

# Emergency Management Plan 2019

## THORNBURY KINDERGARTEN INC.



DET Region	North West
Service Director/Manager Approving our Plan	Angela Storer, Director
Physical Address	8c Newcastle St, Thornbury
Fire District	North Central
Is the service on the Bushfire- At-Risk Register?	NO
Date Approved	18 June 2019
Next Review Date	March 2020

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## **1. Purpose**

The purpose of this Emergency Management Plan is to provide a detailed plan of how Thornbury Kindergarten Inc will prepare and respond to emergency situations.

## **2. Scope**

This EMP applies to all educators, children, visitors, contractors and volunteers at Thornbury Kindergarten Inc.

## **3. Distribution**

A copy of our plan has been distributed to:

The Department of Education and Training, Darebin Council and all Staff and Committee of Thornbury Kindergarten Inc . July 2019

## **PART 1– EMERGENCY RESPONSE**

#### 4. In Case of Emergency

<b>In an Emergency</b>	
<b><i>Call</i></b> <b>Police, Ambulance, Fire Services</b>	<b>000</b>
<b><i>For Advice call your Service Manager</i></b>  <b><i>Or</i></b>	<b>Angela Storer</b> <b>Director</b> <b>Thornbury Kindergarten</b> Phone: 9484 1895 Mobile: 0438 166 833
<b><i>Department of Education and Training (DET) Manager Operations and Emergency Management for your region</i></b>	<b>North Western: John Brownstein</b> Phone: 5440 3175 Mobile: 0418 509 953
<b><i>Convene your Incident Management Team (see page 8)</i></b>	

## 5. Emergency Contacts

### 5.1 Emergency Services

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

### 5.2 Our Children's Service

Key Roles	Name	Phone	Phone (After Hours)	Mobile
Director/Manager	Angela Storer	9484 1095	0438 166 833	same
OHS Representative	Kate James	0422 856 753	Same	Same
Approved Provider/Licensee	Jonathan Rivett	0431 985 505	same	same

### 5.3 DET Region

	Name	Phone	Mobile
Regional DET Manager, Operations and Emergency Management	North Western: John Brownstein	5440 3175	0418 509 953

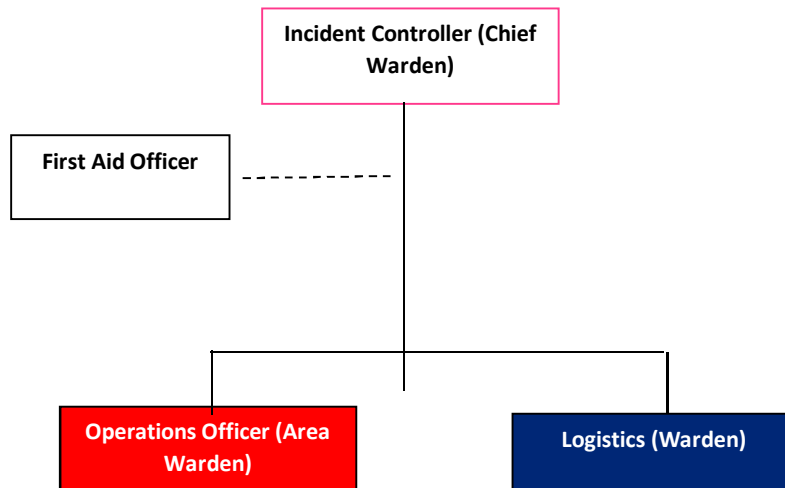
### 5.4 Local/Other Organisations

	Phone
Police Station	94030200 (Northcote)
Hospital/s	Royal Children - 9345 5522 Austin - 94965000
Gas	TruEnergy- 1800676 300
Electricity	Origin 131 280
Water Corporation	Yarra Valley Water- 132762
Facility Plumber	Darebin City Council
Facility Electrician	Darebin City Council
Local Government	Darebin City Council . Jo Smale 8740 8426
SES (flood, storm and earthquake)	132 500
Victorian WorkCover Authority (formerly WorkSafe Victoria)	13 23 60
Department of Human Services regional office	1300 664 977 or 131 278 (24hrs)
DET Regional Office . North Western Region	9488 9488
Quality Assessment and Regulation Division (QARD) Area Team	Northern Metropolitan Area 8397 0372

## 6. Incident Management Team

### 6.1 Incident Management Team Structure

*In our structure the Incident Controller and CW performs the roles of Planning and Communications Officer*



### 6.2 Incident Management Team (IMT) Contact Details\*

IMT Role/Activities		Primary Contact		Back Up Contact
Incident Controller (Chief Warden)	Name	Angela Storer	Name	Kate Goodridge
	Phone/Mobile	9484 1095/ 0438 166 833	Phone/Mobile	9484 1095
Planning tasks will be performed by:	Name	Andrea Mercer	Name	Angela Storer
	Phone/Mobile	9484 1095	Phone/Mobile	9484 1095/0438 166 833
Operations (Area Warden) tasks will be performed by:	Name	Danielle Logan	Name	Fathima Farook
	Phone/Mobile	9484 1095	Phone/Mobile	9484 1095
Logistics (Warden) tasks will be performed by:	Name	Kate Goodridge	Name	Heidi Ratje
	Phone/Mobile	9484 1095	Phone/Mobile	9484 1095
First Aid tasks will be performed by:	Name	Heidi Ratje	Name	Claire Blainey
	Phone/Mobile	9484 1095	Phone/Mobile	9484 1095
Communications tasks will be performed by:	Name	Claire Blainey	Name	Andrea Mercer
	Phone/Mobile	9484 1095	Phone/Mobile	9484 1095

\*In the event of absence of nominated personnel those on site will step into the roles required.



## 7. Incident Management Team Responsibilities

### Incident Controller (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 quarterly 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 returns 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.
- " Report serious incidents to the relevant Regulatory Authority 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 see [DET Reporting NQF](#)
  - " services operating under the Victorian children's services legislation see [DET Reporting Vic](#)

### Planning

#### Pre- Emergency

- " Assist the Incident Controller.
- " 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 Incident Controller.
- " Act as directed by the Incident Controller.
- " 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**

- " Check and report on deficiencies of emergency equipment and kits at the start of each term.
- " Coordinate Safety practices (e.g. clear egress paths, access to first attack equipment e.g. 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 Incident Controller by whatever means available and act on instructions.
- " Implement the emergency response procedure relevant to the floor or area and ensure that the Incident Controller is notified.
- " Direct the Logistics Officer (Warden) 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 a Logistics Officer (Warden) during an emergency.
- " Confirm that the Logistics Officer's (Warden) activities have been completed and report this to the Incident Controller or a senior officer of the attending emergency services if the Incident Controller is not contactable.

### **Post Emergency**

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

## **Communications**

### **Pre- Emergency**

- " Assist the Incident Controller.
- " Ensure emergency 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 Incident Controller 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 Incident Controller.

### **Post- Emergency**

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

## **Logistics (Warden)**

### **Pre- Emergency**

- “ Ensure staff are aware of the emergency response procedures.
- “ 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 Incident Controller.

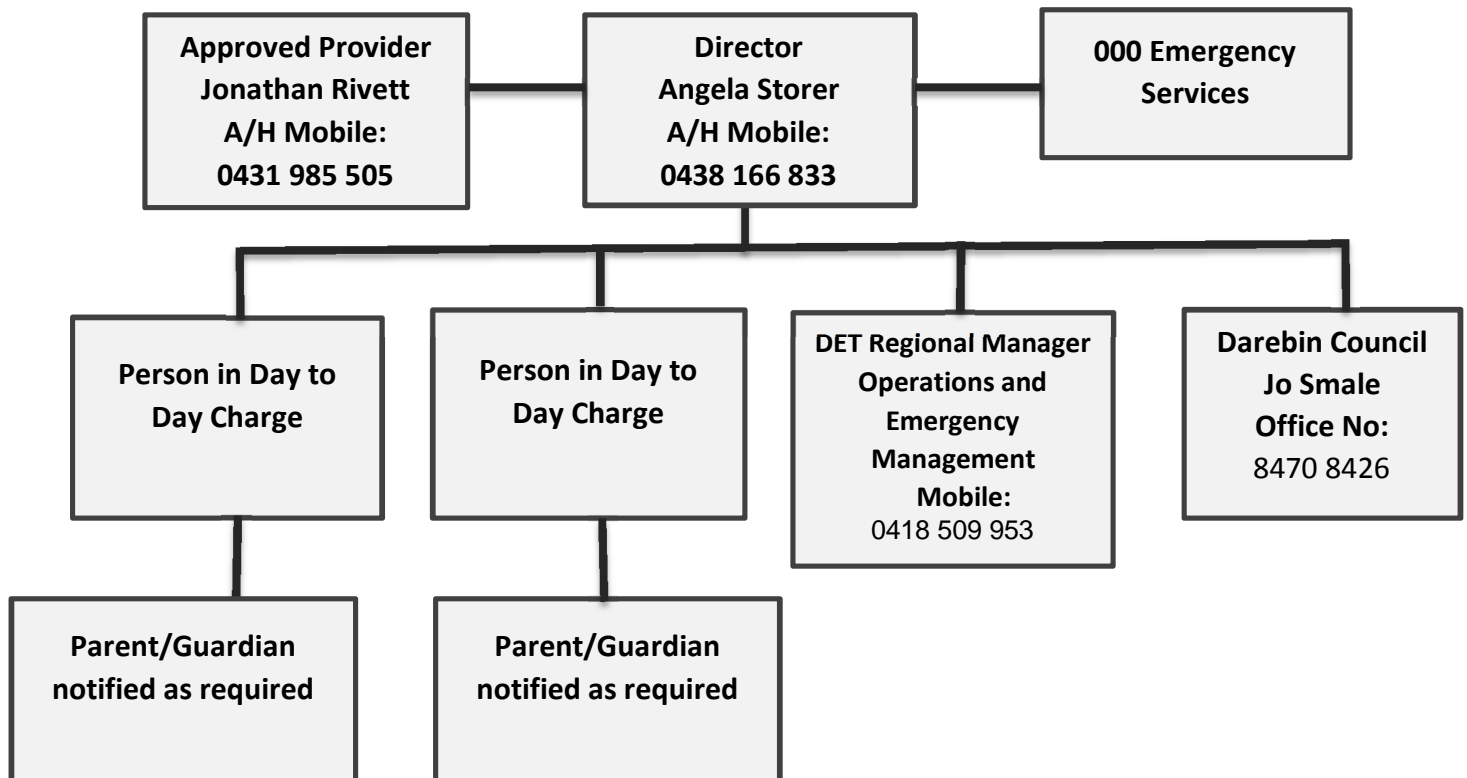
Activities may include the following:

- “ 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 Incident Controller.

