

EMERGENCY MANAGEMENT PLAN 2022

DET Region	South Western
Physical Address	18 Wimble Street Parkville 3052
Is the service on the Bushfire- At-Risk Register?	No
Date Authorised	March 2016
Date Reviewed	March 2022
Next Review Date	March 2023

Table of Contents

1. Purpose	3
2. Scope	3
3. In case of emergency.....	3
4. Emergency contacts	3
5.1 Emergency services.....	3
5.2 Our Early childhood service contacts.....	3
5.3 Key organisational/regional contacts.....	3
5.4 Local/other organisations contacts	4
6.1 Incident Management Team structure (IMT)	4
6.2 Incident Management Team (IMT) contact details	4
Children/Staff Contact numbers are attached in the emergency bag, and Children/Staff contact numbers are in the room phones.....	5
5. Incident Management Team responsibilities	6
6. Emergency response procedures	9
10.2 Off-site evacuation procedure.....	Error! Bookmark not defined.
10.3 Lock-down procedure	10
10.4 Lock-out procedure.....	11
10.5 Shelter-in-place procedure	13
7. Response procedures for specific emergencies	14
11.1 Building Fire	14
11.3 Major external emissions/spill (includes gas leaks).....	14
11.4 Intruder	15
11.5 Bomb/substance threat.....	15
11.6 Internal emission/spill	17
11.7 Severe weather event.....	17
11.8 Earthquake.....	18
11.9 Influenza pandemic.....	20
PART 2 – EMERGENCY PREPAREDNES.....	27
Early childhood service facility profile.....	27
8. Risk assessment	29
9. Emergency Management Plan completion checklist.....	30

1. Purpose

The purpose of this Emergency Management Plan is to provide details of how Wimble Street Childcare Cooperative will prepare for and respond to emergency situations.

2. Scope

This EMP applies to all educators, children, visitors, contractors and volunteers at Wimble Street Childcare Cooperative

3. In case of emergency

CALL POLICE/FIRE AMBULANCE SERVICES

000

4. Emergency contacts

5.1 Emergency services

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

5.2 Our Early childhood service contacts

Key Roles	Name	Phone	Phone (After Hours)	Mobile
Approved Provider/Licensee or Person with Management or Control/Licensee Representative	Rowan Brown			0438446795.
Responsible Person/Primary Nominee	Lisa Fitzgerald			0438320614
First Aid Officer	Lisa Fitzgerald			0438320614
OHS Representative	Stephanie Gentilin			0455970763

5.3 Key organisational/regional contacts

	Phone	Email
DET Region		
Regional DET Manager, Operations, and Emergency Management	1300 333 232	swvr@education.vic.gov.au

5.4 Local/other organisations contacts

	Phone
North Melbourne Police Station	03 8379-0800
Royal Melbourne Hospital	03 9342-7000
Royal Children's Hospital	03 9345-5522
Energy Australia	1800676300
City west water Emergencies	132642
Electricity Citi power	131280
Don Ardin Plumber	04070604459
Immediate electrical	1300415654
SES (flood, storm and earthquake)	132 500
Victorian WorkCover Authority	132 360

IMT Role/Activities		Primary Contact		Back Up Contact
Chief Warden	Name	Coordinator	Name	Rebecca Drever
	Phone/Mobile	0438320614	Phone/Mobile	0421069177
Planning tasks will be performed by:	Name	All Staff	Name	Stephanie Gentilin
	Phone/Mobile	See Numbers Below	Phone/Mobile	0455970763
Operations (Area Warden) tasks will be performed by:	Name	Coordinator/2 nd in charge	Name	
	Phone/Mobile		Phone/Mobile	
Communications tasks will be performed by:	Name	All staff	Name	
	Phone/Mobile	See Numbers Below	Phone/Mobile	
Logistics (Warden) tasks will be performed by:	Name	Coordinator	Name	
	Phone/Mobile	See Numbers Below	Phone/Mobile	
First Aid tasks will be performed by:	Name	Coordinator, All Educators who have current first aid	Name	
	Phone/Mobile	See Numbers Below	Phone/Mobile	

Incident Management Team

6.1 Incident Management Team structure (IMT)

6.2 Incident Management Team (IMT) contact details

Children/Staff Contact numbers are attached in the emergency bag, and
Children/Staff contact numbers are in the room phones.

Contact numbers of Room Phones

Front Room: 0408 112 928

Back Room; 0480 112 921

Kinder Room 0480 112 708

5. Incident Management Team responsibilities

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 return control, notify the IMT members to have staff and children return to normal operations.
- Organise debrief with the IMT and, where appropriate, with any attending emergency Service.
- Complete the Post Emergency Record.
 - Report serious incidents to the relevant DET Quality Assessment and Regulation Division (QARD) officer in your region in accordance with relevant regulatory requirements. Service agreements also require approved providers or licensees to notify DET in the event of a serious incident:
 - services operating under the National Quality Framework (NQF) refer to the fact sheet *Serious incidents and complaints* available at: www.education.vic.gov.au/childhood/providers/regulation/Pages/nqffactsheets.aspx
 - 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

Planning

Pre- emergency

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

During emergency

- Attend the emergency control point.
- Ascertain the nature and scope of the emergency.
- Report any changes in the situation to the Chief Warden.
- Act as directed by the Chief Warden.

