

Emergency Management Plan 2025

Leslie Moorhead Pre-School Centre Inc.



Leslie Moorhead
Pre-School Centre Inc
The Pre-School in the heart of Mornington

Physical address	32 Hampden Street, Mornington, Vic, 3931
Phone number	03 5975 2472
Email address	Leslie.moorhead.kin@kindergarten.vic.gov.au
DET region	South Eastern Victoria
QARD Area	Southern Metropolitan Region
Bureau of Meteorology/Fire District	
Is the service on the Bushfire- At-Risk Register?	No
Service SE number	SE-00003467
Provider PR number	PR-00001633
Approved provider or person with management or control (PMC) approving plan	Tennille Djuve
Nominated supervisor	Lorraine Pierce
Date plan approved	28 th January 2025 Revised 29 th July 2025 Off site evacuation area changed
Next review date	January 2026

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1. Purpose

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

2. Scope

This EMP applies to all staff, children, visitors, contractors, and volunteers at Leslie Moorhead Pre-School Centre Inc. .

3. Distribution

A copy of our plan has been distributed to:

Name	Position Title and Organisation Name	Date Sent	Email Address or Postal Address
Families		15/07/2025	
Committee of Management		15/07/2025	
Mornington Shire Council	Kate Majcher	29/07/2025	
Mornington Football Club	Committee	29/07/2025	

PART 1– EMERGENCY RESPONSE

In an Emergency

**for emergency
assistance call**

Police, Ambulance, Fire
Services

000

for Advice call your

Approved Provider or
Person with
Management or Control

Tennille Djuve

convene your

Incident Management Team and enact your
Emergency Management Plan

4. Emergency contacts

4.1 Emergency services

In an emergency requiring **Police, Ambulance and Fire Services** attendance call **000**.

4.2 Our early childhood service contacts

Key Roles	Name	Phone	Phone (After Hours)	Mobile
Approved provider or PMC	Tennille Djuve			
Nominated supervisor	Lorraine Pierce			
Person in day-to-day charge Monday and Thursday	Lorraine Pierce			
Person in day-to-day charge Tuesday and Friday	Tahni Dooley			
Person in day-to-day charge Wednesday	Cassie De Freitas			
First Aid Officer Mon & Thurs	Sharon Hibbert			
First Aid Officer Tues & Fri	Brianna Trainor (to 14/2/25 only) Jill Everitt			
First Aid Officer Weds	Abbey Holt			
OHS Representative	TBC			

4.3 Key organisational and DET regional contacts

Organisation	Name	Phone	Mobile
Department of Education and Training (DET), Quality Assessment and Regulation Division (QARD) Area Team <i>*(See note at the end of this section regarding reporting requirements)</i>	Southern Metropolitan Area	8765 5787	
Department of Education and Training regional Manager, Operations and Emergency Management	Glen Tarrant - South Eastern	8904 2406	0438 018 269

4.4 Local/other organisations contacts

Organisation	Phone
Police Station	5970 4900
Hospital/s	Frankston Emergency 9784 777 The Bays 5975 2009
Gas	Origin 13 24 61
Electricity – United Energy Faults and Emergencies	13 16 26
Electricity – Momentum Energy (Supplier)	1300 662 778
Water – South East Water	13 92 83
Facility Plumber	Via Shire Council 1300 850 600
Facility Electrician	Via Shire Council 1300 850 600
Local Government	1300 850 600
SES (flood, storm and earthquake)	13 25 00
WorkSafe Victoria	13 25 00
Notify of water and fire services cut off/bridge and road closure	13 23 60

4.6 Reporting requirements

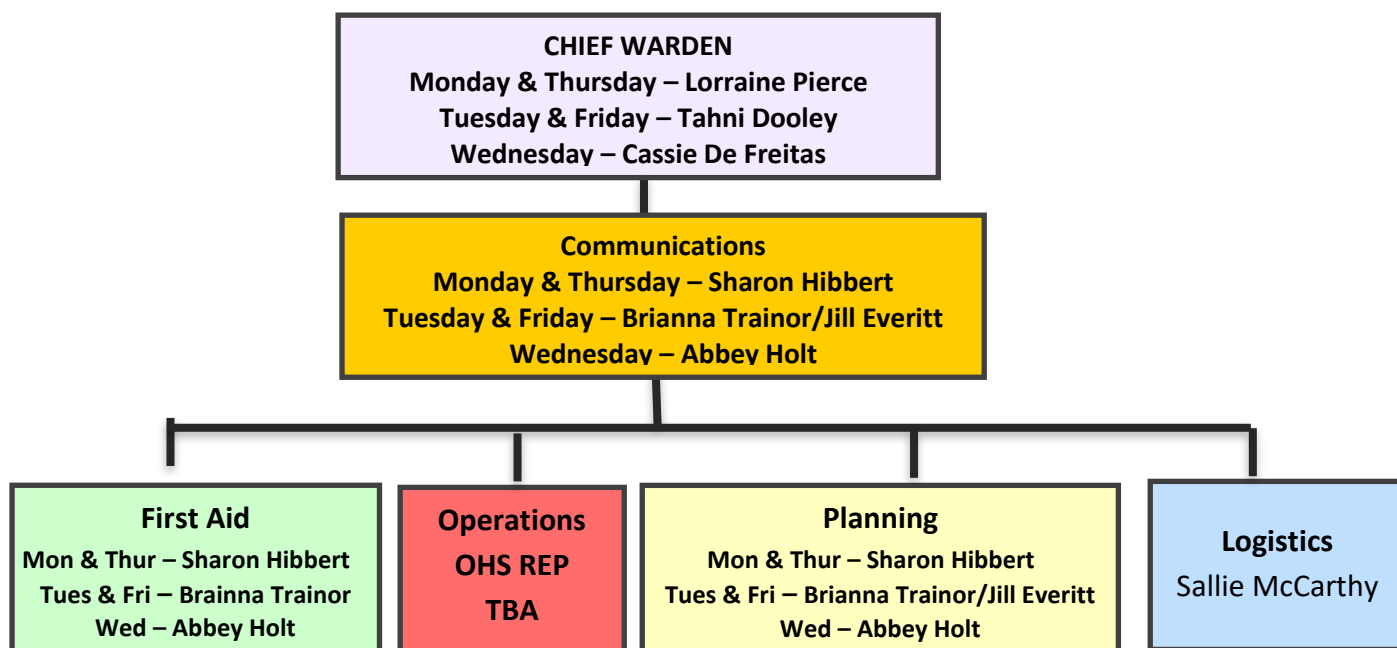
Early childhood services are reminded that they must report serious incidents to the relevant DET QARD Area Team in accordance with relevant regulatory requirements.

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

- [Education and care services](#) operating under the National Quality Framework (NQF), which include kindergartens (pre-school), long day care services, outside school hours care services and family day care services
- Notifications of serious incidents, incidents and complaints must be submitted online via the [National Quality Agenda IT System \(NQA ITS\)](#)
- To make notifications, see: [Notification types and timeframes | ACECQA, The National Quality Agenda IT System \(NQA ITS\)](#) or call: 1300 307 415. For more information, see [Regulation and Quality Assessment](#)
- **Children's services** operating under the *Children's Services Act 1996* (Children's Services Act), which include:
 - limited hours services (where children attend for a short period of time)
 - former Budget Based Funded services not funded for Child Care Subsidy
 - occasional care services
 - early childhood intervention services
 - mobile services
 - school holiday care programs that operate for up to 28 days a year.
 - refer to page 6 *Serious incidents* available at: [New regulatory requirements for Children's Services - Fact sheet.](#)

5. Incident Management Team

5.1 Incident Management Team (IMT)



5.2 Incident Management Team contact details

IMT Role/Activities	Primary Contact		Back-Up Contacts		
Chief Warden/ Early Childhood Commander	Name	Lorraine Pierce	Name	Tahni Dooley Cassie De Freitas	
	Phone/Mobile		Phone/Mobile		
Planning tasks will be performed by:	Name	Lorraine Pierce	Name	Tahni Dooley Cassie De Freitas	
	Phone/Mobile		Phone/Mobile		
Operations (Area Warden) tasks will be performed by:	Name	Sharon	Brianna	Jill	Abbey
	Phone/Mobile	0407 846 873	0436 020 008	0432 226 930	0409 856 898
Communications tasks will be performed by:	Name	Sharon	Brianna	Jill	Abbey
	Phone/Mobile				
Logistics (Warden) tasks will be performed by:	Name	Sallie McCarthy	Name	Lorraine Pierce	
	Phone/Mobile		Phone/Mobile		
First Aid tasks will be performed by:	Name	Sharon	Brianna	Jill	Abbey
	Phone/Mobile				

5.3 Incident Management Team (IMT) responsibilities

The following pre-populated IMT responsibilities are provided as a resource to assist you to develop your plan. Adapt them as appropriate to ensure relevance to your facility and services and in compliance with the *Education and Care Services National Law Act 2010* (National Law) Education and Care Services National Regulations 2011 (National Law) .

Chief Warden/Early Childhood Commander – Lorraine/Tahni/Cassie

Pre-emergency

- Maintain current contact details of IMT members.
- Ensure 'Children and staff with additional needs' list and 'Staff trained in first aid' list are up to date.
- Ensure strategy to evacuate non-ambulate children is in place.
- Ensure ready access to an operating telephone or other similar means of communication to enable immediate communication to and from parents/guardians and emergency services.
- Conduct regular exercises/drills in line with regulatory requirements .
- Ensure our emergency response and recovery procedures are kept up to date.
- Ensure staff on the IMT are aware of their responsibilities.

