

Emergency Management Plan

2026

Version 1.14



St Augustine's Anglican Kindergarten Inc.

**In an emergency dial 000
for police, ambulance or fire services.**

| | |
|---|---|
| Physical address: | 24 Rostrevor Parade, Mont Albert North, 3129 Corner of Bundoran Parade |
| Phone number: | 0409 751 404 |
| Email address: | st.augustines.anglican.kin@kindergarten.vic.gov.au |
| Website: | https://staugustineskinder.org.au/ |
| Department of Education region: | North Eastern Victoria Region ph: 1300 333 231 |
| QARD area: | Eastern Metropolitan Area ph: 1300 651 940 |
| Bureau of Meteorology/Fire district: | Central |
| Is the Service on the Bushfire At-Risk Register or Category 4 list?: | No |
| Service SE number: | SE-00002754 |
| Provider PR number: | PR-00002129 |
| Nominated supervisor: | Ishrat Sabiha |
| Approved Provider or Person with Management or Control (PMC) Approving this Plan: | Kay Margetts |
| Date plan approved: | 16 March 2026 |
| Next review date: | 16 March 2027 |

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1. Purpose

The purpose of this Emergency Management Plan (EMP) is to provide details of how St. Augustine’s Anglican Kindergarten will prepare for and respond to emergency situations.

2. Scope

This EMP applies to all staff, children, visitors, contractors, and volunteers at St. Augustine’s Anglican Kindergarten.

3. Planning

The Planning Team is responsible for the development, documentation, implementation, resourcing and maintenance of this Emergency Management Plan, including:

- Collaborating where necessary with the facility owner, manager, other occupiers etc.
- Identifying and assessing risks that could reasonably produce emergency situations
- Ensuring that the plan is available to the appropriate staff
- Assigning staff to roles on the Incident Management Team
- Training in the emergency procedures/equipment and testing procedures through drills/exercises
- Updating the plan at least annually and in order to reflect changes e.g. in risks, after drills/exercises and actual incidents to address any identified deficiencies or inaccuracies
- Maintaining records of emergencies and testing of procedures

4. Distribution

Record in the table below the people/organisations to whom you have distributed relevant parts of your plan (you can also include those who have provided authoritative advice).

Note: The EMP may contain sensitive/private information - to ensure compliance with the Privacy and Data Protection Act 2014 (Vic), only distribute relevant parts of the Plan on a ‘need to know’ basis.

| Name | Position title and organisation name | Date sent | Email or postal address |
|--------------------------------------|---|------------|--|
| St Augustine’s Anglican Kindergarten | Hard-copy to be stored onsite: in kitchen in main office in emergency evacuation trolley | March 2026 | Hard copy stored onsite in Kitchen in main office in emergency evacuation trolley |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

PART 1: Emergency Preparedness

5. Service facility profile

5.1 General information

| | |
|---|--|
| Operating days: | 4-y-o group – Monday, Wednesday, Friday 3-y-o group – Tuesday, Wednesday, Thursday |
| Operating hours: | 8.30am to 4.00pm for children 8.00am to 4.30pm for staff |
| Number of buildings: | 1 (2 classrooms) |
| Is the site a designated Neighbourhood Safer Place?: | No |
| Shelter-in-Place location: | The kindergarten classrooms |
| Number of children/ approved places: | 50 |
| Number of educators/staff: | 2 x 4-y-o groups Monday, Friday – 4 educators and 1 lunchtime cover Wednesday – 2 educators and 1 lunchtime cover 2 x 3-y-o groups Tuesday, Thursday - 4 educators and 1 lunchtime cover Wednesday – 2 educators and 1 lunchtime cover |
| Methods for communicating with our community: | Email for all Phone and SMS for matters requiring urgent attention |

5.2 Other services/users of the site/premises

| | |
|----------------------------------|---|
| Service/user name: | St Augustine's Playgroup |
| Location on site: | Spare kindergarten room or in adjacent church hall |
| Children/visitor numbers: | Up to 20 children and their parents/carers |
| Operating hours/days: | Wednesday - 9.30am to 12noon |
| Emergency contact name: | Anita Chu |
| Mobile number: | 0433 718 887 |

| | |
|----------------------------------|---|
| Service/user name: | St Augustine's Anglican Church |
| Location on site: | Kindergarten rooms and /or in adjacent church hall |
| Children/visitor numbers: | Up to 25 children and their parents/carers |
| Operating hours/days: | Sunday - 9.30am – 12.30pm |
| Emergency contact name: | Anita Chu |
| Mobile number: | 0433 718 887 |

5.3 Building information summary

Telephones:

| Location - mobile | Number |
|---|--------------|
| Kitchen and with staff indoors/outdoors | 0409 751 404 |

Fire alarms:

| Location | Monitoring company | Location of shut-off instructions |
|----------|--------------------|-----------------------------------|
| | | |

Gas/propane:

| Location | Service provider | Location of shut-off instructions |
|--|------------------|-----------------------------------|
| Meter is located east side of the hall, on wall, in front of the small classroom | AGL 13 38 35 | Turn knob near the meter |

Water:

| Location | Service provider | Location of shut-off instructions |
|--|--------------------------------|-----------------------------------|
| Site meter is located in cage near footpath near the front driveway entry. | Yarra Valley Water 13 27 62 | Turn tap off |
| Kindergarten meter located near water drinking fountain in outdoor area | | Turn tap off |

Electricity:

| Location | Service provider | Location of shut-off instructions |
|--|---|-----------------------------------|
| Power/meter board is located on outside wall at the front of the church hall | Origin Energy 13 24 61 United Energy (distributor) 13 20 99 | At switchboard - turn off 'mains' |

Other (include any other safety, security, utility, communication systems)

| | |
|---------------|--|
| External Gate | Enter code: C1672 and turn handle clockwise to enter and anticlockwise to exit Clip gate open with loop located to the left on wall |
|---------------|--|

Building, site, location hazards

| Hazard description | Location |
|--------------------|----------|
| | |

6 Children and staff with additional needs

Important note:

To ensure you are meeting the requirements of the Privacy and Data Protection Act 2014 (Vic), maintain details of child/staff additional needs in soft and hard copy separately to your EMP.

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

| Additional needs category | Number of children | Number of staff |
|----------------------------------|---------------------------|------------------------|
| Hearing impairment | 1 | |
| ASD | 0 | |
| Developmental delay | 1 | |
| Allergies | 2 | |
| | | |

7 Risk assessment

Use the following table to list the identified hazards and threats to your early childhood service, describe and assess the associated risk and how your service manages and reduces their impact.

Please note that under regulation 168(2)(e) of the National Regulations, services operating under the NQF and under regulation 66(2) of the Children's Services Act, must have emergency procedures that are based on a risk assessment identifying potential emergencies that are relevant to the service. As such, ensure you complete the risk assessment before updating emergency response procedures and other parts of your EMP which may also require updating.

Under regulation 97: (2A) The approved provider of a centre-based service must review the risk assessment conducted under sub regulation (2) -

- (a) at least once every 12 months; and
- (b) as soon as practicable after becoming aware of any circumstance that may affect the safe evacuation of children from the service.

As soon as practicable after reviewing the risk assessment under sub regulation (2A), the approved provider of a centre-based service must make any necessary updates to the emergency and evacuation policies and procedures.

| Identified hazard of threat | Description of risk | Current risk control measures | Effectiveness of existing controls | Risk rating | | | Measures to be implemented | Revised risk rating after treatments | | |
|--------------------------------|--|--|------------------------------------|-------------|------------|------------|---|--------------------------------------|------------|------------|
| | | | | Consequence | Likelihood | Risk level | | Consequence | Likelihood | Risk level |
| Bushfires or grassfires | Risk of injury from smoke inhalation or burns Risk of property damage or loss Risk of psychological injury | Ensure Emergency Management Plan is up to date Schedule and practice emergency evacuation drills Ensure building and grounds are kept clean and clear Remain alert to conditions and check CFA website when necessary, during the bushfire season | Current controls are effective | Severe | Likely | Low | Maintain working bee schedule to manage building and grounds Maintain regular gutter cleaning schedule | | | |

| Identified hazard of threat | Description of risk | Current risk control measures | Effectiveness of existing controls | Risk rating | | | Treatments to be implemented | Revised risk rating after treatments | | |
|-----------------------------|---|---|------------------------------------|-------------|------------|------------|--|--------------------------------------|------------|------------|
| | | | | Consequence | Likelihood | Risk level | | Consequence | Likelihood | Risk level |
| Building Fire | Risk of injury from smoke inhalation or burns | <p>Ensure fire services equipment is tested and tagged as per Australian Standards</p> <p>Ensure there is a fire blanket (tested and tagged to Australian Standards) available in the kitchen</p> <p>Ensure all electrical equipment is tested and tagged as per Australian Standards as that frayed leads, damaged equipment etc are disposed of in an appropriate manner.</p> | Current regime is effective | Severe | Possible | Moderate | Continue with current process of having fire services and electrical equipment tested and tagged according to Australian Standards | | | |

