

# Emergency Management Plan 2025

## Woodridge Pre-School



Physical Address	3 Novello Crt, Eltham, Victoria
Phone Number	0409 889 080
Email Address	<a href="mailto:woodridge.kin@kindergarten.vic.gov.au">woodridge.kin@kindergarten.vic.gov.au</a>
DET Region	North Western Victoria Region
Bureau of Meteorology/Fire District	Central Fire District
Is the service on the Bushfire- At-Risk Register?	N
Service SE Number	SE-00003070
Provider Number	PR-00001927
Approved Provider Approving Plan	Nillumbik Shire
Date Plan Approved	February, 2025
Next Plan Review Date	January, 2026

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## 1. Purpose

The purpose of this Emergency Management Plan (EMP) is to provide details of how Woodridge Pre-School will prepare for and respond to emergency situations.

## 2. Scope

This EMP applies to all educators, staff, children, visitors, contractors, and volunteers at Woodridge Pre-School.

## 3. Distribution

A copy of our plan has been distributed to:

Name	Position Title and Organisation Name	Date Sent	Email Address or Postal Address
Kim Brodribb	Director and Chief Warden, and First Aider, Woodridge Preschool (Monday – Thursday)		<a href="mailto:woodridge.kin@kindergarten.vic.gov.au">woodridge.kin@kindergarten.vic.gov.au</a> C/O Woodridge Pre-school 3 Novello Crt, Eltham
Melanie Rolands	Staff member and First Aider, Woodridge Preschool (Monday – Thursday)		C/O Woodridge Pre-school 3 Novello Crt, Eltham
Rachael Ford	Staff member and First Aid Officer, Woodridge Preschool (Monday – Thursday)		C/O Woodridge Pre-school 3 Novello Crt, Eltham
Vicki Earp	Trainee Staff Member (Monday - Thursday)		C/O Woodridge Pre-school 3 Novello Crt, Eltham
Marie Dillon	Purple Group Teacher and First Aider, Woodridge Preschool (Tuesday & Thursday)		<a href="mailto:purplegroup@woodridgepreschool.org.au">purplegroup@woodridgepreschool.org.au</a>  C/O Woodridge Pre-school 3 Novello Crt, Eltham
Shelley Denton	Staff member and First Aid Officer, Woodridge Preschool (Tuesday & Thursday)		C/O Woodridge Pre-school 3 Novello Crt, Eltham
Kim Rapp	Staff member and First Aid Officer, Woodridge Preschool (Tuesday & Thursday)		C/O Woodridge Pre-school 3 Novello Crt, Eltham
Kaye Perry	Green Group Teacher and First Aid Officer, Woodridge Preschool (Monday & Wednesday)		<a href="mailto:greengroup@woodridgepreschool.org.au">greengroup@woodridgepreschool.org.au</a> C/O Woodridge Pre-school 3 Novello Crt, Eltham
Morgana Interlandi	Staff member and First Aid Officer, Woodridge Preschool (Monday & Wednesday)		C/O Woodridge Pre-school 3 Novello Crt, Eltham

Susie Guo	Staff member and First Aid Officer, Woodridge Preschool (Monday & Wednesday)  AKC Educator, Woodridge Preschool (Tuesday & Thursday)		C/O Woodridge Pre-school 3 Novello Crt, Eltham
Catherine Ulmer	AKC Coordinator, Staff member and First Aid Officer, Woodridge Preschool (Tuesday & Thursday PM)		C/O Woodridge Pre-school 3 Novello Crt, Eltham
Ashley Rosewarne	President, Committee of Management, Woodridge Preschool		<a href="mailto:president@woodridgepreschool.org.au">president@woodridgepreschool.org.au</a>  C/O Woodridge Pre-school 3 Novello Crt, Eltham
John Allison	Vice President, Committee of Management, Woodridge Preschool		<a href="mailto:VP@woodridgepreschool.org.au">VP@woodridgepreschool.org.au</a>  C/O Woodridge Pre-school 3 Novello Crt, Eltham
Senior Sergeant in charge	Municipal Emergency Response Coordinator – Senior Sergeant Eltham Police Station		Eltham Police Station Pryor St, Eltham

## PART 1– EMERGENCY RESPONSE

### 4. In case of emergency

In an Emergency	
<b>Call</b> <b>Police,</b> <b>Ambulance,</b> <b>Fire Services</b>	<b>000</b>
<b>For Advice call</b> <b>your</b> <b>Approved</b> <b>Provider or</b> <b>Person with</b> <b>Management</b> <b>or Control</b> <b>Representative</b>	<b>Director: Kim Brodribb</b>  <b>Ph: 0419 501 149</b>  <b>President: Ashley Rosewarne</b>  <b>Ph: 0434 515 742</b>  <b>Kinder mobile:</b> <b>Ph: 0409 889 080</b>
<b>Convene your</b> <b>Incident Management Team</b>	

### 5. Emergency contacts

## 5.1 Emergency services

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

## 5.2 Our early childhood service contacts

Key Roles	Name	Phone	Phone (After Hours)
Approved Provider or Person with Management or Control Representative	Kim Brodribb	0409 889 080	0419 501 149
Responsible Person/Primary Nominee	Marie Dillon or Kaye Perry	0480 206 428	0402 784 768 0407 301 017
First Aid Officers	Rachael Ford	0409 889 080	0408 053 083
	Shelley Denton	0480 206 428	0414 821 514
	Morgana Interlandi	0480 206 428	0408 383 148
OHS Representative	Melanie Rolands	0409 889 080	0412 584 227
Bulk Messaging System Operator (eg SMS)	Jenny Browne	0438 614 898	
Approved Provider/Licensee	Nillumbik Shire	9433 3111	9433 3111
Service Manager or Board/Committee Chair	Ashley Rosewarne	0434 515 742	

## 5.3 Key organisational and DET regional contacts

	Name	Phone	Mobile
Quality Assessment and Regulation Division (QARD) Area Team	Northern Metropolitan Area	8397 0372	
Regional Department of Education and Training (DET) Manager, Operations and Emergency Management	North Western: John Brownstein	4433 7585	0418 509 953
Regional DET Operations & Emergency Management NW Region - Support Officer	Paul McNally	5440 3154	0419 382 924
<Add contacts as required>			

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.

