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| **EMERGENCY**  **MANAGEMENT**  **PLAN**  **2016-2017** |



**Service Approval #SE-00003078**

|  |  |
| --- | --- |
| Provider Number | PR-00001669 |
| Quality Assessment and Regulation Division (QARD) Contact | EASTERN METROPOLITAN AREA |
| Approved Provider/Licensee Approving our Plan | KYLIE HAMMON |
| Physical Address | 5 MERUKA DRIVE, ELTHAM, 3095 |
| Fire District | CENTRAL |
| Is the service on the Bushfire- At-Risk Register? | YES |
| Date Approved | 12/10/2016 |
| Next Review Date | JANUARY 2017 |

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# Purpose

The purpose of this Emergency Management Plan is to provide details of how Meruka Childcare Co-operative will prepare for and respond to emergency situations.

# Scope

This EMP applies to all educators, children, visitors, contractors and volunteers at Meruka Childcare Co-operative

# Distribution

A copy of our plan has been distributed to:

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Position Title and**  **Organisation Name** | **Date Sent** | **Email Address or**  **Postal Address** |
| **Narelle Hart** | Nillumbik Shire Council |  | narelle.hart@nillumbik.vic.gov.au |
| **Eltham Police Station** | Eltham Police Station  21 Pryor Street,  Eltham 3095 |  |  |
|  | Department of Education & Training (DET) |  | nmr.bushfire.operations@edumail.vic.gov.au |
| **Eltham CFA** | Eltham CFA  909 Main Road,  Eltham, 3095 |  |  |
|  | Meruka Website for Families & Educators |  | www.meruka.net |

# PART 1– EMERGENCY RESPONSE

# In case of emergency

|  |  |
| --- | --- |
| **In an Emergency** | |
| ***Call***  **Police, Ambulance, Fire Services** | 000 |
| ***For Advice call your***  **Centre Co-ordinator** | **Kylie Hammon**  03 9431 2867  0411 469 445 |
| *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) |
| Centre Co-ordinator | **Kylie Hammon** | **9431 2867** | **0411 469 445** |
| 2IC (Shared Role) | **Sarah Muir**  **(Wed, Thurs, Fri)**  **Peta Potts**  **(Mon, Tues, Wed)** | **9431 2867** | **0417 739 623**  **0405 042 922** |
| Approved Provider/Licensee | **Melanie Tait**  **Steve Hogan**  **Terri Psiakis** | **0419 108 948**  **0419 761 147**  **0438 080 919** | **0419 108 948**  **0419 761 147**  **0438 080 919** |
| Early Childhood Educator | **Christie McVeigh** | **9431 2867** | **0431 722 012** |
| OHS Representative | **Sarah Muir** | **9431 2867** | **0417 739 623** |
| Bulk Messaging System Operator  (eg SMS) | *Refer Centre Co-ordinator* | | |

## 5.3 Key organisational/regional contacts

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Name** | **Phone** | **Mobile** |
| Quality Assessment and Regulation Division (QARD) Area Team | **Eastern Metropolitan Area** | **1300 651 940** | **N/A** |
| Regional DET Manager, Operations and Emergency Management | **North Western:**  **John Brownstein** | **5440 3175** | **0418 509 953** |
| Nillumbik Shire Council | **Narelle Hart** | **9433 3135** | **0419 002 987** |

## 5.4 Local/other organisations contacts

|  |  |
| --- | --- |
|  | **Phone** |
| Police Station | **000** |
| Hospital/s | **9496 5000** |
| Gas | **132 083**  **Emergency – 1800 676 300** |
| Electricity | **133 466**  **Emergency – 131 799** |
| Water Corporation | **131 1721**  **Faults – 13 2762** |
| Facility Plumber | **0418 569 709** |
| Facility Electrician | **0419 013 736** |
| Local Government | **9695 2722** |
| SES (flood, storm and earthquake) | **132 500** |
| Victorian WorkCover Authority (formerly WorkSafe Victoria) | **132 360** |
| Department of Human Services (Regional Office) | **9412 5333** |
| Snake Catcher – Diamond Valley Venomous Snake Handler | **0403 875 409** |

# Incident Management Team

## 6.1 Incident Management Team structure (IMT)

**Wardens (Child Monitors)**

Qualified Educators on Duty

**Incident Controller (Chief Warden)**

Centre Co-ordinator

**Information & Communications**

Child Monitor(s)

Nillumbik Council

## Incident Management Team (IMT) contact details

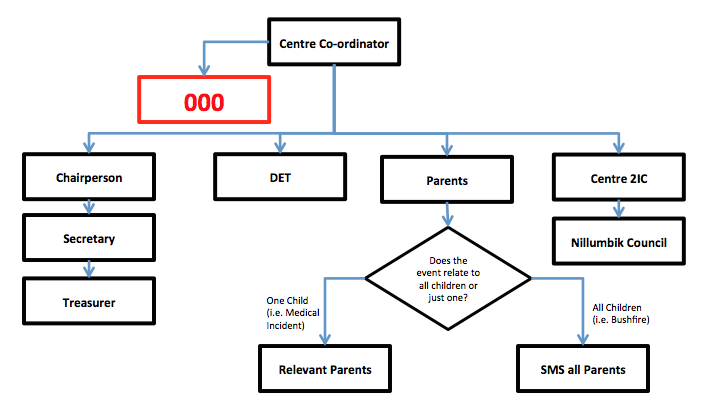
|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| IMT Role/Activities |  | Primary Contact |  | Back Up Contact |
| Incident Controller (Chief Warden) | Name | Kylie Hammon | Name | Sarah Muir/Peta Potts |
| Phone/Mobile | 9431 2867  0411 469 445 | Phone/Mobile | 9431 2867  Sarah 0417 739 623  Peta 0405 042 922 |
| Planning tasks will be performed by: | Name | Kylie Hammon | Name | Sarah Muir/Peta Potts |
| Phone/Mobile | 9431 2867  0411 469 445 | Phone/Mobile | 9431 2867  Sarah 0417 739 623  Peta 0405 042 922 |
| Warden tasks will be performed by: | Name | Qualified Educators | | |
| Kinder Room Mobile | (0488) 200 384 | | |
| Toddler Room Mobile | (0488) 200 253 | | |
| Babies Room Mobile | (0488) 128 839 | | |
| Communications tasks will be performed by: | Name | Child Monitors | | |
| Phone/Mobile | As listed by room above | | |
| First Aid tasks will be performed by: | All Meruka Educators have First Aid Qualifications. | | | |