| Identified hazard of threat | Description of risk | Current risk control measures | Effectiveness of existing controls | Risk rating | | | Treatments to be implemented | Revised risk rating after treatments | | |
|--|--|---|------------------------------------|-------------|------------|------------|--|--------------------------------------|------------|------------|
| | | | | Consequence | Likelihood | Risk level | | Consequence | Likelihood | Risk level |
| Severe weather, storms and flooding | Risk of roof down / flooding Risk of injury Risk of property damage | Ensure roofs/gutters/ drains are clear | Effective | Severe | Possible | Moderate | Maintain regular gutter cleaning schedule Maintain working bee schedule to manage building and grounds Develop contingency for storage of equipment and materials, if possible | | | |
| Intruders / personal threat | Physical or psychological injury could occur to staff, children, visitors or contractors if threatened or physically /verbally assaulted by an intruder Risk that property could be damaged | Ensure visitors / contractors sign in when they first arrive on site Ensure side doors are locked and inoperable from outside and operable from indoors. Check side doors on arrival and departure each day to ensure inoperable from outside. Lock classroom doors on departure each day. | Effective | Severe | Possible | High | Change code to front gate at least yearly and following an event. | | | |

| Identified hazard of threat | Description of risk | Current risk control measures | Effectiveness of existing controls | Risk rating | | | Treatments to be implemented | Revised risk rating after treatments | | |
|-----------------------------|---|--|------------------------------------|-------------|------------|------------|---|--------------------------------------|------------|------------|
| | | | | Consequence | Likelihood | Risk level | | Consequence | Likelihood | Risk level |
| Earthquake | Risk of injury Risk of property damage or loss | Ensure staff and children have practised emergency response procedure in the event of an earthquake | Effective | Severe | Possible | Low | Include training for staff and children as part of the quarterly Emergency Response Drill schedule | | | |
| Bomb Threat | Physical or psychological injury could occur to staff, children, visitors or contractors. | Schedule and practice emergency evacuation drills regularly. Implement and follow Bomb Threat response procedure, located in the EMP. | Effective | Severe | Possible | Moderate | Ensure Bomb / Substance Threat Checklist page is located in kitchen near phone charger and in each office | | | |

| Identified hazard of threat | Description of risk | Current risk control measures | Effectiveness of existing controls | Risk rating | | | Treatments to be implemented | Revised risk rating after treatments | | |
|--|--|--|------------------------------------|-------------|------------|------------|--|--------------------------------------|------------|------------|
| | | | | Consequence | Likelihood | Risk level | | Consequence | Likelihood | Risk level |
| Pandemics and communicable diseases | Risk to health and/or death (in extreme cases of a pandemic) | <p>Ensure basic hygiene measures are in place and posters / reminders are displayed at the beginning of flu season (April)</p> <p>Installation of foam soap dispensers actioned</p> <p>Children are sent home if they are unwell at kindergarten</p> <p>Parents are reminded, via the Newsletter, to keep unwell children home for their own wellbeing and also to prevent the spread of germs to other children and their families</p> <p>Ensure staff and children are educated about how to prevent the spread of germs</p> | Effective | Severe | Likely | High | <p>Children are sent home if they are unwell at kindergarten</p> <p>Installation of foam soap dispensers actioned</p> <p>Parents are reminded, via the Newsletter, to keep unwell children home for their own wellbeing and also to prevent the spread of germs to other children and their families</p> | | | |

| Identified hazard of threat | Description of risk | Current risk control measures | Effectiveness of existing controls | Risk rating | | | Treatments to be implemented | Revised risk rating after treatments | | |
|---|--|---|------------------------------------|-------------|------------|------------|--|--------------------------------------|------------|------------|
| | | | | Consequence | Likelihood | Risk level | | Consequence | Likelihood | Risk level |
| Major Medical emergency | Risk to health and possibly death | Ensure First Aid training is kept up-to-date Staff to follow first aid and infection control procedures Staff are aware of emergency procedures | Effective | Severe | Possible | Moderate | All staff at the kindergarten retain up-to-date training in First Aid, Asthma and Anaphylaxis, Cardio-pulmonary | | | |
| Hazardous Substance Release: Inside and Outside Facility Grounds | Exposure to certain liquids or gases may be hazardous to health. | Schedule and practice emergency evacuation drills on a regular basis Ensure EMP is up-to-date | Effective | Severe | Possible | Low | Minimise / remove any hazardous liquids / gases from within the kindergarten Store chemicals away from classrooms | | | |

8 Emergency response drills schedule

Services are required to conduct an emergency drill/exercise every three months.

Sample templates for Drill Observer Record and Drill Debrief are provided on the Department's [Emergency management in early childhood services](#) web page. For information about this section, see the Guide also on that web page.

2025

| | Type (e.g. evacuation) and drill scenario (e.g. fire, intruder) | Scheduled date | Date drill performed | Observer's record complete Y/N |
|-----------------|---|----------------|----------------------|--------------------------------|
| Jan-Mar | Evacuation | 4yo- | 4yo- | |
| | | 3yo- | 3yo- | |
| Apr-June | Evacuation and fire drill | 4yo- | 4yo- | |
| | | 3yo- | 3yo- | |
| Jul-Sept | Evacuation | 4yo- | 4yo- | |
| | | 3yo- | 3yo- | |
| Oct-Dec | Evacuation | 4yo- | 4yo- | |
| | | 3yo- | 3yo- | |

9 Emergency kit checklist

Use the template below as a checklist to record items that need to be included in your service's Emergency Kit as well as to maintain them (e.g. ensure equipment is operational, batteries are charged and consumables have not expired).

A sample Emergency Kit Checklist is provided at Attachment 1 – ensure you customise the examples of items you may wish to include in your Kit to ensure relevance to your service.

Important Note:

Information that is sensitive or subject to privacy legislation, for example, lists of parent/carer contact details and details of staff/children with special needs should be kept in a secure location, and so may need to be located separately from the Emergency Kit.

| | |
|---|--|
| Our Emergency Kit Contains:  | |
| Parent/carer contact information | |
| Children/staff with additional needs including medications (Medications are located in the kitchen in portable medication storage unit on wall near sink) | |
| Attendance lists for each class | |
| Educators/staff contact information | |
| Authorisations for child pick-up | |
| Traffic/emergency safety vest and tabards | |
| Portable First Aid Kit (contents checked) | |
| A charged mobile phone/chargers/power bank (batteries checked) | |
| Torch with replacement batteries or wind up torch (batteries checked) | |
| Portable battery powered radio (batteries checked) | |
| Whistle | |
| Copy of facility site plan and EMP including evacuation routes | |
| Bottled water (expiry dates checked) | |
| Portable non-perishable snacks - dried fruits, energy bars (expiry dates checked) | |
| Emergency Management Plan folder | |
| Nappies | |
| Sunscreen and spare sunhats | |
| Plastic garbage bags and ties | |
| Toiletry supplies, wet disposable cloths, sanitiser | |

Date emergency kit checked: 13/02/2026

Check completed by: Christie Wong

Next check date: 13/08/2026

PART 2: Emergency Response

The facility and its occupants need to be ready to respond to an emergency or critical incident when it arises by making sure:

- You have the details of people and organisations you will need to contact for assistance and support and those who need to be notified
- Tasks are detailed for staff assigned incident management responsibilities
- Emergency response procedures are documented and reflect the hazards/threats identified in your risk assessment
- Evacuation procedures and diagrams are documented and displayed correctly
- The needs of anyone requiring assistance in an emergency have been addressed
- How you will manage business continuity if this becomes necessary

10. Emergency contacts

10.1 Emergency services

Call 000 in an emergency for **Police, Ambulance and Fire Services**

10.2 Service contacts – outside hours

| Key roles | Name | Mobile |
|-----------------------------|--|--|
| Approved provider or PMC | Kay Margetts | 0424 740 001 |
| President | Kay Margetts | 0424 740 001 |
| Nominated supervisor | Ishrat Sabiha | 0459 371 555 |
| Person in day-to-day charge | Monday, Wednesday, Friday – Ishrat Sabiha Tuesday – Grace Kang Thursday – Erica Tey | 0459 371 555 0431 049 373 0432 088 108 |
| Staff trained in First Aid | Ishrat Sabiha Peggy Cheung Grace Kang Erica Tey Jo Todesco Elisa Barilla Meerim Park Clara Chu Christie Wong | |
| OHS representative | | |
| Administration Officer | Sandra Kozelj | 0412 908 563 |

