Emergency Management Plan 2026

EMMA MCLEAN KINDERGARTEN AND DAYCARE INC

Physical Address	71 Hope Street Spotswood Vic 3015
Phone Number	03 93911415
Email Address	emma.mclean.kin@kindergarten.vic.gov.au
DET Region	South Western Victoria Region
Bureau of Meteorology/Fire District	CFA
Is the service on the Bushfire- At-Risk Register?	No
Service SE Number	SE-00003932
Provider Number	PR-00001508
Approved Provider/Licensee Approving Plan	Emma McLean Kindergarten & Daycare Committee of Management
Date Plan Approved	May 2026
Next Plan Review Date	May 2027

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PURPOSE

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

SCOPE

This Emergency Management Plan applies to all educators, staff, children, visitors, contractors, and volunteers at Emma McLean Kindergarten and Daycare.

DISTRIBUTION

All families and staff members have access to the Emergency and Evacuation Policy and the Emergency Management Plan

The Policy and Plan are readily available via the centre website (https://www.emmamcleankinder.com.au/) or can be made available as a hard copy if requested.

The Emergency Management Plan and Evacuation Plan is displayed at throughout the service.

IN CASE OF EMERGENCY

	CALL	**000** **Police, Ambulance, Fire Services**
	CONTACT	**Licensed Children's Services:** Contact your Children's Services Advisor or the Emergency Management Coordinator at your regional office: **Ph: 53378429 or 0407861841**
	FOR ADVICE CALL YOUR	**Approved Provider/Licensee** Linh Krygger (President) Centre Mobile 0403 099 523 **Person With Management Control/Licensee Representative** Andrea Laughlin (Centre Director) Centre Mobile 0403 099 523

EMERGENCY CONTACTS

Emergency Services

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

Our Early Childhood Service Contacts

Key Roles	Name	Phone	Mobile
Approved Provider/Licensee or Person with Management or Control/Licensee Representative	Linh Krygger	Centre Landline	Centre Mobile
Centre Director	Andrea Laughlin	03 93911415	0403099523
OHS Staff Representative	Olivia Marchioni	03 93911415	0403099523
Educational Leader	Jennifer Biadacz	03 93911415	0403099523
Educator	Amanda Fitzgerald	03 93911415	0403099523
Educator	Amy Robyn Davis	03 93911415	0403099523
Educator	Jay-D Johnson	03 93911415	0403099523
Educator	Jayshree Khandel	03 93911415	0403099523
Educator	Jemima Strambini	03 93911415	0403099523
Educator	Jo Bogic	03 93911415	0403099523
Educator	Kelly Pendleton	03 93911415	0403099523
Educator	Leti Muljadi	03 93911415	0403099523
Educator	Miranda Goncalves	03 93911415	0403099523
Educator	Nada Kowalski	03 93911415	0403099523
Educator	Nicole Gunn	03 93911415	0403099523
Educator	Kristy McMillan	03 93911415	0403099523
Educator	Sarah Russell	03 93911415	0403099523
Educator	Sofia Idris	03 93911415	0403099523
Educator	Sonia Diluvio	03 93911415	0403099523
Educator	Stacey Allen	03 93911415	0403099523
Educator	Stephanie Bourke	03 93911415	0403099523
Educator	Stephanie Todaro	03 93911415	0403099523
Educator	Summer Walker	03 93911415	0403099523
Educator	Tash Chelva	03 93911415	0403099523
Educator	Thi Vinh Thinh Nguyen (Alice)	03 93911415	0403099523
Educator	Tillie Johnston	03 93911415	0403099523
Educator	Watsamon Neamkul (Simone)	03 93911415	0403099523
Committee Secretary	Jaspreet Samra	03 93911415	0403099523
OHS Officer Committee	Ebony Martin	03 93911415	0403099523
Vice President	Katherine Rodriguez	03 93911415	0403099523

KEY ORGANISATIONAL AND DET REGIONAL CONTACTS

	Name	Phone	Mobile
Quality Assessment and Regulation Division (QARD) Area Team	Western Metropolitan Area	70051801	
Regional Department of Education and Training (DET) Manager, Operations and Emergency Management	South Western Region Email: swvr@education.vic.gov.au If you need help to find your region: • phone 1800 338 663 • email enquiries@education.vic.gov.au • contact your regional office via the enquiries form • view our list of regional office locations for postal addresses.	1300 333 232 70051801	0407 861 841

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 or licensees to notify DET in the event of a serious incident.

- **Education and care services** operating under the National Quality Framework (NQF) refer to the fact sheet *Serious incidents and complaints* available at*:*
  http://www.education.vic.gov.au/childhood/providers/regulation/Pages/incidents_complaints.aspx
  Notifications of serious incidents, incidents and complaints must be submitted online via the National Quality Agenda IT System (NQA ITS) www.acecqa.gov.au/national-quality-agenda-it-system
- **Children's services** operating under the *Children's Services Act 1996* (Children's Services Act) refer to the practice note *Serious incidents* available at:
  www.education.vic.gov.au/childhood/providers/regulation/Pages/vcspracnotes.aspx

LOCAL/OTHER ORGANISATIONS CONTACTS

	Phone
Police Station (Altona) (Williamstown)	03 9392 3111 03 9393 9555
Hospital/s (Williamstown) (Western Hospital Footscray) (Sunshine) (Royal Childrens Hospital)	03 9393 0100 03 8345 6666 03 8345 1333 03 9345 6393
Gas	Not connected onsite
Electricity (Jemena)	131626
Water Corporation (City West Water) 13WATER	1392837
Facility Plumber (Hobsons Bay City Council)	9932 1000
Facility Electrician (Hobsons Bay City Council)	9932 1000
Local Government (Hobsons Bay City Council)	9932 1000
SES (flood, storm and earthquake)	13 25 00
WorkSafe Victoria	1800 136 089
DET Child Protection (Regional Office)	131278
Poisons Information	131126
EPA	9695 2722
Emergency Management Services Unit	95896

INCIDENT MANAGEMENT TEAM

Incident Controller

Centre Director (Nominated Supervisor)
Andrea Laughlin
and/or
Office Administration
(Olivia Marchioni/ Stephanie Bourke)

Child Monitor/ Operations Officer
Occupational Health & Safety Representative
Olivia Marchioni
Child Safety
Miranda Goncalves/ Jennifer Biadacz)
and/or