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

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

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

#### 5.4 Local/other organisations contacts

	Phone
Police Station - Eltham	9430 4500
Hospital – Austin Hospital, Heidelberg	9496 5000
Gas	Not applicable
Electricity – SP AusNet Electricity (through Energy Australia)	131 799
Water Corporation – Yarra Valley Water	132 762
Facility Plumber - Organised through Nillumbik Shire	9433 3111
Facility Electrician - Organised through Nillumbik	9433 3111
Local Government – Nillumbik Shire	9433 3111
SES (flood, storm and earthquake)	13 25 00
WorkSafe Victoria	1800 136 089
Department of Human Services regional office	9412 5333
DET Regional Office	1300 333 231

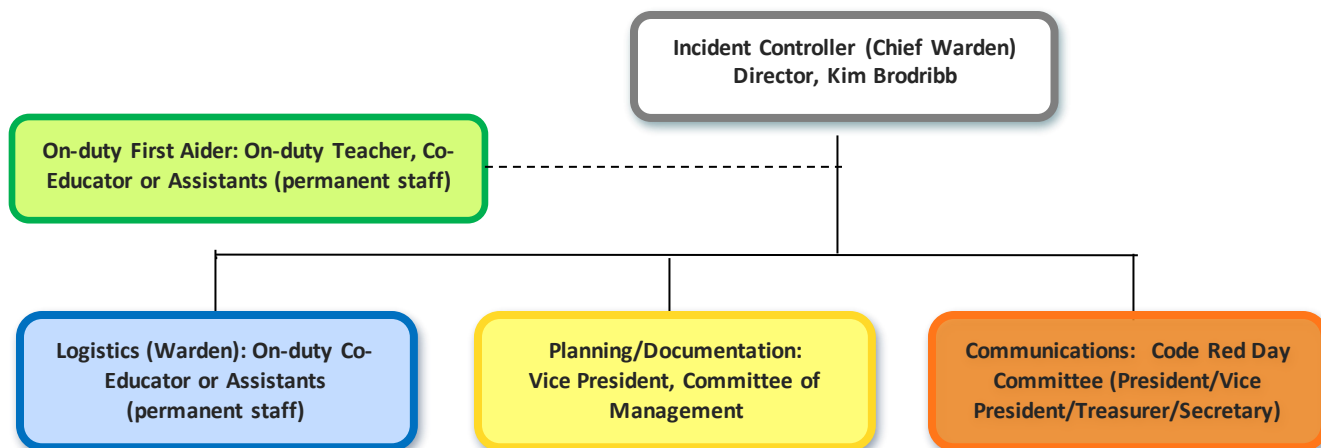
#### 5.5 Bus emergency contacts

Bus emergency contacts			
Bus Route Name and Number	Bus Company	Contact Name	Phone/Mobile
	Panorama Coaches		9438 3666
	Dysons		9463 3999



## 6. Incident Management Team

### 6.1 Incident Management Team (IMT) structure



### 6.2 Incident Management Team contact details

IMT Role/Activities		Primary Contact		Back Up Contact
Chief Warden/ Early Childhood Commander	Name	Kim Brodribb	Name	<u>On-duty</u> staff member
	Phone/Mobile	0419 501 149	Phone/Mobile	Refer to 5.2
Planning tasks will be performed by:	Name	Kim Brodribb	Name	
	Phone/Mobile	0419 501 149	Phone/Mobile	
Operations (Area Warden) tasks will be performed by:	Name	Kim Brodribb	Name	
	Phone/Mobile	0419 501 149	Phone/Mobile	
Communications tasks will be performed by:	Name	<u>Available</u> Code Red committee member: President Vice President Secretary Treasurer	Name	<u>Alternative</u> Code Red committee member Or Other available Committee of Management member, if no other
	Phone/Mobile	Refer to 5.2	Phone/Mobile	Refer to 5.2
Logistics (Warden) tasks will be performed by:	Name	<u>On-duty</u> Teacher / Co-ordinator	Name	<u>On-duty</u> Co-educator
	Phone/Mobile	Refer to 5.2	Phone/Mobile	Refer to 5.2
First Aid tasks will be performed by:	Name	<u>On-duty</u> first aiders: Any staff member as all are trained	Name	<u>Alternative On-duty</u> first aiders: Any staff member as all are trained
	Phone/Mobile	Refer to 5.2	Phone/Mobile	Refer to 5.2

## 7. Incident Management Team responsibilities

### Chief Warden/Early Childhood Commander

#### Pre-emergency

- Maintain current contact details of IMT members.
- Ensure 'Children/educators/staff with additional needs' list and 'Staff trained in first aid' list are up to date.
- Conduct regular exercises/drills.
- Ensure our emergency response and recovery procedures are kept up to date.
- Ensure staff on the IMT are aware of their responsibilities.

#### During emergency

- Identify the emergency.
- Ascertain the nature and scope of the emergency.
- Ensure that the emergency services have been notified.
- Ensure the appropriate response has been actioned.
- Convene our IMT as required.
- Initiate evacuation of affected areas/lock-down/lock-out/shelter-in-place as required.
- Brief the incoming emergency services and respond to their requests.

#### Post-emergency

- When the incident is rendered safe or the emergency services return control, notify the IMT members to have staff and children return to normal operations.
- Organise debrief with the IMT and, where appropriate, with any attending emergency service.
- Ensure recovery activities are considered and implemented as required.
- Complete the Post Emergency Record.
- Early childhood services are reminded that they must report serious incidents to the relevant DET QARD Area Team in accordance with relevant regulatory requirements. Service agreements also require approved providers to notify DET in the event of a serious incident.
  - Education and care services operating under the National Quality Framework (NQF) refer to the fact sheet *Serious incidents and complaints* available at: [www.education.vic.gov.au/childhood/providers/regulation/Pages/nqffactsheets.aspx](http://www.education.vic.gov.au/childhood/providers/regulation/Pages/nqffactsheets.aspx)
  - Children's services operating under the *Children's Services Act 1996* (Children's Services Act) refer to the practice note *Serious incidents* available at: [www.education.vic.gov.au/childhood/providers/regulation/Pages/vcspracnotes.aspx](http://www.education.vic.gov.au/childhood/providers/regulation/Pages/vcspracnotes.aspx)

### Planning

#### Pre-emergency

- Assist the Chief Warden/Early Childhood Commander.
- Identify resources required.
- Participate in emergency exercises/drills.

#### During emergency

- Attend the emergency control point.

- Ascertain the nature and scope of the emergency.
- Report any changes in the situation to the Chief Warden/Early Childhood Commander.
- Act as directed by the Chief Warden/Early Childhood Commander.
- Plan for contingencies.

#### **Post- emergency**

- Collect and evaluate information relating to the emergency.
- Identify recovery needs and develop a recovery plan (if required).

### **Operations (Area Warden)**

#### **Pre- emergency**

- Regularly check and report on deficiencies of emergency equipment and kits.
- Coordinate safety practices (for example, clear egress paths, access to first attack equipment such as fire extinguishers and disposal of rubbish) by Wardens throughout their areas.
- Participate in emergency exercises/drills.

#### **During emergency**

- Attend the emergency control point.
- Communicate with the Chief Warden/Early Childhood Commander by whatever means available and act on instructions.
- Implement the emergency response procedure relevant to the floor or area and ensure that the Chief Warden/Early Childhood Commander is notified.
- Direct the Logistics Officer/Wardens to check the floor or area for any abnormal situation.
- Commence evacuation if the circumstances on the floor or area warrant this.
- Control the movement of people.
- Co-opt persons as required to assist the Logistics Officer (Warden/s) during an emergency.
- Confirm that the Logistics Officer's/Warden's activities have been completed and report this to the Chief Warden/Early Childhood Commander or a senior officer of the attending emergency services if the Chief Warden/Early Childhood Commander is not contactable.

#### **Post emergency**

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

### **Communications - Code Red Committee (President / Vice President / Secretary / Treasurer) & Communications Officer**

#### **Pre- emergency**

- Assist the Chief Warden/Early Childhood Commander.
- Attend training in the use of the service's communication system as appropriate.
- Maintain records and logbooks and make them available for emergency response.
- Ensure emergency and parent contact details are up to date.
- Participate in emergency exercises/drills.

