



Department of Education and  
Early Childhood Development

## Emergency Management Plan 2021

### Mentone Pre School



DEECD Region	South Eastern Victoria
Service Director/Manager Approving our Plan	Josie Milner
Physical Address	6 Station Street, Mentone VIC 3194
Fire District	Central
Is the service on the Bushfire- At-Risk Register?	No
Date Approved	10 March 2021
Next Review Date	March 2022

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## 1. Purpose

The purpose of this Emergency Management Plan is to provide a detailed plan of how Mentone Pre School will prepare and respond to emergency situations.

## 2. Scope

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

## 3. Distribution

A copy of our plan has been distributed to:

Name	Position Title and Organisation Name	Date Sent to	Email Address or Postal Address
Josie Milner	Nominated Supervisor & 4YO Teacher Mentone Pre School	10 March 2021	<a href="mailto:penguins@mentonepreschool.com.au">penguins@mentonepreschool.com.au</a>
Michelle Sundstrom	4YO Teacher Mentone Pre School	10 March 2021	<a href="mailto:seastars@mentonepreschool.com.au">seastars@mentonepreschool.com.au</a>
Deanne Hurrell-Watts	4YO Educator Mentone Pre School	10 March 2021	<a href="mailto:educator-penguins@mentonepreschool.com.au">educator-penguins@mentonepreschool.com.au</a>
Robyn Brown	4YO Educator Mentone Pre School	10 March 2021	<a href="mailto:educators@mentonepreschool.com.au">educators@mentonepreschool.com.au</a>
Katrina Lane	4YO Educator Mentone Pre School	10 March 2021	<a href="mailto:Educator-seastars@mentonepreschool.com.au">Educator-seastars@mentonepreschool.com.au</a>
Kirsty Cipriano	3YO Teacher Mentone Pre School	10 March 2021	<a href="mailto:dolphins@mentonepreschool.com.au">dolphins@mentonepreschool.com.au</a>
Richelle Fraser	2021 President Mentone Pre School	10 March 2021	<a href="mailto:president@mentonepreschool.com.au">president@mentonepreschool.com.au</a>
Joel Dodd	2021 Quality Officer Mentone Pre School	10 March 2021	<a href="mailto:quality@mentonepreschool.com.au">quality@mentonepreschool.com.au</a>
Faye Scott	Administrator Mentone Pre School	10 March 2021	<a href="mailto:info@mentonepreschool.com.au">info@mentonepreschool.com.au</a>

## **PART 1– EMERGENCY RESPONSE**

#### 4. In Case of Emergency

<b>In an Emergency</b>	
<b>Call</b> <b>Police, Ambulance,</b> <b>Fire Services</b>	<b>000</b>
<i>For Advice call your</i> <b>Service Manager</b>  <i>Or</i>	Ms Josie Milner Phone: 9583 4422
<b>DEECD Manager Operations</b> <b>and Emergency Management</b> <b>for your region</b>	South Eastern: Glen Tarrant Phone: 8765 5600 Mobile: 0438 018 269
<b>Convene your</b> <b>Incident Management Team</b>	

**Commented [FS1]:** Check that this is still the contact person & the best number

## 5. Emergency Contacts

### 5.1 Emergency Services

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

### 5.2 Our Children's Service

Key Roles	Name	Phone	Phone (After Hours)	Mobile
Director/Manager	Josie Milner	9583 4422		0432 760 533
Early Childhood Teacher	Josie Milner Michelle Sundstrom Kirsty Cipriano	9583 4422		
First Aid Officer	Katrina Lane	9583 4422		
OHS Representative	Josie Milner	9583 4422		
Approved Provider/Licensee	Committee of Management	9583 4422		
President	Richelle Fraser	9583 4422		

### 5.3 DEECD Region

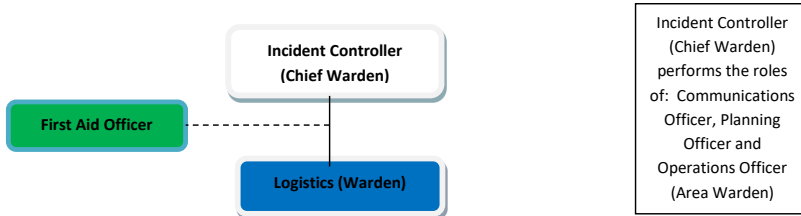
	Name	Phone	Mobile
Regional DEECD Manager, Operations and Emergency Management	South Eastern: Glen Tarrant	8765 5600	0438 018 269

### 5.4 Local/Other Organisations

	Phone
Police Station	Cheltenham 9583 9767 Mordialloc 9588 2988
Hospital/s	Sandringham 9076 1000 Monash 9594 6666
Gas	Multinet 132 691
Electricity	United 132 099
Water Corporation	South East Water 132 812
Facility Plumber	Fix It Right Plumbing 1300 664 932
Facility Electrician	Luke Kozlowski 0421 571 966
Local Government	City of Kingston 1300 653 356
SES (flood, storm and earthquake)	132 500
Parks Victoria, Braeside Park Ranger - Des Lucas	0418 173 228
Victorian WorkCover Authority (formerly WorkSafe Victoria)	13 23 60
Department of Human Services regional office	Child Protection Unit 1300 655 795 Kingston 1300 367 441
DET Regional Office	8795 5600

## 6. Incident Management Team Responsibilities

### 6.1 Incident Management Team Structure



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

IMT Role/Activities		Primary Contact		Back Up Contact	
Incident Controller (Chief Warden)	Name	Josie Milner	Name	Michelle Sundstrom	
	Phone/Mobile	9583 4422	Phone/Mobile	9583 4422	
Planning tasks will be performed by:	Name	Josie Milner	Name	Michelle Sundstrom	
	Phone/Mobile	9583 4422	Phone/Mobile	9583 4422	
Operations (Area Warden) tasks will be performed by:	Name	Josie Milner	Name	Michelle Sundstrom	
	Phone/Mobile	9583 4422	Phone/Mobile	9583 4422	
Communications tasks will be performed by:	Name	Josie Milner	Name	Michelle Sundstrom	
	Phone/Mobile	9583 4422	Phone/Mobile	9583 4422	
Logistics (Warden) tasks will be performed by:	Name	Josie Milner	Name	Michelle Sundstrom	
	Phone/Mobile	9583 4422	Phone/Mobile	9583 4422	
First Aid tasks will be performed by:	Name	Katrina Lane	Name	Josie Milner	
	Phone/Mobile	9583 4422	Phone/Mobile	9583 4422	



