

## Emergency Management Plan 2017- 2018

Version 1

# The Patch School OSHC Program



DEE Region	North Eastern Victorian Region
Service Director/Manager Approving our Plan	Debra Herrmann
Physical Address	53 Kallista Emerald Rd The Patch 3792
Fire District	Central
Is the service on the Bushfire- At-Risk Register?	Yes
Date Approved	20 <sup>th</sup> November 2017
Next Review Date	30 <sup>th</sup> October 2018

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## 1. Purpose

The purpose of this Emergency Management Plan is to provide a detailed plan of how The Patch School Combined OSHC Service will prepare and respond to emergency situations.

## 2. Scope

This EMP applies to all educators, children, visitors, contractors and volunteers at The Patch School Combined OSHC Service.

## 3. Distribution

A copy of our plan has been distributed to:

Name	Position Title and Organisation Name	Date Sent	Email Address or Postal Address
Debra Herrmann	<b>Principal</b> The Patch School		hermann.debra.a@edumail.vic.gov.au
Sheila Mercieca	<b>OSHC Co-ordinator</b> The Patch School OSHC		mercieca.sheila.s@edumail.vic.gov.au
Michelle Rayner	<b>Assistant Principal</b> The Patch School		rayner.michelle.t@edumail.vic.gov.au
Madelyn Meyland	<b>Administration Officer</b> The Patch School		meyland.madelyn.m@edumail.vic.gov.au
Karen Koelewyn	<b>Business Manager</b> The Patch School		koelewyn.karen.k@edumail.vic.gov.au
Peter Toender	<b>Captain</b> Kallista-The Patch Fire Brigade (CFA)		
Sgt Michael Aston	<b>Sergeant</b> Monbulk Police (VicPol)		
Kym Mallamaci	<b>Municipal Emergency Response Co-ordinator</b> Shire of Yarra Ranges		

## **PART 1– EMERGENCY RESPONSE**

#### 4. In Case of Emergency

In an Emergency	
<i>Call</i> <b>Police, Ambulance, Fire Services</b>	<b>000</b>
<i>For Advice call your Service Manager</i>  <i>Or</i>	<b>Debra Herrmann</b> Mobile: 0409 254 220
<b>DET Manager Operations and Emergency Management for North Eastern Region</b>	<b>North Eastern Region</b> <b>Linda Jamieson</b> Phone: 8392 9336 Mobile: 0448 284 749
<i>Convene your</i> <b>Incident Management Team</b>	

## 5. Emergency Contacts

### 5.1 Emergency Services

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

### 5.2 Our Children's Service

Key Roles	Name	Phone	Phone (After Hours)	Mobile
Co-ordinator	Sheila Mercieca	9756 7463		
Early Childhood Educator	N/A			
First Aid Officer	Gloria Knight	9756 7463		
OHS Representative	Sheila Mercieca	9756 7463		
Approved Provider/Licensee	The Patch School	9756 7463		
Service Manager or Board/Committee Chair	Debra Herrmann	9756 7463		

### 5.3 DET Region

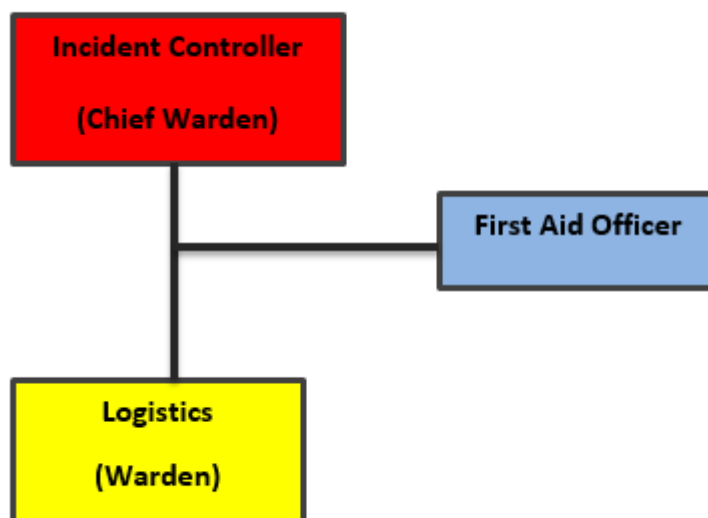
	Name	Phone	Mobile
Regional DET Manager, Operations and Emergency Management	North Eastern: <b>Linda Jamieson</b>		

