to the health, safety or wellbeing of a child attending the service. <ul style="list-style-type: none"> ○ services operating under the NQF, refer to the fact sheet regarding serious incidents and complaints ○ services operating under the Children’s Services Act 1996 refer to practice note regarding serious incidents. ● You will be advised of any additional reporting requirements by DET and/or the DHHS. 	<p>Apply</p> <p>Apply</p>	<p>Apply</p> <p>Apply</p>	<p>Apply</p> <p>Apply</p>
<p>Business continuity</p>	<ul style="list-style-type: none"> ● Implement business continuity plan to promote adequate workforce supply and capacity to continue service, by: <ul style="list-style-type: none"> ○ prioritising work functions to ensure adequate workforce availability to deliver early childhood service ○ implementing contingency strategy, which may include employing replacement staff and/or modifying programs ● In the event that service closure cannot be avoided: <ul style="list-style-type: none"> ○ contact the Quality Assessment and Regulations Manager, DET regarding service closure policy. ○ notify the relevant DET QARD officer in your region about any closures as outlined in the Governance and Reporting sections above. ● Inform staff of their early childhood development obligations during service closures. 	<p>Apply</p> <p>Apply</p> <p>Apply</p>	<p>Apply</p> <p>Apply</p> <p>Apply</p>	<p>Apply</p> <p>Apply</p> <p>Apply</p>

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

12. Evacuation Diagrams On-site Assembly Points

Belmore Road

Walk Westerly Direction to the North Side of Minifie Park to access OffSite Evacuation Assembly Site



Walk to the South To Minifie Park Playground Evacuation Site

Legend

FB	Fire Blanket	DANGER HAZARDOUS CHEMICALS	Hazardous Chemicals		Exit Point		Fire Extinguisher		First Aid Kit		Evacuation Route		Evacuation Route To secondary Assembly point		Fire Hose Reel		Shelter-in-place Area
----	--------------	----------------------------	---------------------	--	------------	--	-------------------	--	---------------	--	------------------	--	--	--	----------------	--	-----------------------

E Evacuation Bag/Kit/Rope




G Gas Mains Turn Off

W Water Mains

P – Electricity Fuse Box



A Assembly Point

On Site Assembly Point	Location / Description of Assembly Point
	In playground near swings and towards gate that leads to car park (option 1)
	In kindergarten car park to the north of the centre (corner of Belmore Road and Caravan Street) (option 2)
 Shelter in place	Depending on nature and location of the emergency, either in the north west corner of the main Kindergarten Building towards the rear / south end inside the main Kindergarten Activities Room.

Off-site Evacuation Points (Options 1 and 2)



→ OPTION 1 – From the Balwyn East Kindergarten, exit through gate onto Caravan Street and travel south along Caravan Street to the Minifie Park playground area at the south eastern corner of Minifie Park (B).

