

Emergency Management Plan

for

Ballan Community Childcare Centre

Service Manager	Glenda Fenton
Address	88A Simpson St, Ballan VIC 3342
Is the service on the Bushfire At-Risk Register (BARR) – Centre-based services only	No (as at 02 December 2013)
Is the service a designated Neighbourhood Safer Place	No
Fire District	Central
Issue Date	23 December 2013
Last Review Date	N/A
Next Review Date	October 2014

A copy of this plan has been distributed to:

Name	Title/Organisation	Date	Email
Lyn Gunnell	President Service Board of Management , BDHC	23 Dec 2013	lyn@mercury.com.au
Cherie Graham	Municipal Emergency Manager, Moorabool Shire	23 Dec 2013	cgraham@moorabool.vic.gov.au
Bacchus Marsh Police	Officer-in-Charge, Municipal Emergency Response Coordinator	23 Dec 2013	bacchusmarsh.uni@police.vic.gov.au
Andrea Cox	Manager Operations and Emergency Management, Ballarat Regional Office, DEECD	23 Dec 2013	cox.andrea.aj@edumail.vic.gov.au
Glenda Fenton	Incident Controller (Chief Warden), Ballan Community Childcare Centre	23 Dec 2013	childcare@bdhc.com.au
Wendy Grayland	Acting CEO, Ballan District Health & Care	23 Dec 2013	wendyg@bdhc.com.au

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1. Purpose

The purpose of this Emergency Management Plan is to provide a detailed plan of how Ballan Community Childcare Centre will prepare and respond to emergency situations.

2. Scope

This EMP applies to all educators, children, visitors, contractors and volunteers at Ballan Community Childcare Centre.

3. In Case of Emergency

Incident occurs	CALL	000
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Identify	<u>WHO</u>	<ul style="list-style-type: none">✓ The number and name/s of persons involved.✓ Name of the person reporting the emergency/critical incident.
	<u>WHAT</u>	<ul style="list-style-type: none">✓ The nature of the emergency/critical incident.
	<u>WHEN</u>	<ul style="list-style-type: none">✓ The time you became aware of the emergency/critical incident.
	<u>WHERE</u>	<ul style="list-style-type: none">✓ The location of the emergency/critical incident and contact phone numbers if the emergency/critical incident is away from the children's service premises.

Report	<ul style="list-style-type: none">✓ Report serious incident to the Regulatory Authority in accordance with relevant regulatory requirements.✓ Serious Incidents: Children's services operating under the National Quality Framework see http://www.education.vic.gov.au/Documents/childhood/providers/licensing/nfqseriousincid.pdf✓ Serious Incidents: Children's services operating under the Victorian children's services legislation see http://www.education.vic.gov.au/Documents/childhood/providers/licensing/pracnotesseriouisin.pdf
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4. Emergency numbers and key contacts

Group		Phone Number
Police	Life-threatening or time critical emergency	000
	Non-life threatening incident	000
	Local Police Station	03 5368 1303
Ambulance	000	
Fire Services Authority MFB/CFA	000	
State Emergency Service	132 500	
DEECD Regional Manager, Operations and Emergency Management	South Western – Andrea Cox, 5337 8429 North Western – Bruce Corrie, 5440 3148 North Eastern – Stuart Brain, 5761 2134 South Eastern – Kevin O'Rourke, 8765 5761	
Hospital(s)	03 5368 1100 (Ballan)	
Gas (Energy Australia – acct number: 6778 392 539)	133 466 - option 1	
Electricity (Energy Australia – acct number: 6478 882 467)	133 466 - option 1	
Central Highlands Water (acct number: 13-2320-0550-01-1)	1800 061 514	
Moorabool Shire	03 5366 7100	
Environment Protection Authority	9695 2722	
WorkSafe Victoria	132 360	
BDHC CEO	0408 571 265	
Department of Human Services- Child Protection (Regional Office)	1800 000 551 After-hours: 13 12 78	
Department of Human Services (Ballarat Regional Office)	03 5333 6530	

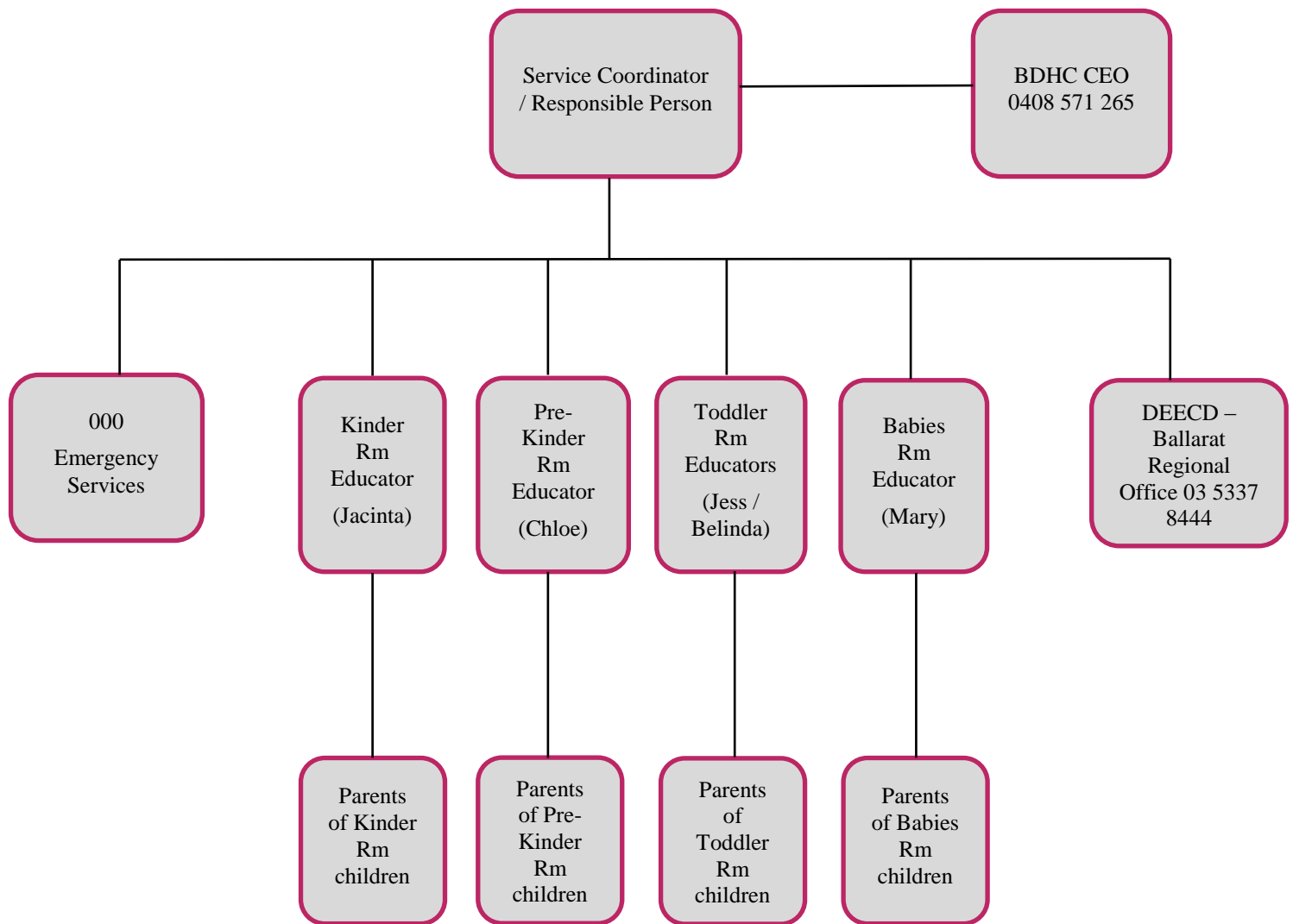
5. Service Emergency Contact Information

