**Emergency Management Plan**

**2020**

Ascot Kindergarten Inc.



|  |  |
| --- | --- |
| Physical Address | 1 West Street, Ascot Vale |
| Phone Number | 03 9375 3548 |
| Email address | ascot.vale.kin@kindergarten.vic.gov.au |
| Provider Number | PR - 00001321 |
| DET Region | South Western Victoria Region  (03) 8397 0246  wmr.qar@edumail.vic.gov.au |
| Fire District | Central |
| Is the service on the Bushfire- At-Risk Register? | No |
| Service SE Number | SE - 00003081 |
| Provider Number | PR-00001321 |
| Approved Provider/Licensee Approving our Plan | Ascot Kindergarten Committee of Management |
| Date Plan Approved | 20 Jan 2020 (additions made August 2020) |
| Next Plan Review Date | January 2021 |

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# Purpose

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

# Scope

This EMP applies to all educators, staff, children, visitors, contractors, and volunteers at Ascot Kindergarten.

# Distribution

A copy of our plan has been distributed to:

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Position Title and**  **Organisation Name** | **Date Sent** | **Email Address or**  **Postal Address** |
| Kirsty Rochford | Director |  | ascot.kin.director@kindergarten.vic.gov.au |
| Heather Waugh | Early Childhood Teacher |  | ascot.kin.heather@kindergarten.vic.gov.au |
| Tara Usher | Administration Officer |  | ascot.kin.admin@kindergarten.vic.gov.au |
| Janis Stomann | Early Childhood Educator |  | Distributed via Director |
| Danielle Lockhart | Early Childhood Educator |  | Distributed via Director |
| Prunella Fong | Early Childhood Educator |  | Distributed via Director |
| Ascot Kinder Committee of Management | All committee members |  | As per committee email contact list |

# PART 1– EMERGENCY RESPONSE

# In case of emergency

|  |  |
| --- | --- |
| **In an Emergency** | |
| ***Call***  **Police, Ambulance, Fire Services** | 000 |
| ***For Advice call your***  **Approved Provider/Licensee or Person with Management or Control/Licensee Representative** | **President: Megan Martin**  **Director: Kirsty Rochford**  **9375 3548** |
| *Convene your*  **Incident Management Team** | |

# Emergency contacts

## 5.1 Emergency services

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

## 5.2 Our early childhood service contacts

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Key Roles | Name | Phone | Phone  (After Hours) | Mobile |
| Approved Provider/Licensee or Person with Management or Control/Licensee Representative | Megan Martin |  |  | 0403 050 890 |
| Responsible Person/Primary Nominee | Kirsty Rochford | 9375 3548 |  |  |
| First Aid Officer | Danielle Lockhart | 9375 3548 |  |  |
| OHS Representative | Kirsty Rochford | 9375 3548 |  |  |
| Bulk Messaging System Operator (eg SMS) | N/A |  |  |  |
| Committee of Management | As per current contact list (included in EMP) |  |  |  |

## 5.3 Key organisational and DET regional contacts

|  |  |  |  |
| --- | --- | --- | --- |
|  | Name | Phone | Mobile |
| Quality Assessment and Regulation Division (QARD) Area Team | Western Metropolitan Area | 8397 0246 |  |
| Regional Department of Education and Training (DET) Manager, Operations and Emergency Management | South Western Victoria: Andrea Cox | 5337 8429 | 0407 861 841 |
| MVCC Co-ordinator – Kindergarten Services | Jason Crockett | 9243 1635 |  |

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

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

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

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

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

## 5.4 Local/other organisations contacts

|  |  |
| --- | --- |
|  | Phone |
| Police Station | 000 or  Moonee Ponds Police Station: 9373 5200 |
| Hospital/s | Royal Children’s Hospital  9345 5522 |
| Gas | AGL (Ausnet): 136 707 |
| Electricity | AGL (Jemena): 131 626 |
| Water Corporation | City West Water  13 26 42 |
| Facility Plumber | Moonee Valley City Council  Bus Hours: 0413 835 040  After Hours: 9243 8888 |
| Facility Electrician | Moonee Valley City Council  Bus Hours: 0413 835 040  After Hours: 9243 8888 |
| Local Government | Moonee Valley City Council  9243 8888 |
| SES (flood, storm and earthquake) | 13 25 00 |
| WorkSafe Victoria | 1800 136 089 |
| DET Regional Office | 8397 0300 |

## Bus emergency contacts

|  |  |  |  |
| --- | --- | --- | --- |
| Bus emergency contacts | | | |
| Bus Route Name and Number | Bus Company | Contact Name | Phone/Mobile |
| N/A |  |  |  |
|  |  |  |  |
|  |  |  |  |

# Incident Management Team

## 6.1 Incident Management Team (IMT) structure

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

Chief Warden performs the roles of Communications Officer, Planning Officer and Operations Officer (Area Warden)

During an emergency the Chief Warden allocates tasks to Logistics Officers as required and any other persons on premises

**Chief Warden: Lead Teacher on Premises**

Description: Hard Hat Labels

**Logistics Officer (Warden) – Co Educator Two**

**Logistics Officer : (Warden) – Co Educator One**

## 6.2 Incident Management Team contact details

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| IMT Role/Activities |  | Primary Contact |  | Back Up Contact |
| Chief Warden | Name | Lead teacher on premises | Name | Co-Educator One |
| Phone/Mobile | 9375 3548 | Phone/Mobile | 9375 3548 |
| Planning tasks will be performed by: | Name | Lead teacher on premises | Name | Co-Educator One |
| Phone/Mobile | 9375 3548 | Phone/Mobile | 9375 3548 |
| Operations (Area Warden) tasks will be performed by: | Name | Lead teacher on premises | Name | Co-Educator One |
| Phone/Mobile | 9375 3548 | Phone/Mobile | 9375 3548 |
| Communications tasks will be performed by: | Name | Lead teacher on premises | Name | Co-Educator One |
| Phone/Mobile | 9375 3548 | Phone/Mobile | 9375 3548 |
| Logistics (Warden) tasks will be performed by: | Name | Co-Educator One | Name | Co-Educator Two |
| Phone/Mobile | 9375 3548 | Phone/Mobile | 9375 3548 |
| First Aid tasks will be performed by: | Name | Danielle Lockhart (or other co-educator on the premises as directed) | Name | Other Co-Educator Present if primary contact not present |
| Phone/Mobile | 9375 3548 | Phone/Mobile | 9375 3548 |

# Incident Management Team responsibilities

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| **Chief Warden – Lead Teacher on premises**  **Pre-emergency**   * Maintain current contact details of IMT members. * Ensure ‘Children/educators/staff with additional needs’ list and ‘Staff trained in first aid’ list are up to date (in conjunction with the Administration Officer) * Conduct regular exercises/drills. * Ensure our emergency response and recovery procedures are kept up to date. * Ensure staff on the IMT are aware of their responsibilities.   **During emergency**   * Attend the emergency control point. * Ascertain the nature and scope of the emergency. * Ensure that the emergency services have been notified. * Ensure the appropriate response has been actioned. * Convene our IMT as required. * Initiate evacuation of affected areas/lock-down/lock-out/shelter-in-place as required. * Brief the incoming emergency services and respond to their requests.   **Post- emergency**   * When the incident is rendered safe or the emergency services return control, notify the IMT members to have staff and children return to normal operations. * Organise debrief with the IMT and, where appropriate, with any attending emergency service. * Ensure recovery activities are considered and implemented as required. * Complete the Post Emergency Record. * Early childhood services are reminded that they must report serious incidents to the relevant DET QARD Area Team in accordance with relevant regulatory requirements. Service agreements also require approved providers or licensees to notify DET in the event of a serious incident.   + Education and care services operating under the National Quality Framework (NQF) refer to the fact sheet *Serious incidents and complaints* available at:[www.education.vic.gov.au/childhood/providers/regulation/Pages/nqffactsheets.aspx](http://www.education.vic.gov.au/childhood/providers/regulation/Pages/nqffactsheets.aspx)   + Children’s services operating under the *Children's Services Act 1996* (Children’s Services Act) refer to thepractice note *Serious incidents* available at: [www.education.vic.gov.au/childhood/providers/regulation/Pages/vcspracnotes.aspx](http://www.education.vic.gov.au/childhood/providers/regulation/Pages/vcspracnotes.aspx) |
| **Planning – Lead Teacher on Premises**  **Pre- emergency**   * Identify resources required. * Participate in emergency exercises/drills.   **During emergency**   * Attend the emergency control point. * Ascertain the nature and scope of the emergency. * 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) - Lead Teacher on Premises**  **Pre- emergency**   * Regularly check and report on deficiencies of emergency equipment and kits. * Coordinate safety practices (for example, clear egress paths, access to first attack equipment such as fire extinguishers and disposal of rubbish) by Wardens throughout their areas. * Participate in emergency exercises/drills.   **During emergency**   * Attend the emergency control point. * Implement the emergency response procedure relevant to the floor or area * Direct the Logistics Officer/Wardens to check the floor or area for any abnormal situation. * Commence evacuation if the circumstances on the floor or area warrant this. * Control the movement of people. * Co-opt persons as required to assist the Logistics Officer (Warden/s) during an emergency. * Confirm that the Logistics Officer’s/Warden’s activities have been completed and report this to the Approved Provider (Committee of Management)   **Post emergency**   * Compile report of the actions taken during the emergency for the debrief. |