# Incident Management Team responsibilities

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| **Chief Warden (incorporating Planning)**  **Pre-emergency**   * Identify resources required. * Maintain current contact details of IMT members. * Ensure children/staff with special needs list and staff trained in first aid list are up to date. * Conduct regular exercises/drills. * Ensure our emergency response procedures are kept up to date. * Ensure staff on the IMT are aware of their responsibilities.   **During emergency**   * Attend the emergency control point. * Ascertain the nature and scope of the emergency. * Ensure that the emergency services have been notified. * Ensure the appropriate response has been actioned. * Convene our IMT as required. * Initiate evacuation of affected areas/lock-down/lock-out/shelter-in-place as required. * Brief the incoming emergency services and respond to their requests. * Plan for contingencies.   **Post- emergency**   * When the incident is rendered safe or the emergency services return control, notify the IMT members to have staff and children return to normal operations. * Organise debrief with the IMT and, where appropriate, with any attending emergency Service. * Complete the Post Emergency Record. * 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 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) |
| **Warden (Qualified Educators)**  **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 Warden will carry out activities as set out in the emergency response procedures and as directed by the Chief Fire Warden.  Activities may include the following:   * Attend the emergency control point. * Operate the communication system in place. * Check that any fire doors and smoke doors are properly closed. * Close or open other doors in accordance with the emergency response procedures. * Search the floor or area to ensure all people have evacuated. This function is of greater importance than a later physical count of those evacuated. * Ensure orderly flow of people into protected area. * Assist occupants with disabilities. * Act as lead of groups moving to nominated assembly areas. * Report status of required activities to the Chief Fire Warden on their completion. * Act as directed by the Chief Warden.   **Post- emergency**   * Compile report of the actions taken during the emergency for the debrief. |

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| **Communications (Child Monitors)**  **Pre- emergency**   * Assist the Chief Warden. * Attend training in the use of the service’s communication system as appropriate. * Maintain records and logbooks and make them available for emergency response. * Ensure emergency and parent contact details are up to date. * Participate in emergency exercises/drills.   **During emergency**   * Attend the emergency control point. * Ascertain the nature and location of the emergency. Maintain up to date information. * Confirm that emergency services have been notified. * Notify appropriate IMT members. * At the direction of the Chief Warden provide instruction and information to staff, children and parents as required. * Keep a log of events that occurred during the emergency. * Act as directed by the Chief Warden.   **Post- emergency**   * Contact parents as required. |

# Communication tree



Parent Contact Lists are available via 3 routes;

* Qikkids Database – can be sources via electronic media externally if required.
* Parent Enrolment Form Register – Meruka Office
* Sign In Register (each room)

# Staff trained in first aid

All Meruka staff hold current certificates of competency in the following First Aid related training;

1. HLTAID003 - Provide First Aid
2. 22099VIC - First Aid Management of Anaphylaxis
3. 22282VIC - Management of Asthma Risks and Emergencies in the Workplace

Details of staff names and course expiry dates are maintained separately to this procedure.

Please refer to Meruka Document Ref: **HSH017\_EMP Appendix A – Staff trained in First Aid**

# Emergency response procedures

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| 10.1 On-site evacuation/relocation procedure |

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

* **Call** **000** (**112** mobile phones) and inform emergency services of the nature of the emergency.
* Determine which of your facility’s pre-identified on-site evacuation points is most appropriate to use.
* Assemble children, staff and visitors at your nominated on-site **Emergency Assembly Area B.**
* Take the child attendance list, staff attendance list, your Emergency Kit/First Aid Kit and this Plan.
* Once at the assembly point, check all children, staff and visitors are accounted for.
* Ensure communications with emergency services is maintained.
* Wait for emergency services to arrive or provide further information.
* Confirm with emergency service personnel that it is safe to return to normal operations.
* Seek advice from the Approved Licensee (Chairperson / Secretary or Treasure) if required.
* Maintain a record of actions/decisions undertaken and times.
* Contact parents as required.

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

* Ensure any children, staff or visitors with medical or other needs are supported.
* Determine whether to activate your parent reunification process.
* Determine if there is any specific information staff, children and visitors need to know (e.g. parent reunification process or areas of the facility to avoid).
* Print and issue pre-prepared parent letters as appropriate.
* Undertake operational debrief with staff and Incident Management Team to identify any on-site evacuation and procedural changes that may be required.
* Complete your Post Emergency Record form.
* 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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| 10.2 Off-site evacuation procedure |

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

* **Call 000** (**112** mobile phones) for emergency services and seek and follow advice.
* Determine which off-site assembly point you will evacuate children, staff and visitors to.
* Assemble children, staff and visitors at your nominated on-site **Emergency Assembly Area A.**
* Take your emergency kit/first aid kit (including your children and staff attendance lists and a copy of this EMP).
* Once at assembly point, check all children, staff and visitors are accounted for.
* Ensure communications with emergency services is maintained.
* Wait for emergency services to arrive or provide further information.
* Confirm with emergency service personnel that it is safe to return to normal operations.
* Seek advice from the Approved Licensee (Chairperson / Secretary or Treasure) if required.
* Maintain a record of actions/decisions undertaken and times.
* Contact parents as required.

**Actions after off-site evacuation procedure**

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

***Note:***

An off site evacuation point, other than that identified in the Area Map as Evacuation Point A, has not been allocated as Risk Assessments completed as part of the preparation of this Plan have not been able to establish a location which would be suitable and safely accessible.

The movement of children to the Meruka Park lower car park has been deemed unsuitable as transfer of children would only be possible via the only access road into the facility which would be required for use by Emergency Services.

The only other alternative is removal to a nearby street via a grassed pathway through Meruka Park. The nature of the paths surface would significantly hinder the movement of the evacuation cot (utilised for the transport of non ambulatory children) and has been assessed as posing an unacceptable risk to staff and children. Consultation with Regulatory Agencies has not identified an alternate off site evacuation point at this time.

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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 secured inside the building for their own safety the Chief Warden on-site will take charge and activate the Incident Management Team if necessary.

* **Call 000** (**112** mobile phones) for emergency services and seek and follow advice.
* Initiate the lock-down and provide instructions to staff, for example, close internal doors and windows, remain in classroom, sit below window level, or move into corridors.
* Check that all external doors (and windows if appropriate) are locked.
* If available, allocate staff to be posted at locked doors to allow children, staff and visitors to enter if locked out.
* Divert parents from the facility if required.
* Ensure a telephone line is kept free.
* Keep public address system free.
* Keep main entrance as the only entry point. It must be constantly monitored and no unauthorised people allowed access.
* As appropriate, ascertain that all children, staff and visitors are accounted for.
* If it is safe to do so, have a staff member wait at the main entry to the facility to guide emergency services personnel.
* As appropriate, confirm with emergency services personnel that it is safe to return to normal operations.
* Seek advice from the Approved Licensee (Chairperson / Secretary or Treasure) if required.
* Maintain a record of actions/decisions undertaken and times.
* Contact parents as required.