During emergency

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

Post- emergency

- When the incident is rendered safe or the emergency services return control, notify the IMT members to have staff and children return to normal operations.
- Organise debrief with the IMT and, where appropriate, with any attending emergency service.
- Ensure recovery activities are considered and implemented as required.
- Complete the Post Emergency Record (see Appendix 1).
- 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 (see Reporting requirements in the Emergency contacts section)

Planning - Sharon/Brianna/Jill/Abbey

Pre- emergency

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

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) - Sharon/Brianna/Jill/Abbey**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 in line with regulatory requirements.

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 Logistics /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 Logistics (Warden/s) during an emergency.
- Confirm that the Logistics and 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 – Sharon/Brianna/Jill/Abbey**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/guardian contact details are up to date.
- Participate in emergency exercises/drills in line with regulatory requirements.

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/guardians 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/guardians 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 – Sallie

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 in line with regulatory requirements .

During emergency

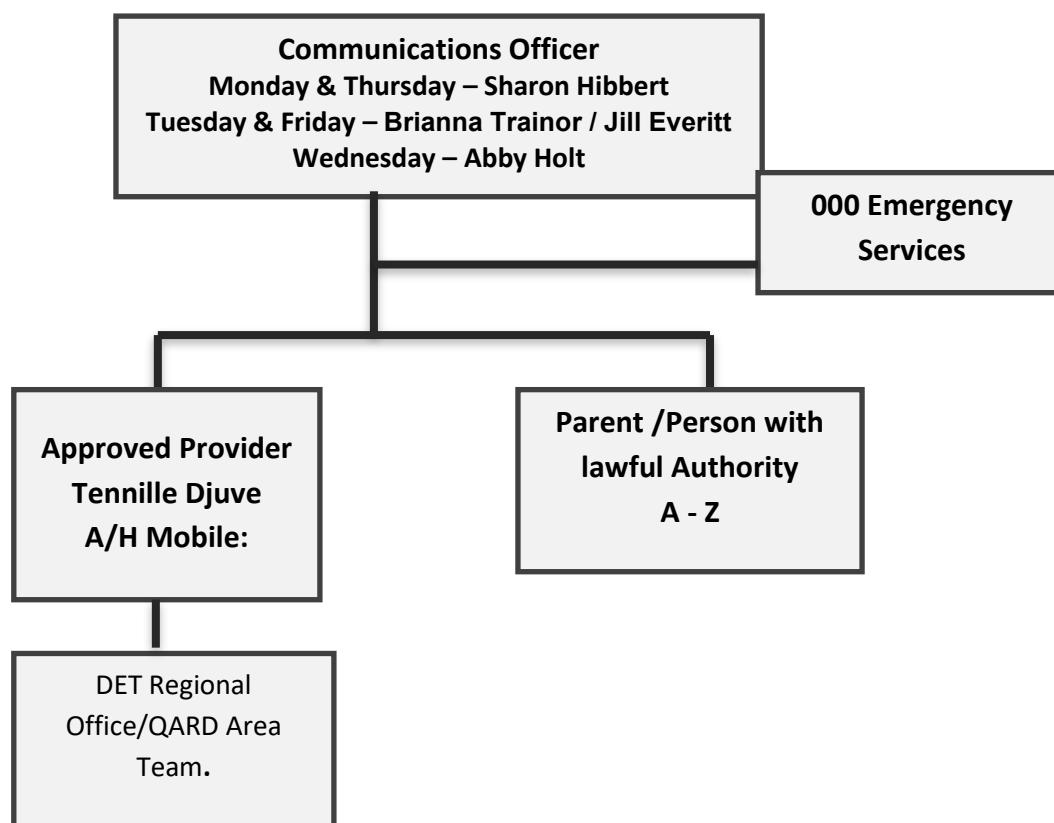
Persons selected to perform as Logistics /Warden will carry out activities as set out in the emergency response procedures and as directed by Operations /Area Warden. Activities may include the following:

- 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 non-ambulant occupants and those with disabilities.
- Act as lead of groups moving to nominated assembly areas.
- Report status of required activities to Operations / 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.

6. Communication tree



7. Staff trained in first aid

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

Staff Member	Training	Date Qualified To
Lorraine Pierce	First Aid & Anaphylaxis	04/02/2026
Tahni Dooley	First Aid & Anaphylaxis	04/02/2026
Cassie DeFreitas	First Aid & Anaphylaxis	04/02/2026
Sharon Hibbert	First Aid & Anaphylaxis	02/10/2025
Abbey Holt	First Aid & Anaphylaxis	04/02/2026
Sallie McCarthy	First Aid & Anaphylaxis	04/02/2026
Michelle Ingram	First Aid & Anaphylaxis	04/02/2026
Brianna Trainor	First Aid & Anaphylaxis	03/10/2025
Jill Everitt	First Aid & Anaphylaxis	11/12/2025

8. Core emergency response procedures

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 identifying potential emergencies that are relevant to the service. These are our emergency procedure based on our risk assessment.

During an emergency it may be necessary to activate one or a combination of the following five core emergency procedures:

- On-site evacuation (relocation)
- Off-site evacuation
- Lock-down
- Lock-out
- Shelter-in-place

8.1 On-site evacuation/relocation procedure

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

- 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. **Far fence by double gates in playground.**
- Assemble children, staff and visitors at your nominated on-site meeting point
- Take the child attendance list and staff attendance list, your Emergency Kit/First Aid Kit, a copy of this EMP and an operating telephone or other similar means of communication to enable immediate communication to and from parents/guardians and emergency services.
- Once at the assembly point, check all children, staff and visitors are accounted for.
- Ensure communications with emergency services is maintained.
- Wait for emergency services to arrive or provide further information.
- Confirm with emergency service personnel that it is safe to return to normal operations.
- Seek advice from your PMC if required.
- Maintain a record of actions/decisions undertaken and times.
- Contact parents/guardians as required or as per service policy.

Actions after on-site evacuation/relocation procedure

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

8.2 Off-site evacuation procedure

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

- 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. **Mornington Football Club Oval/Stand**
- Assemble children, staff and visitors at your nominated on-site meeting point
- Take your emergency kit/first aid kit (including your children, educator and staff attendance lists and a copy of this EMP and an operating telephone or other similar means of communication to enable immediate communication to and from parents/guardians and emergency services)
- Once at assembly point, check all children, staff and visitors are accounted for.
- Ensure communications with emergency services is maintained.
- Wait for emergency services to arrive or provide further information.
- Confirm with emergency service personnel that it is safe to return to normal operations.
- Seek advice from your PMC if required.
- Maintain a record of actions/decisions undertaken and times.
- Contact parents/guardians as required or as per service policy.

Actions after off-site evacuation procedure

- Ensure any children, staff or visitors with medical or other needs including those that are non-ambulant are supported.
- Determine whether to activate your parent/guardian reunification process.
- Determine if there is any specific information staff, children and visitors need to know (e.g. reunification process or areas of the facility to avoid).
- Print and issue pre-prepared parent/guardian 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 (see Appendix 1).
- Report serious incidents to the relevant DET QARD Area Team in accordance with relevant regulatory requirements and service agreement (see Reporting requirements in the Emergency contacts section).

8.3 Lock-down procedure

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

- **Call 000** for emergency services and seek and follow advice.
- Initiate the lock-down and provide instructions to staff, for example, close internal doors and windows, remain in classroom, sit below window level, or move into corridors.
- Ensure any children, staff or visitors with medical or other needs and including those that are non-ambulant are supported and have access to any required medications.
- Check that all external doors (and windows if appropriate) are locked.
- If available, allocate educators/staff to be posted at locked doors to allow children, educators, staff and visitors to enter if locked out.
- Divert parents/guardians and returning groups from the facility if required.
- Ensure a telephone line is kept free.
- Keep public address system free.
- Keep main entrance as the only entry point. It must be constantly monitored and no unauthorised people allowed access.
- As appropriate, ascertain that all children, staff and visitors are accounted for.
- If it is safe to do so, have 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 PMC if required.
- Maintain a record of actions/decisions undertaken and times.
- Contact parents/guardians as required or as per service policy.

Actions after lock-down procedure

- Ensure any children, staff or visitors with medical or other needs and including those that are non-ambulant are supported.
- Determine whether to activate your parent/guardian reunification process.
- Determine if there is any specific information staff, children and visitors need to know (e.g. reunification process or areas of the facility to avoid).
- Print and issue pre-prepared parent/guardian 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 (see Appendix 1).
- Report serious incidents to the relevant DET QARD Area Team in accordance with relevant regulatory requirements and service agreement (see Reporting requirements in the Emergency contacts section).

8.4 Lock-out procedure

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

- **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. **Either Far fence by double gates or Pre-School Car Park**
- Ensure any children, staff or visitors with medical or other needs and including those that are non-ambulant are supported and have access to any required medications.
- Assemble children, staff and visitors at your nominated on-site evacuation site
- Check that children, staff and visitors are all accounted for.
- Where appropriate, confirm with emergency services personnel that it is safe to return to normal operations.
- Seek advice from your PMC if required.
- Maintain a record of actions/decisions undertaken and times.
- Contact parents/guardians as required or as per service policy.

Actions after lock-out procedure

- Ensure any children, staff or visitors with medical or other needs are supported.
- Determine whether to activate your parent/guardian reunification process.
- Determine if there is any specific information educators, staff, children and visitors need to know (e.g. reunification process or areas of the facility to avoid).
- Print and issue pre-prepared parent/guardian 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 (see Appendix 1).
- Report serious incidents to the relevant DET QARD Area Team in accordance with relevant regulatory requirements and service agreement (see Reporting requirements in the Emergency contacts section).