All appointed responsible persons

INCIDENT MANAGEMENT TEAM CONTACT DETAILS

IMT Role/Activities		Primary Contact		Back Up Contact
Incident Controllers	Name	Andrea Laughlin	Name	Stephanie Bourke (Nominated supervisor)
	Phone/Mobile	0403099523	Phone/Mobile	0403099523
	Name	Olivia Marchioni	Name	Nominated Supervisor
	Phone/Mobile	0403099523	Phone/Mobile	0403099523
Operations Officer/Child safety officer)	Name	Miranda Gonclaves (Responsible person/Child safety officer)	Name	Jennifer Biadacz (Nominated supervisor/ Child safety officer)
	Phone/Mobile	0403099523	Phone/Mobile	0403099523
Lead Educators/ Responsible person	Amy Scriven	Tillie Johnston	Summer Walker	
	Nada Kowalski	Jayshree Khandel	Tash Chelva	
	Nicole Gunn	Amanda Fitzgerald		
	Sarah Russell	Sofia Idris		
	Sonia Diluvio	Danelle Mollison		
	Miranda Gonclaves	Jo Bogic		
	Stephanie Bourke	Kelly Pendleton		
	Stephanie Todaro	Leti Muljadi		
Operations, Communication tasks, Logistics and First Aid tasks	**All Educators on duty at the time of the Incident shall share these tasks (Refer to Incident Management Structure)**			

INCIDENT MANAGEMENT TEAM RESPONSIBILITIES

EMK INCIDENT MANAGEMENT STRUCTURE

Incident Controller
Appointed Office Representative of the day
Identify Risk - Raise Alarm - Call 000
Activate Incident Management Structure

Emergency Evacuation Response Roles & Responsibilities

Incident Controller / Office Administration

-Raise the Alarm - Blow Whistle -Call 000
-Collect office EMK Mobile phone
-Emergency suitcase bag in office
-Staff Role Record

-Check Staff Room
-Check Staff Bathrooms
-Check Foyer area

Responsible for checking with all operations officers at the evacuation assembly point.

In charge of overall management of the emergency. Responsible for all media/internal & external information management

Collects and evaluates information related to the development of incident status.

ROOM 1

Operations Officer: Lead Teacher / Lead Educator: Collect iPad and in charge of the head count.
Lead at the evacuation assembly point.

Child Controllers: Lead in charge of supporting and gathering children to evacuation assembly point.

Area Assistance: Responsible for checking all areas are free from children in bathroom/storeroom/room

ROOM 2

Operations Officer: Lead Teacher / Lead Educator: Collect iPad and in charge of the head count.
Lead at the evacuation assembly point.

Child Controllers: Lead in charge of supporting and gathering children to evacuation assembly point.

Area Assistance: Responsible for checking all areas are free from children in bathroom/storeroom/room

Lockdown Response Roles & Responsibilities

Incident Controller / Office Administration

-Raise the Alarm - Blow Whistle - Call 000
-Collect office EMK Mobile phone
-Emergency suitcase bag in office
-Staff Role Record

-Lock the airlock door in the foyer (if external threat)
-Check Staff Room
-Check Staff Bathrooms
-Check Foyer area

Responsible for checking with all operations officers at the evacuation assembly point.

In charge of overall management of the emergency. Responsible for all media/internal & external information management

Collects and evaluates information related to the development of incident status

ROOM 1

Operations Officer: Lead Teacher / Lead Educator: Lock entry door to Room 1 Collect iPad and in charge of the head count.
Lead at lockdown emergency point

Child Controllers: Lead in charge of supporting and gathering children to the emergency lockdown point.

Area Assistance: Responsible for checking all areas are free from children in bathroom/storeroom/room

Responsible for securing bathroom door in Room 1the

ROOM 2

Operations Officer: Lead Teacher / Lead Educator: Lock entry door to Room 2. Collect iPad and in charge of the head count.
Lead at lockdown emergency point

Child Controllers: Lead in charge of supporting and gathering children to the emergency lockdown point.

Area Assistance: Responsible for checking all areas are free from children in bathroom/storeroom/room

Responsible for securing bathroom door in Room 1the

Lock In Response Roles & Responsibilities

Incident Controller / Office Administration

-Raise the Alarm - Blow Whistle - Call 000
-Collect office EMK Mobile phone & maintain communication with all staff in rooms

-Lock the airlock door in the foyer (if external threat)
-Check Staff Room
-Check Staff Bathrooms
-Check Foyer area

Responsible for checking with all operations officers

In charge of overall management of the emergency. Responsible for all media/internal & external information management

Collects and evaluates information related to the development of incident status

ROOM 1

Operations Officer: Lead Teacher / Lead Educator: Lock the entry door to Room 1. Collect iPad and be in charge of the head count and roll call
Lead at lock-in Room 1

Child Controllers: Lead in charge of supporting and gathering children to Room 2 for Lock-in

Area Assistance: Responsible for checking all outside area is free from children and doors are secured

Responsible for locking the outside exit door and blinds of Room 1

ROOM 2

Operations Officer: Lead Teacher / Lead Educator
Lock the entry door to Room 2
Collect iPad and be in charge of the head count and roll call
Lead at lock-in Room 2

Child Controllers:
Lead in charge of supporting and gathering children to Room 2 for Lock-in

Area Assistance:
Responsible for checking all outside area is free from children and doors are secured
Responsible for locking the outside exit door and blinds of Room 2

Lock Out Response Roles & Responsibilities

Incident Controller / Office Administration

-Raise the Alarm - Blow Whistle - Call 000
-Collect office EMK Mobile phone
-Emergency suitcase bag in office
-Staff Role Record

-Check Staff Room
-Check Staff Bathrooms
-Check Foyer area

Responsible for checking with all operations officers at the evacuation assembly point.

In charge of overall management of the emergency. Responsible for all media/internal & external information management

Collects and evaluates information related to the development of incident status

ROOM 1

Operations Officer: Lead Teacher / Lead Educator: Collect iPad and in charge of the head count.
Lead at the evacuation assembly point 1 in outside yard.

Child Controllers: Lead in charge of supporting and gathering children to evacuation assembly point.

Area Assistance: Responsible for checking all areas are free from children in bathroom/storeroom/room

ROOM 2

Operations Officer: Lead Teacher / Lead Educator: Collect iPad and in charge of the head count.
Lead at the evacuation assembly point 1 in outside yard.

Child Controllers: Lead in charge of supporting and gathering children to evacuation assembly point.

Area Assistance: Responsible for checking all areas are free from children in bathroom/storeroom/room

ROOM 3

Operations Officer: Lead Teacher / Lead Educator: Collect iPad and in charge of the head count.
Lead at the evacuation assembly point.

Child Controllers: Lead in charge of supporting and gathering children to evacuation assembly point.

Medications/Emergency Bag Controller: Collect Medications and Emergency back pack in the Kitchen Area.

Area Assistance: Responsible for checking all areas are free from children in bathroom/storeroom/room

Emergency Evacuation Assembly Areas

Assembly Area 1
Assemble children in groups in the outdoor space for headcounts
Blue/Red group: Near Hut
Purple: Lawn area
Green/Orange/Yellow: Mural Area
Exit via backyard exit onto Hope Street and proceed to golf course lawn space

Assembly Area 2
Assemble children in groups within rooms for headcounts
Exit via the front entrance and proceed to the creek street carpark in the disabled area carpark or Assembly Area 3 on advice of the incident controller.

Assembly Area 3
Assemble children in groups within rooms for headcounts
Exit via the front entrance and proceed to Spotswood Football Oval

ROOM 3

Operations Officer: Lead Teacher / Lead Educator : Lock entry door to Room 3. Collect iPad and in charge of the head count.
Lead at lockdown emergency point

Child Controllers: Lead in charge of supporting and gathering children to the emergency lockdown point.