### 5.4 Local/Other Organisations

	Phone
<b>Monbulk Police Station</b>	9756 6266
<b>Angliss Hospital</b>	9764 6111
Gas - <b>Multinet</b>	132 691
Electricity - <b>SPAusnet</b>	131 799
Water – <b>Yarra Valley Water</b>	1300 304 688
Facility <b>Plumber</b> – Garratt McDonald	0448 885 956
Facility <b>Electrician</b> – Michael Thomas	0417 566 384
Local Government – <b>Shire of Yarra Ranges</b>	1300 368 333
<b>SES</b> (flood, storm and earthquake)	132 500
<b>Victorian WorkCover Authority</b>	13 23 60
<b>Department of Health and Human Services</b>	1300 555 526
<b>DET Regional Office - NEV</b>	1300 333 231

## 6. Incident Management Team

### 6.1 Incident Management Team Structure



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

IMT Role/Activities		Primary Contact		Back Up Contact
Incident Controller (Chief Warden)	Name	Sheila Mercieca	Name	Gloria Knight
	Phone/Mobile		Phone/Mobile	
Planning tasks will be performed by:	Name	Sheila Mercieca	Name	Gloria Knight
	Phone/Mobile		Phone/Mobile	
Operations (Area Warden) tasks will be performed by:	Name	Sheila Mercieca	Name	Gloria Knight
	Phone/Mobile		Phone/Mobile	
Communications tasks will be performed by:	Name	Sheila Mercieca	Name	Gloria Knight
	Phone/Mobile		Phone/Mobile	
Logistics (Warden) tasks will be performed by:	Name	Gloria Knight	Name	Relieving Staff Member
	Phone/Mobile		Phone/Mobile	
First Aid tasks will be performed by:	Name	Gloria Knight	Name	Relieving Staff Member
	Phone/Mobile		Phone/Mobile	



## **7. Incident Management Team Responsibilities**

### **Incident Controller (Chief Warden)**

#### **Pre-Emergency**

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

#### **During Emergency**

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

#### **Post- Emergency**

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

### **Planning**

#### **Pre- Emergency**

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

#### **During Emergency**

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

#### **Post- Emergency**

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

## **Operations (Area Warden)**

### **Pre- Emergency**

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

### **During Emergency**

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

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

### **Post Emergency**

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

## **Communications**

### **Pre- Emergency**

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

### **During Emergency**

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

### **Post- Emergency**

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

## **Logistics (Warden)**

### **Pre- Emergency**

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

### **During Emergency**

Persons selected to perform as Logistics Warden will carry out activities as set out in the emergency response procedures and as directed by the Operations Warden (Area Warden).

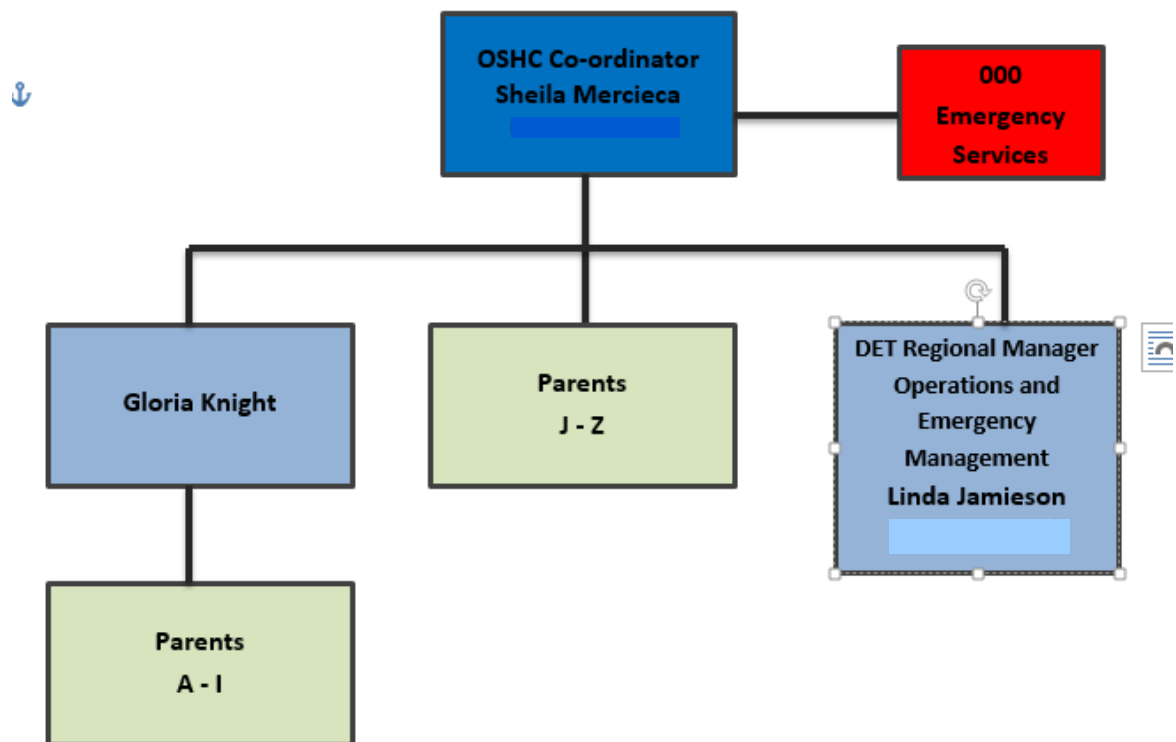
Activities may include the following:

