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| **Emergency Management**  **Plan**  **2015-2016** |

<Insert name of early childhood service>

<Insert early childhood service’s logo or photo if desired>

|  |  |
| --- | --- |
| DET Region | <Refer to the Cover Page section of the Guide to developing your Emergency Management Plan - early childhood services and non-government schools> |
| Approved Provider/Licensee Approving our Plan |  |
| Physical Address |  |
| Fire District |  |
| Is the service on the Bushfire- At-Risk Register? |  |
| Date Approved |  |
| Next Review Date |  |

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# Purpose

The purpose of this Emergency Management Plan is to provide details of how <insert early childhood service name> will prepare for and respond to emergency situations.

# Scope

This EMP applies to all educators, children, visitors, contractors and volunteers at <insert early childhood service name> .

# Distribution

A copy of our plan has been distributed to:

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Position Title and**  **Organisation Name** | **Date Sent** | **Email Address or**  **Postal Address** |
| <Refer to the Distribution section of the Guide> |  |  |  |
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# PART 1– EMERGENCY RESPONSE

# In case of emergency

|  |  |
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| **In an Emergency** | |
| ***Call***  **Police, Ambulance, Fire Services** | 000 |
| ***For Advice call your***  **Approved Provider/Licensee or Person with Management or Control/Licensee Representative** | <Insert your Approved Provider/Licensee or Person with Management or Control/Licensee Representative contact details here. |
| *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 | <Refer to the Emergency Contacts section of the Guide> |  |  |  |
| Responsible Person/Primary Nominee |  |  |  |  |
| First Aid Officer |  |  |  |  |
| OHS Representative |  |  |  |  |
| Bulk Messaging System Operator (eg SMS) |  |  |  |  |
| <Add contacts as required> |  |  |  |  |

## 5.3 Key organisational/regional contacts

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Name** | **Phone** | **Mobile** |
| DET Region |  |  | N/A |
| Regional DET Manager, Operations and Emergency Management | *<Delete the three regional contacts that are not relevant to your facility’s location>*  **South Western: Andrea Cox**  **North Western: Bruce Corrie**  **North Eastern: Stuart Brain**  **South Eastern: Kevin O’Rourke** | 5337 8429  5440 3148  8392 9579  8765 5761 | 0407 861 841  0407 045 063  0427 895 398  0447 019 887 |
| <Add contacts as required> |  |  |  |

## 5.4 Local/other organisations contacts

|  |  |
| --- | --- |
|  | **Phone** |
| Police Station |  |
| Hospital/s |  |
| Gas |  |
| Electricity |  |
| Water Corporation |  |
| Facility Plumber |  |
| Facility Electrician |  |
| Local Government |  |
| SES (flood, storm and earthquake) | 132 500 |
| Victorian WorkCover Authority (formerly WorkSafe Victoria) | 1. 23 60 |
| <Add contacts as required> |  |

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## 5.5 School bus emergency contacts

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

## 6.1 Incident Management Team structure (IMT)

<Insert your IMT Structure here. Refer to the IMT section of the Guide for help. Access an online tutorial on how to create your IMT structure at http://www.education.vic.gov.au/about/programs/health/Pages/emptutorials.aspx>

## 6.2 Incident Management Team (IMT) contact details

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| IMT Role/Activities |  | Primary Contact |  | Back Up Contact |
| Chief Warden | Name |  | Name |  |
| Phone/Mobile |  | Phone/Mobile |  |
| Planning tasks will be performed by: | Name |  | Name |  |
| Phone/Mobile |  | Phone/Mobile |  |
| Operations (Area Warden) tasks will be performed by: | Name |  | Name |  |
| Phone/Mobile |  | Phone/Mobile |  |
| Communications tasks will be performed by: | Name |  | Name |  |
| Phone/Mobile |  | Phone/Mobile |  |
| Logistics (Warden) tasks will be performed by: | Name |  | Name |  |
| Phone/Mobile |  | Phone/Mobile |  |
| First Aid tasks will be performed by: | Name |  | Name |  |
| Phone/Mobile |  | Phone/Mobile |  |