Medications/Emergency Bag Controller: Collect Medications and Emergency back pack in the Kitchen Area.

Area Assistance: Responsible for checking all areas are free from children in bathroom/storeroom/room

Responsible for locking the outside exit door and blinds of Room 1

Emergency Lockdown Point - ROOM 1

If in Room 3:
Assemble children in Room 3 for headcount
Proceed via the outside verandah to Room 1
Area Assistant to lock outside doors once inside and close blinds
Operations officer to conduct a role call

If in Room 2:
Assemble children in Room 2 for headcount
Proceed via the internal bathroom to Room 1
Area Assistant to secure and lock the bathroom door
Operations officer to conduct a role call

If in Room 1:
Assemble all children in Room 1 for headcount
Area assistant to secure entry door of Room 1 and store room door
Operations officer to conduct a role call

ROOM 3

Operations Officer: Lead Teacher / Lead Educator: Lock the entry door to Room 3. Collect iPad and be in charge of the head count and roll call
Lead at lock-in Room 3

Child Controllers: Lead in charge of supporting and gathering children to Room 3 for Lock-in

Area Assistance: Responsible for checking all outside area is free from children and doors are secured
Responsible for locking the outside exit door and blinds of Room 3

ROOM 3

Operations Officer: Lead Teacher / Lead Educator: Collect iPad and in charge of the head count.
Lead at the evacuation assembly point 1 in outside yard.

Child Controllers: Lead in charge of supporting and gathering children to evacuation assembly point.

Medications/Emergency Bag Controller: Collect Medications and Emergency back pack in the Kitchen Area.

Area Assistance: Responsible for checking all areas are free from children in bathroom/storeroom/room

Lock-Out Assembly Areas

Assembly Area 1
Assemble children in groups in the outdoor space for headcounts
Blue/Red group: Near Hut
Purple: Lawn area
Green/Orange/Yellow: Mural Area
Exit via backyard exit onto Hope Street and proceed to golf course lawn space

Once all staff and children have been accounted, children can play in the outside area until the inside emergency has been resolved by the Incident Controller.

Child Safety officer/Operation Officer/s

Pre- Emergency

- Assist the Incident Controller/s.
- Identify resources required.
- Participate in emergency exercises/drills.
- Regularly check and report on deficiencies of emergency equipment and kits.

During Emergency

- Attend the emergency control point.
- Communicate with the Incident Controller and act on instructions
- Confirm that emergency services have been notified.
- Ascertain the nature and scope of the emergency.
- Report any changes in the situation to the Incident Controller/s
- Commence evacuation according to the Emergency Evacuation Plan, if the circumstances warrant.
- 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.
- Assist those with disabilities.
- Act as lead of groups moving to nominated assembly areas..
- Control the movement of people into protected areas.
- Roll call to ensure all persons are accounted for
- Co-opt persons as required to assist during an emergency.

Post- Emergency

- Contact parents as required.
- Collect and evaluate information relating to the emergency.
- Compile report of the actions taken during the emergency for the debrief.

FACILITY PROFILE

FACILITY PROFILE SUMMARY	
Name of Facility: Emma McLean Kindergarten and Daycare	**Hours of Operation:** Monday to Friday 8 am to 6 pm.
Facility Address: 71 Hope St Spotswood 3015 Facility Phone: 03 9391 1415 Facility Fax: 03 9391 1418	**Number of Children** Maximum of 88 per day **Children with Disabilities**: 0 Staff: 26
After Hours Emergency Contact: Name: Andrea Laughlin Phone: 0403 099 523 (Centre Phone)	**Classrooms:** 3 year old room Long Daycare Room 4 year old room

PERSONNEL INFORMATION			
Position	**Name**	**Office Phone**	**Mobile Phone**
Centre Director/s	Andrea Laughlin	03 9391 1415	0403 099 523 (Centre Phone)

BUILDING INFORMATION - Alarms		
Type	**Location**	**Shutoff Instructions**
Fire	*Smoke detectors*	Push button on individual alarm to deactivate.
Intrusion	*Inside front door*	Back-to-base alarm; shut off via keypad OR contact Secom Security (Ph: 1300360535)

Telephones	
Location	Type
Office	Landline and portable cordless handset
Room 1	Landline attached to wall
Room 2	Landline attached to wall
Room 3	Landline attached to wall
Office	Service Mobile – located in office

Utilities		
Type	**Location**	**Shut off Instructions**
Gas / Propane	*Nil connected*	
Water	Mains by front gate	Turn tap off
Electricity	Meter box inside front door/foyer	Turn off via mains

PRIORITY RISKS SCHEDULE

The estimated levels of risk are prioritised into a list of the risks requiring further action

Priority	Hazard specific risks
Very High	***No risks identified***
High	***No risks identified***
Moderate	Intruders Criminal Incidents Internal fires and smoke Pandemics and communicable diseases Hazardous substance release: inside and outside facility grounds
Low	***Bushfires*** ***Severe storms and flooding*** ***Earthquake*** ***Bomb threat*** ***School bus accident/vehicle incident***

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 63 (Staff members to have first aid and anaphylaxis management training) of the Children's Services Regulations 2009.

Staff Member	Training	Date Qualified To
Andrea Laughlin	Level 2 First Aid	April 2027
Miranda Goncalves	Level 2 First Aid	March 2029
Stephanie Todaro	Level 2 First Aid	March 2029
Stephanie Bourke	Level 2 First Aid	March 2029
Sarah Russell	Level 2 First Aid	April 2027
Danelle Mollison	Level 2 First Aid	May 2028
Tillie Johnston	Level 2 First Aid	April 2027