#### **During emergency**

- Attend the emergency control point.
- Ascertain the nature and location of the emergency. Maintain up to date information.
- Confirm that emergency services have been notified.
- Notify appropriate IMT members.
- At the direction of the Chief Warden/Early Childhood Commander provide instruction and information to staff, children and parents as required.

- At the direction of the Chief Warden/Education Commander provide instruction and information to the staff member responsible for bulk messaging as required.
- Keep a log of events that occurred during the emergency.
- Act as directed by the Chief Warden/Early Childhood Commander.

#### **Post- emergency**

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

### **Logistics (Warden)**

#### **Pre- emergency**

- Ensure staff are aware of the emergency response procedures.
- Carry out safety practices (e.g. clear egress paths, access to first attack equipment, for example, fire extinguishers and disposal of rubbish).
- Participate in emergency exercises/drills.

#### **During emergency**

Persons selected to perform as Logistics Officer/Warden will carry out activities as set out in the emergency response procedures and as directed by the Operations Officer/Area Warden.

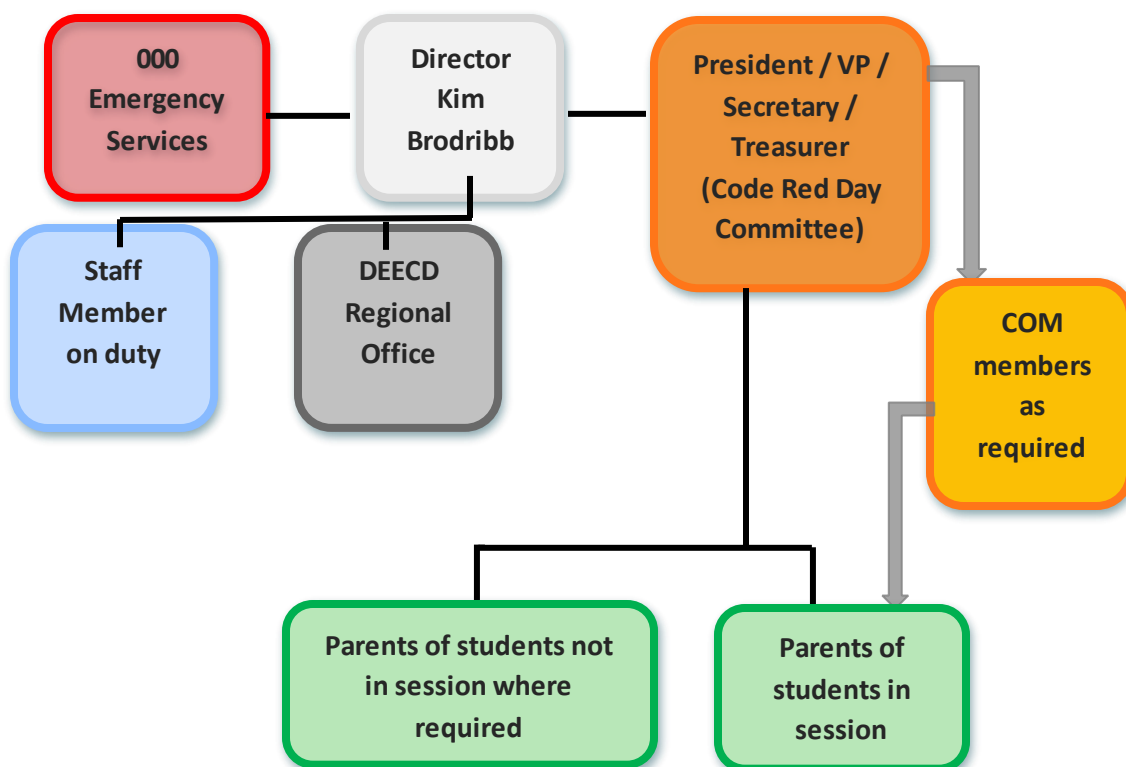
Activities may include the following:

- Attend the emergency control point.
- Operate the communication system in place.
- Check that any fire doors and smoke doors are properly closed.
- Close or open other doors in accordance with the emergency response procedures.
- Search the floor or area to ensure all people have evacuated. This function is of greater importance than a later physical count of those evacuated.
- Ensure orderly flow of people into protected area.
- Assist occupants with disabilities.
- Act as lead of groups moving to nominated assembly areas.
- Report status of required activities to the Operations Officer/ Area Warden on their completion.
- Act as directed by the Chief Warden/Early Childhood Commander.

#### **Post- emergency**

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

## **8. Communication tree**



## 9. 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 Member	Training	Date Qualified
Director	First aid training Level 2	Qualified as of February 21 2025
All Teachers	First aid training Level 2	Qualified as of February 21 2025
All Co-educators	First aid training Level 2	Qualified as of February 21 2025

## 10. Emergency response procedures

### 10.1 On-site evacuation/relocation procedure

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

- Call 000 and inform emergency services of the nature of the emergency.
- Determine which of your facility's pre-identified on-site evacuation points is most appropriate to use.
- Assemble children (emergency whistle is blown 3 times), educators, staff and visitors at your nominated on-site location at the rear yard or top carpark.
- Take the child attendance list (sign-in book), educator and staff attendance list, your Emergency Kit/First Aid Kit, children's medications, the kinder mobile phone and a copy of this EMP.
- Once at the assembly point, check all children, educators, staff and visitors are accounted for.
- Ensure communications with emergency services are maintained.
- Wait for emergency services to arrive or provide further information.
- Confirm with emergency service personnel that it is safe to return to normal operations.
- Seek advice from your Approved Provider or Person with Management or Control Representative if required.
- Maintain a record of actions/decisions undertaken and times.
- President of COM (or other member of the Code Red Committee – Vice President, Secretary or Treasurer) to contact parents as required or as per service policy (refer to appendix 1 for SMS broadcast procedure).

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

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

### **10.2 Off-site evacuation procedure**

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

- **Call 000** for emergency services and seek and follow advice.
- Determine which off-site assembly point you will evacuate children, educators, staff and visitors to.
- Assemble children (emergency whistle is blown 3 times), educators, staff and visitors at your nominated off-site location – The McNamara's house – 3 Sion Close, Eltham.
- Take the child attendance list (sign-in book), educator and staff attendance list, your Emergency Kit/First Aid Kit, children's medications, the kinder mobile phone and a copy of this EMP.
- Once at the assembly point, check all children, educators, staff and visitors are accounted for.
- Ensure communications with emergency services are maintained.
- Wait for emergency services to arrive or provide further information.
- Confirm with emergency service personnel that it is safe to return to normal operations.
- Seek advice from your Approved Provider or Person with Management or Control Representative if required.
- Maintain a record of actions/decisions undertaken and times.
- President of COM (or other member of the Code Red Committee – Vice President, Secretary or Treasurer) to contact parents as required or as per service policy (refer to appendix 1 for SMS broadcast procedure).