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| **Communications – Lead Teacher On Premises**  **Pre- emergency**   * Attend training in the use of the service’s communication system as appropriate (N/A) * Maintain records and logbooks and make them available for emergency response. * Ensure emergency and parent contact details are up to date (in conjunction with Administration Officer) * 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. * Provide instruction and information to staff, children and parents as required. * Provide instruction and information to the staff member responsible for bulk messaging as required. * Keep a log of events that occurred during the emergency. * Act as directed by the Provider and/or Vic DET Regional Department Manager   **Post- emergency**   * Contact parents as required. * Collate logs of events completed by all IMT members during the emergency for the debrief and ensure they are secured for future reference. |

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| **Logistics (Warden) – Co Educator One and Two**  **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 (Lead Teacher).  Activities may include the following:   * Attend the emergency control point. * Operate the communication system in place. * Check that any fire doors and smoke doors are properly closed. * Close or open other doors in accordance with the emergency response procedures. * Search the floor or area to ensure all people have evacuated. This function is of greater importance than a later physical count of those evacuated. * Ensure orderly flow of people into protected area. * Assist occupants with disabilities. * Act as lead of groups moving to nominated assembly areas. * Report status of required activities to the Operations Officer/ Area Warden on their completion. * Act as directed by the Chief Warden/Early Childhood Commander (Lead Teacher).   **Post- emergency**   * Compile report of the actions taken during the emergency for the debrief. |

# Communication tree

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

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

# 

**Responsible Person/**

**Primary Nominee: Lead teacher on premises**

**Kinder phone: 9375 3548**

**Kirsty Rochford: xxxxxxxx**

**Heather Waugh: xxxxxxxx**

**000**

**Emergency Services**

**Approved Provider/Licensee or**

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

Megan Martin

OR

Talara Berry

OR

Doug Talbott

OR

Barry Taylor

(As per contact list in Emergency Folder)

**Co-Educator Two**

**DET Regional Office**

**Andrea Cox: 5337 8429**

**Co- Educator One**

**Contact Parents/Person with lawful authority N – Z**

**Once complete notify incoming group if necessary (N - Z)**

**Contact Parents/Person with lawful authority A - M**

**Once complete notify incoming group if necessary**

**(A – M)**

# Staff trained in first aid

**Note:** education and care services must comply with the requirements set out in regulation 136 (first aid qualifications) of the Education and Care Services National Regulations 2011 (National Regulations) and children’s services must comply with the requirements set out in regulation 63 (Staff members to have first aid and anaphylaxis management training) of the Children’s Services Regulations 2009.

|  |  |  |
| --- | --- | --- |
| Staff Member | Training | Date Qualified To |
| Kirsty Rochford | Provide an Emergency First Aid Response in an Education & Care Setting HLTAID0004 | 23rd March 2022 |
| Heather Waugh | Provide an Emergency First Aid Response in an Education & Care Setting HLTAID0004 | 24th March 2020 |
| Danielle Lockhart | Provide an Emergency First Aid Response in an Education & Care Setting HLTAID0004 | 24th March 2021 |
| Janis Stomann | Provide an Emergency First Aid Response in an Education & Care Setting HLTAID0004 | 24th March 2020 |
| Prunella Fong | Provide an Emergency First Aid Response in an Education & Care Setting HLTAID0004 | 19th August 2021 |
| Tara Usher | Provide an Emergency First Aid Response in an Education & Care Setting HLTAID0004 | 24th March 2021 |

# Emergency response procedures

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| 10.1 On-site evacuation/relocation procedure |

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

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

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

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

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| 10.2 Off-site evacuation procedure |

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

* **Call 000** for emergency services and seek and follow advice.
* Determine which off-site assembly point you will evacuate children, educators, staff and visitors to.
* Assemble children, educators, staff and visitors at your nominated off-site evacuation point - **first point is in the council park opposite kinder and second point is down West St towards South Street.**
* Take your emergency kit/first aid kit (including your children, educator and staff attendance lists and a copy of this EMP).
* Once at assembly point, check all children, educators, staff and visitors are accounted for.
* Ensure communications with emergency services is maintained.
* Wait for emergency services to arrive or provide further information.
* Confirm with emergency service personnel that it is safe to return to normal operations.
* Seek advice from your Approved Provider/Licensee or Person with Management or Control/Licensee Representative if required.
* Maintain a record of actions/decisions undertaken and times.
* Contact parents as required or as per service policy.

**Actions after off-site evacuation procedure**

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

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| 10.3 Lock-down procedure |

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

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

**Actions after lock-down procedure**

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

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| 10.4 Lock-out procedure |

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

* **Call 000** for emergency services and seek and follow advice.
* Announce lock-out with instructions about what is required. Instructions may include nominating staff to:
* lock doors to prevent entry
* check the premises for anyone left inside
* obtain Emergency Kit
* Determine which of your facility’s pre-identified on-site evacuation point/s is most appropriate to use.
* Assemble children, educators, staff and visitors at your nominated on-site evacuation point. **The first point is located near the main entrance gate and the second point is near the double emergency access gates.**
* Check that children, educators, staff and visitors are all accounted for.
* Where appropriate, confirm with emergency services personnel that it is safe to return to normal operations.
* Seek advice from your Approved Provider/Licensee or Person with Management or Control/Licensee Representative if required.
* Maintain a record of actions/decisions undertaken and times.
* Contact parents as required or as per service policy.

**Actions after lock-out procedure**

* Ensure any children, educators, staff or visitors with medical or other needs are supported.
* Determine whether to activate your parent reunification process.
* Determine if there is any specific information educators, staff, children and visitors need to know (e.g. parent reunification process or areas of the facility to avoid).
* Print and issue pre-prepared parent letters as appropriate.
* Undertake operational debrief with staff and IMT to identify any lock-out and procedural changes that may be required.
* Complete your Post Emergency Record form (refer to Appendix 4 of the *Guide to Developing Your Emergency Management Plan*).
* Education and care services and children’s services are reminded that they must report serious incidents to the relevant DET QARD Area Team in accordance with relevant regulatory requirements. This can be submitted on-line via the NQA IT portal. Service agreements also require approved providers or licensees to notify DET in the event of a serious incident.
  + Education and care services operating under the NQF refer to the fact sheet *Serious incidents and complaints* available at:[www.education.vic.gov.au/childhood/providers/regulation/Pages/nqffactsheets.aspx](http://www.education.vic.gov.au/childhood/providers/regulation/Pages/nqffactsheets.aspx)
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| 10.5 Shelter-in-place procedure |

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

* **Call 000** for emergency services and seek and follow advice.
* Move all children, educators, staff and visitors to your pre-determined shelter-in-place location. **This will generally be in the kinder room close to the office door but will be determined by staff based on the safest location and distance from any risk (**refer to Guide).
* Take your emergency kit/first aid kit (including your children and educator and staff attendance lists and a copy of this EMP).
* Check that all children, educators, staff and visitors are accounted for.
* Ensure communications with emergency services is maintained. Wait for emergency services to arrive or provide further information.
* Where appropriate, confirm with emergency services personnel that it is safe to return to
* Maintain a record of actions/decisions undertaken and times.
* Seek advice from your Approved Provider/Licensee or Person with Management or Control/Licensee Representative if required.
* Contact parents as required or as per service policy.