### **Post- Emergency**

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

## 8. Communication Tree



## 9. 2019 Staff Contact List

Name	Group	Email	Contact
Angela Storer	Director & Educational Leader	<a href="mailto:director@thornburykinder.com">director@thornburykinder.com</a>	
Andrea Mercer Teacher	Orange – 4yo	<a href="mailto:andrea@thornburykinder.com">andrea@thornburykinder.com</a>	
Danielle Logan Teacher	Red - 4yo Blue BK – 4yo	<a href="mailto:danielle@thornburykinder.com">danielle@thornburykinder.com</a>	
Fathima Farook Teacher	Yellow – 4yo Purple – 3yo Out & About – 4yo	<a href="mailto:fathima@thornburykinder.com">fathima@thornburykinder.com</a>	
Kate Goodridge Teacher	Green – 4yo Out & About – 4yo	<a href="mailto:kate@thornburykinder.com">kate@thornburykinder.com</a>	
Claire Blainey Educator	Blue – 4yo	<a href="mailto:claire@thornburykinder.com">claire@thornburykinder.com</a>	
Heidi Ratje Teacher	Blue - 4yo	<a href="mailto:heidi@thornburykinder.com">heidi@thornburykinder.com</a>	
Sara Martin Educator	Orange - 4yo	<a href="mailto:sara@thornburykinder.com">sara@thornburykinder.com</a>	
Nu Ly Educator	Green - 4yo	<a href="mailto:nu@thornburykinder.com">nu@thornburykinder.com</a>	
Diana Flourentzou Educator	Yellow – 3yo Purple – 3yo Red BK – 4yo Lunch Relief	<a href="mailto:diana@thornburykinder.com">diana@thornburykinder.com</a>	
Monika Nitschke Educator	Red – 4yo Out & About – 4yo Spanish (Red, Green, Blue, Orange) – 4yo	<a href="mailto:monika@thornburykinder.com">monika@thornburykinder.com</a>	
Shalu Gahlawat	Lunch relief		

*\* Personal information has been removed from this page.*

## Thornbury Kindergarten 2019 Timetable

	Monday	Tuesday	Wednesday	Thursday	Thursday Bush Kinder	Friday	Friday Bush Kinder
<b>Amethyst Room</b>	<b>Red Group (4yo)</b> 5.5 hours 9:30am - 3pm Danielle Monika	<b>Red Group (4yo)</b> 5.5 hours 9:30am - 3pm Danielle Monika Monika (Spanish)	<b>Blue Group (4yo)</b> 5.5 hours 9:30am - 3pm Heidi Claire Monika (Spanish)	<b>Blue Group (4yo)</b> 5.5 hours 9:30am - 3pm Heidi Claire	<b>Red Group (4yo)</b> 4 hours 9.30 - 1.30 Danielle Monika Diana	<b>Purple Group (3yo)</b> 5 hours 9:30am – 2:30pm Fathima Diana	<b>Blue Group (4yo)</b> 4 hours 9:30am – 1:30pm Heidi Claire Danielle
<b>Opal Room</b>	<b>Green Out and About Group (4yo)</b> 7.5 hours 8:30pm - 4pm Kate Nu	<b>Green Out and About Group (4yo)</b> 7.5 hours 8:30pm – 4pm Kate Fathima Nu Monika (Spanish)	<b>Yellow Group (3yo)</b> 5 hours 8:30am – 1:30pm Fathima Diana	<b>Orange Out and About Group (4yo)</b> 7.5 hours 8:30am – 4pm Andrea Sara		<b>Orange Out and About Group (4yo)</b> 7.5 hours 8:30am – 4pm Andrea Monika Sara Monika (Spanish)	

## 10. 2019 TIMETABLE

## 11. Staff Trained in First Aid

Staff Member	Training
Andrea Mercer	Issued: Nov 2018
Danielle Logan	Issued: Jan 2017
Kate Goodridge	Issued: Jan 2017
Fathima Farook	Issued: July 2018
Heidi Ratje	Issued: July 2016
Diana Flourentzou	Issued: June 2018
Nu Ly	Issued: Feb 2019
Sara Martin	Issued: Aug 2017
Claire Blainey	Issued: December 2017
Monika Nitschke	Issued: December 2018
Shalu Ghuwhalat	Issued: March 2019

Training in First Aid is required for renewal every three years.

## 12. Emergency Response Procedures

### 12.1 On-Site Evacuation Procedure

When it is unsafe for children, staff and visitors to remain inside the facility's building the Incident Controller (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.
- Seek advice from your Service Manager or your DET regional Manager, Operations and Emergency Management if required.
- Evacuate children, visitors and staff out of the building to the kindergarten dry creek bed or the eastern corner of the yard.
- 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.
- Contact parents/carers if required and notify them of the collection point.
- Maintain a record of actions/decisions undertaken and times.
- Confirm with emergency service personnel that it is safe to return to normal operations.

### Actions After On-Site Evacuation Procedure

- Determine whether to activate the parent/carer re-unification process (i.e. contact each parent to inform them of evacuation location and collection point for their child).
- 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).
- Email parents/carers to inform of incident and action taken.
- Ensure any children, staff or visitors with medical or other needs are supported.
- Undertake operational debrief with staff and Incident Management Team to review the on-site evacuation and procedural changes that may be required.
- Report serious incidents to the relevant Regulatory Authority in accordance with relevant regulatory requirements and DET in the event of a serious incident.



## 12.2 Off-Site Evacuation Procedure

If it is unsafe for children, staff and visitors to remain on the facility's grounds the Incident Controller (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.
- Seek advice from your Service Manager or your DET regional Manager, Operations and Emergency Management if required.
- Evacuate staff, children and visitors to Penderg Grove Primary School playground.
- Take the children attendance list, staff attendance list, your Emergency Kit/First Aid kit and this Plan.
- 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.
- Maintain a record of actions/decisions undertaken and times.
- Contact parents/carers if required and notify them of collection point.
- Confirm with emergency service personnel that it is safe to return to normal operations.

### Actions after Off-Site Evacuation Procedure

- Determine whether to activate the parent re-unification process (i.e. contact each parent/carer to inform them of evacuation location and collection point for their child).
- Determine if there is any specific information staff, children and visitors need to know (e.g. areas of the facility to avoid or parent reunification process).
- Email parents/carers to inform of incident and action taken.
- Ensure any children, staff or visitors with medical or other needs are supported.
- Undertake operational debrief with staff and Incident Management Team to review the off-site and procedural changes that may be required.
- Report serious incidents to the relevant Regulatory Authority in accordance with relevant regulatory requirements and DET in the event of a serious incident.

## 12.3 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 Incident Controller (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.
- Announce the lock-down and provide instructions to staff e.g. close internal doors and windows, 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.
- Seek advice from your Service Manager or your DET regional Manager, Operations and Emergency Management if required.
- Divert parents/carers and returning groups from the facility if required.
- Ensure a telephone line is kept free.
- Keep main entrance as the only entry point. It must be constantly monitored and no unauthorised people allowed access.
- If it is safe to do so, have a delegated staff member wait at the main entry to the facility to guide emergency services personnel.
- Check that all children, staff and visitors are accounted for.
- Maintain a record of actions/decisions undertaken and times.
- Where appropriate, confirm with emergency services personnel that it is safe to return to normal operations.
- Contact parents/carers as required and notify them of collection point.

### Actions after Lock-Down Procedure

- Determine whether to activate the parent/carer re-unification process (i.e. contact each parent/carer to inform them of evacuation location and collection point for their child).
- Determine if there is any specific information staff, children and visitors need to know (e.g. areas of the facility to avoid or parent reunification process).
- Email parents/carers to inform of incident and action taken.
- Ensure any children, staff or visitors with medical or other needs are supported.
- Undertake operational debrief to review the lock-down and procedural changes that may be required.
- Report serious incidents to the relevant Regulatory Authority in accordance with relevant regulatory requirements and DET in the event of a serious incident.

## 12.4 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 Incident Controller (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.
- 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
- Go to the designated off-site assembly point at Pendero Grove Primary School playground.
- 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.
- Check that children, staff and visitors are all accounted for.
- Maintain a record of actions/decisions undertaken and times.
- Where appropriate, confirm with emergency services personnel that it is safe to return to normal operations.
- Seek advice from your Service Manager or your DET regional Manager, Operations and Emergency Management if required.

### Actions after Lock-Out Procedure

- Determine whether to activate the parent re-unification process (i.e. contact each parent/carer to inform them of evacuation location and collection point for their child).
- Determine if there is any specific information staff, children and visitors need to know (e.g. areas of the facility to avoid or parent/carer reunification process).
- Ensure any children, staff or visitors with medical or other needs are supported.
- Email parents/carers to inform of incident and action taken.
- Prepare and maintain records and documentation.
- Undertake operational debrief to review the lock-out and procedural changes that may be required.
- Report serious incidents to the relevant Regulatory Authority in accordance with relevant regulatory requirements and DET in the event of a serious incident.

## 12.5 Shelter-In-Place Procedure

When an incident occurs outside the children's service and emergency services or the Incident Controller (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 Incident Controller 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.
- Children, staff and visitors to remain in the safest shelter-in-place area on site.
- Take the children's attendance list, staff attendance list, your Emergency Kit/First Aid kit and this Plan.
- Seek advice from your Service Manager or your DET regional Manager, Operations and Emergency Management if required.
- 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.
- Maintain a record of actions/decisions undertaken and times.
- Contact parents/carers as required and provide notification if the shelter-in-place is going to extend beyond the service hours of operation.
- Where appropriate, confirm with emergency services personnel that it is safe to return to normal operations.

### Actions after Shelter-In-Place Procedure

- Determine whether to activate the parent/carer re-unification process (i.e. contact each parent to inform them of evacuation location and collection point for their child).
- Determine if there is any specific information staff, children and visitors need to know (e.g. areas of the facility to avoid or parent/carer reunification process).
- Ensure any children, staff or visitors with medical or other needs are supported.
- Email parents/carers to inform of incident and action taken.
- Prepare and maintain records and documentation.
- Undertake operational debrief to review the shelter-in-place and procedural changes that may be required.
- Report serious incidents to the relevant Regulatory Authority in accordance with relevant regulatory requirements and DET in the event of a serious incident.