Role	Name	Phone No. (Daytime)	Phone No. (Mobile)	Phone No. (After Hours)
Director/Manager	Glenda Fenton	03 5366 7944	0414 749 687	03 5368 2262
Early Childhood Teacher				
Early Childhood Teacher				
Educator (2ic)	Jess Moore	03 5366 7944	0407 224 102	0407 224 102
Educator				
OHS Officer	Glenda Fenton	03 5366 7944	0414 749 687	03 5368 2262
Service President/ Committee Chair/Board	Lyn Gunnell	03 9645 5500	0402 468 721	03 5368 7356
Approved Provider/ Licensee	Ballan District Health & Care	03 5368 1100	0408 571 265 (CEO)	0408 571 265
Other				

5.1 Parent /family contact information

[illegible]

5.2 Communication Trees



6. Service Profile

SERVICE PROFILE SUMMARY	
Name of service: Ballan Community Childcare Centre	Hours of Operation: 6:30am – 6pm; Monday-Friday
Service Address: 88A Simpson St Ballan VIC 3342	Numbers
	Children: 50
	Children/staff with disabilities: 0
Service Phone: 03 5366 7994	Staff: 13
Service Fax: 03 5368 1822	Levels/floors: N/A
Email: childcare@bdhc.com.au	Rooms: 4
After hours emergency contact: Name: Glenda Fenton Phone: 0414 749 687	Portables: N/A

BUILDING INFORMATION

Alarms

Type	Location	Shutoff Instructions
Fire		N/A
Intrusion		N/A

Telephones

Location	Type
Front office	Commander phone + cordless phone
Babies Rm	Cordless
Toddler Rm	Cordless
Pre-Kinder Rm	Cordless

Utilities

Type	Location	Shut off Instructions
Gas / Propane	Meter on path at east side of building	Turn yellow stop-valve clock-wise to the off position
Water	At front of property in garden on SE corner	Turn stop-valve clockwise to the off position
Electricity	Meter at front of building near front entrance	Flick red Main Switch down to the off position

Sprinkler System

Control Valve Location	N/A
Shutoff Instructions	N/A

Roof Access

Location	Babies-Toddlers Storeroom
Access	Man-hole

On Site Hazards

Hazard – e.g. chemical storage	Location
none	N/A

7. Risk Assessment - Ballan Community Childcare Centre

Identify Potential Threats/Hazards <small>List the hazards that could cause injury / incident</small>	Description of Risk	Current control measures implemented	Risk Rating			Risk Control Measures <small>List the control measures required to minimise the risk once in the emergency situation.</small>
			Consequence	Likelihood	Risk Level	
FIRE (includes bushfires, grassfires, and fire originating in the centre)	<p>Risk of death/injury from burns or smoke inhalation.</p> <p>Risk of property damage or property loss.</p> <p>Risk of psychological injury.</p> <p>Risk of asthma.</p> <p>Risk of ember attack.</p>	<ul style="list-style-type: none"> • Liaise with Municipal Emergency Management to determine potential controls. • Schedule, practice and evaluation of emergency evacuation drills on a regular basis. • Scheduled maintenance of fire extinguishers and other fire-fighting equipment. • Ensure there is a fire blanket (tested and tagged to Australian Standards). • Ensure all electrical equipment is tested and tagged as per Australian Standards and that no damage is visible. • Ensure EMP is up-to-date including list of family contact details, and identification of shelter-in-place, evacuation routes and evacuation assembly points. • Check CFA website alerts during the bushfire season. • Ensure there is a business continuity plan in place. • Keep trees well-trimmed and away from building, and gutters clear. 	Severe	Possible	Extreme	<ul style="list-style-type: none"> • Remove children from immediate danger (building fire) • Call 000 • Alert BDHC main office (5368 1100) • Implement evacuation procedures if required • Lock down/get inside if required • Close door/windows • Turn off external a/c units • Activate IMT • Liaise with Municipal Incident Control Officer • Prepare a script so that all families are receiving the same message • Contact parents • Implement appropriate First Aid measures.