**Actions after lock-down procedure**

* Ensure any children, staff or visitors with medical or other needs are supported.
* Determine whether to activate your parent reunification process.
* Determine if there is any specific information staff, children and visitors need to know (e.g. parent reunification process or areas of the facility to avoid).
* Print and issue pre-prepared parent letters as appropriate.
* Undertake operational debrief with staff and Incident Management Team to identify any lock-down and procedural changes that may be required.
* Complete your Post Emergency Record form.
* 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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| 10.4 Lock-out procedure |

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

* **Call 000** (**112** mobile phones) for emergency services and seek and follow advice.
* Announce lock-out with instructions about what is required. Instructions may include nominating staff to:
* lock doors to prevent entry
* check the premises for anyone left inside
* obtain Emergency Kit
* Determine which of your facility’s pre-identified on-site evacuation point/s is most appropriate to use.
* Assemble children, staff and visitors at your nominated on-site Emergency Assembly Area B.
* Check that children, staff and visitors are all accounted for.
* Where appropriate, confirm with emergency services personnel that it is safe to return to normal operations.
* Seek advice from the Approved Licensee (Chairperson / Secretary or Treasure) if required.
* Maintain a record of actions/decisions undertaken and times.
* Contact parents as required.

**Actions after lock-out procedure**

* Ensure any children, staff or visitors with medical or other needs are supported.
* Determine whether to activate your parent reunification process.
* Determine if there is any specific information staff, children and visitors need to know (e.g. parent reunification process or areas of the facility to avoid).
* Print and issue pre-prepared parent letters as appropriate.
* Undertake operational debrief with staff and Incident Management Team to identify any lock-out and procedural changes that may be required.
* Complete your Post Emergency Record form.
* 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 determines the safest course of action is to keep children and staff inside a designated building in the facility (as evacuation might reasonably expose people to a greater level of danger until the external event is handled), the Chief Warden on-site will take charge and activate the Incident Management Team if necessary.

* **Call 000** (**112** mobile phones) for emergency services and seek and follow advice.
* Chief Warden activates the Incident Management Team.
* Move all children, staff and visitors to your pre-determined shelter-in-place location - **Kinder Room**.
* Take your emergency kit/first aid kit (including your children and staff attendance lists and a copy of this EMP).
* Check that all children, staff and visitors are accounted for.
* Ensure communications with emergency services is maintained. Wait for emergency services to arrive or provide further information.
* Where appropriate, confirm with emergency services personnel that it is safe to return to
* Maintain a record of actions/decisions undertaken and times.
* Seek advice from the Approved Licensee (Chairperson / Secretary or Treasure) if required.
* Contact parents as required.

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

* Ensure any children, staff or visitors with medical or other needs are supported.
* Determine whether to activate your parent reunification process.
* Determine if there is any specific information staff, children and visitors need to know (e.g. parent reunification process or areas of the facility to avoid).
* Print and issue pre-prepared parent letters as appropriate.
* Undertake operational debrief with staff and Incident Management Team to identify any shelter-in-place and procedural changes that may be required.
* Complete your Post Emergency Record form (refer to Appendix 4 of the *Guide to Developing Your Emergency Management Plan*).
* 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)

# Response procedures for specific emergencies

## 11.1 Building Fire

* Remain calm and activate the fire alarm.
* Immediately evacuate the affected room - assisting children in immediate danger (some may need adult support to be relocated)
* Report the emergency immediately to the Chief Warden who will convene your IMT if necessary.
* Call **000** (**112** mobile phones) for emergency services and seek and follow advice.
* If appropriate, follow the procedure for **on-site evacuation.** Evacuate children, staff and visitors to **Emergency Assembly Area B**closing all doors and windows.
* Check that all areas have been cleared and notify the Chief Warden.
* Check that all children, staff, visitors and contractors are accounted for.
* Extinguish the fire **(only if safe to do so).**
* Seek advice from the Approved Licensee (Chairperson / Secretary or Treasure) 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)

## 11.2 Bushfire

* Call **000** (**112** mobile phones) for emergency services and seek and follow advice.
* Report the emergency immediately to the Chief Warden who will convene your IMT if necessary.
* Determine appropriate response strategy (evacuate or shelter-in-place) in consultation with emergency services, if possible.
* If evacuation is required and time permits before you leave:
* Make sure you close all doors and windows
* Turn off power and gas.
* Check that all children, staff 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 the Approved Licensee (Chairperson / Secretary or Treasure) 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)

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

* Call **000** (**112** mobile phones) for emergency services and seek and follow advice.
* Report the emergency immediately to the Chief Warden who will convene your IMT if necessary.
* Turn off electrical and gas supply.
* Turn of Air Conditioning to prevent the spread of gas.
* If the gas leak is on-site, notify your gas provider.
* Determine which of your facility’s pre-identified on-site evacuation points is most appropriate to use.
* If safe to do so, evacuate staff, children, visitors and contractors to **Kinder Room.**
* Check children, staff, visitors and contractors are accounted for.
* Seek advice from the Approved Licensee (Chairperson / Secretary or Treasure) if required.
* Await ‘all clear’ advice from emergency services or further advice before resuming normal service activities.
* 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)

## 11.4 Intruder

* Call **000** (**112** mobile phones) for emergency services and seek and follow advice.
* Report the emergency immediately to the Chief Warden.
* Do not do or say anything to the person to encourage irrational behaviour.
* Initiate action to restrict entry to the building if possible and confine or isolate the threat from building occupants.
* Determine whether **evacuation, lock-down or shelter-in-place** is required in consultation with police where possible. Evacuation only should be considered if safe to do so.
* Seek advice from the Approved Licensee (Chairperson / Secretary or Treasure) if required.
* Contact parents as required.
* Report any serious incidents to the relevant DET QARD officer in your region:
* Services operating under the NQF, refer to the fact sheet Serious incidents and complaints available at:[www.education.vic.gov.au/childhood/providers/regulation/Pages/nqffactsheets.aspx](http://www.education.vic.gov.au/childhood/providers/regulation/Pages/nqffactsheets.aspx)

## 

## 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/person with management or control who will coordinate the emergency response until police arrive.
* Do not approach, touch, tilt or tamper with the object.