**Actions after shelter-in-place procedure**

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

# Response procedures for specific emergencies

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

## 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/Early Childhood Commander who will convene your IMT if necessary.
* Extinguish the fire **(only if safe to do so).**
* Determine which of your facility’s pre-identified on-site evacuation point/s is most appropriate to use.
* Assemble children, educators, staff and visitors at your nominated on-site evacuation points – **first point is near the main entry gate and second point is near the double emergency gates.**
* Evacuate to the most appropriate evacuation point based on risk*,* closing all doors and windows.
* Check that all areas have been cleared and notify the Chief Warden/Early Childhood Commander.
* Check that all children, educators, staff, visitors and contractors are accounted for.
* Seek advice from your Approved Provider/Licensee or Person with Management or Control/Licensee Representative if required.
* Contact parents as required or as per service policy.
* Education and care services and children’s services are reminded that they must report serious incidents to the relevant DET QARD Area Team in accordance with relevant regulatory requirements. This can be submitted on-line via the NQA IT portal. Service agreements also require approved providers or licensees to notify DET in the event of a serious incident.
  + Education and care services operating under the NQF refer to the fact sheet *Serious incidents and complaints* available at:[www.education.vic.gov.au/childhood/providers/regulation/Pages/nqffactsheets.aspx](http://www.education.vic.gov.au/childhood/providers/regulation/Pages/nqffactsheets.aspx)
  + Children’s services operating under the Children’s Services Act refer to thepractice note *Serious incidents* available at: [www.education.vic.gov.au/childhood/providers/regulation/Pages/vcspracnotes.aspx](http://www.education.vic.gov.au/childhood/providers/regulation/Pages/vcspracnotes.aspx)

## 11.2 Bushfire

* Call **000** for emergency services and seek and follow advice.
* Report the emergency immediately to the Chief Warden/Early Childhood Commander who will convene your IMT if necessary.
* Determine appropriate response strategy (evacuate or shelter-in-place) in consultation with emergency services, if possible.
* If evacuation is required and time permits before you leave:
* Make sure you close all doors and windows
* Turn off power and gas.
* Check that all children, educators, staff and visitors contractors are accounted for.
* Listen to TV or local radio on battery-powered sets for bushfire/weather warnings and advice.
* Ensure staff and children do not hinder emergency services or put themselves at risk by going near damaged buildings or trees.
* Seek advice from your Approved Provider/Licensee or Person with Management or Control/Licensee Representative if required.
* Contact parents as required or as per service policy.
* Education and care services and children’s services are reminded that they must report serious incidents to the relevant DET QARD Area Team in accordance with relevant regulatory requirements. This can be submitted on-line via the NQA IT portal. Service agreements also require approved providers or licensees to notify DET in the event of a serious incident.
  + Education and care services operating under the NQF refer to the fact sheet *Serious incidents and complaints* available at:[www.education.vic.gov.au/childhood/providers/regulation/Pages/nqffactsheets.aspx](http://www.education.vic.gov.au/childhood/providers/regulation/Pages/nqffactsheets.aspx)
  + Children’s services operating under the Children’s Services Act refer to thepractice note *Serious incidents* available at: [www.education.vic.gov.au/childhood/providers/regulation/Pages/vcspracnotes.aspx](http://www.education.vic.gov.au/childhood/providers/regulation/Pages/vcspracnotes.aspx)

More information about managing bushfire risks in education and care services is available in the fact sheet Managing bushfire risks in centre-based servicesavailable at: [www.education.vic.gov.au/childhood/providers/regulation/Pages/nqffactsheets.aspx](http://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/Early Childhood Commander who will convene your IMT if necessary.
* Turn off gas supply if possible.
* If the gas leak is on-site, notify your gas provider.
* Determine which of your facility’s pre-identified on-site evacuation points is most appropriate to use.
* If safe to do so, evacuate educators, staff, children, visitors and contractors to **most suitable on-site or off-site evacuation point based on perceived risk and** **recommendations of emergency services.** This may be an off-site location.
* Check children, educators, staff, visitors and contractors are accounted for.
* Seek advice from your Approved Provider/Licensee or Person with Management or Control/Licensee Representative or if required.
* Await ‘all clear’ advice from emergency services or further advice before resuming normal service activities.
* Contact parents as required or as per service policy.
* Education and care services and children’s services are reminded that they must report serious incidents to the relevant DET QARD Area Team in accordance with relevant regulatory requirements. This can be submitted on-line via the NQA IT portal. Service agreements also require approved providers or licensees to notify DET in the event of a serious incident.
  + Education and care services operating under the NQF refer to the fact sheet *Serious incidents and complaints* available at:[www.education.vic.gov.au/childhood/providers/regulation/Pages/nqffactsheets.aspx](http://www.education.vic.gov.au/childhood/providers/regulation/Pages/nqffactsheets.aspx)
  + Children’s services operating under the Children’s Services Act refer to thepractice note *Serious incidents* available at: [www.education.vic.gov.au/childhood/providers/regulation/Pages/vcspracnotes.aspx](http://www.education.vic.gov.au/childhood/providers/regulation/Pages/vcspracnotes.aspx)

## 11.4 Intruder

* Call 000 for emergency services and seek and follow advice.
* Report the emergency immediately to the Chief Warden/Early Childhood Commander.
* Do not do or say anything to the person to encourage irrational behaviour.
* Initiate action to restrict entry to the building if possible and confine or isolate the threat from building occupants.
* Determine whether **evacuation, lock-down or shelter-in-place** is required in consultation with police where possible. Evacuation only should be considered if safe to do so.
* Seek advice from your Approved Provider/Licensee or Person with Management or Control/Licensee Representative if required.
* Contact parents as required.
* Education and care services and children’s services are reminded that they must report serious incidents to the relevant DET QARD Area Team in accordance with relevant regulatory requirements. This can be submitted on-line via the NQA IT portal. Service agreements also require approved providers or licensees to notify DET in the event of a serious incident.
  + Education and care services operating under the NQF refer to the fact sheet *Serious incidents and complaints* available at:[www.education.vic.gov.au/childhood/providers/regulation/Pages/nqffactsheets.aspx](http://www.education.vic.gov.au/childhood/providers/regulation/Pages/nqffactsheets.aspx)
  + Children’s services operating under the Children’s Services Act refer to thepractice note *Serious incidents* available at: [www.education.vic.gov.au/childhood/providers/regulation/Pages/vcspracnotes.aspx](http://www.education.vic.gov.au/childhood/providers/regulation/Pages/vcspracnotes.aspx)



## 11.5 Bomb/substance threat

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

*Immediate response*

* Immediately clear and cordon off the area in the vicinity of the object.
* Call **000** for police and seek and follow advice.
* Report the threat to the Chief Warden/Early Childhood Commander.
* Do not approach, touch, tilt or tamper with the object.
* Complete bomb threat forms if possible – forms are located on the office noticeboard with the EMP and near the main phone in the kinder room, Forms are also available in the EMP in the Emergency bags.