Severe weather and storms	<p>Risk of roof down flooding</p> <p>Risk of injury.</p> <p>Risk of property damage.</p>	<ul style="list-style-type: none"> • Ensure roof/gutters/drains are clear. • Liaise with Municipal Emergency Management to determine potential risks. • Keep trees well-trimmed and away from building. • Keep gutters clear. • Ensure EMP is up-to-date including list of family contact details, and identification of shelter-in-place, evacuation routes and evacuation assembly points. 	Major	Possible	High	<ul style="list-style-type: none"> • Call 000 • Alert BDHC main office (5368 1100) • Coordinator uses personal mobile phone to communicate with hospital, CEO & emergency services • Activate IMT • Shut windows/doors • Lock down/get inside, if required • Blinds are drawn • Hospital contacts families/parents to come collect children if business continuity cannot be maintained • Implement appropriate First Aid measures
Flooding	<p>Risk of flash flooding</p> <p>Risk of injury</p> <p>Risk of property damage</p>	<ul style="list-style-type: none"> • Ensure EMP includes planning and response procedures for floods. • Liaise with SES/local government to identify potential risks. • Ensure there is a business continuity plan in place. • Keep gutters clear of leaf litter. • Ensure EMP is up-to-date including list of family contact details, and identification of shelter-in-place, evacuation routes and evacuation assembly points. 	Major	Unlikely	Medium	<ul style="list-style-type: none"> • Remove children from immediate danger • Alert BDHC main office (5368 1100) • Liaise with Municipal Incident Control Officer (if flooding is widespread) • Call Hospital maintenance (ext.911) for flooding due to building plumbing issue • Implement appropriate First Aid measures.
Intruders/personal threat	Physical or psychological injury could occur to staff, children, visitors or	<ul style="list-style-type: none"> • Ensure reception is a secure area and that no-one can enter the premises unless they have a PIN code for the front-door (or 	Major	Possible	High	<ul style="list-style-type: none"> • Remove children from immediate danger

	<p>contractors if threatened or physically assaulted by an intruder.</p> <p>There is a risk that property could be damaged.</p>	<p>admitted by educators from inside).</p> <ul style="list-style-type: none"> • Front-door PIN code is regularly changed. • Ensure any visitors/contractors sign in through the office area when they first arrive on site. • Deliver training to staff on the procedures to follow when dealing with aggressive persons (see p.27 of EMP) • Documentation is kept updated in relation to Custody issues or court orders that are in force against family members of children at the service. This is communicated to all staff in a timely fashion. • Ensure EMP is up-to-date including list of family contact details, and identification of shelter-in-place, evacuation routes and evacuation assembly points. 				<ul style="list-style-type: none"> • Call 000 • Alert BDHC main office (5368 1100) • IMT activated • Lock down/get inside, or evacuate as required • Initiate action (such as locking doors) to restrict entry to the building if possible and confine or isolate the threat from building occupants. • Evacuate if appropriate and considered safe to do so • Implementation of coded warnings to staff (where personal threat is present) • Use strategies to calm situation (eg. speaking calmly).
Earthquake	<p>Risk of injury.</p> <p>Risk of property damage or property loss.</p>	<ul style="list-style-type: none"> • Ensure EMP is up-to-date including list of family contact details, and identification of shelter-in-place, evacuation routes and evacuation assembly points. • Training is delivered to staff and children in emergency response procedures during an earthquake e.g. drop, cover and hold. • Ensure there is a business continuity plan in place. 	Major	Unlikely	Medium	<ul style="list-style-type: none"> • Remove children from immediate danger (if building damage) • Call 000 • Alert BDHC main office (5368 1100) • Activate IMT • Implement evacuation procedures, if appropriate • Implement appropriate First Aid measures
Bomb Threat	Physical or psychological injury could occur to staff, visitors or contractors.	<ul style="list-style-type: none"> • Ensure a Bomb Threat Checklist is readily accessible in the main office. • Schedule and practice emergency 	Severe	Rare	Medium	<ul style="list-style-type: none"> • Remove children from immediate danger (building damage) • Call 000

		<p>evacuation drills on a regular basis.</p> <ul style="list-style-type: none"> Implement and the follow Bomb Threat response procedure (located p.24 of EMP). Ensure EMP is up-to-date including list of family contact details, and identification of shelter-in-place, evacuation routes and evacuation assembly points. 				<ul style="list-style-type: none"> Alert BDHC main office (5368 1100) Activate IMT Implement evacuation procedures if appropriate and safe to do so Complete the Bomb/substance Threat Checklist (located p.25 of EMP) if possible
Pandemics and communicable diseases	Risk of Health and/or Death (in extreme cases of a pandemic).	<ul style="list-style-type: none"> Ensure relevant staff are familiar with Stage 1 & Stage 2 of DEECD's Pandemic Incident Response Procedures (pp.33-34 of EMP). Ensure basic hand – and other - hygiene measures are in place and posters are displayed at the beginning of flu season (April). Staff undertake Hand Hygiene Australia hand-washing training. Ensure there is convenient access to water and liquid soap and/or alcohol-based sanitiser throughout the centre. Respiratory etiquette: ensure staff and children are educated about covering their mouth when they cough to prevent the spread of germs. Appropriate hygiene posters are displayed around the centre. 	Severe	Possible	Extreme	<ul style="list-style-type: none"> Alert BDHC main office (5368 1100) Activate IMT Follow Stage 3 of the DEECD Pandemic Incident Response Procedure (see pp. 34-35) Implement appropriate First Aid measures Inform parents
Major Medical emergency	There is a risk to health and possibly death.	<ul style="list-style-type: none"> Ensure EMP is kept updated. All staff hold current Level 2 First Aid Certificates. Educators follow first aid and infection control processes. 	Major	Possible	High	<ul style="list-style-type: none"> Remove children from immediate danger (building fire) Call 000 Alert BDHC main office (5368 1100)