### **Actions after off-site evacuation procedure**

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

### 10.3 Lock-down procedure

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

- **Call 000** for emergency services and seek and follow advice.
- Initiate the lock-down and provide instructions to educators and staff, for example, close internal doors and windows, remain in the classroom, sit below window level, or move into corridors.
- Check that all external doors (and windows if appropriate) are locked.
- If available, allocate educators/staff to be posted at locked doors to allow children, educators, staff and visitors to enter if locked out.
- Divert parents and returning groups from the facility if required.
- Ensure a telephone line is kept free.
- Keep the public address system free.
- Keep the main entrance as the only entry point. It must be constantly monitored and no unauthorised people allowed access.
- As appropriate, ascertain that all children, educators, staff and visitors are accounted for.
- If it is safe to do so, have an educator/staff member wait at the main entry to the facility to guide emergency services personnel.
- As appropriate, confirm with emergency services personnel that it is safe to return to normal operations.
- Seek advice from your Approved Provider or Person with Management or Control Representative if required.
- Maintain a record of actions/decisions undertaken and times.
- President of COM (or other member of the Code Red Committee – Vice President, Secretary or Treasurer) to contact parents as required or as per service policy (refer to appendix 1 for SMS broadcast procedure).

#### Actions after lock-down procedure

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



## 10.4 Lock-out procedure

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

- **Call 000** for emergency services and seek and follow advice.
- Announce lock-out with instructions about what is required. Instructions may include nominating staff to:
  - lock doors to prevent entry
  - check the premises for anyone left inside
  - obtain Emergency Kit
- Determine which of your facility's pre-identified on-site evacuation point/s is most appropriate to use.
- Assemble children, educators, staff and visitors at your nominated off-site location – The McNamara's house – 3 Sion Close, Eltham.
- Check that children, educators, staff and visitors are all accounted for.
- Where appropriate, confirm with emergency services personnel that it is safe to return to normal operations.
- Seek advice from your Approved Provider or Person with Management or Control Representative if required.
- Maintain a record of actions/decisions undertaken and times.
- President of COM (or other member of the Code Red Committee – Vice President, Secretary or Treasurer) to contact parents as required or as per service policy (refer to appendix 1 for SMS broadcast procedure).

### Actions after lock-out procedure

- Ensure any children, educators, staff or visitors with medical or other needs are supported.
- Determine whether to activate your parent reunification process. President of COM (or other member of the Code Red Committee – Vice President, Secretary or Treasurer) to contact parents as required or as per service policy (refer to appendix 1 for SMS broadcast procedure).
- Determine if there is any specific information educators, staff, children and visitors need to know (e.g. parent reunification process or areas of the facility to avoid).
- Print and issue pre-prepared parent letters as appropriate.
- Undertake operational debrief with staff and IMT to identify any lock-out and procedural changes that may be required.
- Complete your Post Emergency Record form (refer to Appendix 4 of the *Guide to Developing Your Emergency Management Plan*).
- Education and care services and children's services are reminded that they must report serious incidents to the relevant DET QARD Area Team in accordance with relevant regulatory requirements. This can be submitted on-line via the NQA IT portal. Service agreements also require approved providers to notify DET in the event of a serious incident.
  - Education and care services operating under the NQF refer to the fact sheet *Serious incidents and complaints* available at:  
[www.education.vic.gov.au/childhood/providers/regulation/Pages/nqffactsheets.aspx](http://www.education.vic.gov.au/childhood/providers/regulation/Pages/nqffactsheets.aspx)

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

## 10.5 Shelter-in-place procedure

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

- **Call 000** for emergency services and seek and follow advice.
- Move all children, educators, staff and visitors to your pre-determined shelter-in-place location – the main playroom (refer to Guide).
- Take the child attendance list (sign-in book), educator and staff attendance list, your Emergency Kit/First Aid Kit, children's medications, the kinder mobile phone and a copy of this EMP.
- Check that all children, educators, staff and visitors are accounted for.
- Ensure communications with emergency services are maintained. Wait for emergency services to arrive or provide further information.
- Where appropriate, confirm with emergency services personnel that it is safe to return to
- Maintain a record of actions/decisions undertaken and times.
- Seek advice from your Approved Provider or Person with Management or Control Representative if required.
- President of COM (or other member of the Code Red Committee – Vice President, Secretary or Treasurer) to contact parents as required or as per service policy (refer to appendix 1 for SMS broadcast procedure).

## Actions after shelter-in-place procedure

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

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[www.education.vic.gov.au/childhood/providers/regulation/Pages/vcspracnotes.aspx](http://www.education.vic.gov.au/childhood/providers/regulation/Pages/vcspracnotes.aspx)

## 11. Response procedures for specific emergencies

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

### 11.1 Building fire

- Activate the fire alarm.
- If appropriate, follow the procedure for on-site evacuation.
- Report the emergency immediately to the Chief Warden who will convene your IMT if necessary.
- Extinguish the fire (only if safe to do so).
- Evacuate to the **back gate or letterbox**, closing all doors and windows (if safe to do so)
- Check that all areas have been cleared and notify the Chief Warden.
- Check that all students, staff, visitors and contractors are accounted for.
- Report emergency to the relevant authorities
- Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.
- Contact parents as required.
- Direct all Media enquiries to DET Media Unit on 8688 7776

### 11.2 Bushfire

A bushfire/grassfire is observable or identified via a VicEmergency App alert, emergency services and/or other advice near to pre-school;

- If immediate assistance is required phone '000'
- Contact Vic Emergency Hotline on 1800 126 126 for information on the fire
- Report the emergency immediately to the Chief Warden who will convene your Incident Management Team and in consultation with emergency services determine the appropriate response
- Report the emergency to the Incident Support and Operations Centre (24 hour, 7 days) on 1800 126 126
- Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required
- Continue to monitor local conditions (wind changes, size of fire, direction of travel) and emergency warnings and advice messages through the VicEmergency App, TV, battery powered radio tuned to an emergency broadcaster (local ABC radio)
- Ensure staff and children do not hinder emergency services or put themselves at risk by going near damaged buildings or trees
- Direct all Media enquiries to DET Media Unit on 8688 7776
- Contact parents as required

- Staff will remain with children until they are collected by parents or relocated by emergency services.