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

### **Post- Emergency**

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

## 8. Communication Tree



## 9. Staff Trained in First Aid

Staff Member	Training
Sheila Mercieca	Apply First Aid (Level 2)
	Anaphylaxis
	Asthma Management
Gloria Knight	Apply First Aid (Level 2)
	Anaphylaxis
	Asthma Management
<b>NOTE: ALL CASUAL STAFF HAVE MINIMUM FIRST AID QUALIFICATION</b>	

**NOTE:** Under the DET service approval conditions for our OSHC program, the following condition applies:

*“The approved provider of a service on the Bushfire At-Risk Register must ensure that on any day declared to be a **Code Red** day for the region in which the service is located, that the service is closed and remains closed for the duration of the Code Red day.”*

**\*\*On days of **Extreme Fire Danger**, The Patch School will relocate to Knox Central PS where there will be NO OSHC PROGRAM AVAILABLE.\*\***

## 10. Emergency Response Procedures

### 10.1 On-Site Evacuation Procedure

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

- **Call 000** and inform emergency services of the nature of the emergency.
- Seek advice from your Service Manager or your DET Regional Manager, Operations and Emergency Management if required.
- **Children, visitors and staff remain at the Hall as this is our on-site evacuation point. 'Visitors' refers only to those people attending the site due to business relating to the OSHC program.**
- Take the child attendance list, note pad & pen, your Emergency Kit/First Aid Kit and this Plan.
- Check all children, staff and visitors are accounted for.
- Ensure communications with emergency services is maintained. Wait for emergency services to arrive or provide further information.
- Contact parents if required.
- Maintain a record of actions/decisions undertaken and times.
- Confirm with emergency service personnel that it is safe to return to normal operations.

### Actions After On-Site Evacuation Procedure

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

## 10.2 Off-Site Evacuation Procedure

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

- **Call 000** and inform emergency services of the nature of the emergency.
- Seek advice from your Service Manager or your DEECD Regional Manager, Operations and Emergency Management if required.
- **Evacuate staff, children and visitors to the Oval.**
- Take the children, attendance list, note pad & pen, your Emergency Kit/First Aid kit and this Plan.
- Once at assembly point, check all children, staff and visitors are accounted for.
- Ensure communications with emergency services is maintained. Wait for emergency services to arrive or provide further information.
- Maintain a record of actions/decisions undertaken and times.
- Contact parents if required.
- Confirm with emergency service personnel that it is safe to return to normal operations.

### Actions After Off-Site Evacuation Procedure

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

### 10.3 Lock-Down Procedure

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

- **Call 000** and inform emergency services of the nature of the emergency.
- Announce the lock-down and provide instructions to staff e.g. close internal doors and windows, sit below window level or move into corridors.
- Check that all external doors (and windows if appropriate) are locked.
- If available, allocate staff to be posted at locked doors to allow children, staff and visitors to enter if locked out. ***'Visitors' refers only to those people attending the site due to business relating to the OSHC program.***
- Seek advice from your Service Manager or your DET regional Manager, Operations and Emergency Management if required.
- Divert parents and returning groups from the facility if required.
- Ensure a telephone line is kept free.
- Keep public address system free.
- Keep main entrance as the only entry point. It must be constantly monitored and no unauthorised people allowed access.
- If it is safe to do so, have a delegated staff member wait at the main entry to the facility to guide emergency services personnel.
- As appropriate, ascertain that all children, staff and visitors are accounted for.
- Maintain a record of actions/decisions undertaken and times.
- Where appropriate, confirm with emergency services personnel that it is safe to return to normal operations.
- Contact parents as required.