8.5 Shelter-in-place procedure

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

- **Call 000** for emergency services and seek and follow advice.
- Move all children, staff and visitors to your pre-determined shelter-in-place **Store room**
- Take your emergency kit/first aid kit (including your children and staff attendance lists and a copy of this EMP and an operating telephone or other similar means of communication to enable immediate communication to and from parents/guardians and emergency services)
- Check that all children, staff and visitors are accounted for.
- Ensure any children, staff or visitors with medical or other needs and including those that are non-ambulant are supported and have access to any required medications.
- Ensure communications with emergency services is maintained. Wait for emergency services to arrive or provide further information.
- Where appropriate, confirm with emergency services personnel that it is safe to return to
- Maintain a record of actions/decisions undertaken and times.
- Seek advice from your PMC if required.
- Contact parents/guardians as required or as per service policy.

Actions after shelter-in-place procedure

- Ensure any children, staff or visitors with medical or other needs are supported.
- Determine whether to activate your parent/guardian reunification process.
- Determine if there is any specific information educators, staff, children and visitors need to know (e.g. reunification process or areas of the facility to avoid).
- Print and issue pre-prepared parent/guardian 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 (see Appendix 1).
- Report serious incidents to the relevant DET QARD Area Team in accordance with relevant regulatory requirements and service agreement (see Reporting requirements in the Emergency contacts section).

9. Response procedures for specific emergencies and critical incidents

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 identifying potential emergencies that are relevant to the service. These are our emergency procedure based on our risk assessment.

9.1 Asbestos

- Isolate the area:
 - vacate everyone from the affected area
 - restrict entry to the identified area by i.e. locking a room; erecting temporary fencing and/or placing tape around the area.
- Erect signage at entrances to affected area indicating unauthorised personnel must not enter.
- Notify and/or seek advice from your PMC if required.
- If the service is on a shared site, notify building management/owner.
- Report serious incidents to the relevant DET QARD Area Team in accordance with relevant regulatory requirements and service agreement (see Reporting requirements in the Emergency contacts section).

9.2 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.
- Do not approach, touch, tilt or tamper with the object.

Evacuation

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

Communication

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

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

- **DO NOT HANG UP**
- Keep the person talking for as long as possible and obtain as much information as possible.
- Without alerting the caller, signal a co-worker if possible to:
 - call 000 for police on a separate phone
 - notify the Chief Warden
- Fill out the *Bomb Threat Checklist* and record the following details while you are on the phone to the caller (The checklist should be located with staff who normally answer incoming 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 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
 - 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.
- 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.

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.
- 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.

If you are at the site of an explosion:

- Direct staff to shelter children e.g under sturdy tables or cots 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
 - Be aware of any potential secondary explosions
 - Limit use of phones as communications systems may become congested.

9.3 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 Rear fence of the playground OR the Car Park, 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 children, staff, visitors and contractors are accounted for.
- Notify and/or seek advice from your PMC if required.
- Contact parents/guardians as required.
- Report serious incidents to the relevant DET QARD Area Team in accordance with relevant regulatory requirements and service agreement (see Reporting requirements in the Emergency contacts section).

9.4 Bushfire/Grassfire

Although our pre-school is not on the BARR the Mornington Peninsula is semi rural and bushfires/grassfires can be a threat, especially ember attacks. Many of our families live close to the urban edge.

Triggers for Action:

The need for action by the facility is triggered when there is a bushfire or grassfire that:

- is observable, or
- identified via Vic Emergency App within 10 km from the facility, or
- there is an Advice, Watch and Act, Emergency Warning or Evacuation message that includes your Facility.

Immediate Actions:

- If immediate emergency services assistance is required phone '000'.
- Seek advice from your DET regional Manager, Operations and Emergency Management, regional Emergency Management Support Officer, regional IMT (if activated) or your local QARD Area Team. They can gain additional information and advice from emergency services for you.

Name	Role	Mobile number
	Manager Operations and Emergency Management	1300 338 738
	Emergency Management Support Officer	nil
	QARD Area Team	8904 2500

- Convene your Incident Management Team (IMT)
- Continue to monitor conditions such as wind change, size of fire, direction of travel.
- Continue to monitor warnings and advice messages through the VicEmergency App or website.
- If there is a bushfire or grassfire in your watch zone with an associated warning area that does not cover the facility site, seek further advice to determine if any actions are necessary.

Other sources of Information:

- Vic Emergency Hotline on 1800 226 226 for any information on the incidents and warnings in your area.
- ABC local radio – use a battery powered radio if necessary due to the possibility of power outages.

Actions for the Facility when it is within a VicEmergency warning area:

VicEmergency Warning	What it means	Facility Actions
Advice Warning	Issued to notify the community that an incident/event has occurred that may escalate to impact on life or property. Actions may be recommended for preparedness or vulnerable groups.	If your facility is in an Advice Warning area, then seek advice and monitor conditions as they may change.
Watch and Act Warning	Issued when an incident/event is likely to or is directly impacting the community. They need to take action now.	If your facility is in a Watch and Act Warning area, seek advice and then decide whether to: remain on site, shelter in place (if required) and monitor the situation call parents/guardians to pick up their children
Emergency Warning	Issued when the community is in imminent danger of an incident/event and need to take action now.	If your facility is in an Emergency Warning area and the warning states that it is too late to leave, then shelter in place and seek advice. Advise parents/guardians that they should not travel at the facility to pick up their children. If parents/guardians do arrive, then advise them to also shelter in place with staff and children at the facility.
Prepare to Evacuate	Prepare to Evacuate – Issued when it is recommended to that the community should quickly prepare to leave the area. This may include undertaking actions to prepare their family, gather critical items and protect their property.	If your facility is in an Evacuation area; comply with evacuation instructions provided and seek advice.
Evacuate Now	Evacuate Now – Issued when the community is recommended to immediately leave or processes are in place to evacuate communities.	If your facility is in an Evacuation area; comply with evacuation instructions provided and seek advice.

Sheltering in Place:

If sheltering-in-place is required, move all children, staff and visitors to the Shelter in Place if possible, provided it is safe to do so.

- Take your emergency kit, a first aid kit, your EMP and child and staff attendance lists.
- Check fire equipment including: torches, water, batteries, radio, water, mops, buckets, facility portable phone, P2 smoke masks, personal protective equipment and mobile phone are in the shelter in place.
- Check that all children, staff and visitors are accounted for.
- Ensure communications with emergency services are maintained.
- Advise parents/guardians that the facility is sheltering in place and they should not come to pick their children up.
- If parents/guardians arrive, encourage them to stay with their children at the facility.
- Check all windows and doors in the shelter in place are closed (but doors are not locked).
- Turn off gas supply.
- Any sprinkler system around the facility 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 *Shelter in Place* and the evacuation path between the shelter in place and Onsite Bushfire Evacuation location and Offsite Bushfire Evacuation Location (if appropriate).
- Staff should attend to children who show signs of or are known to be susceptible to smoke.
- The Communications Officer or a nominated person is to monitor the phones and/or radios to ensure that communication is maintained.
- Wait for emergency services to arrive or provide further information.
- Any decision to leave the Shelter in Place should only occur on advice of emergency services
- Continually monitor Shelter in Place for embers or building ignitions and immediately put them out, when safe to do so. Staff, where possible, should wear full length, fire resistant natural fibre clothing (e.g. wool or cotton) and other personal protective equipment including; goggles, leather gloves and P2 smoke masks, for patrolling the Shelter in Place for embers and building ignitions.
- If the Shelter in Place has ignited and is not safe to extinguish – evacuate to the Onsite Evacuation Location or Offsite Bushfire Evacuation Location (if appropriate), via the defined route.
- Maintain a record of actions/decisions undertaken and times.
- Report serious incidents to the relevant DET QARD Area Team in accordance with relevant regulatory requirements and service agreement (see Reporting requirements in the Emergency contacts section).

Pre-emptive Actions:**This facility:**

- **Is NOT on the Bushfire At-Risk Register (BARR)**

A Closure Checklist is provided at Appendix 3.

9.5 Child abuse

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

1. Responding to an emergency:

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

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

2. Reporting to authorities:

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

- you must contact Victoria Police via your local police station
- you must report internally to management (approved provider)
- you must notify QARD
- you must identify a contact person at the service.

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

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

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

3. Contact parents/guardians:

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

4. Providing ongoing support:

Where appropriate, services should consider:

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

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

9.6 Earthquake

- Call **000** if emergency services are needed and seek and follow advice.
- The Chief Warden will convene the IMT if necessary.
- Notify and/or seek advice from your PMC 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.
- Ensure any children, staff or visitors with medical or other needs and including those that are non-ambulant are supported.

If Inside:

Instruct staff and children to:

- Move away from windows, heavy objects, shelves and any other potential hazards
- 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.
- Ensure any children, staff or visitors with medical or other needs and including those that are non-ambulant are supported.

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.
- Help others if you can.
- Report any matter concerning the safety and wellbeing of children, staff and visitors to the Chief Warden.

- Contact parents/guardians as required.
- Tune in to ABC radio if you can and follow any emergency instructions.
- If the service's property is damaged and it is safe to do so, take notes and photographs for insurance purposes.
- Report serious incidents to the relevant DET QARD Area Team in accordance with relevant regulatory requirements and service agreement (see Reporting requirements in the Emergency contacts section).