		<ul style="list-style-type: none"> • Staff are aware of and practise emergency procedures. • Service follows SIDS Foundation infant sleep recommendations. 				<ul style="list-style-type: none"> • Implement appropriate First Aid measures • Contact parents
Hazardous Substance Release: Inside and Outside Facility Grounds	Exposure to certain liquids or gases may be hazardous to health.	<ul style="list-style-type: none"> • Develop and implement safe work procedures for handling chemicals. • Schedule and practice emergency evacuation drills on a regular basis. • Ensure EMP is up-to-date including list of family contact details, and identification of shelter-in-place, evacuation routes and evacuation assembly points. • Obtain Material Safety Data Sheets (MSDS) for all Dangerous Goods and Hazardous Substances on-site from the supplier or manufacturer. 	Major	Rare	Medium	<ul style="list-style-type: none"> • Call 000 • Alert BDHC main office (5368 1100) • Implement appropriate First Aid measures • Lock down (if required) where substance source is external to centre • Contact parents

RISK RATING		Consequence				
		Insignificant	Minor	Moderate	Major	Severe
Likelihood	Almost Certain	Medium	High	Extreme	Extreme	Extreme
	Likely	Medium	Medium	High	Extreme	Extreme
	Possible	Low	Medium	Medium	High	Extreme
	Unlikely	Low	Low	Medium	Medium	High
	Rare	Low	Low	Low	Medium	Medium

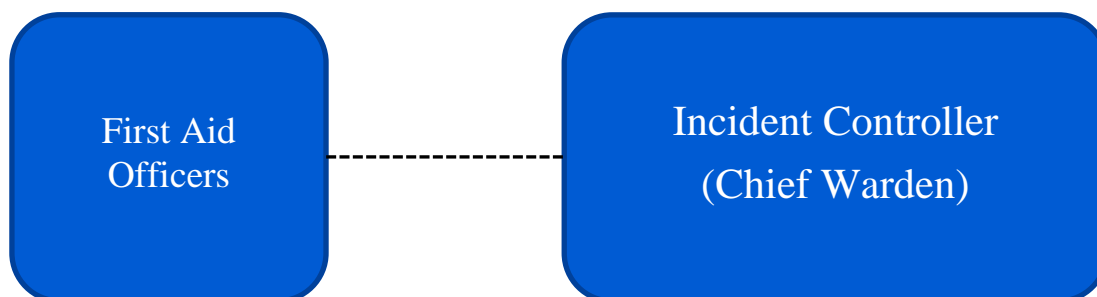
Consequence Definitions

Descriptor	Definition
Insignificant	No Injury
Minor	Injury/ill health requiring first aid
Moderate	Injury/ill health requiring medical attention
Major	Injury/ill health requiring hospital admission
Severe	Fatality

Likelihood Definitions

Descriptor	Definition
Rare	The event may occur only in exceptional circumstances
Unlikely	The event may occur at some time, say once in 10 years
Possible	The event should occur at some time, say once in 3 years
Likely	The event will probably occur in most circumstances, say once a year
Almost Certain	The event is expected to occur in most circumstances

8. Incident Management Team



IMT Member	Name of staff member and contact details	Name of 'Back up' staff member and contact details
Incident Controller (Chief Warden)	Glenda Fenton 0414 749 687	Jess Moore 0407 224 102
Logistics (Warden)	Glenda Fenton 0414 749 687	Jess Moore 0407 224 102
First Aid Officer	Jess Moore 0407 224 102	Jacinta Damons Chloe McGrath Belinda Holst Mary Colosimo

9. IMT Responsibilities

Incident Controller (Chief Warden)

Pre-emergency

- Maintain a current register of IMT members.
- Replace IMT members when a position becomes vacant.
- Conduct regular exercises/drills.
- Ensure the emergency response procedures are kept up-to-date.
- Coordinate meetings of the IMT as appropriate.
- Attend training and emergency exercises, as required.

During emergency

- Attend the emergency control point.
- Ascertain the nature and scope of the emergency.
- Ensure the appropriate response has been actioned.
- Ensure that the emergency services have been notified.
- Establish communications with operations officer (area wardens).
- Initiate evacuation of affected areas if necessary.
- 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 students return to the service.
- Organise a debrief with the IMT and, where appropriate, with any attending emergency service.
- Compile a report for the IMT.

Communications Officer

Pre-emergency

- Ensure trained in the use of the services communication system.
- Maintain records and logbooks and make them available for emergency response.
- Ensure emergency contact details are up-to-date.
- Attend training and emergency exercises.

Emergency

- Ascertain the nature and location of the emergency.
- Confirm that emergency services have been notified.
- Notify appropriate IMT members.
- Transmit instructions and information.
- Record a log of the events that occurred during the emergency.
- Act as directed by the Incident Controller.

Post-emergency

- Collate records of events during the emergency for the debrief and ensure they are secured for future reference.

Planning Officer

Pre-emergency

- Plan for resources required.
- Attend training and emergency exercises.
- Attend meetings of the IMT as appropriate.

During emergency

- Attend the emergency control point.
- Ascertain the nature and scope of the emergency.
- Act as directed by the Incident Controller.

Post-emergency

- Collect and evaluate information related to development of incidents.
- Identify recovery needs and develop a recovery plan (if required).

Operations Officer (Area Warden)

Pre-emergency

- Report on deficiencies of emergency equipment.
- Ensure logistics officer (wardens) have communicated the emergency response procedures to all occupants within their nominated areas.
- Ensure that occupants are aware of the identity of their logistics officer (wardens).
- Coordinate Safety practices (e.g. clear egress paths, access to first attack equipment e.g. fire extinguishers and disposal of rubbish) by logistics officer (wardens) throughout their areas.
- Attend training and emergency exercises.
- Ensure IMT identification is available.

Emergency

On hearing the alarm or on becoming aware of an emergency, operations officer (area wardens) shall take the following actions:

- Implement the emergency response procedure for their floor or area.
- Ensure that the appropriate emergency service has been 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.
- Communicate with the Incident Controller by whatever means available and act on instructions.
- Co-opt persons as required to assist a logistics officer (wardens) during an emergency.
- Confirm that the activities of logistics officer (wardens) 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.