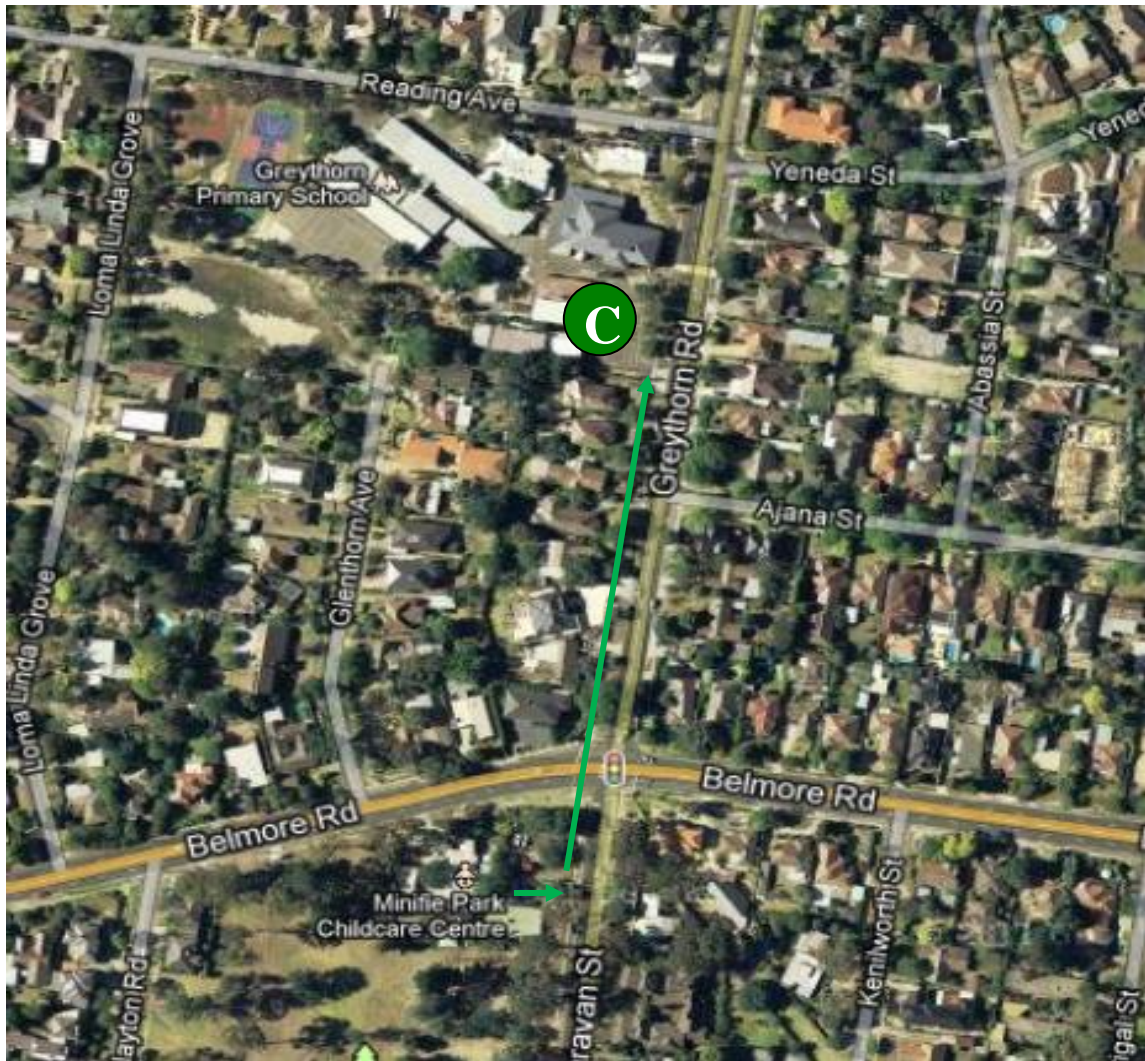
Distance – 150 metres (approximately)

Travel Time - 3 minutes (approximately)

- - - → OPTION 2 – From the Balwyn East Kindergarten, exit via gate to car park on north (Belmore Road) side and walk west along Belmore Road to the north end of the Minifie Park and assemble at the alternate site (B1) near Belmore Road, or turn left and continue south through Minifie Park until you reach the Minifie Park playground at the south east corner of Minifie Park (B).








Off-site Evacuation Points (Option 3)



OPTION 3 - From Balwyn East Kindergarten, exit gate onto Caravan Street and walk north along Caravan Street to Belmore Road intersection. Advised to contact 000 and request police assistance to cross Belmore Road if required. Cross Belmore Road and walk north along Greythorn Road to the entrance of the Greythorn Primary School and assemble on the netball courts on Greythorn Road.