10.3 Key organisational and Department of Education contacts

| Organisation | Name | Contact number |
|---|---|----------------|
| Department of Education Quality Assessment and Regulation Division (QARD) Area Team <i>*(See note at the end of this section regarding reporting requirements)</i> | North Eastern Victoria Region Eastern Metropolitan Area | 1300 651 940 |
| Department of Education Regional Emergency Management Team | North Eastern Victoria Region | 1300 338 738 |
| Organisational Contacts | Lead Vicar – St Hilary’s Anglican Church, Kew Reverend Adam Cetrangolo | 9816 7100 |
| | St Augustine’s Minister Rev. Yi Cheng (Peter) Shih | 0403 883 515 |
| | See 10.2 Service Contacts | |

10.4 Local/other organisation contacts

| Organisation | Contact number |
|--|--|
| Hospital (Box Hill Hospital) | 1300 342 255 or 8804 9999 |
| Police Station (Box Hill) | 8892 3200 AGL 1338 35 1300781603 |
| Gas | AGL 1338 35 1300781603 |
| Electricity | Origin Energy 13 24 61 United Energy (distributor) 13 20 99 |
| Water Corporation | Yarra Valley Water 13 27 62 |
| Facility Plumber | Contracted as required Respond Plumbing - Glynn Taylor - 0407 302 456 |
| Facility Electrician | Contracted as required S&R Electrical – Conor – 0430 883 496 |
| Local Government Authority Emergency Management Officer | Whitehorse City Council 9262 6333 |
| WorkSafe Victoria | 1800 136 089 |
| Notify of water and fire service cut off/bridge and road closure | 1800 668 511 |

10.5 Reporting requirements

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

Service agreements also require approved providers to notify DE in the event of a serious incident.

For [Education and care services](#) operating under the National Quality Framework (NQF), which include kindergartens (pre-school), long day care services, outside school hours care services and family day care services, notifications of serious incidents, incidents and complaints must be submitted online via the [National Quality Agenda IT System \(NQA ITS\)](#)

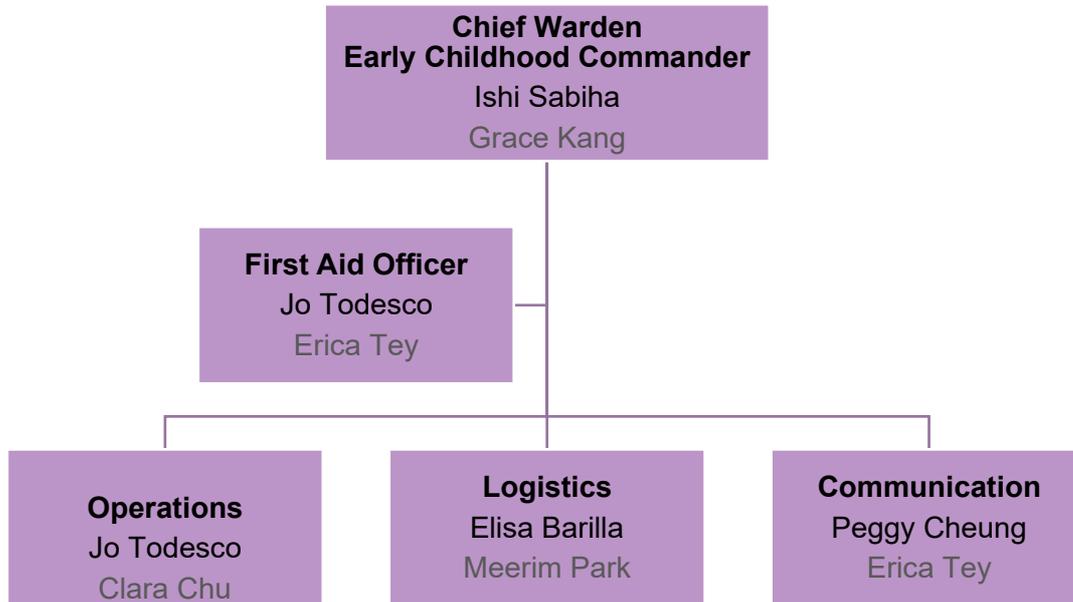
- To make notifications see: [Notification types and timeframes | ACECQA, The National Quality Agenda IT System \(NQA ITS\)](#) or call: 1300 307 415.
- For more information see [Regulation and Quality Assessment](#)

For [children's services](#) operating under the Children's Services Act 1996 (Children's Services Act) limited hours services and occasional care services (for detailed service types, see [here](#)) notifications of serious incidents, incidents and complaints must be notified in writing within the specified timeframe.

To make notifications for serious incidents refer to page 6 of the New regulatory requirements for children's services fact sheet available at: [New regulatory requirements for Children's Services – Fact sheet](#).

11 Incident management team

11.4 Incident management team (IMT) structure



11.5 Incident management team contact details

Kindergarten number during incidents - 0409 751 404

| IMT role | Primary – 4-y-o groups | | Back up –3-y-o groups | |
|--|-----------------------------|--------|-------------------------|--------|
| | Name | Number | Name | Number |
| Chief Warden/Early Childhood Commander | Ishi Sabiha Peggy Cheung | | Grace Kang Erica Tey | |
| Operations/Area Warden | Jo Todesco | | Clara Chu | |
| Communications | Peggy Cheung | | Erica Tey | |
| Logistics/Warden | Elisa Barilla | | Meerim Park | |
| First Aid | Jo Todesco | | Erica Tey | |

11.6 Incident Management team responsibilities

Chief Warden / Early Childhood Commander

Pre-emergency

- Maintain current contact details of IMT members, including Wardens.
- Attend meetings of the EMP Planning Team.
- Ensure completion of Personal Emergency Evacuation Plans as required.
- Conduct regular exercises/drills in line with regulatory requirements.
- Ensure emergency response and recovery procedures are kept up to date.
- Ensure staff on the IMT are aware of their responsibilities, are identifiable and known to staff.
- Participate in emergency exercises/drills in line with regulatory requirements.

During emergency

- Respond and take control as appropriate. Attend the emergency control point.
- Ascertain the nature and scope of the emergency and implement appropriate action.
- Ensure that the emergency services have been notified.
- Ensure Wardens are advised of the situation.
- Initiate action plan and control entry to affected areas. 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 on arrival and act on their instructions.

Post-emergency

- When the incident is rendered safe or the emergency services return control, notify the IMT members/Wardens to have staff and children return to normal operations as appropriate.
- Organise debrief with the IMT/Wardens and, where appropriate, with any attending emergency service.
- Ensure recovery activities are considered and implemented as required.
- Complete the Post Emergency Record (see [Emergency management in early childhood services](#)).
- Report serious incidents to the relevant DE QARD Area Team in accordance with relevant regulatory requirements. Service agreements also require approved providers to notify DE in the event of a serious incident (see Reporting requirements in the Emergency contacts section)

Operations / Area Warden

Pre- emergency

- Regularly check and report on deficiencies of emergency equipment and kits.
- Ensure sufficient number of wardens.
- Participate in emergency exercises/drills in line with regulatory requirements.

During emergency

- Attend the emergency control point.
- Communicate with the Chief Warden/Early Childhood Commander by whatever means available and act on instructions.
- Implement the emergency response procedure relevant to the floor or area and ensure that the Chief Warden/Early Childhood Commander is notified.
- Direct Wardens to check the floor or area for any abnormal situation.
- Commence evacuation/lockdown/lockout/shelter in place procedures if the circumstances on the floor or area warrant this and control the orderly movement of people.
- Advise the Chief Warden/Education Commander of circumstances, actions taken and activities of Wardens have been completed.
- Co-opt persons as required to assist Warden/s during an emergency.
- Confirm that the Warden's activities have been completed and report this to the Chief Warden/Early Childhood Commander or a senior officer of the attending emergency services if the Chief Warden/Early Childhood Commander is not contactable.

Post- emergency

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

Communications

Pre- emergency

- Assist the Chief Warden/Early Childhood Commander.
- Ensure personal and IMT members proficiency in the use of the service's communication system as appropriate.
- Ensure ready access to an operating telephone or other similar means of communication to enable immediate communication to and from parents/carers and emergency services.
- Maintain records and logbooks and make them available for emergency response.
- Ensure emergency and parent/carer contact details are up to date.
- Participate in emergency exercises/drills in line with regulatory requirements.