9.7 Flood

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

9.8 Heat (extreme)

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

- Call '000' if immediate medical assistance is required

Scheduling/Activities:

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

Hydration:

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

Notification/Information:

- Seek advice from your PMC if required.
- Notify parents/guardians about facility heat conditions
- Brief staff to be extra vigilant during periods of prolonged heat
- Report serious incidents to the relevant DET QARD Area Team in accordance with relevant regulatory requirements and service agreement (see Reporting requirements in the Emergency contacts section)

9.9 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 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 early childhood service.
- Notify and/or seek advice from your PMC or DET regional emergency management staff if required.
- Monitor the VicEmergency website at 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 facility until further notice (or the end of the service day).
- Await advice from emergency services or from the Department before resuming normal activities outdoors.
- Follow-up communications with parents/guardians as required.

Specific actions prior to the start of operations:

- 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 service 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 facility for collection until the 'all clear' has been given
- Report serious incidents to the relevant DET QARD Area Team in accordance with relevant regulatory requirements and service agreement (see Reporting requirements in the Emergency contacts section)

9.11 Information security

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

9.12 Intruder

- **Call 000** for emergency services and seek and follow advice.
- Report the emergency immediately to the Chief Warden.
- Do not do or say anything to the person to encourage irrational behaviour.
- Initiate action to restrict entry to the building if possible and confine or isolate the threat from building occupants.
- Determine whether **evacuation, lock-down or shelter-in-place** is required. Do this in consultation with the Police where possible.
- Evacuation only should be considered if safe to do so.
- Notify and/or seek advice from your PMC or the DET regional emergency management staff if required.
- Contact parents/guardians as required.
- Report serious incidents to the relevant DET QARD Area Team in accordance with relevant regulatory requirements and service agreement (see Reporting requirements in the Emergency contacts section).

9.13 Loss of essential services

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

- Determine which services are affected and the extent of the impact.
- Respond to any immediate threat to children and staff safety and isolate/secure buildings/areas if necessary.
- Call 000 if emergency services are required to respond e.g. power lines down in front of the facility.
- Contact the relevant provider/s to report outage and ascertain when restoration will occur.
- Consider consequential impacts, e.g. power outage will impact on phone lines and IT systems.
- Notify and/or seek advice from your PMC if required
- Contact parents/guardians as required.
- Report serious incidents to the relevant DET QARD Area Team in accordance with relevant regulatory requirements and service agreement (see Reporting requirements in the Emergency contacts section).

9.14 Major external emissions/spill (includes gas leaks)

- Contact the relevant utility faults/emergency line and follow advice.
- **Call 000** for emergency services and seek and follow advice.
- Report the emergency immediately to the Chief Warden who will convene your IMT if necessary.

- Move staff and children away from the spill to a safe area and isolate the affected area.
- Seek advice in regards to clean up requirements, and if safe to do so, the spill can be cleaned up by staff. Personal Protective Equipment should be worn as required.
- Notify and/or seek advice from your PMC or DET regional emergency management staff if required if required.
- Contact parents/guardians as required.
- Consider notification to WorkSafe 13 23 60.
- Report serious incidents to the relevant DET QARD Area Team in accordance with relevant regulatory requirements and service agreement (see Reporting requirements in the Emergency contacts section).

9.15 Medical emergency

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

- Call '000' if immediate/life threatening .
- Administer first aid.
- Ensure any children, staff or visitors with medical or other needs and including those that are non-ambulant are supported and have access to any required medications
- Contact parent/guardian of affected child.
- Record evidence (if applicable).
- Keep other children away from the emergency/incident.
- Provide support for children who may have witnessed early stage of emergency
- Report serious incidents to the relevant DET QARD Area Team in accordance with relevant regulatory requirements and service agreement (see Reporting requirements in the Emergency contacts section).

9.16 Mental stress

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

9.17 Missing child

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

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

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

COVID-19

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

Testing

Rapid antigen test (RAT) screening in ECEC

Staff and children who have symptoms of COVID-19 (such as fever, chills or sweats, cough, sore throat, shortness of breath or a runny nose) are strongly recommended to stay home and test for COVID-19.

Rapid Antigen Test are available for all Victorians from Council sites. People can get 2 free packs (10 tests) for themselves and 2 free packs (10 tests) for each of their household members.

People with disability and their carers can get up to 4 free packs (20 tests) in line with existing RAT distribution for people with disability.

Further information can be obtained at [Council Rapid Antigen Test Program](#).

Ventilation

Ensuring adequate ventilation is one of the most effective measures to keep ECEC safe.

- Services can download the [factsheet on where to put your air purifiers \(PDF\)](#)

Managing COVID-19 cases in ECEC

Where a child or staff member has attended the service while infectious, the following steps are recommended to be taken consistent with approach for other infectious diseases:

Centre-based services

- Notify a parent or an authorised emergency contact of each child being educated and cared for by the service as soon as practicable; and
- Post a notice stating that there has been an occurrence of COVID-19 at the premises.

An ECEC provider or nominated supervisor should notify the department through the National Quality Agenda IT System (NQAITS) only if there is an outbreak of COVID-19 in the service (5 or more cases within a 7-day period) or if the service is to be closed.

For more information about early childhood services operating during COVID-19 see:

- [COVIDSafe settings guidance for early childhood education and care | Coronavirus Victoria](#)

Influenza Pandemic

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

Incident response:

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

Hygiene measures:

Reinforce basic hygiene measures including:

- provide children and staff with information about the importance of hand hygiene (more information is available at [Better Health](#)).
- provide convenient access to water and liquid soap and alcohol-based hand sanitiser
- educate staff and children about covering their cough with tissue or inner elbow to prevent the spread of germs.
- careful disposal of used tissues.
- Ensure germicidal wipes are available in stationary supplies for staff to clean staff administrative area, telephones etc.

Communications:

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

Travel advisories:

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

Business continuity:

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

9.19 Severe weather event

- **Call 000** if emergency services are needed and seek and follow advice.
- Before the storm:
 - consider notifying parents/guardians, especially those with children with additional needs
 - store or secure loose items external to the building, such as outdoor furniture and rubbish bins
 - disconnect/cover/move electrical equipment away from windows
 - secure windows (close curtains and blinds) and external doors. If necessary, tape windows and glass entrances. Utilise boards and sandbags if required.
- Monitor the VicEmergency website and/or VicEmergency App
- Monitor the Bureau of Meteorology website for weather updates and weather warnings
- During a severe storm:
 - remain in the building and keep away from windows.
 - restrict the use of telephone landlines to emergency calls only, particularly during a thunderstorm.
- Report any matter concerning the safety and wellbeing of children, staff and visitors to the Chief Warden.
- Notify and/or seek advice from your PMC if required.
- Listen to local radio or TV on battery-powered sets for weather warnings and advice.
- Report serious incidents to the relevant DET QARD Area Team in accordance with relevant regulatory requirements and service agreement (see Reporting requirements in the Emergency contacts section).

9.20 Smoke

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

Medical

- **Call 000** if anyone is experiencing wheezing, chest tightness and difficulty breathing.
- Closely monitor for adverse effects of smoke on children and staff.
- Children and staff with existing heart or lung conditions (including asthma) should follow the treatment plan advised by their doctor.
- Asthmatics must follow their personal asthma action plan and keep a reliever or inhaler on hand.

- Notify parents/guardians about conditions and to ensure they cater for their child's needs e.g. extra inhaler.

Activities/Indoors

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

Notification/Information

As appropriate:

- Notify and/or seek advice from your PMC if required
- For health information about smoke go to: [betterhealth bushfiresmoke](#) or
- For information about planned burns in your area call 1800 226 226, download the VicEmergency app. Detailed information about the time, location and status of planned burns for the next 10 days can be found at [Planned Burns Victoria](#)
- Tune in to your ABC Radio station and keep listening for advice and warnings. You can find your local station on the ABC Radio frequency finder as well as listen online or via the ABC Radio app.
- Report serious incidents to the relevant DET QARD Area Team in accordance with relevant regulatory requirements and service agreement (see Reporting requirements in the Emergency contacts section)

9.21 Snakes

- Treat all snakes as venomous – almost all snakes occurring on or entering 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, homes 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 room 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 facility grounds, call the local licensed snake catcher **Barry Goldsmith – 0408 067 062**
- Report serious incidents to the relevant DET QARD Area Team in accordance with relevant regulatory requirements and service agreement (see Reporting requirements in the Emergency contacts section)