Greythorn Primary School on Greythorn Road

Legend:  Evacuation Route  Assembly Point			
Off Site Assembly Point	Location Address / Description of Assembly Point	Distance	Walking Time
	Minfie Park playground beside walking path near Caravan Street	300 metres	3 minutes
	Exit Kindergarten via carpark on north side of the Kindergarten and walk west along Belmore Road to the north end of Minifie Park Reserve and assemble at the alternate site (B1) near Belmore Road	300 metres	3 minutes
 Two	Greythorn Primary School, netball courts on Greythorn Road	200 metres	3 minutes

Balwyn East Kindergarten Street View



- White arrow showing direction to Greythorn Primary School Evacuation Site (Option 3)
← Red arrow showing direction to Minifie Park Evacuation Site (Option 1)

13. Parent/Family Contact Information

This information can be accessed from documents held in the Emergency Evacuation Bag.

14. Children and Staff with Special Needs

This information can be accessed from documents held in the Emergency Evacuation Bag.

PART 2 – EMERGENCY PREPAREDNESS

16. Early Childhood Service Facility Profile

16.1 General Information

Early Childhood Service Name	Balwyn East Kindergarten
Physical Address	2A Caravan Street Balwyn VIC 3104
Operating Days	Monday – Friday (inclusive)
Operating Hours	7.30am – 5.30pm
Phone	9857 8710
Email	info@bek.vic.edu.au
Number of buildings	One main building Two sheds
Is the facility a designated Neighbourhood Safer Place?	No
Shelter-In-Place Location	No
Number of Children	37 (all 3-5 years of age) Max on any day 22
Total Number of Staff	6
Methods used for communications to our service's community	Email Telephone Letters and flyers Website

16.2 Other Services/Users of the Site

There are no other users of the site.

16.3 Building Information Summary

Telephones (Landlines)			
	Location	Number	
	2A Caravan Street	9857 8710	

Alarms			
	Location	Monitoring Company	Location of Shut-off Instructions
Fire:	Nil		
Intrusion:	Nil		
Other:			

Utilities			
	Location	Service provider	Location of Shut-off Instructions
Gas / Propane:	South fence, middle		
Water:	East fence (close to south east corner)		
Electricity:	Office		

Sprinkler System	
Location of Control Valve:	Not applicable
Location of Shut-off Instructions:	Not applicable

Building and site hazards	
Hazard Description	Location
Nil	

17. Risk Assessment

Complete the risk assessment template and refer to page 20 of the **guide to developing an emergency management plan for schools and children's services** for a detailed risk matrix (to assist in the determination of your risk ratings) and for further guidance on completing a risk assessment.

Identify Potential Threats/Hazards List the hazards that could cause injury/incident	Description of Risk	Current Risk Control Measures	Risk Rating (refer to OHS Risk Management Procedure)			Risk Control Measures List the control measures required to eliminate or minimise the risk
			Consequence	Likelihood	Risk Level	
Grassfire	<p>Risk of death/injury from burns or smoke inhalation.</p> <p>Risk of property damage or property loss.</p> <p>Risk of psychological injury.</p>	<ul style="list-style-type: none"> • Liaise with local fire services to determine potential controls e.g. clearing trees, building safety etc. • Ensure Emergency Management Plan is up-to-date including identification of shelter-in-place and evacuation points. • Check CFA website, alerts during the bushfire season. • Schedule and practice emergency evacuation drills on a regular basis. • Employee Assistance Program • Grief counselling services. • Ensure there is a business continuity plan in place. 	Severe	Unlikely	High	
Internal Fire & Smoke	<p>Risk of injury from burns or smoke inhalation.</p> <p>Risk of property damage or property loss.</p>	<ul style="list-style-type: none"> • Ensure fire services equipment (fire hose reels, fire extinguishers, fire blankets, hydrants) is tested and tagged as per Australian Standards. • Complete a Workplace Inspection once per term to check that exit 	Severe	Unlikely	High	