During emergency

- Attend the emergency control point.
- Ascertain the nature and location of the emergency. Maintain up to date information.
- Confirm that emergency services have been notified.
- Notify appropriate IMT members.
- At the direction of the Chief Warden/Early Childhood Commander provide instruction and information to staff, children and parents/carers as required.
- At the direction of the Chief Warden/Education Commander provide instruction and information to the staff member responsible for bulk messaging as required.
- Keep a log of events that occurred during the emergency.

Post- emergency

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

Logistics / Warden

Pre- emergency

- Carry out safety practices (e.g. clear egress paths, access to first attack equipment, for example, fire extinguishers and disposal of rubbish).
- Report deficiencies in emergency/safety equipment.
- Maintain the emergency kit.
- Maintain records and log books.
- Participate in emergency exercises/drills in line with regulatory requirements.

During emergency

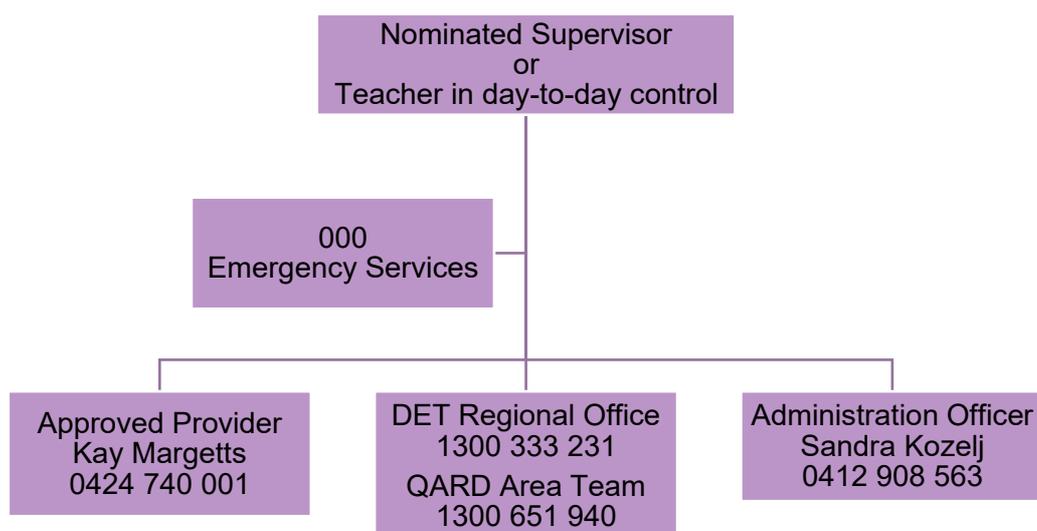
Persons selected to perform as Logistics /Warden will carry out activities as set out in the emergency response procedures and as directed by Operations /Area Warden. Activities may include the following:

- Attend the emergency control point.
- Operate the communication system in place.
- Check that any fire doors and smoke doors are properly closed.
- Close or open other doors in accordance with the emergency response procedures.
- Search the floor or area to ensure all people have evacuated as appropriate. This function is of greater importance than a later physical count of those evacuated.
- Ensure orderly flow of people into protected area.
- In accordance with Personal Emergency Evacuation Plans, assist non-ambulant occupants and those with disabilities.
- Act as lead of groups moving to nominated assembly areas.
- Report status of required activities to Operations / Area Warden on their completion.

Post- emergency

- Compile report of the actions taken during the emergency for the debrief.
- Ensure cleaning, servicing, replacement of equipment as appropriate.

12 Communication tree



13 Staff trained in first aid

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

| Staff member | Training | Date qualified |
|---------------|--|--------------------------------------|
| Ishrat Sabiha | CPR / First Aid, Anaphylaxis, Asthma, Child Protection | 28/02/2025//26/3/2024 02/03/2025 |
| Peggy Cheung | | |
| Clara Chu | CPR / First Aid, Anaphylaxis, Asthma, Child Protection | 08/01/2025//08/09/2024 24/12/2024 |
| Grace Kang | CPR / First Aid, Anaphylaxis, Asthma, Child Protection | 03/06/2023//03/06/2023 27/04/2025 |
| Erica Tey | CPR / First Aid, Anaphylaxis, Asthma, Child Protection | 30/01/2026//30/01/2026 11/06/2025 |
| Jo Todesco | CPR / First Aid, Anaphylaxis, Asthma, Child Protection | 01/02/2025//01/02/2025 01/02/2035 |
| Elisa Barilla | CPR / First Aid, Anaphylaxis, Asthma, Child Protection | 22/04/2025//01/06/2025 21/02/2024 |
| Meerim Park | CPR / First Aid, Anaphylaxis, Asthma, Child Protection | Feb/2025//10/04/2024 12/04/2024 |
| Christie Wong | CPR / First Aid, Anaphylaxis, Asthma, Child Protection | 17/08/2024//03/09/2025 03/12/2025 |
| | | |

14 Core emergency response procedures

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

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

Please note that under regulation 168(2)(e) of the National Regulations, services operating under the NQF, and under regulation 66(2) services operating under the Children's Services Act, must have emergency procedures that are based on a risk assessment identifying potential emergencies that are relevant to the service. As such, ensure you complete the risk assessment before updating emergency response procedures and other parts of your EMP.

14.4 On-site evacuation/relocation procedure

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

- **Call 000** and inform emergency services of the nature of the emergency.
- Determine which of your facility's pre-identified on-site evacuation points is most appropriate to use.
- Assemble children, staff and visitors at - **Tree area directly outside playground.**
- Take the child attendance list and staff attendance list, your Emergency Kit/First Aid Kit, a copy of this EMP and an operating telephone or other similar means of communication to enable immediate communication to and from parents/carers and emergency services.
- Once at the assembly point, check all children, staff and visitors are accounted for.
- Ensure communications with emergency services is maintained.
- Wait for emergency services to arrive or provide further information.
- Confirm with emergency service personnel that it is safe to return to normal operations.
- Seek advice from your PMC if required.
- Maintain a record of actions/decisions undertaken and times.
- Contact parents/carers as required or as per service policy.

Actions after on-site evacuation/relocation procedure:

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

14.5 Off-site evacuation procedure

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

- **Call 000** for emergency services and seek and follow advice.
- Determine which off-site assembly point you will evacuate children, educators, staff and visitors to **<Coinda Girl Guide Hall, Rostrevor Parade> OR <Mont Albert Reserve, Dunloe Avenue>**
- Assemble children, staff and visitors at your nominated on-site location and move to off-site assembly point
- Take your emergency kit/first aid kit (including your children, educator and staff attendance lists and a copy of this EMP and an operating telephone or other similar means of communication to enable immediate communication to and from parents/carers and emergency services)
- Take portable medications storage unit
- Once at off-site assembly point, check all children, staff and visitors are accounted for.
- Ensure communications with emergency services is maintained.
- Wait for emergency services to arrive or provide further information.
- Confirm with emergency service personnel that it is safe to return to normal operations.
- Seek advice from your PMC if required.
- Maintain a record of actions/decisions undertaken and times.
- Contact parents/carers as required or as per service policy.

Actions after off-site evacuation procedure:

- Ensure any children, staff or visitors with medical or other needs including those that are non-ambulant are supported.
- Determine whether to activate your parent/carer reunification process.
- Determine if there is any specific information staff, children and visitors need to know (e.g. reunification process or areas of the facility to avoid).
- Print and issue pre-prepared parent/carer letters as appropriate.
- Undertake operational debrief with staff and IMT to identify any off-site and procedural changes that may be required.
- Complete your Post Emergency Record form (see Appendix 1).
- Report serious incidents to the relevant DE QARD Area Team in accordance with relevant regulatory requirements and service agreement (see Reporting requirements in the Emergency contacts section)

14.6 Lock-down procedure

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

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

Actions after lock-down procedure:

- Ensure any children, staff or visitors with medical or other needs and including those that are non-ambulant are supported.
- Determine whether to activate your parent/carer reunification process.
- Determine if there is any specific information staff, children and visitors need to know (e.g. reunification process or areas of the facility to avoid).
- Print and issue pre-prepared parent/carer letters as appropriate.
- Undertake operational debrief with educators and staff and IMT to identify any lock-down and procedural changes that may be required.
- Complete your Post Emergency Record form (see Appendix 1).
- Report serious incidents to the relevant DE QARD Area Team in accordance with relevant regulatory requirements and service agreement (see Reporting requirements in the Emergency contacts section).