9.22 Traumatic death/injury/grief

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

Contact '000' for police/ambulance attendance

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

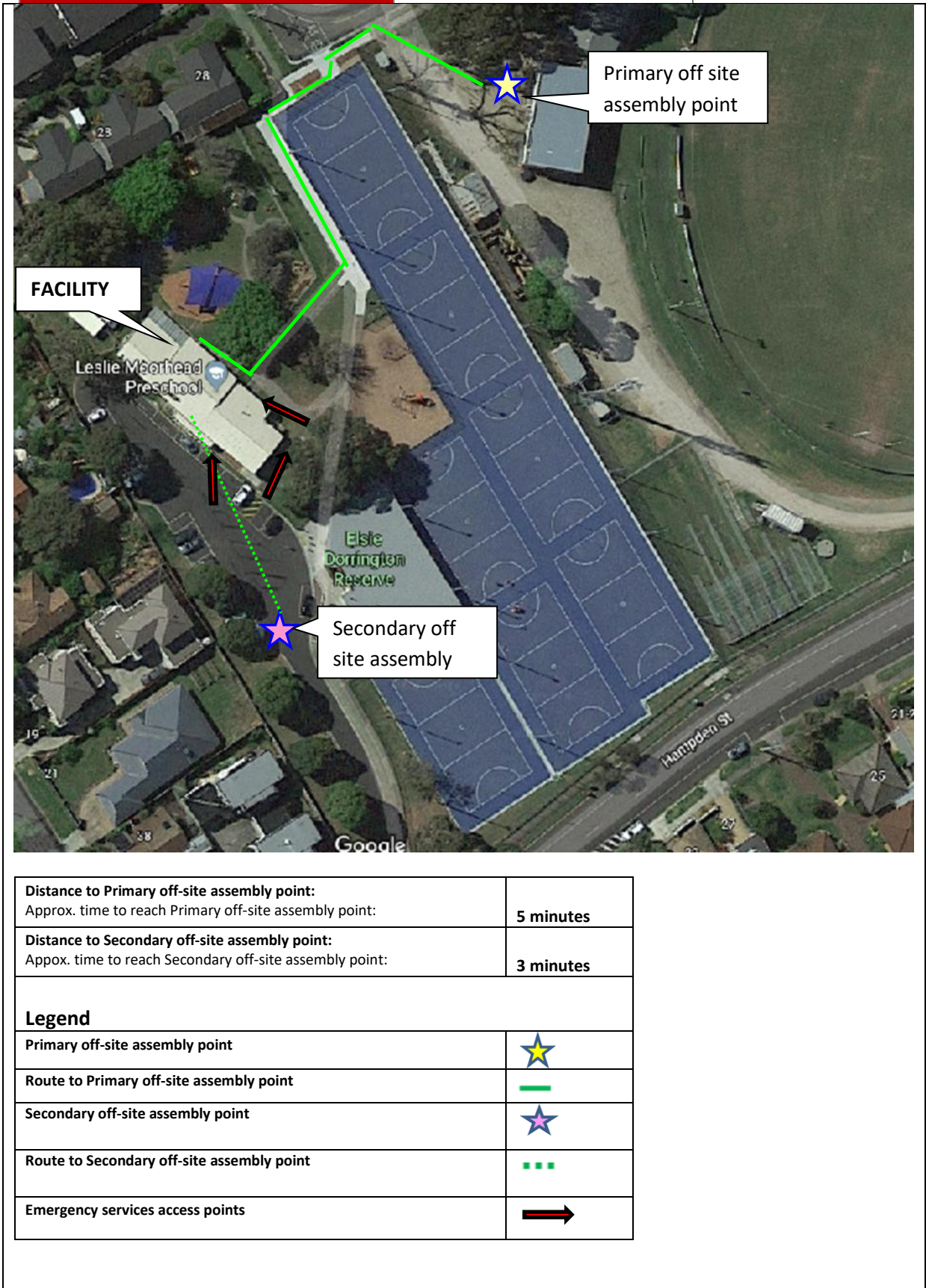
9.23 Violence, aggression and/or harassment

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

10.Area map

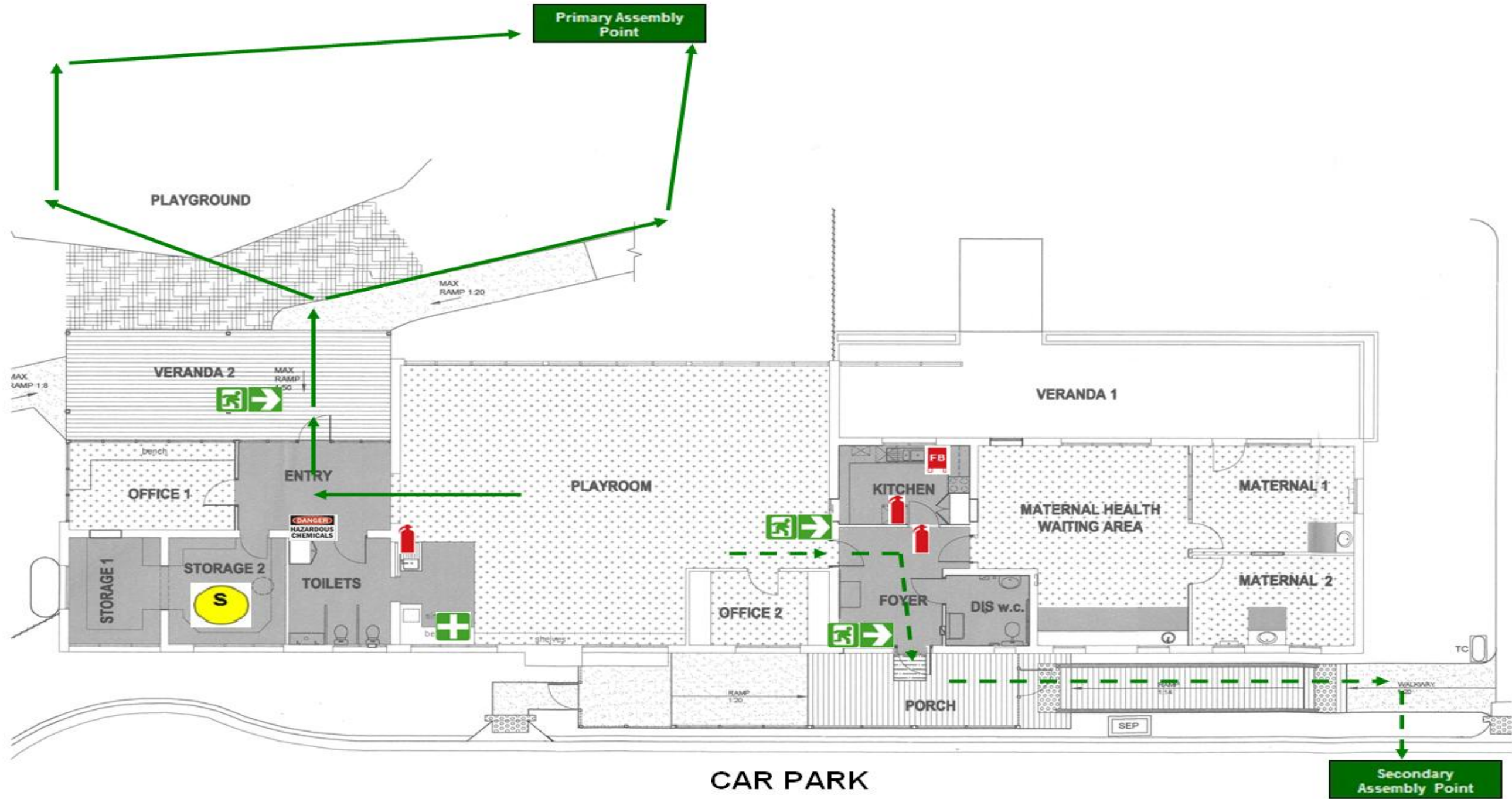
Date Area Map Validated:

15th July 2025



11.Evacuation diagram

Date Evacuation diagram validated: 14th July 2020



12. Parent/guardian contact information

Important note: To ensure adherence to the provisions of the *Information Privacy Act 2000*, maintain parent/guardian contact details in soft and hard copy separately to your EMP (or remove before distributing copies of your EMP).

13. Children and staff with additional needs

Important note: To ensure adherence to the provisions of the *Information Privacy Act 2000*, maintain details of child/staff additional needs in soft and hard copy separately to your EMP (or remove before distributing copies of your EMP).

A sample **Personal Emergency Evacuation Plan (PEEP)** template is provided at Appendix 5 which can be used for both **staff and children** with additional needs.

A summary of children and staff with additional needs can be included in your EMP so long as it does not contain any personal details or details that identify an individual.

Additional needs summary		
Additional needs category	Number of children	Number of staff
<Insert category of additional needs>		
<Insert category of additional needs>		
<Insert category of additional needs>		

PART 2 – EMERGENCY PREPAREDNESS

14. Service facility profile

14.1 General Information

Operating Days	Monday Tuesday Wednesday Thursday Friday
Operating Hours	8:00 – 4:30 pm
Phone	03 5975 2472
Email	Leslie.moorhead.kin@kindergarten.vic.gov.au
Fax	n.a
Website	https://lesliemoorhead.kindergarten.vic.gov.au/
Number of buildings	1
Is the facility a designated Neighbourhood Safer Place?	no
Shelter-In-Place Location	Store room
Number of children/ approved places)	22 per day
Total number of educators/staff	9
Methods for communicating with our community	Email Class Dojo Mobile phone – text and / or calls

14.2 Other services/users of site

Service / User name	Mornington Maternal Nurses /Immunisation Clinic
Location on site	Room on right of foyer
Children/Visitor numbers	Varies
Operating hours/days	Varies
Emergency contact name	Customer Service – ask for MCHC team
Phone number	1800 850 600
Mobile number	n/a

14.3 Building information summary

Telephones (Landlines)					
Location		Number	Location		Number
Play room by first aid kits		5975 2472	Staff Office on top of drawer unit		5975 2472
			Committee office on desk next to photocopier		5975 2472
Alarms					
	Location		Monitoring Company		Location of Shut-off Instructions
Fire:	n/a				
Intrusion:	Left of main door into kinder room		Signature Serity		Code required
Other:					
Utilities					
	Location		Service provider		Location of shut-off instructions
Gas / Propane:	Outside car park veranda Area access via timber door		Origin		Turn lever down
Water:	Outdsode of double gates north east boundary		South East Eastern		Turn Tap off Will need key to access cage
Electricity:	Power board in foyer		United Energy		Main switch off
Sprinkler system					
Location of control valve:			n/a		
Location of shut-off instructions:					
Building and site hazards					
Hazard description				Location	
Cleaning chemicals				Children's bathroom in locked cupboard	
Cleaning chemicals				Playroom - High Cupboard above sink	
Paints & Solvents (Small quantities)				Outside front Shed, access through locked gate	
Propane Gas Bottle 9KG				Outside front Shed, access through locked gate	