- Plan for contingencies.

Post- emergency

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

Operations (Area Warden)

Pre- emergency

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

During emergency

On hearing the whistle or becoming aware of an emergency, the Educators will: follow the Wimble Street Emergency Procedure (See Emergency Evacuation Procedure below)

-

Communications

Pre- emergency

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

During emergency

- Attend the emergency control point.
- Ascertain the nature and location of the emergency. Maintain up to date information.
- Confirm that emergency services have been notified.
- Notify appropriate IMT members.
- At the direction of the Chief Warden 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 Chief Warden.

Logistics (Warden)

Pre- emergency

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

During emergency

Persons selected to perform as Warden will carry out activities as set out in the emergency response procedures and as directed by the 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 Chief Warden.
-

6. Emergency response procedures

10.1 WIMBLE STREET EMERGENCY EVACUATION PROCEDURE

Staff should know the location of all fire extinguishers and blanket(s). They should only approach the fire if it is safe to do so and they are familiar with the clauses of fires and the correct method of extinguishing the fire.

The fire warden shall be the staff member in charge of the centre during any given shift or the second-in-charge when they are advised that they are in charge.

The occupational health and safety officer shall ensure that the procedure is known to all staff and conduct emergency evacuation drills as necessary. These are to be carried out by permanent staff members once a month and there are designated months listed on the board in the downstairs office area.

The occupational health and safety officer is Stephanie Gentilin

In case of an emergency, the fire warden shall:

- 1.** Raise the alarm by blowing the whistle. (located at the sign in/out station)
- 2.** Establish the location of the fire and phone the Fire Brigade by dialling **000**
- 3.** If possible, take the I Pad, roster sheet and visitor register
- 4.** Ensure the evacuation of the centre to the assembly areas (front and rear yards)
- 5.** The fire warden will be assisted in this by the supervisor of each room (front room, Kinder room and Back Room)
- 6.** Ensure all rooms and upstairs staff room is empty and doors shut
- 7.** Account for all staff and children according to the roster and the sign in out (if I pad is not working this can be done via the Mobile phones when using data)

Staff shall soon as the whistle sounds

- 1.** Move children to the nearest exit to the designated assembly areas (front and rear yards) Staff must move calmly and quickly, evacuating children and visitors as rapidly as possible.

2. In each room, there are emergency back packs with the parents contact details and first aid kits. These are to be taken out by the staff only if safe to do so

3. Close, but do not lock doors behind them

4. Contact parents as required.

Meet the fire brigade/Emergency services and discuss where the incident is.

Should children need to be evacuated further from the centre, three meeting points in opposite directions have been chosen:

1. St Ivers reserve Story Street between Park Drive and Gatehouse Street.
2. Native Gardens on the corner of Gatehouse Street and Royal Parade.
3. Corner of Wimble Street and Bayles Street (grass area)

Once it is safe to do so, the fire warden will advise evacuated staff and children to return and then complete an incident report.

If possible and only if safe one staff member to remain near the site to stop visitors entering the centre.

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 Chief Warden on-site will take charge and activate the Incident Management Team if necessary.

- **Call 000** for emergency services and seek and follow advice.
- Initiate the lock-down and provide instructions to staff, for example, close internal doors and windows, pull down blinds, sit below window level, or move to the room that is away from the incident.
- 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.
- Divert parents and returning groups from the facility if required.
- Ensure a telephone line is kept free.

- Keep main entrance as the only entry point. It must be constantly monitored, and no unauthorised people allowed access.
- As appropriate, ascertain that all children, staff and visitors are accounted for.
- If it is safe to do so, have a staff member wait at the main entry to the facility to guide emergency services personnel.
- As appropriate, confirm with emergency services personnel that it is safe to return to normal operations.
- Seek advice from your Approved Provider/Licensee or Person with Management or Control/Licensee Representative if required.
- Maintain a record of actions/decisions undertaken and times.
- Contact parents as required.

10.4 Lock-out procedure

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

- **Call 000** for emergency services and seek and follow advice.
- Announce lock-out with instructions about what is required. Instructions may include nominating staff to:
 - lock doors to prevent entry
 - check the premises for anyone left inside
 - obtain Emergency Kit
- Determine which of your facility's pre-identified on-site evacuation point/s is most appropriate to use.
- Assemble children, staff and visitors at your nominated on-site.
- This depends on where the emergency is. If it is at the front of the building, then we will exit through the back gate and if the if it is at the back of the building we will exit through the front gate room.
- 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 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-out and procedural changes that may be required.