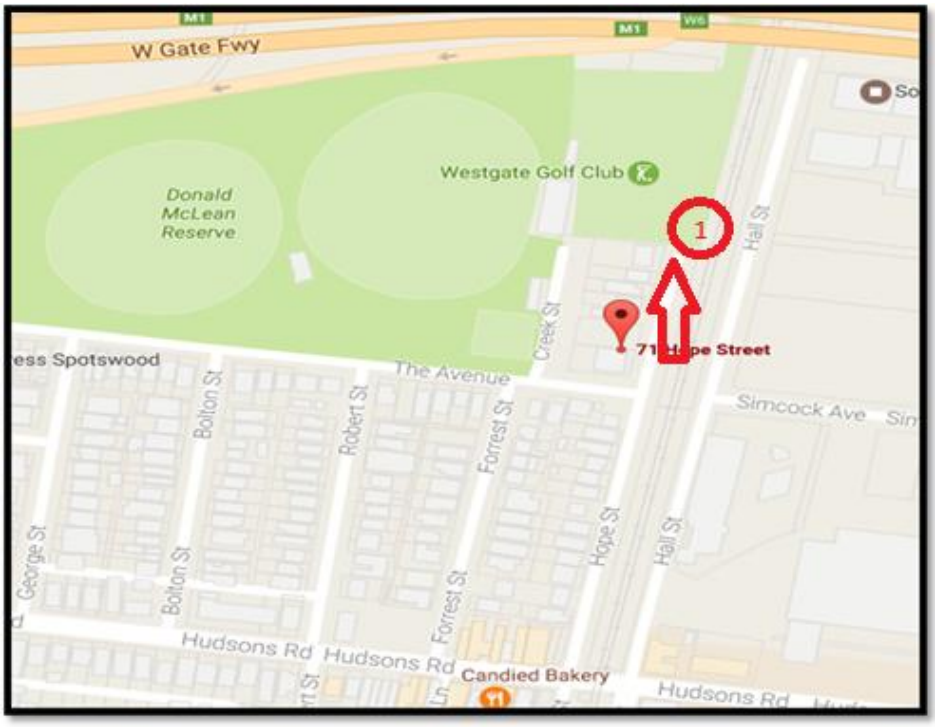
Nada Kowalski	Level 2 First Aid	March 2028
Sofia Idris	Level 2 First Aid	March 2029
Jayshree Khandel	Level 2 First Aid	April 2027
Joanne Bogic	Level 2 First Aid	April 2027
Jay-D Jones	Level 2 First Aid	April 2027
Nicole Gunn	Level 2 First Aid	March 2029
Summer Walker	Level 2 First Aid	March 2029
Amy Davis	Level 2 First Aid	January 2027
Sonia Diluvio	Level 2 First Aid	March 2027
Kelly Pendleton	Level 2 First Aid	March 2028
Leti Muljadi	Level 2 First Aid	October 2027
Vy Linh Truong	Level 2 First Aid	March 2027
Stacey Allen	Level 2 First Aid	March 2028
Olivia Marchioni	Level 2 First Aid	November 2027
Amanda Fitzgerald	Level 2 First Aid	February 2027
Gemima Strambini	Level 2 First Aid	June 2027
Jennifer Biadacz	Level 2 First Aid	February 2027
Tash Chelva	Level 2 First Aid	March 2029
Thi Vinh Thinh Nguyen Alice)	Level 2 First Aid	May 2028
Watsamon Neamkul (Simone)	Level 2 First Aid	June 2026
Kristy McMillan	Level 2 First Aid	Feb 2028

EMERGENCY EVACUATION ASSEMBLY AREAS

AREA MAPS AND SITE PLANS

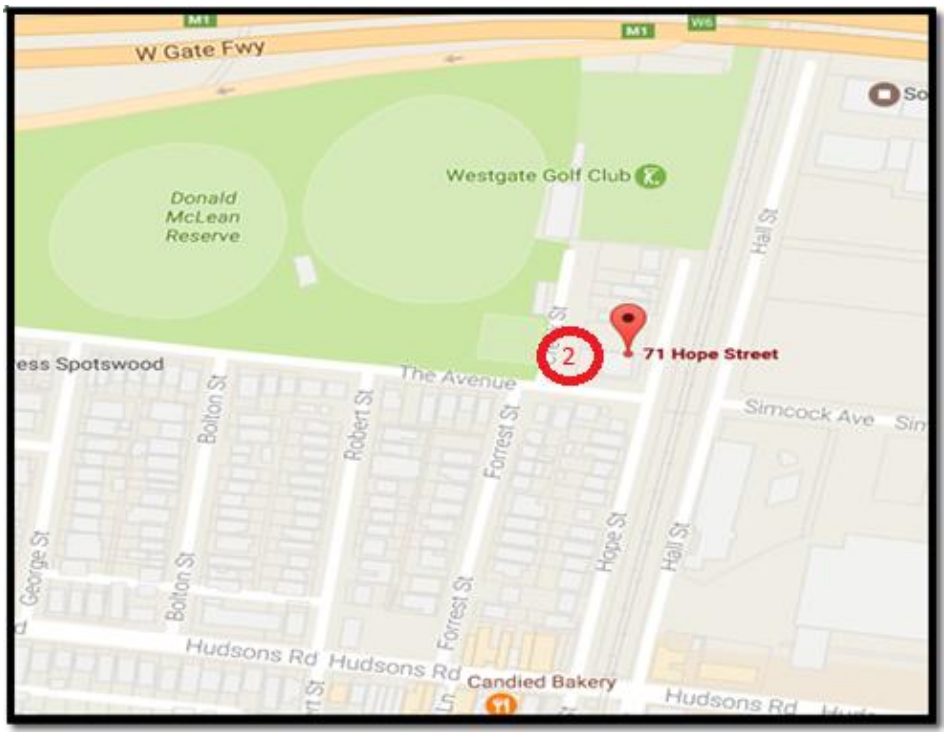
Evacuation Assembly Area 1: Westgate Golf Course – Entry gate on Hope Street.

Exit via Outdoor area gate onto Hope Street to access Emergency Assembly Area 1



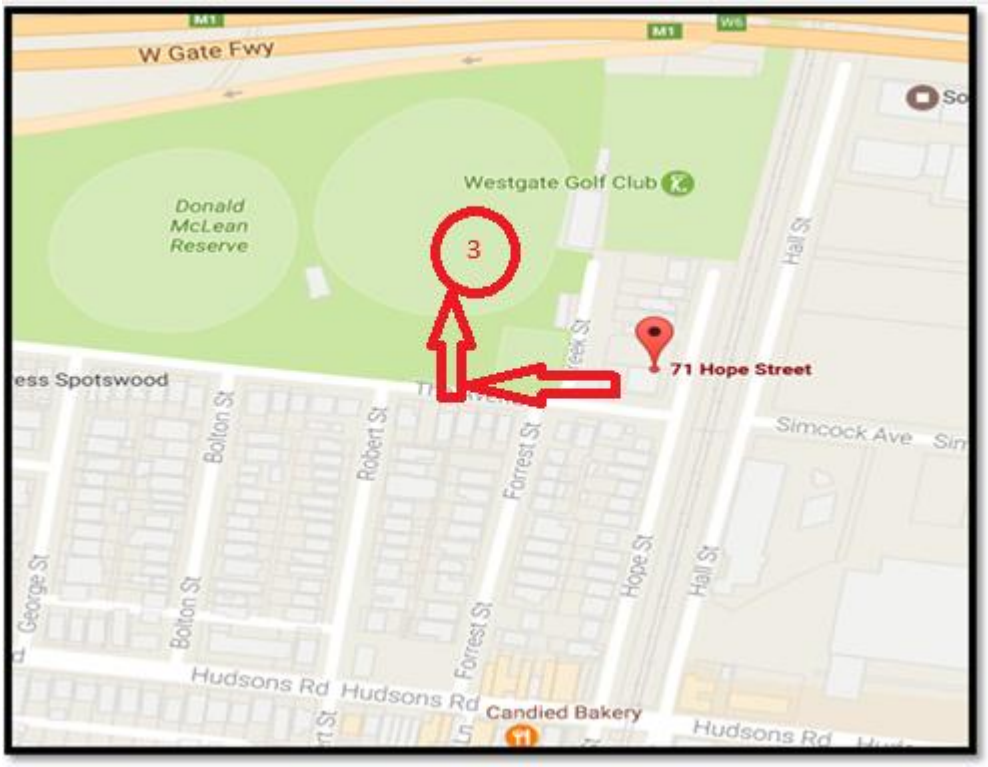
Evacuation Assembly Area 2: EMK Creek Street Car Park in disabled Car Park Area.