15. Risk assessment

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	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
Intruder	<p>Known or unknown person entering or attempting to enter the facility demonstrating threatening behaviour due to:</p> <ul style="list-style-type: none"> • Custodial / Parent dispute • Drug affected or mentally unstable person 	<p>All visitors including parents must ring door bell to be allowed access after the start of the session or prior to end of the session. Lockdown and lockout procedures regularly practiced</p> <p>Values of mutual respect and acceptable parent behaviour are communicated.</p> <p>Encouraging parents to be engaged in the services activities</p> <p>In relation to court orders/custody papers</p> <p>The service maintains a register of the current ones</p> <p>Parents are advised of the services processes and duty of care to other children and staff</p>	Major	High	High	<p>Request review of effectiveness of camera at entry – not focussing</p> <p>Emergency Alert to be put in store room</p>			

Identified Hazard	Description of Risk	Current Risk Control Measures Implemented at our Service	Risk Rating			Treatments to be Implemented Measures to be taken by our service to eliminate or reduce impact of the risk	Revised Risk Rating After implementing Treatments		
			Consequence	Likelihood	Risk Level		Consequence	Likelihood	Risk Level
Pandemic Event Covid-19 /Influenza	Risk of closure depending on staff and children with positive symptoms	Refer to our covid safe plan	Major	High	High				
Severe weather event	A severe weather event could result from <ul style="list-style-type: none"> Electrical storm causing fire High winds causing roof to collapse, limbs to fall from trees and airborne debris shattering glass 	Weather monitored on storm days	Major	Possible	High	Shire Council to be alerted to trees at risk			
Flood	Severe weather event could have a risk of flooding to the pre-school	Weather and rainfall forecast monitored on storm days	Major	Possible	High				
Information Security	Sensitive data could be accessed	Staff to be on alert of emails requesting data. Not opening links on suspect emails Ensuring IT has appropriate firewalls to protect data	Major	Possible	High				
Car Park Incident	There could be issues arising from having a communal car park at the rear of our centre. Car fires or accidents would be the most likely but other scenarios cannot be ruled out	The risks of this are monitored by the staff on site on the day	Major/ Moderate	Possible	High/ Medium				

Identified Hazard	Description of Risk	Current Risk Control Measures Implemented at our Service	Risk Rating			Treatments to be Implemented Measures to be taken by our service to eliminate or reduce impact of the risk	Revised Risk Rating After implementing Treatments		
			Consequence	Likelihood	Risk Level		Consequence	Likelihood	Risk Level
Extereme Heat	Risk of extreme heat from weather events forming a continual or one off day of high heat danger	Weather monitored	Moderate	Possible	High				
Smoke Haze from Bushfires	Although we are unlikely to have a bushfire affect us, we are more likely to have issues with smoke from bushfires on the Peninsula		Moderate	Possible	High	At times of bushfire alerts in local areas ensure that the radio is listened to and the weather is watched for any changes that can impact pre-school. If so an evacuation should be implemented			
Criminal Incident	Known or unknown person entering building whilst unoccupied		Moderate	Possible	Medium	Staff to arrive earlier than children so that if any criminal damage has occurred the families can be alerted and children arrive after the clean up			
Bomb / Substance Threat	Phone call or email to alert ot a bomb or substance treat		Major	Low	Medium	Staff to answer calls and emails and use the Bomb/Substance Threat checklist			
Bush fire Grass Fire	Local bushfire or grass fire	Monitor via the Vic Emergency App	Major	Low	High	Staff to monitor Vic Emergency App			

Identified Hazard	Description of Risk	Current Risk Control Measures Implemented at our Service	Risk Rating			Treatments to be Implemented Measures to be taken by our service to eliminate or reduce impact of the risk	Revised Risk Rating After implementing Treatments		
			Consequence	Likelihood	Risk Level				Consequence
Earthquake	There is a fault line running through a neighboring suburb, ther instances of earthquakes are low but tremors can be felt in Mornington	Monitor via the Vic Emergency App	Major	Low	Low	Staff to monitor Vic Emergency App			
Building Fire	Electrical items and Kitchen items	Tag and test on all electrical items Staff and adult visitors only are allowed to operate electrical equipment	Moderate	Low	Low				
Gas Leak	2 sources of gas at pre-school Kitchen ring (hob top) and gas BBQ bottle in shed	Staff and adult visitors only are allowed to operate gas appliances	Moderate	Low	Low				

16. Emergency response drills schedule

	Type of drill (e.g. evacuation, lockdown) and drill scenario (e.g. fire, intruder)	Scheduled drill date	Date drill performed	Observer's Record completed ✓
Jan-Mar	On Site Evacuation for Fire	Early March	Dolphin Group Seahorse Group Jellyfish Group	Dolphin <input type="checkbox"/> Seahorse <input type="checkbox"/> Jellyfish <input type="checkbox"/>
Apr-June	Lockdown for Storm	Early June	Dolphin Group Seahorse Group Jellyfish Group	Dolphin <input type="checkbox"/> Seahorse <input type="checkbox"/> Jellyfish <input type="checkbox"/>
Jul-Sept	Lockdown for Intruder	Early September	Dolphin Group Seahorse Group Jellyfish Group	Dolphin <input type="checkbox"/> Seahorse <input type="checkbox"/> Jellyfish <input type="checkbox"/>
Oct-Dec	Evacuation car park emergency	Early December	Dolphin Group Seahorse Group Jellyfish Group	Dolphin <input type="checkbox"/> Seahorse <input type="checkbox"/> Jellyfish <input type="checkbox"/>

17. Emergency kit checklist

Our Emergency Kit Contains:	✓
Children's data and parent/guardian contact information (contained in EMP)	✓
Children, education and staff with additional needs list (contained in EMP) including any children's medications	✓
Enrolment records including authorisations and parent/guardian contact details	X
Education/staff contact information	✓
Traffic/emergency safety vest and tabards	✓
Facility keys	✓
Standard portable First Aid Kit. Refer to First Aid Kits Contents Checklist	✓
A charged mobile phone and charger/s (batteries checked and charged)	✓
Torch with replacement batteries or wind up torch (batteries checked and charged)	✓
Whistle	✓
Portable battery powered radio (batteries checked and charged)	✓
Copy of facility site plan and EMP including evacuation routes	✓
Bottled water (use by date checked)	✓
Portable non-perishable snacks such as sultanas, dried fruits and energy bars (use by date checked)	✓
Sunscreen and spare sunhats	x
Plastic garbage bags and ties	✓
Toiletry supplies	✓
Ventolin and spacers	✓
Epipen	✓
Other items	
Other Items	

Date Emergency Kit checked:	8 th January 2025 By Lorraine Pierce
Next check date:	July 2025 – Updated contact lists when required

18. Business Continuity Management Plan (BCMP)

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

1. Arrangements to manage inability to access a building or children’s services approved site

Details of arrangements	<p>Workaround</p> <p><i>Partial site unavailable:</i></p> <p><i>Consider</i></p> <ul style="list-style-type: none">• Determine if remaining areas of the site are suitable for operations based on service approval• Approved provider and nominated supervisor determine what changes to operations are required. <p><i>Notify</i></p> <ul style="list-style-type: none">• Contact Quality Assessment and Regulation Division (QARD) Area Team to notify of any operation changes• Admin staff may need to work remotely home.• Provide regular updates to families and carers to notify of any operation changes via SMS, emails, social media and newsletter <p><i>Whole site unavailable:</i></p> <p><i>Consider</i></p> <ul style="list-style-type: none">• Approved provider to discuss issues and possible options for relocation once length of reinstatement program is confirmed.• Approved provider determine what changes to operations are required. <p><i>Notify</i></p> <ul style="list-style-type: none">• Contact QARD Area Team to notify of any operation changes.• Complete and submit any required service applications to QARD via the National Quality Agenda IT System (NQA ITS)• Provide regular updates to families and carers to notify of any operation changes via SMS, emails, social media and newsletter <p>IT Resources required</p> <ul style="list-style-type: none">• Access to wireless network or stable internet <p>Considerations</p> <ul style="list-style-type: none">• OH&S issues in relocating children’s service equipment and resources• Transport arrangements for children in regional and remote areas• Children’s access to early education and care.• Demands placed on families and carers due to loss of access to early education and care, co – located services and resources, relocation, etc• Demands placed on staff due to loss of resources, relocation, etc <p><u>Key Contacts can be found in the Contacts section of the Emergency Management Plan.</u></p>
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2. Arrangements to manage a loss of technology / telephony / data / power / water

Details of arrangements

Workarounds

Data/technology:

- Admin staff may need to work remotely from home
- Utilise laptops where available to provide access

Telephones:

- Ensure there is an up to date, printed, hard copy list of all child and staff contact details in an accessible, secure location.
- Utilise mobile phones to contact staff.
- Place message on answering machine, if possible, referring callers to an emergency contact number either on site or at alternative location.

Power:

- Determine the requirement for the operation of the service. I.e. water pump for toilet operation.
- Battery back-up (UPS) is on servers. Determine time limit of UPS and back up servers as required.
- Restructure the program to account of the lack of power.

Water:

- Purchase/have a supply of bottled water
- Order bulk water delivery

Considerations

- Ensure OH&S issues are considered when using back up power and water pumps
- Review and update staff contact details to include mobile phone numbers.
- Staff Communications Tree to include details of messaging systems

Key contacts

- QARD Area Team - Southern Metropolitan Area
(03) 8904 2500
smr.qar@education.vic.gov.au
- Phone provider – Telstra 13 22 00

3. Arrangements to manage a loss or shortage of staff or skills

Details of arrangements

Workarounds

- Prioritise work allocations for remaining staff
- Determine the number of Casual Relief Educators required.
- Casual Relief Educators to be sourced from:
 - Service's own pool of emergency educators.
 - PACKTA relief list on staff office wall.
 - Seek assistance from ELAA – 1300 730 119
- Implement succession plan/back up for key roles within service. i.e. person in day-to-day charge, nominated supervisor
- Inform service community of issues via social media, newsletter or via phone or face to face conversations where necessary.