## 7. Incident Management Team Responsibilities

### Incident Controller (Chief Warden)

#### Pre-Emergency

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

#### During Emergency

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

#### Post- Emergency

- When the incident is rendered safe or the emergency services returns control, notify the IMT members to have staff and children return to normal operations.
- Organise debrief with the IMT and, where appropriate, with any attending emergency Service.
- Report serious incidents to the relevant Regulatory Authority in accordance with relevant regulatory requirements. Service agreements also require approved providers or licensees to notify DEECD in the event of a serious incident:
  - services operating under the National Quality Framework see [DEECD Reporting NQF](#)
  - services operating under the Victorian children's services legislation see [DEECD Reporting Vic](#)

### Planning

#### Pre- Emergency

- Assist the Incident Controller.
- Identify resources required.
- Participate in emergency exercises/drills.

#### During Emergency

- Attend the emergency control point.
- Ascertain the nature and scope of the emergency.
- Report any changes in the situation to the Incident Controller.
- Act as directed by the Incident Controller.
- Plan for contingencies.

#### Post- Emergency

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

### Operations (Area Warden)

#### Pre- Emergency

- Regularly check and report on deficiencies of emergency equipment and kits.
- Coordinate Safety practices (e.g. clear egress paths, access to first attack equipment e.g. fire extinguishers and disposal of rubbish) by wardens throughout their areas.
- Participate in emergency exercises/drills.

**During Emergency**

On hearing alarm or becoming aware of an emergency, the Operations Warden will:

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

**Post Emergency**

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

**Communications****Pre- Emergency**

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

**During Emergency**

- Attend the emergency control point.
- Ascertain the nature and location of the emergency. Maintain up to date information.
- Confirm that emergency services have been notified.
- Notify appropriate IMT members.
- At the direction of the Incident Controller provide instruction and information to staff, children and parents as required.
- Keep a log of events that occurred during the emergency.
- Act as directed by the Incident Controller.

**Post- Emergency**

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

## **Logistics (Warden)**

### **Pre- Emergency**

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

### **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 the Operations Warden (Area Warden).

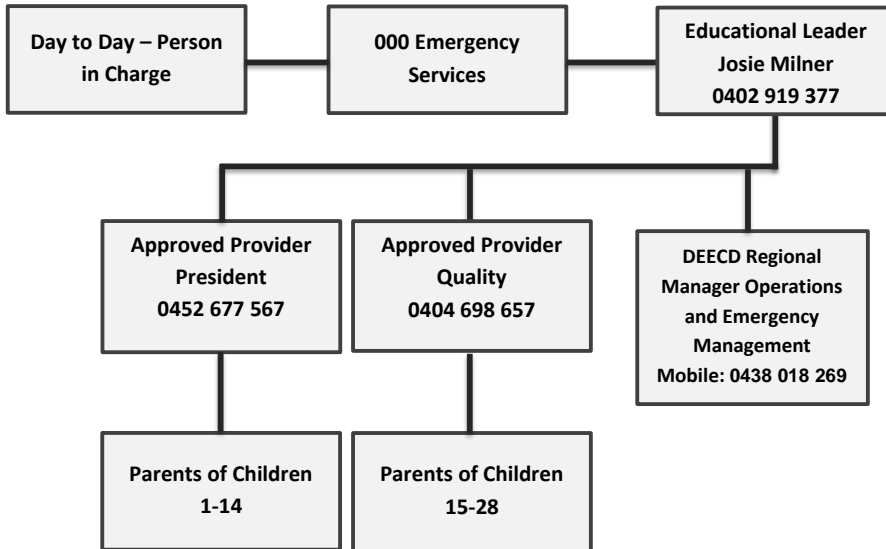
Activities may include the following:

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

### **Post- Emergency**

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

## 8. Communication Tree



**Commented [FS2]:** Josie – this communication tree doesn't really work, we'd also need to include at least 1 educator, who would then take the second part of the list wouldn't they??

\* Parent Contact Lists and Committee Contact list will be attached to this document

## 9. Staff Trained in First Aid

<b>First Aid Officers</b>	<b>First Aid</b>	<b>CPR</b>	<b>Anaphylaxis</b>	<b>Asthma</b>	<b>WWC Expiry</b>
Josie Milner	4 Oct 2021	4 Oct 2021	4 Oct 2021	4 Oct 2021	VIT 30 Sept 2022
Michelle Sundstrom	4 Oct 2021	4 Oct 2021	4 Oct 2021	4 Oct 2021	VIT 30 Sept 2022
Robyn Brown	4 Oct 2021	4 Oct 2021	4 Oct 2021	4 Oct 2021	29 May 2025
Deanne Hurrell-Watts	4 Oct 2021	4 Oct 2021	4 Oct 2021	4 Oct 2021	13 Feb 2024
Katrina Lane	4 Oct 2021	4 Oct 2021	4 Oct 2021	4 Oct 2021	30 June 2025
Kirsty Cipriano	4 Oct 2021	4 Oct 2021	4 Oct 2021	4 Oct 2021	30 Sept 2022
Judy Curnow	4 Oct 2021	4 Oct 2021	4 Oct 2021	4 Oct 2021	30 Sept 2022

**Updated on 5 November 2021**

## 10. Emergency Response Procedures

### 10.1 On-Site Evacuation Procedure

When it is unsafe for children, staff and visitors to remain inside the facility's building the Incident Controller (Chief Warden) on-site will take charge and activate the Incident Management Team if necessary.

- **Call 000** and inform emergency services of the nature of the emergency.
- Seek advice from your Service Manager or your DEECD regional Manager, Operations and Emergency Management if required.
- Evacuate children, visitors and staff out of the building to you're the front or back yard (depending on where the danger source is)
- Take the child attendance list, your Emergency Kit/First Aid Kit and this Plan.
- Once at the assembly point, check all children, staff and visitors are accounted for.
- Ensure communications with emergency services is maintained. Wait for emergency services to arrive or provide further information.
- Contact parents if required.
- Maintain a record of actions/decisions undertaken and times.
- Confirm with emergency service personnel that it is safe to return to normal operations.