# Incident Management Team responsibilities

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| **Chief Warden**  **Pre-emergency**   * Maintain current contact details of IMT members. * Ensure children/staff with special needs list and staff trained in first aid list are up to date. * Conduct regular exercises/drills. * Ensure our emergency response procedures are kept up to date. * Ensure staff on the IMT are aware of their responsibilities.   **During emergency**   * Attend the emergency control point. * Ascertain the nature and scope of the emergency. * Ensure that the emergency services have been notified. * Ensure the appropriate response has been actioned. * Convene our IMT as required. * Initiate evacuation of affected areas/lock-down/lock-out/shelter-in-place as required. * Brief the incoming emergency services and respond to their requests.   **Post- emergency**   * When the incident is rendered safe or the emergency services return control, notify the IMT members to have staff and children return to normal operations. * Organise debrief with the IMT and, where appropriate, with any attending emergency Service. * Complete the Post Emergency Record. * Report serious incidents to the relevant DET Quality Assessment and Regulation Division (QARD) officer in your region in accordance with relevant regulatory requirements. Service agreements also require approved providers or licensees to notify DET in the event of a serious incident: * services operating under the National Quality Framework (NQF) refer to the fact sheet *Serious incidents and complaints* available at:[www.education.vic.gov.au/childhood/providers/regulation/Pages/nqffactsheets.aspx](http://www.education.vic.gov.au/childhood/providers/regulation/Pages/nqffactsheets.aspx) * services operating under the *Children's Services Act 1996* (Children’s Services Act) refer to 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**  **Pre- emergency**   * Assist the Chief Warden. * Identify resources required. * Participate in emergency exercises/drills.   **During emergency**   * Attend the emergency control point. * Ascertain the nature and scope of the emergency. * Report any changes in the situation to the Chief Warden. * Act as directed by the Chief Warden. * Plan for contingencies.   **Post- emergency**   * Collect and evaluate information relating to the emergency. * Identify recovery needs and develop a recovery plan (if required). | |
| **Operations (Area Warden)**  **Pre- emergency**   * Regularly check and report on deficiencies of emergency equipment and kits. * Coordinate safety practices (for example, clear egress paths, access to first attack equipment such as fire extinguishers and disposal of rubbish) by Wardens throughout their areas. * Participate in emergency exercises/drills.   **During emergency**  On hearing alarm or becoming aware of an emergency, the Operations Officer/Area Warden will:   * Attend the emergency control point. * Communicate with the Chief Warden by whatever means available and act on instructions. * Implement the emergency response procedure relevant to the floor or area and ensure that the Chief Warden is notified. * Direct the Logistics Officer/Wardens to check the floor or area for any abnormal situation. * Commence evacuation if the circumstances on their floor or area warrant this. * Control the movement of people. * Co-opt persons as required to assist the Logistics Officer (Warden/s) during an emergency. * Confirm that the Logistics Officer’s/Warden’s activities have been completed and report this to the Chief Warden or a senior officer of the attending emergency services if the Chief Warden is not contactable.   **Post emergency**   * Compile report of the actions taken during the emergency for the debrief. | | |

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

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| **Logistics (Warden)**  **Pre- emergency**   * Ensure staff are aware of the emergency response procedures. * Carry out safety practices (e.g. clear egress paths, access to first attack equipment, for example, fire extinguishers and disposal of rubbish). * Participate in emergency exercises/drills.   **During emergency**  Persons selected to perform as Logistics Officer/Warden will carry out activities as set out in the emergency response procedures and as directed by the Operations Officer/Area Warden.  Activities may include the following:   * Attend the emergency control point. * Operate the communication system in place. * Check that any fire doors and smoke doors are properly closed. * Close or open other doors in accordance with the emergency response procedures. * Search the floor or area to ensure all people have evacuated. This function is of greater importance than a later physical count of those evacuated. * Ensure orderly flow of people into protected area. * Assist occupants with disabilities. * Act as lead of groups moving to nominated assembly areas. * Report status of required activities to the Operations Officer/ Area Warden on their completion. * Act as directed by the Chief Warden.   **Post- emergency**   * Compile report of the actions taken during the emergency for the debrief. |