If sheltering-in-place is required, move all children, staff and visitors to the main playroom, if possible, following the identified egress route:

- Take your emergency kit/first aid kit (including your student and staff attendance lists and a copy of your EMP)
- Check that all students, staff and visitors are accounted for.
- Ensure communications with emergency services are maintained.
- Wait for emergency services to arrive or provide further information.
- Where appropriate, confirm with emergency service personnel that it is safe to return to normal operations.
- Maintain a record of actions/decisions undertaken and times.
- Check all windows and doors in **Room 1 – 4YO Blue/Navy Group** are closed (but doors are not locked).
- Staff, wherever possible, will wear full length clothing in the event they need to patrol the school for embers
- Confirm fire equipment (including torches, water, batteries, radio, water, mops, buckets, school portable phone and mobile phone are in the **Room 1 – 4YO Blue/Navy Group**).
- Any sprinkler system around the pre-school grounds to be turned on (if this does not compromise other water based defence systems).
- If safe to do so, relocate cars and any other movable combustible objects to greater than 20m from the main playroom and the evacuation path between the **main playroom** and **back gate or top car park** or **McNamara's House – 3 Sion Close, Eltham**
- Staff to check that children have their shoes on and drink bottles with them
- Staff will endeavour to keep children as calm and hydrated as possible
- Staff will identify and wherever possible attend to children who show signs of or are known to be susceptible to smoke. If possible, supply these children with smoke masks and any medication they require.
- A nominated person is to monitor the phones and radios to ensure, as far as possible, that communication is maintained.
- Consider notifying parents that staff and children are sheltering in place
- Should parents arrive at the pre-school, parents remain in the **Room 1 – 4YO Blue/Navy Group** with their child. Any decision to leave should only occur on advice and with direct support from emergency services
- Continually monitor **Room 1 – 4YO Blue/Navy Group** for its integrity, immediately identify and suppress any building ignitions, where safe to do so.
- If the building's fire alarm activates the staff to check if it is activating due to smoke or if the building has ignited. If the building has ignited and is not safe to extinguish –evacuate to the **back gate or letterbox top car park** or **McNamara's House – 3 Sion Close, Eltham** via the defined route
- While sheltering at the **back gate or top car park** or at the **McNamara's House – 3 Sion Close, Eltham**.
- Check that all children, staff, visitors and contractors are accounted for.
- Assemble all staff and children in a tight group maximising the distance to potential sources of fire, with the more vulnerable people towards the centre of the group.

- Administer first aid if required
- Maintain communication with emergency services and remain in place until emergency services or additional support arrives
- Communicate to all parents once the all clear has been given.
- Ensure any children, staff or visitors with medical or other needs are supported.
- Advise the Incident Support and Operations Centre on 1800 126 126 that the event is over.
- Determine if there is any specific information children, staff and visitors need to know
- Direct all Media enquiries to DET Media Unit on 8688 7776
- Print and issue pre-prepared parent letters and give these to the children to take home.
- Ensure all staff are made aware of Employee Assistance Program contact details.
- Undertake operational debrief with staff and Incident Management Team to identify any shelter-in-place and procedural changes that may be required.
- Complete your Post Emergency Record.

### **11.3 Heat (extreme)**

To minimise the risks associated with extreme hot weather, pre-schools 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 to include more rest breaks.
- 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 as per Sunsmart policy

#### ***Hydration***

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

#### ***Notification/Information***

- Direct any media enquiries to the President of COM.
- Notify parents about pre-school's heat conditions.
- Brief staff to be extra vigilant during periods of prolonged heat.

### **11.4 Industrial/factory fire**

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, children, visitors and if any contractors indoors. Close windows and doors and turn off air-conditioning.
- Check staff, children and visitors are accounted for
- Check staff, children 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 pre-school.
- 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 children are safe and not to come to the pre-school until further notice (or the end of the pre-school day)
- Await advice from emergency services or from the Department before resuming normal school activities outdoors.
- Follow-up communications with parents as required.

Specific actions prior to the start of pre-school:

- Monitor the situation and if it is determined to pose an unacceptable risk to staff and children based on local assessment of risk, consider:
  - Contacting families and advising them that children are not to come to the pre-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 pre-school for collection until the 'all clear' has been given

### **11.5 Information security**

- Contact your Augment Technologies for advice and support,
- If the information security breach is considered malicious contact local police

### **11.6 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 student 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 pre-school.
- Contact the relevant provider/s to report outage and ascertain when restoration will occur.
- Consider consequential impacts, e.g. power outage will impact phone lines and IT systems.
- Contact parents as required.

### **11.7 Medical emergency**

If a medical emergency occurs on a pre-school site or on an excursion

- Call '000' if immediate/life threatening
- Administer first aid
- Contact parent/guardian of affected child or staff's emergency contact person.
- Record evidence (if applicable)
- Keep other children away from the emergency/incident
- Provide support for children who may have witnessed early stage of emergency

### 11.8 Mental stress

- If there is immediate and/or life-threatening concern for an individual's health or wellbeing contact '000'
- Administer first aid (if appropriate) – keep physically and emotionally safe
- Consider whether the following supports are appropriate:
  - Kids Helpline - 1800 55 1800
  - Lifeline - 13 11 14
- Suicide prevention resources from Beyond Blue and/or Headspace
- CATT Team – acute mental health triage.
  - [www3.health.vic.gov.au/mentalhealthservices/](http://www3.health.vic.gov.au/mentalhealthservices/) or call NURSE-ON-CALL on 1300 60 60 24.

### 11.9 Missing child

If student/child is missing and/or cannot be accounted for:

- Search the immediate area
- Take the remaining children to a safe area
- Contact the parent/carer
- Contact '000' for police to report child missing
  - Provide a description, time last seen and location
- Report to relevant authority as a serious incident and fill out an accident form.

### 11.10 Intruder

- **Call 000** for emergency services and seek and follow advice.
- Press the panic button located in the office.
- Report the emergency immediately to the Chief Warden.
- Do not do or say anything to the person to encourage irrational behaviour.
- Initiate action to restrict entry to the building if possible and confine or isolate the threat from building occupants.
- Determine whether **evacuation, lock-down or shelter-in-place** is required. Do this in consultation with the Police where possible.
- Evacuation only should be considered if safe to do so.
- Report emergency to the relevant authorities as a serious incident.
- Contact parents as required.

### 11.11 Bomb/substance threat

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

### *Immediate response*

- Immediately clear and cordon off the area in the vicinity of the object.
- Call **000** for police and seek and follow advice.
- Report the threat to the Chief Warden/principal who will coordinate the emergency response until police arrive.
- Report the emergency to the Incident Support and Operations Centre on 1800 126 126.
- Do not approach, touch, tilt or tamper with the object.

### *Evacuation*

- Evacuate the pre-school and:
  - Ensure children and staff are not directed past the object
  - Alert any other services co-located at the pre-school site
  - Check that all students, 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 the police.
- Contact parents when evacuation is complete, and it is safe to do so.
- Notify your regional emergency management contact and seek advice if necessary.
- Direct all Media enquiries to DET Media Unit on 8688 7776.
- Await "all clear" advice from police before returning to school buildings to resume normal pre-school activities.

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

- **DO NOT HANG UP**
- Keep the person talking for as long as possible and obtain as much information as possible.
- Without alerting the caller, signal a co-worker to:
  - call 000 for police on a separate phone
  - notify the Chief Warden/principal
  - report an emergency to the Incident Support and Operations Centre on 1800 126 126.
- Fill out the *Bomb Threat Checklist* and record the following details while you are on the phone to the caller (*Bomb Threat Checklist*) is provided in the **"Related forms"** section of your on-line EMP. The checklist should be located with staff who normally answer in-coming phone calls):
  - gender of caller
  - age of caller
  - accents and speech impediments
  - background noises
  - key phrases used
  - whether the threat is automated/taped/recorded.

### **Ask the caller:**

- Where exactly is the bomb/substance located?
- What time will the bomb explode/the substance be released?



