

Emergency Management Plan 2020-21

Lady Forster Kindergarten



Physical Address	63B Ormond Esplanade, Elwood <i>(Accessed via Elwood Beach Car Park and adjacent to Elwood Play Space)</i>
Phone Number	03 9531 6812
Email Address	info@lfk.org.au
DET Region	Southern Metropolitan Region
Bureau of Meteorology/Fire District	Central
Is the service on the Bushfire- At-Risk Register?	No
Service SE Number	SE-00011672
Provider Number	PR-00001620
Approved Provider/Licensee Approving Plan	Tammy Rip President LFK Committee of Management 2019-21
Date Plan Approved	Original updated EMP approved 14 Dec 2017
Most recent Review Date	28 January 2021 (Commencement of Term 1
Next Plan Review Date	19 April 2021 (Commencement of Term 2)

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1. Purpose

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

2. Scope

This EMP applies to all educators, staff, children, visitors, contractors and volunteers at Lady Forster Kindergarten.

3. Distribution

A copy of our plan has been distributed to:

Name	Position Title and Organisation Name	Date Sent	Email Address or Postal Address
LOCAL FIRE	Commander Community Resilience – Southern	26/10/20	SEMRcommres@mfb.vic.gov.au
LOCAL POLICE	Officer In Charge, St Kilda Police Station, 92 Chapel St, St Kilda	26/10/20	st.kildastation-uni-oic@police.vic.gov.au Ph: 9536 2666
LOCAL SES	SES Head Office	26/10/20	central@ses.vic.gov.au Ph: 9256 9000
Wendy Veber	Services Development Officer, Family, Youth & Children, City of Port Phillip	26/10/20	Wendy.Veber@portphillip.vic.gov.au
Wendy Morris-Smith	Coordinator Children's Services Family, Youth & Children City of Port Phillip	26/10/20	Wendy.Morris-Smith@portphillip.vic.gov.au
Jim Forbes	Asset Planner ESM, Asset Management City of Port Phillip	26/10/20	Jim.Forbes@portphillip.vic.gov.au
Tammy Rip	President, Committee of Management, LFK	26/10/20	<i>Info removed for privacy reasons</i>
Erin Summers	Secretary, Committee of Management, LFK	26/10/20	<i>Info removed for privacy reasons</i>

Please note:

In addition to the above individuals, copies of the EMP have been emailed to all LFK staff and members of the LFK Committee of Management.

Printed copies of the EMP are held in:

- each of two kindergarten rooms
- the office on site
- the 'evacuation trolley' and 'beach trolley'

Emergency Management information is also included in the Induction Program for new/casual staff.

PART 1– EMERGENCY RESPONSE

4. In case of emergency

In an Emergency	
<p>Call</p> <p>Police, Ambulance, Fire Services</p>	<p>000</p>
<p>For Advice call your</p> <p>LFK Director <i>(Nominated Supervisor)</i></p> <p>and</p> <p>President LFK Committee of Management <i>(Approved Provider)</i></p>	<p>Allison Prasser Director, LFK Ph: 9531 6812 M: 0401 851 666</p> <p>Tammy Rip President, LFK (Off-site) M: 0466 842 712</p>
<p>Convene your Incident Management Team</p>	

5. Emergency contacts

5.1. Emergency services

In an emergency requiring **Police, Ambulance and Fire Brigade** attendance call **000**.

5.2. Lady Forster Kindergarten contacts

Key Roles	Name	Phone	Mobile
Approved Provider Representative	Tammy Rip President Committee of Management 2019-21 (Off-site)		
Responsible Person/Primary Nominee	Allison Prasser Director	<i>Info removed for privacy reasons</i>	<i>Info removed for privacy reasons</i>
Lady Forster Kindergarten Manager	Julie Bergantino Manager		
First Aid Officer	Kristie O'Shea (Staff) <i>(Helen Killeen relieving while Kristie on maternity leave)</i>		
OHS Representative	Julie Bergantino (Staff)		

LFK Staff:

Director	Allison Prasser		<i>Info removed for privacy reasons</i>
Manager	Julie Bergantino		
Kindergarten Teacher	Liza Taylor		
Kindergarten Teacher	Erin Heapes		
Activity Group Leader	Isabella Hurn		
Diploma Qualified Educator	Kristie O'Shea		
Diploma Qualified Educator	Helen Killeen		
Diploma Qualified Educator	Annabelle Pierce		
Co-Educator	Saara Bite		
Co Educator	Adric Small		
Co Educator	Mary Jane Glasson		

5.3. Key organisational/regional contacts

	Name	Phone	Mobile
Quality Assessment and Regulation Division (QARD) Area Team	Southern Metropolitan Area	8765 5787	N/A
Regional Department of Education and Training (DET) Manager, Operations and Emergency Management	South Eastern: Glen Tarrant	8904 2406	0438 018 269

5.4. Local/other organisations contacts

Organisation	Phone
Police Station: St Kilda Police Station, 92 Chapel St, St Kilda	9536 2666
Non-Emergency Police:	131 444
Non-Emergency (nearest) Fire Station: Station 32 (Ormond) 311 Ormond Rd, South Caulfield	9665 4332
State Emergency Services (flood, storm and earthquake):	132 500
Hospitals: Royal Children's Hospital Melb, 50 Flemington Rd, Parkville	9345 5522
The Alfred Hospital, 55 Commercial Rd, Prahran	9076 2000
Monash Medical Centre, 246 Clayton Rd, Clayton	9594 6666
Poisons Information Centre (24 hrs):	131 126
Gas: Leaks and Emergencies (Multinet Gas)	132 691
Electricity: Emergencies (United Energy)	132 099
Water: Leaks and Emergencies (South East Water)	132 812
WorkSafe Victoria:	1800 136 089
City of Port Phillip: Building Maintenance: Business Hours A/H Emergencies	Phone 9209 6168 and follow the prompts.
City of Port Phillip: Security Contractor (National Protective Services)	1300 659 800

5.5. Bus emergency contacts

Please note that there are not currently any children at Lady Forster Kindergarten who use a bus service to attend Lady Forster Kindergarten.

5.6. Education & care services & children's services notifying the regulatory authority

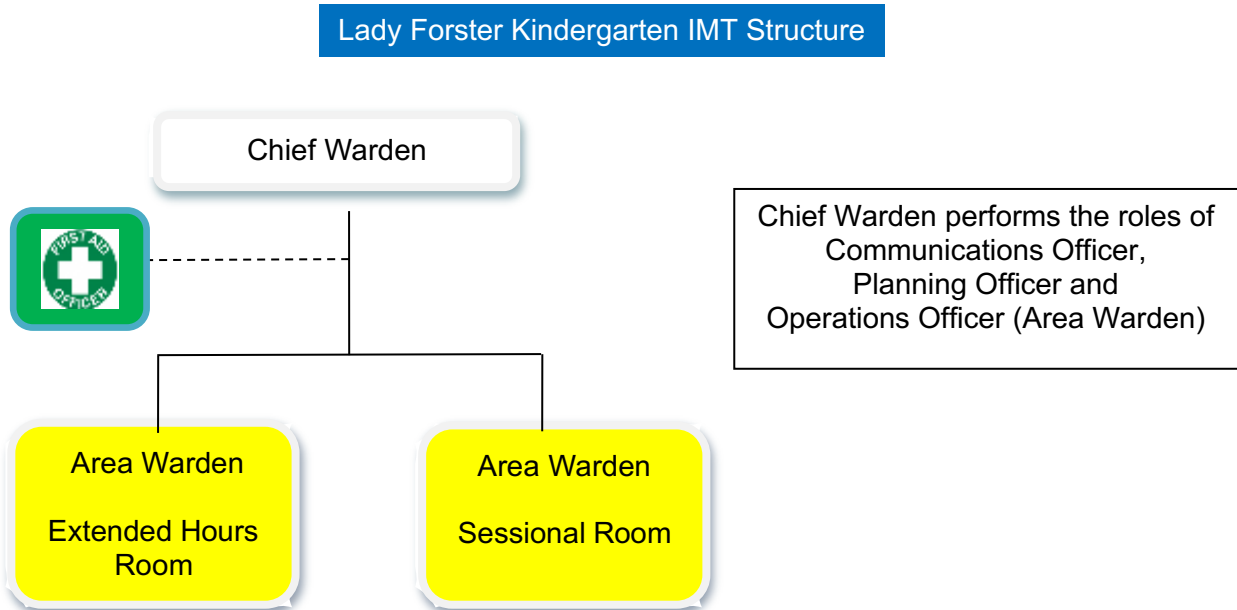
Education and care services and children's services are reminded that they must report serious incidents to the relevant DET QARD Area Team in accordance with relevant regulatory requirements.

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

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

6. Incident Management Team

6.1. Incident Management Team (IMT) structure



6.2. Incident Management Team contact details

IMT Role/Activities		Primary Contact		Back Up Contact
Chief Warden	Name	Allison Prasser	Name	Julie Bergantino
	Mobile	<i>Info removed for privacy reasons</i>	Mobile	<i>Info removed for privacy reasons</i>

Extended Hours Room Area Wardens	Name	Erin Heapes	Name	Isabella Hurn
	Mobile	<i>Info removed for privacy reasons</i>	Mobile	<i>Info removed for privacy reasons</i>

Sessional Room Area Wardens:	Name	Liza Taylor	Name	Saara Bite
	Mobile	<i>Info removed for privacy reasons</i>	Mobile	<i>Info removed for privacy reasons</i>

First Aid tasks will be performed by:	Any educational staff member can administer first aid wherever required. All educational staff hold current first aid, CPR, anaphylaxis and asthma management qualifications at all times.
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7. Incident Management Team responsibilities

7.1. Chief Warden

(LFK Director or Nominated Supervisor if Director not present)

Pre-emergency

- Maintain current contact details of IMT members.
- The Manager will:
 - ensure 'Children/educators/staff with additional needs' list and 'Staff trained in first aid' lists are up to date.
 - Organise regular exercises/drills (quarterly).
 - Ensure our emergency response and recovery procedures are kept up to date.
 - Ensure staff on the *Incident Management Team (IMT)* are aware of their responsibilities.
 - Identify resources required.
 - Regularly check and report on deficiencies of emergency equipment and kits.
 - Coordinate safety practices (for example, clear egress paths, access to first attack equipment such as fire extinguishers and disposal of rubbish) by Wardens throughout their areas.
 - Maintain records and logbooks and make them available for emergency response.
 - Ensure emergency and parent contact details are up to date.

During emergency

- Attend the emergency control point.
- Ascertain the nature and scope of the emergency.
- Ensure that the emergency services have been notified.
- Plan for contingencies.
- 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.
- Direct the Area Wardens to check the floor or area for any abnormal situation.
- Provide instruction and information to staff, children and parents as required.
- Keep a log of events that occurred during the emergency
- Control the movement of people.
- Co-opt persons as required to assist during an emergency.
- Confirm that the Area Warden's activities have been completed and report this to the Chief Warden or a senior officer of the attending emergency services if the Chief Warden is not contactable.
- Brief the incoming emergency services and respond to their requests.

Post-emergency

- When the incident is rendered safe or the emergency services return control, notify the IMT members to have staff and children return to normal operations.
- Organise debrief with the IMT and, where appropriate, with any attending emergency service.
- Ensure recovery activities are considered and implemented as required.
- Collect and evaluate information relating to the emergency.
- Identify recovery needs and develop a recover plan (if needed)
- Contact parents 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
- Complete the Post Emergency Record.