## 13. Emergency Response Procedures for Specific Threats

### 13.1 Building Fire

- Phone **000** to notify the emergency services and seek advice.
- If appropriate, follow the procedure for **On-Site Evacuation**.
- Report the emergency immediately to the Incident Controller (Chief Warden) who will convene the IMT if necessary.
- Remain calm and activate the fire alarm (a whistle), which is located in in each room
- Extinguish the fire (**only if safe to do so**).
- Evacuate to staging areas 1 or 2 or Penderg Grove Primary, 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.
- Contact your Service Manager or your DET regional Manager, Operations and Emergency Management for advice and support if required.
- Direct all media enquiries to the DET Communications Division (Media Unit) on 8688 7776

### 13.2 Bushfire/Grassfire

- Phone **000** to notify the emergency fire services and seek advice.
- If appropriate, follow the procedure for **Shelter-In-Place**.
- Report the emergency immediately to the Incident Controller (Chief Warden) who will convene the IMT if necessary.
- Identify if any buildings need to be evacuated. Permanent buildings may be a safer option than portable/demountable buildings.
- If threat exists decide appropriate action e.g. move to shelter-in-place or evacuate the room/s, closing all doors and windows.
- Turn off power and gas.
- Check that all children, staff and visitors are accounted for.
- Listen to mobile service for bushfire/weather warnings and advice.
- Ensure staff/children do not hinder emergency services or put themselves at risk by going near damaged buildings or trees.
- Contact your Service Manager or your DET regional Manager, Operations and Emergency Management for advice and support if required.
- Direct all media enquiries to the DET Communications Division (Media Unit) on 8688 7776

### 13.3 Major External Emissions/Spill (includes gas leaks)

- Phone **000** to notify the emergency services and seek advice.
- Report the emergency immediately to the Incident Controller (Chief Warden) who will convene the IMT if necessary.
- Turn off gas supply.
- If the gas leak is onsite, notify your gas provider.
- If safe to do so, evacuate staff, children, visitors and including contractors to staging areas 1 or 2. This may be an off-site location.
- Check children, staff, visitors and contractors are accounted for.

- Contact your Service Manager or your DET regional Manager, Operations and Emergency Management for advice and support if required.
- Direct all media enquiries to the DET Communications Division (Media Unit) on 8688 7776
- Await all clear advice from emergency services or further advice before resuming normal service activities.

### 13.4 Intruder/Personal Threat

- Phone **000** to notify the emergency services and seek advice.
- Report the emergency immediately to the Incident Controller (Chief Warden) who will convene the IMT if necessary.
- 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 if **evacuation or lock-down** is required. Evacuation only should be considered if safe to do so.
- Contact your Service Manager or your DET regional Manager, Operations and Emergency Management for advice and support if required.
- Direct all media enquiries to the DET Communications Division (Media Unit) on 8688 7776

### 13.5 Bomb/Chemical Threat

- Phone **000** to notify the emergency services and seek advice.
- Report the emergency immediately to the Incident Controller (Chief Warden) who will convene the IMT if necessary.
- If a bomb/chemical threat is received by telephone:
  - **do not** hang up
  - refer to the bomb threat checklist.
- If a bomb/chemical threat is received by mail:
  - avoid handling of the letter or envelope
  - place the letter in a clear bag or sleeve
  - inform the Police immediately.
- If a bomb/chemical threat is received electronically or through the kindergarten's website:
  - do not delete the message
  - contact police immediately.
- Ensure the service's doors are left open.
- Do not touch any suspicious objects found.
- If a suspicious object is found or if the threat specifically identified a given area, then **evacuation** may be considered.
- Contact your Service Manager or your DET regional Manager, Operations and Emergency Management for advice and support if required.
- Direct all media enquiries to the DET Communications Division (Media Unit) on 8688 7776

## 13.6 Bomb/Substance Threat Checklist

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

CALL TAKER		CALL TAKEN	
Name		Date of Call:	
Phone Number		Call Start/End Time	
Signature		Number of Caller	

Complete the following for a BOMB THREAT

QUESTIONS	RESPONSES
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 will make the bomb explode?	
Did you place the bomb?	
What is your name?	
Where are you going?	
What is your address?	

Complete the following for a SUBSTANCE THREAT

QUESTIONS	RESPONSES
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?	

CHARACTERISTICS OF THE CALLER	LANGUAGE
Sex of caller	[ ] Abusive [ ] Taped
Estimated age	[ ] Well Spoken [ ] Irrational
Accent if any	[ ] Incoherent [ ] Message read by caller
Speech impediments	[ ] Other (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?	

EXACT WORDING OF THREAT

ACTIONS
REPORT CALL TO:
ACTIONS:

### **13.7 Internal Emission/Spill**

- Phone **000** to notify the emergency services and seek advice.
- Report the emergency immediately to the Incident Controller (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.
- Contact your Service Manager or your DET regional Manager, Operations and Emergency Management for advice and support if required.
- Notify the Victorian WorkCover Authority (formerly WorkSafe Victoria) if required.
- Direct all media enquiries to the DET Communications Division (Media Unit) on 8688 7776

### **13.8 Severe Weather / Storms and Flooding**

- Phone **000** to notify the emergency services and seek advice if necessary.
- Store or secure loose items external to the building, such as outdoor furniture.
- Secure windows (close curtains & blinds) and external doors. If necessary, tape windows and glass entrances.
- Protect valuables and disconnect electrical equipment . cover and/or move this equipment away from windows.
- 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.
- After storm passes, evaluate the need to evacuate if uncontrolled fires, gas leaks, or structural damage has occurred as a result of the storm.
- Report any matter concerning the safety and wellbeing of children, staff and visitors to the Incident Controller (Chief Warden).
- Listen to local radio or TV on battery-powered sets for weather warnings and advice.
- Contact your Service Manager or your DET regional Manager, Operations and Emergency Management for advice and support if required.
- Direct all media enquiries to the DET Communications Division (Media Unit) on 8688 7776



## **13.9 Earthquake**

- Phone **000** to notify the emergency services and seek advice.
- The Incident Controller (Chief Warden) will convene the IMT if necessary.
- Contact your Service Manager or your DET regional Manager, Operations and Emergency Management for advice and support if required.

### **If Outside**

Instruct staff and children to:

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

### **If Inside**

Instruct staff and children to:

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

### **After the Earthquake**

- Evaluate the need to evacuate if there are uncontrolled fires, gas leaks or structural damage to the building you are in.
- If you evacuate, watch out for fallen trees, power lines, and stay clear of any structures that may collapse.
- Arrange medical assistance where required and help others if you can.
- Report any matter concerning the safety and wellbeing of children, staff and visitors to the Incident Controller (Chief Warden).
- Tune in to ABC radio on a mobile device if you can and follow any emergency instructions.
- Direct all media enquiries to the DET Communications Division (Media Unit) on 8688 7776

## 13.10 Influenza Pandemic

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

PREPAREDNESS STAGE	
Description - No novel strain detected (or emerging strain under initial detection)	
Category	Key Actions
Hygiene measures	<ul style="list-style-type: none"> <li>The service will reimburse the cost of the influenza vaccine for all staff at the beginning of each flu season</li> <li>Promote basic hygiene measures</li> <li>Provide children and staff with information about the importance of hand hygiene (more information is available at <a href="#">Better Health</a>)</li> <li>Provide convenient access to water and liquid soap and/or alcohol-based hand sanitiser</li> <li>Educate staff and children about covering their cough to prevent the spread of germs</li> </ul>

RESPONSE STAGE - STANDBY	
Description - Sustained community person-to-person transmission detected overseas	
Category	Key Actions
EMP preparation	<p>In April, (or at the time of the overseas detection if earlier):</p> <ul style="list-style-type: none"> <li>Prepare to enact pandemic response section of emergency management plan with stakeholders and prepare to activate Incident Management Team</li> <li>Identify minimum requirements and key staff for continued operations (including planning for the absence of the director)</li> </ul>
Hygiene measures	<p>Continue to:</p> <ul style="list-style-type: none"> <li>Promote basic hygiene measures</li> <li>Review cleaning procedures and determine whether frequency or other processes should change</li> <li>Provide convenient access to water and liquid soap and/or alcohol-based hand sanitiser</li> <li>Educate staff and children about covering their cough to prevent the spread of germs</li> <li>Communicate the risk of influenza and how to identify cases of possible influenza based on the current up to date case definition by the Chief Health Officer, Department of Health</li> </ul>
Communications	<ul style="list-style-type: none"> <li>In May, (or at the time of the overseas detection if earlier), ensure hygiene information is displayed (refer to <a href="#">Staying Healthy 2013</a>)</li> <li>In late May, (or at the time of the overseas detection if earlier), consider providing information sessions for staff and parents about: <ul style="list-style-type: none"> <li>pandemic influenza symptoms</li> <li>preferred hygienic practices</li> <li>vulnerable children</li> </ul> </li> <li>Follow Department of Health/Department of Health and Ageing advice provided by DET and distribute consistent messaging to staff, children and parents/carers.</li> <li>Communicate status/situation, personal hygiene measures, containment measures (if necessary), availability of vaccinations to staff and parents/carers as appropriate (especially those people/families at a greater risk of infection)</li> <li>School Nursing Program nurses may assist with information dissemination (provided by the Department of Health) as directed by Regional Nurse Managers (based at regional offices).</li> <li>Utilise the sample letters developed by DET Central Office, provide parents information for next stage with advice from DET (if required)</li> </ul>