Internal Fire & Smoke (cont'd)		<p>signs and other emergency equipment is working.</p> <ul style="list-style-type: none"> • Ensure there is a fire blanket (tested and tagged to Australian Standards) available in all kitchen areas. • Ensure all electrical equipment is tested and tagged as per Australian Standards and that frayed leads, damaged equipment etc are disposed of in an appropriate manner. • Ensure there is a business continuity plan in place. 				
Severe weather, storms and/or flooding	<p>Risk of roof down flooding Risk of injury. Risk of property damage.</p>	<ul style="list-style-type: none"> • Ensure roofs/gutters/drains are clear. • Liaise with SES/local government to identify potential risks. • Develop contingency for storage of equipment/materials if necessary. • Test communications • Ensure there is a business continuity plan in place. • Complete the Flood risk identification assessment. 	Major	Possible	High	
Intruders or personal threat	<p>Physical or psychological injury could occur to staff, students, visitors or contractors if threatened or physically assaulted by an intruder. There is a risk that property could be damaged.</p>	<ul style="list-style-type: none"> • Ensure that no-one can enter the office area unless they have a key. • Ensure any visitors/contractors sign in when they first arrive on site. • Employee Assistance Program 	Moderate	Possible	Medium	
Bomb Threat	<p>Physical or psychological injury could occur to staff, visitors or contractors.</p>	<ul style="list-style-type: none"> • Ensure each phone has a Bomb Threat Checklist available. • Schedule and practice emergency evacuation drills on a regular basis. 	Major	Unlikely	Medium	

Bomb Threat (cont'd)		<ul style="list-style-type: none"> Implement and follow Bomb Threat response procedure (located in EMP). 				
Pandemics and communicable diseases	Risk of health and possible death (in extreme cases).	<ul style="list-style-type: none"> Ensure relevant staff are familiar with DEECD's Pandemic Incident Response Procedures. Ensure basic hygiene measures are in place and posters are displayed at the beginning of flu season (April) Ensure there is convenient access to water and liquid soap and/or alcohol-based sanitiser Ensure staff and children are educated about covering their cough to prevent the spread of germs. 	Major	Possible	High	
Major medical emergency	There is a risk to health and possibly death.	<ul style="list-style-type: none"> First Aid Officer is appointed and training is up-to-date. First Aid Officers are aware of and follow DEECD's First Aid and Infection Control Procedure. Staff are aware of emergency procedures. 	Major	Possible	High	
Hazardous Substance Release: Inside and/or Outside Facility Grounds (including gas leak)	Exposure to certain liquids or gases may be hazardous to health.	<ul style="list-style-type: none"> Follow DEECD's Chemical Management Procedures. Develop and implement safe work procedures for handling chemicals. Schedule and practice emergency evacuation drills on a regular basis. Ensure EMP is up-to-date. 	Major	Unlikely	Medium	

Hazardous Substance Release: Inside and/or Outside Facility Grounds (including gas leak) (cont'd)		<ul style="list-style-type: none">• Obtain Material Safety Data Sheets (MSDS) for all Dangerous Goods and Hazardous Substances on-site from the supplier/manufacturer or Chemwatch (edumail username and password required).				
--	--	--	--	--	--	--

18. Emergency Response Drills Schedule

Type of Drill	Person Responsible	Target Date & Date Drill Performed	Observer's Record Completed* ✓
Emergency evacuation (on-site)	Kathy Head (Red group) Joanna Slater (Green group)		
Incident Management Team Training	Kathy Head		
Lock down drill	Kathy Head (Red group) Joanna Slater (Green group)		
Emergency evacuation (on-site)	Kathy Head (Red group) Joanna Slater (Green group)		
Lock-out drill	Kathy Head (Red group) Joanna Slater (Green group)		

Emergency Management Plans are required to be tested regularly. Facilities on the Bushfire at Risk Register (BARR) should test their evacuation procedures and drills at least once per term during the October to March bushfire season.

19. Emergency Kit Checklist

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

Date Emergency Kit checked:	
Next check date:	

20. Emergency Management Plan Completion Checklist

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

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

Final Check Completed by:

Date:

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

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