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).
- Attend training and emergency exercises.

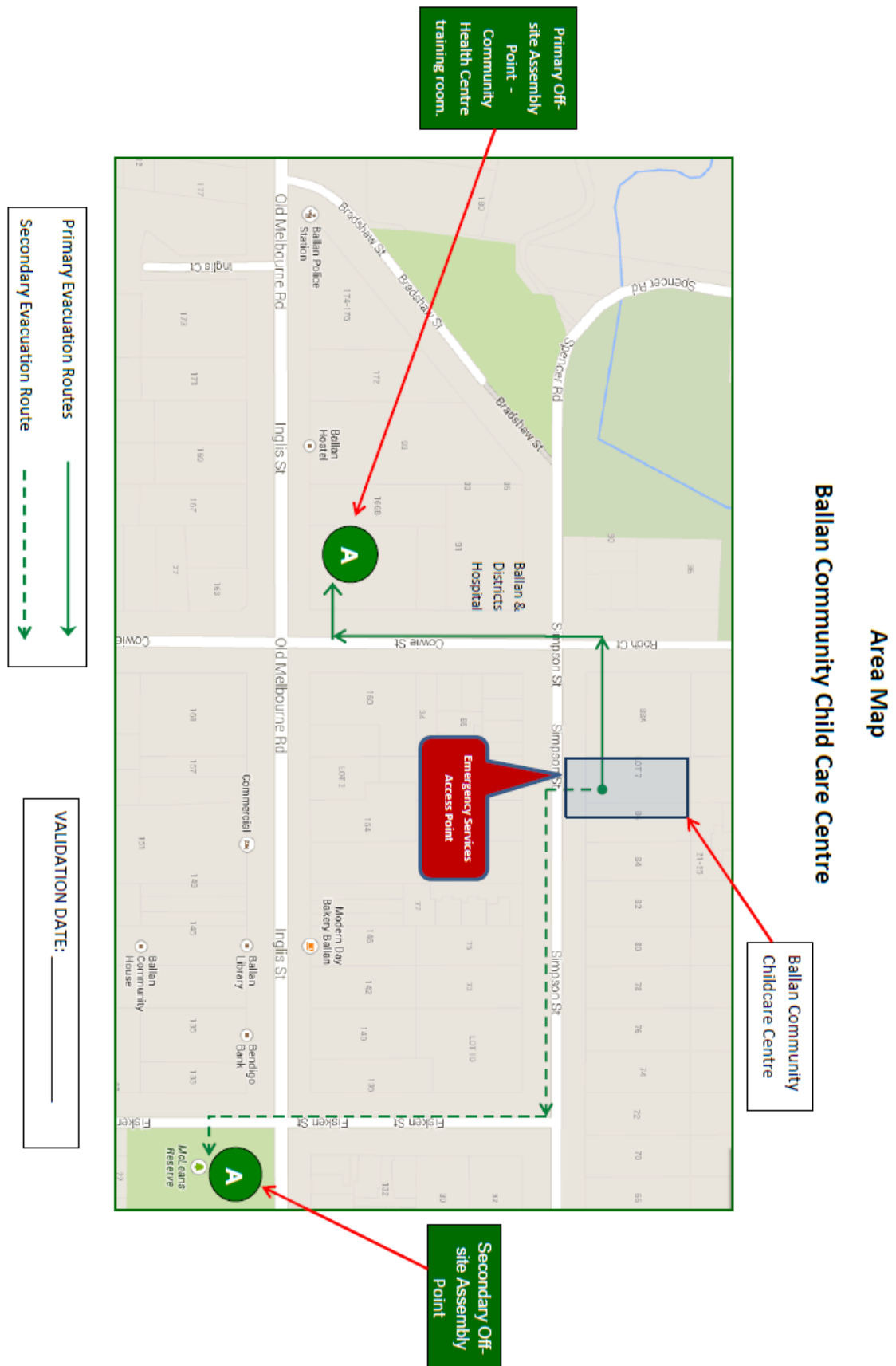
Emergency

- Persons selected as logistics officers (wardens) shall carry out activities as set out in the emergency response procedures and as directed by the operations officer (area warden.) Activities may include the following:
 - 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 area warden upon completion.