### Actions After On-Site Evacuation Procedure

- Determine whether to activate your parent re-unification process.
- Determine if there is any specific information staff, children and visitors need to know (e.g. parent reunification process or areas of the facility to avoid).
- Print and issue pre-prepared parent letters as appropriate.
- Ensure any children, staff or visitors with medical or other needs are supported.
- Undertake operational debrief with staff and Incident Management Team to review the on-site evacuation and procedural changes that may be required.
- Complete your Post Emergency Record form (refer to Appendix 4 of the Guide).
- Report serious incidents to the relevant Regulatory Authority in accordance with relevant regulatory requirements and DEECD in the event of a serious incident.

## 10.2 Off-Site Evacuation Procedure

If it is unsafe for children, staff and visitors to remain on the facility's grounds the Incident Controller (Chief Warden) on-site will take charge and activate the Incident Management Team if necessary.

- **Call 000** and inform emergency services of the nature of the emergency.
- Seek advice from your Service Manager or your DEECD regional Manager, Operations and Emergency Management if required.
- Identify which off-site assembly point you will evacuate staff, children and visitors to.
- Evacuate staff, children and visitors to the Corner of Childers Street and Station Street if safe to do so, proceed to main oval of Mentone Primary School, Childers Street, Mentone
- Take the children attendance list, staff attendance list, your Emergency Kit/First Aid kit and this Plan.
- Once at assembly point, check all children, staff and visitors are accounted for.
- Ensure communications with emergency services is maintained. Wait for emergency services to arrive or provide further information.
- Maintain a record of actions/decisions undertaken and times.
- Contact parents if required.
- Confirm with emergency service personnel that it is safe to return to normal operations.

### Actions After Off-Site Evacuation Procedure

- Determine whether to activate the parent re-unification process.
- 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).
- Print and issue pre-prepared parent letters as appropriate.
- Ensure any children, staff or visitors with medical or other needs are supported.
- Undertake operational debrief with staff and Incident Management Team to review the off-site and procedural changes that may be required.
- Complete your Post Emergency Record form (refer to Appendix 4 of the Guide).
- Report serious incidents to the relevant Regulatory Authority in accordance with relevant regulatory requirements and DEECD in the event of a serious incident.

### 10.3 Lock-Down Procedure

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

- **Call 000** and inform emergency services of the nature of the emergency.
- Announce the lock-down and provide instructions to staff e.g. close internal doors and windows, sit below window level or move into corridors.
- Check that all external doors (and windows if appropriate) are locked.
- If available, allocate staff to be posted at locked doors to allow children, staff and visitors to enter if locked out.
- Seek advice from your Service Manager or your DEECD regional Manager, Operations and Emergency Management if required.
- Divert parents 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.
- If it is safe to do so, have a delegated staff member wait at the main entry to the facility to guide emergency services personnel.
- As appropriate, ascertain that all children, staff and visitors are accounted for.
- Maintain a record of actions/decisions undertaken and times.
- Where appropriate, confirm with emergency services personnel that it is safe to return to normal operations.
- Contact parents as required.

#### Actions After Lock-Down Procedure

- 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).
- Print and issue pre-prepared parent letters as appropriate.
- Ensure any children, staff or visitors with medical or other needs are supported.
- Undertake operational debrief to review the lock-down and procedural changes that may be required.
- Complete your Post Emergency Record form (refer to Appendix 4 of the Guide).
- Report serious incidents to the relevant Regulatory Authority in accordance with relevant regulatory requirements and DEECD in the event of a serious incident.



#### 10.4 Lock-Out Procedure

When an internal immediate danger is identified and it is determined that children should be excluded from buildings for their safety the Incident Controller (Chief Warden) on-site will take charge and activate the Incident Management Team if necessary.

- **Call 000** and inform emergency services of the nature of the emergency.
- Announce lock-out with instructions about what is required. Instructions may include nominating staff to:
  - lock doors to prevent entry
  - check the premises for anyone left inside
  - obtain Emergency Kit
- Go to the designated off-site assembly point of front or back yard (depending on where the danger source is)
- Assemble at the corner of Childers Street and Station Street if safe to do so and then proceed to the assembly point of Mentone Primary School main oval
- Check that children, staff and visitors are all accounted for.
- Maintain a record of actions/decisions undertaken and times.
- Where appropriate, confirm with emergency services personnel that it is safe to return to normal operations.
- Seek advice from your Service Manager or your DEECD regional Manager, Operations and Emergency Management if required.

#### Actions After Lock-Out Procedure

- 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).
- Ensure any children, staff or visitors with medical or other needs are supported.
- Print and issue pre-prepared parent letters as appropriate.
- Prepare and maintain records and documentation.
- Undertake operational debrief to review the lock-out and procedural changes that may be required.
- Complete your Post Emergency Record form (refer to Appendix 4 of the Guide).
- Report serious incidents to the relevant Regulatory Authority in accordance with relevant regulatory requirements and DEECD in the event of a serious incident.

## 10.5 Shelter-In-Place Procedure

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

- **Call 000** and inform emergency services of the nature of the emergency.
- Move all children, staff and visitors to your pre-determined shelter-in-place area – the playroom
- Take the children's attendance list, staff attendance list, your Emergency Kit/First Aid kit and this Plan.
- Seek advice from your Service Manager or your DEECD regional Manager, Operations and Emergency Management if required.
- Ascertain (as possible) if all children, staff and visitors are accounted for.
- Ensure communications with emergency services is maintained. Wait for emergency services to arrive or provide further information.
- Maintain a record of actions/decisions undertaken and times.
- Contact parents as required and provide notification if the shelter-in-place is going to extend beyond the service hours of operation.
- Where appropriate, confirm with emergency services personnel that it is safe to return to normal operations.

## Actions After Shelter-In-Place Procedure

- Determine whether to activate the parent 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).
- Ensure any children, staff or visitors with medical or other needs are supported.
- Print and issue pre-prepared parent letters as appropriate.
- Prepare and maintain records and documentation.
- Undertake operational debrief to review the shelter-in-place and procedural changes that may be required.
- Complete your Post Emergency Record form (refer to Appendix 4 of the Guide).
- Report serious incidents to the relevant Regulatory Authority in accordance with relevant regulatory requirements and DEECD in the event of a serious incident.