- Early childhood services are reminded that they must report serious incidents to the relevant DET QARD Area Team in accordance with relevant regulatory requirements. Service agreements also require approved providers or licensees to notify DET in the event of a serious incident.
 - Education and care services operating under the National Quality Framework (NQF) refer to the fact sheet *Serious incidents and complaints* available at: www.education.vic.gov.au/childhood/providers/regulation/Pages/nqffactsheets.aspx
 - Children's services operating under the *Children's Services Act 1996* (Children's Services Act) refer to the practice note *Serious incidents* available at: www.education.vic.gov.au/childhood/providers/regulation/Pages/vcspracnotes.aspx

7.2. Area Wardens (Extended Hours Room and Sessional Room)

Pre- emergency

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

During emergency

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

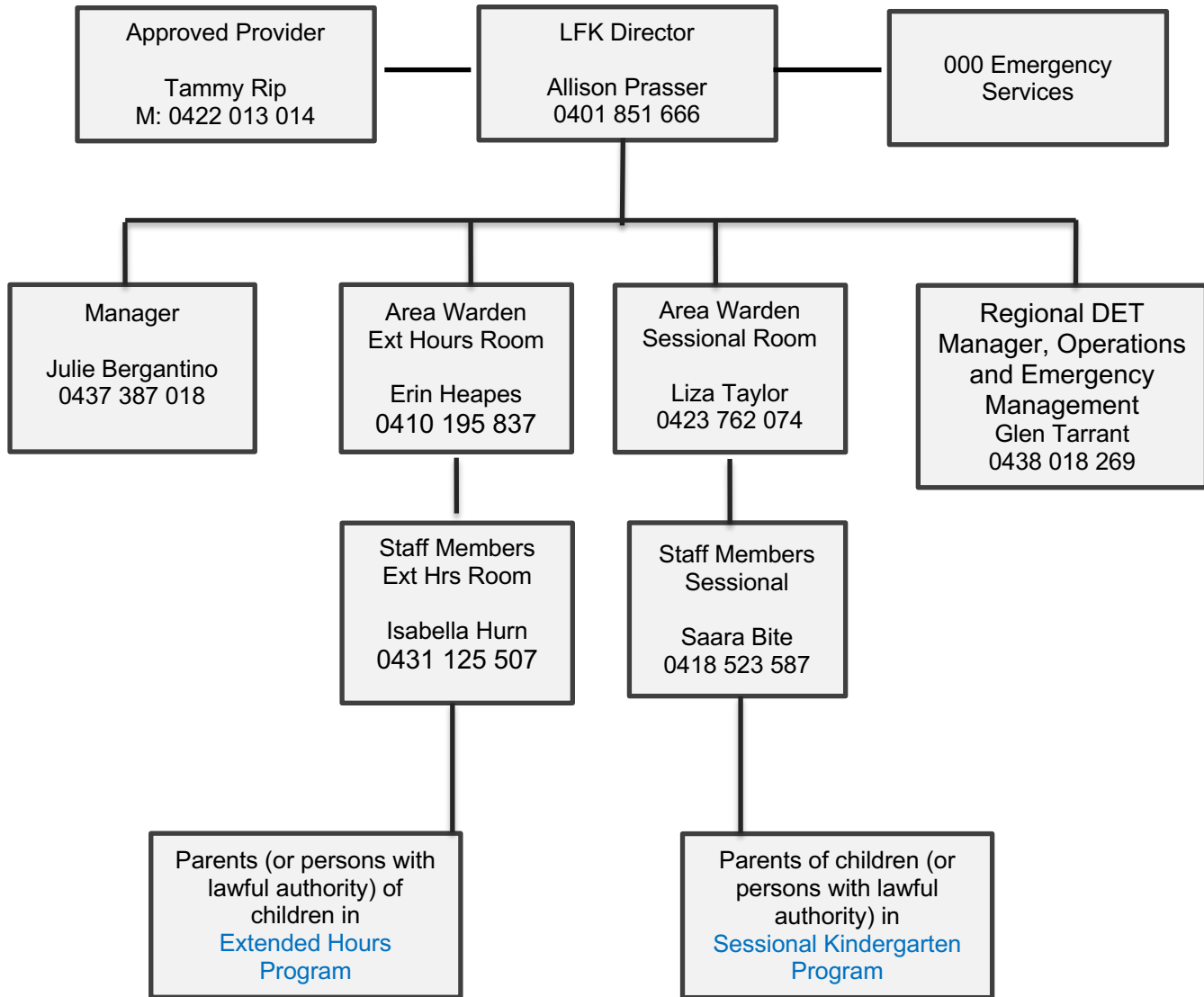
Activities may include the following:

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

Post- emergency

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

8. Communication tree



9. Staff trained in first aid

Note:

Education and care services must comply with the requirements set out in regulation 136 (first aid qualifications) of the Education and Care Services National Regulations 2011 (National Regulations) and children's services must comply with the requirements set out in regulation 63 (Staff members to have first aid and anaphylaxis management training) of the Children's Services Regulations 2009.

Staff Member	Training	Date Qualified To
<p>Note: <u>All</u> LFK staff working directly with children hold current compliant qualifications in First Aid, CPR, Anaphylaxis and Asthma Management. Details of current qualifications held in register on site.</p>		

10. Emergency response procedures

10.1. On-site evacuation/relocation procedure

When it is unsafe for children, educators, staff and visitors to remain inside the facility, the Chief Warden will take charge and activate the Incident Management Team 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, educators, staff and visitors at assembly point:

Primary Evacuation On-Site Assembly Point:

At driveway gates next to LFK Office.

- Take the child attendance list, staff & visitor sign in books, your emergency trolley or First Aid Kit, emergency phone + charger, child enrolment forms, and a copy of this Emergency Management Plan.
- Once at the assembly point, check all children, educators, staff and visitors are accounted for.
- Ensure communications with emergency services are 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 LFK President or LFK Director if required.
- Maintain a record of actions/decisions undertaken and times.
- Contact parents as required or as per service policy.

Actions after on-site evacuation/relocation procedure

- Ensure any children, educators, staff or visitors with medical or other needs are supported.
- Determine whether to activate your parent reunification process.
- Determine if there is any specific information educators, staff, children and visitors need to know (e.g. parent reunification process or areas of the facility to avoid).
- Print and issue pre-prepared parent letters as appropriate.
- Undertake operational debrief with educators, staff and Incident Management Team to identify any on-site evacuation and procedural changes that may be required.
- Complete your Post Emergency Record form in Appendix 3.
- Education and care services and children's services are reminded that they must report serious incidents to the relevant DET QARD Area Team in accordance with relevant regulatory requirements. This can be submitted on-line via the NQA IT portal. Service agreements also require approved providers or licensees to notify DET in the event of a serious incident.
 - Education and care services operating under the NQF refer to the fact sheet *Serious incidents and complaints* available at: www.education.vic.gov.au/childhood/providers/regulation/Pages/nqffactsheets.aspx
 - Children's services operating under the Children's Services Act refer to the practice note *Serious incidents* available at: www.education.vic.gov.au/childhood/providers/regulation/Pages/vcspracnotes.aspx

10.2. Off-site evacuation procedure

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

- **Call 000** for emergency services and seek and follow advice.
- Determine which off-site assembly point you will evacuate children, educators, staff and visitors to (Hill in reserve or Elwood Life Saving Club)
- Assemble children, educators, staff and visitors at your nominated on-site evacuation assembly points:

Primary Evacuation Off-Site Assembly Point:
Hill in reserve accessed through gates next to Office.

Secondary Evacuation Off-Site Assembly Point:
Surf Life Saving Club accessed through doors at rear of Long Day Room

- Take the child attendance list, staff & visitor sign in books, your emergency trolley or First Aid Kit, emergency phone + charger, child enrolment forms, and a copy of this Emergency Management Plan.
- Once at assembly point, check all children, educators, staff and visitors are accounted for.
- Ensure communications with emergency services are 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 the LFK President or Director if required.
- Maintain a record of actions/decisions undertaken and times.
- Contact parents as required or as per service policy.

Actions after off-site evacuation procedure

- Ensure any children, staff or visitors with medical or other needs are supported.
 - Determine whether to activate your parent reunification process.
 - Determine if there is any specific information staff, children and visitors need to know (e.g. parent reunification process or areas of the facility to avoid).
 - Print and issue pre-prepared parent letters as appropriate.
 - Undertake operational debrief with staff and IMT to identify any off-site and procedural changes that may be required.
 - Complete your Post Emergency Record form (refer Appendix 3)
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- Education and care services and children's services are reminded that they must report serious incidents to the relevant DET QARD Area Team in accordance with relevant regulatory requirements. This can be submitted on-line via the NQA IT portal. Service agreements also require approved providers or licensees to notify DET in the event of a serious incident.
 - Education and care services operating under the NQF refer to the fact sheet *Serious incidents and complaints* available at: www.education.vic.gov.au/childhood/providers/regulation/Pages/nqffactsheets.aspx
 - Children's services operating under the Children's Services Act refer to the practice note *Serious incidents* available at: www.education.vic.gov.au/childhood/providers/regulation/Pages/vcspracnotes.aspx

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

- **Call 000** for emergency services and seek and follow advice.
- Initiate the lock-down and provide instructions to educators and staff, for example, close internal doors and windows, remain in classroom, sit below window level, or move into corridors.
- 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 and returning groups from the facility if required.
- Ensure a telephone line is kept free.
- Keep main entrance as the only entry point. Entrance must be constantly monitored and no unauthorised people allowed access.
- As appropriate, ascertain that all children, educators, 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.
- If it is safe to do so, gather the child attendance list, staff & visitor sign in books, your emergency trolley or First Aid Kit, emergency phone + charger, child enrolment forms and a copy of this Emergency Management Plan.
- As appropriate, confirm with emergency services personnel that it is safe to return to normal operations.
- Seek advice from the LFK President or Director if required.
- Maintain a record of actions/decisions undertaken and times.
- Contact parents as required or as per service policy.

Actions after lock-down procedure

- Ensure any children, educators, staff or visitors with medical or other needs are supported.
 - Determine whether to activate your parent reunification process.
 - Determine if there is any specific information educators, staff, children and visitors need to know (e.g. parent reunification process or areas of the facility to avoid).
 - Print and issue pre-prepared parent letters as appropriate.
 - Undertake operational debrief with educators and staff and IMT to identify any lock-down and procedural changes that may be required.
 - Complete your Post Emergency Record form (refer Appendix 3)
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- Education and care services and children's services are reminded that they must report serious incidents to the relevant DET QARD Area Team in accordance with relevant regulatory requirements. This can be submitted on-line via the NQA IT portal. Service agreements also require approved providers or licensees to notify DET in the event of a serious incident.
 - Education and care services operating under the NQF refer to the fact sheet *Serious incidents and complaints* available at: www.education.vic.gov.au/childhood/providers/regulation/Pages/nqffactsheets.aspx
 - Children's services operating under the Children's Services Act refer to the practice note *Serious incidents* available at: www.education.vic.gov.au/childhood/providers/regulation/Pages/vcspracnotes.aspx

10.4. Lock-out procedure

When an internal immediate danger is identified, and it is determined that children should be excluded from buildings for their safety the Chief Warden on-site will take charge and activate the 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
- If it is safe to do so, gather the child attendance list, staff & visitor sign in books, your emergency trolley or First Aid Kit, emergency phone + charger, child enrolment forms and a copy of this Emergency Management Plan.
- Determine which of your facility's pre-identified on-site evacuation point/s is most appropriate to use.
- Assemble children, educators, staff and visitors at your nominated on-site assembly point.

**Primary Evacuation On-Site Assembly Point:
Gates next to Office.**

- Check that children, educators, 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 LFK President or Director if required.
- Maintain a record of actions/decisions undertaken and times.
- Contact parents as required or as per service policy.

Actions after lock-out procedure

- Ensure any children, educators, staff or visitors with medical or other needs are supported.
- Determine whether to activate your parent reunification process.
- Determine if there is any specific information educators, staff, children and visitors need to know (e.g. parent reunification process or areas of the facility to avoid).
- Print and issue pre-prepared parent letters as appropriate.
- Undertake operational debrief with staff and IMT to identify any lock-out and procedural changes that may be required.
- Complete your Post Emergency Record form (refer Appendix 3)

- Education and care services and children's services are reminded that they must report serious incidents to the relevant DET QARD Area Team in accordance with relevant regulatory requirements. This can be submitted on-line via the NQA IT portal. Service agreements also require approved providers or licensees to notify DET in the event of a serious incident.
 - Education and care services operating under the NQF refer to the fact sheet *Serious incidents and complaints* available at: www.education.vic.gov.au/childhood/providers/regulation/Pages/nqffactsheets.aspx
 - Children's services operating under the Children's Services Act refer to the practice note *Serious incidents* available at: www.education.vic.gov.au/childhood/providers/regulation/Pages/vcspracnotes.aspx

10.5. Shelter-in-place procedure

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

- **Call 000** for emergency services and seek and follow advice.
- Move all children, educators, staff and visitors to your pre-determined shelter-in-place location

The primary 'shelter-in-place' location at LFK at the rear of the two Kindergarten Rooms (Sessional Kindergarten Room)

Note:

If sheltering-in place from an approaching fire, use the assembly point at the grass area adjacent to the Life Saving Club on the beach.