14.7 Lock-out procedure

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

- **Call 000** for emergency services and seek and follow advice.
- Announce lock-out with instructions about what is required. Instructions may include nominating staff to:
 - lock doors to prevent entry
 - check the premises for anyone left inside
 - obtain Emergency Kit
- Determine which of your facility's pre-identified on-site evacuation point/s is most appropriate to use.
Ensure any children, staff or visitors with medical or other needs and including those that are non-ambulant are supported and have access to any required medications.
- Assemble children, staff and visitors at **grass area outside church on corner of Rostrevor Parade and Bundoran Avenue.**
- Check that children, staff and visitors are all accounted for.
- Where appropriate, confirm with emergency services personnel that it is safe to return to normal operations.
- Seek advice from your PMC if required.
- Maintain a record of actions/decisions undertaken and times.
- Contact parents/carers as required or as per service policy.

Actions after lock-out procedure

- Ensure any children, staff or visitors with medical or other needs are supported.
- Determine whether to activate your parent/carer reunification process.
- Determine if there is any specific information educators, staff, children and visitors need to know (e.g. reunification process or areas of the facility to avoid).
- Print and issue pre-prepared parent/carer letters as appropriate.
- Undertake operational debrief with staff and IMT to identify any lock-out and procedural changes that may be required.
- Complete your Post Emergency Record form (see Appendix 1).
- Report serious incidents to the relevant DE QARD Area Team in accordance with relevant regulatory requirements and service agreement (see Reporting requirements in the Emergency contacts section).

14.8 Shelter-in-place procedure

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

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

Actions after shelter-in-place procedure

- Ensure any children, staff or visitors with medical or other needs are supported.
- Determine whether to activate your parent/carer reunification process.
- Determine if there is any specific information educators, staff, children and visitors need to know (e.g. reunification process or areas of the facility to avoid).
- Print and issue pre-prepared parent/carer letters as appropriate.
- Undertake operational debrief with staff and IMT to identify any shelter-in-place and procedural changes that may be required.
- Complete your Post Emergency Record form (see Appendix 1).
- Report serious incidents to the relevant DE QARD Area Team in accordance with relevant regulatory requirements and service agreement (see Reporting requirements in the Emergency contacts section).

15 Specific emergency and critical incident response procedures

The following generic emergency and critical incident response procedures are provided for specific types of threats, hazards and critical incidents. They are a guide only and should be reviewed and adapted as appropriate to ensure relevance to your service.

Please note that under regulation 168(2)(e) of the National Regulations, services operating under the NQF, and under regulation 66(2) services operating under the Children's Services Act, must have emergency procedures that are based on a risk assessment identifying potential emergencies that are relevant to the service. As such, ensure you complete the risk assessment before updating emergency response procedures and other parts of your EMP.

Remove any procedures which are not relevant to your facility. Add any other steps or procedures for hazards, threats and critical incidents you have identified in your risk assessment which are not pre-populated in this section.

15.4 Asbestos

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

15.5 Bomb/substance threat

If a suspicious object is found (or the threat identifies the location of a bomb):

Immediate response

- Immediately clear and cordon off the area in the vicinity of the object.
- **Call 000** for police and seek and follow advice.
- Report the threat to the Chief Warden/Early Childhood Commander who will coordinate the emergency response until police arrive.
- Do not approach, touch, tilt or tamper with the object.
- Insert any additional steps, including mitigation steps that you have identified in your risk assessment

Evacuation

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

Communication

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

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

- **DO NOT HANG UP**
- Keep the person talking for as long as possible and obtain as much information as possible.
- Without alerting the caller, signal a co-worker if possible to:
 - **call 000** for police on a separate phone
 - notify the Chief Warden/Early Childhood Commander
- Fill out the *Bomb Threat Checklist* and record the details while you are on the phone to the caller if possible (the checklist should be located with staff who normally answer incoming phone calls). You will find the Checklist here: [Emergency management in early childhood services](#)

If a bomb/substance threat is received by letter:

- Place the letter in a clear bag or sleeve and store in a secure place.
- Avoid any further handling of the letter or envelope.
- **Call 000** for police and seek and follow advice.
- Notify the Chief Warden/Early Childhood Commander.
- If the letter identifies the location of a device, immediately clear and cordon off the nominated area. Do not approach, touch, tilt or tamper with the object.
- Implement evacuation and communication procedures as indicated in section "**If a suspicious object is found**" above.

If a bomb/substance threat is received electronically e.g. by email:

- **DO NOT DELETE THE MESSAGE.**
- **Call 000** for police and seek and follow advice.
- Notify the Chief Warden/Early Childhood Commander.
- If the email identifies the location of a device, immediately clear and cordon off the area. Do not approach, touch, tilt or tamper with the object.
- Implement evacuation and communication procedures as indicated in section "**If a suspicious object is found**" above.

If you are at the site of an explosion:

- Direct staff to shelter children e.g. under sturdy tables or cots if objects are falling around you.
- Implement evacuation and communication procedures as indicated in section "**If a suspicious object is found**" above. Do not retrieve personal belongings or make phone calls when evacuating.
- Help others to leave the area. Use stairs instead of elevators.
- Be aware of weakened floors and stairways and watch for falling debris.
- Once out of the affected building:
 - Move children away from windows and glass doors or other potentially hazardous areas
 - Use caution to avoid debris that could be hot or sharp
 - **Call 000** for emergency services and seek and follow advice
 - Be aware of any potential secondary explosions
 - Limit use of phones as communications systems may become congested.

15.6 Building fire

- Activate the fire alarm.
- If appropriate, follow the procedure for on-site evacuation.
- Report the emergency immediately to the Chief Warden/Early Childhood Commander who will convene your IMT if necessary.
- Extinguish the fire (only if safe to do so).
- Evacuate to the **grass area outside church on the corner of Rostrevor Parade and Bundoran Avenue** closing all doors and windows (if safe to do so).
- Check that all areas have been cleared and notify the Chief Warden/Early Childhood Commander.
- Check that all children, staff, visitors and contractors are accounted for.
- Notify and/or seek advice from your PMC if required.
- Contact parents/carers as required.
- Report serious incidents to the relevant DE QARD Area Team in accordance with relevant regulatory requirements and service agreement (see Reporting requirements in the Emergency contacts section).

15.7 Bushfire / Grassfire

Triggers for action:

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

- is observable, or
- there is an Advice, Watch and Act, Emergency Warning/Evacuation message that includes your facility.

Immediate actions:

- If immediate emergency services assistance is required **call 000**.
- Seek advice from your organisation and if necessary DE regional emergency management team or your local QARD Area Team. They may have additional information and advice from emergency services.
- Convene your Incident Management Team (IMT).
- Continue to monitor conditions such as wind change, size of fire, direction of travel.
- Continue to monitor warnings and advice messages through the VicEmergency App or website www.emergency.vic.gov.au.
- If there is a bushfire or grassfire in your watch zone with an associated warning area that does not cover the facility site, seek further advice to determine if any actions are necessary.

Other sources of information:

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

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

| VicEmergency warning | What it means | Facility actions |
|---|---|--|
| <p>Advice</p>  | <p>An incident has started. There is no immediate danger. Stay informed and monitor conditions as the situation may change.</p> | <p>If your facility is in an Advice area, seek advice if necessary. Actions may be recommended for preparedness or vulnerable groups.</p> |
| <p>Watch and Act</p>  | <p>There is a heightened level of threat. Conditions are changing and you need to start taking action now.</p> <p>Actions may be recommended to:</p> <ul style="list-style-type: none"> ● Prepare to leave/evacuate  <ul style="list-style-type: none"> ● Leave/evacuate now (if you are not prepared) ● Prepare to take shelter ● Move/stay indoors ● Stay near shelter ● Walk two or more streets back ● Be aware of ember attack | <p>If your facility is in a Watch and Act Warning area, enact your Emergency Management Plan, seek advice and decide what action you need to take e.g. remain on site, shelter in place – continue to monitor the situation.</p> <p>You may need to call parents/carers to advise of the situation and pick up their children if safe to do so.</p> |
| <p>Emergency Warning</p>  | <p>You are in imminent danger and need to take action now. You will be impacted.</p> <p>Actions may be recommended to:</p> <ul style="list-style-type: none"> ● Leave/evacuate (immediately, by am/pm/hazard timing)  <ul style="list-style-type: none"> ● Seek/take shelter now ● Shelter indoors now ● Too late/dangerous to leave | <p>If your facility is in an Emergency Warning area you need to take immediate action and enact your Emergency Management Plan.</p> <p>Seek advice from emergency services about what course of action to take. If the warning states that it is too late to leave, then shelter in place.</p> <p>You may need to contact parents e.g. to notify of the situation, advise that they should not travel to the facility or the location of the evacuation assembly point to collect children if safe to do so.</p> <p>If parents/carers do arrive, then advise them to shelter in place with staff and children at the facility.</p> |