## 10.6 Bush Kinder Evacuation Procedure

- Please refer to policy "Bush Kinder Evacuation Procedure". Parks Victoria contact for Braeside Park is Des Lucas on 0418 173 228.

## 11. Emergency Response Procedures for Specific Threats

### 11.1 Building Fire

- Phone **000** to notify the emergency services and seek advice.
- If appropriate, follow the procedure for **On-Site Evacuation**.
- Report the emergency immediately to the Incident Controller (Chief Warden) who will convene the IMT if necessary.
- Remain calm and activate the fire alarm.
- Extinguish the fire (**only if safe to do so**).
- Evacuate to the front or back yard (depending on where the danger source is), closing all doors and windows.
- If necessary and safe to do so, assemble at the corner of Childers Street and Station Street then proceed to Mentone Primary School main oval until told to leave by fire or police members
- Check that all areas have been cleared and notify the Incident Controller.
- Check that all children, staff, visitors and contractors are accounted for.
- Contact your Service Manager or your DEECD regional Manager, Operations and Emergency Management for advice and support if required.
- Direct all Media enquiries to DEECD Media Unit on 9637 2871.

### 11.2 Bushfire/Grassfire

- Phone **000** to notify the emergency fire services and seek advice.
- If appropriate, follow the procedure for **Shelter-In-Place**.
- Report the emergency immediately to the Incident Controller (Chief Warden) who will convene the IMT if necessary.
- Identify if any buildings need to be evacuated. Permanent buildings may be a safer option than portable/demountable buildings.
- If threat exists decide appropriate action e.g. move to shelter-in-place or evacuate the room/s, closing all doors and windows.
- Turn off power and gas.
- Check that all children, staff and visitors contractors are accounted for.
- Listen to TV or local radio on battery-powered sets for bushfire/weather warnings and advice.
- Ensure staff/children do not hinder emergency services or put themselves at risk by going near damaged buildings or trees.
- Contact your Service Manager or your DEECD regional Manager, Operations and Emergency Management for advice and support if required.
- Direct all Media enquiries to DEECD Media Unit on 9637 2871.

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

- Phone **000** to notify the emergency services and seek advice.
- Report the emergency immediately to the Incident Controller (Chief Warden) who will convene the IMT if necessary.
- Turn off gas supply.
- If the gas leak is onsite, notify your gas provider.
- If safe to do so, evacuate staff, children, visitors and including contractors to the front or back yard (depending on where the danger source is), closing all doors and windows.
- If necessary and safe to do so, assemble at the corner of Childers Street and Station Street then proceed to Mentone Primary School main oval until told to leave by fire or police members
- Check children, staff, visitors and contractors are accounted for.
- Contact your Service Manager or your DEECD regional Manager, Operations and Emergency Management for advice and support if required.

- Direct all Media enquiries to the Department's Media Unit on 9637 2871.
- Await 'all clear' advice from emergency services or further advice before resuming normal service activities.

#### 11.4 Intruder/Personal Threat

- Phone **000** to notify the emergency services and seek advice.
- Report the emergency immediately to the Incident Controller (Chief Warden) who will convene the IMT if necessary.
- Do not do or say anything to the person to encourage irrational behaviour.
- Initiate action to restrict entry to the building if possible and confine or isolate the threat from building occupants.
- Determine if **evacuation or lock-down** is required. Evacuation only should be considered if safe to do so.
- Contact your Service Manager or your DEECD regional Manager, Operations and Emergency Management for advice and support if required.
- Direct all Media enquiries to DEECD Media Unit on 9637 2871.

#### 11.5 Bomb/Chemical Threat

- Phone **000** to notify the emergency services and seek advice.
- Report the emergency immediately to the Incident Controller (Chief Warden) who will convene the IMT if necessary.
- If a bomb/chemical threat is received by telephone:
  - **do not** hang up
  - refer to the bomb threat checklist.
- If a bomb/chemical threat is received by mail:
  - avoid handling of the letter or envelope
  - place the letter in a clear bag or sleeve
  - inform the Police immediately.
- If a bomb/chemical threat is received electronically or through the schools website:
  - do not delete the message
  - contact police immediately.
- Ensure the service's doors are left open.
- Do not touch any suspicious objects found.
- If a suspicious object is found or if the threat specifically identified a given area, then **evacuation** may be considered.
- Contact your Service Manager or your DEECD regional Manager, Operations and Emergency Management for advice and support if required.
- Direct all Media enquiries to DEECD Media Unit on 9637 2871.

### 11.6 Bomb/Substance Threat Checklist

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

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

**Complete the following for a BOMB THREAT**

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

**Complete the following for a SUBSTANCE THREAT**

QUESTIONS	RESPONSES
When will the substance be released?	
Where is it?	
What does it look like?	
When did you put it there?	
How will the substance be released?	
Is the substance liquid, powder or gas?	
Did you put it there?	

CHARACTERISTICS OF THE CALLER	
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	
<input type="checkbox"/> Abusive	<input type="checkbox"/> Taped
<input type="checkbox"/> Well Spoken	<input type="checkbox"/> Irrational
<input type="checkbox"/> Incoherent	<input type="checkbox"/> Message read by caller
<input type="checkbox"/> Other (Specify)	

BACKGROUND NOISE	
<input type="checkbox"/> Music	<input type="checkbox"/> Local call
<input type="checkbox"/> Machinery	<input type="checkbox"/> Long Distance Call
<input type="checkbox"/> Aircraft	<input type="checkbox"/> Other (specify)

EXACT WORDING OF THREAT

ACTIONS
REPORT CALL TO:

### 11.7 Internal Emission/Spill

- Phone **000** to notify the emergency services and seek advice.
- Report the emergency immediately to the Incident Controller (Chief Warden) who will convene your IMT if necessary.
- Move staff/children away from the spill to a safe area and isolate the affected area.
- Seek advice in regards to clean up requirements, and if safe to do so, the spill can be cleaned up by staff. Personal Protective Equipment should be worn as per the requirements of the Material Safety Data Sheet and Safety Work Procedure.
- Contact your Service Manager or your DEECD regional Manager, Operations and Emergency Management for advice and support if required.
- Notify the Victorian WorkCover Authority (formerly WorkSafe Victoria) if required.
- Direct all Media enquiries to DEECD Media Unit on 9637 2871.