- If it is safe to do so, gather the child attendance list, staff & visitor sign in books, your emergency trolley or First Aid Kit, emergency phone + charger, child enrolment forms and a copy of this Emergency Management Plan.
- Check that all children, educators, staff and visitors are accounted for.
- Ensure communications with emergency services is maintained. Wait for emergency services to arrive or provide further information.
- Where appropriate, confirm with emergency services personnel that it is safe to return to
- Maintain a record of actions/decisions undertaken and times.
- Seek advice from LFK President or Director if required.
- Contact parents as required or as per service policy.

Actions after shelter-in-place procedure

- Ensure any children, educators, staff or visitors with medical or other needs are supported.
- Determine whether to activate your parent reunification process.
- Determine if there is any specific information educators, staff, children and visitors need to know (e.g. parent reunification process or areas of the facility to avoid).
- Print and issue pre-prepared parent letters as appropriate.
- Undertake operational debrief with staff and IMT to identify any shelter-in-place and procedural changes that may be required.
- Complete your Post Emergency Record form (refer Appendix 3)
- Education and care services and children's services are reminded that they must report serious incidents to the relevant DET QARD Area Team in accordance with relevant regulatory requirements. This can be submitted on-line via the NQA IT portal. Service agreements also require approved providers or licensees to notify DET in the event of a serious incident.
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11. Response procedures for specific emergencies

This section addresses any specific emergencies identified in LFK's risk assessment.

11.1. Building Fire

- Call **000** for emergency services and seek and follow advice.
- Activate the fire alarm. NOTE: The fire system is not connected to the fire brigade. A staff member must phone 000 to summon the fire services to site.
- If appropriate, follow the procedure for **on-site evacuation**.
- Report the emergency immediately to the Chief Warden who will convene your IMT if necessary.
- Extinguish the fire (only if safe to do so).
- Determine which of your facility's pre-identified on-site evacuation point/s is most appropriate to use.
- Take the child attendance list, staff & visitor sign in books, your emergency trolley or First Aid Kit, emergency phone + charger, child enrolment forms and a copy of this Emergency Management Plan.
- Assemble children, educators, staff and visitors at your nominated on-site

Primary Evacuation On-Site Assembly Point: At gates next to Office.

- Evacuate to the gates next to the Office, closing all doors and windows.
- Check that all areas have been cleared and notify the Chief Warden.
- Check that all children, educators, staff, visitors and contractors are accounted for.
- Seek advice from your President or Director if required.
- Contact parents as required or as per service policy.

- Education and care services and children's services are reminded that they must report serious incidents to the relevant DET QARD Area Team in accordance with relevant regulatory requirements. This can be submitted on-line via the NQA IT portal. Service agreements also require approved providers or licensees to notify DET in the event of a serious incident.
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 - Children's services operating under the Children's Services Act refer to the practice note *Serious incidents* available at:
www.education.vic.gov.au/childhood/providers/regulation/Pages/vcspracnotes.aspx

11.2. Building Fire/Bushfire

- Call **000** for emergency services and seek and follow advice.
- Report the emergency immediately to the Chief Warden who will convene your Incident Management Team if necessary.
- Determine appropriate response strategy (evacuate or shelter-in-place) in consultation with emergency services, if possible.
- If evacuation is required and time permits before you leave:
 - Make sure you close all doors and windows
 - Turn off power.
 - Take the child attendance list, staff & visitor sign in books, your emergency trolley or First Aid Kit, emergency phone + charger, child enrolment forms and a copy of this Emergency Management Plan.
 - Check that all children, educators, staff, visitors and contractors are accounted for.
 - Listen to TV or local radio on battery-powered sets for bushfire/weather warnings and advice.
 - Ensure staff and children do not hinder emergency services or put themselves at risk by going near damaged buildings or trees.
 - Select an assembly point that allows for direct access to the beach in the event of a local fire near/in LFK buildings.
- Seek advice from your President or Director if required.
- Contact parents as required or as per service policy.

- Education and care services and children's services are reminded that they must report serious incidents to the relevant DET QARD Area Team in accordance with relevant regulatory requirements. This can be submitted on-line via the NQA IT portal. Service agreements also require approved providers or licensees to notify DET in the event of a serious incident.
 - Education and care services operating under the NQF refer to the fact sheet *Serious incidents and complaints* available at: www.education.vic.gov.au/childhood/providers/regulation/Pages/nqffactsheets.aspx
 - Children's services operating under the Children's Services Act refer to the practice note *Serious incidents* available at: www.education.vic.gov.au/childhood/providers/regulation/Pages/vcspracnotes.aspx

More information about managing bushfire risks in education and care services is available in the fact sheet *Managing bushfire risks in centre-based services* available at: www.education.vic.gov.au/childhood/providers/regulation/Pages/nqffactsheets.aspx

11.3. Air Quality – Air pollution/smoke from bushfire

Air Quality during a smoke event is variable, and the measurements at your nearest monitoring site may not accurately reflect conditions at your location.

Use your best judgement, if you can see or smell smoke, limit or prevent outdoor activities including planned excursions (beach walk etc). For any children or staff with known health issues, enact Medical Action Plans e.g an Asthma Plan.

Check air quality daily and record at entrance to kindergarten.

Use the Air Quality monitoring records at <https://www.epa.vic.gov.au/EPAirWatch>

Use the Outdoor Activity Guidance in the table below to amend activities accordingly.

EPA AirWatch uses five categories to describe the overall air quality at each of our monitoring sites across Victoria. Below is EPA VIC's general health advice for each category including steps to take to protect children and adults from the short-term effects of air pollution.

Air quality categories and general health advice

Good

It's a good day to be outside.

Moderate

The air quality is okay, but it could change soon.

It's okay to be outside but watch for changes in air quality around you.

Poor

The air is probably dusty or smoky. **Sensitive groups** may experience symptoms like coughing or shortness of breath.

- If you are sensitive to air pollution, spend less time outside in the smoke or dust and follow your treatment plan. Reduce prolonged or heavy physical activity.
- If you are coughing or short of breath, avoid being outside in the smoke or dust.
- Close your windows and doors to keep smoke and dust out of your home.
- If you are worried about your symptoms, see your doctor or call **Nurse On Call** on **1300 606 024**.
- Seek urgent medical help if anyone has trouble breathing or tightness in the chest. Call **000** for an ambulance.

Very poor

The air is probably very dusty or smoky. Everyone could be experiencing symptoms like coughing or shortness of breath.

- Listen to your **local emergency radio station** or visit **Emergency Vic** for advice.
- Avoid being outside in the smoke or dust. Reduce prolonged or heavy physical activity.
- If you are **sensitive to air pollution**, follow your treatment plan. Avoid physical activity outdoors.
- Close your windows and doors to keep smoke and dust out of your home.
- If you think the air in your home is uncomfortable, consider going to an air-conditioned building like a library or shopping centre for a break if it's safe to do so.
- If you are worried about your symptoms, see your doctor or call **Nurse On Call** on **1300 606 024**.
- Seek urgent medical help if anyone has trouble breathing or tightness in the chest. Call **000** for an ambulance.

Hazardous

The air is probably extremely dusty or smoky. Everyone could be experiencing symptoms like coughing or shortness of breath.

- Listen to your **local emergency radio station** or visit **Emergency Vic** for advice
- Stay indoors away from smoke and dust.
- If you are **sensitive to air pollution**, follow your treatment plan. If you can, remain indoors and keep physical activity levels as low as possible.
- Close your windows and doors to keep smoke and dust out of your home.
- If you think the air in your home is uncomfortable, consider going to an air-conditioned building like a library or shopping centre for a break if it's safe to do so.
- If you are worried about your symptoms, see your doctor or call **Nurse On Call** on **1300 606 024**.
- Seek urgent medical help if anyone has trouble breathing or tightness in the chest. Call **000** for an ambulance.

Air quality category	Outdoor activity guidance
Good	It's a good time to be outside.
Moderate	It's okay to be outside but watch for changes in air quality around you.
Poor	<p>Shorter and less strenuous activities, such as recess, are okay to hold outside.</p> <p>Longer activities such as physical education or sports training should be avoided outdoors.</p> <p>Watch for symptoms* and take action as needed.</p> <p>Anyone with asthma should follow their asthma action plans and keep their quick-relief medicine handy.</p> <p>Anyone with concerns about their health should seek medical advice or call NURSE-ON-CALL on 1300 60 60 24.</p>
Very poor	<p>Move all activities indoors or reschedule them to another day.</p> <p>Avoid being outdoors.</p> <p>Excessive smoke levels can not only aggravate existing lung conditions, but may also irritate eyes, coughing or wheezing.</p> <p>Anyone with asthma should follow their asthma action plans and keep their quick-relief medicine handy.</p> <p>Anyone with concerns about their health should seek medical advice or call NURSE-ON-CALL on 1300 60 60 24.</p>
Hazardous	<p>Reschedule all physical activities to another day.</p> <p>Avoid being outdoors.</p> <p>Excessive smoke levels can not only aggravate existing lung conditions, but may also irritate eyes, coughing or wheezing.</p> <p>Anyone with asthma should follow their asthma action plans and keep their quick-relief medicine handy.</p> <p>Anyone with concerns about their health should seek medical advice or call NURSE-ON-CALL on 1300 60 60 24.</p>

Managing air pollution on site

At times when air quality is 'Very Poor' or 'Hazardous', check air quality more frequently through the day.

The reverse cycle air conditioning systems in both kindergarten rooms recycle internal air in the rooms. They do not draw air from the outside of the room so are safe to run at times where of poor outside air quality.

When air quality is 'Very Poor' or 'Hazardous', move all activities indoors and close all doors/windows. If temperature control is needed in rooms, run reverse cycle air conditioners.

When smoky conditions of air pollution has cleared, or if there is a break in these conditions, open windows and doors to air out rooms.

Air pollution can make asthma symptoms worse and trigger attacks. Symptoms of asthma include coughing, wheezing, difficulty breathing, and chest tightness. Even children and adults who do not have asthma could experience these symptoms.

If symptoms occur, the child or adult might need to take a break, do a less intense activity, stop all activity, go indoors, or use quick-relief medicine as prescribed. If symptoms don't improve, get medical help.

Self-assessing air quality during smoky conditions

A good way to estimate smoke levels and whether they may affect your health is to look at landmarks. They become harder to see when there's smoke in the air.

1. When there is no fire or smoke in the area, estimate the distance from you to various landmarks that you can see from your service or school. Keep a record of these.
2. When there is smoke in the area, use the estimated distances to the landmarks, along with the table below, to help identify the air quality category. For example, if you can't clearly see a building more than 5–10km away, the air quality could be poor.
3. Take any precautions, using the 'Outdoor Activity Table' above as a guide.

Air quality category	Visibility
Good	More than 20 km
Moderate	10–20 km
Poor	5–10 km
Very poor	1.5–5 km
Hazardous	0.5–1.5 km

Decision to relocate or close kindergarten

Any decision or advice to relocate or close early childhood services will be made by the Department of Education and Training in consultation with the Chief Health Officer, State Response Controller and other emergency agencies to ensure alignment with cautionary health advice/action across the community.

11.4. Water Quality – local Elwood Beach

Check beach water quality using 'in season' reports from the *Environment Protection Agency Victoria (EPA)* website here:

<https://www.epa.vic.gov.au/for-community/summer-water-quality/water-quality-across-victoria>

Beach Report keeps LFK informed of the recreational water quality at beaches around Port Phillip Bay through daily forecasts in summer. The forecasts mean LFK can make informed decisions about when to restrict children paddling in the water during beach walks at times of poor local water quality at Elwood Beach.

This report is checked before each beach excursion during the summer season.

Hazards and emergency conditions are detailed more fully in the risk management documents for the LFK Beach Curriculum.

11.5. Major external emissions/spill (includes gas leaks)

- Call **000** for emergency services and seek and follow advice.
- Report the emergency immediately to the Chief Warden who will convene your Incident Management Team if necessary.
- Determine which of your facility's pre-identified on-site evacuation points is most appropriate to use.
- Take the child attendance list, staff & visitor sign in books, your emergency trolley or First Aid Kit, emergency phone + charger, child enrolment forms and a copy of this Emergency Management Plan.
- If safe to do so, evacuate educators, staff, children, visitors and contractors to the

Primary Evacuation On-Site Assembly Point: At gates next to Office.