*Evacuation*

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

*Communication*

* Provide police with details of the situation and actions you have taken and intend to take. Follow any advice provided by police.
* Contact parents when evacuation is complete and it is safe to do so.
* Notify your approved provider/licensee or licensee representative and seek advice if necessary.
* Await 'all clear' advice from police before returning to buildings to resume normal activities.
* Education and care services and children’s services are reminded that they must report serious incidents to the relevant DET QARD Area Team in accordance with the relevant regulatory requirements. This can be submitted on-line via the NQAIT portal. Service agreements also require approved providers or licensees to notify DET in the event of a serious incident.
* Education and care services operating under the NQF, refer to the fact sheet Serious incidents and complaintsavailable at:[www.education.vic.gov.au/childhood/providers/regulation/Pages/nqffactsheets.aspx](http://www.education.vic.gov.au/childhood/providers/regulation/Pages/nqffactsheets.aspx)
* Services operating under the *Children’s Services Act 1996* refer to practice note Serious incidentsavailable at: [www.education.vic.gov.au/childhood/providers/regulation/Pages/vcspracnotes.aspx](http://www.education.vic.gov.au/childhood/providers/regulation/Pages/vcspracnotes.aspx)

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

* **DO NOT HANG UP**
* Keep the person talking for as long as possible and obtain as much information as possible.
* Without alerting the caller, signal a co-worker to:
  + call 000 for emergency services on a separate phone
  + notify the Chief Warden/Early Childhood Commander.
* Fill out the bomb threat checklist provided on the next page to record the following details while you are on the phone to the caller. **The checklist is located on the office noticeboard with the EMP and near the main phone in the kinder room.** Listen carefully for a full description and take note of:
  + - gender of caller
    - age of caller
    - accents or speech impediments
    - background noises
    - words/voices of people in the background (gender, age, accents, speech impediments)
    - key phrases used
    - whether the threat is automated/robotic/taped/recorded
  + Ask the caller:
    - where exactly is the bomb/substance located?
    - what time will the bomb explode/the substance be released?
    - what will make the bomb explode/how will the substance be released?
    - what does the bomb look like?
    - what kind of device/substance is it?
    - who put the bomb/substance there? Why was it put there?
    - what kind of substance is it (gas, powder, liquid)? How much is there?
    - where are you? Where do you live?
    - what is your name? What are your contact details?
* Once the call is finished:
  + Immediately:
    - inform the Chief Warden/Early Childhood Commander if this has not yet been done
    - call 000 to report the threat to police if this has not yet been done – use a different telephone line or mobile phone
    - clear and cordon off the area if the caller identified the location of the object. Do not approach, touch, tilt or tamper with the object.
  + Implement evacuation and communication procedures as indicated in section 11.5.1 above
  + Ensure all of the caller information has been written down and provided to police on arrival
  + Notify your approved provider/licensee or licensee representative

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

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

**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/Early Childhood Commander
* 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 the *Evacuation* section above

**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 the *Evacuation* section 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.

|  |  |
| --- | --- |
| **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** | **SPEEECH** | **MANNER** | **BACKGROUND NOISES** |
| □ Man | □ Fast | □ Hesitant | □ Music |
| □ Woman | □ Slow | □ Calm | □ Talk/voices |
| □ Child | □ Well spoken | □ Angry | □ Typing |
| □ Muffled | □ Impeded | □ Emotional | □ Children |
| □ Unknown | □ Stutter | □ Loud | □ Traffic/street |
| Accent: | □ Nasal | □ Soft | □ Machinery |
| **TELEPHONE** | □ Uneducated | □ Pleasant | □ Aircraft |
| □ Mobile | □ Lisp | □ Raspy | □ Trains |
| □ Landline □ Internal Ext | □ Incoherent | □ Intoxicated | □ Railway crossing |
| □ Overseas | □ Slurred: | □ Irrational | □ Construction |
| □ Unknown | □ Other: | □ Other: | □ Other: |

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

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

**YOUR NAME: ………………………………………….. SCHOOL/CAMPUS: ………………………………………………………….**

## 11.6 Internal emission/spill

* Call **000** for emergency services and seek and follow advice.
* Report the emergency immediately to the Chief Warden/Early Childhood Commander who will convene your IMT if necessary.
* Move educators, staff and children away from the spill to a safe area and isolate the affected area.
* Seek advice in regards to clean up requirements, and if safe to do so, the spill can be cleaned up by educators/staff. Personal Protective Equipment should be worn as per the requirements of the Material Safety Data Sheet and Safety Work Procedure.
* Seek advice from your Approved Provider/Licensee or Person with Management or Control/Licensee Representative if required.
* Contact parents as required or as per service policy.
* Notify WorkSafe Victoria if required.
* Education and care services and children’s services are reminded that they must report serious incidents to the relevant DET QARD Area Team in accordance with relevant regulatory requirements. This can be submitted on-line via the NQA IT portal. Service agreements also require approved providers or licensees to notify DET in the event of a serious incident.
  + Education and care services operating under the NQF refer to the fact sheet *Serious incidents and complaints* available at:[www.education.vic.gov.au/childhood/providers/regulation/Pages/nqffactsheets.aspx](http://www.education.vic.gov.au/childhood/providers/regulation/Pages/nqffactsheets.aspx)
  + Children’s services operating under the Children’s Services Act refer to thepractice note *Serious incidents* available at: [www.education.vic.gov.au/childhood/providers/regulation/Pages/vcspracnotes.aspx](http://www.education.vic.gov.au/childhood/providers/regulation/Pages/vcspracnotes.aspx)

## 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, educators, staff and visitors to the Chief Warden/Early Childhood Commander.
* Disconnect electrical equipment – cover and/or move this equipment away from windows.
* Listen to local radio or TV on battery-powered sets for weather warnings and advice.
* Seek advice from your Approved Provider/Licensee or Person with Management or Control/Licensee Representative if required.
* If removal of trees or large objects is a concern please phone Moonee Valley City Council

**After the severe weather event**

* After storm passes, evaluate the need to evacuate if uncontrolled fires, gas leaks, or structural damage has occurred as a result of the storm.
* Contact parents as required.
* Education and care services and children’s services are reminded that they must report serious incidents to the relevant DET QARD Area Team in accordance with relevant regulatory requirements. This can be submitted on-line via the NQA IT portal. Service agreements also require approved providers or licensees to notify DET in the event of a serious incident.
  + Education and care services operating under the NQF refer to the fact sheet *Serious incidents and complaints* available at: <http://www.education.vic.gov.au/childhood/providers/regulation/Pages/nqffactsheets.aspx>
  + Children’s services operating under the Children’s Services Act refer to thepractice note *Serious incidents* available at: <http://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 their arms and hands
* HOLD on until the shaking stops.

**If inside**

Instruct educators, staff and children to:

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

**After the earthquake**

* Evaluate the need to evacuate if there are uncontrolled fires, gas leaks or structural damage to the building you are in.
* If you evacuate, watch out for fallen trees, power lines, and stay clear of any structures that may collapse.
* Arrange medical assistance where required.
* Report any matter concerning the safety and wellbeing of children, staff and visitors to the Chief Warden/Early Childhood Commander.
* Contact parents as required.
* Tune in to ABC radio if you can and follow any emergency instructions.
* Education and care services and children’s services are reminded that they must report serious incidents to the relevant DET QARD Area Team in accordance with relevant regulatory requirements. This can be submitted on-line via the NQA IT portal. Service agreements also require approved providers or licensees to notify DET in the event of a serious incident.
  + Education and care services operating under the NQF refer to the fact sheet *Serious incidents and complaints* available at:[www.education.vic.gov.au/childhood/providers/regulation/Pages/nqffactsheets.aspx](http://www.education.vic.gov.au/childhood/providers/regulation/Pages/nqffactsheets.aspx)
  + Children’s services operating under the Children’s Services Act refer to thepractice note *Serious incidents* available at: [www.education.vic.gov.au/childhood/providers/regulation/Pages/vcspracnotes.aspx](http://www.education.vic.gov.au/childhood/providers/regulation/Pages/vcspracnotes.aspx)