	<ul style="list-style-type: none"> <li>• Direct all media enquiries to the DET Communications Division (Media Unit) on 8688 7776</li> </ul>
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RESPONSE STAGE - ACTION	
Description – Cases detected in Australia	
Category	Key Actions
EMP enactment	<ul style="list-style-type: none"> <li>• Enact emergency management plans where necessary</li> <li>• Activate Incident Management Team</li> </ul>
Communications	<ul style="list-style-type: none"> <li>• Follow the advice from the Department and distribute information about individual protective measures and cleaning procedures</li> <li>• Communicate status/situation, personal hygiene measures, containment measures (if necessary), availability of vaccinations to staff and parents/carers as appropriate (especially those people/families at a greater risk of infection)</li> <li>• School Nursing Program nurses may assist with information dissemination as directed by Regional Nurse Managers (based at regional offices)</li> <li>• Utilise the sample letters developed by DET Central Office, communicate plans for closure if applicable and send letters to staff, parents and carers as appropriate</li> <li>• Direct all media enquiries to the DET Communications Division (Media Unit) on 8688 7776</li> </ul>
Containment	<ul style="list-style-type: none"> <li>• Follow the advice of the Department of Health and DET including service closures and exclusion periods for infectious diseases</li> <li>• Identify a designated area to keep sick children quarantined from others until they can be taken home by parents</li> <li>• Following any closures, notify the Quality Assessment and Regulation Division, DET according to the requirements of the relevant legislation. Further information is available at <a href="http://www.education.vic.gov.au/childhood/providers/regulation">www.education.vic.gov.au/childhood/providers/regulation</a></li> <li>• Inform carers of their obligations during closures</li> <li>• School Nursing Program nurses may be asked to assist the Department of Health with the distribution of antiviral medication at the direction of the Regional Nurse Manager (based in regions)</li> </ul>
Outbreak management	<ul style="list-style-type: none"> <li>• Notify the Quality Assessment and Regulations Manager of a serious incident according to the requirements of the relevant legislative framework. Further information is available at <a href="http://www.education.vic.gov.au/childhood/providers/regulation">www.education.vic.gov.au/childhood/providers/regulation</a></li> <li>• <i>You will be advised of any additional reporting requirements by DET and/or the Department of Health</i></li> </ul>
Management of service workforce	<ul style="list-style-type: none"> <li>• Encourage staff who develop flu-like symptoms during a pandemic to stay away until completely well</li> <li>• Ensure staff who develop influenza-like illness to leave immediately and seek medical attention</li> </ul>
Service closures	<ul style="list-style-type: none"> <li>• Contact the Quality Assessment and Regulations Manager, DET regarding service closure policy</li> <li>• Following any closures, notify the Quality Assessment and Regulation Division according to the requirements of the relevant legislative framework. Further information is available at <a href="http://www.education.vic.gov.au/childhood/providers/regulation">www.education.vic.gov.au/childhood/providers/regulation</a></li> <li>• Inform staff of their obligations during service closures</li> </ul>

## RESPONSE STAGE – STAND DOWN

**Description – Virus no longer presents a major public health threat**

Category	Key Actions
Recovery	<ul style="list-style-type: none"> <li>Implement recovery plan to help regain education of children and stabilize families and the community including: <ul style="list-style-type: none"> <li>staff availability</li> <li>procedures to re-open (if applicable)</li> <li>provision of counselling (if required)</li> <li>monitoring cumulative effects of pandemic and identifying and supporting those who may need assistance</li> </ul> </li> <li>Incident controller to de-activate Incident Management Team and conduct final debrief(s)</li> <li>Review effectiveness of Emergency Management Plans and update as appropriate . involve relevant staff and others e.g. School Nurses</li> <li>Replenish personal protective equipment (if required)</li> <li>Replenish personal protective equipment (if required)</li> <li>Be aware that multiple waves of the virus may occur and that review and revision of the plan may be required between waves</li> </ul>
Communications	<ul style="list-style-type: none"> <li>Utilise the sample letters developed by DET Central Office, communicate status of situation to staff and parents/carers including supports that may be available</li> </ul>

### 13.11 Industrial fire/chemical emissions incident at a nearby location

In the event of an industrial fire or chemical emissions incident at a nearby location:

- Call 000 for emergency services and seek and follow any advice from Emergency Services
- Report the emergency immediately to the Chief Warden
- If you can detect smoke or fumes, move all staff, students, visitors and contractors indoors. Close windows and doors and turn off air-conditioning.
- Check staff, students and visitors are accounted for
- Check staff, students and visitors with respiratory/relevant illnesses or conditions that may make the particularly vulnerable to smoke or fumes. If at any time you determine the situation poses an unacceptable risk to these individuals, consider arranging for their evacuation from the school.
- Report the emergency to the QARD Manager for your area
- Notify your region and seek further advice from your regional Manager, Operations and Emergency Management if required
- Monitor the VicEmergency website at [www.emergency.vic.gov.au](http://www.emergency.vic.gov.au), or the VicEmergency App on your mobile device, for any warnings and advice
- Contact families and advise them that students are safe and not to come to the school until further notice (or the end of the school day)
- Await advice from emergency services or from the Department before resuming normal school activities outdoors
- Direct all media enquiries to the DET Communications Division (Media Unit) on 8688 7776

- Follow-up communications with parents as required.

**Specific actions prior to the start of service:**

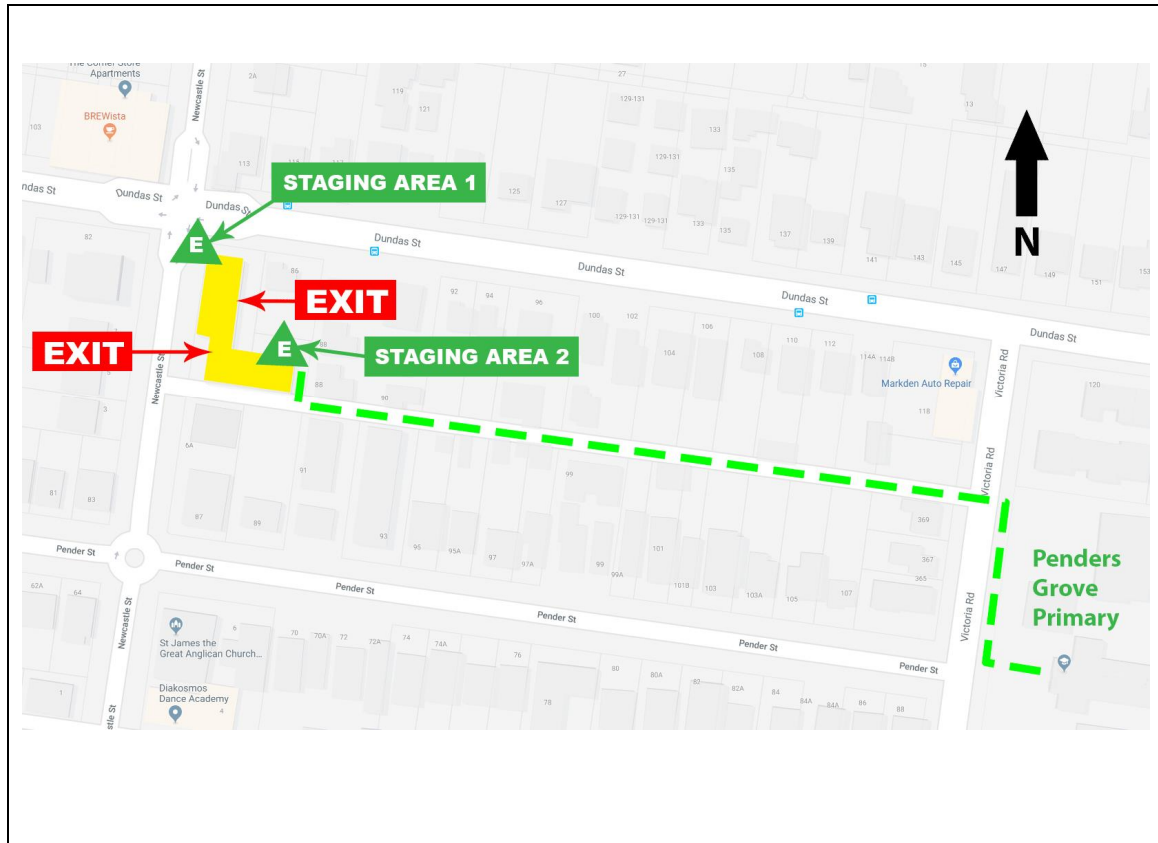
- Monitor the situation and if it is determined to pose an unacceptable risk to staff and students based on local assessment of risk, consider contacting families and advising them that students are not to come to the school until further notice.

**Specific actions at the end of the day:**

- Await advice from emergency services or further advice before resuming normal end of day procedures
- Consider contacting families and advising and not to come to the site for collection until the ~~all clear~~ has been given
- If the situation is determined to pose an unacceptable risk to student transportation routes ensure parents are informed and organise alternative arrangements.

## 14. Area Map

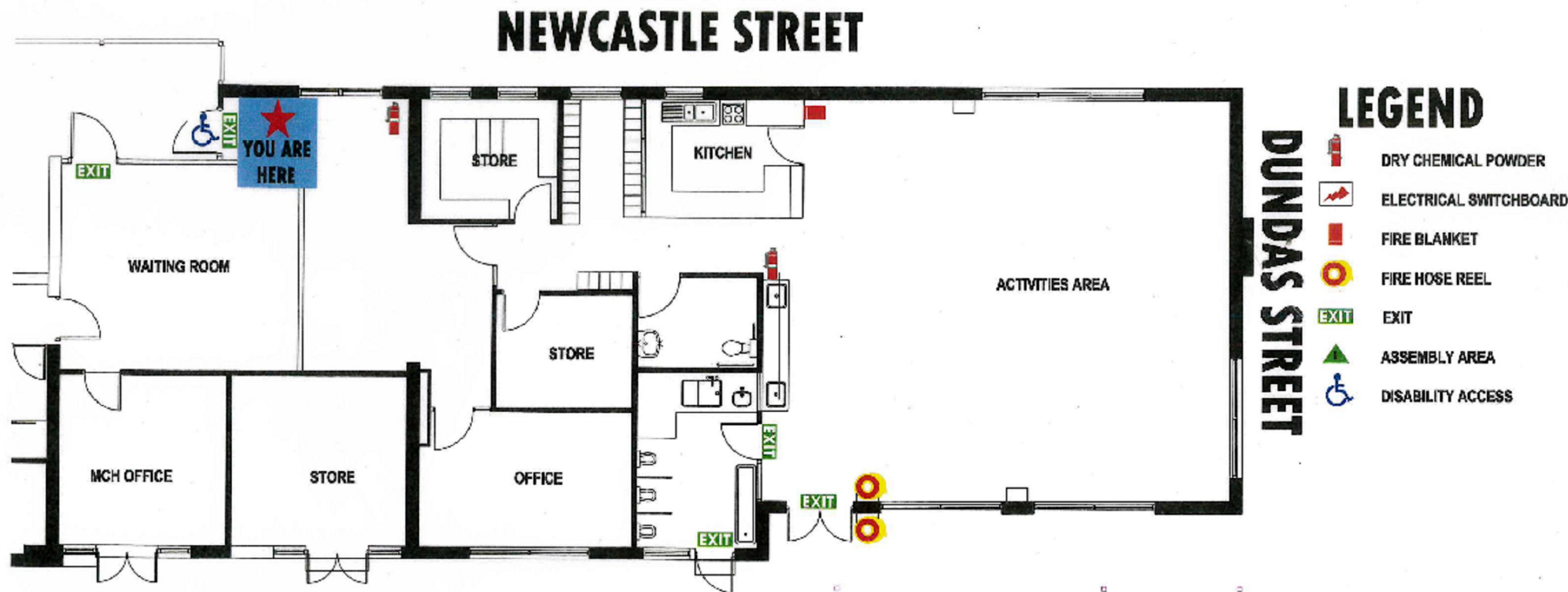
Date Area Map Validated: 16 July 2019



## 15. Evacuation Diagram

Date Evacuation Diagram Validated: 01/12/2018

# EMERGENCY EVACUATION DIAGRAM THORNBURY KINDERGARTEN 8 NEWCASTLE STREET, THORNBURY



**CITY OF  
DAREBIN**

Building Maintenance  
(business hours)  
T 8470 8888

After Hours Contact  
T 8470 8889

Emergency Services  
000

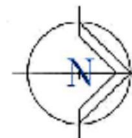
the place  
to live



**ASSEMBLY AREAS ARE:**

**STAGING AREA 1** KINDERGARTEN YARD GATE NEAR  
DUNDAS STREET,  
**STAGING AREA 2** CHILDREN SERVICES YARD  
**PRIMARY** PENDERS GROVE PRIMARY SCHOOL  
PLAYGROUND