- Evacuation may be to an off-site location.
- Check children, educators, staff, visitors and contractors are accounted for.
- Seek advice from the LFK President or Director if required.
- Await 'all clear' advice from emergency services or further advice before resuming normal service activities.
- Contact parents as required or as per service policy.
- Education and care services and children's services are reminded that they must report serious incidents to the relevant DET QARD Area Team in accordance with relevant regulatory requirements. This can be submitted on-line via the NQA IT portal. Service agreements also require approved providers or licensees to notify DET in the event of a serious incident.
 - Education and care services operating under the NQF refer to the fact sheet *Serious incidents and complaints* available at:
www.education.vic.gov.au/childhood/providers/regulation/Pages/nqffactsheets.aspx
 - Children's services operating under the Children's Services Act refer to the practice note *Serious incidents* available at:
www.education.vic.gov.au/childhood/providers/regulation/Pages/vcspracnotes.aspx

11.6. Intruder

- Call 000 for emergency services and seek and follow advice.
- Report the emergency immediately to the Chief Warden.
- Do not do or say anything to the person to encourage irrational behaviour.
- Initiate action to restrict entry to the building if possible and confine or isolate the threat from building occupants.
- Determine whether **evacuation, lock-down or shelter-in-place** is required in consultation with police where possible. Evacuation only should be considered if safe to do so.
- If safe to do so, gather the child attendance list, staff & visitor sign in books, your emergency trolley or First Aid Kit, emergency phone + charger, child enrolment forms and a copy of this Emergency Management Plan.
- Seek advice from the LFK President or Director if required.
- Contact parents as required.

- Education and care services and children's services are reminded that they must report serious incidents to the relevant DET QARD Area Team in accordance with relevant regulatory requirements. This can be submitted on-line via the NQA IT portal. Service agreements also require approved providers or licensees to notify DET in the event of a serious incident.
 - Education and care services operating under the NQF refer to the fact sheet *Serious incidents and complaints* available at: www.education.vic.gov.au/childhood/providers/regulation/Pages/nqffactsheets.aspx
 - Children's services operating under the Children's Services Act refer to the practice note *Serious incidents* available at: www.education.vic.gov.au/childhood/providers/regulation/Pages/vcspracnotes.aspx

11.7. 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.
- Do not approach, touch, tilt or tamper with the object.

Evacuation

- Evacuate the facility and:
 - Ensure children, educators and staff are not directed past the object
 - Alert any other services co-located at the facility site
 - Check that all children, educators, staff and visitors are accounted for
 - Restrict all access to the site and ensure there are no barriers inhibiting access by police or emergency services

Communication

- Provide police with details of the situation and actions you have taken and intend to take. Follow any advice provided by police.
- Contact parents when evacuation is complete and it is safe to do so.
- Notify your approved provider/licensee or licensee representative and seek advice if necessary.
- Await 'all clear' advice from police before returning to buildings to resume normal activities.
- Education and care services and children's services are reminded that they must report serious incidents to the relevant DET QARD Area Team in accordance with the relevant regulatory requirements. This can be submitted on-line via the NQAIT portal. Service agreements also require approved providers or licensees to notify DET in the event of a serious incident.
 - Education and care services operating under the NQF, refer to the fact sheet Serious incidents and complaints available at: www.education.vic.gov.au/childhood/providers/regulation/Pages/nqfactsheets.aspx
 - Services operating under the *Children's Services Act 1996* refer to practice note Serious incidents available at: www.education.vic.gov.au/childhood/providers/regulation/Pages/vcspracnotes.aspx

If a bomb/substance threat is received by telephone

- DO NOT HANG UP
- Keep the person talking for as long as possible and obtain as much information as possible.
- Without alerting the caller, signal a co-worker to:
 - call 000 for emergency services on a separate phone
 - notify the Chief Warden.
- Fill out the bomb threat checklist provided on the next page to record the following details while you are on the phone to the caller. The checklist should be located with staff who normally answer in-coming phone calls. Listen carefully for a full description and take note of:
 - gender of caller
 - age of caller
 - accents or speech impediments
 - background noises
 - words/voices of people in the background (gender, age, accents, speech impediments)
 - key phrases used
 - whether the threat is automated/robotic/taped/recorded

- Ask the caller:
 - where exactly is the bomb/substance located?
 - what time will the bomb explode/the substance be released?
 - what will make the bomb explode/how will the substance be released?
 - what does the bomb look like?
 - what kind of device/substance is it?
 - who put the bomb/substance there? Why was it put there?
 - what kind of substance is it (gas, powder, liquid)? How much is there?
 - where are you? Where do you live?
 - what is your name? What are your contact details?

- Once the call is finished:
 - Immediately:
 - inform the Chief Warden if this has not yet been done
 - call 000 to report the threat to police if this has not yet been done – use a different telephone line or mobile phone
 - clear and cordon off the area if the caller identified the location of the object. Do not approach, touch, tilt or tamper with the object.
 - Implement evacuation and communication procedures as indicated in section 11.5.1 above
 - Ensure all of the caller information has been written down and provided to police on arrival
 - Notify the LFK President or Director.

If a bomb/substance threat is received by mail

- 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
- 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 the *Evacuation* section above.

If a bomb/substance threat is received electronically via email or website

- DO NOT DELETE THE MESSAGE
- Call 000 for police and seek and follow advice
- Notify the Chief Warden
- 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 the *Evacuation* section above.

If you are at the immediate site of an explosion

- Direct educators and staff to shelter children under sturdy tables or desks if objects are falling around you.
- Implement evacuation and communication procedures as indicated in the *Evacuation* section 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.

Was the call: Robotic/Automated In-Person
 Pre-Recorded

Estimated age of caller?

Did the caller seem familiar with the site?

Characteristics of the call:

VOICE	SPEECH	MANNER	BACKGROUND NOISES
<input type="checkbox"/> Man	<input type="checkbox"/> Fast	<input type="checkbox"/> Hesitant	<input type="checkbox"/> Music
<input type="checkbox"/> Woman	<input type="checkbox"/> Slow	<input type="checkbox"/> Calm	<input type="checkbox"/> Talk/voices
<input type="checkbox"/> Child	<input type="checkbox"/> Well spoken	<input type="checkbox"/> Angry	<input type="checkbox"/> Typing
<input type="checkbox"/> Muffled	<input type="checkbox"/> Impeded	<input type="checkbox"/> Emotional	<input type="checkbox"/> Children
<input type="checkbox"/> Unknown	<input type="checkbox"/> Stutter	<input type="checkbox"/> Loud	<input type="checkbox"/> Traffic/street
Accent:	<input type="checkbox"/> Nasal	<input type="checkbox"/> Soft	<input type="checkbox"/> Machinery
TELEPHONE	<input type="checkbox"/> Uneducated	<input type="checkbox"/> Pleasant	<input type="checkbox"/> Aircraft
<input type="checkbox"/> Mobile	<input type="checkbox"/> Lisp	<input type="checkbox"/> Raspy	<input type="checkbox"/> Trains
<input type="checkbox"/> Landline	<input type="checkbox"/> Incoherent	<input type="checkbox"/> Intoxicated	<input type="checkbox"/> Railway crossing
<input type="checkbox"/> Overseas	<input type="checkbox"/> Slurred:	<input type="checkbox"/> Irrational	<input type="checkbox"/> Construction
<input type="checkbox"/> Unknown	<input type="checkbox"/> Other:	<input type="checkbox"/> Other:	<input type="checkbox"/> Other:

Phone number call received on:

Who did you report the threatening call to?

Date: / / Time:

YOUR NAME:

Lady Forster Kindergarten

11.8. Internal emission/spill

- Call **000** for emergency services and seek and follow advice.
- Report the emergency immediately to the Chief Warden who will convene your Incident Management Team if necessary.
- Move educators, staff and children away from the spill to a safe area and isolate the affected area.
- Seek advice in regard to clean up requirements, and if safe to do so, the spill can be cleaned up by educators/staff. Personal Protective Equipment should be worn as per the requirements of the Material Safety Data Sheet and Safety Work Procedure (*located in MSDS folder in office for all chemicals on site*)
- Seek advice from your President or Director if required.
- Contact parents as required or as per service policy.
- Notify *WorkSafe Victoria* if required.

- Education and care services and children's services are reminded that they must report serious incidents to the relevant DET QARD Area Team in accordance with relevant regulatory requirements. This can be submitted on-line via the NQA IT portal. Service agreements also require approved providers or licensees to notify DET in the event of a serious incident.
 - Education and care services operating under the NQF refer to the fact sheet *Serious incidents and complaints* available at: www.education.vic.gov.au/childhood/providers/regulation/Pages/nqffactsheets.aspx
 - Children's services operating under the Children's Services Act refer to the practice note *Serious incidents* available at: www.education.vic.gov.au/childhood/providers/regulation/Pages/vcspractices.aspx

11.9. Severe weather event

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

After the severe weather event

- After storm passes, evaluate the need to evacuate if uncontrolled fires, gas leaks, or structural damage has occurred as a result of the storm.
- Contact parents as required.
- Education and care services and children's services are reminded that they must report serious incidents to the relevant DET QARD Area Team in accordance with relevant regulatory requirements. This can be submitted on-line via the NQA IT portal. Service agreements also require approved providers or licensees to notify DET in the event of a serious incident.
 - Education and care services operating under the NQF refer to the fact sheet *Serious incidents and complaints* available at: <http://www.education.vic.gov.au/childhood/providers/regulation/Pages/nqffactsheets.aspx>
 - Children's services operating under the Children's Services Act refer to the practice note *Serious incidents* available at: <http://www.education.vic.gov.au/childhood/providers/regulation/Pages/vcspracnotes.aspx>

11.10. Earthquake

- Call **000** if emergency services are needed and seek and follow advice.
- Seek advice from LFK President or Director if required.

If outside

Instruct educators, staff and children to:

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

If inside

Instruct educators, staff and children to:

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

After the earthquake

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

- Education and care services and children's services are reminded that they must report serious incidents to the relevant DET QARD Area Team in accordance with relevant regulatory requirements. This can be submitted on-line via the NQA IT portal. Service agreements also require approved providers or licensees to notify DET in the event of a serious incident.
 - Education and care services operating under the NQF refer to the fact sheet *Serious incidents and complaints* available at: www.education.vic.gov.au/childhood/providers/regulation/Pages/nqffactsheets.aspx
 - Children's services operating under the Children's Services Act refer to the practice note *Serious incidents* available at: www.education.vic.gov.au/childhood/providers/regulation/Pages/vcspractices.aspx

11.11. Influenza and other pandemics

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

For specific information on Coronavirus COVID-19 management at LFK, refer to the LFK COVID-19 document pack.

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

	<ul style="list-style-type: none"> School Nursing Program nurses may assist with information dissemination (provided by the DHHS) as directed by Regional Nurse Managers (based at regional offices). Utilise the sample letters developed by DET to inform parents/carers of current situation. 	required		
Travel advisories	<ul style="list-style-type: none"> Encourage staff and parents/carers to access the smartraveller website prior to international travel. 	Apply	Apply	Apply
Business continuity	<ul style="list-style-type: none"> Ensure currency of business continuity plan which: <ul style="list-style-type: none"> identifies minimum requirements and key staff for continued operations (including planning for the absence of the director) considers workforce strategies to enable continued operations, if pandemic impacted a portion of the early childhood workforce. 	Apply	Apply	Apply

RESPONSE STAGE – INITIAL ACTION		Clinical Severity		
Description – Cases detected in Australia – information about the disease is scarce				
Category	Key Actions	Low	Med	High
Incident response	<ul style="list-style-type: none"> Enact your EMP where necessary. Activate Incident Management Team to implement the organisation's response as appropriate to advice from DET. 	Apply Not suggested	Apply Not suggested	Apply Apply
Hygiene measures	<ul style="list-style-type: none"> Reinforce basic hygiene measures including: <ul style="list-style-type: none"> provide children and staff with information about the importance of hand hygiene (more information is available at Better Health) provide convenient access to water and liquid soap and alcohol-based hand sanitiser educate staff and children about covering their cough with tissue or inner elbow to prevent the spread of germs careful disposal of used tissues. Ensure germicidal wipes are available in stationary supplies for staff to clean staff administrative area, telephones etc. 	Apply Apply	Apply Apply	Apply Apply
Communications	<ul style="list-style-type: none"> Follow and distribute information and advice from DET in accordance with instructions, including information about: <ul style="list-style-type: none"> the status/situation personal hygiene measures containment measures including any plans for closure if applicable to staff parents/carers using templates developed by DET. Communicate the risk of influenza and how to identify cases of possible pandemic influenza based on current, up to date case definition by the Chief Health Officer, DHHS. School Nursing Program nurses may assist with information dissemination as directed by Regional Nurse Managers (based at regional offices). 	Apply Apply Apply as necessary	Apply Apply Apply	Apply Apply Apply