## 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](http://www.education.vic.gov.au/childhood/providers/support/Pages/emergency.aspx)

|  |  |  |
| --- | --- | --- |
| 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** | * Review your Emergency Management Plan (EMP), including:   + pandemic planning arrangements   + up to date contact lists of staff, children, families, local services – DHHS and Local Government Emergency Management Coordinators   + communication tree of key staff. | Preparedness activities should be incorporated into normal business.  This includes incorporating a comprehensive risk management strategy that takes an ‘all hazards’ approach and includes influenza pandemic as a specific hazard that needs to be considered.  Regularly review, exercise and updates plans.  Communicate pandemic plans with staff. |
| **Influenza prevention** | * Promote basic hygiene measures including:   + provide children and staff with information about the importance of hand hygiene (more information is available at [Better Health](http://www.betterhealth.vic.gov.au/bhcv2/bhcarticles.nsf/pages/handwashing_why_it's_important))   + 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 education and care service or children’s service for children, educators and staff with flu-like illness. * Encourage staff to seek immunisation for seasonal influenza. |
| **Communications** | * Maintain personal hygiene messages with educators, staff and children. * Convey seasonal influenza messages as directed by DET. |
| **Travel advisories** | * Encourage educators, staff and parents/carers to access the [smartraveller](http://www.smartraveller.gov.au/) website prior to international travel. |
| **Business continuity** | * Ensure currency of business continuity plan which:   + identifies minimum requirements and key educators/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 education and care services/children’s services 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** | * In April, (or at the time of the overseas detection, if earlier):   + ensure EMP (including emergency numbers and key contacts) are up to date and pandemic planning arrangements are included   + ensure contact lists of staff, children, families, local services – DHHS and Local Government Emergency Management Coordinators are up to date   + ensure communication tree of key staff is circulated to nominated school Incident Management Team members. | Apply | Apply | Apply |
| **Incident response** | * In April, (or at the time of the overseas detection if earlier), prepare to enact pandemic response section of your EMP with stakeholders and prepare to activate IMT. | Apply | Apply | Apply |
| **Hygiene measures** | * Reinforce basic hygiene measures including:   + provide children and staff with information about the importance of hand hygiene (more information is available at [Better Health](http://www.betterhealth.vic.gov.au/bhcv2/bhcarticles.nsf/pages/handwashing_why_it's_important))   + 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  Recommend | Apply  Apply | Apply  Apply |
| **Communications** | * In May, (or at the time of the overseas detection, if earlier), ensure hygiene information/posters are communicated/ displayed. * In late May, (or at the time of the overseas detection, if earlier), consider providing information sessions for staff and parents/carers to communicate:   + the status of the situation   + the risk of influenza and how to identify pandemic influenza symptoms and cases of possible influenza based on the current, up to date case definition by the Chief Health Officer, DHHS   + best practice hygiene measures   + considerations and measures for vulnerable children. * Access and follow Chief Health Officer, DHHS/ Commonwealth Chief Medical Officer, Commonwealth Department of Health advice provided by DET and distribute consistent messaging to staff, children and parents/carers. * Encourage staff and parents/carers to obtain seasonal flu vaccination as appropriate (especially those people/families at a greater risk of infection). * School Nursing Program nurses may assist with information dissemination (provided by the DHHS) as directed by Regional Nurse Managers (based at regional offices). * Utilise the sample letters developed by DET to inform parents/carers of current situation. | Apply  Apply  Apply  N/A  Apply as required  Apply as required | Apply  Apply  Apply  Apply  Apply  Apply as required | Apply  Apply  Apply  Apply  Apply  Apply as required |
| **Travel advisories** | * Encourage staff and parents/carers to access the [smartraveller](http://www.smartraveller.gov.au/) website prior to international travel. | Apply | Apply | Apply |
| **Business continuity** | * Ensure currency of business continuity plan which:   + identifies minimum requirements and key staff for continued operations (including planning for the absence of the director)   + considers workforce strategies to enable continued operations, if 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** | * Enact your EMP where necessary. * Activate Incident Management Team to implement the organisation’s response as appropriate to advice from DET. | Apply  Not suggested | Apply  Not suggested | Apply  Apply |
| **Hygiene measures** | * Reinforce basic hygiene measures including:   + provide children and staff with information about the importance of hand hygiene (more information is available at [Better Health](http://www.betterhealth.vic.gov.au/bhcv2/bhcarticles.nsf/pages/handwashing_why_it's_important))   + 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** | * Follow and distribute information and advice from DET in accordance with instructions, including information about:   + the status/situation   + personal hygiene measures   + containment measures including any plans for closure if applicable to staff parents/carers using templates developed by DET. * Communicate the risk of influenza and how to identify cases of possible pandemic influenza based on current, up to date case definition by the Chief Health Officer, DHHS. * School Nursing Program nurses may assist with information dissemination as directed by Regional Nurse Managers (based at regional offices). | Apply  Apply  Apply as necessary | Apply  Apply  Apply | Apply  Apply  Apply |
| **Containment strategies** | * The appropriate containment strategy will vary depending upon the level of clinical severity as determined by the DHHS. * Management of service workforce   + encourage staff who develop flu-like symptoms during a pandemic to stay away from work until completely well   + ensure staff who develop influenza-like illness to leave immediately and seek medical attention. * Follow the advice of the DHHS and DET regarding service closures and exclusion periods for infectious diseases. * Identify a designated area to keep sick children quarantined from others until they can be taken home by parents/carers. * Following any service closures, notify the relevant DET QARD officer in your region, as outlined in the Governance and Reporting sections below. * Inform carers of their obligations regarding early childhood development during closures. * School Nursing Program nurses may be asked to assist the DHHS with the distribution of antiviral medication at the direction of the Regional Nurse Manager (based in regions). | Not suggested  Apply  Apply  Apply  Apply  Apply  Apply | Apply  Apply  Apply  Apply  Apply  Apply  Apply | Apply  Apply  Apply  Apply  Apply  Apply  Apply |
| **Travel advisories** | * Encourage staff and parents/carers to access the [smartraveller](http://www.smartraveller.gov.au/) website prior to international travel. | Apply | Apply | Apply |
| **Governance and reporting obligations** | * Education and care services and children’s services are reminded that they must report serious incidents to the relevant DET QARD Area Team in accordance with relevant regulatory requirements. Service agreements also require approved providers or licensees to notify DET in the event of a serious incident.   + Education and care services operating under the NQF refer to the fact sheet *Serious incidents and complaints* available at:[www.education.vic.gov.au/childhood/providers/regulation/Pages/nqffactsheets.aspx](http://www.education.vic.gov.au/childhood/providers/regulation/Pages/nqffactsheets.aspx)   + Children’s services operating under the Children’s Services Act refer to thepractice note *Serious incidents* available at: [www.education.vic.gov.au/childhood/providers/regulation/Pages/vcspracnotes.aspx](http://www.education.vic.gov.au/childhood/providers/regulation/Pages/vcspracnotes.aspx) * You will be advised of any additional reporting requirements by DET and/or the DHHS. | Apply  Apply | Apply  Apply | Apply  Apply |
| **Business continuity** | * Implement business continuity plan to promote adequate workforce supply and capacity to continue service, by:   + prioritising work functions to ensure adequate workforce availability to deliver education and care service/children’s service   + implementing contingency strategy, which may include employing replacement educators/staff and/or modifying programs * In the event that service closure cannot be avoided:   + contact your DET QARD Area Team regarding service closure policy.   + following any closures, notify the relevant DET QARD Area Team 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** | * Enact your EMP. * Activate IMT to implement the organisation’s response as appropriate to advice from DET. * School Nursing Program nurses may be asked to assist the DHHS with the distribution of antiviral medication at the direction of the Regional Nurse Manager (based in regions). | Apply  Apply  Seek advice | Apply  Apply  Seek advice | Apply  Apply  Seek advice |
| **Hygiene measures** | * Reinforce basic hygiene measures including:   + provide children, educators and staff with information about the importance of hand hygiene (more information is available at [Better Health](http://www.betterhealth.vic.gov.au/bhcv2/bhcarticles.nsf/pages/handwashing_why_it's_important))   + provide convenient access to water and liquid soap and/or alcohol-based hand sanitiser   + educate children, educators and staff about covering their cough to prevent the spread of germs   + careful disposal of used tissues. * Ensure germicidal wipes are available in stationary supplies for educators and staff to clean staff administrative area, telephones etc. | Apply  Apply | Apply  Apply | Apply  Apply |
| **Communications** | * Follow and distribute information and advice from DET in accordance with instructions, including information about:   + the status/situation   + personal hygiene measures   + containment measures including any plans for closure if applicable to staff parents/carers using templates developed by DET. * Communicate the risk of influenza and how to identify cases of possible pandemic influenza based on current, up to date case definition by the Chief Health Officer, DHHS. * School Nursing Program nurses may assist with information dissemination as directed by Regional Nurse Managers (based at regional offices). | Apply  Apply  Apply | Apply  Apply  Apply | Apply  Apply  Apply |
| **Containment strategies** | * The appropriate containment strategy will vary depending upon the level of clinical severity as determined by the DHHS. In particular, the:   + need to restrict public access to the premises, and the need for social distancing measures (e.g. cancelling kindergarten fetes or like events) will be communicated to services by DET, if the clinical severity requires this   + state controller will provide advice about the appropriate use of PPE according to clinical severity. * Management of service workforce by:   + encouraging educators/staff who develop flu-like symptoms during a pandemic to stay away from work until completely well   + ensuring educators/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). | Apply  Apply  Apply  Apply  Apply  As required | Apply  Apply  Apply  Apply  Apply  As required | Apply  Apply  Apply  Apply  Apply  As required |
| **Travel advisories** | * Encourage educators, staff and parents/carers to access the [smartraveller](http://www.smartraveller.gov.au/) website prior to international travel. | Apply | Apply | Apply |
| **Governance and reporting obligations** | * Notify the relevant DET QARD Area Team about any service closures or any serious incidents and circumstances that pose risk to the health, safety or wellbeing of a child attending the service.   + services operating under the NQF, refer to the fact sheet regarding [serious incidents and complaints](http://www.education.vic.gov.au/Documents/childhood/providers/regulation/nqfseriousincidents-16-04-2015.pdf)   + services operating under the Children’s Services Act 1996 refer to practice note regarding [serious incidents](http://www.education.vic.gov.au/Documents/childhood/providers/regulation/pracnotesseriousincidents-04-05-2015.pdf). * You will be advised of any additional reporting requirements by DET and/or the DHHS. | Apply  Apply | Apply  Apply | Apply  Apply |
| **Business continuity** | * Implement business continuity plan to promote adequate workforce supply and capacity to continue service, by:   + prioritising work functions to ensure adequate workforce availability to deliver early childhood service   + implementing contingency strategy, which may include employing replacement staff and/or modifying programs * Education and care services and children’s services are reminded that they must report serious incidents to the relevant DET QARD Area Team in accordance with relevant regulatory requirements. This can be submitted on-line via the NQA IT portal. Service agreements also require approved providers or licensees to notify DET in the event of a serious incident.   + Education and care services operating under the NQF refer to the fact sheet *Serious incidents and complaints* available at:[www.education.vic.gov.au/childhood/providers/regulation/Pages/nqffactsheets.aspx](http://www.education.vic.gov.au/childhood/providers/regulation/Pages/nqffactsheets.aspx)   + Children’s services operating under the Children’s Services Act refer to thepractice note *Serious incidents* available at: [www.education.vic.gov.au/childhood/providers/regulation/Pages/vcspracnotes.aspx](http://www.education.vic.gov.au/childhood/providers/regulation/Pages/vcspracnotes.aspx) * Inform staff of their early childhood development obligations during service closures. | Apply  Apply  Apply | Apply  Apply  Apply | Apply  Apply  Apply |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 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** | * 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** | * Implement business continuity plans for resumption of full business capacity which may involve:   + restoring workforce capacity   + following procedures for re-opening of service (if applicable)   + providing supports, including counselling (if required)   + monitoring cumulative effects of pandemic and identifying and supporting those who may need assistance. * Chief Warden/Early Childhood Commander 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** | * Communicate the updated status to educators, staff and parents/carers including supports that may be available | Apply | Apply | Apply |
| **Travel** | * Continue to encourage educators, staff and parents/carers to access the [smartraveller](http://www.smartraveller.gov.au/) website prior to international travel. | Apply | Apply | Apply |