### 11.8 Severe Weather / Storms and Flooding

- Phone **000** to notify the emergency services and seek advice if necessary.
- Store or secure loose items external to the building, such as outdoor furniture.
- Secure windows (close curtains & blinds) and external doors. If necessary, tape windows and glass entrances. Utilise boards and sandbags if required.
- Protect valuables and disconnect electrical equipment – cover and/or move this equipment away from windows.
- During a severe storm, remain in the building and keep away from windows. Restrict the use of telephone landlines to emergency calls only, particularly during a thunderstorm.
- After storm passes, evaluate the need to evacuate if uncontrolled fires, gas leaks, or structural damage has occurred as a result of the storm.
- Report any matter concerning the safety and wellbeing of children, staff and visitors to the Incident Controller (Chief Warden).
- Listen to local radio or TV on battery-powered sets for weather warnings and advice.
- Contact your Service Manager or your DEECD regional Manager, Operations and Emergency Management for advice and support if required.
- Direct all media enquiries to DEECD Media Unit on 9637 2871.

## 11.9 Earthquake

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

### If Outside

Instruct staff and children to:

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

### If Inside

Instruct staff and children to:

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

### After the Earthquake

- Evaluate the need to evacuate if there are uncontrolled fires, gas leaks or structural damage to the building you are in.
- If you evacuate, watch out for fallen trees, power lines, and stay clear of any structures that may collapse.
- Arrange medical assistance where required and help others if you can.
- Report any matter concerning the safety and wellbeing of children, staff and visitors to the Incident Controller (Chief Warden).
- Tune in to ABC radio if you can and follow any emergency instructions.
- Direct all Media enquiries to DEECD Media Unit on 9637 2871.

## 11.10 Influenza Pandemic

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

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

RESPONSE STAGE - STANDBY	
Description - Sustained community person-to-person transmission detected overseas	
Category	Key Actions
EMP preparation	<p>In April, (or at the time of the overseas detection if earlier):</p> <ul style="list-style-type: none"> <li>Prepare to enact pandemic response section of emergency management plan with stakeholders and prepare to activate Incident Management Team</li> <li>Identify minimum requirements and key staff for continued operations (including planning for the absence of the director)</li> </ul>
Hygiene measures	<p>Continue to:</p> <ul style="list-style-type: none"> <li>Promote basic hygiene measures</li> <li>Review cleaning procedures and determine whether frequency or other processes should change</li> <li>Provide convenient access to water and liquid soap and/or alcohol-based hand sanitiser</li> <li>Educate staff and children about covering their cough to prevent the spread of germs</li> <li>Communicate the risk of influenza and how to identify cases of possible influenza based on the current up to date case definition by the Chief Health Officer, Department of Health</li> </ul>
Communications	<ul style="list-style-type: none"> <li>In May, (or at the time of the overseas detection if earlier), ensure hygiene information is displayed (refer to Staying Healthy in Childcare (2005))</li> <li>In late May, (or at the time of the overseas detection if earlier), consider providing information sessions for staff and parents about: <ul style="list-style-type: none"> <li>pandemic influenza symptoms</li> <li>preferred hygienic practices</li> <li>vulnerable children</li> </ul> </li> <li>Follow Department of Health/Department of Health and Ageing advice provided by DEECD and distribute consistent messaging to staff, children and parents/carers.</li> <li>Communicate status/situation, personal hygiene measures, containment measures (if necessary), availability of vaccinations to staff and parents/carers as appropriate (especially those people/families at a greater risk of infection)</li> <li>School Nursing Program nurses may assist with information dissemination (provided by the Department of Health) as directed by Regional Nurse Managers (based at regional offices).</li> <li>Utilise the sample letters developed by DEECD Central Office, provide parents information for next stage with advice from DEECD (if required)</li> <li>Direct any media queries to the DEECD media unit on 9637 2871</li> </ul>



## RESPONSE STAGE - ACTION

Description – Cases detected in Australia	
Category	Key Actions
EMP enactment	<ul style="list-style-type: none"> <li>Enact emergency management plans where necessary</li> <li>Activate Incident Management Team</li> </ul>
Communications	<ul style="list-style-type: none"> <li>Follow the advice from the Department and distribute information about individual protective measures and cleaning procedures</li> <li>Communicate status/situation, personal hygiene measures, containment measures (if necessary), availability of vaccinations to staff and parents/carers as appropriate (especially those people/families at a greater risk of infection)</li> <li>School Nursing Program nurses may assist with information dissemination as directed by Regional Nurse Managers (based at regional offices)</li> <li>Utilise the sample letters developed by DEECD Central Office, communicate plans for closure if applicable and send letters to staff, parents and carers as appropriate</li> <li>Direct any media queries to the DEECD media unit on 9637 2871</li> </ul>
Containment	<ul style="list-style-type: none"> <li>Follow the advice of the Department of Health and DEECD including service closures and exclusion periods for infectious diseases</li> <li>Identify a designated area to keep sick children quarantined from others until they can be taken home by parents</li> <li>Following any closures, notify the Quality Assessment and Regulation Division, DEECD according to the requirements of the relevant legislation. Further information is available at <a href="http://www.education.vic.gov.au/childhood/providers/regulation">www.education.vic.gov.au/childhood/providers/regulation</a></li> <li>Inform carers of their obligations during closures</li> <li>School Nursing Program nurses may be asked to assist the Department of Health with the distribution of antiviral medication at the direction of the Regional Nurse Manager (based in regions)</li> </ul>
Outbreak management	<ul style="list-style-type: none"> <li>Notify the Quality Assessment and Regulations Manager of a serious incident according to the requirements of the relevant legislative framework. Further information is available at <a href="http://www.education.vic.gov.au/childhood/providers/regulation">www.education.vic.gov.au/childhood/providers/regulation</a></li> <li><i>You will be advised of any additional reporting requirements by DEECD and/or the Department of Health</i></li> </ul>
Management of service workforce	<ul style="list-style-type: none"> <li>Encourage staff who develop flu-like symptoms during a pandemic to stay away until completely well</li> <li>Ensure staff who develop influenza-like illness to leave immediately and seek medical attention</li> </ul>
Service closures	<ul style="list-style-type: none"> <li>Contact the Quality Assessment and Regulations Manager, DEECD regarding service closure policy</li> <li>Following any closures, notify the Quality Assessment and Regulation Division according to the requirements of the relevant legislative framework. Further information is available at <a href="http://www.education.vic.gov.au/childhood/providers/regulation">www.education.vic.gov.au/childhood/providers/regulation</a></li> <li>Inform staff of their obligations during service closures</li> </ul>