Containment strategies	<ul style="list-style-type: none"> • The appropriate containment strategy will vary depending upon the level of clinical severity as determined by the DHHS. • Management of service workforce <ul style="list-style-type: none"> ○ encourage staff who develop flu-like symptoms during a pandemic to stay away from work until completely well ○ ensure staff who develop influenza-like illness to leave immediately and seek medical attention. • Follow the advice of the DHHS and DET regarding service closures and exclusion periods for infectious diseases. • Identify a designated area to keep sick children quarantined from others until they can be taken home by parents/carers. • Following any service closures, notify the relevant DET QARD officer in your region, as outlined in the Governance and Reporting sections below. • Inform carers of their obligations regarding early childhood development during closures. • School Nursing Program nurses may be asked to assist the DHHS with the distribution of antiviral medication at the direction of the Regional Nurse Manager (based in regions). 	Not suggested Apply Apply Apply Apply Apply Apply	Apply Apply Apply Apply Apply Apply	Apply Apply Apply Apply Apply Apply
Travel advisories	<ul style="list-style-type: none"> • Encourage staff and parents/carers to access the smartraveller website prior to international travel. 	Apply	Apply	Apply
Governance and reporting obligations	<ul style="list-style-type: none"> • Education and care services and children’s services are reminded that they must report serious incidents to the relevant DET QARD Area Team in accordance with relevant regulatory requirements. Service agreements also require approved providers or licensees to notify DET in the event of a serious incident. <ul style="list-style-type: none"> ○ Education and care services operating under the NQF refer to the fact sheet <i>Serious incidents and complaints</i> available at: www.education.vic.gov.au/childhood/providers/regulation/Pages/nqffactsheets.aspx ○ Children’s services operating under the Children’s Services Act refer to the practice note <i>Serious incidents</i> available at: www.education.vic.gov.au/childhood/providers/regulation/Pages/vcspracnotes.aspx • You will be advised of any additional reporting requirements by DET and/or the DHHS. 	Apply Apply	Apply Apply	Apply Apply

Business continuity	<ul style="list-style-type: none"> ● Implement business continuity plan to promote adequate workforce supply and capacity to continue service, by: <ul style="list-style-type: none"> ○ prioritising work functions to ensure adequate workforce availability to deliver education and care service/children’s service ○ implementing contingency strategy, which may include employing replacement educators/staff and/or modifying programs ● In the event that service closure cannot be avoided: <ul style="list-style-type: none"> ○ contact your DET QARD Area Team regarding service closure policy. ○ following any closures, notify the relevant DET QARD Area Team as outlined in the Governance and Reporting sections above. ● Inform staff of their obligations during service closures. 	Apply	Apply	Apply
		Apply	Apply	Apply
		Apply	Apply	Apply

RESPONSE STAGE – TARGETTED ACTION		Clinical Severity		
Description – Cases detected in Australia - enough is known about the disease to tailor measures to specific needs				
Category	Key Actions	Low	Med	High
Incident response	<ul style="list-style-type: none"> Enact your EMP. Activate IMT to implement the organisation’s response as appropriate to advice from DET. School Nursing Program nurses may be asked to assist the DHHS with the distribution of antiviral medication at the direction of the Regional Nurse Manager (based in regions). 	Apply	Apply	Apply
		Apply	Apply	Apply
		Seek advice	Seek advice	Seek advice
Hygiene measures	<ul style="list-style-type: none"> Reinforce basic hygiene measures including: <ul style="list-style-type: none"> provide children, educators and staff with information about the importance of hand hygiene (more information is available at Better Health) provide convenient access to water and liquid soap and/or alcohol-based hand sanitiser educate children, educators and staff about covering their cough to prevent the spread of germs careful disposal of used tissues. Ensure germicidal wipes are available in stationary supplies for educators and staff to clean staff administrative area, telephones etc. 	Apply	Apply	Apply
		Apply	Apply	Apply
Communications	<ul style="list-style-type: none"> Follow and distribute information and advice from DET in accordance with instructions, including information about: <ul style="list-style-type: none"> the status/situation personal hygiene measures containment measures including any plans for closure if applicable to staff parents/carers using templates developed by DET. Communicate the risk of influenza and how to identify cases of possible pandemic influenza based on current, up to date case definition by the Chief Health Officer, DHHS. School Nursing Program nurses may assist with information dissemination as directed by Regional Nurse Managers (based at regional offices). 	Apply	Apply	Apply
		Apply	Apply	Apply
		Apply	Apply	Apply
Containment strategies	<ul style="list-style-type: none"> The appropriate containment strategy will vary depending upon the level of clinical severity as determined by the DHHS. In particular, the: <ul style="list-style-type: none"> need to restrict public access to the premises, and the need for social distancing measures (e.g. cancelling kindergarten fetes or like events) will be communicated to services by DET, if the clinical severity requires this state controller will provide advice about the appropriate use of PPE according to clinical severity. Management of service workforce by: <ul style="list-style-type: none"> encouraging educators/staff who develop flu-like symptoms during a pandemic to stay away from work until completely well 	Apply	Apply	Apply
		Apply	Apply	Apply
		Apply	Apply	Apply
		Apply	Apply	Apply

	<ul style="list-style-type: none"> ○ ensuring educators/staff who develop influenza-like illness to leave immediately and seek medical attention. ● Follow the advice of the DHHS and DET regarding service closures and exclusion periods for infectious diseases. ● Identify a designated area to keep sick children quarantined from others until they can be taken home by parents/carers. ● Following any service closures, notify the relevant DET QARD Area Team, as outlined in the Governance and Reporting sections below. ● School Nursing Program nurses may be asked to assist the DHHS with the distribution of antiviral medication at the direction of the Regional Nurse Manager (based in regions). 	Apply	Apply	Apply
		As required	As required	As required
Travel advisories	<ul style="list-style-type: none"> ● Encourage educators, staff and parents/carers to access the smartraveller website prior to international travel. 	Apply	Apply	Apply
Governance and reporting obligations	<ul style="list-style-type: none"> ● Notify the relevant DET QARD Area Team about any service closures or any serious incidents and circumstances that pose risk to the health, safety or wellbeing of a child attending the service. <ul style="list-style-type: none"> ○ services operating under the NQF, refer to the fact sheet regarding serious incidents and complaints ○ services operating under the Children's Services Act 1996 refer to practice note regarding serious incidents. ● You will be advised of any additional reporting requirements by DET and/or the DHHS. 	Apply	Apply	Apply
Business continuity	<ul style="list-style-type: none"> ● Implement business continuity plan to promote adequate workforce supply and capacity to continue service, by: <ul style="list-style-type: none"> ○ prioritising work functions to ensure adequate workforce availability to deliver early childhood service ○ implementing contingency strategy, which may include employing replacement staff and/or modifying programs ● Education and care services and children's services are reminded that they must report serious incidents to the relevant DET QARD Area Team in accordance with relevant regulatory requirements. This can be submitted on-line via the NQA IT portal. Service agreements also require approved providers or licensees to notify DET in the event of a serious incident. <ul style="list-style-type: none"> ○ Education and care services operating under the NQF refer to the fact sheet <i>Serious incidents and complaints</i> available at: www.education.vic.gov.au/childhood/providers/regulation/Pages/nqffactsheets.aspx ○ Children's services operating under the Children's Services Act refer to the practice note <i>Serious incidents</i> available at: www.education.vic.gov.au/childhood/providers/regulation/Pages/vcspracnotes.aspx ● Inform staff of their early childhood development obligations during service closures. 	Apply	Apply	Apply
		Apply	Apply	Apply
		Apply	Apply	Apply

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

12. Area map – Lady Forster Kindergarten

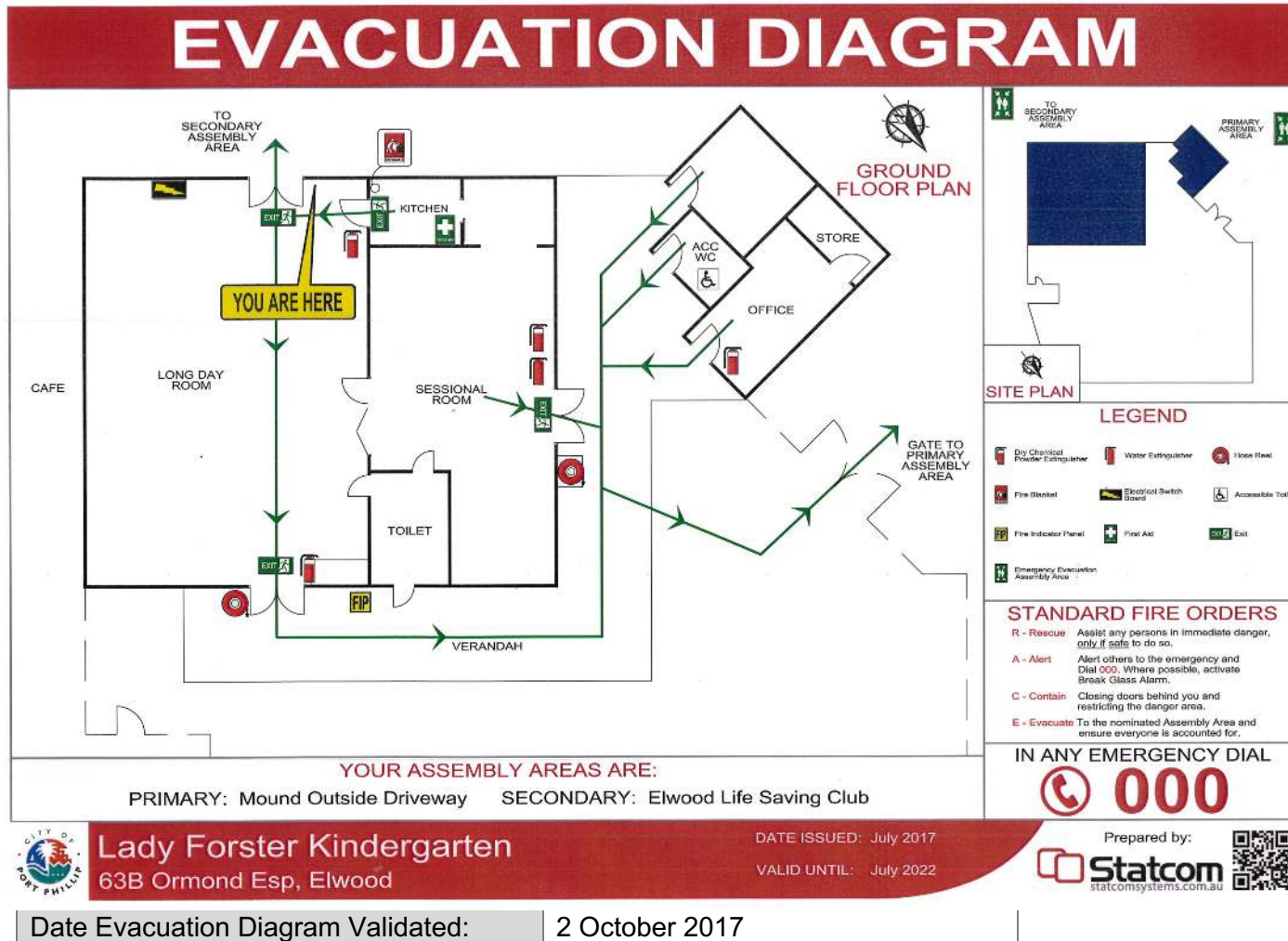


Distance to Primary off-site assembly point: Approx. time to reach Primary off-site assembly point:	2 mins
Distance to Secondary off-site assembly point: Approx. time to reach Secondary off-site assembly point:	3 mins

Legend	
Primary off-site assembly point	★
Route to Primary off-site assembly point	—
Secondary off-site assembly point	★
Route to Secondary off-site assembly point	---
Emergency services access point	→

Date Area Map Validated:	2 October 2017
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13. Evacuation diagram



Evacuation Procedure

Instructions for staff:

- Close windows, switch off power, lights etc if safe to do so
- Direct children to leave activities and to walk briskly in a calm, orderly manner to the instructed assembly area (refer also to emergency map located in classroom)
- Do not allow any children to leave the class group during an evacuation/lockdown situation
- Collect emergency backpacks, sign in sheets (children, staff, visitors) and emergency kit
- Once at the assembly area, check all children and staff are accounted for and follow instruction of the Chief Warden
- Focus on safety and well-being of staff and children

REMEMBER!!

YOU ARE IN CHARGE

CHILDREN FOLLOW YOUR INSTRUCTIONS

In Case of Fire



Remove persons from immediate danger.



Alert nearby personnel and the Chief Warden, call 000.