Sheltering in place:

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

- Take your emergency kit, a first aid kit, your EMP and child and staff attendance lists.
- Check fire equipment including: torches, water, batteries, radio, water, mops, buckets, facility portable phone, P2 smoke masks, personal protective equipment and mobile phone are in the shelter in place
- Check that all children, staff and visitors are accounted for
- Ensure communications with emergency services are maintained.
- Advise parents/carers that the facility is sheltering in place and they should not come to pick their children up
- If parents/carers arrive, encourage them to stay with their children at the facility.
- Check all windows and doors in the shelter in place are closed (but doors are not locked)
- Turn off gas supply
- Any sprinkler system around the facility grounds to be turned on (if this does not compromise other water-based defence systems)
- If safe to do so, relocate cars and any other movable combustible objects to greater than 20m from the Shelter in Place and the evacuation path between the shelter in place and Onsite Bushfire Evacuation location and Offsite Bushfire Evacuation Location (if appropriate)
- Staff should attend to children who show signs of or are known to be susceptible to smoke
- The Communications Officer or a nominated person is to monitor the phones and/or radios to ensure that communication is maintained
- Wait for emergency services to arrive or provide further information
- Any decision to leave the Shelter in Place should only occur on advice of emergency services
- Continually monitor Shelter in Place for embers or building ignitions and immediately put them out, when safe to do so. Staff, where possible, should wear full length, fire resistant natural fibre clothing (e.g. wool or cotton) and other personal protective equipment including; goggles, leather gloves and P2 smoke masks, for patrolling the Shelter in Place for embers and building ignitions
- If the Shelter in Place has ignited and is not safe to extinguish – evacuate to the Onsite Evacuation Location or Offsite Bushfire Evacuation Location (if appropriate), via the defined route
- Maintain a record of actions/decisions undertaken and times
- Report serious incidents to the relevant DE QARD Area Team in accordance with relevant regulatory requirements and service agreement (see Reporting requirements in the Emergency contacts section)

15.8 Child abuse

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

1. Responding to an emergency:

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

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

2. Reporting to authorities:

If the source of suspected abuse comes from within the service you must comply with legislative requirements (including [Reportable Conduct Scheme](#) and [CCYP | Child Safe Standards](#) – now under Social Service Regulator):

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

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

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

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

3. Contact parents/carers:

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

4. **Reporting to authorities:**

Where appropriate, services should consider:

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

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

15.9 Earthquake

- **Call 000** if emergency services are needed and seek and follow advice.
- The Chief Warden/Early Childhood Commander will convene the IMT if necessary.
- Notify and/or seek advice from your PMC if required.

If outside:

Instruct staff and children to:

- Stay outside and move away from buildings, street lights and utility wires.
- DROP, COVER and HOLD
 - DROP to the ground
 - Take COVER by covering your head and neck with their arms and hands
 - HOLD on until the shaking stops.
- Ensure any children, staff or visitors with medical or other needs and including those that are non-ambulant are supported.

If inside:

Instruct staff and children to:

- Move away from windows, heavy objects, shelves and any other potential hazards
- DROP, COVER and HOLD
 - DROP to the ground
 - Take COVER by getting under a sturdy table or other piece of furniture or go into the corner of the building covering their faces and head in their arms
 - HOLD on until the shaking stops.
- Ensure any children, staff or visitors with medical or other needs and including those that are non-ambulant are supported.

After the earthquake:

- Evaluate the need to evacuate if there are uncontrolled fires, gas leaks or structural damage to the building you are in.
- If you evacuate, watch out for fallen trees, power lines, and stay clear of any structures that may collapse.
- Arrange medical assistance where required.
- Help others if you can.
- Report any matter concerning the safety and wellbeing of children, staff and visitors to the Chief Warden/Early Childhood Commander.
- Contact parents/carers as required.
- Tune in to ABC radio if you can and follow any emergency instructions.

- If the service's property is damaged and it is safe to do so, take notes and photographs for insurance purposes.
- Report serious incidents to the relevant DE QARD Area Team in accordance with relevant regulatory requirements and service agreement (see Reporting requirements in the Emergency contacts section).

15.10 Flood

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

15.11 Heat (extreme)

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

- **Call 000** if immediate medical assistance is required

Scheduling/activities:

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

Hydration:

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

Notification/information:

- Seek advice from your PMC if required.
- Notify parents/carers about facility heat conditions
- Brief staff to be extra vigilant during periods of prolonged heat

- Report serious incidents to the relevant DE QARD Area Team in accordance with relevant regulatory requirements and service agreement (see Reporting requirements in the Emergency contacts section)

15.12 Industrial/factory fire

In the event of an industrial fire or chemical emissions incident at a nearby location:

- **Call 000** for emergency services and seek and follow any advice from Emergency Services.
- Report the emergency immediately to the Chief Warden/Early Childhood Commander.
- If you can detect smoke or fumes, move all staff, children, visitors and contractors indoors. Close windows and doors and turn off air-conditioning.
- Check staff, children and visitors are accounted for.
- Check staff, children and visitors with respiratory/relevant illnesses or conditions that may make the particularly vulnerable to smoke or fumes. If at any time you determine the situation poses an unacceptable risk to these individuals, consider arranging for their evacuation from the early childhood service.
- Notify and/or seek advice from your PMC or DE regional emergency management staff if required.
- Monitor the VicEmergency website at www.emergency.vic.gov.au, or the VicEmergency App on your mobile device, for any warnings and advice.
- Contact families and advise them that children are safe and not to come to the facility until further notice (or the end of the service day).
- Await advice from emergency services or from the Department before resuming normal activities outdoors.
- Follow-up communications with parents/carers as required.

Specific actions prior to the start of operations:

- Monitor the situation and if it is determined to pose an unacceptable risk to staff and children based on local assessment of risk, consider contacting families and advising them that children are not to come to the service until further notice.

Specific actions at the end of the day:

- Await advice from emergency services or further advice before resuming normal end of day procedures.
- Consider contacting families and advising and not to come to the facility for collection until the 'all clear' has been given.
- Report serious incidents to the relevant DE QARD Area Team in accordance with relevant regulatory requirements and service agreement (see Reporting requirements in the Emergency contacts section).

15.13 Information security

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

15.14 Intruder

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

15.15 Loss of essential services

When there is a loss of essential services e.g. power, water, communications:

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

15.16 Major external emissions/spill (includes gas leaks)

- Contact the relevant utility faults/emergency line and follow advice.
- **Call 000** for emergency services and seek and follow advice.
- Report the emergency immediately to the Chief Warden/Early Childhood Commander who will convene your IMT if necessary.
- Move staff and children away from the spill to a safe area and isolate the affected area.
- Seek advice in regards to clean up requirements, and if safe to do so, the spill can be cleaned up by staff. Personal Protective Equipment should be worn as required.
- Notify and/or seek advice from your PMC or DE regional emergency management staff if required.
- Contact parents/carers as required.
- Consider notification to WorkSafe 13 23 60.
- Report serious incidents to the relevant DE QARD Area Team in accordance with relevant regulatory requirements and service agreement (see Reporting requirements in the Emergency contacts section).

15.17 Medical emergency

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

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

15.18 Mental stress

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

15.19 Missing child

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

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

15.20 Influenza pandemic (communicable disease)

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

Incident response:

In the lead up to high-risk periods such as winter or in line with the advice of health authorities, prepare to enact pandemic response section of your EMP.

Hygiene measures:

Reinforce basic hygiene measures including:

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

Communications:

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

Travel advisories:

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

Business continuity:

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

15.21 Severe weather event

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

15.22 Smoke

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

Medical:

- **Call 000** if anyone is experiencing wheezing, chest tightness and difficulty breathing.
- Closely monitor for adverse effects of smoke on children and staff.
- Children and staff with existing heart or lung conditions (including asthma) should follow the treatment plan advised by their doctor.
- Asthmatics must follow their personal asthma action plan and keep a reliever or inhaler on hand.
- Notify parents/carers about conditions and to ensure they cater for their child's needs e.g. extra inhaler.

Activities/indoors:

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

Notification/information:

As appropriate:

- Notify and/or seek advice from your PMC if required.
- For health information about smoke go to: [betterhealth bushfiresmoke](#) or
- For information about planned burns in your area call 1800 226 226, download the VicEmergency app. Detailed information about the time, location and status of planned burns for the next 10 days can be found at [Planned Burns Victoria](#).