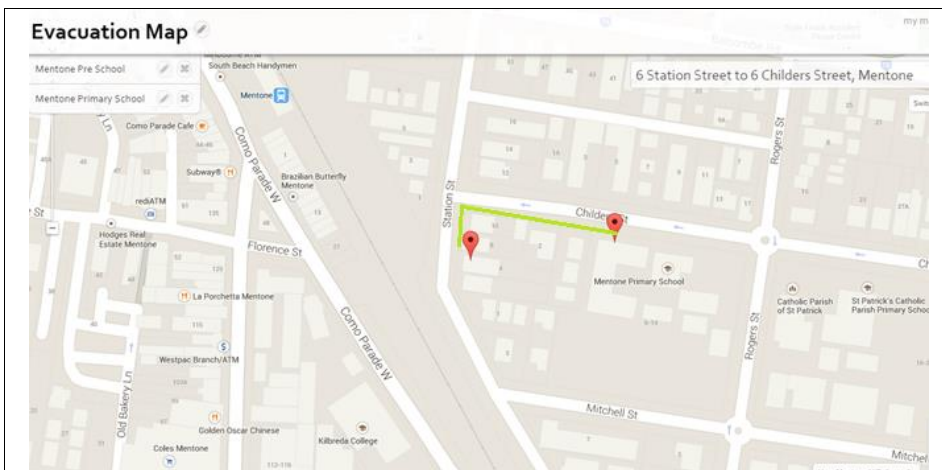
## RESPONSE STAGE – STAND DOWN

Description – Virus no longer presents a major public health threat

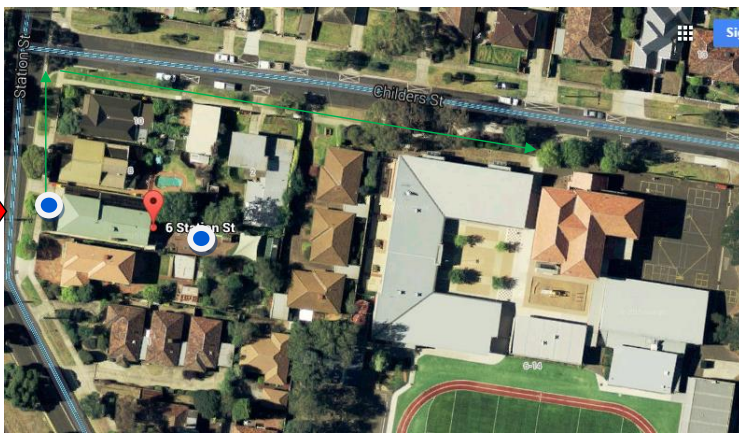
Category	Key Actions
Recovery	<ul style="list-style-type: none"><li>• Implement recovery plan to help regain education of children and stabilize families and the community including:<ul style="list-style-type: none"><li>• staff availability</li><li>• procedures to re-open (if applicable)</li><li>• provision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

## 12. Area Map

Date Area Map Validated: 01/03/18



Distance to Primary Off-site Assembly Area: 172m  
 Estimated time to reach Off-site Assembly Area: 3 minutes



Legend:      Emergency services access point/s      Offsite relocation route  
                  Evacuation assembly areas (on site)

### 13. Evacuation Diagram: see attachment / file

#### EVACUATION PROCEDURE

**Signal: Three short, sharp Whistle Blows**

Whistles can be found at:

- Office Key hanger above desk
- Key Hooks at end of corridor
- Kitchen Notice Board
- Rear door of the playroom
- Outside on sandpit deck

#### **In Case of Fire**



**R**emove persons from immediate danger.



**A**lert nearby personnel and the Incident Controller, call 000.



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



**E**xtinguish or control fire (if safe to do so).

- 1) Teacher contacts Emergency department/s (RING 000)
- 2) Educator to call children to come to them and move together to a safe place
- 3) Educator to get gate key and children assemble in the back or front yard (depending on where the danger source is)
- 4) Teacher collects phone, evacuation bag, medication bag (Allergy Buddy), check bathroom, office, storerooms and sheds
- 5) Teacher returns to group and immediately checks the attendance roll
- 6) Assemble at the corner of Childers Street and Station Street if safe to do so or at relevant exit point on Childers Street. Keep CALM & COMFORT the children
- 7) Proceed to Mentone Primary School main oval and remain at this assembly point until told to leave by fire or police members

#### LOCK DOWN PROCEDURE

- 1) Contact police (000) and give as much information as possible about the situation. Educator Assemble children in a designated safe place with educator. Assemble all the children in one place (e.g. indoor children's bathroom, storeroom, outdoor shed. Adult and children to be situated so they are out of sight from suspected dangers.
- 2) Teacher – lock all external doors, check bathroom, office, storeroom and shed dependant on where group are
- 3) Teacher to collect attendance book
- 4) Teacher to collect medication and join children and educator
- 5) As appropriate ascertain that all children, educators, staff and visitors are accounted for

#### 14. Parent / Family Contact Information

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

Child's Name	Parent/Guardian	Phone/ Mobile Number	After Hours Number	Alternate Contact
<i>Refer to attachments per group at end of document</i>				

\* Contact lists for each group to be attached to printed document

#### 15. Children and Staff with Special Needs

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

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

## PART 2 – EMERGENCY PREPAREDNESS



## 16. Children's Service Facility Profile

### 16.1 General Information

<b>Children's Service Name</b>	Mentone Pre-School
Physical Address	6 Station Street, Mentone VIC 3194
Operating Days	Monday – Friday
Operating Hours	8.30am-4.30pm
Phone	9583 4422
Mobile	0432 760 533
Email	<a href="mailto:info@mentonepreschool.com.au">info@mentonepreschool.com.au</a>
Fax	
Number of buildings	1 and 2 sheds
Is the facility a designated Neighbourhood Safer Place?	No
Shelter-In-Place Location	Playroom
Number of Children	Maximum 72 (one group of 28, two groups of 22)
Total Number of Staff	8
Staff Member Responsible for Bulk Messaging (where an SMS system is in place)	Teacher