# Communication tree

<Insert your Communication Tree here. Refer to the Communication Tree section of the Guide for help. Access an online tutorial on how to create your Communication Tree at http://www.education.vic.gov.au/about/programs/health/Pages/emptutorials.aspx>

# Staff trained in first aid

|  |  |  |
| --- | --- | --- |
| Staff Member | Training | Date Qualified To |
| <Refer to the Staff Trained in First Aid section of the Guide> |  |  |
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# 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** 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 <insert the location of your on-site evacuation assembly point/s>.
* Take the child attendance list, staff attendance list, your Emergency Kit/First Aid Kit and this Plan.
* Once at the assembly point, check all children, staff and visitors are accounted for.
* Ensure communications with emergency services is maintained.
* Wait for emergency services to arrive or provide further information.
* Confirm with emergency service personnel that it is safe to return to normal operations.
* Seek advice from your Approved Provider/Licensee or Person with Management or Control/Licensee Representative if required.
* Maintain a record of actions/decisions undertaken and times.
* Contact parents as required.

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

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

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

**Actions after off-site evacuation procedure**

* Ensure any children, staff or visitors with medical or other needs are supported.
* Determine whether to activate your parent reunification process.
* Determine if there is any specific information staff, children and visitors need to know (e.g. parent reunification process or areas of the facility to avoid).
* Print and issue pre-prepared parent letters as appropriate.
* Undertake operational debrief with staff and Incident Management Team to identify any off-site and procedural changes that may be required.
* Complete your Post Emergency Record form (refer to Appendix 4 of the *Guide to Developing Your Emergency Management Plan*).
* 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)
* Services operating under the *Children’s Services Act 1996* refer to practice note Serious incidents available at: [www.education.vic.gov.au/childhood/providers/regulation/Pages/vcspracnotes.aspx](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 secured inside the building for their own safety the Chief Warden on-site will take charge and activate the Incident Management Team if necessary.

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

**Actions after lock-down procedure**

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

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

**Actions after lock-out procedure**

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

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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** 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 <insert the location of your shelter-in-place> (refer to Guide).
* Take your emergency kit/first aid kit (including your children and staff attendance lists and a copy of this EMP).
* Check that all children, staff and visitors are accounted for.
* Ensure communications with emergency services is maintained. Wait for emergency services to arrive or provide further information.
* Where appropriate, confirm with emergency services personnel that it is safe to return to
* Maintain a record of actions/decisions undertaken and times.
* Seek advice from your Approved Provider/Licensee or Person with Management or Control/Licensee Representative if required.
* Contact parents as required.

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

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

# Response procedures for specific emergencies

## 11.1 Building Fire

* Call **000** for emergency services and seek and follow advice.
* Activate the fire alarm.
* If appropriate, follow the procedure for **on-site evacuation**.
* Report the emergency immediately to the Chief Warden who will convene your IMT if necessary.
* Remain calm and activate the fire alarm.
* Extinguish the fire **(only if safe to do so).**
* Determine which of your facility’s pre-identified on-site evacuation point/s is most appropriate to use.
* Assemble children, staff and visitors at your nominated on-site <insert the location of your on-site evacuation assembly point/s>.
* Evacuate to the <insert the location of your on-site assembly point/s>*,* closing all doors and windows.
* Check that all areas have been cleared and notify the Chief Warden.
* Check that all children, staff, visitors and contractors are accounted for.
* Seek advice from your Approved Provider/Licensee or Person with Management or Control/Licensee Representative if required.
* Contact parents as required.
* 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 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)
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* <As appropriate insert any additional mitigation steps relevant to your facility that you have identified in your risk assessment>

## 11.2 Bushfire

* Call **000** for emergency services and seek and follow advice.
* Report the emergency immediately to the Chief Warden who will convene your IMT if necessary.
* Determine appropriate response strategy (evacuate or shelter-in-place) in consultation with emergency services, if possible.
* If evacuation is required and time permits before you leave:
* Make sure you close all doors and windows
* Turn off power and gas.
* Check that all children, staff 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.
* 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)
* 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)
* <As appropriate insert any additional mitigation steps relevant to your facility that you have identified in your risk assessment>