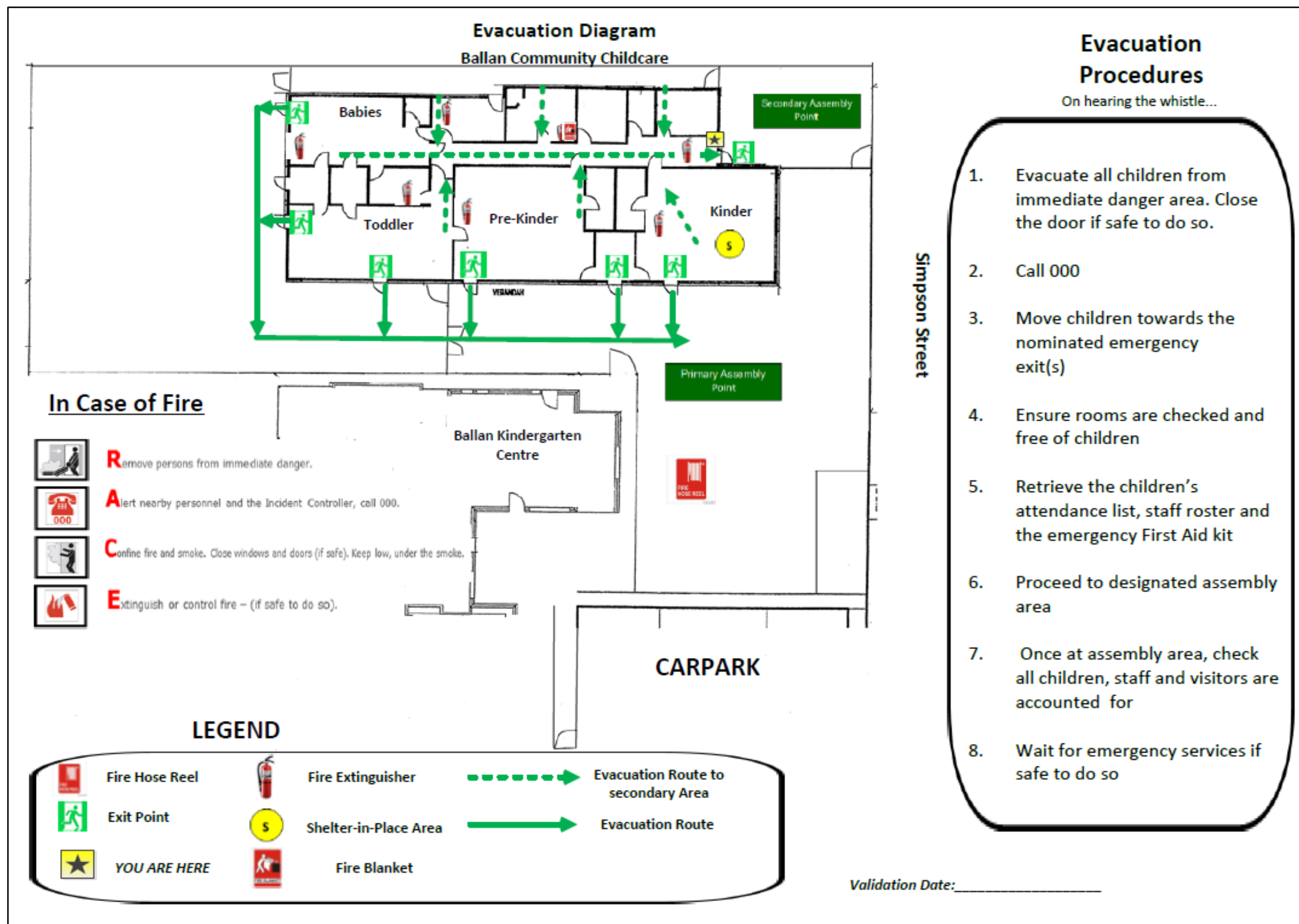
Post-emergency

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

10. Area Map for External Evacuation



11. Evacuation Diagram



12. On-site Evacuation procedure

If it is unsafe for children, staff and visitors to remain inside the building, the children's service will be evacuated. The Incident Controller (Chief Warden) on site will take charge and determine who does what (activate your Incident Management Team).

On hearing the whistle....

- Evacuate all children from immediate danger area. Close the door if safe to do so.
- Call 000. Call hospital (03 5368 1100).
- Move children towards the nominated emergency exits.
- Ensure room are checked and free of children.
- Retrieve the children's attendance list, staff roster and the emergency First Aid kit.
- Proceed to designated ON-SITE assembly area – Primary or Secondary.
- Once at assembly area, check that all children, staff and visitors are accounted for.
- Wait for emergency services if safe to do so.

13. Off-site evacuation procedure

If it is unsafe for children, staff and visitors to remain inside the building, the children's service will be evacuated. The Incident Controller (Chief Warden) on site will take charge and determine who does what (activate your Incident Management Team).

- Call 000. Call hospital (03 5368 1100).
- Inform emergency services of the nature of the emergency (e.g. "There is smoke in the building").
- If the decision to evacuate off-site is made, determine which OFF-SITE assembly point – Primary or Secondary - you will evacuate staff, children and visitors to.
- Evacuate staff, children and visitors to the designated OFF-SITE assembly point.
- Take the children's attendance list, staff roster and your Emergency Kit/First Aid kit.
- Once at assembly area, check all children, staff and visitors are accounted for.
- Wait for emergency services to arrive or provide further information.

14. Lockdown procedures

The following lockdown procedures will be used when an external and immediate danger is identified and it is determined that the children should be secure inside the building for their own safety.

- Incident Controller activates the Incident Management Team.
- Announce the lockdown and provide instructions to staff e.g. close internal doors and windows, sit below window level or move into corridors.
- Advise Victoria Police and other appropriate emergency service agencies.
- Check that all external doors 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 from the children's service.
- 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 possible, have a delegated staff member wait at the main entry to the children's service to guide Emergency Services personnel.
- Ascertain (as possible) if all children, staff and visitors are accounted for.
- Record some details of actions undertaken and times (use the Post-Emergency Record).
- Await de-activation advice from emergency services personnel (if appropriate).
- De-activate lockdown using predetermined de-activation signal.

Actions after lockdown

- Confirm with Emergency Service personnel that it is safe to de-activate lockdown.
- Determine whether to activate the parent re-unification process.
- Determine if there is any specific information staff, children and visitors need to know (e.g. areas of the facility to avoid or parent reunification process).
- Ensure any children, staff or visitors with medical or other needs are supported.
- Print and issue pre-prepared parent letters and give these to children to take home.
- Follow up with any children, staff or visitors who need support.
- Seek support from the Manager, Operations and Emergency Management at the DEECD region as required.
- Prepare and maintain records and documentation.
- Undertake operational debrief to review the lockdown and procedural changes that may be required.
- Notify the Department of incident, as set out in the Serious Incident and Complaints fact sheet.

15. Lockout Procedure

The following lockout procedure will be used when an internal immediate danger is identified and it is determined that children should be excluded from buildings for their safety.

- Incident Controller activates Incident Management Team.
- Announce lockout 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.
- Contact emergency services.
- Go to the designated assembly area.
- Check that children, staff and visitors are all accounted for.

Actions after lockout

- 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.
- Follow up with any children, staff or visitors who need support.
- Seek support from the regions Manager, Operations and Emergency Management as required.
- Prepare and maintain records and documentation.
- Undertake operational debrief to review the lockout and procedural changes that may be required.
- Notify the Department of incident, as set out in the Serious Incident and Complaints fact sheet.

16. Shelter-in-place procedures

The following shelter-in-place procedure will be considered when an event takes place outside of the children's service and emergency services determine the safest course of action is to keep children and staff inside a designated building in the children's service until the external event is handled.