- Complete your Post Emergency Record form (refer to Appendix 4 of the *Guide to Developing Your Emergency Management Plan*).
- 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
 - Services operating under the *Children's Services Act 1996* refer to practice note Serious incidents available at:
www.education.vic.gov.au/childhood/providers/regulation/Pages/vcspracnotes.aspx

10.5 Shelter-in-place procedure

When an incident occurs outside the early childhood service and emergency services or the Chief Warden 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 Warden on-site will take charge and activate the Incident Management Team if necessary.

- **Call 000** for emergency services and seek and follow advice.
- Chief Warden activates the Incident Management Team.
- Move all children, staff and visitors to the room that is furthest away from the incident
- Take your emergency kit/first aid kit (including your children and staff attendance lists and a copy of this EMP). This depends on where the emergency is. If it is at the front of the building, then we will have lock down in the kinder room and if it is at the back of the building it will be in the front room. If we are unsure where the threat is it will be in the kinder room
- Check that children, staff and visitors are all 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 to
- 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).
- Print and issue pre-prepared parent letters as appropriate.
- 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 (refer to Appendix 4 of the *Guide to Developing Your Emergency Management Plan*).
- 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
 - Services operating under the *Children's Services Act 1996* refer to practice note Serious incidents available at:
www.education.vic.gov.au/childhood/providers/regulation/Pages/vcspracnotes.aspx

7. Response procedures for specific emergencies

11.1 Building Fire

- Call **000** for emergency services and seek and follow advice.
- Activate the fire alarm.
- If appropriate, follow the procedure for **on-site evacuation**.
- Report the emergency immediately to the Chief Warden who will convene your IMT if necessary.
- Remain calm and activate the fire alarm.
- Extinguish the fire (**only if safe to do so**).
- 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
-

St Ivers reserve Story Street between Park Drive and Gatehouse Street.
Native Gardens on the corner of Gatehouse Street and Royal Parade.
Corner of Wimble Street and Bayles Street (grass area)

See attached plan.

- Evacuate to the, closing all doors and windows.
- Check that all areas have been cleared and notify the Chief Warden.
- Check that all children, staff, visitors and contractors are accounted for.
- Seek advice from your Approved Provider/Licensee or Person with Management or Control/Licensee Representative if required.
- Contact parents as required.
- 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
 - Services operating under the *Children's Services Act 1996* refer to practice note Serious incidents available at:
www.education.vic.gov.au/childhood/providers/regulation/Pages/vcspracnotes.aspx

11.3 Major external emissions/spill (includes gas leaks)

- Call **000** for emergency services and seek and follow advice.
- Report the emergency immediately to the Chief Warden who will convene your IMT if necessary.
- Turn off gas supply.
- If the gas leak is on-site, notify your gas provider.
- Determine which of your facility's pre-identified on-site evacuation points is most appropriate to use.
- If safe to do so, evacuate staff, children, visitors and contractors to
 - St Ivers reserve Story Street between Park Drive and Gatehouse Street.
 - Native Gardens on the corner of Gatehouse Street and Royal Parade.
 - Corner of Wimble Street and Bayles Street (grass area)

- This may be an off-site location.
See attached plan
- Check children, staff, visitors and contractors are accounted for.
- Seek advice from your Approved Provider/Licensee or Person with Management or Control/Licensee Representative or if required.
- Await 'all clear' advice from emergency services or further advice before resuming normal service activities.
- Contact parents as required.
- 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
 - Services operating under the *Children's Services Act 1996* refer to practice note *Serious incidents* available at:
www.education.vic.gov.au/childhood/providers/regulation/Pages/vcspracnotes.aspx
-

11.4 Intruder

- Call 000 for emergency services and seek and follow advice.
- Report the emergency immediately to the Chief Warden.
- Do not do or say anything to the person to encourage irrational behaviour.
- Initiate action to restrict entry to the building if possible and confine or isolate the threat from building occupants.
- Determine whether **evacuation, lock-down or shelter-in-place** is required in consultation with police where possible. Evacuation only should be considered if safe to do so.
- Seek advice from your Approved Provider/Licensee or Person with Management or Control/Licensee Representative if required.
- Contact parents as required.
 - 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
 - Services operating under the *Children's Services Act 1996* refer to practice note *Serious incidents* available at:
www.education.vic.gov.au/childhood/providers/regulation/Pages/vcspracnotes.aspx

11.5 Bomb/substance threat

- Call **000** for emergency services and seek and follow advice.
- Report the threat to the Chief Warden.
- Do not touch any suspicious objects found.
- If a suspicious object is found or if the threat identifies a specific area, then **evacuation** may be considered:
 - If appropriate under the circumstances, clear the area immediately within the vicinity of the object of children and staff
 - Ensure children and staff are not directed past the object
 - Ensure children and staff that have been evacuated are moved to a safe, designated location