- Tune in to your ABC Radio station and keep listening for advice and warnings. You can find your local station on the ABC Radio frequency finder as well as listen online or via the ABC Radio app.
- Report serious incidents to the relevant DE QARD Area Team in accordance with relevant regulatory requirements and service agreement (see Reporting requirements in the Emergency contacts section).

15.23 Snakes

- Treat all snakes as venomous – almost all snakes occurring on or entering properties in Victoria are venomous.
- Remain calm and alert children and staff - advise them to stay calm, move away slowly and keep away.
- If the snake is very close to you (around 1.5 metres or less) remain motionless until the snake moves away.
- If the snake is not agitated or defensive, calmly and slowly move to a safe distance away from the snake observing its position at all times.
- If the snake is located around buildings, homes and playgrounds consider the need to activate a Lock Down procedure.
- If the snake is located inside a building, consider the need to evacuate the room or building.
- Leave the snake alone and give it the opportunity to escape. If possible, monitor the snake from a safe distance (at least 5 metres away) in order to see where it goes and to direct a snake catcher to the snake (or its shelter site) if one is called.
- If the snake remains on facility grounds, call the local licensed snake catcher - Snake Busters ph. 9812 3322
- Report serious incidents to the relevant DE QARD Area Team in accordance with relevant regulatory requirements and service agreement (see Reporting requirements in the Emergency contacts section)

15.24 Traumatic death/injury/grief

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

- **Call 000** for police/ambulance attendance.
- Monitor the wellbeing of staff.
- Contact parents/carers as appropriate.
- Actively implement self-care strategies.
- If the incident occurs on service premises/excursion
 - preserve the evidence
 - consider a Worksafe Notification 13 23 60.
- Report serious incidents to the relevant DE QARD Area Team as soon as practicable and in accordance with relevant regulatory requirements and service agreement (see Reporting requirements in the Emergency contacts section).
- For general guidance, refer to the [Managing Trauma Guide](#) to support, plan for, and lead an effective recovery including:
 - develop a Communications Plan – check what information can be released
 - notification (as appropriate) to the service community – letter, newsletters, emails, phone calls, text messages or SMS alert
 - limit exposure to ongoing trauma, distressing sights, sounds and smells
 - continue to identify those most at risk and triage for support
 - consider tribute, memorial, ritual

15.25 Violence, aggression and/or harassment

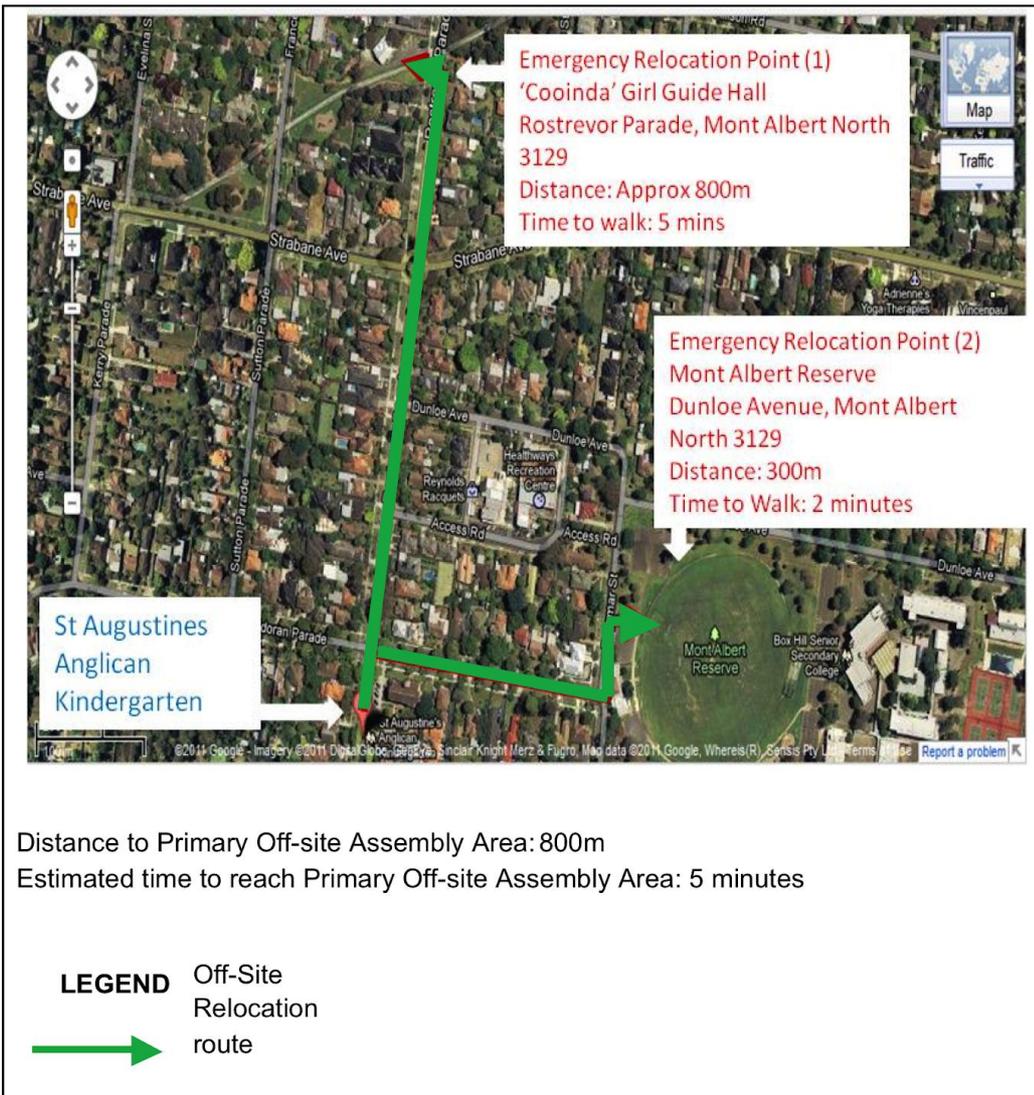
- Intervene only if safe to do so.
- **Call 000** if immediate/life threatening and require police/ambulance attendance.
- Initiate action to confine or isolate the aggressor.
- Determine whether evacuation, lock-down or Shelter in Place is required.
- Administer first aid if required and safe to do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

16 Area map

Your Area map will assist you to identify a suitable off-site evacuation assembly location and travel path. As a guide, the Area map should include:

- Off-site evacuation assembly locations (a primary and a secondary location are recommended)
 Paths of travel to the emergency location **Insert your Area Map**
- e assembly locations (include street names)
- Emergency services access to site
- Approximate distance and travel time to reach assembly locations
- A legend

Date Emergency Evacuation Diagram Validated: 06 March 2026



Distance to Primary Off-site Assembly Area: 800m
 Estimated time to reach Primary Off-site Assembly Area: 5 minutes

16.1 Emergency evacuation diagram

Refer to the Evacuation diagram section of the Guide for assistance.

Under Regulation 97(4): The approved provider of an education and care service must ensure that a copy of the emergency and evacuation floor plan and instructions are displayed in a prominent position near each exit at the education and care service premises, including a family day care residence and approved family day care venue.

Date Emergency Evacuation Diagram Validated: March 2026



Emergency Evacuation Procedures

St Augustine's Anglican Kindergarten

24 Rostrevor Parade
Mont Albert North

FOLLOW THE STEPS BELOW IN THE EVENT OF AN EMERGENCY

- Take note of danger source **All adults**
- Alert children by blowing whistle **Nominated Supervisor/Teacher in charge**
- Direct children to safest exit door to assembly area Director/Teacher in charge (encourage crawling if necessary) **All adults**
- Exit doors are located :
 - either side of Store room
OR
 - through each room's bag storage foyers
- Call Fire Brigade 000 (Or other relevant Emergency Services) **Nominated Supervisor /Teacher in charge**
- Use Fire Extinguisher / Fire Blanket when safe to do so **First available adult**
- Identify children with additional needs and delegate responsibility to available adult **Nominated Supervisor/Teacher in charge**
- Gather all medications and phone **Nominated Supervisor/Teacher in charge**
- Gather Emergency Evacuation Trolley **First staff member out the door**
- Gather Attendance books **Teacher in charge of group**
- Lead children along main entry path out gate to Church steps **Teacher/ Educator** or alternatively along rear path out gate around to Church steps
- Count children **Nominated Supervisor/Teacher in charge /Teacher/Educator**
- Calmly make your way as a group down Rostrevor Parade (further downhill - north) to 'Cooinda' the Girl Guide hall, just past Strabane Avenue
OR
to Mont Albert Reserve, Dunloe Avenue
- Double check and direct additional adults **Nominated Supervisor/Teacher in charge**

In Case of Fire



Remove persons from immediate danger.