If a shelter-in-place action is determined:

- Incident Controller activates the Incident Management Team.
- Move all children, staff and visitors to the pre-determined shelter-in-place area.
- Obtain emergency kit.
- Notify parents/families if the shelter-in-place is going to extend beyond the services hours of operation.
- Seek support from the Manager, Operations and Emergency Management at the DEECD region.
- Notify the Department of incident, as set out in the Serious Incident and Complaints fact sheet.

17. Emergency response procedures (specific emergencies)

FIRE

- Report the outbreak of fire immediately to the Incident Controller (Chief Warden).
- Remain calm and activate the fire alarm.
- Phone **000** to notify the fire brigade.
- Extinguish the fire (**only if safe to do so**).
- If threat exists evacuate the room/s to the designated ON-SITE assembly point closing all doors and windows.
- Check that all areas have been cleared and notify the Incident Controller.
- Check children, staff, visitors and contractors are accounted for.

BUSHFIRES/GRASS FIRES

- Identify which buildings need to be evacuated in the case of a fire.
- Phone **000** to notify the Fire Brigade.
- 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 (including contractors) are accounted for.
- Listen to local radio or TV 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 the region for advice and support, as appropriate.
- Direct all Media enquiries to DEECD Media Unit on 9637 2871.

SEVERE WEATHER /STORMS AND FLOODING

- 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.
- 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 to the Incident Controller (Chief Warden) regarding the status of children, staff and visitors safety.
- Direct all media enquiries to DEECD Media Unit on 9637 2871.

PANDEMIC

- Be aware of DEECD Pandemic Incident Response Procedures (the Influenza Pandemic Actions at Appendix D).
- Ensure basic hygiene measures are in place including the display of hygiene information.
- Provide convenient access to water and liquid soap and/or alcohol-based sanitiser.

- Educate staff and children about covering their cough to prevent the spread of germs.
- Stay alert and follow the instructions of DEECD and the Department of Health (including the Chief Health Officer).
- Direct all media enquiries to DEECD Media Unit on 9637 2871.
- Be prepared for multiple waves.

BOMB/CHEMICAL THREAT

- If a bomb/chemical threat is received by telephone:
 - **stay calm**
 - **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 service's website:
 - do not delete the message
 - contact police immediately.
- Ensure 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.

Bomb/substance threat checklist

This checklist should be held by persons who regularly accept incoming telephone calls.

KEEP CALM

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

Complete the following for a BOMB THREAT

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

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 a 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	

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

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ACTIONS

REPORT CALL TO:	
ACTIONS:	

MAJOR EXTERNAL EMISSIONS/SPILL (includes gas leaks)

- Notify the Incident Controller (Chief Warden).
- Call the Fire Brigade by dialling 000.
- Turn off gas supply.
- If it's a gas leak onsite, notify your gas provider (number can be found on the emergency numbers and key contacts page).
- Evacuate staff, children, and visitors (including contractors) to designated OFF-SITE assembly point.
- Check staff, children and visitors are accounted for.
- Contact the region for advice and support, as appropriate.
- Direct all media enquiries to the DEECDs Media Unit on 9637 2871.
- Await 'all clear' or further advice before resuming normal children's services activities.

INTERNAL EMISSION/SPILL (e.g. cleaners storeroom)

- Move staff/children away from the spill to a safe area.
- 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/Practice (procedures including OHS Service Policy).
- Contact the Fire Brigade if the nature of the emission/spill is unknown or it is unsafe to manage.
- Notify WorkSafe Victoria if required (refer to Notifiable Incidents to WorkSafe Flowchart).

EARTHQUAKE

- Don't panic.

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 their head and neck with your 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.
- Help others if you can.
- Report the status of staff, children and visitor safety to the Incident Controller (Chief Warden).
- Tune in to ABC radio if you can and follow any emergency instructions.
- If there is damage to the facility it is OK to do so, you may take notes and photographs for insurance purposes.

MEDICAL EMERGENCY

- Check for any threatening situation and remove or control it (if safe to do so).
- Remain with the casualty and provide appropriate support.
- Notify First Aid Officer.
- Notify the Incident Controller (Chief Warden).
- Notify the ambulance by dialling '000'.
- Designate someone to meet and direct the ambulance to the location of the casualty.
- Try not to leave the casualty alone unless emergency help arrives.
- Do not move the casualty unless exposed to a life threatening situation.

INTRUDER/PERSONAL THREAT

- Notify the Incident Controller (Chief Warden).
- Notify the police by dialling '000' and requesting assistance.
- 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 lockdown is required. Evacuation only should be considered if safe to do so.

18. Emergency Evacuation drills / Training Schedule 2014

Quarter	Training Event	Person Responsible	Date(s) completed
Term 1	Emergency on-site fire evacuation	Glenda	
Term 1	Incident Management Team Training	Glenda	
Term 2	Emergency on-site fire evacuation	Glenda	
Term 2	Emergency Lock-down / Shelter-in-Place drill	Glenda	
Term 3	Lockout / On-site evacuation	Glenda	
Term 4	Emergency Off-site fire evacuation	Glenda	

19. Children and staff with special needs list

Information of a sensitive medical nature should be retained by the children's service for internal use only and not be distributed. Sensitive medical details of staff members and children should be removed from the copy of the EMP you return to your regional office.