Exit via Front Entrance into Car Park Area to access Emergency Assembly Area 2



Evacuation Assembly Area 3: Spotswood Football Oval.

Exit via Front Entrance to access Spotswood Football Oval, 200m, 2-minute walk

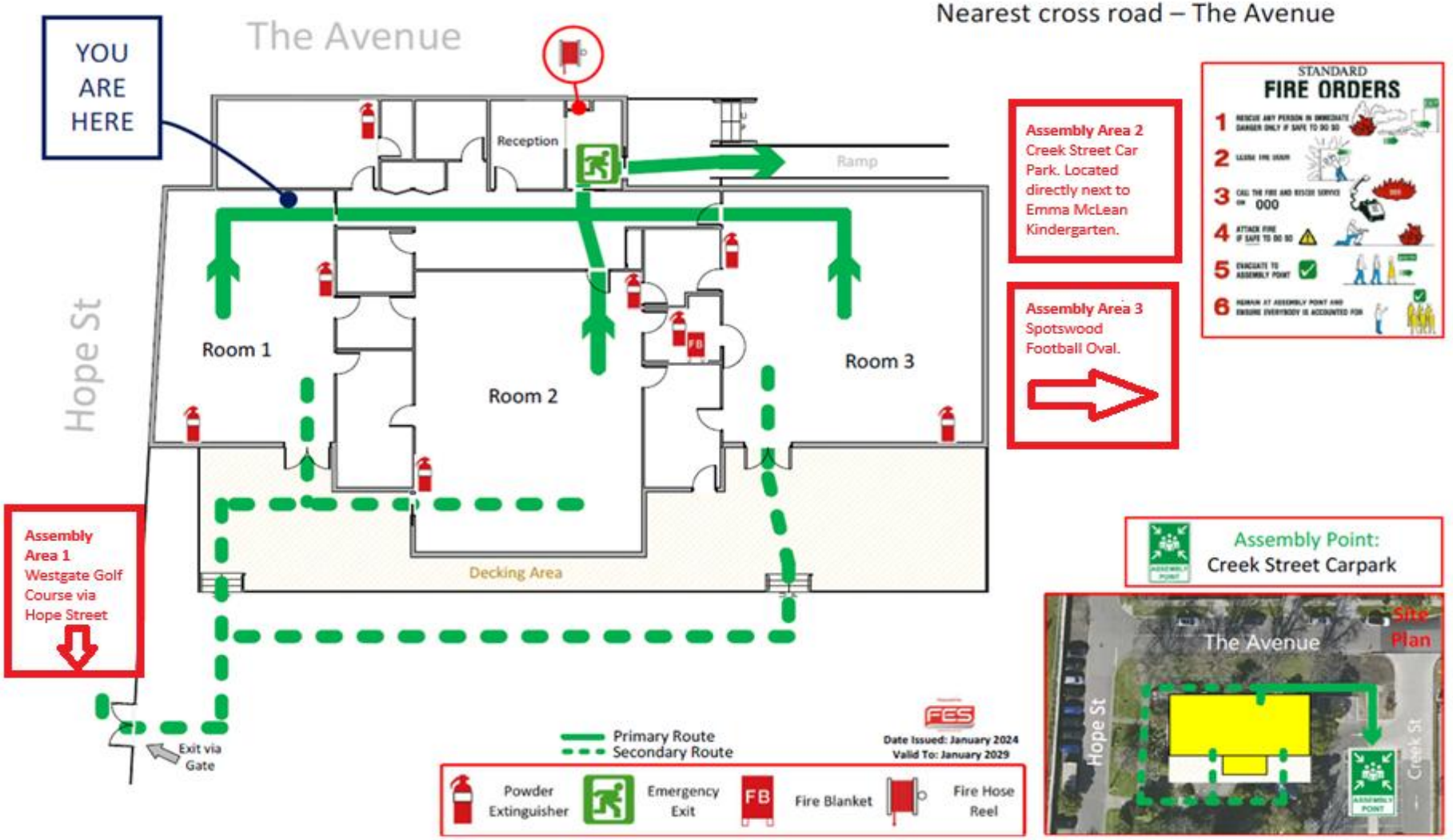


Evacuation Diagram

HOBSONS BAY CITY COUNCIL

71 Hope St, Spotswood VIC 3015

Nearest cross road – The Avenue



EVACUATION PLAN

Incident Controller

IDENTIFY RISK
Raise Alarm
CALL 000 for emergency services on phone

Be prepared to answer the following questions:–

- Location:
  71 Hope St Spotswood VIC 3015
- Phone No:
  93911415
- Your Name:
- A brief description of the incident (eg. Fire and location or there is smoke in the building)

DO NOT HANG UP - follow the instructions offered by the emergency services.

Child monitor/ Operations Officer

- Evacuate all children from the immediate danger area to a safe location at either Gate 1 or Front Entrance (depending on the site of the danger)
- Area Coordinator/Assistants are to check all areas including toilets, storerooms, kitchen etc. Ensure all children are accounted for (head count), close doors after check.
- **Retrieve Sign in IPad, staff roster, relief volunteer and visitor sign in books, children's medications, evacuation bag, first aid bag - only if safe to do so.**

IF EXITING THE SERVICE

- Dependant on the emergency:
  1. Move children through the Emergency Exit at Assembly Point 1 via the outdoor yard onto Hope Street. Proceed to Assembly area 1 (Golf Course via gate on Hope street)
  2. Move children through the front entrance of the service to Emergency Assembly Point 2 located in the car park.
  3. Move children through the front or rear exits of the service directly to Assembly Point 3 at Spotswood football oval.

- All children are to assemble outside the building and move to the assembly area either holding hands or with hands on the shoulders of the person in front of them.
- Contact the appropriate emergency services again and inform them of your current location and status.
- Incident controller or Child Monitor/Operations Officer, will contact the President and Vice President and then families will be contacted – Emergency lists contained in First aid and evacuation kits
- Children are to remain at the Assembly Area until clearance for a return to the building has been given or until the parents arrive to collect their children.
- Focus on the safety and well-being of staff ,children and volunteers.
- Wait for emergency services to arrive for further information.

IF IN A LOCKDOWN SITUATION

Dependant on the emergency, when an external and immediate danger is identified and it is determined that the children should be secured inside the building for their own safety the Chief Incident Controller on-site will take charge and activate the Incident Management Team if necessary.