- What will make the bomb explode/how will the substance be released?
- What does the bomb look like?
- What kind of device/substance is it?
- Who put the bomb/substance there? Why was it put there?
- What kind of substance is it (gas, powder, liquid)? How much is there?
- Where are you? Where do you live?
- What is your name? What are your contact details?
- Once the call is finished:
  - **DO NOT HANG UP** - it may be possible for police to trace the call if the telephone line is kept open, regardless of whether the caller hangs up.
  - Immediately:
    - inform the Chief Warden/principal if this has not yet been done
    - call 000 to report threat to police if this has not yet been done - use a different telephone line or mobile phone
    - clear and cordon off the area if the caller identified the location of the object. Do not approach, touch, tilt or tamper with the object.
  - implement evacuation and communication procedures as indicated in section **"If a suspicious object is found"** above
  - report the emergency to the Incident Support and Operations Centre on 1800 126 126
  - ensure all of the caller information has been written down and provided to police on arrival.

#### **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 Chief Warden/principal
- 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.
- Report emergency to the Incident Support and Operations Centre on 1800 126 126

#### **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 Chief Warden/principal
- 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 **"If a suspicious object is found"** above.
- Report emergency to the Incident Support and Operations Centre on 1800 126 126.

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

- Direct staff to shelter children under sturdy tables or desks if objects are falling around you.
- Implement evacuation and communication procedures as indicated in section **"If a suspicious object is found"** 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
  - Report the emergency to the Incident Support and Operations Centre on 1800 126 126
  - Be aware of any potential secondary explosions
  - Limit use of phones as communications systems may become congested

## 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:

VOICE	SPEECH	MANNER	BACKGROUND NOISES
<input type="checkbox"/> Man	<input type="checkbox"/> Fast	<input type="checkbox"/> Hesitant	<input type="checkbox"/> Music
<input type="checkbox"/> Woman	<input type="checkbox"/> Slow	<input type="checkbox"/> Calm	<input type="checkbox"/> Talk/voices
<input type="checkbox"/> Child	<input type="checkbox"/> Well spoken	<input type="checkbox"/> Angry	<input type="checkbox"/> Typing
<input type="checkbox"/> Muffled	<input type="checkbox"/> Impeded	<input type="checkbox"/> Emotional	<input type="checkbox"/> Children
<input type="checkbox"/> Unknown	<input type="checkbox"/> Stutter	<input type="checkbox"/> Loud	<input type="checkbox"/> Traffic/street
Accent:	<input type="checkbox"/> Nasal	<input type="checkbox"/> Soft	<input type="checkbox"/> Machinery
<b>TELEPHONE</b>	<input type="checkbox"/> Uneducated	<input type="checkbox"/> Pleasant	<input type="checkbox"/> Aircraft
<input type="checkbox"/> Mobile	<input type="checkbox"/> Lisp	<input type="checkbox"/> Raspy	<input type="checkbox"/> Trains
<input type="checkbox"/> Landline <input type="checkbox"/> Internal Ext	<input type="checkbox"/> Incoherent	<input type="checkbox"/> Intoxicated	<input type="checkbox"/> Railway crossing
<input type="checkbox"/> Overseas	<input type="checkbox"/> Slurred:	<input type="checkbox"/> Irrational	<input type="checkbox"/> Construction
<input type="checkbox"/> Unknown	<input type="checkbox"/> Other:	<input type="checkbox"/> Other:	<input type="checkbox"/> Other:

Phone number call received on: 0409 889 080 or 0480 206 428

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

YOUR NAME: .....

PRE-SCHOOL/ROOM:.....

### 11.12 Severe weather event

- **Call 000** if emergency services are needed and seek and follow advice.
- Before the storm, store or secure loose items external to the building, such as outdoor furniture and rubbish bins.
- 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.
- Disconnect electrical equipment - cover and/or move this equipment away from windows.
- Listen to local radio or TV on battery-powered sets for weather warnings and advice.

### 11.13 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 GP.
- Asthmatics must follow their personal asthma action plan and keep a reliever or inhaler on hand.
- Notify parents about pre-school 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

- For health information about smoke go to:  
[www.betterhealth.vic.gov.au/bushfiresmoke](http://www.betterhealth.vic.gov.au/bushfiresmoke) or  
<http://www.betterhealth.vic.gov.au/plannedburns>
- 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 <http://www.delwp.vic.gov.au/fire-and-emergencies/planned-burns-for-the-next-ten-days>
- 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.

### 11.14 Snakes

- Treat the snake as venomous – almost all snakes occurring on or entering pre-school properties in Victoria are venomous.
- Remain calm and alert children and staff - advise them to stay calm, move away slowly and keep away.
- If the snake is very close to you (around 1.5 metres or less) remain motionless until the snake moves away.
- If the snake is not agitated or defensive, calmly and slowly move to a safe distance away from the snake observing its position at all times.
- If the snake is located around buildings and playgrounds consider the need to activate a Lock Down procedure.
- If the snake is located inside a building, consider the need to evacuate the classroom or building.
- Leave the snake alone and give it the opportunity to escape. If possible, monitor the snake from a safe distance (at least 5 metres away) in order to see where it goes and to direct a snake catcher to the snake (or its shelter site) if one is called.
- If the snake remains on pre-school grounds, call the local licensed snake catcher – The Snake Hunter 0403 875 409.

### 11.15 Traumatic death/injury/grief

If death or injury occurs on a pre-school site (that impacts or risks impacting the health, safety and wellbeing of children or staff):

- Contact '000' for police/ambulance attendance
- Develop a Communications Plan – check what information can be released with the Committee of Management.
- Contact Communications Officer re notification (as appropriate) to pre-school 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
- Monitor the wellbeing of staff
- Actively implement self-care strategies

### 11.16 Violence and/or aggression

Violence, aggression, harassment, on pre-school site:

- 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 is required.
- Administer first aid if required and safe to do so
- Contact parent/guardian of children(s) impacted
- Record evidence (if applicable)

If staff are directly impacted:

- Consider whether a report to WorkSafe is required

### 11.17 Earthquake

- Call **000** if emergency services are needed and seek and follow advice.
- Report emergency to QARD.
- Notify your regional office NEMA.

## **If Outside**

Instruct staff and children to:

- Stay outside and move away from the building.
- 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 and so on
- 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, 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.
- Help others if you can.
- Report any matter concerning the safety and wellbeing of children, staff and visitors to the Chief Warden.
- Contact parents as required.
- Tune in to ABC radio if you can and follow any emergency instructions.
- If the pre-school property is damaged and it is safe to do so, take notes and photographs for insurance purposes.

## **11. Pandemic and Communicable Diseases**

Appendix B of the DET Pandemic Influenza Incident Response Plan provides details of the key actions for pre-schools to implement at each of the preparedness and response stages of a pandemic influenza event.