*Evacuation*

* Evacuate the facility and:
  + Ensure children, 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 emergency police

*Communication*

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

### 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/person with management or control.
* Fill out the bomb threat checklist provided on the next page to record the following details while you are on the phone to the caller. The checklist should be located with staff who normally answer in-coming phone calls. Listen carefully for a full description and take note of:
  + - gender of caller
    - age of caller
    - accents or speech impediments
    - background noises
    - words/voices of people in the background (gender, age, accents, speech impediments)
    - key phrases used
    - whether the threat is automated/robotic/taped/recorded
  + Ask the caller:
    - where exactly is the bomb/substance located?
    - what time will the bomb explode/the substance be released?
    - what will make the bomb explode/how will the substance be released?
    - what does the bomb look like?
    - what kind of device/substance is it?
    - who put the bomb/substance there? Why was it put there?
    - what kind of substance is it (gas, powder, liquid)? How much is there?
    - where are you? Where do you live?
    - what is your name? What are your contact details?
* Once the call is finished:
  + Immediately:
    - inform the Chief Warden/person with management or control if this has not yet been done
    - call 000 to report the threat to police if this has not yet been done – use a different telephone line or mobile phone
    - clear and cordon off the area if the caller identified the location of the object. Do not approach, touch, tilt or tamper with the object.
  + Implement evacuation and communication procedures as indicated in section 11.5.1 above
  + Ensure all of the caller information has been written down and provided to police on arrival
  + Notify your approved provider/licensee or licensee representative

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

* Place the letter in a clear bag or sleeve and store in a secure place
* Avoid any further handling of the letter or envelope
* Call 000 for police and seek and follow advice
* Notify the Chief Warden/person with management or control
* If the letter identifies the location of a device, immediately clear and cordon off the nominated area. Do not approach, touch, tilt or tamper with the object.
* Implement evacuation and communication procedures as indicated in section 11.5.1 above.

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

* + **DO NOT** **DELETE THE MESSAGE**
  + Call 000 for police and seek and follow advice
  + Notify the Chief Warden/ person with management or control
* If the email identifies the location of a device, immediately clear and cordon off the area. Do not approach, touch, tilt or tamper with the object.
* Implement evacuation and communication procedures as indicated in section 11.5.1 above.

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

* Direct educators and staff to shelter children under sturdy tables or desks if objects are falling around you.
* Implement evacuation and communication procedures as indicated in section 11.5.1above. Do not retrieve personal belongings or make phone calls when evacuating.
* Help others to leave the area. Use stairs instead of elevators.
* Be aware of weakened floors and stairways and watch for falling debris.
* Once out of the affected building:
  + Move children away from windows and glass doors or other potentially hazardous areas
  + Use caution to avoid debris that could be hot or sharp
  + Call 000 for emergency services and seek and follow advice
  + Be aware of any potential secondary explosions
  + Limit use of phones as communications systems may become congested.

## Bomb/Substance Phone Threat Checklist

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

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

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

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| **CALLER’S VOICE** | |  | | | | | | |
| Sex of caller | |  | | | Estimated age | |  | |
| Accent (specify) | |  | | | | | | |
| Speech impediments (specify) | |  | | | | | | |
| Voice (loud, soft, etc.) | |  | | | | | | |
| Speech (fast, slow etc.) | |  | | | | | | |
| Dictation (clear, muffled, etc.) | |  | | | | | | |
| Manner (calm, emotional, etc.) | |  | | | | | | |
| Did you recognise the voice? | |  | If so, who do you think it was? | | |  | | |
| Was the caller familiar with the area? | |  | | | | | | |
|  |  | | |  | | | |  |
| **THREAT LANGUAGE** |  | | | **BACKGROUND NOISE** | | | |  |
| Well spoken |  | | | Street noises | | | |  |
| Incoherent |  | | | House noises | | | |  |
| Irrational |  | | | Aircraft | | | |  |
| Taped |  | | | Voices | | | |  |
| Message read by caller |  | | | Music | | | |  |
| Abusive |  | | | Machinery | | | |  |
| Other: |  | | | Other: | | | |  |

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| --- |
| **EXACT WORDING OF THREAT** |
|  |

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

## 11.6 Internal emission/spill

* Call **000** (**112** mobile phones) for emergency services and seek and follow advice.
* Report the emergency immediately to the Chief Warden who will convene your IMT if necessary.
* Move staff/children away from the spill to a safe area and isolate the affected area.
* Seek advice in regards to clean up requirements, and if safe to do so, the spill can be cleaned up by staff. Personal Protective Equipment should be worn as per the requirements of the Material Safety Data Sheet and Safety Work Procedure.
* Seek advice from the Approved Licensee (Chairperson / Secretary or Treasure) if required.
* Contact parents as required.
* Notify the Victorian WorkCover Authority (formerly 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)

## 11.7 Severe weather event

* Call **000** (**112** mobile phones) if emergency services are needed and seek and follow advice.
* Before the storm, store or secure loose items external to the building, such as play equipment, furniture and rubbish bins.
* Secure windows (close curtains & blinds) and external doors. If necessary, tape windows and glass entrances. Utilise boards and sandbags if required.
* During a severe storm:
  + Remain in the building and keep away from windows
  + Restrict the use of telephone landlines to emergency calls only, particularly during a thunderstorm.
* Report any matter concerning the safety and wellbeing of children, staff and visitors to the Chief Warden.
* Disconnect electrical equipment – cover and/or move this equipment away from windows.
* Listen to local radio or TV on battery-powered sets for weather warnings and advice.
* Seek advice from the Approved Licensee (Chairperson / Secretary or Treasure) if required.

**After the severe weather event**

* After storm passes, evaluate the need to evacuate if uncontrolled fires, gas leaks, or structural damage has occurred as a result of the storm.
* Contact parents as required.
* Contact Shire of Nillumbik Council 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>

## 11.8 Earthquake

* Call **000** (**112** mobile phones) if emergency services are needed and seek and follow advice.
* Seek advice from the Approved Licensee (Chairperson / Secretary or Treasure) if required.

**If outside**

Instruct staff and children to:

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

**If inside**

Instruct staff and children to:

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

**After the earthquake**

* Evaluate the need to evacuate if there are uncontrolled fires, gas leaks or structural damage to the building you are in.
* If you evacuate, watch out for fallen trees, power lines, and stay clear of any structures that may collapse.
* Arrange medical assistance where required.
* Report any matter concerning the safety and wellbeing of children, staff and visitors to the Chief Warden.
* Contact parents as required.
* Tune in to ABC radio if you can and follow any emergency instructions.
* 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)

## 11.9 Medical – General Incident

* Caregiver to call out for assistance
* Caregiver to remain with injured child / individual
* Call **000 or** (**112** mobile phones) if emergency services are needed and seek and follow advice.
* The Coordinator or group leader will notify the parent/guardian and then accompany the child to the hospital if the parent/guardian does not arrive at Meruka before the ambulance leaves.

## 11.10 Medical – Snake Bites

* Caregiver to call out for assistance
* Caregiver to remain with injured child / individual resting & reassuring them.
* Initial Treatment;
  1. Bandage Firmly – initially cover the bite site then cover the whole limb starting from the fingers / toes
  2. Immobilize the limb
* **DO NOT WASH** the bite area (It is extremely important to retain traces of venom for use with venom identification kits)
* **DO NOT RAISE** the injured limb
* Call **000** or **112** if on a mobile if emergency services are needed and seek and follow advice.
* The Coordinator or group leader will notify the parent/guardian and then accompany the child to the hospital if the parent/guardian does not arrive at Meruka before the ambulance leaves.