More information about managing bushfire risks in early childhood 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 who will convene your IMT if necessary.
* Turn off gas supply.
* If the gas leak is on-site, notify your gas provider.
* Determine which of your facility’s pre-identified on-site evacuation points is most appropriate to use.
* If safe to do so, evacuate staff, children, visitors and contractors to <insert the location of your assembly point/s>. This may be an off-site location.
* Check children, staff, visitors and contractors are accounted for.
* Seek advice from your Approved Provider/Licensee or Person with Management or Control/Licensee Representative or if required.
* Await ‘all clear’ advice from emergency services or further advice before resuming normal service activities.
* Contact parents as required.
* 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 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 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)

* <As appropriate insert any additional mitigation steps relevant to your facility that you have identified in your risk assessment>

## 11.4 Intruder

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

* <As appropriate insert any additional mitigation steps relevant to your facility that you have identified in your risk assessment>

## 11.5 Bomb/substance threat

* Call **000** for emergency services and seek and follow advice.
* Report the threat to the Chief Warden.
* Do not touch any suspicious objects found.
* If a suspicious object is found or if the threat identifies a specific area, then **evacuation** may be considered:
  + If appropriate under the circumstances, clear the area immediately within the vicinity of the object of children and staff
  + Ensure children and staff are not directed past the object
  + Ensure children and staff that have been evacuated are moved to a safe, designated location
* Seek advice from your Approved Provider/Licensee or Person with Management or Control/Licensee Representative if required.
* Contact parents as required.
* 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 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)

* <As appropriate insert any additional mitigation steps relevant to your facility that you have identified in your risk assessment>

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

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

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

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

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

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

## Bomb/Substance Phone Threat Checklist

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

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

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

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

* <As appropriate insert any additional mitigation steps relevant to your facility that you have identified in your risk assessment>

## 11.7 Severe weather event

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

* <As appropriate insert any additional mitigation steps relevant to your facility that you have identified in your risk assessment>

**After the severe weather event**

* After storm passes, evaluate the need to evacuate if uncontrolled fires, gas leaks, or structural damage has occurred as a result of the storm.
* Contact parents as required.
* Report any serious incidents to the relevant DET QARD officer in your region:
* Services operating under the NQF, refer to the fact sheet Serious incidents and complaints available at:[www.education.vic.gov.au/childhood/providers/regulation/Pages/nqffactsheets.aspx](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)

## 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.

* <As appropriate insert any additional mitigation steps relevant to your facility that you have identified in your risk assessment>

**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.
* 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 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)

## 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)

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 * In the event that service closure cannot be avoided:   + contact the Quality Assessment and Regulations Manager, DET regarding service closure policy.   + notify the relevant DET QARD officer in your region about any closures as outlined in the Governance and Reporting sections above. * Inform staff of their early childhood development obligations during service closures. | Apply  Apply  Apply | Apply  Apply  Apply | Apply  Apply  Apply |

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| 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: |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| <Insert Area Map here. Refer to the Area Map section of the Guide for assistance. To access an online tutorial on how to create your area map go to http://www.education.vic.gov.au/about/programs/health/Pages/emptutorials.aspx>   |  |  | | --- | --- | | **Distance to Primary off-stie assembly point:**  Approx. time to reach Primary off-site assembly point: |  | | **Distance to Secondary off-site assembly point:**  Appox. time to reach Secondary off-site assembly point: |  | | **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** |  | |
|  |

# Evacuation diagram

|  |  |
| --- | --- |
| Date Evacuation Diagram Validated: |  |

<Insert a detailed evacuation diagram here. Refer to the Evacuation Diagram section of the Guide for assistance. To access an online tutorial on how to create your evacuation diagram go to http://www.education.vic.gov.au/about/programs/health/Pages/emptu



|  |  |
| --- | --- |
| **Evacuation Procedure**  <insert early childhood service evacuation procedure>   * Do this….. * Do this….. * Do this….. | 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 |
| <Refer to the Parent / Family Contact Information section of the Guide> |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