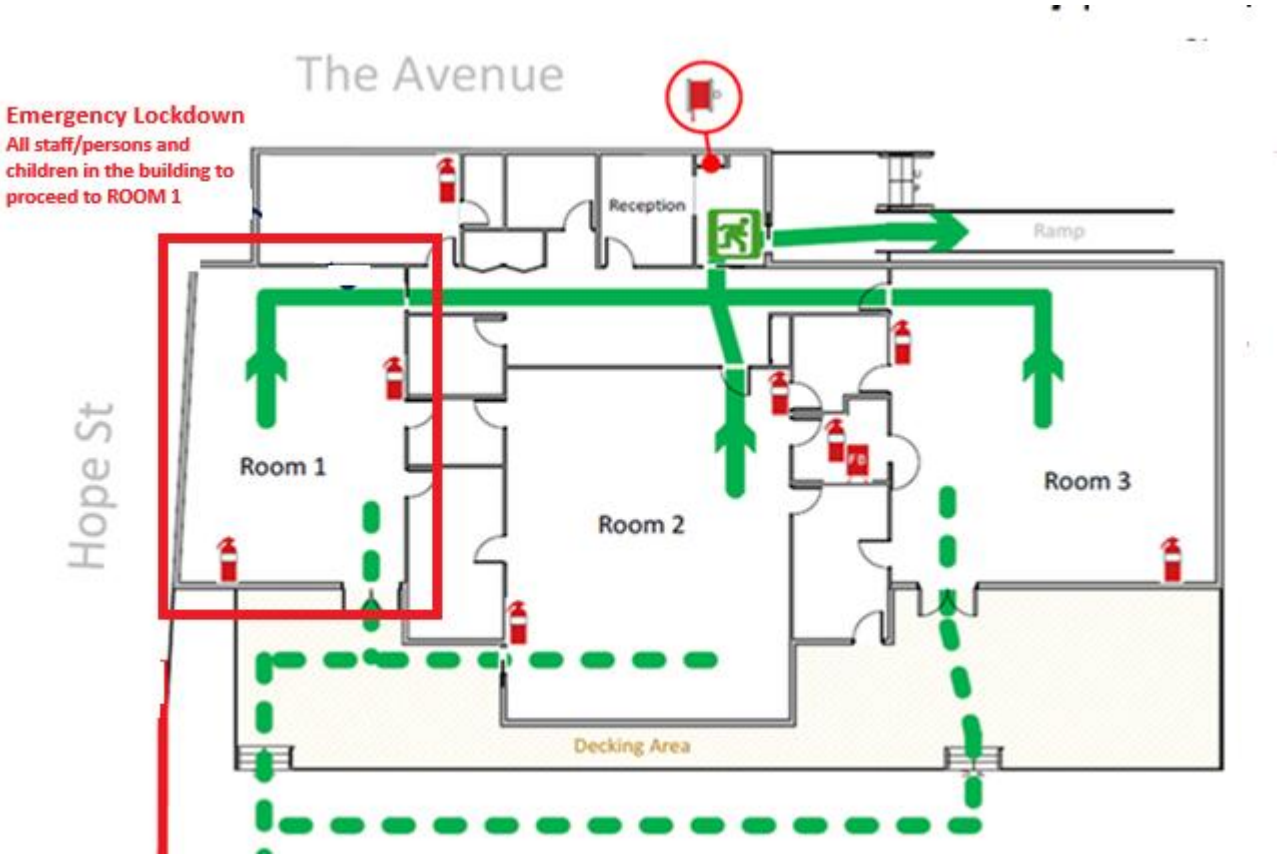
1. Whoever finds or is made aware of the emergency situation sounds the alarm (**using code word**) and notifies the nominated supervisor at the service.
2. **Call 000** for emergency service and seek and follow advise.
3. Initiate the lock-down procedure, all children and staff to proceed to lock down in Room 1 where windows/blinds are closed, doors secured and children remaining in classroom below window level until emergency has concluded.
4. Each room to implement the EMK incident management plan structure where all roles and responsibilities are initiated included, gathering children, head counts, locking entry doors to rooms.
5. Retrieve Sign in IPad, staff roster, relief volunteer and visitor sign in books, children's medications, evacuation bag, first aid bag - only if safe to do so.
6. Office Administration Staff to lock front door and airlock, collect emergency bag, mobile phone and proceed to room 1.
7. Check that all external doors (and windows if appropriate) are locked and blinds closed.
8. Divert parents and returning groups from the facility if required.
9. Ensure a telephone line is kept free.
10. Ensure that all children, staff and visitors are accounted for by conducting roll call.
11. As appropriate, confirm with emergency services personnel that it is safe to return to normal operations.
12. Seek advice from your Approved Provider/Licensee or Person with Management or Control/Licensee Representative if required.
13. Maintain a record of actions/decisions undertaken and times.
14. Contact parents as required.

Actions after lock-down procedure

- Ensure any children, staff or visitors with medical or other needs are supported.
- Determine whether to activate your parent reunification process.
- Determine if there is any specific information staff, children and visitors need to know (e.g. parent reunification process or areas of the facility to avoid).
- Undertake operational debrief with staff and Incident Management Team to identify any lock-down and procedural changes that may be required.
- Complete your Post Emergency Record form (refer to Appendix 2)
- Report any serious incidents to the relevant DET QARD officer in your region:
- Services operating under the NQF, refer to the fact sheet Serious incidents and complaints available at: www.education.vic.gov.au/childhood/providers/regulation/Pages/nqffactsheets.aspx

LOCKDOWN ASSEMBLY AREA

AREA MAP AND SITE PLANS



IF IN AN EMERGENCY EVACUATION SITUATION

Dependant on the emergency, when an internal immediate danger is identified and it is determined that children should be excluded from the building for their safety the Chief Incident Controller on-site will take charge and activate the incident management team if necessary.

1. **Call 000** for emergency service and seek and follow advise.
2. Announce lock-out with instructions about what is required. Staff to initiate EMK incident management structure for a Lock-Out. This may include:
   - Lock doors to prevent entry
   - Check the premises for anyone left inside
   - Obtain Emergency Kit
   - Take Emergency wall hanger with children's medications
   - Determine which of your facility's pre-identified on-site evacuation point/s is most appropriate to use.
   - Assemble children, staff and visitors at your nominated on-site.
   - Check that children, staff and visitors are all accounted for.
   - Where appropriate, confirm with emergency services personnel that it is safe to return to normal operations.
   - Seek advice from your Approved Provider/Licensee or Person with Management or Control/Licensee Representative if required.
   - Maintain a record of actions/decisions undertaken and times.

- Contact parents as required. Actions after lock-out procedures
- Ensure any children, staff or visitors with medical or other needs are supported.
- Determine if there is any specific information staff, children and visitors need to know (e.g. parent reunification process or areas of the facility to avoid).
- Undertake operational debrief with staff and Incident Management Team to identify any lock-out and procedural changes that may be required.
- Complete your Post Emergency Record form (refer to Appendix 2)
- Report any serious incidents to the relevant DET QARD officer in your region:
- Services operating under the NQF, refer to the fact sheet Serious incidents and complaints available at: www.education.vic.gov.au/childhood/providers/regulation/Pages/nqffactsheets.aspx

IF IN A SHELTER IN A PLACE SITUATION

Dependant on the emergency, when an incident occurs outside the early childhood service and emergency services or the Chief Incident Controller determines the safest course of action is to keep children and staff inside a designated building in the facility (as evacuation might reasonably expose people to a greater level of danger until the external event is handled), the Chief Incident Controller on-site will take charge and activate the Incident Management Team and EMK Incident Management Structure if necessary.