### **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 areas, telephones etc.

## **12 Area map**



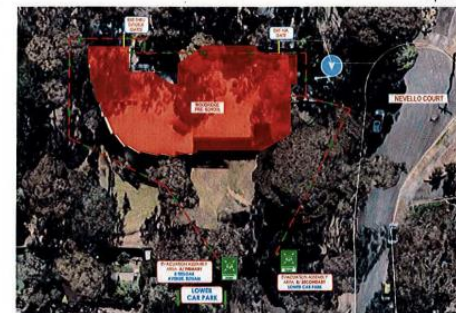


## 13 Evacuation diagram

# EMERGENCY EVACUATION DIAGRAM

(WOODRIDGE PRESCHOOL, 3 NOVELLO COURT, ELTHAM, VICTORIA 3095) - GROUND FLOOR

## SITE PLAN



## HOW TO USE A FIRE EXTINGUISHER

### PULL THE PIN

Break Seal and test the extinguisher

### AIM AT THE BASE OF THE FIRE

make sure you have a means of escape

### SQUEEZE THE HANDLE

To operate the extinguisher and discharge the agent

### SWEEP FROM SIDE TO SIDE

completely extinguish the fire



## IN CASE OF FIRE

- R** REMOVE PEOPLE FROM IMMEDIATE DANGER
- A** ALERT NEARBY EMPLOYEES AND MEMBERS OF THE PUBLIC TO EVACUATE THEN DIAL **000** OPERATE MANUAL CALL POINT IF APPLICABLE
- C** CONFIRM SMOKE & FIRE, CLOSE DOORS & WINDOWS IF SAFE TO DO SO, STAY LOW UNDER SMOKE
- E** EXTINGUISH AND CONTROL FIRE IF SAFE TO DO SO

## EVACUATION DIAGRAM LEGEND

	ABE - FIRE EXTINGUISHER		EVACUATION ROUTE		ASSEMBLY AREA		ELECTRICAL CUPBOARD
	FIRE BLANKET		MAIN SWITCH BOARD		COMPASS ORIENTATION		WHISTLE
	EMERGENCY EXIT		FIRST AID		YOU ARE HERE		FIRE HOSE REEL
			WATER EXTINGUISHER		FOAM EXTINGUISHER		EMERGENCY BACKPACK



ADDITIONAL INFORMATION  
MELWAY MAP REFERENCE:  
22 B6

NEAREST CROSS ROAD  
NOVELLO COURT &  
GLENISTER DRIVE



Job No. AFP-22-076  
Drg No. EV-B4  
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## 14 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
See attached group lists				

## 15 Children, educators and staff with additional needs

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

Children				
Name	Room / Area	Condition	Assistance needed during an emergency	Who will be responsible?
Educators and Staff				
Name	Room / Area	Condition	Assistance needed during an emergency	Who will be responsible?

Additional Needs Summary		
Additional Needs Category	Number of Students	Number of Educators/Staff
<This summary can be included in your EMP. Refer to the Children and Staff with Additional Needs section of the Guide>		

## PART 2 – EMERGENCY PREPAREDNESS

### 16 Early childhood service facility profile

#### 16.1 General Information

Early Childhood Service Name	Woodridge Pre-school
Physical Address	3 Novello Crt, Eltham, Victoria
Operating Days	Monday – Friday
Operating Hours	Monday & Wednesday: 8am – 5.30pm Tuesday & Thursday: 8am – 6:30pm close. Friday: Closed
Phone	0409 889 080
Email	<a href="mailto:woodridge.kin@kindergarten.vic.gov.au">woodridge.kin@kindergarten.vic.gov.au</a>
Website	<a href="http://www.woodridgepreschool.org.au/">http://www.woodridgepreschool.org.au/</a>
Number of buildings	1
Is the facility a designated Neighbourhood Safer Place?	No
Shelter-In-Place Location	Room 1 of the kinder
Number of Children (or approved places)	Licensed for 66. Current enrolments: 108
Total Number of Educators/Staff	11
Methods used for communications to our service's community	Incident Controller (chief warden) on duty

#### 16.2 Other services/users of site

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

### 16.3 Building information summary

Telephones (Landlines)					
Location		Number	Location		Number
Staff Offices		03 9439 2183	On desk		1 each
Alarms	Location		Monitoring Company	Location of Shut-off Instructions	
Fire:	Smoke alarms in main room and bathroom		Nil		
Intrusion:	Security alarm at front door - keypad		Art Security 1300ARTSEC	Instructions in Security System Policy	
Other:					
Utilities	Location		Service provider	Location of Shut-off Instructions	
Gas / Propane:	N/A				
Water:	Near boundary of 10 Novello Crt and kinder property, close to road, under bush.		Yarra Valley Water	No shut-off instructions. Turn tap.	
Electricity:	Power box on external wall near sheds		SP AusNet	No shut-off instructions provided. Use main switch.	
Sprinkler System					
Location of Control Valve:			Nil		
Location of Shut-off Instructions:			Nil		
Building and site hazards					
Hazard Description			Location		
Cleaner's cupboard			Bathroom area		
Electrical equipment			Kitchen, offices, kinder rooms		
Outdoor play equipment			Pre-school playground		

## 17 Risk assessment

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

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

1. Identified Hazard or Threat	2. Description of Risk	3. Current Risk Control Measures Implemented at our Service	4. Risk Rating			5. Treatments to be Implemented Measures to be taken by our service to eliminate or reduce impact of the risk	6. Revised Risk Rating After implementing Treatments		
			Consequence	Likelihood	Risk Level		Consequence	Likelihood	Risk Level
Cleaner's cupboard hazards	Potential exposure to chemical hazards, causing injury or death	<ul style="list-style-type: none"> <li>- Locked cupboard: visible slide bolt</li> <li>- Material Safety Data sheets</li> <li>- Signs stating cupboard must remain locked</li> <li>- Quarterly OH&amp;S inspection</li> </ul>	Severe	Rare	Medium				
Playground hazards	Potential injury due to tripping, slipping or play equipment hazards	<ul style="list-style-type: none"> <li>- Daily and weekly safety checklist</li> <li>- adequate levels of tan bark around equipment</li> <li>- paths clear from obstruction and tripping/slipping hazards removed</li> <li>- quarterly OH&amp;S inspection of equipment and areas</li> </ul>	Major	Unlikely	Medium				
Electrical Equipment	Risk of electrocution, causing death	<ul style="list-style-type: none"> <li>- power socket covers</li> <li>- kitchen equipment on bench tops</li> <li>- no frayed, broken, defective leads, plugs, sockets or switches</li> <li>- quarterly OH&amp;S inspection of all areas with electrical equipment.</li> </ul>	Severe	Rare	Medium				
Intruders / personal threat	Risk of physical assault	<ul style="list-style-type: none"> <li>- secure front door remains locked</li> <li>- visitors must ring door bell and be allowed access by staff only</li> <li>- Child Protection and Safe Environment Policy in place</li> </ul>	Moderate	Rare	Low				

Bushfires	Bushfire spreading to pre-school land, with potential fatality, burns, psychological stress	<ul style="list-style-type: none"> <li>- liaison with Nillumbik Shire to ensure trees are suitably maintained</li> <li>emergency response drills</li> <li>Watch and Act sub-committee to check CFA and other websites for risks</li> <li>-staff and parents aware of emergency and evaluation plans</li> </ul>	Severe	Possible	Extreme	<ul style="list-style-type: none"> <li>- business continuity planning</li> <li>- on Code Red fire danger rating days, propose pre-emptive closure of the pre-school.</li> <li>- further engagement with emergency services</li> </ul>	Severe	Unlikely	High
Building Fire	Risk of injury from burns or smoke inhalation	<ul style="list-style-type: none"> <li>- fire equipment in place and checked</li> <li>- staff trained to use fire extinguishers</li> <li>- quarterly OH&amp;S inspection</li> </ul>	Major	Unlikely	Medium	- business continuity planning	Major	Unlikely	Medium