- Seek advice from your Approved Provider/Licensee or Person with Management or Control/Licensee Representative if required.
- Contact parents as required.
- 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
 - Services operating under the *Children's Services Act 1996* refer to practice note Serious incidents available at: www.education.vic.gov.au/childhood/providers/regulation/Pages/vcspracnotes.aspx

If a bomb/substance threat is received by telephone:

- **Do not** hang up
- Keep the person talking for as long as possible and obtain as much information as possible
- Have a co-worker call 000 for emergency services on a separate phone without alerting the caller and notify the Chief Warden
- Listen carefully for a full description:
 - Sex of caller
 - Age of caller
 - Accents and speech impediments
 - Background noises
 - Key phrases used by the caller
- Ask the caller:
 - What is the threat?
 - When is the threat to be carried out?
 - Where the threat may be located?
 - Why the threat is being made?
 - Where are you? Where do you live?
 - What is your name?
- Once a call is finished:
 - DO NOT HANG UP – it may be possible to trace the call if the telephone line is kept open, regardless of whether the caller hangs up
 - Ensure all information has been written down
 - Inform management and report threat to emergency services immediately – use a separate telephone line or mobile phone (in case the caller rings again)
 - Do not touch, tilt or tamper with the object
 - Follow any instructions given by emergency services

If a bomb/substance threat is received by mail:

- Place the letter in a clear bag or sleeve
- Avoid any further handling of the letter or envelope or package
- Call 000 for emergency services and seek and follow advice
- Notify the Chief Warden

If a bomb/substance threat is received electronically or through the service's website:

- Do not delete the message
- Call 000 for emergency services and seek and follow advice
- Notify the Chief Warden

ACTIONS		
Report call immediately to:		Phone Number
Notes/Actions taken:		

11.6 Internal emission/spill

- Call **000** for emergency services and seek and follow advice.
- Report the emergency immediately to the Chief Warden who will convene your IMT if necessary.
- Move staff/children away from the spill to a safe area and isolate the affected area.
- Seek advice in regard 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.
- Seek advice from your Approved Provider/Licensee or Person with Management or Control/Licensee Representative if required.
- Contact parents as required.
- Notify the Victorian WorkCover Authority (formerly WorkSafe Victoria) if required.
 - 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
 - Services operating under the *Children's Services Act 1996* refer to practice note Serious incidents available at: www.education.vic.gov.au/childhood/providers/regulation/Pages/vcspracnotes.aspx

11.7 Severe weather event

- Call **000** if emergency services are needed and seek and follow advice.
- Before the storm, store or secure loose items external to the building, such as play equipment, furniture and rubbish bins.
- Secure windows (close curtains & blinds) and external doors. If necessary, tape windows and glass entrances. Utilise boards and sandbags if required.
- During a severe storm:
 - Remain in the building and keep away from windows
 - Restrict the use of telephone landlines to emergency calls only, particularly during a thunderstorm.
- Report any matter concerning the safety and wellbeing of children, staff and visitors to the Chief Warden.
- Disconnect electrical equipment – cover and/or move this equipment away from windows.
- Listen to local radio or TV on battery-powered sets for weather warnings and advice.
- Seek advice from your Approved Provider/Licensee or Person with Management or Control/Licensee Representative if required.

After the severe weather event

- After storm passes, evaluate the need to evacuate if uncontrolled fires, gas leaks, or structural damage has occurred as a result of the storm.
- Contact parents as required.
- :

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

11.8 Earthquake

- Call **000** if emergency services are needed and seek and follow advice.
- Seek advice from your Approved Provider/Licensee or Person with Management or Control/Licensee Representative or 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.
- Report any matter concerning the safety and wellbeing of children, staff and visitors to the Chief Warden.
- Contact parents as required.
- Tune in to ABC radio if you can and follow any emergency instructions.
- 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
 - Services operating under the *Children's Services Act 1996* refer to practice note Serious incidents available at:
www.education.vic.gov.au/childhood/providers/regulation/Pages/vcspracnotes.aspx

Actions after off-Emergency Procedure

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 off-site and procedural changes that may be required.
- Complete your Post Emergency Record form (refer to Appendix 4 of the *Guide to Developing Your Emergency Management Plan*).
- Report any serious incidents to the relevant DET 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
 - Services operating under the *Children's Services Act 1996* refer to practice note Serious incidents available at:
www.education.vic.gov.au/childhood/providers/regulation/Pages/vcspracnotes.aspx

11.9 Influenza pandemic

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

If you have any queries about pandemic response, contact the DET Manager, Operations and Emergency Management in your region.