**Note:**

Staff are **NOT** to attempt to catch a snake.

If the location of the snake is known, it is highly recommended that a staff member watch the snake (from a safe distance) until the arrival of the Snake Catchers. Catch rates are significantly higher if this step is implemented.

## 11.11 Medical – Red Back Spider Bite

Signs of a spider bite: Intense local pain which spreads. Small hairs stand on end.

Other common symptoms of a Redback Spider bite include: Sweating, Muscular weakness, Loss of coordination, Nausea, Vomiting, Convulsions (in serious cases)

* Caregiver to call out for assistance
* Caregiver to remain with injured child / individual resting & reassuring them.
* Call **000 or** (**112** mobile phones) if emergency services are needed and seek and follow advice.
* Apply icepack to bitten area
* **DO NOT**use the Pressure Immobilisation Technique

## 11.12 Medical - Anaphylaxis

In the event of;

Mild to moderate Allergic reaction including; Swelling of lips, face or eyes, Hives or welts, Abdominal Pain, Vomiting.

* Call out for **EPI PEN** & yell out the child’s name.
* Caregiver needs to stay with the child at ALL times.

Utilise older children to alert other staff if needed.

Watch for signs of Anaphylaxis;

* Difficulty / noisy breathing
* Swelling of the Tongue
* Swelling / Tightness in throat
* Difficulty talking and/or hoarse voice
* Wheeze or persistent cough
* Loss of Consciousness and/or collapse
* Pale and Floppy (young children)
* Person who is alerted to the **EPI PEN** call collects that child’s Epipen from the child’s room or from the designated tree in the outside playground along with other medication needed and takes to Caregiver along with telephone.
* Follow the Childs Action Plan;
* Give Epi-pen or Epi-pen Jnr.
* Call **000 or** (**112** mobile phones) if emergency services are needed and seek and follow advice
* If No Epi-pen
* Call **000** IMMEDIATELY if emergency services are needed and seek and follow advice
* If in doubt, Give Epi-pen or Epipen Jnr.
* Co-ordinator or 2IC is alerted to contact family/carer and advise of situation

## 11.13 Medical - Asthma

Individual Asthma Management plans are to be provided by parents who have advised that their child may be prone to Asthma attacks. These plans are to be displayed in the child's room for easy reference by staff.

In the event of the child suffering from an Asthma attack, staff are to follow the directions of the Individuals plan including administration of Medication as supplied by the parents. All staff are to have completed Asthma training.

## 11.14 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)

If you have any queries about pandemic response, contact the DET Manager, Operations and Emergency Management in your region.

|  |  |  |
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| 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 early childhood service for children and staff with flu-like illness. * Encourage staff to seek immunisation for seasonal influenza. |
| **Communications** | * Maintain personal hygiene messages with staff and children. * Convey seasonal influenza messages as directed by DET. |
| **Travel advisories** | * Encourage staff and parents/carers to access the [smartraveller](http://www.smartraveller.gov.au/) website prior to international travel. |
| **Business continuity** | * Ensure currency of business continuity plan which:   + identifies minimum requirements and key staff for continued operations (including planning for the absence of the director)   + considers workforce strategies to enable continued operations, if pandemic impacted a portion of the early childhood workforce. |

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| 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 |

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| 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** | * Notify the relevant DET QARD officer in your region about any service closures or any serious incidents and circumstances that pose risk to the health, safety or wellbeing of a child attending the service.   + services operating under the NQF, refer to the fact sheet regarding [serious incidents and complaints](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.pdff). * You will be advised of any additional reporting requirements by DET and/or the DHHS. | Apply  Apply | Apply  Apply | Apply  Apply |
| **Business continuity** | * Implement business continuity plan to promote adequate workforce supply and capacity to continue service, by:   + prioritising work functions to ensure adequate workforce availability to deliver early childhood service   + implementing contingency strategy, which may include employing replacement staff and/or modifying programs * In the event that service closure cannot be avoided:   + contact the Quality Assessment and Regulations Manager regarding service closure policy.   + following any closures, notify the relevant DET QARD officer in your region as outlined in the Governance and Reporting sections above. * Inform staff of their obligations during service closures. | Apply  Apply  Apply | Apply  Apply  Apply | Apply  Apply  Apply |

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| --- | --- | --- | --- | --- |
| 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 Incident Management Team to implement the organisation’s response as appropriate to advice from DET. * School Nursing Program nurses may be asked to assist the DHHS with the distribution of antiviral medication at the direction of the Regional Nurse Manager (based in regions). | Apply  Apply  Seek advice | Apply  Apply  Seek advice | Apply  Apply  Seek advice |
| **Hygiene measures** | * Reinforce basic hygiene measures including:   + provide children and staff with information about the importance of hand hygiene(more information is available at [Better Health](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 staff and children about covering their cough to prevent the spread of germs   + careful disposal of used tissues. * Ensure germicidal wipes are available in stationary supplies for staff to clean staff administrative area, telephones etc. | Apply  Apply | Apply  Apply | Apply  Apply |
| **Communications** | * Follow and distribute information and advice from DET in accordance with instructions, including information about:   + the status/situation   + personal hygiene measures   + containment measures including any plans for closure if applicable to staff parents/carers using templates developed by DET. * Communicate the risk of influenza and how to identify cases of possible pandemic influenza based on current, up to date case definition by the Chief Health Officer, DHHS. * School Nursing Program nurses may assist with information dissemination as directed by Regional Nurse Managers (based at regional offices). | Apply  Apply  Apply | Apply  Apply  Apply | Apply  Apply  Apply |
| **Containment strategies** | * The appropriate containment strategy will vary depending upon the level of clinical severity as determined by the DHHS. In particular, the:   + need to restrict public access to the premises, and the need for social distancing measures (e.g. cancelling kindergarten fetes or like events) will be communicated to services by DET, if the clinical severity requires this   + state controller will provide advice about the appropriate use of PPE according to clinical severity. * Management of service workforce by:   + encouraging staff who develop flu-like symptoms during a pandemic to stay away from work until completely well   + ensuring staff who develop influenza-like illness to leave immediately and seek medical attention. * Follow the advice of the DHHS and DET regarding service closures and exclusion periods for infectious diseases. * Identify a designated area to keep sick children quarantined from others until they can be taken home by parents/carers. * Following any service closures, notify the relevant DET QARD officer in your region, as outlined in the Governance and Reporting sections below. * School Nursing Program nurses may be asked to assist the DHHS with the distribution of antiviral medication at the direction of the Regional Nurse Manager (based in regions). | Apply  Apply  Apply  Apply  Apply  As required | Apply  Apply  Apply  Apply  Apply  As required | Apply  Apply  Apply  Apply  Apply  As required |
| **Travel advisories** | * Encourage staff and parents/carers to access the [smartraveller](http://www.smartraveller.gov.au/) website prior to international travel. | Apply | Apply | Apply |
| **Governance and reporting obligations** | * Notify the relevant DET QARD officer in your region about any service closures or any serious incidents and circumstances that pose risk to the health, safety or wellbeing of a child attending the service.   + services operating under the NQF, refer to the fact sheet regarding [serious incidents and complaints](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 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 staff and parents/carers including supports that may be available | Apply | Apply | Apply |
| **Travel** | * Continue to encourage staff and parents/carers to access the [smartraveller](http://www.smartraveller.gov.au/) website prior to international travel. | Apply | Apply | Apply |