CODE: KINTHO  
DATE: 01/12/2018  
SIGN: SIGN 3



**National Relay  
Service**

TTY dial 133 677 or  
Speak & Listen  
1300 555 727  
or [lprelay.com.au](http://lprelay.com.au)  
then enter  
03 8470 8888



**Speak your  
language**

T 8470 8470  
العربية Italiano  
繁體中文 Македонски  
Ελληνικά Somali  
हिन्दी Tiếng Việt



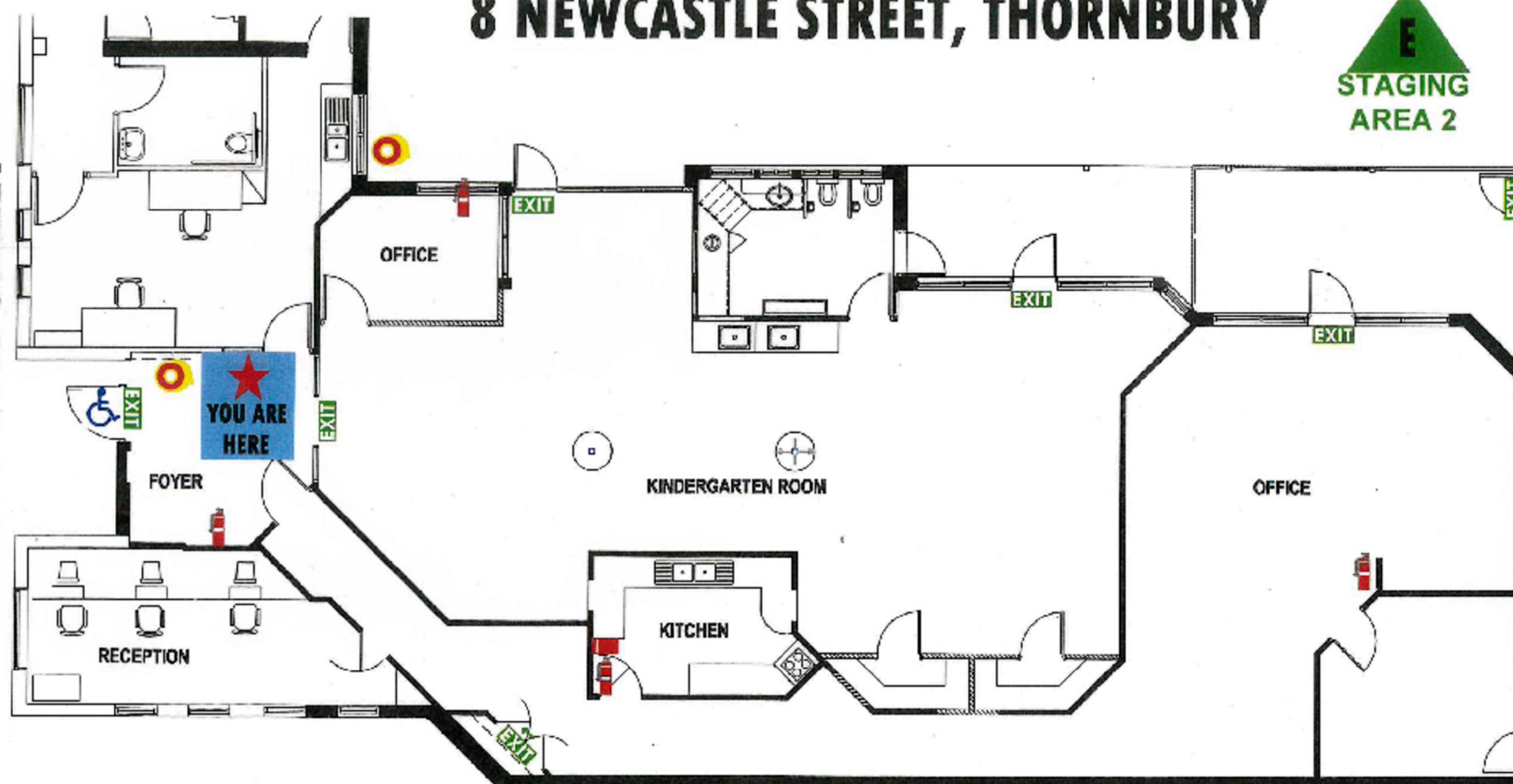
# EMERGENCY EVACUATION DIAGRAM

## THORNBURY KINDERGARTEN

8 NEWCASTLE STREET, THORNBURY

NEWCASTLE STREET

**E**  
STAGING  
AREA 2



### LEGEND

- DRY CHEMICAL POWDER
- ELECTRICAL SWITCHBOARD
- FIRE BLANKET
- FIRE HOSE REEL
- EXIT
- ASSEMBLY AREA
- DISABILITY ACCESS



**CITY OF  
DAREBIN**

Building Maintenance  
(business hours)  
T 8470 8888

After Hours Contact  
T 8470 8889

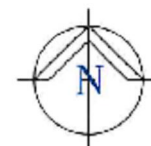
Emergency Services  
000

the place  
to live



### ASSEMBLY AREAS ARE:

**STAGING AREA 1** KINDERGARTEN YARD GATE NEAR  
DUNDAS STREET,  
**STAGING AREA 2** CHILDREN SERVICES YARD  
**PRIMARY** PENDERS GROVE PRIMARY SCHOOL  
PLAYGROUND



CODE: KINTHO  
DATE: 01/12/2018  
SIGN: SIGN 4



**National Relay  
Service**

TTY dial 133 677 or  
Speak & Listen  
1300 555 727  
or [iprelay.com.au](http://iprelay.com.au)  
then enter  
03 8470 8888



**Speak your  
language**

T 8470 8470

العربية Italianc  
繁體中文 Македонски  
Ελληνικόc Soomali  
Tiếng Việt



## 16. 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
Children's Names are kept on Daily attendance book	Parents names are kept in directory	Numbers are kept in directory	Numbers are kept in directory	Contacts are kept in directory

## 17. Children and Staff with Special 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.

Children				
Name	Group/Room	Condition	Assistance needed during an emergency	Who will be responsible?
<i>Children with special needs have unique first aid kits</i>	<i>Amethyst/Opal Rooms</i>			<i>Teacher on Duty</i>
Staff				
Name	Group/Room	Condition	Assistance needed during an emergency	Who will be responsible?

*\* Personal information has been removed from this page.*

## **PART 2 – EMERGENCY PREPARDNESS**

## 18. Children's Service Facility Profile

### 18.1 General Information

<b>Children's Service Name</b>	<b>Thornbury Kindergarten Inc.</b>
Physical Address	8c Newcastle St, Thornbury, 3071
Operating Days	Monday- Friday
Operating Hours	8am . 5pm
Phone	9484 1095
Email	director@thornburykinder.com
Fax	03 9484 6102
Number of buildings	1
Is the facility a designated Neighbourhood Safer Place?	No
Shelter-In-Place Location	Amethyst Room and/or Opal Room, Thornbury Kindergarten
Number of Children	132
Total Number of Staff	12

### 18.2 Other Services/Users of Site

<b>Service / Usage Name</b>	<i>Darebin City Council Maternal and Child Health services</i>
Location	Main Building
Children/Visitor Numbers	various
Operating Hours/Days	Monday-Friday 9am . 5pm
Emergency Contact Name	Pauline Chandler
Phone Number	03 8470 8130
Mobile Number	0438 765 197

### 18.3 Building Information Summary

<b>Telephones (Landlines):</b>			
Location	Number	Location	Number
Northern Room Only: wall opposite Kitchen (fixed)	9484 1095	wall opposite Kitchen (fixed)	NA
Northern Office, Southern Office Kinder Rooms (Portable)	9484 1095	Portable	NA
Bush Kinder Mobile	0499 102 144	Portable	NA
Out and About Mobile	0444 590 652	Portable	NA

<b>Alarms:</b>	Location	Monitoring Company	Location of Shutoff Instructions
Fire	Kinder room, foyer and office		Reset
Intrusion	Foyer		Enter code to disable
Other			

<b>Utilities:</b>	Location	Service provider	Location of Shutoff Instructions
Gas / Propane	DCSN		DCSN 8470 8100
Water	DCSN		DCSN 8470 8100
Electricity	DCSN		DCSN 8470 8100

<b>Sprinkler System:</b>	
Control Valve Location	
Shutoff Instructions Location	

<b>Building and Site Hazards:</b>	
Hazard Description	Location
Refer to the risk assessment below for hazards	

## 19. Risk Assessment

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

Identify Potential Threats/Hazards List the hazards that could cause injury/incident	Description of Risk	Current Risk Control Measures	Risk Rating (refer to OHS Risk Management Procedure)			Risk Control Measures List the control measures required to eliminate or minimise the risk
			Consequence	Likelihood	Risk Level	
<b>Child Safety</b>	Risk that children are not kept physically, emotionally and culturally safe.	<ul style="list-style-type: none"> <li>Adherence to the Child Safety Standards is at the forefront what we do.</li> <li>Code of Conduct acknowledged and signed by staff and families annually.</li> <li>Visitors Book and Visitors Code of Conduct is provided for all visitors, volunteers and students on arrival to read and sign in.</li> <li>A dedicated Child Safety officer is appointed to oversee child safety.</li> </ul>	High	Possible	High	<ul style="list-style-type: none"> <li>Continue to ensure Child safety is at the forefront of what we do.</li> <li>Continue to ensure that families and staff acknowledge and sign the Code of Conduct annually</li> <li>Continue to ensure all staff are aware and provide the visitors Code of Conduct and sign in book to all visitors, volunteers and students to the centre</li> <li>Continue to ensure that staff are familiar with reporting procedures and those procedures are up to date and in line with legislation</li> </ul>