PREPAREDNESS STAGE		The scale and nature of preparedness activities is the same for all possible levels of clinical severity
Description - No novel strain detected (or emerging strain under initial detection)		
Category	Key Actions	
Review Emergency Management Plan	<ul style="list-style-type: none"> ● Review your Emergency Management Plan (EMP), including: <ul style="list-style-type: none"> ○ pandemic planning arrangements ○ up to date contact lists of staff, children, families, local services – DHHS and Local Government Emergency Management Coordinators ○ communication tree of key staff. 	<p>Preparedness activities should be incorporated into normal business.</p> <p>This includes incorporating a comprehensive risk management strategy that takes an ‘all hazards’ approach and includes influenza pandemic as a specific hazard that needs to be considered.</p> <p>Regularly review, exercise and updates plan.</p> <p>Communicate pandemic plans with staff.</p>
Influenza prevention	<ul style="list-style-type: none"> ● Promote basic hygiene measures including: <ul style="list-style-type: none"> ○ provide children and staff with information about the importance of hand hygiene (more information is available at Better Health) ○ provide convenient access to water and liquid soap and alcohol-based hand sanitiser ○ educate staff and children about covering their cough with a tissue or their inner elbow to prevent the spread of germs ○ careful disposal of used tissues. ● Appropriate home-based exclusion from early childhood service for children and staff with flu-like illness. ● Encourage staff to seek immunisation for seasonal influenza. 	
Communications	<ul style="list-style-type: none"> ● Maintain personal hygiene messages with staff and children. ● Convey seasonal influenza messages as directed by DET. 	
Travel advisories	<ul style="list-style-type: none"> ● Encourage staff and parents/carers to access the smartraveller website prior to international travel. 	
Business continuity	<ul style="list-style-type: none"> ● Ensure currency of business continuity plan which: <ul style="list-style-type: none"> ○ identifies minimum requirements and key staff for continued operations (including planning for the absence of the director) ○ considers workforce strategies to enable continued operations, if pandemic impacted a portion of the early childhood workforce. 	

RESPONSE STAGE - STANDBY		Clinical severity		
Description - Sustained community person-to-person transmission detected overseas		Low	Med	High
Category	Key Actions	Low	Med	High
Review Emergency Management Plan	<ul style="list-style-type: none"> In April, (or at the time of the overseas detection, if earlier): <ul style="list-style-type: none"> ensure EMP (including emergency numbers and key contacts) are up to date and pandemic planning arrangements are included ensure contact lists of staff, children, families, local services – DHHS and Local Government Emergency Management Coordinators are up to date ensure communication tree of key staff is circulated to nominated school Incident Management Team members. 	Apply	Apply	Apply
Incident response	<ul style="list-style-type: none"> In April, (or at the time of the overseas detection if earlier), prepare to enact pandemic response section of your EMP with stakeholders and prepare to activate IMT. 	Apply	Apply	Apply
Hygiene measures	<ul style="list-style-type: none"> Reinforce basic hygiene measures including: <ul style="list-style-type: none"> provide children and staff with information about the importance of hand hygiene (more information is available at Better Health) provide convenient access to water and liquid soap and alcohol-based hand sanitiser educate staff and children about covering their cough with tissue or inner elbow to prevent the spread of germs careful disposal of used tissues. Ensure germicidal wipes are available in stationary supplies for staff to clean staff administrative area, telephones etc. 	Apply Recommend	Apply Apply	Apply Apply
Communications	<ul style="list-style-type: none"> In May, (or at the time of the overseas detection, if earlier), ensure hygiene information/posters are communicated/ displayed. In late May, (or at the time of the overseas detection, if earlier), consider providing information sessions for staff and parents/carers to communicate: <ul style="list-style-type: none"> the status of the situation the risk of influenza and how to identify pandemic influenza symptoms and cases of possible influenza based on the current, up to date case definition by the Chief Health Officer, DHHS best practice hygiene measures considerations and measures for vulnerable children. Access and follow Chief Health Officer, DHHS/ Commonwealth Chief Medical Officer, Commonwealth Department of Health advice provided by DET and distribute consistent messaging to staff, children and parents/carers. Encourage staff and parents/carers to obtain seasonal flu vaccination as appropriate (especially those people/families at a greater risk of infection). School Nursing Program nurses may assist with information dissemination (provided by the DHHS) as directed by Regional Nurse Managers (based at regional offices). Utilise the sample letters developed by DET to inform parents/carers of current situation. 	Apply Apply Apply Apply as required Apply as required	Apply Apply Apply Apply Apply as required	Apply Apply Apply Apply Apply as required
Travel advisories	<ul style="list-style-type: none"> Encourage staff and parents/carers to access the smartraveller website prior to international travel. 	Apply	Apply	Apply
Business continuity	<ul style="list-style-type: none"> Ensure currency of business continuity plan which: 	Apply	Apply	Apply

	<ul style="list-style-type: none"> ○ identifies minimum requirements and key staff for continued operations (including planning for the absence of the director) ○ considers workforce strategies to enable continued operations, if pandemic impacted a portion of the early childhood workforce. 			
--	--	--	--	--