# Children and staff with special needs

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Children** | | | | |
| Name | Room / Area | Condition | Assistance needed during an emergency | Who will be responsible? |
| <Refer to the Children and Staff with Special Needs section of the Guide> |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| Staff | | | | |
| Name | Room / Area | Condition | Assistance needed during an emergency | Who will be responsible? |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

|  |  |  |
| --- | --- | --- |
| **Special Needs Summary** | | |
| Special Needs Category | Number of Students | Number of Staff |
| <This summary can be included in your EMP. Refer to the Children and Staff with Special Needs section of the Guide> |  |  |
|  |  |  |

# PART 2 – EMERGENCY PREPAREDNESS

# Early childhood service facility profile

**16.1 General Information**

|  |  |
| --- | --- |
| **Early Childhood Service Name** | <Refer to the Early Childhood Service/School Facility Profile section of the Guide> |
| Physical Address |  |
| Operating Days |  |
| Operating Hours |  |
| Phone |  |
| Email |  |
| Fax |  |
| Number of buildings |  |
| Is the facility a designated Neighbourhood Safer Place? |  |
| Shelter-In-Place Location |  |
| Number of Children |  |
| Total Number of Staff |  |
| Methods used for communications to our service’s community |  |

**16.2 Other services/users of site**

|  |  |
| --- | --- |
| **Service / User Name** | <Refer to the Early Childhood Facility Profile section of the Guide> |
| 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 |
|  | |  | |  | |  |
|  | |  | |  | |  |
|  | |  | |  | |  |
|  | |  | |  | |  |
|  | | | | | | |
| **Alarms** | Location | | Monitoring Company | | Location of Shut-off Instructions | |
| Fire: |  | |  | |  | |
| Intrusion: |  | |  | |  | |
| Other: |  | |  | |  | |
|  |  | |  | |  | |
| **Utilities** | Location | | Service provider | | Location of Shut-off Instructions | |
| Gas / Propane: |  | |  | |  | |
| Water: |  | |  | |  | |
| Electricity: |  | |  | |  | |
| **Sprinkler System** | | | | | | |
| Location of Control Valve: | | |  | | | |
| Location of Shut-off Instructions: | | |  | | | |
| **Building and site hazards** | | | | | | |
| **Hazard Description** | | | | **Location** | | |
|  | | | |  | | |
|  | | | |  | | |
|  | | | |  | | |
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# 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.

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 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** |
| <Refer to the Risk Assessment section of the Guide to developing your Emergency Management Plan> |  |  |  |  |  |  |  |  |  |
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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | Type of Drill | Person Responsible | Target Date  &  Date Drill Performed | Observer’s Record Completed\*  ✓ | | **Term 1** | <Refer to the Emergency Response Drills Schedule section of the Guide> |  |  |  | | **Term 2** |  |  |  |  | | **Term 3** |  |  |  |  | | **Term 4** |  |  |  |  |   Emergency Management Plans are required to be tested regularly. Facilities on the Bushfire at Risk Register (BARR) should test their evacuation procedures and drills at least once per term during the October to March bushfire season. |

# Emergency response drills schedule

# Emergency kit checklist

|  |  |  |
| --- | --- | --- |
| **Our Emergency Kit Contains:** | | ✓ |
| Children’s data and parent contact information (contained in EMP) | |  |
| Children and staff with special needs list (contained in EMP) including any children’s medications | |  |
| Enrolment records including authorisations and parent contact details | |  |
| Staff contact information | |  |
| Traffic/emergency safety vest and tabards | |  |
| Facility keys | |  |
| Standard portable First Aid Kit. Refer to [First Aid Kits Contents Checklist](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) | |  |
| Whistle | |  |
| Portable battery powered radio | |  |
| Copy of facility site plan and EMP including evacuation routes | |  |
| Bottled water | |  |
| Portable non-perishable snacks such as sultanas, dried fruits and energy bars | |  |
| Sunscreen and spare sunhats | |  |
| Plastic garbage bags and ties | |  |
| Toiletry supplies | |  |
| Other | |  |
|  | |  |
| **Date Emergency Kit checked:** |  | |
| **Next check date:** |  | |

# Emergency Management Plan completion checklist

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

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

**Final Check Completed by: Date:**

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