Identify Potential Threats/Hazards List the hazards that could cause injury/incident	Description of Risk	Current Risk Control Measures	Risk Rating (refer to OHS Risk Management Procedure)			Risk Control Measures List the control measures required to eliminate or minimise the risk
			Consequence	Likelihood	Risk Level	
		<ul style="list-style-type: none"> <li>• Staff undertake Child Safety training.</li> <li>• Children are educated and supported keep themselves safe and encouraged to disclose child safety concerns.</li> <li>• Staff and CoM regularly discuss and review child safety.</li> <li>• Regular child safety section in termly newsletter.</li> <li>• Staff are aware of process to report child abuse. Procedures are displayed visibly around the centre.</li> <li>• Staff, Relief Staff and visitors (as needed) have current and valid WWCC and VIT registrations.</li> <li>• Child Safety is included in the recruitment process and potential candidates are screened</li> </ul>				<p>and are located visibly around the centre.</p> <ul style="list-style-type: none"> <li>• Continue to educate and support children so they can keep themselves safe and feel safe to disclose child safety concerns.</li> <li>• Continue to ensure that all staff and relief staff have valid WWCC and VIT registrations and these are regularly checked online and recorded in labelled folder.</li> <li>• Continue to include a child safety section in the quarterly newsletter.</li> <li>• Continue to ensure that the recruitment process includes screening candidates for possible child safety concerns.</li> </ul>

Identify Potential Threats/Hazards List the hazards that could cause injury/incident	Description of Risk	Current Risk Control Measures	Risk Rating (refer to OHS Risk Management Procedure)			Risk Control Measures List the control measures required to eliminate or minimise the risk
			Consequence	Likelihood	Risk Level	
	Child absconding the service.	for potential Child Safety risks. <ul style="list-style-type: none"> <li>• Staff actively supervising children.</li> <li>• Daily perimeter check by staff to ensure no potential climbing obstacles by fence line.</li> <li>• Constant monitoring to ensure no potential climbing obstacles by fence line.</li> </ul>	High	Possible	High	<ul style="list-style-type: none"> <li>• Continue to ensure staff actively supervise children.</li> <li>• Staff do regular head count to ensure all children are present.</li> <li>• Continue to do daily perimeter check and throughout the day.</li> <li>• Move obstacles away from fence line.</li> </ul>
<b>Asthma, Anaphylaxis and Allergies</b>	Risk to health, injury and possibly death to children caused by Asthma and Anaphylaxis and/or other Allergies	<ul style="list-style-type: none"> <li>• Medical Management Plans are in place and clearly visible for children at risk.</li> <li>• Individual medication bags are kept in evacuation kit and are easily accessible. Included is a photo of the child, the medication (eg. Epi Pen, Ventolin) and the relevant Management Plan.</li> </ul>	Major	Likely	High	<ul style="list-style-type: none"> <li>• Ensure medical conditions are identified at the time of enrolment.</li> <li>• Ensure staff work in conjunction with families to establish medical Management Plans and Risk Minimisation Plans at the beginning of the year.</li> <li>• Ensure families provide appropriate medication for the medical bag.</li> </ul>

Identify Potential Threats/Hazards List the hazards that could cause injury/incident	Description of Risk	Current Risk Control Measures	Risk Rating (refer to OHS Risk Management Procedure)			Risk Control Measures List the control measures required to eliminate or minimise the risk
			Consequence	Likelihood	Risk Level	
		<ul style="list-style-type: none"> <li>Medication expiry dates are checked and recorded termly in the Risk Minimisation Plan.</li> <li>Staff have First Aid, Asthma and Anaphylaxis training that is up to date.</li> <li>Relief staff are notified of children at risk at commencement of shift and know where Management Plans are located.</li> <li>Staff are aware of emergency management procedures.</li> <li>Designated eating areas are set up inside and out Eg. Red table for allergen foods and green for non-allergen foods.</li> <li>Staff are vigilant when children are eating and monitor who is eating</li> </ul>				<ul style="list-style-type: none"> <li>Medication expiry dates are diarised to alert families to upcoming expiration of medication</li> <li>Continue to ensure that staff training in First Aid, Asthma and Anaphylaxis is up to date (renew every three years) and recorded within staff files</li> <li>Continue to ensure that relief staff are notified of the children as risk and the location of the Management Plans.</li> <li>Continue to ensure EMP is up to date and staff are aware of emergency procedures.</li> <li>Review food allergy risk assessment measures regularly.</li> <li>Continue to educate children around food allergies and the importance of not sharing food.</li> </ul>



Identify Potential Threats/Hazards List the hazards that could cause injury/incident	Description of Risk	Current Risk Control Measures	Risk Rating (refer to OHS Risk Management Procedure)			Risk Control Measures List the control measures required to eliminate or minimise the risk
			Consequence	Likelihood	Risk Level	
		<ul style="list-style-type: none"> <li>• Staff continually educate children around food allergies and the importance of not sharing food.</li> <li>• Visual prompters located on eating tables to remind children of food allergies.</li> <li>• Children wash hands after eating.</li> <li>• Surfaces are thoroughly cleaned with appropriate materials to reduce risk of contamination Eg. Red cloth for allergen and green cloth for non-allergen.</li> <li>• Families are notified of the allergies within each group at the commencement of the year.</li> <li>• Visible displays notify families that children at</li> </ul>				<ul style="list-style-type: none"> <li>• Staff maintain lists of who has eaten. Additional column added to identify those children with allergies</li> <li>• Continue to notify families that there are children at risk of allergies.</li> <li>• Continue to ensure surfaces where food is consumed are thoroughly cleaned with appropriate cleaning materials.</li> <li>• Continue to remind families not to bring food items for birthday celebrations.</li> <li>• Continue to remind families to provide a list of ingredients when bringing food items for birthday celebrations.</li> <li>• Families are supported in their understanding of the healthy eating policy.</li> </ul>

Identify Potential Threats/Hazards List the hazards that could cause injury/incident	Description of Risk	Current Risk Control Measures	Risk Rating (refer to OHS Risk Management Procedure)			Risk Control Measures List the control measures required to eliminate or minimise the risk
			Consequence	Likelihood	Risk Level	
		<p>the centre are at risk of anaphylaxis.</p> <ul style="list-style-type: none"> <li>Families are encouraged not to bring food items for birthday celebrations.</li> <li>Families are encouraged to bring non allergen food when bringing food for birthday celebrations. A list of ingredients must be provided.</li> </ul>				
<b>Fire</b>	<p>Risk of injury from burns or smoke inhalation.</p> <p>Risk of property damage or property loss.</p>	<ul style="list-style-type: none"> <li>Fire equipment (fire hose reels, fire extinguishers, fire blankets, hydrants) is tested and tagged.</li> <li>Fire blanket available in all kitchen areas.</li> <li>Electrical equipment is tested and tagged as per Australian Standards</li> <li>Workplace Inspection once per term to check</li> </ul>	Major	Possible	High	<ul style="list-style-type: none"> <li>Ensure fire services equipment (fire hose reels, fire extinguishers, fire blankets, hydrants) is tested and tagged as per Australian Standards.</li> <li>Ensure there is a fire blanket (tested and tagged to Australian Standards) available in all kitchen areas.</li> <li>Ensure all electrical equipment is tested and tagged as per Australian</li> </ul>

Identify Potential Threats/Hazards List the hazards that could cause injury/incident	Description of Risk	Current Risk Control Measures	Risk Rating (refer to OHS Risk Management Procedure)			Risk Control Measures List the control measures required to eliminate or minimise the risk
			Consequence	Likelihood	Risk Level	
		<p>that exit signs and other emergency equipment is working.</p> <ul style="list-style-type: none"> <li>• Intercom via internal landline</li> <li>• Work with Darebin Council to establish a business continuity plan.</li> <li>• Termly fire drills are conducted in all rooms and include all staff, children and visitors on premise at time.</li> <li>• Staff have up to date First Aid training.</li> </ul>				<p>Standards and that frayed leads, damaged equipment etc are disposed of in an appropriate manner.</p> <ul style="list-style-type: none"> <li>• Work with Council to activate a business continuity plan</li> <li>• Each fire drill is recorded by staff and brief evaluation of procedure is discussed with the team.</li> <li>• Continue to ensure that staff First Aid training is up to date (renew every three years) and recorded within staff files.</li> </ul>
<b>Severe weather, storms and flooding</b>	<p>Risk of roof down flooding</p> <p>Risk of injury</p> <p>Risk of property damage</p>	<ul style="list-style-type: none"> <li>• Roofs/gutters/drains are kept clear.</li> <li>• Test communications</li> <li>• Work with Darebin Council to establish a business continuity plan.</li> <li>• Monitor weather alerts from DET</li> </ul>	Major	Possible	High	<ul style="list-style-type: none"> <li>• Ensure roofs/gutters/drains are clear</li> <li>• Liaise with SES/local government to identify potential risks.</li> <li>• Develop contingency for storage of equipment/materials if necessary.</li> </ul>

Identify Potential Threats/Hazards List the hazards that could cause injury/incident	Description of Risk	Current Risk Control Measures	Risk Rating (refer to OHS Risk Management Procedure)			Risk Control Measures List the control measures required to eliminate or minimise the risk
			Consequence	Likelihood	Risk Level	
						<ul style="list-style-type: none"> <li>• Work with Council to activate a business continuity plan if necessary.</li> </ul>
<b>Burns/heat</b>	Risk of injury to staff and children while cooking.	<ul style="list-style-type: none"> <li>• Oven and kitchen area is locked securely and restricted from children entering.</li> <li>• Children are actively supervised by staff at all times when cooking.</li> <li>• Staff have up to date First Aid training.</li> <li>• Safety equipment is used while oven is in operation (eg: oven mitts)</li> <li>• First aid kits are checked 6 monthly, recorded, up to date and available.</li> <li>• Fire blanket is available.</li> <li>• Hot water is set at a safe temperature.</li> <li>• A first aid kit is located at close proximity to kitchen.</li> </ul>	High	Possible	High	<ul style="list-style-type: none"> <li>• Ensure kitchen area is secured.</li> <li>• Ensure staff know where protective items (i.e. oven mitts) are located.</li> <li>• Ensure children are actively supervised when cooking.</li> <li>• Purchase new equipment when needed.</li> <li>• Ensure staff first aid training is up to date (renew every three years) and recorded within staff files.</li> <li>• Ensure First Aid kits are checked, recorded and up to date and available.</li> <li>• Ensure fire blanket is available.</li> <li>• Hot water temperature is checked and recorded as per Australian Standards.</li> </ul>