# Area map

|  |  |
| --- | --- |
| Date Area Map Validated: | April 2018 |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  | | --- | | Ascot Kinder | |  |  |  |  | | --- | --- | | **Distance to Primary off-site assembly point:**  Approx. time to reach Primary off-site assembly point: | **10 metres**  **1 min** | | **Distance to Secondary off-site assembly point:**  Appox. time to reach Secondary off-site assembly point: | **25 metres**  **2 min** | | **Legend** | | | **Primary off-site assembly point** |  | | **Route to Primary off-site assembly point** |  | | **Secondary off-site assembly point** |  | | **Route to Secondary off-site assembly point** |  | | **Emergency services access point** |  |   Also see Emergency Evacuation Diagram below for inset area map |
|  |

# Evacuation diagram

|  |  |
| --- | --- |
| Date Evacuation Diagram Validated: | **September 2017 (Valid until Sep 2022)** |

Shelter in place icon



|  |  |
| --- | --- |
| **Ascot Kindergarten Evacuation Procedure**   * Lead teacher/senior person on site takes charge and allocated tasks * Call 000: inform emergency services of the nature of the emergency (i.e. “There is smoke in the building”) * Seek further advice (if necessary and time permitting) from DET regional office or Council * If the decision is made to evacuate, using all available staff/volunteers calmly move/carry/walk the children out of the building to the determined assembly point in the park opposite the kindergarten or the most appropriate point * Take the children’s attendance book, a mobile telephone, service keys and the Emergency Evacuation Bag * Lock all external doors, and also windows if necessary * Conduct head count prior to leaving grounds * Once at the assembly point, check all children, staff and volunteers are accounted for * Call 000 (if not already present) and inform them of location at the assembly point * Focus on the safety and well-being of the children * Wait for emergency services to arrive and follow Incident Management procedures as per EMP | C:\Users\08819981\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Outlook\KIHFREMA\InCaseOfFire.jpg |

# Parent / family contact information

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Child’s Name | Parent/Guardian | Phone/ Mobile Number | After Hours Number | Alternate Contact |
| Details for all children held in Emergency Evacuation bags |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

# Children, educators and staff with additional needs

Note: To ensure adherence to the provisions of the Information Privacy Act 2000, please remove child, educator and staff identifying details from this section before distributing copies of your EMP to organisations or individuals outside your workplace.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Children | | | | |
| Name | Room / Area | Condition | Assistance needed during an emergency | Who will be responsible? |
| Details held in emergency Evacuation bags |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  | | | | |
| Educators and Staff | | | | |
| Name | Room / Area | Condition | Assistance needed during an emergency | Who will be responsible? |
| Staff details contained in Emergency Bag |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

|  |  |  |
| --- | --- | --- |
| Additional Needs Summary | | |
| Additional Needs Category | Number of Students | Number of Educators/Staff |
| Refer to lists in Emergency bags |  |  |
|  |  |  |

# PART 2 – EMERGENCY PREPAREDNESS

# Early childhood service facility profile

**16.1 General Information**

|  |  |
| --- | --- |
| Early Childhood Service Name | Ascot Kindergarten Inc. |
| Physical Address | 1 West Street, Ascot Vale |
| Operating Days | Monday to Friday |
| Operating Hours | 7.30am to 5pm |
| Phone | 03 9375 3548 |
| Email | ascot.vale.kin@kindergarten.vic.gov.au |
| Fax | N/A |
| Website | www.ascotkindergarten.vic.edu.au |
| Number of buildings | One |
| Is the facility a designated Neighbourhood Safer Place? | No |
| Shelter-In-Place Location | In kinder room between bathroom door and office door |
| Number of Children (or approved places) | Maximum at any one time is 27 children |
| Total Number of Educators/Staff | Eight (total) |
| Methods used for communications to our service’s community | Primarily email |