RESPONSE STAGE – INITIAL ACTION		Clinical Severity		
Description – Cases detected in Australia – information about the disease is scarce				
Category	Key Actions	Low	Med	High
Incident response	<ul style="list-style-type: none"> ● Enact your EMP where necessary. ● Activate Incident Management Team to implement the organisation’s response as appropriate to advice from DET. 	Apply Not suggested	Apply Not suggested	Apply Apply
Hygiene measures	<ul style="list-style-type: none"> ● Reinforce basic hygiene measures including: <ul style="list-style-type: none"> ○ provide children and staff with information about the importance of hand hygiene (more information is available at Better Health) ○ provide convenient access to water and liquid soap and alcohol-based hand sanitiser ○ educate staff and children about covering their cough with tissue or inner elbow to prevent the spread of germs ○ careful disposal of used tissues. ● Ensure germicidal wipes are available in stationary supplies for staff to clean staff administrative area, telephones etc. 	Apply Apply	Apply Apply	Apply Apply
Communications	<ul style="list-style-type: none"> ● Follow and distribute information and advice from DET in accordance with instructions, including information about: <ul style="list-style-type: none"> ○ the status/situation ○ personal hygiene measures ○ containment measures including any plans for closure if applicable to staff parents/carers using templates developed by DET. ● Communicate the risk of influenza and how to identify cases of possible pandemic influenza based on current, up to date case definition by the Chief Health Officer, DHHS. ● School Nursing Program nurses may assist with information dissemination as directed by Regional Nurse Managers (based at regional offices). 	Apply Apply Apply as necessary	Apply Apply Apply	Apply Apply Apply
Containment strategies	<ul style="list-style-type: none"> ● The appropriate containment strategy will vary depending upon the level of clinical severity as determined by the DHHS. ● Management of service workforce <ul style="list-style-type: none"> ○ encourage staff who develop flu-like symptoms during a pandemic to stay away from work until completely well ○ ensure staff who develop influenza-like illness to leave immediately and seek medical attention. ● Follow the advice of the DHHS and DET regarding service closures and exclusion periods for infectious diseases. ● Identify a designated area to keep sick children quarantined from others until they can be taken home by parents/carers. ● Following any service closures, notify the relevant DET QARD officer in your region, as outlined in the Governance and Reporting sections below. ● Inform carers of their obligations regarding early childhood development during closures. 	Not suggested Apply Apply Apply Apply Apply	Apply Apply Apply Apply Apply	Apply Apply Apply Apply Apply

	<ul style="list-style-type: none"> School Nursing Program nurses may be asked to assist the DHHS with the distribution of antiviral medication at the direction of the Regional Nurse Manager (based in regions). 			
Travel advisories	<ul style="list-style-type: none"> Encourage staff and parents/carers to access the smartraveller website prior to international travel. 	Apply	Apply	Apply
Governance and reporting obligations	<ul style="list-style-type: none"> Notify the relevant DET QARD officer in your region about any service closures or any serious incidents and circumstances that pose risk to the health, safety or wellbeing of a child attending the service. <ul style="list-style-type: none"> services operating under the NQF, refer to the fact sheet regarding serious incidents and complaints services operating under the <i>Children's Services Act 1996</i> refer to practice note regarding serious incidents. You will be advised of any additional reporting requirements by DET and/or the DHHS. 	Apply	Apply	Apply
Business continuity	<ul style="list-style-type: none"> Implement business continuity plan to promote adequate workforce supply and capacity to continue service, by: <ul style="list-style-type: none"> prioritising work functions to ensure adequate workforce availability to deliver early childhood service implementing contingency strategy, which may include employing replacement staff and/or modifying programs In the event that service closure cannot be avoided: <ul style="list-style-type: none"> contact the Quality Assessment and Regulations Manager regarding service closure policy. following any closures, notify the relevant DET QARD officer in your region as outlined in the Governance and Reporting sections above. Inform staff of their obligations during service closures. 	Apply	Apply	Apply

RESPONSE STAGE – TARGETTED ACTION		Clinical Severity		
Description – Cases detected in Australia - enough is known about the disease to tailor measures to specific needs				
Category	Key Actions	Low	Med	High
Incident response	<ul style="list-style-type: none"> Enact your EMP. Activate Incident Management Team to implement the organisation's response as appropriate to advice from DET. 	Apply	Apply	Apply
Hygiene measures	<ul style="list-style-type: none"> Reinforce basic hygiene measures including: <ul style="list-style-type: none"> provide children and staff with information about the importance of hand hygiene (more information is available at Better Health) provide convenient access to water and liquid soap and/or alcohol-based hand sanitiser educate staff and children about covering their cough to prevent the spread of germs careful disposal of used tissues. Ensure germicidal wipes are available in stationary supplies for staff to clean staff administrative area, telephones etc. 	Apply	Apply	Apply
Communications	<ul style="list-style-type: none"> Follow and distribute information and advice from DET in accordance with instructions, including information about: <ul style="list-style-type: none"> the status/situation personal hygiene measures containment measures including any plans for closure if applicable to staff parents/carers using templates developed by DET. 	Apply	Apply	Apply