Alert nearby personnel and the Incident Controller, call 000.



Confine fire and smoke. Close windows and doors (if safe).

Keep low, under the smoke.



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

16.2 Parent/carer contact information

Important note:

To make sure you have complied with the provisions of the Privacy and Data Protection Act 2014 (Vic), maintain parent/carer contact details separately to your EMP (or remove before distributing parts/copies of your EMP). You can indicate the location of the information here if you wish. It is recommended you maintain a hard copy in case you are unable to access the information at your evacuation location.

17 Business continuity plan (BCP)

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

Develop your service's business continuity plan (BCP) using the template below which will provide strategies to consider for the more common business continuity events that can arise from events such as:

- Inability to access a building or facility site,
- A loss of essential services including communications, power and water,
- A loss or shortage of staff or skills.

A sample BCMP and Checklist are provided on the Department [Emergency management in early childhood services web page](#). You can delete this text box after completing your BCP.

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

Workarounds

Partial site unavailable:

Consider

- Determine if remaining areas of the site are suitable for operations based on service approval
- Approved provider and nominated supervisor determine what changes to operations are required.

Notify

- Contact Quality Assessment and Regulation Division (QARD) Area Team to notify of any operation changes
- Admin staff may need to work remotely from a neighbouring service site or from home.
- Provide regular updates to families and carers to notify of any operation changes via SMS, emails, social media and newsletter
- If co -located, notify site users. E.g. School Principal, Allied Health, other children's services

Whole site unavailable:

Consider

- Approved provider to discuss issues and possible options for relocation once length of reinstatement program is confirmed.
- Approved provider determine what changes to operations are required.

Notify

- Contact QARD Area Team to notify of any operation changes.

- Complete & submit required service applications to QARD via National Quality Agenda IT System (NQA ITS)
- Provide regular updates to families and carers to notify of any operation changes via SMS, emails, social media and newsletter
- If co-located, notify site users. E.g. School Principal, Allied Health, other children's services.
- Redirect suppliers to alternate site.

IT Resources required:

- Access to wireless network.

Considerations:

- OH&S issues in relocating children's service equipment and resources
- Transport arrangements for children in regional and remote areas
- Children's access to early education and care
- Demands placed on families and carers due to loss of access to early education and care, co-located services and resources, relocation, etc
- Demands placed on staff due to loss of resources, relocation, etc

Key Contacts can be found in the Contacts section of the Emergency Management Plan.

2. Arrangements to manage a loss of technology / telephony / data / power / water

Workarounds

Data/technology:

- Relocate admin and staff facilities to other networked space within the school if co-located
- Admin staff may need to work remotely to access network
- Utilise laptops where available to provide access to network

Telephones:

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

Power:

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

Water:

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

Considerations:

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

Key contacts:

- QARD Area Team - contact number
- Phone provider – contact number

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

Details of arrangements

Workarounds

- Prioritise work allocations for remaining staff
- Determine the number of Casual Relief Teachers/Educators required.
- Casual Relief Teachers/Educators to be sourced from:
 - Service’s own pool of emergency educators.
 - Approved provider’s own pool of emergency educators.
 - Approved provider’s preferred CRT agency
- Delivery multi-aged program where possible to make up full groups
- Implement succession plan/back up for key roles within service. i.e. person in day-to-day charge, nominated supervisor
- Inform service community of issues via social media, newsletter or via phone or face to face conversations where necessary.

Considerations:

- Workload of staff and emergency educators
- Table of key contacts
- Casual Relief agency

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

Business continuity event:

Details of arrangements:

| Name | Contact details | Support role |
|------|-----------------|--------------|
| | | |
| | | |
| | | |

18 Emergency management planning resources

ATTACHMENTS

- Attachment 1: Sample Emergency Kit
- Attachment 2: EMP Completion Checklist

LINKS ON THE DEPARTMENT WEBSITE

[Quality Assessment and Regulation Regional Office contacts](#)

[Department of Education office locations](#)

[Department of Education regions](#)

The [Emergency management in early childhood services](#) web page has resources to assist your emergency management planning, including:

- Sample Post Emergency Record
- Sample Caller Bomb Threat Checklist
- Sample Drill Observer Record Template
- Sample Drill Debrief Report Template
- Sample Business Continuity Plan Template

The [Managing bushfire and grassfire risks in early childhood services](#) web page has resources to assist your emergency management planning, including:

- Early childhood bushfire/grassfire readiness review checklist
- The DE emergency management policy for early childhood services
- School bushfire and grassfire preparedness policy
- Links to CFA fire resources

Attachment 1: Sample Emergency Kit Checklist

| | |
|---|--|
| Our Emergency Kit Contains:  | |
| Parent/carer contact information | |
| Children/staff with additional needs including medications (Medications are located in the kitchen in portable medication storage unit on wall near sink) | |
| Attendance lists for each class | |
| Educators/staff contact information | |
| Authorisations for child pick-up | |
| Traffic/emergency safety vest and tabards | |
| Portable First Aid Kit (contents checked) | |
| A charged mobile phone/chargers/power bank (batteries checked) | |
| Torch with replacement batteries or wind up torch (batteries checked) | |
| Portable battery powered radio (batteries checked) | |
| Whistle | |
| Copy of facility site plan and EMP including evacuation routes | |
| Bottled water (expiry dates checked) | |
| Portable non-perishable snacks - dried fruits, energy bars (expiry dates checked) | |
| Emergency Management Plan folder | |
| Nappies | |
| Sunscreen and spare sunhats | |
| Plastic garbage bags and ties | |
| Toiletry supplies, wet disposable cloths, sanitiser | |

Date emergency kit checked: Christie Wong

Check completed by: 13 February 2026

Next check date: 13 August 2025

Attachment 2: Emergency Management Plan Completion Checklist

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

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

| Component | ✓ | Action required |
|---|---|-----------------|
| Approved Provider name, service address, EMP issue date, EMP review date, BARR status, fire district have been specified. (see front cover page) | ✓ | |
| Distribution list has been completed | ✓ | |
| Key contact numbers our organisation have been updated | ✓ | |
| Key organisation, service provision and local community contact numbers have been added | ✓ | |
| Communications Tree detailing process for contacting emergency services, staff and parents/carers included. | ✓ | |
| An incident management structure has been identified, with appropriate persons assigned and contact details provided | ✓ | |
| Responsibilities are clearly defined and back up names included for each position on the IMT | ✓ | |
| Evacuation on site procedures have been customised and are specific to the service's processes | ✓ | |
| Evacuation offsite procedures have been customised and are specific to the service's processes | ✓ | |
| Lockdown procedures have been customised and are specific to the service's processes | ✓ | |
| Lockout procedures have been customised and are specific to the service's processes | ✓ | |
| Shelter-in-place procedures have been customised and are specific to the service's processes | ✓ | |
| Localised emergency response procedures have been developed and customised for specific emergencies in-line with the hazards/threat identified in the risk assessment | ✓ | |
| Staff trained in first aid list has been updated | ✓ | |
| The area map includes off-site evacuation assembly locations and paths of travel, emergency services access points, surrounding streets and site exit point/s | ✓ | |
| Evacuation diagram complies with Australian Standard 3745—2010 'Planning for emergencies in facilities' | ✓ | |
| Parent/carer contact information has been obtained and is up to date | ✓ | |
| Provisions of the Privacy and Data Protection Act 2014 (Vic) have been adhered to when collecting parent/carer contact information | ✓ | |

| | | |
|--|---|--|
| Children and staff with additional needs have been identified and strategies put in place for these persons where they require assistance in the event of an emergency | | |
| Provisions of the Privacy and Data Protection Act 2014 (Vic) have been adhered to when collecting children and staff with additional needs list | ✓ | |
| Site profile has been populated and reflects the service's buildings, utilities etc. | ✓ | |
| Potential local hazards have been identified in risk assessment | | |
| Risks have been rated and risk assessments included | ✓ | |
| Local mitigations/controls have been specified in risk assessment | | |
| Drills have been scheduled once per term (quarterly) for different types of emergencies | ✓ | |
| Emergency Kit Checklist has been developed with the service's requirements | ✓ | |
| Strategies to address potential business continuity incidents have been developed | ✓ | |

Date:

AUTHORISATION

This policy was adopted by the approved provider of St Augustine's Anglican Kindergarten on 16 March 2026

REVIEW DATE: 16 March 2027