Identify Potential Threats/Hazards List the hazards that could cause injury/incident	Description of Risk	Current Risk Control Measures	Risk Rating (refer to OHS Risk Management Procedure)			Risk Control Measures List the control measures required to eliminate or minimise the risk
			Consequence	Likelihood	Risk Level	
<b>Falling/Tripping/Slipping/Crushing</b>	<p>Possible injury to staff and/or child could occur as the result of a fall/trip/slip</p> <p>Possible injury to child could occur falling from play equipment or tree.</p> <p>Possible injury to staff could occur in storage areas from falling equipment or tripping and slipping hazards.</p>	<ul style="list-style-type: none"> <li>• Play spaces are inspected daily, monthly and termly to identify potential hazards.</li> <li>• Darebin Council inspect play spaces regularly and identify and correct potential hazards.</li> <li>• Incident reports are completed and kept.</li> <li>• Report accidents to ACQECA as required and within required timeframe.</li> <li>• Spills are cleaned up quickly.</li> <li>• Staff wear appropriate footwear as required.</li> <li>• Children are actively supervised when using play equipment and climbing trees.</li> <li>• First aid kits are up to date and available.</li> </ul>	High	Likely	High	<ul style="list-style-type: none"> <li>• Continue to regularly inspect play spaces to identify hazards.</li> <li>• Continue to ensure corrective action is taken once hazards are identified</li> <li>• Ensure Darebin Council continue routine inspections.</li> <li>• Ensure accidents are reported to ACQECA as required and within required timeframe.</li> <li>• Ensure staff wear appropriate footwear as required.</li> <li>• Ensure that emergency procedures are followed and reviewed following and incident.</li> <li>• Ensure staff first aid training is up to date (renew every three years) and recorded within staff files</li> </ul>

Identify Potential Threats/Hazards List the hazards that could cause injury/incident	Description of Risk	Current Risk Control Measures	Risk Rating (refer to OHS Risk Management Procedure)			Risk Control Measures List the control measures required to eliminate or minimise the risk
			Consequence	Likelihood	Risk Level	
		<ul style="list-style-type: none"> <li>Emergency procedures are in place should an incident occur.</li> <li>Staff have up to date First Aid training</li> </ul>				<ul style="list-style-type: none"> <li>Ensure first aid kits are up to date and available. 6 monthly inspections recorded and held in kits</li> <li>Continue to educate and support children to make judgements and assess age appropriate risks.</li> <li>Ensure manual handling training is up to date and is recorded within staff files.</li> </ul>
<b>Struck by (something)</b>	<p>Possible injury to child and/or staff could occur by object that is thrown.</p> <p>Possible injury to child and/or staff from falling or moving object.</p>	<ul style="list-style-type: none"> <li>Children are actively supervised.</li> <li>Staff discuss with children the dangers of throwing objects.</li> <li>Play spaces are inspected daily to identify and eliminate potential hazards.</li> <li>Staff have up to date First Aid training</li> </ul>	Moderate	Possible	Moderate	<ul style="list-style-type: none"> <li>Continue to educate and support children about keeping safe.</li> <li>Continue to actively supervise children.</li> <li>Ensure first aid kits are up to date and available. 6 monthly inspections recorded and held in kits</li> <li>Ensure staff First Aid training is up to date (renew every three years) and recorded within staff files.</li> </ul>

Identify Potential Threats/Hazards List the hazards that could cause injury/incident	Description of Risk	Current Risk Control Measures	Risk Rating (refer to OHS Risk Management Procedure)			Risk Control Measures List the control measures required to eliminate or minimise the risk
			Consequence	Likelihood	Risk Level	
						<ul style="list-style-type: none"> <li>Ensure daily play spaces are inspected to identify and eliminate hazards. Records are found in blue OHS folder</li> </ul>
<b>Cutting</b>	Possible injury to child and/or staff could occur.	<ul style="list-style-type: none"> <li>Staff provide education and support to children to safely use scissors and knives that are used for cooking.</li> <li>Scissors specifically designed for children are provided.</li> <li>Staff actively supervise children using scissors</li> <li>Children only use knives when cooking and are always actively supervised.</li> </ul>	High	Possible	High	<ul style="list-style-type: none"> <li>Continue to educate and support children about keeping safe when using scissors and knives.</li> <li>Ensure children are actively supervised when cooking or using scissors.</li> <li>Ensure equipment is updated when needed.</li> <li>Remove broken equipment from children's play spaces.</li> </ul>
<b>Choking and Suffocation and Strangulation</b>	Possible injury to child from choking, suffocation or strangulation.	<ul style="list-style-type: none"> <li>Staff provide education and support to children around the dangers of placing objects in their mouths, over their faces and around their necks.</li> </ul>	Major	Possible	High	<ul style="list-style-type: none"> <li>Continue to educate and support children around the dangers of placing objects in their mouths, over their faces and around their necks.</li> </ul>

Identify Potential Threats/Hazards List the hazards that could cause injury/incident	Description of Risk	Current Risk Control Measures	Risk Rating (refer to OHS Risk Management Procedure)			Risk Control Measures List the control measures required to eliminate or minimise the risk
			Consequence	Likelihood	Risk Level	
		<ul style="list-style-type: none"> <li>Staff provide education and support to children around the dangers of placing uneatable objects over their airways.</li> <li>First Aid training is up to date.</li> <li>Play spaces are regularly inspected to identify potential risks and corrective action is taken if necessary.</li> </ul>				<ul style="list-style-type: none"> <li>Ensure children are actively and consistently supervised.</li> <li>Ensure equipment is safe and updated when needed.</li> <li>Ensure First Aid training is up to date (renew every three years) and recorded within staff files.</li> <li>Continue to regularly inspect play spaces to identify potential risks.</li> <li>Continue to take corrective action is taken if necessary.</li> </ul>
<b>Manual Handling Hazard</b>	Risk of injury to Staff.	<ul style="list-style-type: none"> <li>Staff identify risks and corrective action is taken when a risk is identified.</li> <li>Manual Handling in Child Care training is provided.</li> </ul>	High	Possible	High	<ul style="list-style-type: none"> <li>Ensure Manual Handling Training is up to date and recorded within staff files.</li> <li>Continue to identify risks &amp; take corrective action when risks are identified.</li> <li>Continue to discuss OH&amp;S as part of monthly staff meetings.</li> </ul>
<b>Intruders/personal threat</b>	Physical or psychological injury could occur to staff, children, visitors or	<ul style="list-style-type: none"> <li>Families comply with Thornbury Kindergarten's Code of</li> </ul>	Moderate	Possible	High	<ul style="list-style-type: none"> <li>Ensure Code of Conduct is acknowledged and signed by</li> </ul>



Identify Potential Threats/Hazards List the hazards that could cause injury/incident	Description of Risk	Current Risk Control Measures	Risk Rating (refer to OHS Risk Management Procedure)			Risk Control Measures List the control measures required to eliminate or minimise the risk
			Consequence	Likelihood	Risk Level	
	<p>contractors if threatened or physically assaulted by an intruder.</p> <p>There is a risk that property could be damaged.</p>	<p>Conduct by acknowledging and signing the Code of Conduct at time of enrolment.</p> <ul style="list-style-type: none"> <li>• Reception is a secure area and no-one can enter the office or playroom areas unless they have a pass/key.</li> <li>• Remind families not to open the front entrance for other people</li> <li>• Kinder rooms are kept secured once children have entered and sessions commence.</li> <li>• Visitors/contractors sign in and read the Visitor Code of Conduct and enter through the office area when they first arrive on site.</li> <li>• Visitors (as needed) have current and valid</li> </ul>				<p>all families at time of enrolment</p> <ul style="list-style-type: none"> <li>• Ensure Code of Conduct is reviewed and updated regularly.</li> <li>• Ensure reception is a secure area and that no-one can enter the office area unless they have a pass/key.</li> <li>• Ensure staff have their keys at all times</li> <li>• Inform and remind families of door safety procedures on enrolment and throughout the year through newsletters and signs</li> <li>• Ensure any visitors/contractors sign in and read the Visitor Code of Conduct and enter through the office area when they first arrive on site.</li> <li>• Continue to ensure that all visitors (as needed) have valid WWCC and/or VIT registrations and these are</li> </ul>

Identify Potential Threats/Hazards List the hazards that could cause injury/incident	Description of Risk	Current Risk Control Measures	Risk Rating (refer to OHS Risk Management Procedure)			Risk Control Measures List the control measures required to eliminate or minimise the risk
			Consequence	Likelihood	Risk Level	
		WWCC and/or VIT registrations. <ul style="list-style-type: none"> <li>• Ensure staff are aware of any court orders or parenting orders in relation to the child</li> <li>• Ensure families and staff inform Director and/or COM President of any personal threat or risk to personal safety</li> </ul>				regularly checked online and recorded in labelled folder. <ul style="list-style-type: none"> <li>• Ensure staff have updated copies of any court orders or parenting orders in relation to the child and is noted on Enrolment form. Expiry dates to be recorded in child's file and diarised for staff to follow up as needed.</li> <li>• Encourage families and staff at the commencement of enrolment/employment to notify Director and/or COM President any personal threat or risk to their personal safety</li> <li>• Ensure doors are secured at the beginning of each session and throughout the session.</li> <li>• Report incident to authorities eg. Police, DET, etc as required.</li> <li>• Provide support to staff, children, visitors or</li> </ul>

Identify Potential Threats/Hazards List the hazards that could cause injury/incident	Description of Risk	Current Risk Control Measures	Risk Rating (refer to OHS Risk Management Procedure)			Risk Control Measures List the control measures required to eliminate or minimise the risk
			Consequence	Likelihood	Risk Level	
						contractors following an incident where a person has been threatened or physical harm has occurred.
<b>Earthquake</b>	Risk of injury.  Risk of property damage or property loss	<ul style="list-style-type: none"> <li>• Training to staff and students in emergency response procedures during an earthquake e.g. drop, cover and hold.</li> <li>• Staff First Aid training is up to date</li> <li>• Work with Darebin Council to establish a business continuity plan.</li> </ul>	Major	Unlikely	High	<ul style="list-style-type: none"> <li>• Ensure EMP is up-to-date.</li> <li>• Ensure staff First Aid training is up to date and recorded within staff files and on centrally held spread sheet. Checked 6 monthly during staff work plan meetings</li> <li>• Ensure there is a business continuity plan in place.</li> <li>• Work with Council to activate a business continuity plan.</li> </ul>
<b>Bomb Threat</b>	Physical or psychological injury could occur to staff, visitors or contractors.	<ul style="list-style-type: none"> <li>• Bomb Threat Checklist available.</li> <li>• Scheduled and practice emergency evacuation drills on a regular basis.</li> </ul>	Major	Unlikely	High	<ul style="list-style-type: none"> <li>• Ensure each phone has a Bomb Threat Checklist available</li> <li>• Schedule, practice and record emergency evacuation drills on a regular basis.</li> </ul>