	<ul style="list-style-type: none"> Communicate the risk of influenza and how to identify cases of possible pandemic influenza based on current, up to date case definition by the Chief Health Officer, DHHS. School Nursing Program nurses may assist with information dissemination as directed by Regional Nurse Managers (based at regional offices). 	Apply	Apply	Apply
		Apply	Apply	Apply
Containment strategies	<ul style="list-style-type: none"> The appropriate containment strategy will vary depending upon the level of clinical severity as determined by the DHHS. In particular, the: <ul style="list-style-type: none"> need to restrict public access to the premises, and the need for social distancing measures (e.g. cancelling kindergarten fetes or like events) will be communicated to services by DET, if the clinical severity requires this state controller will provide advice about the appropriate use of PPE according to clinical severity. Management of service workforce by: <ul style="list-style-type: none"> encouraging staff who develop flu-like symptoms during a pandemic to stay away from work until completely well ensuring staff who develop influenza-like illness to leave immediately and seek medical attention. Follow the advice of the DHHS and DET regarding service closures and exclusion periods for infectious diseases. Identify a designated area to keep sick children quarantined from others until they can be taken home by parents/carers. Following any service closures, notify the relevant DET QARD officer in your region, as outlined in the Governance and Reporting sections below. School Nursing Program nurses may be asked to assist the DHHS with the distribution of antiviral medication at the direction of the Regional Nurse Manager (based in regions). 	Apply	Apply	Apply
		Apply	Apply	Apply
		Apply	Apply	Apply
		Apply	Apply	Apply
		As required	As required	As required
Travel advisories	<ul style="list-style-type: none"> Encourage staff and parents/carers to access the smartraveller website prior to international travel. 	Apply	Apply	Apply
Governance and reporting obligations	<ul style="list-style-type: none"> Notify the relevant DET QARD officer in your region about any service closures or any serious incidents and circumstances that pose risk to the health, safety or wellbeing of a child attending the service. <ul style="list-style-type: none"> services operating under the NQF, refer to the fact sheet regarding serious incidents and complaints services operating under the Children's Services Act 1996 refer to practice note regarding serious incidents. You will be advised of any additional reporting requirements by DET and/or the DHHS. 	Apply	Apply	Apply
		Apply	Apply	Apply
Business continuity	<ul style="list-style-type: none"> Implement business continuity plan to promote adequate workforce supply and capacity to continue service, by: <ul style="list-style-type: none"> prioritising work functions to ensure adequate workforce availability to deliver early childhood service implementing contingency strategy, which may include employing replacement staff and/or modifying programs In the event that service closure cannot be avoided: <ul style="list-style-type: none"> contact the Quality Assessment and Regulations Manager, DET regarding service closure policy. notify the relevant DET QARD officer in your region about any closures as outlined in the Governance and Reporting sections above. Inform staff of their early childhood development obligations during service closures. 	Apply	Apply	Apply
		Apply	Apply	Apply
		Apply	Apply	Apply

RESPONSE STAGE – STAND DOWN		Clinical Severity		
Description – The public health threat can be managed within normal arrangements and monitoring for change is in place				
Category	Key Actions	Low	Med	High
Containment strategies	<ul style="list-style-type: none"> ● Be aware that multiple waves of the virus may occur. ● Replenish PPE (if required). 	Apply N/A	Apply As required	Apply As required
Business continuity	<ul style="list-style-type: none"> ● Implement business continuity plans for resumption of full business capacity which may involve: <ul style="list-style-type: none"> ○ restoring workforce capacity ○ following procedures for re-opening of service (if applicable) ○ providing supports, including counselling (if required) ○ monitoring cumulative effects of pandemic and identifying and supporting those who may need assistance. ● Chief Warden to de-activate Incident Management Team and conduct final debrief(s). ● Utilise the sample letters developed by DET to communicate status of situation to staff and parents/carers, including supports that may be available. ● Review effectiveness of your EMP and update as appropriate – involving relevant staff and others, particularly as multiple waves of the virus may occur. 	N/A N/A Apply Apply	Apply Apply Apply Apply	Apply Apply Apply Apply
Communications	<ul style="list-style-type: none"> ● Communicate the updated status to staff and parents/carers including supports that may be available 	Apply	Apply	Apply
Travel	<ul style="list-style-type: none"> ● Continue to encourage staff and parents/carers to access the smartraveller website prior to inter 	Apply	Apply	Apply

PART 2 – EMERGENCY PREPAREDNES

Early childhood service facility profile

16.1 General Information

Early Childhood Service Name	Wimble Street Childcare Cooperative
Physical Address	18 Wimble Street Parkville Victoria 3052
Operating Days	Monday to Friday
Operating Hours	Open 7:45am. Close 5:45pm
Phone	03 9347-9103
Email	coordinator@wimblest.com.au
Fax	039347-2106
Number of buildings	1
Is the facility a designated Neighbourhood Safer Place?	No
Shelter-In-Place Location	
Number of Children	31
Total Number of Staff	16
Methods used for communications to our service's community	