Considerations

- Workload of staff and emergency educators

19. Appendices

- 1. Sample Post Emergency Record Template**
- 2. Sample Caller Bomb Threat Checklist Template**
- 3. Sample Facility Closure Checklist Template**
- 4. Sample Drill Observer Record Template**
- 5. Sample Personal Emergency Evacuation Plan Template**
- 6. Sample Drill Debrief Report Template**
- 7. Sample Business Continuity Plan Template**
- 8. DET Regions**
- 9. QARD Areas and Contacts**
- 10. EMP Completion Checklist**

Post Emergency Record

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

Facility Name	
Emergency Event	
Date and Time of Emergency	
Description/Details Of Emergency	

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

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

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
TELEPHONE	<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: Service Phone system (e.g. menu):

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

YOUR NAME: **FACILITY:**

SAMPLE SERVICE CLOSURE CHECKLIST ON A FORECAST ELEVATED FIRE DANGER RATING DAY

Date service will be closed:	
-------------------------------------	--

Item	Yes	No	Comments
NOTIFICATIONS			
All parents/guardians			
Staff and volunteers			
Contractors (e.g. cleaners, contractor)			
Known visitors			
Co-located educational services			
Other users of the facility			
Approved provider			
SCHOOL BUS TRANSPORT			
Bus coordinating school advised of closure			
SIGNAGE			
Facility closure signs are posted at all entrances/exits			
EXCURSIONS			
Planned excursions have been cancelled			
OTHER			
Receipt of notification by all parents/guardians has been confirmed (e.g. SMS read receipts, email read receipt/reply)			
Contingency arrangements have been made for potential next day closure			

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

Emergency Response Drill Observer's Record

Drill Conducted:		Drill Date:	
Drill Address:		Location:	
Observer Name:			
Objective of Drill			

Depending on the type of drill conducted, you may need to advise emergency services and members of the community who may be affected ahead of the exercise.

Item	Yes ✓	No ✓	N/A ✓
Did the designated or replacement Chief Warden take charge?			
Was the (simulated) call to emergency services done promptly?			
Was the (simulated) call to the region done promptly?			
Was someone appointed to liaise with the emergency service/s?			
Was someone appointed to liaise with the parents/community?			
Were instructions given by the Chief Warden followed by children/students, staff, visitors and contractors?			
Were floor areas checked / isolated areas searched by Wardens?			
Was a roll call conducted for:			
• Students			
• Staff			
• Visitors, contractors and volunteers			
• People with special needs			
Was the Emergency Kit readily available?			
Did the Emergency Kit contain all the items listed in the EMP template checklist?			
Did anyone re-enter/leave the premises before the "all clear" was given?			
Did anyone refuse to leave the building/site?			
Was the relevant procedure in our EMP followed?			
Was the EMP communication tree followed?			

Evacuation Drill Sequence Checklist		Time	
		Hour	Minute
Alarm sounded			
Warden/s respond			
Wardens check floor/area			
Evacuation commenced			
Wardens report floor/area clear			
All persons accounted for			
Arrive at assembly area/safe place			
Wardens check all present			
Evacuation completed			
Exercise terminated			
Comments/Issues for follow up by the EMP Planning Team:			

***Note:** Incident Management Team (IMT) debriefing sessions should be held immediately after each drill; the session should go through the Emergency Drill Observer's Record and discuss actions to improve procedures, the EMP or address identified issues*

Sample Personal Emergency Evacuation Plan (PEEP)

☐ CHILD

☐ Employee

Occupant name

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

Is an Assistance Animal involved?

 Yes ☐ No ☐
Does the child/employee understand the emergency response and evacuation procedures?

 Yes ☐ No ☐ N/A ☐
How will the child/employee be informed of or receive updates to the emergency response procedures?
(Please state, e.g. text, email, Braille etc.)
How will the child/employee be notified of an emergency?
(Please state, e.g. visual alarm, personal vibrating device, SMS, etc. Add lines as necessary)
What type of assistance will be provided?
(Please list procedures necessary for assistance. Add lines as necessary)
What, if any, equipment is required for evacuation?
(Please list. Add lines as necessary)
Egress procedure:
(Give step by step details)

Designated assistants and contact details: <i>(Add lines as necessary)</i>			
Name	Mobile	Email	Noted

Is the designated assistant/s trained in the emergency response and evacuation procedures as well as the use of any required evacuation equipment?

Yes ☐ No ☐

Diagram of preferred route for assisted evacuation: <i>(As appropriate, please insert diagram here or attach to this form)</i>	
--	--

Issue Date: / /

Review Date: / /

Child's Parent/Guardian: **Or Employee:**
 (signature) (signature)

Date://

Nominated Supervisor: **Date:**//
 (signature)

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

Emergency Response Drill Debrief Report

(Please attach Drill Observer Records to this report)

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

Debrief Participants		
Name	Position title	Role during drill

Discussion points

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

What went well?

What can be improved?

--

Action Items			
Ref #	Action	By who?	Due date

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

Business Continuity Plan – Leslie Moorhead Pre-School

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

1. Arrangements to manage inability to access a building or children's services approved site

<p>Details of arrangements</p>	<p>Workaround</p> <p><i>Partial site unavailable:</i></p> <p><i>Consider</i></p> <ul style="list-style-type: none"> • Determine if remaining areas of the site are suitable for operations based on service approval • Approved provider and nominated supervisor determine what changes to operations are required. <p><i>Notify</i></p> <ul style="list-style-type: none"> • Contact Quality Assessment and Regulation Division (QARD) Area Team to notify of any operation changes • Admin staff may need to work remotely from a neighbouring service site or from home. • Provide regular updates to families and carers to notify of any operation changes via SMS, emails, social media and newsletter <p><i>Whole site unavailable:</i></p> <p><i>Consider</i></p> <ul style="list-style-type: none"> • Approved provider to discuss issues and possible options for relocation once length of reinstatement program is confirmed. • Approved provider determine what changes to operations are required. <p><i>Notify</i></p> <ul style="list-style-type: none"> • Contact QARD Area Team to notify of any operation changes. • Complete and submit any required service applications to QARD via the National Quality Agenda IT System (NQA ITS) • Provide regular updates to families and carers to notify of any operation changes via SMS, emails, social media and newsletter <p>IT Resources required</p> <ul style="list-style-type: none"> • Access to wireless network. <p>Considerations</p> <ul style="list-style-type: none"> • OH&S issues in relocating children's service equipment and resources • Children's access to early education and care. • Demands placed on families and carers due to loss of access to early education and care, co – located services and resources, relocation, etc • Demands placed on staff due to loss of resources, relocation, etc <p><u>Key Contacts can be found in the Contacts section of the Emergency Management Plan.</u></p>
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2. Arrangements to manage a loss of technology / telephony / data / power / water

Details of arrangements	<p>Workarounds</p> <p>Data/technology:</p> <ul style="list-style-type: none">• Relocate admin and staff facilities to other networked space• Admin staff may need to work remotely to access network• Utilise laptops where available to provide access to network <p>Telephones:</p> <ul style="list-style-type: none">• Ensure there is an up to date, printed, hard copy list of all child and staff contact details in an accessible, secure location.• Utilise mobile phones to contact staff.• Place message on answering machine, if possible, referring callers to an emergency contact number either on site or at alternative location. <p>Power:</p> <ul style="list-style-type: none">• Determine the requirement for the operation of the service. I.e. water pump for toilet operation.• Battery back-up (UPS) is on servers. Determine time limit of UPS and back up servers as required.• Restructure the program to account of the lack of power. <p>Water:</p> <ul style="list-style-type: none">• Purchase/have a supply of bottled water• Order bulk water delivery <p>Considerations</p> <ul style="list-style-type: none">• Ensure OH&S issues are considered when using back up power and water pumps• Review and update staff contact details to include mobile phone numbers.• Staff Communications Tree to include details of messaging systems <p>Key contacts</p> <ul style="list-style-type: none">• QARD Area Team - contact number• Phone provider – contact number
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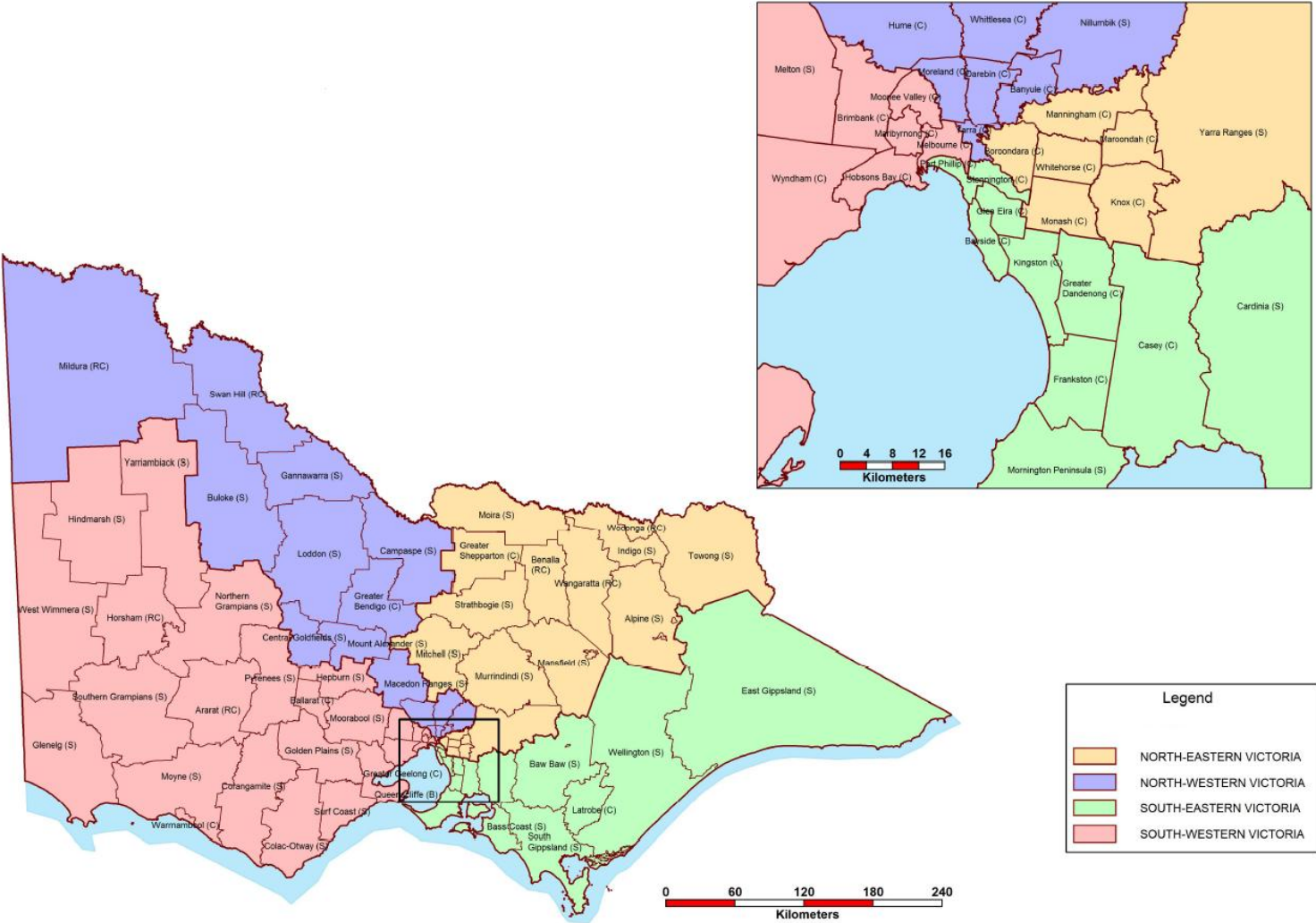
3. Arrangements to manage a loss or shortage of staff or skills