## 18. Emergency kit checklist

<b>Our Emergency Kit Contains:</b>	<input type="checkbox"/>
Children's data and parent contact information (contained in EMP)	<input type="checkbox"/>
Children, education and staff with additional needs list (contained in EMP) including any children's medications	<input type="checkbox"/>
Enrolment records including authorisations and parent contact details	<input type="checkbox"/>
Education/staff contact information	<input type="checkbox"/>
Traffic/emergency safety vest and tabards	x
Facility keys	<input type="checkbox"/>
Standard portable First Aid Kit. Refer to <a href="#">First Aid Kits Contents Checklist</a>	<input type="checkbox"/>
A charged mobile phone and charger/s (batteries checked and charged)	<input type="checkbox"/>
Torch with replacement batteries or wind up torch (batteries checked and charged)	<input type="checkbox"/>
Whistle	<input type="checkbox"/>
Portable battery powered radio (batteries checked and charged)	<input type="checkbox"/>
Copy of facility site plan and EMP including evacuation routes	<input type="checkbox"/>
Bottled water (use by date checked)	<input type="checkbox"/>
Water	<input type="checkbox"/>

Date Emergency Kit checked:	13/2/25
Next check date:	Scheduled every 3 months



## 18. Emergency Management Plan completion checklist

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

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

Final Check Completed by:

Date:

Component	<input type="checkbox"/>	Action Required
<b>Cover page</b>		
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"/>	
<b>Distribution list</b>		
Distribution list has been completed.	<input type="checkbox"/>	
<b>Contact numbers and Communications Tree</b>		
Appropriate key local community contact numbers have been added for example Fire, Ambulance, Police, local government, nearest hospital. (see page 5)	<input type="checkbox"/>	
Key contact numbers for internal staff have been added.	<input type="checkbox"/>	
Approved Provider or Person with Management or Control Representative and DET regional contact numbers are included.	<input type="checkbox"/>	
Communications Tree detailing process for contacting emergency services, staff and parents included.	<input type="checkbox"/>	
<b>Incident management team</b>		
An Incident Control 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"/>	
<b>Evacuation, lockdown, lockout and shelter-in-place procedures</b>		
Procedures that are specific to the early childhood service's processes have been completed 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"/>	
<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.	<input type="checkbox"/>	
<b>Staff trained in first aid</b>		
Staff trained in first aid list has been updated.	<input type="checkbox"/>	
<b>Area map</b>		

The area map is clear and easy to follow.	<input type="checkbox"/>	
The area map has:	<input type="checkbox"/>	
• two evacuation assembly areas on-site		
• external evacuation routes	<input type="checkbox"/>	
• surrounding streets and safe exit points marked	<input type="checkbox"/>	
• emergency services access points marked	<input type="checkbox"/>	
<b>Evacuation diagram</b>		
The evacuation diagram is clear and easy to follow	<input type="checkbox"/>	
The evacuation diagram has:	<input type="checkbox"/>	
• a pictorial diagram of the floor or area (at least 200mm x 150mm in size, A3)		
• a title, for example EVACUATION DIAGRAM	<input type="checkbox"/>	
• the 'YOU ARE HERE' location	<input type="checkbox"/>	
• the designated exits, which shall be in green	<input type="checkbox"/>	
• hose reels, marked in red	<input type="checkbox"/>	
• hydrants, marked in red	<input type="checkbox"/>	
• extinguishers, marked in red	<input type="checkbox"/>	
• designated shelter-in-place location	<input type="checkbox"/>	
• date plan was validated	<input type="checkbox"/>	
• location of primary and secondary assembly areas	<input type="checkbox"/>	
• a legend.	<input type="checkbox"/>	
<b>Parent contact information</b>		
Parent contact information has been obtained and is up to date.	<input type="checkbox"/>	
<b>Children, educators and staff with additional needs list</b>		
Children, educators and staff with additional needs have been identified and strategies put in place for these persons where they require assistance in the event of an emergency.	<input type="checkbox"/>	
<b>Site Profile</b>		
Profile has been populated and reflects the service's buildings, utilities etc.	<input type="checkbox"/>	
<b>Risk assessment</b>		
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"/>	
<b>Emergency drill schedule</b>		
Drills have been scheduled once per term (quarterly) for different types of emergencies	<input type="checkbox"/>	
<b>Emergency kit checklist</b>		
Emergency Kit Checklist has been developed with early childhood service's requirements.	<input type="checkbox"/>	

## Attachment 1: Emergency evacuation SMS system

**Application used for Emergency SMS Broadcasting:** Notifyre <https://notifyre.com/au>  
**Account Name:** Woodridge Pre-school  
**Account ID:** U747F5ET

## User information

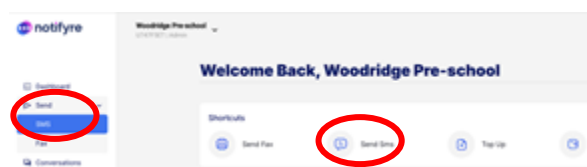
<b>Admin Account (Primary)</b> Account user: Jenny Browne, Communications Officer email: <a href="mailto:communications@woodridgepreschool.org.au">communications@woodridgepreschool.org.au</a> password: WPnc#25#WPnc MFA Number: 0438 614898	<b>Team Account (Secondary)</b> Account user: Alison Mantell, Administration Officer email: <a href="mailto:info@woodridgepreschool.org.au">info@woodridgepreschool.org.au</a> Password: Kinder3095! MFA Number: 0408 011 073
--	---

**Note that there is Multi Factor Authentication (MFA) in place. In order to log in a verification code will be sent to the mobile registered to the user.**

## Emergency SMS Broadcast Instructions

In the event of an emergency, and a group of families need to be contacted, follow the steps below to access our SMS Broadcast Service.

1. Go to <https://notifyre.com/au> and Log in
2. Go to Send > SMS (Left hand menu) or Send SMS via the shortcut.
3. Compose the message



**From** - Select WoodridgePS from the dropdown list

**To** - To contact all parents Start Typing "All Parents 2025" and select that group. All groups have been pre-loaded for 2025, under each group name. i.e If the message needs to go to Blue group only, start typing Blue and select Blue Group 2025. (You can select more than one group).

**Message Body** - Type in the relevant message. End the message with NO SMS REPLY  
(Note: 160 characters is 1 SMS part)

A screenshot of the 'Send SMS' form. The 'From' field is set to 'WoodridgePS'. The 'To' field shows a dropdown menu with 'All Parents' selected. Below this, a list of groups is visible, including 'All Parents 2025 (115)'. The 'Message Body' field contains the text: 'Woodridge Preschool will be closed on 01/02/2025 due to the catastrophic fire risk. NO SMS REPLY'. The 'Message Reference' field is empty. At the bottom, there is a 'Send' button and a 'Characters 10 (SMS Parts 1) (Estimated Cost \$0.10)' indicator.

4. Double check all information and Click Send (can also be scheduled).