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



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

14. Assembly Areas and Evacuation Points

Primary Evacuation On-Site Assembly Point

Driveway gates next to Office



Secondary Evacuation On-Site Assembly Point + “Shelter-in-place” location

Inside the larger Kindergarten
Room near rear doors



Primary Evacuation Off-Site Assembly Point

Hill in reserve accessed
through gates next to Office



Secondary Evacuation Off-Site Assembly Point

Elwood
Surf Life Saving Club




15. Parent / family contact information

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

Child's Name	Parent/Guardian	Phone/ Mobile Number	After Hours Number	Alternate Contact
<p>A hard copy of the list of enrolled children is kept in a section of each EMP folder on site. This list is updated quarterly. A copy of the list is emailed to the President who can access this list off site.</p>	Tammy Rip		Mobile: 0466 842 712	tammyrip@outlook.com

16. Children, educators and staff with additional needs

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

CHILDREN					
Child's Name	Room/Area	Program	Condition	Assistance needed during an emergency	Who will be responsible?
		For details of children with medical conditions or additional needs, please refer to the section in the Emergency Plan folder on site.			
Staff					
Name		Room / Area	Condition	Assistance needed during an emergency	Who will be responsible?

Additional Needs Summary		
Additional Needs Category	Number of Students	Number of Educators/Staff

PART 2 – EMERGENCY PREPAREDNESS

18. Early childhood service facility profile

Lady Forster Kindergarten is a small community-based kindergarten with a children's service population of 9 staff (8 x full-time and 1 x part-time) and 49 children.

At any point in time, there may be additional people on site including:

- Family/carers of children
- Members of Committee of Management
- Volunteers and placement/student staff
- Relief/casual staff
- Disability/specialist support staff
- Maintenance workers/contractors/inspectors
- Visitors

The Kindergarten is located on Elwood Foreshore at the rear of the Wellness Clinic/Cafe that fronts on to the main beach carpark. (Access to the Kindergarten is via a pedestrian gate at the right of this building)

The Kindergarten boundaries are:

- Northern Boundary: Main road – Ormond Esplanade and Elwood community.
- Southern Boundary: Small beach/bush internal access road to beachfront properties including Elwood Sailing Club, Rowing club etc
- Eastern Boundary: Elwood PlaySpace and beyond to carpark and foreshore recreational parks extending through to Brighton
- Western Boundary: Native bushland/foreshore extending to St Kilda

Facility resources include:

- Main building comprising:
 - Large Kindergarten Room
 - Small Kindergarten Room
 - Kitchen
 - Office + rear store room
 - Store Room
 - Disabled/adult toilet
 - Shed at rear of storage room
 - Shed in grounds

16.1 General Information

Early Childhood Service Name	Lady Forster Kindergarten
Physical Address	63B Ormond Esplanade, Elwood VIC 3184 (Located adjacent to Elwood Play Space on Elwood Beach) Front entrance – pedestrian gate at left from Elwood Beach carpark Rear entrance via driveway
Operating Days	Monday to Friday inclusive
Operating Hours	7:30 am to 6:00 pm
Phone	03 9531 6812
Email	info@lfk.org.au
Website	www.lfk.org.au
Number of buildings	One building enclosing 2 x kindergarten rooms, 2 x store rooms, adult/disabled toilet, children's toilets and office.
Is the facility a designated Neighbourhood Safer Place?	No
Shelter-In-Place Location	Rear of smaller Kindergarten Room, adjacent to Kitchen
Number of Children (or approved places)	49
Total Number of Educators/Staff	9
Methods used for communications to our service's community	Landline telephone, mobile phone and email

16.3 Building information summary

Telephones (Landlines)	
Location	Number
The kindergarten has a single landline phone number and 5 x handsets (office, kitchen and 2 x kindergarten rooms) <i>Some staff may also have their personal mobile phones on them – list of contact numbers at front of EMP.</i>	03 9531 6812

Alarms	Location	Monitoring Company	Location of Shut-off Instructions
Fire:	At fire panel on outside wall of veranda	**The fire alarm is not monitored – in a fire event ring 000 to summon the brigade**	Fire Panel instructions are located at the fire panel and included in appendices of this EMP.
Intrusion:	Security system is set to operate whenever site is unoccupied.	Nationwide Security Services (managed by City of Port Phillip)	Contact security contractors to facilitate shut-off of alarm.

Utilities	Location	Service provider	Location of Shut-off Instructions
Gas / Propane:	No gas services to LFK buildings		
Water:		City West Water	At boundary of property with main road inside timber box (furthest point in yard away from the buildings near main road)
Electricity:		United Energy	Switchboard located on wall at left of main pedestrian gate entry at street/main carpark.

19. Risk assessment

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

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

1. Identified Hazard or Threat	2. Description of Risk	3. Current Risk Control Measures Implemented at our Service	4. Risk Rating			5. Treatments to be Implemented Measures to be taken by our service to eliminate or reduce impact of the risk	6. Revised Risk Rating After implementing Treatments		
			Consequence	Likelihood	Risk Level		Consequence	Likelihood	Risk Level
BUILDING FIRE/BUSH FIRE	<p>Probable Cause:</p> <ol style="list-style-type: none"> 1. Fire spreading from commercial kitchen in adjacent Wellness Centre/Cafe or from LFK kitchen. 2. Fire spreading from large area of natural coastal bush outside boundaries of LFK. <p>Probable Consequences: Serious injury from burns/smoke inhalation and severe stress requiring extensive clinical support for multiple individuals. Risk of fatality or permanent disability.</p>	<p>Regular essential services testing by City of Port Phillip contractors to ensure fire protection services fully operational (fire alarm panel, fire/smoke detectors, fire extinguishers, exit/emergency lighting and fire blankets.</p> <p>Conduct scenario drills.</p> <p>Ensure staff are aware at all times how to operate the fire panel break glass alarm and conduct regular refresher training.</p>	Moderate	Likely	High	<ol style="list-style-type: none"> 1. Practice scenario-specific evacuations focussed on fires in kitchen locations. 2. Monitor plant/bush growth in paths of travel to major evacuation point on hill at rear of kindergarten. Contact CoPP to trim trees/shrubs during high summer if overgrown. 	Moderate	Likely	High
SEVERE WEATHER EVENT	<p>Probable Cause: There is a risk of injury due to a severe weather event causing:</p> <ul style="list-style-type: none"> - Flying debris - Flooding - Falling objects - Falling trees <p>Probable Consequence: Injury requiring medical attention or hospitalisation or stress event requiring extensive clinical support for multiple individuals.</p>	<p>Monitor weather events for forecast severe weather warnings. Ensure regular and ongoing maintenance program of grounds and buildings. Review lockdown procedures. Ensure CoPP regularly clear roofs/gutters/drains. Check battery levels in emergency phone, torches and radio. Secure any items outdoors that are unsafe in high winds or bring indoors. Relocate children inside rooms, away from windows in high winds. Test communications.</p>	Severe	Rare	Medium	<p>Liaise with SES/CoPP to identify potential hazards.</p> <p>Develop contingency for storage of equipment/materials if necessary.</p> <p>Relocation of electrical items and IT equipment.</p> <p>Limbs of eucalyptus and large trees checked for weight and structural integrity.</p>	Major	Rare	Low

		Ensure a business continuity plan is in place, in relation to staff availability in the event of a severe weather event. Ensure a Communications Plan is in place for families if closure of Kindergarten required due to a severe weather event. Review any change if flood plan information available from CoPP and update Appendix 6 of this EMP.							
BOMB THREAT	Probable Cause: A bomb threat direct to LFK or an adjacent organisation. Probable Consequences: Stress event requiring extensive clinical support for multiple individuals.	Ensure staff are aware of the Bomb Threat Checklist in EMP. Ensure all phones have a Bomb Threat Checklist and pen/pencil next to them. Schedule and practice off site emergency drills on a regular basis. In the event of a bomb threat, implement and follow response procedure in EMP.	Moderate	Rare	Low		Moderate	Rare	Low
CHEMICALS	Probable causes: Unauthorised access to chemicals used by cleaning staff. Probable consequences: Poisoning requiring hospitalisation and significant health effects. Stress event requiring extensive clinical support for multiple individuals.	Follow chemical management procedures. Ensure children do not have any access to rear store room behind office where cleaning chemicals are located. Ensure supply cupboard outside adult toilet is kept locked at all times to prevent access by children. Obtain Material Safety Data Sheets (MSDS) for all Dangerous Goods and Hazardous Substances onsite from the manufacturer/supplier or Chemwatch.	Major	Rare	Med	All educators with first aid training are made aware of MSDS sheets in folder in Office and first aid procedures listed in sheet for each chemical.	Moderate	Rare	Low
INTRUDER	Probable Cause: Unknown/known person entering the facility and demonstrating threatening behaviour due to: <ul style="list-style-type: none"> Police operation/siege, pursuit of an offender Drug affected or mentally unstable person Armed intruder Custodial/Parent dispute Probable Consequences:	<ul style="list-style-type: none"> Visitors are identified at gate entry while gate is closed and only admitted to site when identified by staff. Visitors must sign in using the Visitor Register and provide ID if a current Working With Children check is not available. Visitors are required to wear and display visitor pass/badge. Parents must make an appointment to meet with teachers/director for specific 	Major	Possible	High	<ul style="list-style-type: none"> The kindergarten will provide training for staff in managing aggressive people/diffusing tense situations. Staff will share information on a 'need to know' basis concerning parent issues. The kindergarten will develop a process and pre-determined actions to discretely alert others of an intruder. For parent meetings where staff feel a need for support: <ul style="list-style-type: none"> two staff will attend 		Moderate	

	Physical and/or psychological harm to staff and/or children	<p>matters that are not addressed at pick up/drop off times..</p> <ul style="list-style-type: none"> • Lockdown/lockout/ evacuation procedures are regularly practiced. • Values of mutual respect and acceptable parent behaviour policy are communicated and regularly reinforced e.g. at parent forums and in newsletters. • Engagement of parents in kindergarten activities is encouraged.. • In relation to court orders / custody papers: <ul style="list-style-type: none"> ○ the kindergarten maintains a current documents with enrolment forms and all staff are briefed on the nature of these documents. 				<ul style="list-style-type: none"> ○ staff will use a signal to obtain support from another staff member if required ○ an appropriate room for meeting will be selected e.g. one with two exit points. • Procedures for responding to an intruder are readily accessible to staff. • If there is an escalation of Intruder incidents, the school will consider: <ul style="list-style-type: none"> ○ issuing yard duty staff with two-way radios linked to an office base station ○ installing panic/distress button in reception, principal office and/or meeting room ○ liaising with local police to arrange a prompt response to any call for assistance ○ seeking advice from the auspice body and police, and in exceptional circumstances, on engaging a security guard as required ○ installing CCTV. 			
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20. Emergency kit checklist

Our Emergency Kit Contains:	✓
Children's data and parent contact information (contained in EMP)	✓
Children, education and staff with additional needs list (contained in EMP) including any children's medications	✓
Enrolment records including authorisations and parent contact details (Held in enrolment folders in office and collected during evacuation)	✓
Education/staff contact information (contained in this Emergency Plan)	✓
Traffic/emergency safety vest and tabards	✓
Facility keys (worn by staff on lanyards)	✓
Standard portable First Aid Kit. Refer to <u>First Aid Kits Contents Checklist</u> (Collected from rooms during evacuation)	✓
A charged mobile phone and charger/s (batteries checked and charged)	✓
Torch with replacement batteries or wind up torch (batteries checked and charged)	✓
Whistle	✓
Portable battery powered radio (batteries checked and charged)	✓
Copy of facility site plan and EMP including evacuation routes (Contained in this EMP)	✓
Bottled water (use by date checked)	✓
Portable non-perishable snacks such as sultanas, dried fruits and energy bars (use by date checked)	✓
Water	✓
Sunscreen and spare sunhats	✓
Plastic garbage bags and ties	✓
Toiletry supplies	✓
Other	

Date Emergency Kit checked:	October 2020
Next check date:	January 2021

21. 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.