### 16.2 Other Services/Users of Site

<b>Service / Usage Name</b>	<i>Not applicable</i>
Location	
Children/Visitor Numbers	
Operating Hours/Days	
Emergency Contact Name	
Phone Number	
Mobile Number	

### 16.3 Building Information Summary

<b>Telephones (Landlines):</b>			
Location	Number	Location	Number
Office	9583 4422		
Kitchen	9583 4422		
Outdoors on deck	9583 4422		

<b>Alarms:</b>			
	Location	Monitoring Company	Location of Shutoff Instructions
Fire	N/a		
Intrusion	N/a		
Other	N/a		

<b>Utilities:</b>			
	Location	Service provider	Location of Shutoff Instructions
Gas / Propane	Sideway passage to right of building	AGL	In Meter box at front door
Water	Front yard against brick wall	South East Water	In Meter box at front door
Electricity	Front entry door	AGL	In Meter box at front door

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

<b>Building and Site Hazards:</b>	
Hazard Description	Location
Cleaning cupboard	Hallway



## 17. Risk Assessment

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

1. Potential Threats and Hazards	2. Description of Risk	3. Current control measures implemented at our children's service	4. Risk Rating			5. Treatments to be Implemented  Measures to be taken by our children's service to eliminate or reduce impact of the risk	6. Revised Risk Rating after implementing Treatments		
			A Consequence	B Likelihood	C Risk Level		A Consequence	B Likelihood	C Risk Level
Intruder / Personal Threat	<p><b>Cause:</b></p> <p>Unknown/known person entering the children's service building or grounds and verbally and/or physically causing harm due to:</p> <ul style="list-style-type: none"> <li>• Custodial dispute</li> <li>• Police operation/pursuit of an offender</li> <li>• Parent dispute with the children's service</li> <li>• Drug affected or mentally unstable person</li> <li>• Argument between children's parents</li> </ul> <p><b>Consequences:</b></p> <p>Physical and/or psychological harm to staff and/or children</p>	<ul style="list-style-type: none"> <li>• Secure entry into the children's service</li> <li>• Visitors must report to service manager/reception and sign in using the Visitor Register</li> <li>• Evacuation procedures are regularly practiced</li> <li>• Procedures for responding to Intruder incident are readily accessible to staff in case of emergency</li> <li>• Educators carry phone handset</li> <li>• Values of mutual respect and acceptable parent behaviour policy are communicated and regularly reinforced e.g. at parent forums and in the newsletters</li> <li>• Encouraging engagement of parents in the service's activities</li> <li>• The service maintains a register of current court orders/custody documents</li> <li>• In relation to court orders / custody papers: <ul style="list-style-type: none"> <li>○ the service maintains a register of current documents</li> <li>○ parents are advised of the service's relevant processes and duty of care to other children and staff</li> </ul> </li> </ul>	Major	Possible	High	<ul style="list-style-type: none"> <li>• The children's service will provide training for staff in managing aggressive people/diffusing tense situations</li> <li>• Staff will share information on a 'need to know' basis concerning parent issues</li> <li>• The service will develop a process and pre-determined actions to discretely alert others of an intruder</li> <li>• Where staff feel the need for support in arranged meetings with parent/s: <ul style="list-style-type: none"> <li>○ two staff will attend where possible</li> <li>○ staff will use a signal to obtain support from another staff member</li> <li>○ an appropriate room will be selected for meetings where possible e.g. one with two exit points</li> </ul> </li> <li>• Where necessary, the service will seek legal advice regarding obtaining a trespass order</li> </ul>	Moderate	Possible	Medium

1. Potential Threats and Hazards	2. Description of Risk	3. Current control measures implemented at our children's service	4. Risk Rating			5. Treatments to be Implemented  Measures to be taken by our children's service to eliminate or reduce impact of the risk	6. Revised Risk Rating after implementing Treatments		
			A Consequence	B Likelihood	C Risk Level		A Consequence	B Likelihood	C Risk Level
						<p>for parents who use threatening behaviour</p> <ul style="list-style-type: none"> <li>If there is an escalation of Intruder incidents, the service will consider: <ul style="list-style-type: none"> <li>liaising with local police to arrange a prompt response to any call for assistance</li> <li>issuing playground duty staff with two-way radios linked to an office base station</li> <li>installing panic/distress button in an appropriate area</li> <li>seeking advice from police, service management and DET region, and in exceptional circumstances, advice on engaging a security guard on an ad hoc basis</li> <li>installing CCTV</li> </ul> </li> </ul>			
Building Fire	<ul style="list-style-type: none"> <li>Risk of injury from burns or smoke inhalation.</li> </ul>	<ul style="list-style-type: none"> <li>Fire services equipment (fire hose reels, fire extinguishers, fire blankets, hydrants) is tested and tagged as per Australian Standards.</li> <li>A fire blanket (tested and tagged to Australian Standards) is available in all kitchen areas.</li> <li>All electrical equipment is tested and tagged as per Australian Standards and that frayed leads, damaged equipment etc. are disposed of in an appropriate manner.</li> </ul>				<p>Test and tag to be organised for set up day by Quality committee member</p> <p>Quality committee member to check in April and October that the Fire Equipment has been serviced</p>			