**16.2 Other services/users of site**

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

**16.3 Building information summary**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Telephones (Landlines)** | | | | | | |
| Location | | Number | | Location | | Number |
| Office | | 9375 3548 | |  | |  |
| Main phone in kinder room (near group time mat) | | 9375 3548 | |  | |  |
| Second phone in kinder room (near craft table) | | 9375 3548 | |  | |  |
|  | |  | |  | |  |
|  | | | | | | |
| **Alarms** | Location | | Monitoring Company | | Location of Shut-off Instructions | |
| Fire: | N/A | |  | |  | |
| Intrusion: | N/A | |  | |  | |
| Smoke Alarms | Foyer between office and kitchen  In kinder room | | Not applicable | |  | |
|  |  | |  | |  | |
| **Utilities** | Location | | Service provider | | Location of Shut-off Instructions | |
| Gas / Propane: | Down side of building through access gate | | AGL (Ausnet) 136 707 | | As per instructions on valve | |
| Water: | Between sandpit deck and front fence (green/black box) | | City West Water  13 26 42 | | Shut off at access point | |
| Electricity: | Down side of building through access gate  Solar panel access point on wall in kinder storage room | | AGL (Jemena)  131 262 | | Shut off at access point | |
|  | | | | | | |
| **Sprinkler System** | | | | | | |
| Location of Control Valve: | | | N/A | | | |
| Location of Shut-off Instructions: | | |  | | | |
|  | | | | | | |
| **Building and site hazards** | | | | | | |
| **Hazard Description** | | | | **Location** | | |
| Cleaners cupboard (Chemicals) | | | | Cupboard in foyer near second emergency exit | | |

# Risk assessment – General and Coronavirus (COVID-19)

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

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

This table lists the identified threats and hazards to our early childhood service, assessment of the risks associated with those threats and hazards and how we reduce their impact. THIS LIST IS NOT EXHAUSTIVE.

**GENERAL**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1. **Identified Hazards and Potential Threats** | 1. **Description of Risk** | 1. **Current Risk Control Measures Implemented at our Service** | 1. **Risk Rating** | | | 1. **Treatments to be Implemented**   **Measures to be taken by our service to eliminate or reduce impact of the risk** | 1. **Revised Risk Rating**   **After implementing Treatments** | | |
| **Consequence** | **Likelihood** | **Risk Level** | **Consequence** | **Likelihood** | **Risk Level** |
| Soil contamination in outside areas | **Cause:**  The kinder is situated on land which has a degree of contamination, consistent with that commonly found throughout inner Melbourne. Prior to the kinder being built in 1952, the land was used as parkland, with possible previous agricultural uses. It has not been used for industrial purposes to our knowledge.  **Consequence:**  Potential health/safety/wellbeing implications for the kindergarten’s users and staff. | * Land has been thoroughly tested in 2016 * A soil management plan has been put in place, limiting areas of exposed soil (by covering with tanbark or modgrass) and ensuring fresh soil is used in exposed areas | Moderate | Unlikely | Low | * Continue to implement soil management plan | Moderate | Unlikely | Low |
| Intruder / personal threat | **Cause:**  Unknown/known person entering the kinder and verbally and/or physically causing harm or distress to children or staff.  **Consequence:**  Physical and/or psychological harm to children and/or staff. | * Keypad entry into kinder * Visitors must report to staff on arrival * Staff are aware of parent or carer nominated to collect each child after session * Code of conduct supplied to all families * Encouraging engagement of parents in the kinder’s activities * The kinder maintains a register of current court orders if necessary * Emergency numbers are near each phone | Major | Possible | High | * Keypad code communicated in a confidential way, a non-obvious code chosen and code is to be changed regularly * Lockdown procedure to be developed with staff and practiced with children * Regular reminders to families not to allow entry to unknown persons | Major | Possible | Moderate |
| Building fire | **Cause:**  Fire ignites inside kindergarten grounds or in close proximity  **Consequences:**  Risk or injury from burns or smoke inhalation | * Fire services equipment is tested and tagged as per Australian standards * All electrical equipment is tested and tagged as per Australian standards * Roof/gutters/drains are cleared * Emergency evacuations practiced each term | Major | Unlikely | Medium | * Regular working bees conducted to keep yard tidy and reduce debris * Follow up of test and tag procedures required * Ensure regular schedule for cleaning of gutters | Major | Unlikely | Low |
| Allergic reaction by a child/children | **Cause:**  Child consumes or comes into contact with a substance causing a severe allergic reaction  **Consequence:**  Allergic reaction ranging from mild to severe (potentially fatal) | * Risk management plans for each child are developed with families and reviewed with all staff * Risk management plans are advice regarding policies are included in the Relief Staff folder and volunteers educated as well * Action plans, risk management plans plans and medication pertaining to each child are easily identified and accessible * Policies in relation to allergies and medical conditions are regularly reviewed and updated if necessary * Policies and procedures in relation to allergies are determined at the beginning of each year after meeting with families. These are communicated to kinder community and reinforced throughout the year when relevant | Major | Possible | High | * Communicate relevant information about allergy policies communicated in community languages where possible | Major | Possible | Low |
| Allergic reaction or medical episode by adult | **Cause: Anaphylactic reaction caused by contact with allergen or other medical episode** | * All staff to be trained in first aid and aware of emergency contact numbers | Major | Rare | Medium | * Staff to make others aware of any possible medical needs. * Encourage families to advise the kinder of any medical conditions that may be relevant, particularly for excursions eg: asthma. anaphylaxis | Major | Rare | Low |
| Pandemic (See separate Risk Assessment below) | **Cause:**  Outbreak of pandemic (i.e. influenza)  **Consequence:**  Widespread illness/disease amongst kinder community | * Basic hygiene measures are in place * There is convenient access to water and liquid soap in bathrooms * Staff and children are educated about actions to take to prevent the spread of germs * Illnesses advised to families where appropriate and exclusion periods maintained as per Government guidelines | Moderate | Rare | Low |  | Moderate | Rare | Low |
| Gas leak or noxious substance leak | Rupture of gas pipe causing gas leak or release of noxious substance ie: chemicals | * Identifed concerns reported immediately to MVCC Maintenance Officer, appropriate service provider and or SES | Major | Unlikely | High | * Ensure staff are aware of location of phone numbers and organisations to call with any concerns | Major | Unlikely | High |
|  |  |  |  |  |  |  |  |  |  |