16.3 Building information summary

Telephones (Landlines)			
	Location	Number	
	Upstairs office	03-9347-9103	
	Kitchen	03-9347-9103	
	Front room	03-9347-9103	
	Kinder	03-9347-9103	
Utilities			
	Location	Service provider	Location of Shut-off Instructitons
Gas / Propane:	On the wall between the ramp and the stairs as you enter.	Energy Australia	Turn off tap
Water:	At the top of the ramp leading to the front gate	City West Water	Turn off tap
Electricity:	Electrical switch board located next to stairs in front room.	Citi power 131 280	Turn of Switch
Sprinkler System			
Location of Control Valve:	No Sprinklers		
Location of Shut-off Instructions:			
Building and site hazards			
Hazard Description		Location	

8. Risk assessment

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

*Please note that under regulation 168(2)(e) of the *Education and Care Services National Regulations 2012*, services operating under the National Quality Framework must have emergency procedures that are based on a risk assessment that is conducted to identify potential emergencies that are relevant to the service.

1. Identified Hazard	2. Description of Risk	3. Current Risk Control Measures Implemented at our Service	4. Risk Rating			5. Treatments to be Implemented Measures to be taken by our service to eliminate or reduce impact of the risk	6. Revised Risk Rating After implementing Treatments		
			Consequence	Likelihood	Risk Level		Consequence	Likelihood	Risk Level
<Refer to the Risk Assessment section of the Guide to developing your Emergency Management Plan>									

9. 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 early childhood service community.

Final Check Completed by:

Date:

Component	✓ ✘	Action Required
Cover page		
Approved Provider/Licensee name, service address, EMP issue date, EMP review date, BARR status, fire district has been specified.		
Distribution list		
Distribution list has been completed.		
Contact numbers and Communications Tree		
Appropriate key local community contact numbers have been added for example Fire, Ambulance, Police, local government, nearest hospital.		
Key contact numbers for internal staff have been added.		
Approved Provider/Licensee or Person with Management or Control/Licensee Representative and DET regional contact numbers are included.		
Communications Tree detailing process for contacting emergency services, staff and parents included.		
Incident management team		
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.		
Evacuation, lockdown, lockout and shelter-in-place procedures		
Procedures that are specific to the early childhood service's processes have been completed for:		
<ul style="list-style-type: none"> • Evacuation on-site 		
<ul style="list-style-type: none"> • Evacuation offsite 		
<ul style="list-style-type: none"> • Lockdown 		
<ul style="list-style-type: none"> • Lockout 		
<ul style="list-style-type: none"> • Shelter-in-place 		
Emergency response procedures		
Localised emergency response procedures have been developed for specific emergencies in-line with the hazards/threat identified in the risk assessment.		
Staff trained in first aid		

Staff trained in first aid list is included.		
Area map and evacuation diagram		
The area map is clear and easy to follow.		
The area map has:		
<ul style="list-style-type: none"> • two evacuation assembly areas on-site 		
<ul style="list-style-type: none"> • external evacuation routes 		
<ul style="list-style-type: none"> • surrounding streets and safe exit points marked 		
<ul style="list-style-type: none"> • emergency services access points marked 		
Evacuation diagram		
The evacuation diagram is clear and easy to follow		
The evacuation diagram has:		
<ul style="list-style-type: none"> • a pictorial diagram of the floor or area (at least 200mm x 150mm in size, A3) 		
<ul style="list-style-type: none"> • a title, for example EVACUATION DIAGRAM 		
<ul style="list-style-type: none"> • the 'YOU ARE HERE' location 		
<ul style="list-style-type: none"> • the designated exits, which shall be in green 		
<ul style="list-style-type: none"> • hose reels, marked in red 		
<ul style="list-style-type: none"> • hydrants, marked in red 		
<ul style="list-style-type: none"> • extinguishers, marked in red 		
<ul style="list-style-type: none"> • designated shelter-in-place location 		
<ul style="list-style-type: none"> • date plan was validated 		
<ul style="list-style-type: none"> • location of primary and secondary assembly areas 		
<ul style="list-style-type: none"> • a legend. 		
Parent contact information		
Parent contact information has been obtained and is up to date.		
Children and staff with special needs list		
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.		
Profile		
Profile has been populated and reflects the service's buildings, utilities etc.		
Risk assessment		
Potential local hazards have been identified.		
Risks have been rated and risk assessments included.		
Local mitigations/controls have been specified.		
Emergency drill schedule		
Drills have been scheduled once per term (quarterly) for different types of emergencies		
Emergency kit checklist		
Emergency Kit Checklist has been developed with early childhood service's requirements.		