- **000** for emergency service and seek and follow advise.
- Chief Incident Control Officer activates Incident Management Structure response.
- Move all children, staff and visitors to your pre-determined shelter-in-place location.
- Take your emergency kit/first aid kit and Emergency Backpack (including your children and staff attendance lists and a copy of this EMP).
- Check that all children, staff and visitors are accounted for.
- Ensure communications with emergency services is maintained. Wait for emergency services to arrive or provide further information.
- Where appropriate, confirm with emergency services personnel that it is safe to return. Maintain a record of actions/decisions undertaken and times.
- Seek advice from your Approved Provider/Licensee or Person with Management or Control/Licensee Representative if required.
- Contact parents as required.

Actions after shelter-in-place procedure

- Ensure any children, staff or visitors with medical or other needs are supported.
- Determine whether to activate your parent reunification process.
- Determine if there is any specific information staff, children and visitors need to know (e.g. parent reunification process or areas of the facility to avoid).
- Undertake operational debrief with staff and Incident Management Team to identify any shelter-in-place and procedural changes that may be required.
- Complete your Post Emergency Record form.
- Report any serious incidents to the relevant DET QARD officer in your region:
- Services operating under the NQF, refer to the fact sheet Serious incidents and complaints available at: www.education.vic.gov.au/childhood/providers/regulation/Pages/nqffactsheets.aspx

FACILITY EMERGENCY DRILLS / TRAINING SCHEDULE

Months	Training Event	Person Responsible	Date(s) completed
Term 1	Educational Training Evacuation Drill to Assembly Area 1	Educator OHS representative	
Term 2	Lockdown drill	Educator OHS representative	
Term 3	Evacuation Drill to Assembly Area 1	Educator OHS representative	
Term 4	Shelter in place Drill	Educator OHS representative	

CHILDREN EMERGENCY CONTACT LIST

A children's emergency contacts list will be included in the Emergency grab bag.

Staff to take I-Pad's if safe to do so for emergencies.

STAFF EMERGENCY CONTACT LIST

A staff emergency contacts list will be included in the Emergency grab bag.

CHILDREN AND STAFF WITH SPECIAL NEEDS

Information about children who have medical management plans (e.g. for asthma, allergies to peanuts/bee stings, anaphylaxis), including their medications and EpiPens, is contained with the Emergency grab bag.

APPENDICES

APPENDIX A: Risk Assessment

APPENDIX B: Emergency Management Plan Exercise Record

APPENDIX C: Emergency Kit Checklist

APPENDIX D: Communication Tree

APPENDIX E: Post-emergency Record

APPENDIX F: Bomb threat checklist

APPENDIX G: In Case of Fire/Smoke

APPENDIX H: Lockdown Checklist

APPENDIX I: Children & Staff with Medical/Special needs list

APPENDIX A: RISK ASSESSMENT

The objective of Risk Assessment is to separate lower priority risks from the major high priority risks. For each risk identified determine the local context and analyse the risk in terms of impact and likelihood, considering the range of potential impacts and how likely they are to occur.

Likelihood	Low	Moderate	High	Very High
Very High				
High				
Moderate		Intruders Criminal incidents Incidents	Internal fires and smoke Pandemics and communicable diseases Hazardous substance release: Inside and Outside Facility Grounds	
Low		Earthquake Bomb Threat School bus accident Vehicle accident	Bushfires Severe storms and flooding	

Impact

Priority Risks Schedule

The estimated levels of risk are then prioritised into a list of the risks requiring further action.

Priority	Hazard specific risks
Very High	***No risks identified***
High	***No risks identified***
Moderate	Intruders Criminal Incidents Internal fires and smoke Pandemics and communicable diseases Hazardous substance release: inside and outside facility grounds
Low	***Bushfires*** ***Severe storms and flooding*** ***Earthquake*** ***Bomb threat*** ***School bus accident/vehicle incident***

APPENDIX B: EMERGENCY MANAGEMENT PLAN EXERCISE RECORD

Item	Yes ✓	No ✓
Were Emergency Services briefed on exercise prior to exercise being started?		
Did the person discovering the emergency alert the other occupants?		
Was the alarm activated?		
Was the emergency service notified promptly?		
Was the Emergency & Security Management Unit notified promptly (if appropriate)?		
Did staff direct persons from the building/site per the evacuation procedures?		
Were isolated areas searched?		
Was the evacuation logical and methodical?		
Did someone take charge? If yes, who?		
Did occupants act as per instructions?		
Was a roll call conducted for:		
Children		
Staff		
Visitors		
Was someone appointed to liaise with the emergency service/s?		
Was someone appointed to liaise with the parents/community?		
Was the emergency service given the correct information?		
Did anyone re-enter the premises before the “all clear” was given?		
Did anyone refuse to leave the building/site? If yes, see attached list for name and reason. To be followed up.		
Area of Emergency plan tested by current exercise:		

APPENDIX C: EMERGENCY GRAB BAG CHECKLIST

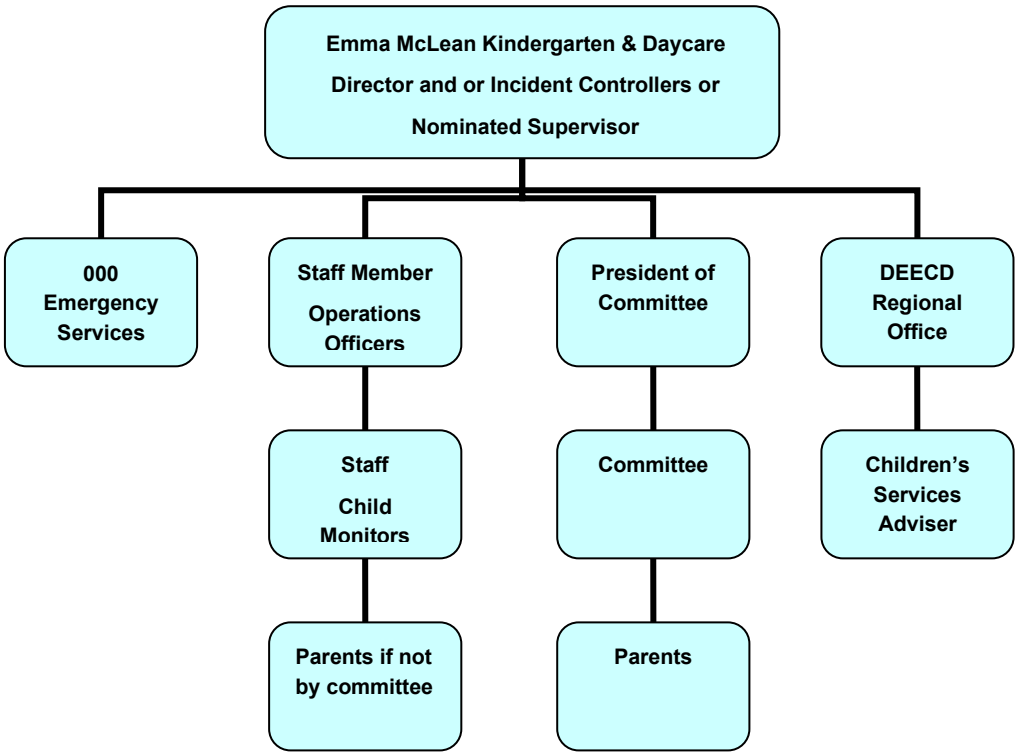
Keep the Emergency Kit in a designated, easily accessible place.