Identify Potential Threats/Hazards List the hazards that could cause injury/incident	Description of Risk	Current Risk Control Measures	Risk Rating (refer to OHS Risk Management Procedure)			Risk Control Measures List the control measures required to eliminate or minimise the risk
			Consequence	Likelihood	Risk Level	
						<ul style="list-style-type: none"> <li>Implement and follow Bomb Threat response procedure (located in EMP).</li> <li>Report incident to authorities eg. Police, DET, etc as required.</li> <li>Provide support to staff, children, visitors or contractors following an incident where a person has been threatened or physical harm has occurred.</li> </ul>
<b>Pandemics and communicable diseases</b>	Risk of health and possible death (in extreme cases).	<ul style="list-style-type: none"> <li>Relevant staff are familiar with DET's Pandemic Incident Response Procedures</li> <li>Basic hygiene measures are in place and practiced and posters are displayed.</li> <li>Convenient access to water and liquid soap and/or alcohol-based sanitiser.</li> </ul>	Major	Possible	High	<ul style="list-style-type: none"> <li>Ensure relevant staff are familiar with DET's Pandemic Incident Response Procedures including the School Influenza Pandemic Response Plan template</li> <li>Ensure basic hygiene measures are in place and practiced at all times. Posters are displayed at the beginning of flu season (April)</li> </ul>

Identify Potential Threats/Hazards List the hazards that could cause injury/incident	Description of Risk	Current Risk Control Measures	Risk Rating (refer to OHS Risk Management Procedure)			Risk Control Measures List the control measures required to eliminate or minimise the risk
			Consequence	Likelihood	Risk Level	
		<ul style="list-style-type: none"> <li>Staff and children are educated about covering their cough to prevent the spread of germs.</li> </ul>				<ul style="list-style-type: none"> <li>Ensure there is convenient access to water and liquid soap and/or alcohol-based sanitiser</li> <li>Ensure staff and children are educated about covering their cough to prevent the spread of germs</li> <li>Encourage families to keep unwell children at home</li> </ul>
<b>Major Medical emergency</b>	Risk to health, injury and possibly death to staff and children	<ul style="list-style-type: none"> <li>Staff have First Aid training that is up-to-date.</li> <li>Staff are aware of emergency procedures.</li> </ul>	Major	Possible	High	<ul style="list-style-type: none"> <li>Ensure First Aid training is up-to-date and recorded within staff files and on centrally held spread sheet.</li> <li>Emergency procedures are regularly discussed and reviewed to ensure staff are aware of procedures.</li> <li>Medical Condition Management Plans are located in each room</li> <li>Relief staff are provided with emergency procedures at commencement of shift.</li> </ul>

Identify Potential Threats/Hazards List the hazards that could cause injury/incident	Description of Risk	Current Risk Control Measures	Risk Rating (refer to OHS Risk Management Procedure)			Risk Control Measures List the control measures required to eliminate or minimise the risk
			Consequence	Likelihood	Risk Level	
<b>Chemicals</b>  <b>Industrial fire/chemical emissions incident at a nearby location</b>	Exposure to certain liquids or gases may be hazardous to health	<ul style="list-style-type: none"> <li>A Chemical Register is located in Amethyst Room under kitchen sink.</li> <li>Material Safety Data Sheets (MSDS) are located with the Chemical Register.</li> <li>Hazardous chemicals are stored in locked cupboards and are out of reach of children.</li> <li>Follow DET's <a href="#">Chemical Management Procedures</a> in case of emergency.</li> <li>MSDS for all Chemicals listed in register.</li> <li>Staff have First Aid training that is up-to-date.</li> </ul>	Minor	Unlikely	Low	<ul style="list-style-type: none"> <li>Ensure Chemical Register is up to date.</li> <li>Schedule and practice emergency evacuation drills on a regular basis.</li> <li>Ensure EMP is up-to-date.</li> <li>Obtain Material Safety Data Sheets (MSDS) for all Dangerous Goods and Hazardous Substances on-site from the supplier/manufacturer and ensure MSDS are located with Chemicals.</li> <li>Ensure First Aid training is up-to-date (renew every three years) and recorded within staff files.</li> </ul>
<b>Road Safety</b>	Risk to injury or possible death due to road trauma.	<ul style="list-style-type: none"> <li>Secure fencing surrounding the kindergarten.</li> </ul>	Major	Possible	Low	<ul style="list-style-type: none"> <li>Continue to educate families and children around road safety.</li> </ul>

Identify Potential Threats/Hazards List the hazards that could cause injury/incident	Description of Risk	Current Risk Control Measures	Risk Rating (refer to OHS Risk Management Procedure)			Risk Control Measures List the control measures required to eliminate or minimise the risk
			Consequence	Likelihood	Risk Level	
		<ul style="list-style-type: none"> <li>• Appropriate road signage to drivers.</li> <li>• Continued education to families and children around road safety.</li> <li>• A staff member at the main door at the end of each session.</li> <li>• Work with Council eliminate safety issues when identified.</li> <li>• Staff have First Aid training that is up-to-date.</li> </ul>				<ul style="list-style-type: none"> <li>• Continue to display notices to remind families of road safety.</li> <li>• Continue to staff the foyer at the end of each session.</li> <li>• Continue to work in conjunction with Council to eliminate safety issues.</li> <li>• Ensure First Aid training is up-to-date (renew every three years) and recorded within staff files.</li> </ul>

## 20. Emergency Response Drills Schedule

	Drill	Person Responsible	Date Drill was Performed	Observer's Record Completed* ✓
Term 1	Emergency Evacuation	Angela Storer	Planned for Term 1	✓
Term 2	Emergency Evacuation	Angela Storer	Planned for Term 2	✓
Term 3	Lock Down Drill Emergency Evacuation (offsite)	Angela Storer	Planned for Term 3	
Term 4	Emergency Evacuation	Angela Storer	Planned for Term 4	

\* Observer's Record is completed in the Red Book found in the draw in Amethyst Room kitchen.



## 21. Emergency Kit Checklist

Our Emergency Kit Contains:	Yes/No/NA
Enrolment records including authorisations and parent contact details	Y
List of children and staff with medical needs including any medications	Y
Attendance book	Y
Staff contact information	Y
Facility keys	Y
Standard portable First Aid Kit	Y
A charged mobile phone	Y
Whistle	Y
Copy of facility site plan and EMP including evacuation routes	Y
Small pack of tissues	Y
Roll of garbage bags	Y
Small hand sanitiser	Y

<b>Date Emergency Kit checked</b>	
<b>Term 1:</b>	
<b>Term 2 check date:</b>	
<b>Term 3 check date:</b>	
<b>Term 4 check date:</b>	

*\* This checklist is to be printed, completed by hand each term, and a copy placed in each Emergency Kit. Emergency Kits need to be checked at the beginning of each term.*

## 22. 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 children's service community.

### Final Check Completed by:

Component	Action	
<b>Cover page</b>		
Manager/Director name, service address, EMP issue date, EMP review date, BARR status, fire district has been specified.	Yes	
<b>Distribution list</b>		
Distribution list has been completed.	Yes	
<b>Contact numbers and Communications Tree</b>		
Appropriate key local community contact numbers have been added e.g. Fire, Ambulance, Police, local government, nearest hospital.	Yes	
Key contact numbers for internal staff have been added.	Yes	
Service Manager and DET regional contact numbers are included.	Yes	
<b>Communications Tree</b> detailing process for contacting emergency services, staff and parents included.	Yes	
<b>Incident management team</b>		
An Incident Control structure has been identified, with appropriate persons assigned and contact details provided.	Yes	
Responsibilities are clearly defined and back up names included for each position on the IMT.	Yes	
<b>Evacuation, lockdown, lockout and shelter-in-place procedures</b>		
Procedures that are specific to the children's service processes have been completed for:	Yes	
Evacuation onsite	Yes	
Evacuation offsite	Yes	
Lockdown	Yes	
Lockout	Yes	
Shelter-in-place	Yes	
<b>Emergency response procedures</b>		
Localised emergency response procedures have been developed for specific emergencies in-line with the hazards/threat identified in the risk assessment.	Yes	
<b>Staff trained in first aid</b>		
Staff trained in first aid list is included.	Yes	
<b>Area map and evacuation diagram</b>		
The area map is clear and easy to follow.	Yes	
The area map has:	Yes	

two evacuation assembly areas on site		
external evacuation routes	Yes	
surrounding streets and safe exit points marked	Yes	
emergency services access points marked	Yes	
<b>Evacuation diagram</b>		
The evacuation diagram is clear and easy to follow	Yes	
The evacuation diagram has:		
a pictorial diagram of the floor or area (at least 200mm x 150mm in size, A3)	Yes	
a title e.g. EVACUATION DIAGRAM	Yes	
the <del>YOU</del> YOU ARE HERE location	Yes	
the designated exits, which shall be in green	Yes	
hose reels, marked in red	Yes	
hydrants, marked in red	No	No hydrants on site
extinguishers, marked in red	Yes	
designated shelter-in-place location	Yes	
date plan was validated	Yes	
location of primary and secondary assembly areas	Yes	
A legend	Yes	
<b>Parent/Carer contact information</b>		
Parent/Carer contact information has been obtained and is up-to-date.	Yes	Available in case of emergency
<b>Children and staff with special needs list</b>		
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.	Yes	Available in case of emergency
<b>Profile</b>		
Profile has been populated and reflects the service's buildings, utilities etc.	Yes	
<b>Risk assessment</b>		
Potential local hazards/threats have been identified.	Yes	
Risks have been rated and risk assessments included.	Yes	
Local mitigations/controls have been specified.	Yes	
<b>Emergency drill schedule</b>		
Drills have been scheduled once per term (quarterly) for different types of emergencies	Yes	Responsibility of staff to schedule during each term.
<b>Emergency kit checklist</b>		
Emergency Kit Checklist has been developed with children's service requirements.	Yes	