# 

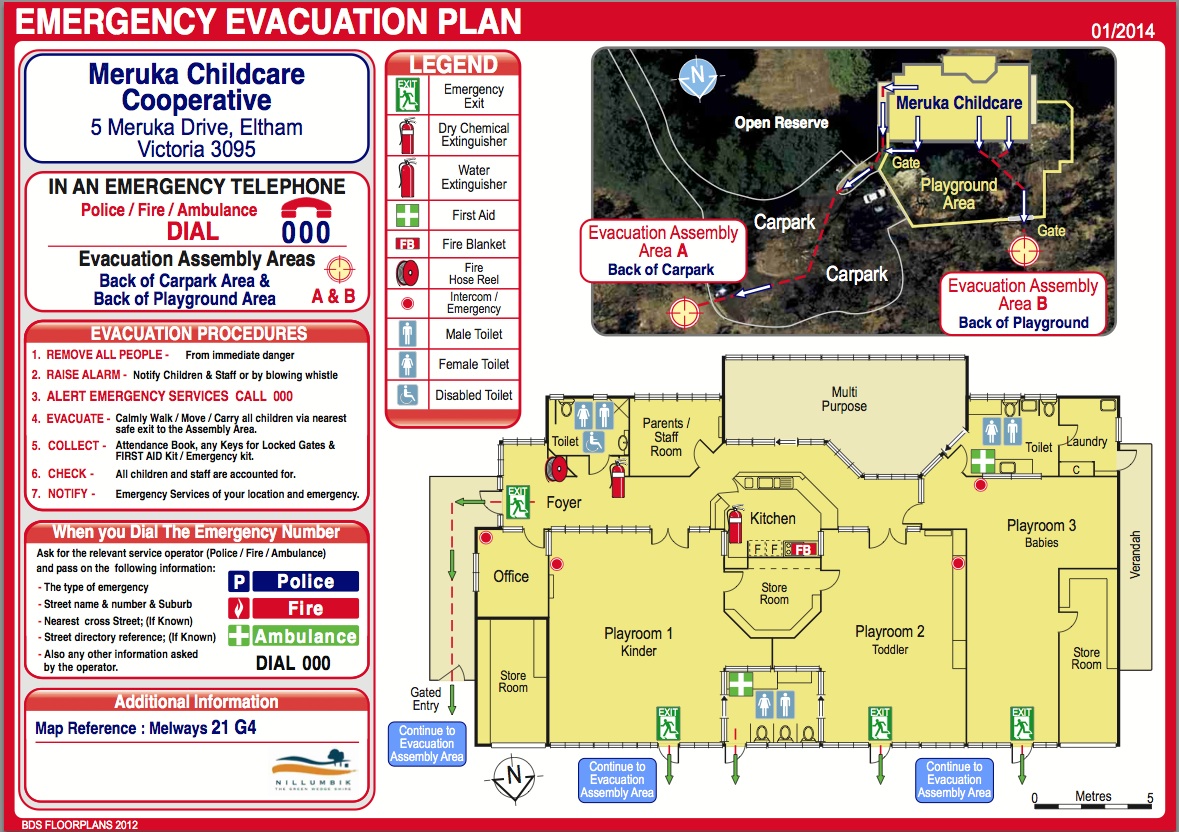
# Area map

|  |  |
| --- | --- |
| Date Area Map Validated: | **12/10/2016** |



# Evacuation diagram

|  |  |
| --- | --- |
| Date Evacuation Diagram Validated: | **12/10/2016** |



# Parent / family contact information

To ensure adherence to the provisions of the Information Privacy Act 2000, this section is maintained as a separate document that is not to be distributed to organisations or individuals outside of Meruka Childcare Co-operative.

Parent / family contact information can be sourced by authorised Meruka personnel via the Qikkids database. Refer Qikkids report – Contact Quick List (by role)

Paper copies of the Qikkids Report are printed and maintained within Emergency Kits.

# Children and staff with special needs

To ensure adherence to the provisions of the Information Privacy Act 2000, this section is maintained as a separate document that is not to be distributed to organisations or individuals outside of Meruka Childcare Co-operative.

|  |  |  |
| --- | --- | --- |
| **Special Needs Summary** | | |
| Special Needs Category | Number of Children | Number of Staff |
| Anaphylaxis | 3 | - |
| Allergy | 3 | 1 |
| Asthma | 5 | 1 |
| Hearing Impairment | 1 | - |
| Other; | 2 | 2 |
| **TOTAL** | **14** | **4** |

A detailed register of the details of children and staff with special needs identifies the following;

1. Name of the Child or Staff Member
2. Room / Area
3. Condition
4. Details of the type of assistance needed during an emergency
5. Allocation of responsibility for the individual in the event of an emergency.

This register is maintained separately to this document.

Please refer to Meruka Document **HSH017\_EMP Appendix B – Children & Staff with special needs**

# PART 2 – EMERGENCY PREPAREDNESS

# Early childhood service facility profile

**16.1 General Information**

|  |  |
| --- | --- |
| **Early Childhood Service Name** | MERUKA CHILDCARE CO-OPERATIVE |
| Physical Address | 5 Meruka Drive,  ELTHAM, VIC 3095 |
| Operating Days | Monday - Friday |
| Operating Hours | 7 am – 6.30pm |
| Phone | 03 9431 2867 |
| Email | [meruka@netspace.net.au](mailto:meruka@netspace.net.au) |
| Fax | N/A |
| Number of buildings | 1 |
| Is the facility a designated Neighbourhood Safer Place? | No |
| Shelter-In-Place Location | Kinder Room |
| Number of Children | 50 |
| Total Number of Staff | 24 |
| Methods used for communications to our service’s community | Email / SMS / Telephone |