The OHS Representative is responsible for making sure the contents are complete.

Have you:	✓
Child Contact Details	
Children and staff with medical and special needs list - children with asthma, allergies including Special medications e.g. asthma inhalers, EpiPens	
Staff Data	
List of staff with emergency management or training skills	
Traffic safety vest	
Keys	
Standard portable First Aid kit with bandages, Savlon, antiseptic wipes	
A charged mobile phone	
Bottled water	
Copy of facility site plan and evacuation routes	
Sunscreen and spare sunhats	
Whistle	
Plastic garbage bags and ties	
Toiletry supplies	
Other	

APPENDIX D: COMMUNICATION TREES

Licensed Children's Services



APPENDIX E: POST-EMERGENCY RECORD

Facility	
Date	
Time Of Notification	
Name Of Person Taking The Call	
Position	
Name Of Person Reporting The Incident	
Contact Telephone Number	
Details	
Immediate Action	Incident Controller notified: YES / NO Time _____ Other staff notified: YES / NO Time _____ Emergency Services notified: YES / NO Time _____ Region and ESMU notified: YES / NO Time _____
Major Activities	
Issues	Operational Debriefing Required: YES / NO Date/Time: _____ Person Responsible to organise: _____ Confirmation of Operational Briefing: Date/Time: _____ Issues for Follow up action:
Signature	
Date	

APPENDIX F: BOMB THREAT CHECKLIST

CALL TAKER		CALL TAKEN	
Name		Date:	Time:
Telephone #		Duration of call	
Signature		Number of caller	

Complete the following for a BOMB THREAT

QUESTIONS	RESPONSES
When is the bomb going to explode?	
Where did you put the bomb?	
What does the bomb look like?	
What kind of bomb is it?	
What will make the bomb explode?	
Did you place the bomb?	
What is your name?	
Where are you going?	
What is your address?	

ACTIONS:_____

REPORT CALL TO:_____**PHONE NUMBER:**_____

CHARACTERISTICS OF THE CALLER	
Sex of caller	
Estimated age	
Accent if any	
Speech impediments	
Voice (loud, soft, etc)	
Speech (fast, slow etc)	
Dictation (clear, muffled, etc)	
Manner (calm, emotional, etc)	
Did you recognise the voice?	
If so, who do you think it was?	
Was the caller familiar with the area?	

LANGUAGE		
[ ] Abusive	[ ] Taped	[ ] Other (Specify)
[ ] Well Spoken	[ ] Irrational	
[ ] Incoherent	[ ] Message read by caller	

BACKGROUND NOISE		
[ ] Music	[ ] Local call	
[ ] Machinery	[ ] Long Distance Call	
[ ] Aircraft	[ ] Other (specify)	

APPENDIX G: IN CASE OF FIRE / SMOKE

Signs of a fire may include; observation of smoke or flames; smelling smoke or burning material; feeling unusual heat on a wall, door or other surface.

IN CASE OF FIRE CALL 000

In the event of fire or smoke:



Remove persons from immediate danger.



Alert nearby personnel and the Incident Controller, call 000.



Confine fire and smoke. Close windows and doors (if safe). Keep low, under the smoke.



Extinguish or control fire – (if safe to do so).

Fire Extinguisher Operation: Fire Extinguisher operation is voluntary, only being used when it is safe to do so. Where practicable, there should be two people in attendance when an extinguisher is being operated. Always ensure you have a safe line of retreat. **DO NOT** let the fire get between you and the doorway.

- Select the appropriate extinguisher.
- Pull the pin on extinguisher.
- Test the extinguisher.
- Stand well back at a safe distance.
- Keep the exit door to your back.
- Ensure correct grip of the 'nozzle'.
- Direct the extinguisher stream at the base of the fire, not at the smoke.
- Squeeze the trigger, sweep the fire.
- Distance yourself IMMEDIATELY the situation becomes unsafe.

APPENDIX H: LOCKDOWN CHECKLIST

Actions during lockdown – Centre Director or 2nd In Charge (Incident Controller)

Actions during lockdown	✓
Liaise with staff, other agencies and the Regional Office in considering a lockdown.	
Activate lockdown using the predetermined activation signal.	
Advise Victoria Police and other appropriate emergency service agencies.	
Activate the Incident Management Team (to plan further actions and enact the response plan).	
Allocate responsibilities.	
Collect emergency kit.	
Guide visitors to safety.	
Divert parents and returning groups from the school.	
Ensure a telephone line is kept free.	
Keep public address system free	
Secure external doors and entrances.	
Keep main entrance as the only entry point. It must be constantly monitored and no unauthorised people allowed access.	
If possible, have a delegated staff member wait at the main entry to the school to guide Emergency Services personnel.	
Ascertain (as possible) if all children, staff and visitors are accounted for.	
Record some details of actions undertaken and times (use the Post-Emergency Record from Appendix).	
Await de-activation advice from Emergency Services personnel (if appropriate).	

ACTIONS AFTER LOCKDOWN - COORDINATOR OR INCIDENT CONTROLLER.

Actions to de-activate and immediately following lockdown	✓
Confirm with Emergency Service personnel that it is safe to de-activate lockdown.	
Determine whether to activate the parent re-unification process.	
Determine if there is any specific information staff, children and visitors need to know (e.g. areas of the facility to avoid or parent reunification process).	
De-activate lockdown using predetermined de-activation signal.	
Advise staff, children and visitors of any specific information they need to know.	
Ensure any children, staff or visitors with medical or other needs are supported.	
Print and issue pre-prepared parent letters and give them to the children to take home.	
Seek support from the Regional EM Coordinator as required.	
Brief staff on the incident.	
Prepare and maintain records and documentation.	
Follow up with any children, staff or visitors who need support.	
Undertake operational debrief to review the lockdown and procedural changes that may be required.	
Actions (follow-up)	✓
▪	
▪	
▪	
▪	
Signature:	

APPENDIX I CHILDREN & STAFF WITH MEDICAL/SPECIAL NEEDS LIST

Information about children who have special needs and/or medical management plans (e.g. for asthma, allergies to peanuts/bee stings, anaphylaxis), including their medications and EpiPens, is contained with the Emergency Medicines grab bag.

CHILD/STAFF NAME	SPECIAL NEED ALLERGY MEDICAL NEED	MANAGEMENT PLAN YES/NO