[illegible]

Appendix A: Ballan Community Childcare – Evacuation Drill Evaluation

Date _____ Room _____

Staff Names _____

Item	Yes	No
	✓	✓
Did you hear the warning whistle?		
Were you informed of the whereabouts of the fire or emergency?		
Did staff direct persons from the building/site per the evacuation procedures?		
Did the room leader or other staff member collect the attendance book		
Was the Emergency First Aid Kit brought to assembly area?		
Was the emergency service notified promptly?		
Was the evacuation logical and methodical?		
Did you exit the building away from the nominated danger area?		
Were isolated areas searched?		
Did you close all windows and doors?		
Did someone take charge? If yes, who?		
Was a roll call conducted for:		
Children		
Staff		
Visitors (including contractors and volunteers)		
Was someone appointed to liaise with the emergency service/s?		
Did anyone re-enter the premises before the “all clear” was given?		
Did anyone refuse to leave the building/site?		
Were you prepared for a further evacuation to the secondary evacuation area (BDHC)		
Area of Emergency plan tested by current exercise:		

Please list any positives and negative of this evacuation that you have identified

APPENDIX B: Emergency Kit Checklist

Have you:	✓
Child Data e.g. sign-in sheet	
Children and staff with special needs list	
Enrolment records including authorisations and parent contacts	
Staff Data	
List of staff with emergency management or training skills	
Traffic safety vest and/or tabards	
Keys	
Standard portable first aid kit	
A charged mobile phone	
Torch with replacement batteries (or wind up torch)	
A megaphone	
Portable battery powered radio	
Bottled water	
Portable non-perishable snacks such as sultanas, dried fruits, energy bars	
Copy of facility site plan and evacuation routes	
Sunscreen and spare sunhats	
Whistle	
Plastic garbage bags and ties	
Toiletry supplies e.g. nappies/wipes	
Other	

APPENDIX C: Post-emergency record

Facility	
Date	
Time Of Notification	
Name Of Person Taking The Call	
Position	
Name Of Person Reporting The Incident	
Contact Telephone Number	
Details	
Immediate Action	<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 notified: YES / NO Time _____</p>
Major Activities	
Issues	<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>
Signature	
Date	

Appendix D: Influenza Pandemic Actions

For more detail, refer to DEECD Pandemic Incident Response Procedures

STAGE 1 PREPAREDNESS AND STAGE 2 STANDBY

Remain alert to the risks of an influenza pandemic; Prepare to commence enhanced arrangements and increased vigilance for case detection.

Response category	Actions	Comments
Emergency management plan preparation	<ul style="list-style-type: none">• In April, ensure emergency management plans (including emergency numbers and key contacts) are up to date and pandemic planning arrangements are included.• Ensure contact lists of staff, students, families, local services – Department of Health, Department of Human Services, Local Government Emergency Management Coordinators are up to date.• Ensure your call tree of key staff is circulated along with nominated school Incident Management Team members.• Prepare to enact pandemic response section of emergency management plan with stakeholders and prepare to activate Incident Management Team.• Identify minimum requirements and key staff for continued operations (including planning for the absence of the director).	
Hygiene measures	<ul style="list-style-type: none">• Promote basic hygiene measures .• Review cleaning procedures and determine whether frequency or other processes should change.• 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.	
Communications	<ul style="list-style-type: none">• In April, ensure hygiene information is displayed (refer to Staying Healthy in Childcare (2005)).	

	<ul style="list-style-type: none"> • In May, consider providing information sessions for staff and parents about: <ul style="list-style-type: none"> ○ pandemic influenza symptoms ○ preferred hygienic practices ○ vulnerable children. • Communicate status/situation, personal hygiene measures, containment measures (if necessary), availability of vaccinations etc to staff and parents/carers as appropriate (especially those people/families at a greater risk of infection). • School Nursing Program nurses may assist with information dissemination. • Direct any media queries to the DEECD media unit on 9637 2871. 	
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STAGE 3 RESPONSE

Pandemic declared. Minimise transmission, minimise mortality and morbidity, maintain essential services and inform, engage and empower the public.

Response Category	Proposed Actions	Comments
Emergency management plan enactment	<ul style="list-style-type: none"> • Enact emergency management plans where necessary. • Activate Incident Management Team. 	
Containment	<ul style="list-style-type: none"> • Follow the advice of the Department of Health and DEECD including 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. • Following any closures, notify: <ul style="list-style-type: none"> ○ The Quality Assessment and Regulation Division according to the requirements of the relevant legislative framework. Further information is available at www.education.vic.gov.au/childhood/providers/regulation 	

	<ul style="list-style-type: none"> • Inform carers of their obligations during closures. • 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). 	
Outbreak management	<ul style="list-style-type: none"> • 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 www.education.vic.gov.au/childhood/providers/regulation. • <i>You will be advised of any additional reporting requirements by DEECD and/or the Department of Health.</i> 	
Management of workforce	<ul style="list-style-type: none"> • Encourage staff who develop flu-like symptoms during a pandemic to stay away until completely well. • Ensure staff who develop influenza-like illness to leave immediately and seek medical attention. 	
Service closures	<ul style="list-style-type: none"> • Contact the Quality Assessment and Regulations Manager regarding service closure policy. • Following any closures, notify: <ul style="list-style-type: none"> ◦ The Quality Assessment and Regulation Division according to the requirements of the relevant legislative framework. Further information is available at www.education.vic.gov.au/childhood/providers/regulation • Inform staff of their obligations during service closures. 	
Communications	<ul style="list-style-type: none"> • Follow the advice from the Department and distribute information about individual protective measures and cleaning procedures. • 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). • Communicate plans for closure if applicable and send letters to staff, parents and carers as appropriate. • Direct any media queries to the DEECD media unit on 9637 2871. 	

STAGE 4 STAND DOWN

Response Category	Proposed Actions	Comments
Emergency management plan review	<ul style="list-style-type: none"> • Develop a recovery plan for return to normal operations which includes: <ul style="list-style-type: none"> ○ staff availability ○ procedures to re-open (if applicable) ○ provision of counselling (if required) ○ monitoring cumulative effects of pandemic and identifying and supporting those who may need assistance. • Incident controller to de-activate Incident Management Team and conduct final debrief(s). • Review effectiveness of Emergency Management Plans and update as appropriate – involve relevant staff and others eg school nurses. • Replenish personal protective equipment (if required). • Be aware that multiple waves of the virus may occur and that review and revision of the plan may be required between waves. 	
Communications	<ul style="list-style-type: none"> • Communicate status of situation to staff and parents/carers including supports that may be available. 	