**16.2 Other services/users of site – N/A**

**16.3 Building information summary**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Telephones (Landlines)** | | | | | | |
| Location | | Landline Number | | | Mobile | |
| Office | | 03 9431 2867 | | | (0429) 053 460 | |
| Kinder Room | | (0488) 200 384 | |
| Toddler Room | | (0488) 200 253 | |
| Babies Room | | (0488) 128 839 | |
|  | | | | | | |
| **Alarms** | Location | | Monitoring Company | | | Location of Shut-off Instructions |
| Fire: | Foyer Entrance | | Wormald  03 9538 7000 | | | Key to panel in Key Box – Toddler / Kinder Storeroom.  Only trained & authorised personnel to access panel |
| Intrusion: | Beside Noticeboard in passageway (LHS) | | Security Network  03 9731 0011  03 0731 1666 | | | All Meruka educators / staff have a personal PIN Number.  To shut off alarm system – enter PIN number. |
| Other: |  | |  | | |  |
|  |  | |  | | |  |
| **Utilities** | Location | | Service provider | | | Location of Shut-off Instructions |
| Gas / Propane: | LHS Driveway – entrance to Meruka Drive | | TRU Energy  132 083 | | | Secured within cage – Key A in Office (All staff hold this key) |
| Water: | LHS Driveway – entrance to Meruka Drive | | Yarra Valley Water  131 1721 | | |  |
| Electricity: | Hallway near disabled toilets | | TRU Energy  133 466 | | |  |
| **Sprinkler System** | | | | | | |
| Location of Control Valve: | | | Nil Sprinkler System | | | |
| Location of Shut-off Instructions: | | | N/A | | | |
| **Building and site hazards** | | | | | | |
| **Hazard Description** | | | | **Location** | | |
| Chemical Storage | | | | Laundry Room Cupboard | | |
| Snakes | | | | Playground / surrounding parklands | | |
| Working at Heights | | | | Roof Access;  Internal via Manhole  External – secure ladder point beside Babies Room | | |

# Risk assessment

This table lists the identified hazards 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 *Education and Care Services National Regulations 2012*, services operating under the National Quality Framework must have emergency procedures that are based on a risk assessment that is conducted to identify potential emergencies that are relevant to the service

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| * **Identified Hazard** | * **Description of Risk** | * **Current Risk Control Measures Implemented at our Service** | * **Risk Rating** | | | * **Treatments to be Implemented**   **Measures to be taken by our service to eliminate or reduce impact of the risk** | * **Revised Risk Rating**   **After implementing Treatments** | | | |
| **Consequence** | **Likelihood** | **Risk Level** | **Consequence** | **Likelihood** | | **Risk Level** |
| **Bushfires & grassfires** | **Cause:**  Bushfire spreading through parkland that adjoins the centre.  **Consequences:**  Risk of death/injury from burns or smoke inhalation.  Risk of property damage or property loss.  Risk of stress or psychological injury. | * Emergency Management Plan * Smoke Detection System * External Alarm Testing (monthly) * Fire Extinguishers * External Fire Extinguisher Inspections (6mthly) * Staff training – Fire Extinguisher Use * Bushfire Policy * Centre closure on Extreme Fire Danger Days * Bushfire Drills * Bushfire Packs (template letters / communications) * Internal Procedure Training Sessions * Working Bee’s to tidy site (min 4 per year) | Severe | Unlikely | **EXTREME** | * Grief Counselling Services (available via DET) * Ensure that there is a business continuity plan in place. * Liaise with Nillumbik Council regarding fire controls (i.e clearing of fallen or dead branches from tree’s in driveway) | Severe | Unlikely | | **HIGH** |
| **Grassfires** | Risk of death/injury from burns or smoke inhalation.  Risk of property damage or property loss.  Risk of psychological injury. | * Emergency Management Plan * Smoke Detection System * External Alarm Testing (monthly) * Fire Extinguishers * External Fire Extinguisher Inspections (6mthly) * Internal Procedure Training Sessions | Severe | Unlikely | **EXTREME** | * Grief Counselling Services (available via DET) * Ensure that there is a business continuity plan in place. * Liaise with Nillumbik Council regarding fire controls (i.e clearing of fallen or dead branches from tree’s in driveway) | Severe | Unlikely | | **HIGH** |
| Severe weather, storms and flooding | Risk of roof down flooding  Risk of injury.  Risk of property damage. | * Emergency Management Plan * Internal Staff Training Plans | Major | Unlikely | **Medium** |  | Major | Unlikely | | **Medium** |
| Intruders / personal threat | Physical or psychological injury could occur to staff, children, visitors or contractors if threatened or physically assaulted by an intruder.  There is a risk that property could be damaged. | * Emergency Management Plan * Internal Staff Training Plans * Restricted Site Access * Key Lock Entry * Site Security Protocol * Cash Free Policy * Grievances & Complaints Policy * Counselling Support Services | Major | Unlikely | **Medium** | Reminder notices sent to parents regarding site security protocols | Major | Unlikely | | **Medium** |
| Earthquake | Risk of injury.  Risk of property damage or property loss. | * Emergency Management Plan * Internal Staff Training Plans | Severe | Rare | **Medium** |  | Severe | Rare | | **Medium** |
| Bomb Threat | Physical or psychological injury could occur to staff, visitors or contractors. | * Emergency Management Plan * Internal Staff Training Plans | Severe | Unlikely | **HIgh** |  | Severe | Unlikely | | **HIgh** |
| Vehicle Incident | Cause: Child impacted by vehicle within carpark  Consequence: Risk of death/injury | * 10km speed limit in car park area | Major | Possible | **High** |  | Major | Possible | | **High** |
| Pests (Snakes, Spiders) | Risk of illness and/or Death | * Daily Inspection of Playground * External Pest Control Contractors * Emergency Management Plan * Internal Staff Training | Major | Possible | **High** |  | Major | Possible | | **High** |
| Pandemics & communicable diseases | Risk of illness and/or Death (in extreme cases of a pandemic) | * ‘No Jab, No Play’ immunisation requirements implemented from 1 Jan 2016. Copies of immunisation records kept upon commencement. * Immunisation recommendations for staff. Copies of immunisation records kept upon commencement. * Illness Exclusion Periods * Additional Staff Leave entitlements * Communications Systems (to notify of illness within the centre. * Health Department Advise (in the event of notified Gastroenteritis Outbreaks) * Cleaning Procedures * Good Hygiene Practices * Ensure there is convenient access to water and liquid soap and/or alcohol- based sanitiser. * Staff training re DET Pandemic Response Procedures * Ensure staff and children are educated about covering their coughs to prevent the spread of germs | Severe | Possible | **EXTREME** |  | Severe | | Possible | **EXTREME** |
| Hazardous Substance Release: Inside and Outside Facility Grounds | Exposure to certain liquids or gases may be hazardous to health. | *Inside*   * Follow DET Chemical Management Procedures * Segregated Storage * Minimal Usage * MSDS Folder (obtain MSDS for all DG/HS on site from supplier /manufacturer or Chemwatch (edumail user name & password required) * Selection of Non DG/HS cleaning products where possible. * PPE (Gloves)   *Outside*   * Internal Designated Assembly Area * Emergency Management Plan | Major | Unlikely | **Medium** | * Schedule Dangerous Goods / Hazardous Substances Training (including MSDS awareness) for staff | Major | | Unlikely | **Medium** |
| Major Medical emergency  * Allergies * Anaphylaxis * Asthma * General | There is a risk to health and possibly death. | * Emergency Management Plan * Anaphylaxis Policy * Asthma Policy * Staff First Aid Training   (Lvl 2 including Anaphylaxis and Asthma)   * Parental Notification Forms * No Nut Policy * Anaphylaxis Policy * Individual Anaphylaxis Action Plans (to be on display) * Individual Asthma Management Plans (to be on display) * Ventolin (or equivalent) Asthma Medication / Spacer & 70% Alcohol Swabs in First Aid Kits * Asthma First Aid Posters Displayed * Epi-pens in First Aid Kits * All foods prepared on site considering allergies. * Staff Training refreshers re Epi-pen use * Child play / development activities to consider allergies (i.e. removal of cereal boxes or egg cartons) * Cleaning procedures (after meals to ensure removal of allergens) | Severe | Possible | **EXTREME** |  | Severe | | Possible | **EXTREME** |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Emergency Response Training / Drills Schedule  |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | Type of Drill | Person Responsible | Target Date  &  Date Drill Performed | Observer’s Record Completed\*  ✓ | | January | Bushfire Drill | All Staff – to be conducted with the children |  |  | | February | Internal Fires / Smoke Bushfire Training | All Staff – Staff Meeting |  |  | | March | Bushfire Training | All Staff – Staff Meeting |  |  | | April | Medical Response  General / Snakes | All Staff – Staff Meeting |  |  | | May | Asthma Management | All Staff – Staff Meeting |  |  | | June | Medical / Anaphylaxis | All Staff – Staff Meeting |  |  | | July | Personal Threat | All Staff – Staff Meeting |  |  | | August | Bomb Threat | All Staff – Staff Meeting |  |  | | September | Storm / Flooding | All Staff – Staff Meeting |  |  | | October | Chemical Spill / Gas Leak | All Staff – Staff Meeting |  |  | | November | Bushfire - Training | All Staff – Staff Meeting |  |  | | December | Bushfire - Drill | All Staff – to be conducted with the children |  |  | |
|  |