Details of arrangements	<p>Workarounds</p> <ul style="list-style-type: none">• Prioritise work allocations for remaining staff.• Casual Relief Educators to be sourced from:<ul style="list-style-type: none">○ Service's own pool of emergency educators.• Delivery multi aged program where possible to make up full groups• Implement succession plan/back up for key roles within service. i.e. person in day-to-day charge, nominated supervisor• Inform service community of issues via social media, newsletter or via phone or face to face conversations where necessary. <p>Considerations</p> <ul style="list-style-type: none">• Workload of staff and emergency educators
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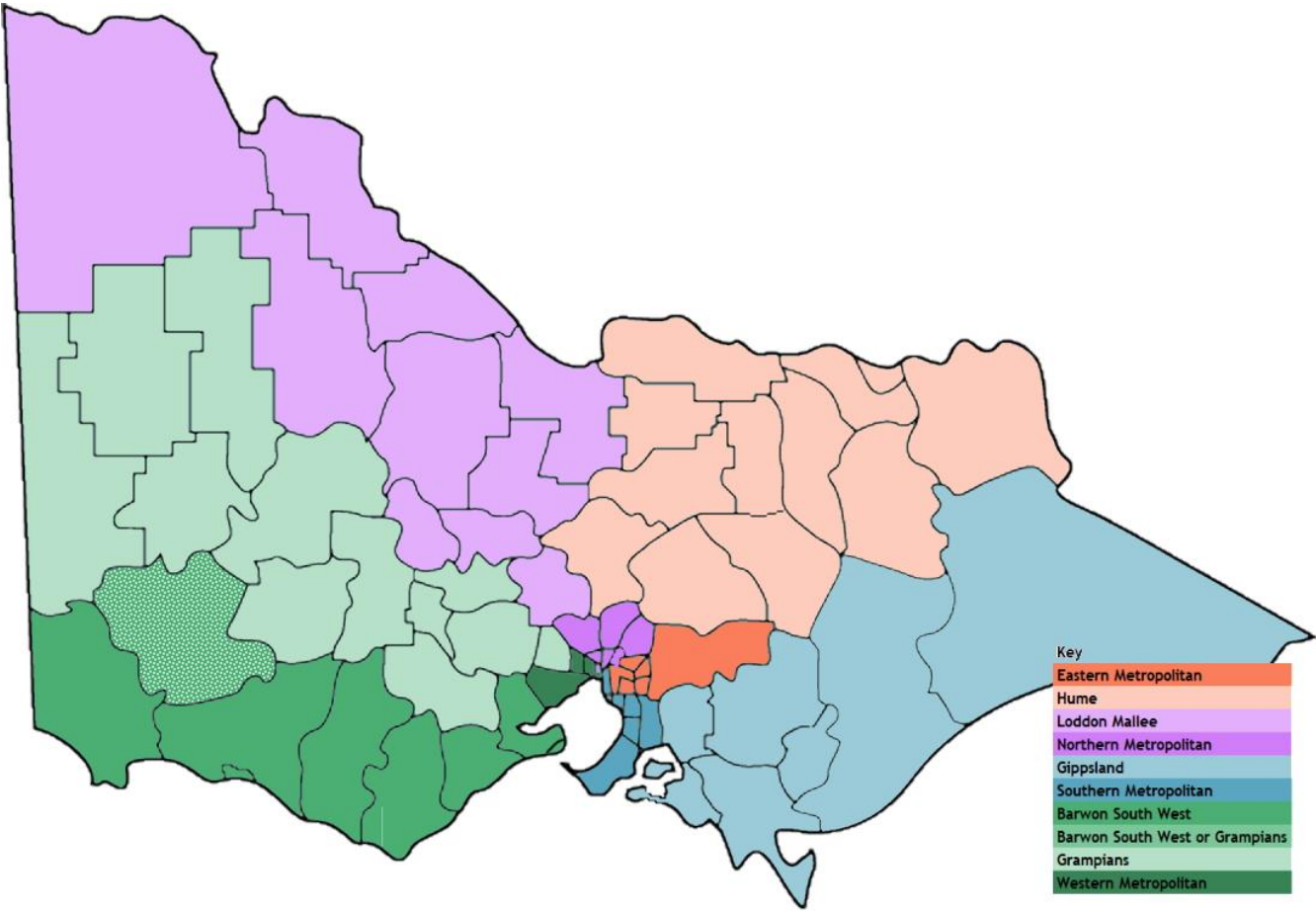
Business Continuity Checklist

Action	Actioned?
Activate the service's Incident Management Team	
Evaluate the impact of the incident for: <ul style="list-style-type: none"> • Service operations • Impact over time • Manageability • Staffing levels • Resources for recovery 	
Identify actions to mitigate impact, including: <ul style="list-style-type: none"> • Suspension of non-critical operational functions • Mutual support arranged with other facilities/services • Distance/virtual learning Use of different areas within site • Off-site activities • Back-up of key service data • Using paper-based systems • Flexible educational program plans • Using generators, portable lighting 	
Action Plan for maintaining critical activities that includes: <ul style="list-style-type: none"> • Priorities • Communications • Resource deployment • Allocation of specific roles • Monitoring • Reporting • Stakeholder engagement 	
Establish a register to log all decisions and actions	
Establish a register to log all financial expenditure incurred	
Secure resources for continuity/recovery including: <ul style="list-style-type: none"> • Staffing • Premises • IT and equipment • Welfare 	
Deliver appropriate communications including to: <ul style="list-style-type: none"> • Staff • Parents/guardians • Allied Health • QARD Area Team • Local Shire 	

Department of Education and Training Regions



QARD AREAS



Quality Assessment and Regulation Division Contacts

[Click here to see QARD contacts on the DET website](#)

Quality Assessment and Regulation Division

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Enquiries and support

For more information and assistance about the processes for transitioning services to the new requirements, contact our Enquiries and Support Team at:

- Phone: 1300 307 415
- Email: licensed.childrens.services@education.vic.gov.au

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: Sallie McCarthy

Date: 29th January 2025

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

Area map		
The area map includes off-site evacuation assembly locations and paths of travel, emergency services access points, surrounding streets and site exit point/s.	✓	
Evacuation diagram		
Complies with Australian Standard 3745—2010 'Planning for emergencies in facilities'	✓	
Parent/guardian contact information		
Parent/guardian contact information has been obtained and is up to date.	✓	
Provisions of the Information Privacy Act 2000 have been adhered to.	✓	
Children and staff with additional needs list		
Children and staff with additional needs have been identified and strategies put in place for these persons where they require assistance in the event of an emergency.	✓	
Provisions of the Information Privacy Act 2000 have been adhered to.	✓	
Site profile		
Profile has been populated and reflects the service's buildings, utilities etc.	✓	
Risk assessment		
Potential local hazards have been identified.	✓	
Risks have been rated and risk assessments included.	✓	
Local mitigations/controls have been specified.	✓	
Emergency drill schedule		
Drills have been scheduled once per term (quarterly) for different types of emergencies	✓	
Emergency kit checklist		
Emergency Kit Checklist has been developed with the service's requirements.	✓	
Business continuity		
Strategies to address potential business continuity incidents have been developed	✓	