Final Check Completed by:

Date:

Component	✓ x	Action Required
Cover page		
Approved Provider/Licensee name, service address, EMP issue date, EMP review date, BARR status and fire district have been specified.	✓	
Distribution list		
Distribution list has been completed.	✓	
Contact numbers and Communications Tree		
Appropriate key local community contact numbers have been added for example Fire, Ambulance, Police, local government, nearest hospital.	✓	
Key contact numbers for internal staff have been added.	✓	
LFK President, LFK Director and DET regional contact numbers are included.	✓	
Communications Tree detailing process for contacting emergency services, staff and parents included.	✓	
Incident management team		
An Incident Control structure has been identified, with appropriate persons assigned and contact details provided.	✓	
Responsibilities are clearly defined and back up names included for each position on the IMT.	✓	
Evacuation, lockdown, lockout and shelter-in-place procedures		
Procedures that are specific to the early childhood service's processes have been completed for:		
• Evacuation on-site	✓	
• Evacuation off-site	✓	
• Lockdown	✓	
• Lockout	✓	
• Shelter-in-place	✓	
Emergency response procedures		
Localised emergency response procedures have been developed for specific emergencies in-line with the hazards/threat identified in the risk assessment.	✓	
Staff trained in first aid		
Staff trained in first aid list has been updated.	✓	N/A – <u>All</u> LFK educators are first aid trained

Area map		
The area map is clear and easy to follow.	✓	
The area map has:	✓	
• two evacuation assembly areas on-site	✓	
• external evacuation routes	✓	
• surrounding streets and safe exit points marked	✓	
• emergency services access points marked	✓	
Evacuation diagram		
The evacuation diagram is clear and easy to follow	✓	
The evacuation diagram has:	✓	
• a pictorial diagram of the floor or area (at least 200mm x 150mm in size, A3)	✓	
• a title, for example EVACUATION DIAGRAM	✓	
• the 'YOU ARE HERE' location	✓	
• the designated exits, which shall be in green	✓	
• hose reels, marked in red	✓	
• hydrants, marked in red	✓	
• extinguishers, marked in red	✓	
• designated shelter-in-place location	✓	
• date plan was validated	✓	
• location of primary and secondary assembly areas	✓	
• a legend.	✓	
Parent contact information		
Parent contact information has been obtained and is up to date.	✓	
Children, educators and staff with additional needs list		
Children, educators 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. <i>A list of adults/children with medical conditions is in each Emergency Plan folder, in a separate section.</i>	✓	
Site Profile		
Profile has been populated and reflects the service's buildings, utilities etc.	✓	
Risk assessment		
Potential local hazards have been identified.	✓	
Risks have been rated and risk assessments included.	✓	
Local mitigations/controls have been specified.	✓	
Emergency drill schedule		
Drills have been scheduled once per term (quarterly) for different types of emergencies	✓	
Emergency kit checklist		
Emergency Kit Checklist has been developed with early childhood service's requirements.	✓	

22. Appendix 1: Useful links

- CFA fire districts: www.cfa.vic.gov.au/warnings-restrictions/find-your-fire-district/
- DET emergency management planning resources: www.education.vic.gov.au/childhood/providers/support/Pages/emergency.aspx
- DET emergencies and natural disasters resources: www.education.vic.gov.au/about/programs/health/Pages/emergencies.aspx
- Managing pandemics: www.education.vic.gov.au/childhood/providers/support/Pages/emergency.aspx
- Student activity locator for schools: <http://www.education.vic.gov.au/school/principals/spag/safety/Pages/excursions.aspx>
- Early childhood services (NQF) fact sheets: www.education.vic.gov.au/childhood/providers/regulation/Pages/nqffactsheets.aspx
- Reporting serious incidents requirements for early childhood services:
 - Education and care services operating under the National Quality Framework (NQF) can refer to the fact sheet *Serious incidents and complaints* available at: http://www.education.vic.gov.au/childhood/providers/regulation/Pages/incidents_complaints.aspx
 - Notifications of serious incidents, incidents and complaints must be submitted online via the National Quality Agenda IT System (NQA ITS) www.acecqa.gov.au/national-quality-agenda-it-system
 - Children's services operating under the *Children's Services Act* refer to the practice note *Serious incidents* available at: www.education.vic.gov.au/childhood/providers/regulation/Pages/vcspracnotes.aspx
 - VicEmergency: www.emergency.vic.gov.au/
 - Australian Broadcasting Corporation (ABC) emergency: www.abc.net.au/news/emergency/state/vic/
 - VRQA *Minimum Requirements*: edugate.eduweb.vic.gov.au/sc/sites/schoolreorganisation/minimumregistrationrequirements
 - Chief Health Officer, health alerts: <https://www2.health.vic.gov.au/about/key-staff/chief-health-officer>
 - CFA Total fire bans and ratings: <http://www.cfa.vic.gov.au/warnings-restrictions/total-fire-bans-and-ratings/>
- 1. For the latest weather forecast: <http://www.bom.gov.au/vic/forecasts>
- 2. Bureau of Meteorology current warnings for Victoria www.bom.gov.au/vic/warnings
- 3. Local Flood Plans and Information from State Emergency Services (includes Elwood plan) <https://www.ses.vic.gov.au/get-ready/your-local-flood-information>
- 4. Current Emergency Information is available at <https://emergency.vic.gov.au>
For emergency assistance contact the SES on 132 500.
- 5. Current Road and Traffic Information is available at the VicRoads website: <http://traffic.vicroads.vic.gov.au/>

Do you need to submit your EMP?

Early childhood services

If your service is on the Bushfire at-Risk Register (BARR) you are required to submit your EMP by 21 November each year. There are different processes for National Quality Framework (NQF) Services and Licensed Children's Services. Each process is available at:

<http://www.education.vic.gov.au/childhood/providers/support/Pages/emergency.aspx>

Services approved under the *Education and Care Services National Law Act 2010* submit their EMP either:

1. By emailing a copy to their QAR Regional Office
2. Uploading on the National IT system (NQA ITS) by completing a Notification of Change to Information About an Approved Service (SA12) form.

Services licensed under the *Children's Services Act 1996* can submit their EMP to their QAR Regional Office.

Before submitting your EMP, please remember to:

- remove the parent/family contact information and children, students, educators and staff with additional needs information
- complete and include the Emergency Management Plan Completion Checklist with your Plan.

Contact details of the regional QARD offices are available at:

www.education.vic.gov.au/childhood/providers/regulation/Pages/nqf.aspx

Services not listed on the BARR are encouraged to submit their EMP to their QAR Regional Office.

23. Appendix 2: Emergency Response Drill Observer's Record

Drill Conducted:		Drill Date:	
Drill Address:		Location:	
Observer Name:			
Objective of Drill			

Depending on the type of drill conducted, it is recommended you advise emergency services and members of the community who may be affected ahead of the exercise.

Item	Yes ✓	No ✓	N/A ✓
Did the designated or replacement Chief Warden/Education Commander take charge?			
Was the (simulated) call to emergency services done promptly?			
Was the (simulated) call to the region done promptly?			
Was someone appointed to liaise with the emergency service/s?			
Was someone appointed to liaise with the parents/community?			
Were instructions given by the Chief Warden followed by children/students, educators/staff, visitors and contractors?			
Were floor areas checked / isolated areas searched by Wardens?			
Was a roll call conducted for:			
• children/students?			
• educators/staff?			
• visitors, contractors and volunteers?			
• people with additional needs?			
Was the Emergency Kit readily available?			
Did the Emergency Kit contain all the items listed in the EMP template checklist?			
Did anyone re-enter/leave the premises before the "all clear" was given?			
Did anyone refuse to leave the building/site?			
Was the relevant procedure in our EMP followed?			
Was the EMP communication tree followed?			

Evacuation Drill Sequence Checklist	Time	
	Hour	Minute
Alarm sounded		
Warden/s respond		
Wardens check floor/area		
Evacuation commenced		
Wardens report floor/area clear		
All persons accounted for		
Arrive at assembly area/safe place		
Wardens check all present		
Evacuation completed		
Exercise terminated		

Comments/Issues for follow up by the EMP Planning Team:

Note: Incident Management Team (IMT) operational/outcomes evaluation should be held immediately after each drill; the session should go through the Emergency Drill Observer's Record and discuss actions to improve procedures, the EMP or address identified issues.

24. Appendix 3: Post Emergency Record

Facility Name	Lady Forster Kindergarten
Emergency Event	
Date and Time of Emergency	

Description/Details Of Emergency	
----------------------------------	--

Immediate Actions Taken	Chief Warden/LFK Director Notified: YES / NO Time _____ Other staff Notified: YES / NO Time _____ Emergency Services Notified: YES / NO Time _____
-------------------------	--

Key Actions Taken	
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Issues	Operational Debriefing Required: YES / NO Date/Time _____ Person Responsible to Organise: LFK Director Confirmation of Operational Debriefing: Date/Time: _____ Issues for Follow Up Action:
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This Record Completed By:	
Position Title:	
Telephone Number:	
Signature and Date:	

<ul style="list-style-type: none"> Report serious incidents to the regulatory authority in accordance with relevant regulatory requirements. For guidelines on incidents that must be notified to the Victorian WorkCover Authority (formerly WorkSafe) go to: www.education.vic.gov.au/school/principals/spag/management/Pages/worksafe.aspx <p>Early Childhood Services:</p> <ul style="list-style-type: none"> Approved providers or licensees must notify QARD in the event of a serious incident: Services operating under the National Quality Framework, refer to the fact sheet Serious incidents and complaints available at: www.education.vic.gov.au/childhood/providers/regulation/Pages/nqfactsheets.aspx
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- Services operating under the *Children's Services Act 1996* refer to practice note Serious incidents available at:
www.education.vic.gov.au/childhood/providers/regulation/Pages/vcspracnotes.aspx

25. Appendix 4 Fire Panel Operating Instructions

To operate the alarms for an evacuation drill:

- Open cabinet door with key
- Press EVACUATE button (alarms will sound)

At conclusion of drill:

- Press DISABLE
- Press RESET



26. Appendix 5 City of Port Phillip – Local Flood Guide

Local Flood Guide
Port Phillip

FloodSafe

Flood information for Balacava and St Kilda

PORT PHILLIP

CITY OF PORT PHILLIP

State Government
Victoria

FLOOD STORM EMERGENCY 132 500

For more information visit
www.ses.vic.gov.au

Your Local Flood Information

Know your risk

The Port Phillip local area

The City of Port Phillip covers the suburbs of Port Melbourne, South Melbourne, Albert Park, Middle Park, St Kilda East, Balacava, St Kilda West, Ripponlee and Elwood. It is approximately 20 square kilometres in area with 11 kilometres of foreshore and a population of 85,000.

The major waterway through the City of Port Phillip is the Elwood Canal. It has a historical, aesthetic, social and a technological significance to the City of Port Phillip. The City of Port Phillip is also home to a number of major stormwater drains including the Shakespeare Grove Main Drain that carries stormwater runoff from St Kilda to Port Phillip Bay.

The map on page two shows the impact of a 1% flood along Shakespeare Grove Main Drain in the suburbs of Balacava and St Kilda. A 1% flood means that there is a 1% chance of a flood this size happening in any given year. This map is provided as a guide to possible flooding along the Shakespeare Grove Main Drain area.

Are you at risk of flood?

The suburbs of St Kilda and Balacava are located just 6 kilometres south of Melbourne's CBD. Although no open waterways or channels run through these areas, they are serviced by the Shakespeare Grove drainage network. There are many areas within the City of Port Phillip at risk of flooding and in particular flash flooding caused by heavy rainfall.

St Kilda and Balacava can flood due to:

- Flash flooding from heavy rainfall over a short period of time overwhelming the drainage system leading to flooding. Flash flooding occurs quickly and is only around for a short period of time.
- Flooding from prolonged rainfall events.
- St Kilda is located adjacent to Port Phillip Bay and both St Kilda and Balacava sit on flat land, which means that overland flooding can spread over the area.

Tidal flows from Port Phillip Bay may also have an impact on flooding as they may limit the ability of the drainage network to release the storm water into the bay.

When the capacity of the drainage system is exceeded by the amount of rainfall experienced, an area may flood. As drainage systems are only designed and constructed up to a certain capacity, there are times when the rainfall will exceed the capacity of the drainage system.

Whilst floodwater in the St Kilda and Balacava area is expected to rise fairly quickly, it will generally last only a number of hours before receding.

Areas affected by flash flooding

Areas that may be impacted by flash flooding include:

- The St Kilda Library and Balacava train station may become isolated during flash flooding
- Carlisle Street
- The St Kilda Police Station may become isolated if Chapel Street floods.
- Canterbury Road between Fitzroy Street and Langridge Street
- Marine Parade between Cavell Street and Glen Huntly Road
- Acland Street between The Esplanade and Barkly Street
- St Kilda Road between Inkerman Street and Carlisle Street
- Carlisle Street between Brighton Road and Hotham Street
- Inkerman Street between Brighton Road and Orong Road
- Chapel Street between Brighton Road and Inkerman Street
- Hotham Street between Glen Eira Road and Inkerman Street
- Nightingale, Rosamond and Marlborough Streets near Balacava train station
- Martin and Pakington Streets.