1. Potential Threats and Hazards	2. Description of Risk	3. Current control measures implemented at our children's service	4. Risk Rating			5. Treatments to be Implemented  Measures to be taken by our children's service to eliminate or reduce impact of the risk	6. Revised Risk Rating after implementing Treatments		
			A Consequence	B Likelihood	C Risk Level		A Consequence	B Likelihood	C Risk Level
Severe weather and storms	<ul style="list-style-type: none"> <li>Risk of roof down flooding causing injury.</li> </ul>	<ul style="list-style-type: none"> <li>Roofs/gutters/drains are cleared.</li> <li>Liaise with SES/local government to identify potential risks.</li> <li>Develop contingency for storage of equipment/materials if necessary.</li> </ul>				Work on ensuring a business continuity plan is in place.			
Earthquake	<ul style="list-style-type: none"> <li>Risk of death/injury.</li> </ul>	<ul style="list-style-type: none"> <li>Provide training to staff and children in emergency response procedures during an earthquake.</li> </ul>				Work on ensuring a business continuity plan is in place.			
Bomb Threat	<ul style="list-style-type: none"> <li>Physical or psychological injury could occur to staff, visitors or contractors.</li> </ul>	<ul style="list-style-type: none"> <li>Locate Bomb Threat Checklist next to phones.</li> <li>Schedule and practice emergency evacuation drills on a regular basis.</li> <li>Implement and follow Bomb Threat response.</li> </ul>							
Pandemic	<ul style="list-style-type: none"> <li>Risk of Health and/or Death (in extreme cases of a pandemic).</li> </ul>	<ul style="list-style-type: none"> <li>Basic hygiene measures are in place and posters are displayed at the beginning of flu season (April)</li> <li>There is convenient access to water and liquid soap and/or alcohol-based sanitiser in all bathrooms.</li> <li>Staff and children educated about covering their cough to prevent the spread of germs</li> </ul>				Offer flu vaccinations to staff			
Hazardous Substance Release: Inside and Outside Facility Grounds	<ul style="list-style-type: none"> <li>Exposure to certain liquids or gases may be hazardous to health.</li> </ul>	<ul style="list-style-type: none"> <li>Implemented safe work procedures for handling chemicals.</li> <li>Schedule and practice emergency evacuation drills on a regular basis.</li> <li>Obtained Material Safety Data Sheets (MSDS) for all Dangerous Goods and Hazardous Substances on-site from the supplier or manufacturer.</li> </ul>							

## 18. Emergency Response Drills Schedule

	Drill	Person Responsible	Date Drill was Performed	Observer's Record Completed* ✓
Term 1	Emergency Evacuation Procedure	Sea Stars – Michelle Penguins – Josie Dolphins - Kirsty		
Term 2	Emergency Evacuation Procedure	Sea Stars – Michelle Penguins – Josie Dolphins - Kirsty		
Term 3	Emergency Evacuation Procedure	Sea Stars – Michelle Penguins – Josie Dolphins - Kirsty		
Term 4	Emergency Evacuation Procedure	Sea Stars – Michelle Penguins – Josie Dolphins - Kirsty		

*Emergency Management Plans are required to be tested regularly. Facilities on the Bushfire at Risk Register (BARR) should test their evacuation procedures and drills at least once per term during the October to March bushfire season.*

*\*An 'Emergency Drill Observer's Record' is required to be completed after each drill. An 'Emergency Drill Observer Record' template is provided at Appendix 3 of the Guide.*

## 19. Emergency Kit Checklist

<b>Our Emergency Kit (small black suitcase on wheels – marked “Emergency Kit”) Contains:</b>	✓
Children’s data and parent contact information (contained in EMP)	✓
Children and staff with special needs list (contained in EMP) including any children’s medications	✓
Enrolment records including authorisations and parent contact details	✓
Staff contact information	✓
Traffic/emergency safety vest	✓
Facility keys (front door only)	✓
Standard portable First Aid Kit. Refer to <a href="#">First Aid Kits Contents Checklist</a>	✓
A charged mobile phone and charger/s (to be carried by staff member)	✓
Torch with replacement batteries (or wind up torch)	✓
Whistle	✓
Portable battery powered radio	✓
Copy of facility site plan and EMP including evacuation routes	✓
Bottled water	✓
Portable non-perishable snacks such as sultanas & rice crackers	✓
Sunscreen and spare sunhats	✓
Plastic garbage bags and ties	✓
Toiletry supplies (toilet paper, hand sanitiser, wipes)	✓
Other (blue tarp, swiss army knife, spare batteries)	✓

<b>Date Emergency Kit checked:</b>	Start of each term (see record on door in first aid cupboard in kitchen)
<b>Next check date:</b>	Start of each term (see record on door in first aid cupboard in kitchen)

## 20. Emergency Management Plan Completion Checklist

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

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

**Final Check Completed by:**        **Josie Milner**  
**Date:**                                    **10 March 2021**

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

surrounding streets and safe exit points marked	✓	
emergency services access points marked	✓	
<b>Evacuation diagram</b>		
The evacuation diagram is clear and easy to follow	✓	
The evacuation diagram has: a pictorial diagram of the floor or area (at least 200mm x 150mm in size, A3)	✓	This is a separate attachment / file
a title e.g. EVACUATION DIAGRAM	✓	
the 'YOU ARE HERE' location	✓	
the designated exits, which shall be in green	✓	
hose reels, marked in red	✓	
hydrants, marked in red	✓	
extinguishers, marked in red	✓	
designated shelter-in-place location	✓	
date plan was validated	✓	
location of primary and secondary assembly areas	✓	
a legend.	✓	
<b>Parent contact information</b>		
Parent contact information has been obtained and is up-to-date.	✓	Sign in book will be used for this purpose
<b>Children and staff with special needs list</b>		
Children and staff with special needs have been identified and strategies put in place for these persons where they require assistance in the event of an emergency.	✓	
<b>Profile</b>		
Profile has been populated and reflects the service's buildings, utilities etc.	✓	
<b>Risk assessment</b>		
Potential local hazards/threats have been identified.	✓	
Risks have been rated and risk assessments included.	✓	
Local mitigations/controls have been specified.	✓	
<b>Emergency drill schedule</b>		
Drills have been scheduled once per term (quarterly) for different types of emergencies	✓	
<b>Emergency kit checklist</b>		
Emergency Kit Checklist has been developed with children's service requirements.	✓	

## Mentone Pre School Emergency Response Drill Observer's Record

<b>Drill Conducted:</b>		<b>Drill Date:</b>	
<b>Drill Address:</b>		<b>Location:</b>	
<b>Observer Name:</b>			
<b>Objective of Drill</b>			

*Depending on the type of drill conducted, it is recommended you 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 Incident Controller take charge?			
Was the (simulated) call to emergency services done promptly?			
Was the (simulated) call to SSU done promptly (government schools only)?			
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 Incident Controller/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*



## Post Emergency Record Form

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