# Emergency Kits (Plastic Boxes)

|  |  |  |
| --- | --- | --- |
| **Our Emergency Kit Contains:** | | ✓ |
| Children’s data and parent contact information (contained in EMP) | |  |
| Children and staff with special needs list (contained in EMP) including any children’s medications | |  |
| Enrolment records including authorisations and parent contact details | |  |
| Staff contact information | |  |
| 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 | |  |
| Torch with replacement batteries (or wind up torch) | |  |
| Portable battery powered radio | |  |
| Copy of facility site plan and EMP including evacuation routes | |  |
| Bottled water | |  |
| Portable non-perishable snacks such as sultanas, dried fruits and energy bars | |  |
| Sunscreen and spare sunhats | |  |
| Plastic garbage bags and ties | |  |
| Toiletry supplies | |  |
| Other | |  |
|  | |  |
| **Date Emergency Kit checked:** | October 2016  (Inspected Bi-monthly during OHS Inspections) | |
| **Next check date:** | December 2016 | |

# 

# Portable First Aid Kit (Waist Band)

|  |  |
| --- | --- |
| **Portable First Aid Kit Equipment:** | ✓ |
| 20 x First Aid Adhesive Plaster strip (72 x 19 mm) |  |
| 10 Adhesive Island Dressings 6 x 7 cm |  |
| 5 x Adhesive Island Dressings 6 x 10 cm |  |
| 5 x Sodium Chloride Wipes (NaCl) |  |
| 6 x Alcohol Prep Pads |  |
| 1 x Triangular Bandage Disposable non woven |  |
| 1 x Instant Cold Pack |  |
| 2 x Latex free gloves pairs |  |
| 1 x Emergency Blanket |  |
| 1 x Face Mask |  |
| 1 x Plastic bags set small & amp;med |  |
| 4 x Lancet [splinter probe] |  |
| 1 x pair Tweezers S/steel 9cm |  |
| 1 x wound dressing No. 15 |  |
| 3 x 20ml Normal Saline Tubes |  |
| 1 x PVC Coated Nylon Bag 250 x 145 x 65 mm |  |
| 1 x First Aid Instruction Sheet |  |

|  |  |
| --- | --- |
| **Date Portable First Aid Kits checked:** | October 2016 |
| **Next check date:** | January 2017 |

# Bushfire Response Equipment

|  |  |
| --- | --- |
| **Bushfire Response Equipment:** | ✓ |
| 3 x Emergency Services Contacts List (1 per room) |  |
| 3 x Current Children Emergency Contact Numbers List (1 per room) |  |
| All Action Plans for Children with Special Needs (eg Asthma, Anaphylaxis) (Copy per room) |  |
| 3 x CPR Guidelines (1 per room) |  |
| 3 x Pad & Pencil (1 per room) |  |
| 3 x Torch (1 per room) |  |
| 7 x Fire Blankets (4x Kinder Room, 2x Toddler Room, 1 x Baby Room) |  |
| 12 x Overalls (2 in each room) |  |

|  |  |
| --- | --- |
| **Date Bushfire Response Equipment checked:** | October 2016 |
| **Next check date:** | January 2017 |

# Bushfire Kit

|  |  |  |
| --- | --- | --- |
| **Bushfire Kit:** *(kept in the hall in days of Extreme Fire Danger)* | | ✓ |
| 12 Cotton overalls various sizes | |  |
| Fire Blankets | |  |
| 12 Fire Helmets or goggles and masks with filters | |  |
| 12 pairs Boots various sizes | |  |
| 2 Garden Hoses | |  |
| 12 Water sprayers | |  |
| 12 Buckets | |  |
| 12 Mops | |  |
| Map of area (in Office) | |  |
| Mobile phone (in Office & one in each Room) | |  |
| SMS system of contact working | |  |
| 3 Boxes of Bushfire Clothing for children. (Long Sleeved Cotton or Woollen Pants & Shirts)  - Babies & Toddler Room boxes – 16 sets of clothing,  - Kinder Room Box – 22 sets of clothing. | |  |
|  | |  |
| **Date Bushfire Kit checked:** | October 2016 | |
| **Next check date:** | January 2017 | |

# Emergency Management Plan completion checklist

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

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

**Final Check Completed by: Kylie Hammon Date: 12/10/2016**

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