Other minor roads may also be affected in the suburbs of Balacava and St Kilda.

Did you know?

The suburbs of St Kilda and Elwood were severely impacted by flood water in February 2011 when the Elwood Canal catchment received 106 millimetres of rain over three hours. Usually, when the Elwood Canal waters rise, it is likely that the water levels in Shakespeare Grove Main Drain will also be impacted.

Historically the Elwood Canal has experienced several major and moderate floods with the first event recorded as early as July 1891 and the most recent event occurring in 2011. Even though no two floods are the same, damaging floods like these can occur again.

It is important to be aware of the risks, have a personal plan to protect your life and property and make sure you do not drive, ride or walk through floodwater at any time.

City of Port Phillip contact details:

- Phone: (03) 9209 6777
- Web: www.portphillip.vic.gov.au

Interpreter services:

- Cantonese 9679 9810
- Mandarin 9679 9858
- Greek 9679 9811
- Polish 9679 9812
- Russian 9679 9813
- Other 9679 9814

About Flood Warnings

What warnings mean

Flood Watches and Flood Warnings are issued by the Bureau of Meteorology (BoM) to tell people about possible flooding.

A **Flood Watch** means there is a developing weather pattern that might cause floods in one or two days.

Flood Warnings mean flooding is about to happen or is already happening. There are minor, moderate and major flood warnings.

A Minor Flood Warning means floodwater can:

- Reach the top of the river banks
- Come up through drains in nearby streets
- Cover low-lying areas including riverside camping areas
- Affect some low-lying caravan parks
- Cover minor roads, tracks and low level bridges
- Spread across land or go into buildings on some properties and farms.

A Moderate Flood Warning means floodwater can:

- Spill over river banks and spread across low-lying areas
- Start to threaten buildings, roads, rail, power and other developments
- Require evacuation in some areas.
- Cover main roads.

A Major Flood Warning means floodwater can:

- Cause widespread flooding
- Threaten many houses and businesses
- Cause properties and whole areas to be isolated by water
- Disrupt major roads and transport routes
- Require many evacuations.

The Victoria State Emergency Service (SES) will give information about how the floodwater might affect people and properties. This includes safety messages to remind you what to do.

Severe Thunderstorm Warnings

Thunderstorms are classified as severe, due to their potential to cause significant localised damage through: wind gusts, large hail, tornadoes or flash flooding. Severe thunderstorm warnings are issued to the community by the Bureau of Meteorology.

Severe Weather Warnings

These warnings are issued to the community by the Bureau of Meteorology when severe weather is expected that is not directly related to severe thunderstorms or bushfires. Examples of severe weather include damaging winds and flash flooding.

Listen to Severe Thunderstorm and Severe Weather warnings for your area. If you hear a warning, check the Bureau of Meteorology and Victoria State Emergency Service for information and advice.

Flash flooding occurs because rain falls faster than the ground has the ability to absorb, causing water run-off into low-lying areas and into local drainage systems unable to cope with the volume of water. This results in water rising rapidly and flowing powerfully and quickly.

Flash flooding:

- Occurs so fast that it is often difficult to provide a detailed warning. Often it arrives without warning.
- Usually results from heavy rainfall falling during severe storms over a short time.

Remember, you may not receive any official warning.

Be aware of what is happening around you to stay safe.

Never wait for a warning to act.

Emergency Alert

SES may provide alerts to the Port Phillip community through the National Emergency Alert telephone warning system. All Emergency Services can use Emergency Alert to warn communities about dangerous situations by voice message to landline telephones or text message to mobile phones.

If you receive an Emergency Alert, make sure that all family members, people at work and your neighbours are aware of the situation.

If you receive an Emergency Alert you should pay attention and act. It could mean life or death.

If you need help to understand an Emergency Alert ask a friend, neighbour or family member.

Flood warnings for Port Phillip

Port Phillip is most likely to be affected by flash flooding which happens so quickly there is usually no time for specific local warnings to be issued.

When flash flooding is likely, if you decide to leave, do so **well before** flooding occurs. Leaving early before flooding occurs is always the safest option. You may decide to shelter with neighbours, family or friends in a safer area.

Evacuating through floodwater is very dangerous and you may be swept away. **NEVER** drive, ride or walk through floodwater.

If you do not leave early enough and become trapped by rising floodwater inside your home or business, stay inside your building and seek the highest part e.g. a second story.

Stay there and call 000 (Triple Zero) if your emergency is life-threatening.

If you are staying in a caravan or temporary dwelling, move to higher ground **before** flooding begins.

Preparing for Floods

Prepare a plan

NOW - before a flood

- Check if your home or business is subject to flooding. For more information, contact the City of Port Phillip on (03) 9209 6777.
- Check if you could be cut off by floodwater.
- Know the safest way to go if you decide to leave your property and plan an alternative route.
- Check your home and contents insurance. Many properties are not covered for flood damage.
- Keep a list of emergency numbers near the telephone.
- Develop an Emergency Plan.
- Put together an Emergency Kit.

When a flood is likely

- Take action. Follow your Emergency Plan.
- Listen to your radio for information and advice.
- Check your neighbours are safe and know about the flood.
- Stack possessions on benches and tables with electrical goods in the highest places.
- Anchor objects that are likely to float and cause damage.
- Move rubbish bins, chemicals and poisons to the highest place.
- Put important papers, valuables, photos and other special personal items into your Emergency Kit.
- Business owners should raise stock, business records and equipment onto benches and tables.
- If you are likely to be isolated, have enough food, drinking water, medicine, fuel and other needs to last at least three days.
- Do not forget pet food and stock feed.

Your Emergency Plan

Emergencies can happen at any time, with little warning. People who plan and prepare for emergencies can reduce the impact and recover faster when they occur.

Taking the time to think about emergencies and make your own plan helps you think clearly and have more control to make better decisions when an emergency occurs.

Your Emergency Plan should identify:

- The types of emergencies that might affect you.
- How those emergencies might affect you.
- What you will do before, during and after an emergency.
- Where to get more information.
- Where you will go if you evacuate and the best way to go in different circumstances.
- A list of phone numbers you will need, including emergency services, your insurance company, friends and family.



Visit www.ses.vic.gov.au to obtain a copy of your Home Emergency Plan workbook.

Evacuation

Victoria Police is responsible for coordinating an evacuation in an emergency. During a flood, Police, SES and other emergency services may advise you to evacuate to keep you safe. It is important that you follow this advice.

There are two types of evacuation notices that may be issued via your emergency broadcaster during a flood:

- **Prepare to evacuate** - means you should act quickly and take immediate action to protect your life and property. Be ready to leave your property.
- **Evacuate immediately** - you must leave immediately as there is a risk to lives.

Remember you can leave at any time if you feel unsafe. You do not need to wait to be told to evacuate.

The time for me to evacuate is before:

During and After a Flood

Never
Drive, Ride or Walk
Through Floodwater

During a flood

When flooding has begun:

- **Never drive, ride or walk through floodwater.**
- **Floodwater can be deep and damage roads and bridges.**
- **Do not let your children play or swim in floodwater.** It is dirty, dangerous and deadly.
- Tune in to your emergency broadcasters: ABC Local Radio, Commercial Radio, designated Community Radio Stations and SKY NEWS Television.
- In life-threatening emergencies, call 000 (triple zero).
- **For emergency help from the SES in floods and storms call 132 500.**
- Stay away from all waterways including drains and culverts.
- Stay away from fallen power lines – electricity travels easily through water.
- Be aware that animals, snakes, rats, spiders and other pests may be on the move during a flood – they can come into houses and other buildings or hide around sandbags.
- Keep in contact with neighbours.
- Be prepared to act quickly.

When you leave early or evacuate

- Leaving early is always the safest option, leave well before roads are closed by floodwater.
- Take your emergency kit and three days supply of clothing with you.
- Turn off the electricity, gas and water as you leave.
- Take your pets with you. Do not leave them behind. Dogs should be muzzled.
- Go to a relief centre or to stay with friends or family in higher areas.

If activated, relief centres can help you with:

- Temporary accommodation
- Financial help
- Personal support
- Drinks and meals
- Basic clothing and personal needs
- Help to contact family and friends.

If you choose to shelter with a friend or relative, tell authorities where you are staying.

After a flood

Flood dangers do not end when the water begins to fall. To make sure you stay safe:

- Keep listening to local emergency broadcasters.
- Do not return home until advised that it is safe.

Once you return to your home:

- Drink bottled water or boil all drinking water until advised that the water supply is safe.
- Throw away any food or medicines that may have been in contact with floodwater or affected by power outages.
- When entering the building, use a torch to light your way – never use matches, cigarette lighters or any other flame as there may be gas inside.
- Keep the electricity and gas off until checked and tested by a professional.
- Take photographs of all damage for insurance.
- Clean your home as soon as possible to stay healthy.
- Contact your insurance company to seek advice in relation to your claim.

How SES helps the community

The Victoria State Emergency Service (SES) is a volunteer organisation that helps during floods, storms, earthquakes, tsunamis and other emergencies.

SES help may include:

- Giving flood advice
- Protecting essential services
- Helping to protect infrastructure
- Rescuing people from floodwater
- Advising of an evacuation.

In large scale events, SES help in your area may be limited. It is important to be prepared and listen to advice.



Emergency Checklist

NOW: Flood preparation

- Check if your insurance policies cover flooding.
- Keep this list of emergency numbers near the telephone.
- Put together an Emergency Kit and prepare a home or business Emergency Plan, see www.ses.vic.gov.au.

When you hear a Flood Watch or weather warning

- Listen to radio and check the SES website for more information and advice.
- Go over your Emergency Plan. Pack clothing and other extra items into your Emergency Kit and take this with you if you evacuate.
- Listen to severe weather warnings for flash flood.

When flooding may happen soon (a Flood Warning)

- Make sure your family members and neighbours are aware of what is happening.
- Be ready to evacuate. Act early, conditions change rapidly, roads and escape routes can be covered or blocked. Don't forget to take pets and medicine with you.
- Put household valuables and electrical items as high as possible.
- Turn off water, gas and electricity at the mains.
- Secure objects likely to float and cause damage. Raise chemicals and oils well above the predicted flood height.

During the flood

- For emergency assistance, call 132 500 for SES.
- DO NOT drive, ride or walk through floodwater. This is the main cause of death during floods.
- NEVER allow children to play in floodwater. This is the main cause of death during floods for children and young people.
- Stay away from drains, culverts and waterways, water can flow quickly and have strong currents.
- Stay well clear of fallen trees, power lines and damaged buildings.

After the flood: recovery

- If your property has been flooded, check with the City of Port Phillip for information and advice.
- Have all electrical and gas equipment professionally tested before use.

For more information visit:

- www.ses.vic.gov.au
- www.facebook.com/vicses
- www.twitter.com/vicseswarnings

Emergency Contacts

Life threatening Emergency **000** Triple Zero
Police, fire, ambulance TTY106

Victoria State Emergency Service (SES) **132 500**
For flood / storm emergency calls

SES Information Line **1300 842 737**
Operates during major floods or storms **1300 VIC SES**
www.ses.vic.gov.au

Bureau of Meteorology (BoM) **1300 659 217**
Weather information, forecasts, warnings www.bom.gov.au

National Relay Service (NRS) www.nrservice.com.au
The deaf, hearing or speech impaired can call SES or 000 using NRS.

	DIAL	TOLL FREE FOR
■ Speak and Listen (SSR) users phone	1300 555 727	132 500
■ TTY / Voice users phone	13 36 77	132 500

Internet Relay users log into www.iprelay.com.au/call/ then enter: **132 500** or **000**

VicRoads **13 11 70**
Road closures and hazard reporting service www.vicroads.vic.gov.au

City of Port Phillip contact details

Business hours phone: **03 9209 6777**
After hours phone: **03 9209 6777** (tollie prompts)

Web: www.portphilip.vic.gov.au

Weather District: Central

Catchment: Melbourne Water

Emergency Broadcasters

Emergency broadcasters include ABC Local Radio, commercial radio stations across Victoria and SKY NEWS Television.

- ABC Radio 774 AM
- SKY NEWS Television

The City of Port Phillip operates a number of relief centres, residents will be notified of their closest centre at the time of the event.

Complete the following and keep this information handy close to the phone:

Your electricity supplier:

Your gas supplier:

Doctor:

Vec:

Insurance

Policy number:

Phone number: