

Emergency Management Plan 2023

North Brighton Kindergarten
145A Cochrane Street, North Brighton



*In an emergency dial **000**
for **police, ambulance or fire services***

Physical Address	145A Cochrane Street, Brighton Vic
Phone Number	9100 3457/ 0466 810 198
Email Address	northbrightonkindergarten@gmail.com
DET Region	South Eastern Victoria
QARD Area	Southern Metropolitan Area
Bureau of Meteorology/Fire District	Central
Is the Service on the Bushfire- At-Risk Register or Category 4?	No
Service SE Number	SE-00004149
Provider PR Number	PR-00002229
Approved Provider or Person with Management or Control (PMC) Approving Plan	Diana Telford
Nominated Supervisor	Kylie Stanley Kylie Lawson
Date Plan Approved	February 2023
Next Review Date	February 2024

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1. Purpose

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

2. Scope

This EMP applies to all staff, children, visitors, contractors, and volunteers at North Brighton Kindergarten.

3. Distribution

Record in the table below the people/organisations to whom you have distributed relevant parts of your plan (you can also include those who have provided authoritative advice).

Note: your EMP will contain sensitive/private information - to ensure compliance with the Privacy and Data Protection Act 2014 (Vic), only distribute the relevant parts of the Plan on a 'need to know' basis.

Name	Position Title and Organisation Name	Date Sent	Email Address or Postal Address
Kylie Lawson	NBK Incident Controller		nbk.kylie@gmail.com
Kim Burgess			nbk.kimb@gmail.com
Karoline Schelov			karoline.schelov@gmail.com
Andrea McLennan	Logistics Officer		nbk.andrea@gmail.com
Kate Martin			nbk.kate@gmail.com
Kelly Haw			nbk.kellyh@gmail.com
Julie Pettet	DET QARD Authorised Officer		licensed.childrens.services@education.vic.gov.au
Diana Telford	NBK President		nbkpresident@gmail.com
Lianne Kelly	NBK Vice President		nbkvicepresident@gmail.com
Katherine Stewart	NBK Secretary		nbksecretary@gmail.com
Sonal Pandit	NBK Treasurer		nbkfinances@gmail.com
Danielle Baird	Enrolments Secretary		nbkenrolments@gmail.com
Kylie Stanley	Office Staff		Northbrightonkindergarten@gmail.com

PART 1– EMERGENCY RESPONSE

4. Emergency Contacts

In an Emergency

Call 000

Police,

Ambulance, Fire

Services

For Advice call your

Approved Provider/Licensee

Diana Telford

04380538 854

OR

**DET Manager Operations and Emergency
Management for South Eastern Region**

Therese Carroll

8765 5725 / 1300 338 738 / 0438 018 269

4.1 Emergency services

In an emergency requiring **POLICE, AMBULANCE AND FIRE SERVICES** attendance call **000**.

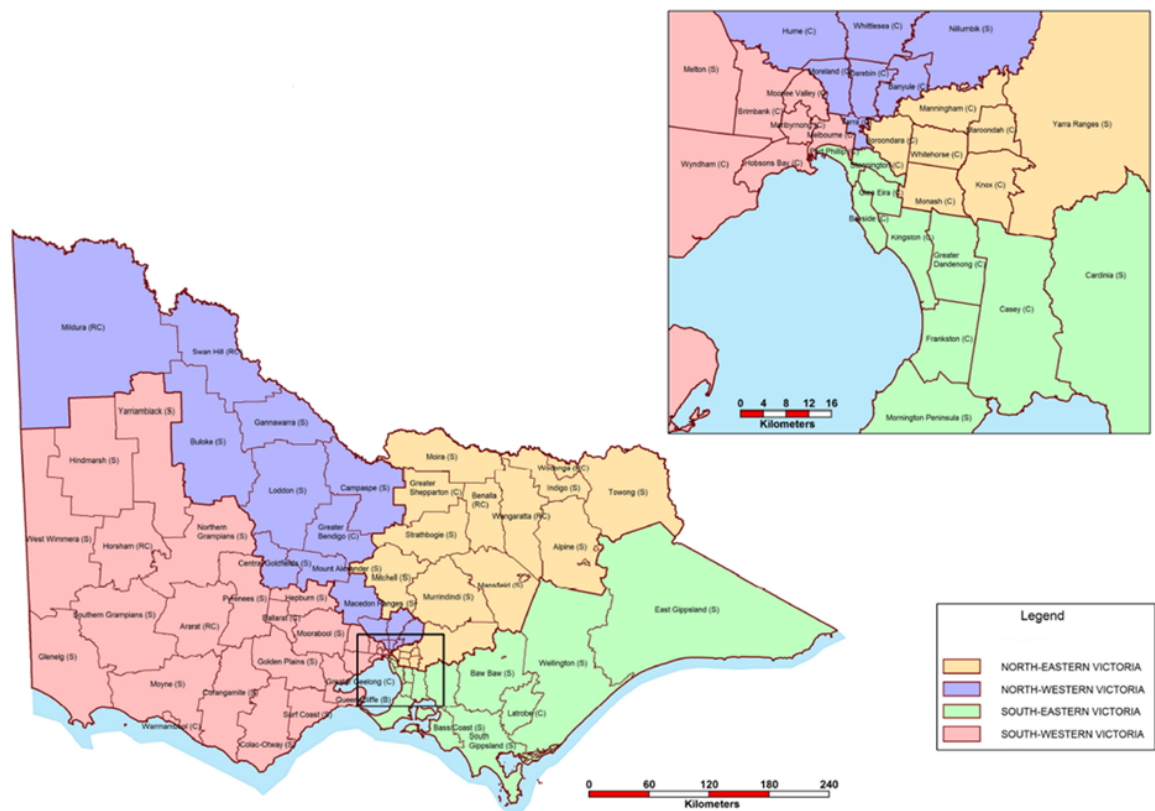
4.2 Service contacts

Key Roles	Name	Phone	Mobile
Approved Provider/President	Diana Telford		0438 538 854
Nominated Supervisor	Kylie Stanley		0438 531 061
	Kylie Lawson		0432 287 762
Person in day-to-day charge	Teaching Staff		0466 810 198
First Aid Officer	All Teachers & Educators are First Aid qualified		
OHS Representative (Staff)	Kylie Stanley		0438 531 061
WhatsApp – bulk messaging system operator	Early Childhood Teachers Committee Members		
Early Childhood Teacher 3yo	Hayley White		0430 478 953
Early Childhood Teacher 4yo	Kylie Lawson		0432 287 762
Early Childhood Teacher 4yo	Kim Burgess		0408 132 273
Educator 4yo	Rose Roberts		
Educator 4yo	Kate Martin		0421 336 217
Educator 3yo	Kelly Haw		0418 998 191
HR & Administration	Kylie Stanley		0438 531 061
Additional NBK Approved Providers			
Vice President	Lianne Kelly		0416 881 212
Secretary	Katherine Stewart		0417 198 101
Treasurer	Sonal Pandit		0468 674 003

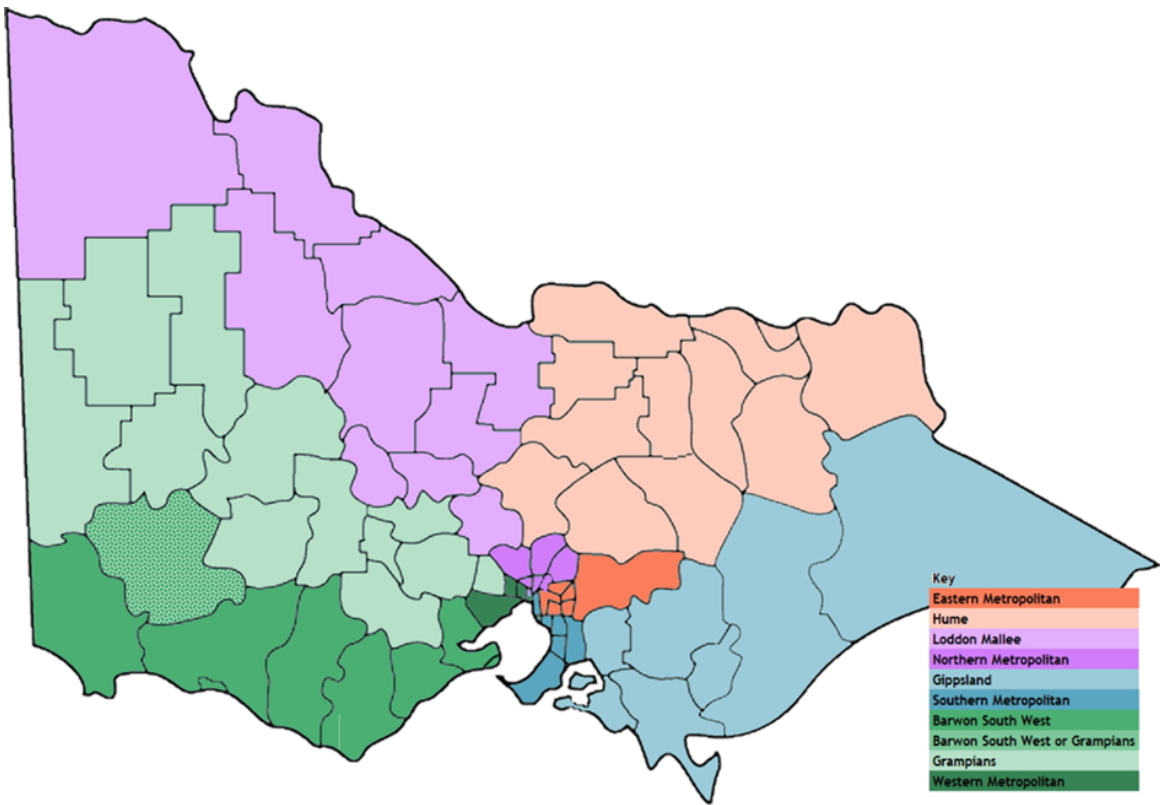
4.3 Key organisational and Department of Education and Training (DET) contacts

Organisation	Name	Contact number
DET Quality Assessment and Regulation Division (QARD) Area/Regional Team	South Eastern Victoria Region Southern Metropolitan Area	8904 2500
DET Regional Manager, Operations and Emergency Management	South Eastern Region	0438 018 269
	Therese Carroll	03 8765 5725

DEPARTMENT OF EDUCATION AND TRAINING REGIONS



QUALITY ASSESSMENT AND REGULATION DIVISION AREAS



4.4 Local/other organisations contacts

Organisation	Contact Number
Police Station	000
Hospital/s	Monash Medical Centre Clayton - 9594 6666 Royal Children's Hospital - 9345 5522 Sandringham Hospital - 9076 1000
Gas	Origin 13 24 61
Electricity	Red Energy 9425 0590
Water Corporation	South East Water 132 812
Facility Plumber	C/- Bayside City Council 9599 4444
Facility Electrician	
Local Government	
SES (flood, storm and earthquake)	13 25 00
WorkSafe Victoria	1800 136 089
Notify of water and fire services cut off/bridge and road closure	1800 668 511
Department of Human Services	Cheltenham 8585 6000 Dandenong 9213 2111 Frankston 9784 3100
DET Regional Office	South Eastern 03 8765 5600
EPA	9695 2722
Poison Information	13 11 26
Asthma Foundation	1800 645 130
Nurse On Call	1300 606 024
24-Hour Help Line	13 11 14
Parent Line – 24-Hour support	13 22 89

4.5 Reporting requirements

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

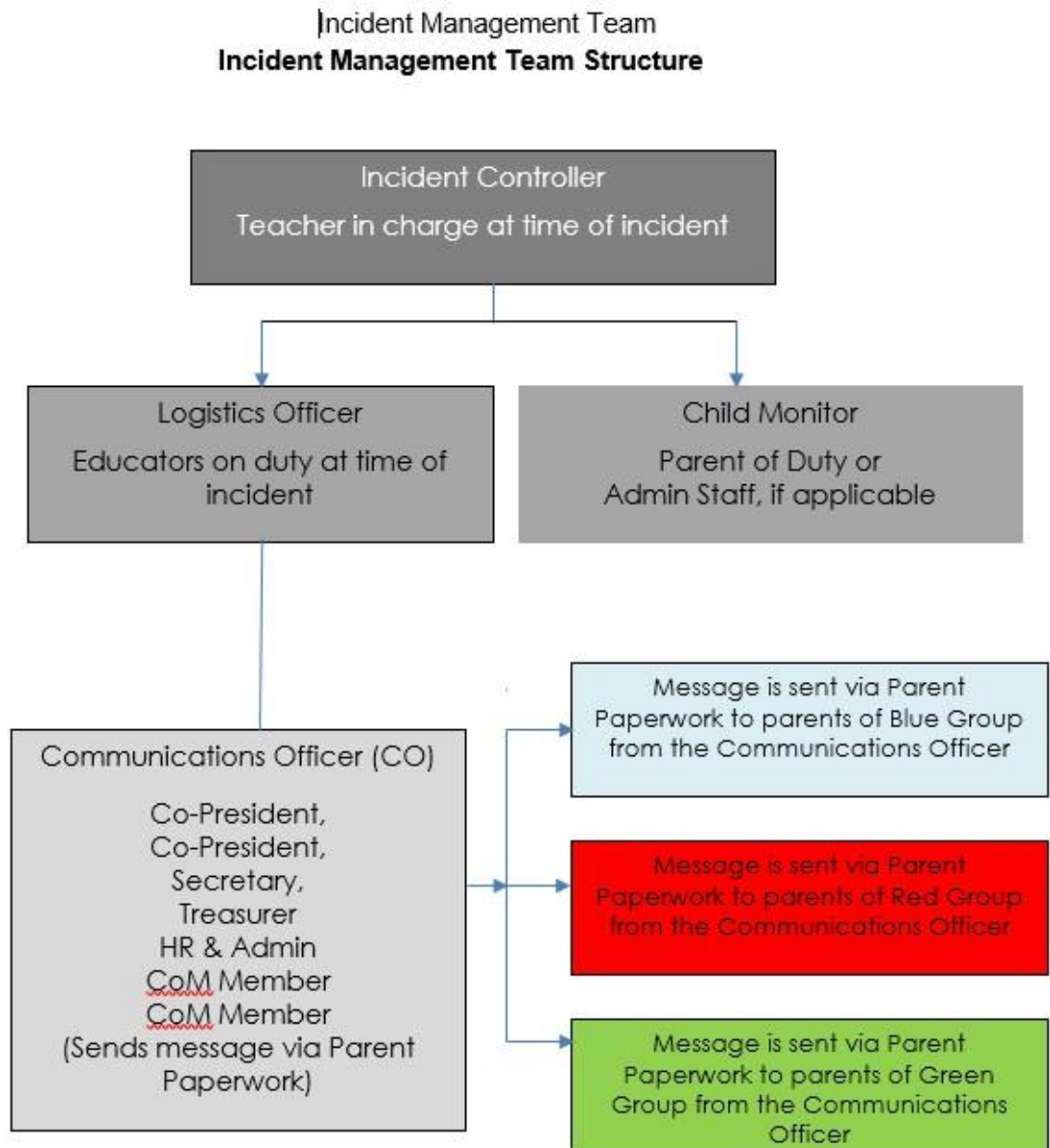
Service agreements also require approved providers to notify DET in the event of a serious incident.

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

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

5. Incident Management Team

5.1 Incident Management Team (IMT) structure



5.2 Incident Management Team contact details

IMT Role/Activities	Primary Contact	Phone/Mobile
Incident Controller – Teacher In Charge	Kylie Lawson	Kinder Mobile 0466 810 198 Or Emergency Mobile 0426 076 256
	Kim Burgess	
	Karoline Schelov	
Logistics Officer tasks will be performed by:	Andrea McLennan	Kinder Mobile 0466 810 198 Or Emergency Mobile 0426 076 256
	Kate Martin	
	Kelly Haw	
Child Monitor tasks will be performed by:	Parent on Duty or Admin Staff	
Area Warden	Kylie Stanley	0438 531 061
Communications tasks will be performed by:	Kylie Stanley	0438 531 061
	Diana Telford	0438 538 854
	Lianne Kelly	0416 881 212
	Leanne Weir	0419 372 841
	Danielle Baird	0402 433 556

5.3 Incident Management Team (IMT) responsibilities

Incident Controller

(Teacher in Charge) Kylie (KL), Kim (KB), Karoline (KS)

Pre-emergency	STATUS
Ensure they have current contact details of IMT members and WhatsApp group saved in NBK mobile phone and their personal mobile phone. This list will be updated, maintained and distributed by the Area Warden.	(KylieS completed 2023)
Ensure <i>children/educators/staff</i> with <i>additional needs</i> list are up to date. This list will be updated, maintained and distributed by the Area Warden	(KylieS completed 2023).
Conduct exercises/drills each term.	Ongoing
Ensure emergency response procedures are kept up to date in conjunction with the Area Warden.	Ongoing
Ensure staff/CoM members on the IMT are aware of their responsibilities in conjunction with Area Warden	(completed 2023)
This is to be done at the first CoM meeting in Feb	(completed 2023)
The <i>WhatsApp</i> procedure to be shared.	(completed 2023 and attached)

During emergency

- Attend the emergency control point.
- Ascertain the nature and scope of the emergency and communicate to the other educator.
- Ensure that the emergency services have been notified.
- Ensure the appropriate response has been actioned.
- Convene Incident Management Team by initiating WhatsApp message as required.
- Initiate evacuation of affected areas/lock-down/lock-out/shelter-in-place as required. The Incident Controller will raise the alarm by blowing the whistle and will instruct children to move to the chosen exit point.
- The Incident Controller will direct all children, parents and visitors through the nearest exit toward the designated safest assembly point.
- At the assembly point, the teacher will confirm all children are accounted for using the attendance book or records located in the evacuation pack.
- Remain at the assembly point until advised otherwise.

- Immediate action is to be taken if a child, staff member or parent member is missing. The teacher must stay with the children and alert the logistics officer or child monitor immediately.
- 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.
- Advise any adjoining occupants of the building: MCH, Brighton Playroom
- Organise debrief with the IMT and, where appropriate, with any attending emergency service.
- Refer any media enquiries to the President.
- Complete the Post Emergency Record/Incident report.
- Collect and evaluate information relating to the emergency.

[Report the serious incident as per legislation - see page 9. Liaise with Approved Provider \(DT\) and Nominated Supervisor \(KylieS\)](#)

In the absence of a regular Teacher

In the event the Teacher was absent from the kinder on the day of the evacuation it is the responsibility of the Educator to advise the relief teacher of their duties.

The Educator will assume their normal duties and will instruct the relief worker to assume the responsibilities of the Teacher. The parent on duty will be instructed to provide assistance to both the Teacher and Educator and keep children calm while moving them quickly towards an exit.

In the absence of an Educator

In the event the Educator was absent from the kinder on the day of the evacuation it is the responsibility of the Teacher to advise the relief teacher of their duties.

The Teacher will assume their normal duties as incident controller and will instruct the relief worker to assume the responsibilities of the Educator. The parent on duty will be instructed to provide assistance to both the Teacher and Educator and keep children calm while moving them quickly towards an exit.

Logistics Officer (Educator) Kate (KM)Andrea (AM) Kelly (KH)

Pre-emergency

Pre-emergency	STATUS
Ensure they are aware of the emergency response procedures.	(completed 2023)
Check and report on deficiencies of emergency equipment and kits to Area Warden. KM is currently responsible for this -	(completed 2023).
Carry out safety practices (e.g. clear egress paths, access to first attack equipment, for example, fire extinguishers and disposal of rubbish). KylieS does a OH&S check bi-annually	To be completed and list updated by end of term 1.
Participate in emergency exercises/drill - one per term	

During emergency

Persons selected to perform as Logistics Officer will carry out activities as set out in the emergency response procedures and as directed by the Incident Controller.

Activities may include the following:

- Attend the emergency control point.
- Notify the appropriate emergency service providing a clear and accurate account of the situation and chosen assembly point.
- Operate the communication system in place. (WhatsApp)
- **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 the protected area.
- Assist occupants with disabilities.
- Communicate the emergency to other occupants in the building: Brighton Playroom and MCH (This can also be done following the emergency if required)
- Collect
 - ☐ attendance book
 - ☐ visitor book
 - ☐ mobile telephone
 - ☐ emergency evacuation pack

- medical alert medication located on the wall
- Re-join the evacuation and assist the Incident Controller to evacuate the children out of the building to chosen evacuation point)
- Contact the Communication Officer (first WhatsApp responder) and communicate details of incident
- Remain in contact with the Communications Officer who will relay information from emergency services
- Report status of required activities to the Incident Controller
- Act as directed by the Incident Controller
- Contact Bayside City Council to advise

Post- emergency

Work with Incident Controller to write a report of the actions taken during the emergency for the debrief.

Child Monitor (Parent on duty or Admin Officer)

During emergency

- Act as directed by the Incident Controller.
- Assist with evacuating the children
- Meet the emergency service and direct the attending emergency service to the access points to the building.
- Will remain onsite until the Communications Officer arrives, before rejoining the incident controller and children.

Post- emergency

- Assist in compiling report of the actions taken during the emergency

Operations (Area Warden) Kylie Stanley (KylieS)

Pre-emergency	STATUS
Maintain current contact details of IMTmembers.	(completed 2023).
Maintain current EMP and children's emergency contact details folders in Classroom	(completed 2023).
Maintain current EMP and children's emergency contact details folders in Excursion Backpack	(completed 2023).
Maintain current EMP and children's emergency contact details folders in Emergency Evacuation Backpack	(completed 2023).

Ensure 'Children/educators/staff with additional needs ' list and ' Staff trained in first aid ' lists are up to date and in each EMP folder.	(completed 2023).
All staff have current First Aid and Child Safety qualifications	Staff First Aid and Child Safety - expiry Dates
Plan exercises/drills each term – with Incident Controllers (KS, KL, KB)	
Ensure staff on the IMT are aware of their responsibilities.	(completed 2023).
IMT to be determined at first CoM meeting in Feb	(completed 2023).
Emergency Response Procedures Information document to be shared, read and signed.	(completed 2023).
Liaise with KM re: deficiencies of emergency equipment and kits. rectify any issues	Completed 2023
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. - Kylie S to do each term	
Participate in emergency exercises/drills.	

During emergency

- Attend the emergency control point (if available)
- Communicate with the Incident Controller and communications officer.
- If on site act as an additional assistant and support the Incident controller

Post emergency

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

- [Report the serious incident as per legislation - see page 9. Liaise with Approved Provider AS and Nominated Supervisor KylieS](#)

Communications Officer

Pre-emergency	STATUS
Participate in communications with the Incident Controller in CoM meetings.	
Attend training in the use of the service's communication system (WhatsApp) as appropriate.	(completed 2023).
Participate in emergency exercises/drills	

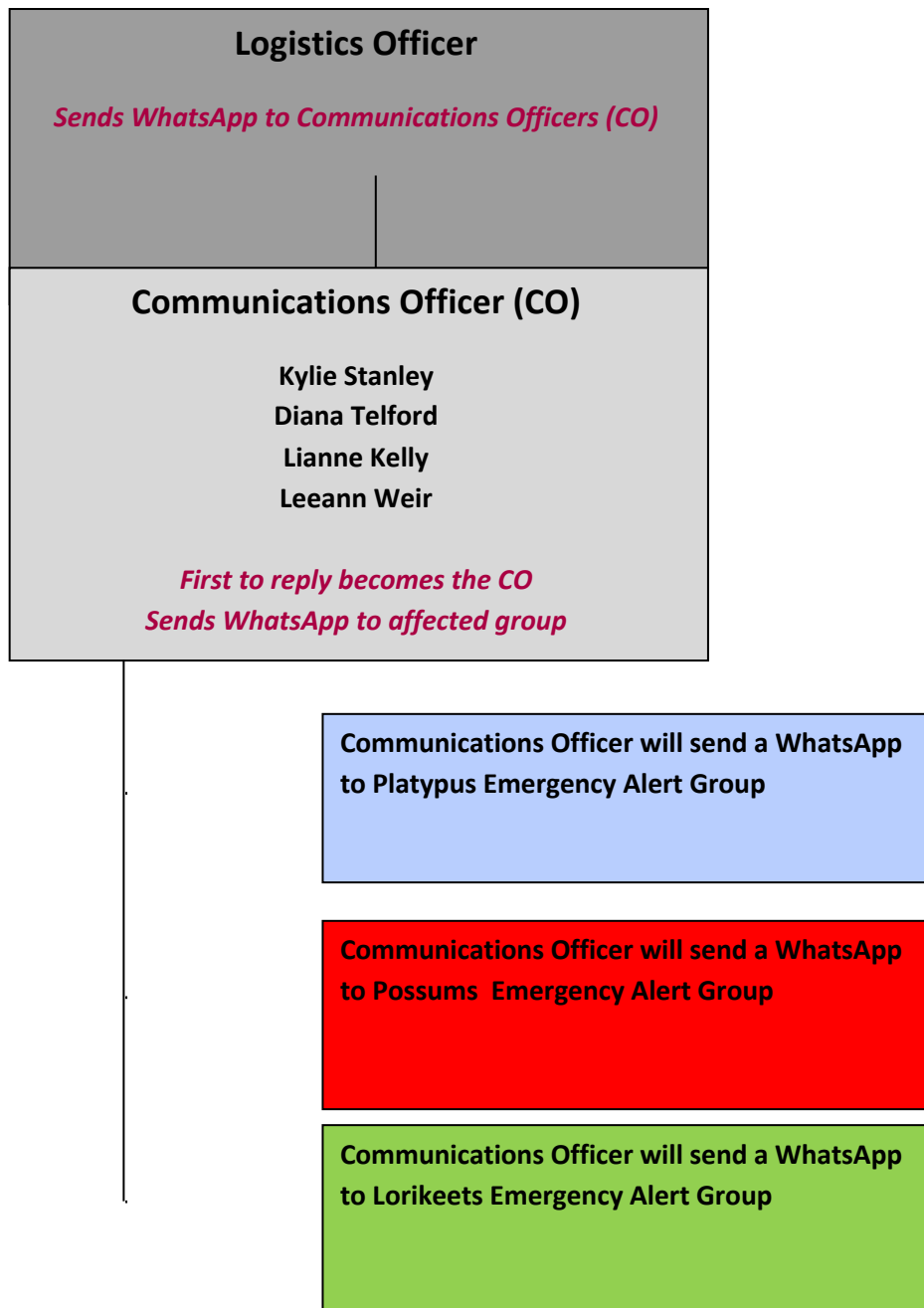
During emergency

- Ascertain the nature and location of the emergency. Maintain up to date information by keeping detailed notes (log of the incident) as specified in the [Emergency Response Procedures Information](#)
- Confirm that emergency services have been notified - record the time.
- Notify appropriate IMT members that you have received the message.
- Send out WhatsApp Broadcast Message to notify parents &/or guardians of the issue.
- Be the point of contact for families. It is important to reinforce that the children are at the designated assembly points and are being cared for by emergency services and staff in an effort to reduce panic.
- Attend the site and assist Child Monitor with emergency services. Child Monitor will re-join Incident
- Controller and children.
- If unable to attend the kindergarten, inform the Child Monitor they are required to remain onsite.
- At the direction of the Logistics Officer provide instruction and information to staff, children and parents
- as required via WhatsApp/email. Once all children have been collected, send a final message letting the relevant group know.
- Keep a log of events that occurred during the emergency.
- Act as directed by the Incident Controller.
- If applicable send a Broadcast to the group scheduled for a later session and relay the message to them regarding access to the kindergarten and/or cancelling the program.

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.
- Work with Incident Controller to write a report of the actions taken during the emergency for the debrief.

6. Communication Tree



7. Staff Trained In First Aid

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

[Staff First Aid and Child Safe training expiry dates](#)

8. Core Emergency Response Procedures

8.1 On-site evacuation/relocation procedure

When it is unsafe for children, staff and visitors to remain inside the facility, the Chief Warden/Early Childhood Commander on-site will take charge and activate the IMT if necessary. This procedure may be required for an emergency response to incidents such as a **small fire, internal gas leak or other threat or hazard confined to the classroom.**

- **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 location: **Cross Street Carpark or Cochrane Street Guide Hall**
- Take the child attendance list and Emergency Backpack and excursion mobile phone.
- Once at the assembly point, check all children, staff and visitors are accounted for.
- Notify communications officers (send WhatsApp message) - communicate with parents as required. Enact the IMT.
- Ensure communications with emergency services is maintained. This may be done by the Communications Officer.
- 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 if required.
- Maintain a record of actions/decisions undertaken and times.
- Contact parents/carers as required or as per service policy.

Actions after on-site evacuation/relocation procedure

- Ensure any children, staff or visitors with medical or other needs including those that are non-ambulant are supported.
- Determine whether to activate your parent/carer reunification process.
- Determine if there is any specific information staff, children and visitors need to know (e.g. reunification process or areas of the facility to avoid).
- CO to maintain communications with parents/carers through WhatsApp or email
- Undertake operational debrief with staff and Incident Management Team to identify any on-site evacuation and procedural changes that may be required.
- Complete your Post Emergency Record form.
- Report serious incidents to the relevant DET QARD Area Team in accordance with relevant regulatory requirements and service agreement (see Reporting requirements in the Emergency contacts section).

8.2 Off-site evacuation procedure

If it is unsafe for children, staff and visitors to remain on the facility's grounds the Chief Warden/Early Childhood Commander on-site will take charge and activate the IMT if necessary. This procedure may be required for an emergency response to incidents such as a **bomb threat, fire, chemical spill or flood.**

- **Call 000** for emergency services and seek and follow advice.

- Determine which off-site assembly point you will evacuate children, educators, staff and visitors to.
- Assemble children, staff and visitors at your nominated on-site location: **Elsternwick Primary School**
- Take the child attendance list and Emergency Backpack and excursion mobile phone.
- Once at assembly point, check all children, staff and visitors are accounted for.
- Notify communications officers using WhatsApp - communicate with parents as required. Enact the IMT
- Ensure communications with emergency services is maintained. This may be done by the communications Officer.
- 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 if required.
- Maintain a record of actions/decisions undertaken and times.
- Contact parents/carers as required or as per service policy.

Actions after off-site evacuation procedure

- Ensure any children, staff or visitors with medical or other needs including those that are non-ambulant are supported.
- Determine whether to activate your parent/carer reunification process.
- Determine if there is any specific information staff, children and visitors need to know (e.g. reunification process or areas of the facility to avoid).
- CO to maintain communications with parents/carers through WhatsApp or email.
- Undertake operational debrief with staff and IMT to identify any off-site and procedural changes that may be required.
- Complete your Post Emergency Record form (see Appendix 1).
- Report serious incidents to the relevant DET QARD Area Team in accordance with relevant regulatory requirements and service agreement (see Reporting requirements in the Emergency contacts section)

8.3 Lock-down procedure

When an external and immediate danger is identified and it is determined that the children should be kept securely inside the building the Chief Warden/Early Childhood Commander on-site will take charge and activate the IMT if necessary. This procedure may be required for a response to an incident such as **hazardous smoke emission from a nearby fire, severe weather event, a sensitive police operation or intruder threat**

- **Call 000** for emergency services and seek and follow advice.
- Initiate the lock-down and provide instructions to staff, for example, close internal doors (lock external door if possible and safe), remain in classroom or move into storeroom or corridors.
- Ensure any children, staff or visitors with medical or other needs and including those that are non-ambulant are supported and have access to any required medications.
- Check that all external doors (and windows if appropriate) are locked.
- If available, allocate educators/staff to be posted at locked doors to allow children, educators, staff and visitors to enter if locked out.
- Contact Communications Officer to alert parents advising them **not to** attend the kindergarten
- Divert parents/carers and returning groups from the facility if required.
- Ensure a telephone line is kept free. **The excursion mobile should be used for this.**

- Keep public address system free.
- Keep main entrance as the only entry point. It must be constantly monitored and no unauthorised people allowed access. This can also be locked.
- As appropriate, ascertain that all children, staff and visitors are accounted for.
- Notify communications officer using WhatsApp - communicate with parents as required. enact the IMT
- If it is safe to do so, have an educator/staff member wait at the main entry to the facility to guide emergency services personnel.
- As appropriate, confirm with emergency services personnel that it is safe to return to normal operations.
- Seek advice from your Approved Provider if required.
- Maintain a record of actions/decisions undertaken and times.
- Contact parents/carers as required or as per service policy.

Actions after lock-down procedure

- Ensure any children, staff or visitors with medical or other needs and including those that are non-ambulant are supported.
- Determine whether to activate your parent/carer reunification process.
- Determine if there is any specific information staff, children and visitors need to know (e.g. reunification process or areas of the facility to avoid).
- CO to maintain communications with parents/carers through WhatsApp or email
- Undertake operational debrief with educators and staff and IMT to identify any lock-down and procedural changes that may be required.
- Complete your Post Emergency Record form (see Appendix 1).
- Report serious incidents to the relevant DET QARD Area Team in accordance with relevant regulatory requirements and service agreement (see Reporting requirements in the Emergency contacts section).

8.4 Lock-out procedure

When an internal immediate danger is identified and it is determined that children should be excluded from buildings for their safety the Chief Warden/Early Childhood Commander on-site will take charge and activate the IMT if necessary. This procedure may be required for an emergency response to an incident such as a **gas leak in a part of the facility**.

- **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
 - Take the child attendance list and Emergency Backpack and excursion mobile phone.
- Determine which of your facility's pre-identified on-site evacuation point/s is most appropriate to use.
- Ensure any children, staff or visitors with medical or other needs and including those that are non-ambulant are supported and have access to any required medications.
- Assemble children, staff and visitors at your nominated on-site location: **Cross Street Carpark or Cochrane St Guide Hall**.
- 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 if required.
- Maintain a record of actions/decisions undertaken and times.
- Contact parents/carers as required or as per service policy.

Actions after lock-out procedure

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

8.5 Shelter-in-place procedure

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

- **Call 000** for emergency services and seek and follow advice.
- Move all children, staff and visitors to your pre-determined shelter-in-place location **The store rooms.**
- Take the child attendance list and Emergency Backpack and excursion mobile phone.
- Check that all children, staff and visitors are accounted for.
- Ensure any children, staff or visitors with medical or other needs and including those that are non-ambulant are supported and have access to any required medications.
- Ensure communications with emergency services is maintained. Wait for emergency services to arrive or provide further information.
- Where appropriate, confirm with emergency services personnel that it is safe to return to
- Maintain a record of actions/decisions undertaken and times.
- Seek advice from your PMC if required.
- Contact parents/carers as required or as per service policy.

Actions after shelter-in-place procedure

- Ensure any children, staff or visitors with medical or other needs are supported.
- Determine whether to activate your parent/carer reunification process.
- Determine if there is any specific information educators, staff, children and visitors need to know (e.g. reunification process or areas of the facility to avoid).
- CO to maintain communications with parents/carers through WhatsApp or email
- Undertake operational debrief with staff and IMT to identify any shelter-in-place and procedural changes that may be required.
- Complete your Post Emergency Record form (see Appendix 1).

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

SAMPLE POST EMERGENCY RECORD TEMPLATE

Early childhood services must report serious incidents to the relevant Department of Education and Training (DET) QARD Area Team in accordance with relevant regulatory requirements. Services with a funding and service agreement will need to contact their regional Early Childhood Improvement Branch and/or your Early Childhood Performance and Planning Advisor

Facility Name	
Emergency Event	
Date and Time of Emergency	

Description/Details of Emergency	
---	--

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

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

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

9. Specific Emergency and Critical Incident Response Procedure

9.1 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 Incident Controller who will coordinate the emergency response until police arrive.
- Do not approach, touch, tilt or tamper with the object.
- Contact Communications Officers using WhatsApp

Evacuation

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

Communication

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

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

DO NOT HANG UP

- Keep the person talking for as long as possible and obtain as much information as possible.
- Without alerting the caller, signal a co-worker if possible to:
 - call 000 for police on a separate phone
 - notify the Incident Controller/Person with management or control.
- Fill out the *Bomb Threat Checklist* provided next to the phone in the office as you keep the caller on the phone.

Once the call is finished immediately:

- ☐ inform the Incident Controller/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 as per off-site evacuation procedure
- ☐ Ensure all of the caller information has been written down and provided to police on arrival
- ☐ Notify your approved provider

If a bomb/substance threat is received by letter:

- Place the letter in a clear bag or sleeve and store in a secure place.
- Avoid any further handling of the letter or envelope.
- **Call 000** for police and seek and follow advice.
- Notify the Incident Controller/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 **"If a suspicious object is found"** above.
- Implement evacuation and communication procedures as indicated in section **9.2** above.

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

- **DO NOT DELETE THE MESSAGE.**
- **Call 000** for police and seek and follow advice.
- Notify the Incident Controller/ 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 **9.2** above.

If you are at the site of an explosion:

- Direct staff to shelter children e.g. under sturdy tables or desks if objects are falling around you.
- Implement evacuation and communication procedures as indicated in section **9.2** above. Do not retrieve personal belongings or make phone calls when evacuating.
- Help others to leave the area. Use stairs instead of elevators.
- Be aware of weakened floors and stairways and watch for falling debris.
- Once out of the affected building:
 - ☐ Move children away from windows and glass doors or other potentially hazardous areas
 - ☐ Use caution to avoid debris that could be hot or sharp
 - ☐ **Call 000** for emergency services and seek and follow advice

- ☐ Be aware of any potential secondary explosions
- ☐ Limit use of phones as communications systems may become congested.

SAMPLE TELEPHONE BOMB THREAT CHECKLIST

STAY CALM

DATE CALL RECEIVED: / /

TIME OF CALL:

TIME CALL ENDED:

EXACT WORDING OF THREAT

.....

.....

.....

Could you identify the caller's phone number?

DON'T HANG UP **KEEP THE CALLER TALKING**

ASK THE CALLER

When is the bomb going to explode?

Where is the bomb?

What will make the bomb explode?

What kind of bomb is it?

What does the bomb look like?

Why did you place the bomb here?

Where are you now?

What is your name?

What is your address?

When was the bomb placed here?

Who placed the bomb?

DON'T HANG UP

(the call may be traceable if the phone line is kept open, even if the caller hangs up!)

CALL DETAILS (where possible to obtain)

Did you recognise the caller?

If so, who do you think it was?

Was the call: Robotic/Automated In-Person Pre-Recorded

Estimated age of caller?

Did the caller seem familiar with the site?

Characteristics of the call (tick appropriate characteristics):

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

Phone number call received on:

Service Phone system (e.g. menu):

Who did you report the threatening call to?

Date: / /

Time:

Your Name: Service Name:

9.2 Building fire

- **Call 000** for emergency services and seek and follow advice.
- Activate the fire alarm by blowing the whistle.
- If appropriate, follow the procedure for **on-site evacuation**.
- Report the emergency immediately to the Incident Controller who will convene your IMT if necessary.
- Extinguish the fire (**only if safe to do so**).
- Evacuate to the appropriate location: **Cross Street Carpark**, or **Elsternwick Primary School, Montrose Avenue entrance**, closing all doors and windows (if safe to do so).
- Check that all areas have been cleared and notify the Incident Controller.
- Check that all children, staff, visitors and contractors are accounted for.
- Notify the communications officer and seek advice if required
- Contact parents via WhatsApp
- Report serious incidents to the relevant DET QARD Area Team in accordance with relevant regulatory requirements and service agreement (see Reporting requirements in the Emergency contacts section).

9.3 Child abuse

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

1. Responding to an emergency:

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

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

2. Reporting to authorities:

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

- you must contact Victoria Police via your local police station
- you must report internally to management (approved provider)

- you must notify QARD
- you must identify a contact person at the service.

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

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

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

3. Contact parents/carers:

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

4. Providing ongoing support:

Where appropriate, services should consider:

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

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

9.4 Flood

- **Call 000** if immediate/life threatening.
- Monitor the VicEmergency website and/or VicEmergency App.
- Contact the VicEmergency hotline on 1800 226 226 for information.
- Monitor the Bureau of Meteorology website for weather updates and weather warnings and follow the advice.
- Report emergency to the Incident Support and Operations Centre on 1800 126 126.
- Notify and/or seek advice from your Approved Provider if required.
- Listen to local radio or TV on battery-powered sets for weather warnings and advice.
- Do not drive, ride or walk through floodwater.
- Report serious incidents to the relevant DET QARD Area Team in accordance with relevant regulatory requirements and service agreement (see Reporting requirements in the Emergency contacts section).

9.5 Heat (extreme)

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

- Call '000' if immediate medical assistance is required

Scheduling/Activities:

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

Hydration:

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

Notification/Information:

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

9.6 Information security

- Contact your IT specialist technician for advice and support
- If the incident involves sensitive and/or personal information that may identify an individual without their consent contact your Approved Provider.
- If the information security breach is considered malicious contact local police.
- Offer impacted staff the option of support.
- Report serious incidents to the relevant DET QARD Area Team in accordance with relevant regulatory requirements and service agreement (see Reporting requirements in the Emergency contacts section).

9.7 Intruder

- **Call 000** for emergency services and seek and follow advice.
- Report the emergency immediately to the Incident Controller.
- Do not do or say anything to the person to encourage irrational behaviour.
- Do not interrupt the person and let them speak. Do not tell them to calm down and ensure you make your movements slowly and calmly.
 - Alert / raise the alarm with other staff members by using the code. If outside, 'it's getting windy, let's get the kids inside' and if inside, 'it's very windy outside, let's keep the kids inside'.
- The staff member who is not at the door/with the person, will take the role of the Incident Controller and Logistics Officer.
- 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. Do this in consultation with the Police where possible.
- Evacuation only should be considered if safe to do so.
- Instruct children to remain sitting/lying on the ground and remain very quiet.
- In the case of an aggressive parent/guardian demanding the release of a child, release the child and advise the police. Your safety and the safety of the remaining children is the overriding concern.
- If the threat is external, lock all doors and direct all children to the lockdown area (storeroom).
- If there is an armed intrusion, keep calm and obey instruction given by the intruder.
- Contact police immediately. Restrict any further entry by locking all doors and keeping children calm in a safe area within the kindergarten or moving to the lockdown area in the storeroom.
- Notify and/or seek advice from your PMC or the DET regional emergency management staff if required.
- Communications Officers to contact parents/carers using WhatsApp as required.
- Report serious incidents to the relevant DET QARD Area Team in accordance with relevant regulatory requirements and service agreement (see Reporting requirements in the Emergency contacts section).

9.8 Loss of essential services

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

- Determine which services are affected and the extent of the impact.

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

9.9 Major external emissions/spill (includes gas leaks)

- Contact the relevant utility faults/emergency line and follow advice.
- **Call 000** for emergency services and seek and follow advice.
- Report the emergency immediately to the Incident Controller who will convene your IMT if necessary.
- Move staff and children away from the spill to a safe area and isolate the affected area.
- Seek advice in regards to clean up requirements, and if safe to do so, the spill can be cleaned up by staff. Personal Protective Equipment should be worn as required.
- Notify and/or seek advice from your Approved Provider or DET regional emergency management staff if required if required.
- Communications Officers to contact parents/carers using WhatsApp as required.
- Consider notification to WorkSafe 13 23 60.
- Report serious incidents to the relevant DET QARD Area Team in accordance with relevant regulatory requirements and service agreement (see Reporting requirements in the Emergency contacts section).

9.10 Medical emergency

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

- **Call 000** if immediate/life threatening .
- Administer first aid.
 - Do not move the person unless they are in immediate danger
 - Incident Controller to start first aid – in the event the Incident controller is unable to do this the Logistics Officer will start to administer first aid
 - Delegate a member of staff or visitor to contact emergency services and move children away from injured person
 - Meet the ambulance upon arrival
 - The Incident Controller will complete injury and accident form and notify parent/guardian
 - Contact communications officer

- Ensure any children, staff or visitors with medical or other needs and including those that are non-ambulant are supported and have access to any required medications
- Contact parent/carer of affected child.
- Provide support for children who may have witnessed early stage of emergency
- Report serious incidents to the relevant DET QARD Area Team in accordance with relevant regulatory requirements and service agreement (see Reporting requirements in the Emergency contacts section).

9.11 Mental stress

- If there is immediate and/or life-threatening concern for an individual's health or wellbeing **contact '000'**.
- Notify parents/carers.
- Administer first aid (if appropriate) – keep physically and emotionally safe.
- See [child safety measures](#) and consider what other supports are needed and appropriate, including:
 - Pre-school field officer (PSFO)
 - Kids Helpline - 1800 55 1800
 - Bravehearts counselling and support for survivors of child sexual abuse on 1800 272 831 or www.bravehearts.org.au Lifeline - 13 11 14
 - Suicide prevention resources from Beyond Blue and/or Headspace
 - Child and Adolescent Mental Health Team – acute mental health triage
 - Children and Young People with Disability Australia on 1800 222 660 or www.cyda.org.au
 - For additional helplines and counselling services for children, young people and parents/carers, Australia-wide and by state and territory, see this [resource sheet](#) developed by the Australian Institute of Family Studies.
- Report serious incidents to the relevant DET QARD Area Team in accordance with relevant regulatory requirements and service agreement (see Reporting requirements in the Emergency contacts section).

9.12 Missing child

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

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

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

- North Brighton Kindergarten will create their own action plan in response to an individual pandemic based on the information provided. For current procedures see COVID Safe Plan
- Throughout the year maintain high levels of hand hygiene, provide soap and hand sanitiser. Follow hand Hygiene practices as per our hygiene policy with the children and follow the guidelines in the NHMRC - Staying healthy guidelines.
- All staff and children are advised to get the influenza vaccine annually.
- We are to follow the preparedness Stage actions throughout the year. If the alert level increases - the Committee of Management and Staff are to convene to create an action plan relevant to the situation at hand.

COVID-19 (see our Covid Safe Plan)

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

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

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

Influenza Pandemic

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

Incident response:

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

Hygiene measures:

Reinforce basic hygiene measures including:

- provide children and staff with information about the importance of hand hygiene (more information is available at [Better Health](#)).
- provide convenient access to water and liquid soap and alcohol-based hand sanitiser

- educate staff and children about covering their cough with tissue or inner elbow to prevent the spread of germs.
- careful disposal of used tissues.
- Ensure germicidal wipes are available in stationary supplies for staff to clean staff administrative area, telephones etc.

Communications:

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

Travel advisories:

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

Business continuity:

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

9.14 Severe weather event

- **Call 000** if emergency services are needed and seek and follow advice.
- Before the storm:
 - consider notifying parents/carers, especially those with children with additional needs
 - store or secure loose items external to the building, such as outdoor furniture and rubbish bins
 - disconnect/cover/move electrical equipment away from windows

- secure windows (close curtains and blinds) and external doors. If necessary, tape windows and glass entrances. Utilise boards and sandbags if required.
- Monitor the VicEmergency website and/or VicEmergency App
- Monitor the Bureau of Meteorology website for weather updates and weather warnings
- During a severe storm:
 - remain in the building and keep away from windows.
 - restrict the use of telephone landlines to emergency calls only, particularly during a thunderstorm.
- Report any matter concerning the safety and wellbeing of children, staff and visitors to the Incident Controller.
- Notify and/or seek advice from your Approved Provider if required.
- Listen to local radio or TV on battery-powered sets for weather warnings and advice.
- Report serious incidents to the relevant DET QARD Area Team in accordance with relevant regulatory requirements and service agreement (see Reporting requirements in the Emergency contacts section).

9.15 Smoke

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

Medical

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

Activities/Indoors

- Restrict outdoor activities or as appropriate, cancel, re-schedule or use alternative venues for any outdoor activities.
- Close windows and doors.
- Switch air conditioners to 're-circulate' or 'reuse air' (turn it off if it doesn't have this function).
- Limit prolonged or heavy physical activity relative to the conditions.

Notification/Information

As appropriate:

- Notify and/or seek advice from your Approved Provider if required
- For health information about smoke go to: [betterhealth bushfiresmoke](#) or
- For information about planned burns in your area call 1800 226 226, download the VicEmergency app. Detailed information about the time, location and status of planned burns for the next 10 days can be found at [Planned Burns Victoria](#)
- Tune in to your ABC Radio station and keep listening for advice and warnings. You can find your local station on the ABC Radio frequency finder as well as listen online or via the ABC Radio app.

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

9.16 Traumatic death/injury/grief

If death or injury occurs on the service's site (that impacts or risks impacting the health, safety and wellbeing of children or staff):

- **Contact '000'** for police/ambulance attendance
- Monitor the wellbeing of staff
- Communications Officers to contact parents/carers as appropriate
- Actively implement self-care strategies
- If the incident occurs on service premises/excursion
 - Preserve the evidence
 - Consider a Worksafe Notification 13 23 60
- Report serious incidents to the relevant DET QARD Area Team as soon as practicable and in accordance with relevant regulatory requirements and service agreement (see Reporting requirements in the Emergency contacts section)
- For general guidance, refer to the [Managing Trauma Guide](#) to support, plan for, and lead an effective recovery including:
 - Develop a Communications Plan – check what information can be released
 - Notification (as appropriate) to the service community – letter, newsletters, emails, phone calls, text messages or SMS alert
 - Limit exposure to ongoing trauma, distressing sights, sounds and smells
 - Continue to identify those most at risk and triage for support
 - Consider tribute, memorial, ritual

9.17 Violence, aggression and/or harassment

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

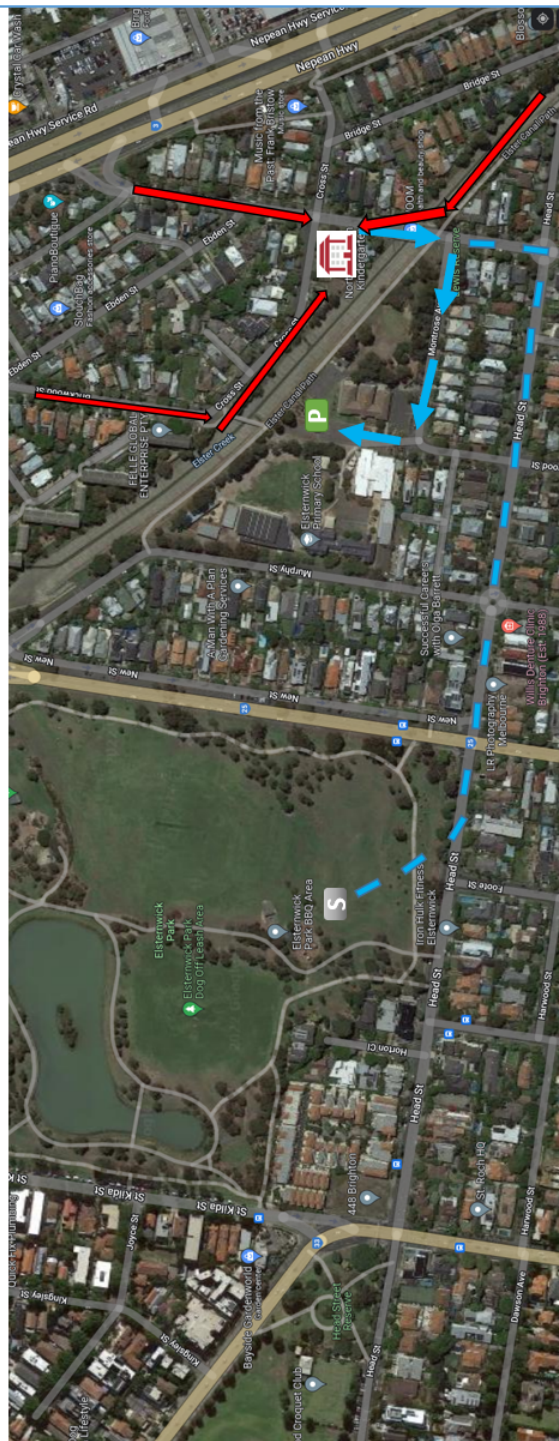
10. Area Map

Validated: 06/02/2023

AREA MAP North Brighton Kindergarten

Date created: 06/02/2023

Legend



If Elsternwick Primary School activates an off-site evacuation, North Brighton Kindergarten will adopt the same plan and evacuate with the school to Elsternwick Park

PRIMARY OFF-SITE ASSEMBLY POINT: ELSTERNWICK PRIMARY SCHOOL
Distance to assembly point: 240m Approx. time to reach assembly point: 3 mins

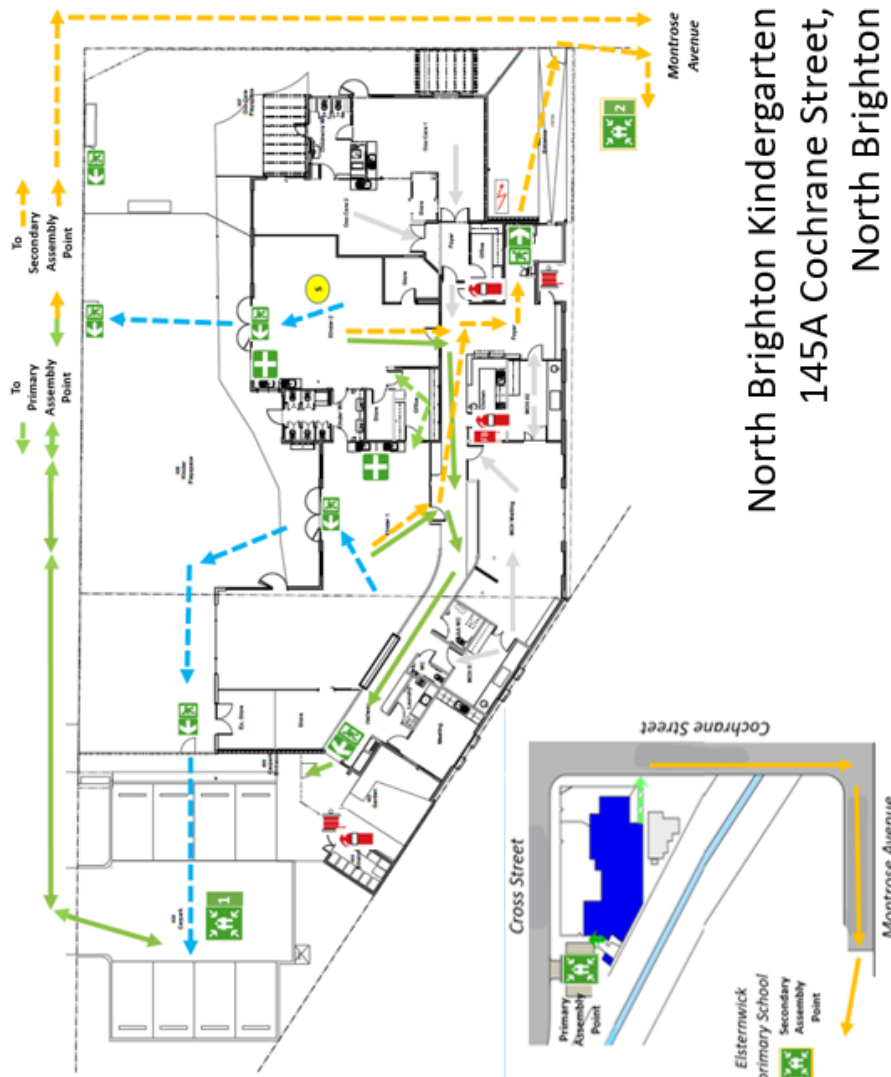
SECONDARY OFF-SITE ASSEMBLY POINT: ELSTERNWICK PARK
Distance to assembly point: 900m Approx. time to reach assembly point: 11 mins

AREA MAP TEMPLATE | July 2022

11. Evacuation Diagram Validated: 06/02/2023

Evacuation Diagram

Date Issued: 27 January 2023
Building Reference: North Brighton Children's Centre, Kindergarten Rooms
Bayside City Council Asset # 21022



Primary Assembly Area:
Rear Car Park
Cross Street

Secondary Assembly Area:
Elsternwick Primary School
via Montrose Avenue

IN ANY EMERGENCY
DIAL 000

- R** REMOVE people from immediate danger
- A** ALERT others, call emergency services 000
- C** CONTAIN or isolate the threat if safe to do so
- E** EVACUATE to the designated evacuation assembly location

12. Parent/Carer 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.

This information is at the end of the folder

13. Children and Staff with Additional Needs

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.

This information is at the end of the folder

PART 2 – EMERGENCY PREPAREDNESS

14. Service Facility Profile

14.1 General Information

Operating Days	Monday to Friday
Operating Hours	8:00am to 4.30pm (Monday/Wednesday/Friday) 8:00am to 6:00pm (Tuesday/Thursday)
Phone	0466 810 198
Email	northbrightonkindergarten@gmail.com
Website	https://www.northbrightonkindergarten.org.au/
Number of buildings	1
Is the facility a designated Neighbourhood Safer Place?	No
Shelter-In-Place Location	In the classroom / storeroom
Number of children/ approved places)	55
Total number of educators/staff	9
Methods for communicating with our community	Bulk Messaging

14.2 Other services/users of site

Service / User name	Brighton Playroom	Maternal & Child Health
Location on site	North Eastern Rooms	Southern Rooms
Children/Visitor numbers	30	8
Operating hours/days	7.30am to 5.30pm	8.30am to 5.30pm
Emergency contact name	Nadia Wood	C/- Bayside City Council
Phone number	9532 4440	9599 4755
Mobile number	0431 999 913	

14.3 Building information summary

Telephones (Landlines)			
Location	Number	Location	Number
Office (Cordless)	0466 810 198		
Kinder Teaching Room (Cordless)			

Store Room (Cordless)				
Alarms				
		Location	Monitoring Company	Location of Shut-off Instructions
Fire:		XXX		
Intrusion:		XXX		
Other:		XXX		
Utilities				
		Location	Service provider	Location of shut-off instructions
Gas / Propane:		n/a	n/a	n/a
Water:		XXX		
Electricity:		XXX		
Sprinkler system				
Location of control valve:			XXX	
Location of shut-off instructions:			XXX	
Building and site hazards				
Hazard description			Location	
Domestic Cleaning Chemicals			In locked central storeroom and kitchen	

15. Risk Assessment and Business Continuity Planning

This table lists the identified hazards to our education and care service/children's service, assessment of the risks associated with those hazards and how we reduce their impact.

[Risk assessment and minimisation table](#)

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

SAMPLE Kindergarten Business Continuity Plan

(to be reviewed 2023)

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

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

<p>Details of arrangements</p>	<p>Workaround</p> <p><i>Partial site unavailable:</i></p> <p><i>Consider</i></p> <p>Determine if remaining areas of the site are suitable for operations based on service approval</p> <p>Approved provider and nominated supervisor determine what changes to operations are required.</p> <p><i>Notify</i></p> <p>Contact Quality Assessment and Regulation Division (QARD) Area Team to notify of any operation changes</p> <p>Admin staff may need to work remotely from a neighbouring service site or from home.</p> <p>Provide regular updates to families and carers to notify of any operation changes via SMS, emails, social media and newsletter</p> <p>If co -located, notify site users. E.g. School Principal, Allied Health, other children's services</p> <p><i>Whole site unavailable:</i></p> <p><i>Consider</i></p> <p>Approved provider to discuss issues and possible options for relocation once length of reinstatement program is confirmed.</p> <p>Approved provider determine what changes to operations are required.</p> <p><i>Notify</i></p> <p>Contact QARD Area Team to notify of any operation changes.</p> <p>Complete and submit any required service applications to QARD via the National Quality Agenda IT System (NQA ITS)</p> <p>Provide regular updates to families and carers to notify of any operation changes via SMS, emails, social media and newsletter</p> <p>If co -located, notify site users. E.g. School Principal, Allied Health, other children's services.</p> <p>Redirect suppliers to alternate site.</p> <p>IT Resources required</p> <p>Access to wireless network.</p> <p>Considerations</p> <p>OH&S issues in relocating children's service equipment and resources</p> <p>Transport arrangements for children in regional and remote areas</p> <p>Children's access to early education and care.</p> <p>Demands placed on families and carers due to loss of access to early education and care, co – located services and resources, relocation, etc</p> <p>Demands placed on staff due to loss of resources, relocation, etc</p> <p><u>Key Contacts can be found in the Contacts section of the Emergency Management Plan.</u></p>
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2. Arrangements to manage a loss of technology / telephony / data / power / water

<p>Details of arrangements</p>	<p>Workarounds</p> <p><u>Data/technology:</u></p> <p>Relocate admin and staff facilities to other networked space within the school if co-located</p> <p>Admin staff may need to work remotely from this service to access network</p> <p>Utilise laptops where available to provide access to network</p> <p><u>Telephones:</u></p> <p>Ensure there is an up to date, printed, hard copy list of all child and staff contact details in an accessible, secure location.</p> <p>Utilise mobile phones to contact staff.</p>
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	<p>Place message on answering machine, if possible, referring callers to an emergency contact number either on site or at alternative location.</p> <p><u>Power:</u> Determine the requirement for the operation of the service. I.e. water pump for toilet operation. Battery back-up (UPS) is on servers. Determine time limit of UPS and back up servers as required. Restructure the program to account of the lack of power.</p> <p><u>Water:</u> Purchase/have a supply of bottled water Order bulk water delivery</p> <p>Considerations Ensure OH&S issues are considered when using back up power and water pumps Review and update staff contact details to include mobile phone numbers. Staff Communications Tree to include details of messaging systems</p> <p>Key contacts QARD Area Team - contact number Phone provider – contact number</p>
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3. Arrangements to manage a loss or shortage of staff or skills

Details of arrangements	<p>Workarounds Prioritise work allocations for remaining staff Determine the number of Casual Relief Educators required. Casual Relief Educators to be sourced from: Service's own pool of emergency educators. Approved provider's own pool of emergency educators. Approved provider's preferred CRT agency Delivery multi aged program where possible to make up full groups Implement succession plan/back up for key roles within service. i.e. person in day-to-day charge, nominated supervisor Inform service community of issues via social media, newsletter or via phone or face to face conversations where necessary.</p> <p>Considerations Workload of staff and emergency educators</p> <p>Table of key contacts Casual Relief agency – 03 9999999</p>
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16. Emergency Response Drills Schedule

To be scheduled for 2023				
	Type of drill (e.g. evacuation, lockdown) and drill scenario (e.g. fire, intruder)	Scheduled drill date	Date drill performed	Observer's Record completed
Jan-Mar	Onsite evacuation IMT Training			
Apr-June	Lockdown IMT communication Test			
Jul-Sept	Evacuation			
Oct-Dec	Evacuation to Elsternwick Park			

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

SAMPLE EMERGENCY RESPONSE DRILL

OBSERVER'S RECORD TEMPLATE

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

Evacuation Drill

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

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

General Drill Items	Yes	No	N/A
Did the Chief Warden/Early Childhood Education Commander take charge and brief IMT/Wardens?			
Was the (simulated) call to the following done promptly:			
<ul style="list-style-type: none"> Emergency services 			
<ul style="list-style-type: none"> Approved provider/person with management or control 			
<ul style="list-style-type: none"> Co-located facility 			
Could the alarm/signal/PA announcements be heard in all parts of the facility?			
Was someone appointed to maintain situational awareness e.g. by monitoring information sources and liaising with the relevant authorities?			
Did all the staff assigned response roles, including Wardens and IMT understand their responsibilities?			
Was someone appointed to liaise with the parents/carers/community?			
Was the Chief Warden's instructions followed by everyone?			
Were any people with additional needs identified during the drill?			
Was emergency equipment/resources needing to be used in a real emergency operationally ready?			

Comments/Issues for follow up by the EMP Planning Team

Lockdown Drill

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

Lockdown Drill Items	Yes	No	N/A
Was the correct alarm/signal sounded for a lockdown?			

Were all persons on site accounted for (children, staff, visitors, contractors and volunteers)?			
Was access to buildings restricted to authorised people only?			
Were needs of children/staff able to be met for an extended lockdown e.g. toileting, water?			
Was a check made or direction given to ensure windows and doors locked?			
Wardens/response staff were able to get instructions from/provide feedback to the Chief Warden?			
Did anyone leave the premises/building before the “all clear” was given?			
Was the Lockdown procedure documented in the EMP followed?			

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

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

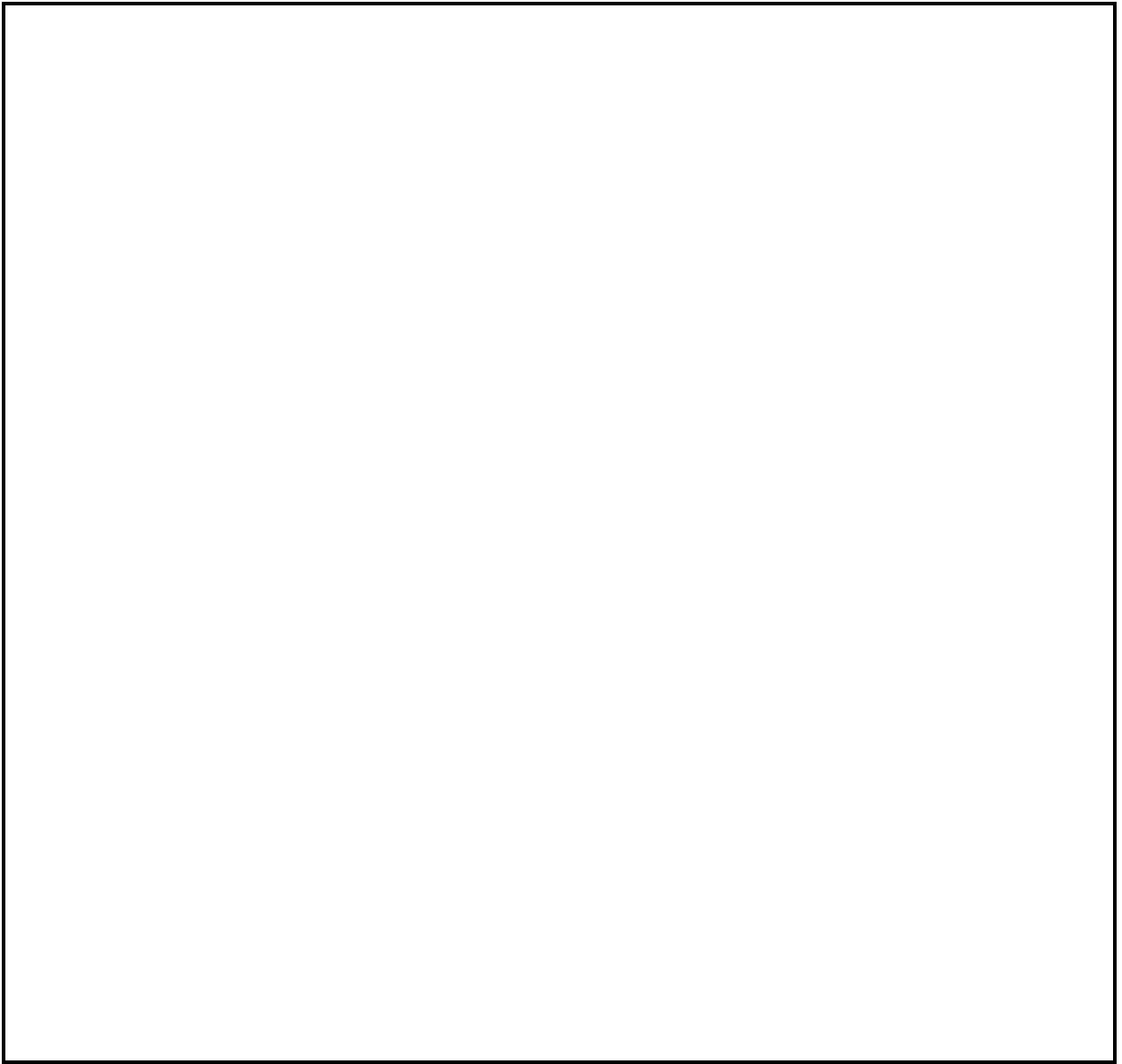
Shelter-In-Place (SIP) Drill

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

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

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

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



SAMPLE EMERGENCY RESPONSE DRILL DEBRIEF REPORT

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

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

Debrief Participants		
Name	Position title	Role during drill

Discussion points

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

What went well?**What can be improved?****Action Items**

Ref #	Action	By who?	Due date

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

17. EMERGENCY KIT AND EMP CHECKLIST

The Emergency Kit Contains:		To be completed 2023
Children's data and parent contact information (contained in EMP)		✓
Children, educators and staff with additional needs list (contained in EMP) including any children's medications		✓
Enrolment records including authorisations and parent contact details		✓
Educator/Staff contact details		✓
Traffic/emergency high visibility safety vest and tabards		✓
Facility keys		✓
Standard portable first aid kit.		✓
Charged mobile phone and charger/s		✓
Torch with replacement batteries (or wind-up torch)		✓
Whistle		✓
Copy of facility site plan and EMP including evacuation routes		✓
Bottled water		✓
Portable non-perishable snacks eg sultanas, dried fruits and energy bars		✓
Sunscreen and spare sunhats		✓
Plastic garbage bags and ties		✓
Toiletry supplies		✓
Other		✓
Date Emergency Kit checked:	This is completed and filed in OH&S folder	
Check completed by:	Kate Martin	
Next check date:	Feb 2024	

EMERGENCY MANAGEMENT PLAN COMPLETION CHECKLIST

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

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

Final Check Completed by: Kylie Stanley

Date: March 2023

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

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

Printed and completed and record kept in OH&S folder