**Coronavirus (COVID-19) risk assessment**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1. **Identified Hazard** | 1. **Description of Risk** | 1. **Current Risk Control Measures Implemented at our Service** | 1. **Risk Rating** | | | 1. **Treatments to be Implemented**   **Measures to be taken by our service to eliminate or reduce impact of the risk** | 1. **Revised Risk Rating**   **After implementing Treatments** | | |
| **Consequence** | **Likelihood** | **Risk Level** | **Consequence** | **Likelihood** | **Risk Level** |
| Pandemic (Coronavirus) | **Cause:**  Outbreak of pandemic (Coronavirus COVID-19)  **Consequence:**  Illness/disease and /or death amongst the kinder community or family members of the community | * Basic hygiene measures are in place and posters are displayed around the kinder reinforcing hygiene controls * There is convenient access to soap and water at sinks and in bathrooms and hand sanitiser is available throughout the service. * Staff and children are educated about actions to take to prevent the spread of germs and these are reinforced regularly * Families are advised of illnesses and exclusion periods where appropriate * Signs reinforcing social distancing and hygiene are located throughout the service and near the entrance gate * An indoor/outdoor program is offered throughout the session | Major | Possible/Likely | High | Educators at Ascot Kinder will follow Vic DET and DHHS guidelines listed in the most recent *Early Childhood Education COVID-19 Update* (attached).  They will also be advised of protocols referenced in the following documents and follow the guidance as per the list below:    *Physical Distancing and Transmission Reduction in Early Childhood Education and Care Settings, in the Context of Coronavirus (COVID-19).*  *Health and safety advice for early childhood education and care services in the context of coronavirus (COVID-19)*  The documents above provide guidance on a range of actions to be considered. AK will comply with the general recommendations included therein in relation to attendance, hygiene, cleaning, arrival/departure, learning and office spaces, mealtimes, outdoor play, routine care, first aid and management of an unwell child or staff member.  Specific measures to be implemented at our serviceinclude:   * All staff and children who are unwell must remain at home * All staff and children will have their temperature checked upon arrival at kinder and if showing respiratory symptoms or symptoms of fever (37.5 degrees or above) will be excluded from entering the service * Staff will follow procedures for temperature checks as advised by DET in the document, *Detailed Guidance for administering children’s temperature screening* * Families must collect their children as soon as possible if they become unwell during a kinder session and a space must be provided for unwell children to be isolated until collection * Staff will wear a single use mask or appropriate fabric mask whilst conducting temperature checks and when social distancing is not possible * Single use masks shall be disposed off once used. Fabric masks must be stored in a snap lock bag when not in use and washed daily. * Staff, children and parents should have the influenza vaccination whenever possible * Visitors to the service will be minimised and there will be no incursions or tours at present * Family members will not enter the kinder grounds and will drop off/pick up their child at the gate – staff will sign children in and out * Staff and children to wash hands upon arrival or use hand sanitiser * Soap and running water and alcohol based hand sanitiser to be available throughout the service * Children and adults to wash/disinfect hands before and after eating * Eating times to be staggered or additional space to be provided, where needed * Eating tables to be cleaned and sanitised after each use * Puzzles, toys and equipment used during the session to be disinfected as needed using one of the following methods - the dishwasher or wiped with appropriate disinfectant/sanitiser * Mouthed toys will be removed and placed in the sink for disinfecting * The following experiences will not be offered at present – cooking experiences, shared fruit platters * Minimal group times to be held unless appropriate social distancing can be implemented and timing to be kept below 15 minutes * Excursions should not be undertaken at present * Daily (minimum) cleaning and disinfecting of frequent touch surfaces. Examples include taps, sinks, table tops, chairs, switches, key pads, handles/knobs, desks, soap dispensers. This is to include the kinder room, bathrooms, office and kitchen. Consideration should be given to surfaces such as keyboards, phones and iPads. * Shared items such as iPads should be disinfected regularly during the session * Windows should be kept open where possible to encourage air flow * Practice diligence with handwashing and cough etiquette for both staff and children * Adjust playspaces and office spaces to allow for social distancing where required * Only one staff member at a time to utilise the kitchen and office spaces * Shared spaces and facilities to be cleaned/disinfected between uses ie: kettle, kitchen bench, keyboards * Use of staff mobile phones is discouraged and staff should regularly sanitise their phones * Adults to practice social distancing as the greatest risk of transmission in the early childhood environment is between adults | Major | Possible | Medium/High |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Note: Maintained by Nominated Supervisor in office   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | Type of Drill | Person Responsible | Target Date  &  Date Drill Performed | Observer’s Record Completed\*  ✓ | | Term 1 | See records in office |  |  |  | | Term 2 |  |  |  |  | | Term 3 |  |  |  |  | | Term 4 |  |  |  |  |   Emergency Management Plans are required to be tested regularly.  VRQA minimum standards require facilities on the Bushfire At Risk Register (BARR) to practise evacuation drills at least once per term during the October-April bushfire season. Evacuation drills must involve all children and staff moving to either a nominated on-site ‘shelter-in-place’ or an off-site evacuation point as per the school’s Emergency Management Plan. Early Childhood Services are encouraged to practice evacuation drills at least once per term during the October-April bushfire season. |

# Emergency response drills schedule

# Emergency kit checklist

|  |  |  |
| --- | --- | --- |
| **Our Emergency Kit Contains:** | | ✓ |
| Children’s data and parent contact information (contained in EMP) | |  |
| Children, education and staff with additional needs list (contained in EMP) including any children’s medications | |  |
| Enrolment records including authorisations and parent contact details | |  |
| Education/staff contact information | |  |
| Traffic/emergency safety vest and tabards | |  |
| Facility keys | |  |
| Standard portable First Aid Kit. Refer to [First Aid Kits Contents Checklist](http://www.education.vic.gov.au/Documents/school/principals/governance/firstaidkitschecklist.doc) | |  |
| 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: |  | |

# Emergency Management Plan completion checklist

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

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

Final Check Completed by:

Date:

|  |  |  |
| --- | --- | --- |
| **Component** | **🗸 🗴** | **Action Required** |
| **Cover page** |  |  |
| Approved Provider/Licensee name, service address, EMP issue date, EMP review date, BARR status, fire district have been specified. (see front cover page) |  |  |
| **Distribution list** |  |  |
| Distribution list has been completed. |  |  |
| **Contact numbers and Communications Tree** |  |  |
| Appropriate key local community contact numbers have been added for example Fire, Ambulance, Police, local government, nearest hospital. (see page 5) |  |  |
| Key contact numbers for internal staff have been added. |  |  |
| Approved Provider/Licensee or Person with Management or Control/Licensee Representative and DET regional contact numbers are included. |  |  |
| Communications Treedetailing process for contacting emergency services, staff and parents included. |  |  |
| **Incident management team** |  |  |
| An Incident Control structure has been identified, with appropriate persons assigned and contact details provided. |  |  |
| Responsibilities are clearly defined and back up names included for each position on the IMT. |  |  |
| **Evacuation, lockdown, lockout and shelter-in-place procedures** |  |  |
| Procedures that are specific to the early childhood service’s processes have been completed for: |  |  |
| * Evacuation on-site |  |  |
| * Evacuation offsite |  |  |
| * Lockdown |  |  |
| * Lockout |  |  |
| * Shelter-in-place |  |  |
| **Emergency response procedures** |  |  |
| Localised emergency response procedures have been developed for specific emergencies in-line with the hazards/threat identified in the risk assessment. |  |  |
| **Staff trained in first aid** |  |  |
| Staff trained in first aid list has been updated. |  |  |
| **Area map** |  |  |
| The area map is clear and easy to follow. |  |  |
| The area map has:   * two evacuation assembly areas on-site |  |  |
| * external evacuation routes |  |  |
| * surrounding streets and safe exit points marked |  |  |
| * emergency services access points marked |  |  |
| **Evacuation diagram** |  |  |
| The evacuation diagram is clear and easy to follow |  |  |
| The evacuation diagram has:   * a pictorial diagram of the floor or area (at least 200mm x 150mm in size, A3) |  |  |
| * a title, for example EVACUATION DIAGRAM |  |  |
| * the ‘YOU ARE HERE’ location |  |  |
| * the designated exits, which shall be in green |  |  |
| * hose reels, marked in red |  |  |
| * hydrants, marked in red |  |  |
| * extinguishers, marked in red |  |  |
| * designated shelter-in-place location |  |  |
| * date plan was validated |  |  |
| * location of primary and secondary assembly areas |  |  |
| * a legend. |  |  |
| **Parent contact information** |  |  |
| Parent contact information has been obtained and is up to date. |  |  |
| **Children, educators and staff with additional needs list** |  |  |
| Children, educators and staff with additional needs have been identified and strategies put in place for these persons where they require assistance in the event of an emergency. |  |  |
| **Site Profile** |  |  |
| Profile has been populated and reflects the service’s buildings, utilities etc. |  |  |
| **Risk assessment** |  |  |
| Potential local hazards have been identified. |  |  |
| Risks have been rated and risk assessments included. |  |  |
| Local mitigations/controls have been specified. |  |  |
| **Emergency drill schedule** |  |  |
| Drills have been scheduled once per term (quarterly) for different types of emergencies |  |  |
| **Emergency kit checklist** |  |  |
| Emergency Kit Checklist has been developed with early childhood service’s requirements. |  |  |