#### Actions After Lock-Down Procedure

- Determine whether to activate the parent re-unification process.
- Determine if there is any specific information staff, children and visitors need to know (e.g. areas of the facility to avoid or parent reunification process).
- Print and issue pre-prepared parent letters as appropriate.
- Ensure any children, staff or visitors with medical or other needs are supported.  
***'Visitors' refers only to those people attending the site due to business relating to the OSHC program.***
- Undertake operational debrief to review the lock-down and procedural changes that may be required.
- Complete your Post Emergency Record form (refer to Appendix 4 of the Guide).
- Report serious incidents to the relevant Regulatory Authority in accordance with relevant regulatory requirements and DET in the event of a serious incident.



## 10.4 Lock-Out Procedure

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

- **Call 000** and inform emergency services of the nature of the emergency.
- Announce lock-out with instructions about what is required. Instructions may include nominating staff to:
  - lock doors to prevent entry
  - check the premises for anyone left inside
  - obtain Emergency Kit
- Go to the designated off-site assembly point at the Oval.
- Check that children, staff and visitors are all accounted for. ***'Visitors' refers only to those people attending the site due to business relating to the OSHC program.***
- Maintain a record of actions/decisions undertaken and times.
- Where appropriate, confirm with emergency services personnel that it is safe to return to normal operations.
- Seek advice from your Service Manager or your DET regional Manager, Operations and Emergency Management if required.

### Actions After Lock-Out Procedure

- Determine whether to activate the parent re-unification process.
- Determine if there is any specific information staff, children and visitors need to know (e.g. areas of the facility to avoid or parent reunification process).
- Ensure any children, staff or visitors with medical or other needs are supported.  
***'Visitors' refers only to those people attending the site due to business relating to the OSHC program.***
- Print and issue pre-prepared parent letters as appropriate.
- Prepare and maintain records and documentation.
- Undertake operational debrief to review the lock-out and procedural changes that may be required.
- Complete your Post Emergency Record form (refer to Appendix 4 of the Guide).
- Report serious incidents to the relevant Regulatory Authority in accordance with relevant regulatory requirements and DET in the event of a serious incident.

## 10.5 Shelter-In-Place Procedure

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

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

### Actions After Shelter-In-Place Procedure

- Determine whether to activate the parent re-unification process.
- Determine if there is any specific information staff, children and visitors need to know (e.g. areas of the facility to avoid or parent reunification process).
- Ensure any children, staff or visitors with medical or other needs are supported.  
***'Visitors' refers only to those people attending the site due to business relating to the OSHC program.***
- Print and issue pre-prepared parent letters as appropriate.
- Prepare and maintain records and documentation.
- Undertake operational debrief to review the shelter-in-place and procedural changes that may be required.
- Complete your Post Emergency Record form (refer to Appendix 4 of the Guide).
- Report serious incidents to the relevant Regulatory Authority in accordance with relevant regulatory requirements and DET in the event of a serious incident.

## 11. Emergency Response Procedures for Specific Threats

### 11.1 Building Fire

- Phone **000** to notify the emergency services and seek advice.
- If appropriate, follow the procedure for **On-Site/Off-Site Evacuation**.
- Report the emergency immediately to the Incident Controller (Chief Warden) who will convene the IMT if necessary.
- Remain calm and activate the fire alarm.
- Extinguish the fire (**only if safe to do so**).
- Evacuate to the Hall or the Oval (depending on location of fire) closing all doors and windows.
- Check that all areas have been cleared and notify the Incident Controller.
- Check that all children, staff, visitors and contractors are accounted for. ***'Visitors' refers only to those people attending the site due to business relating to the OSHC program.***
- Contact your Service Manager or your DET Regional Manager, Operations and Emergency Management for advice and support if required.
- Direct all Media enquiries to DET Media Unit on 9637 2871.

### 11.2 Bushfire/Grassfire

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

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

- Phone **000** to notify the emergency services and seek advice.
- Report the emergency immediately to the Incident Controller (Chief Warden) who will convene the IMT if necessary.
- Turn off gas supply
- If the gas leak is onsite, notify your gas provider **Multinet 132 691**

- If safe to do so, evacuate staff, students, visitors and including contractors to either the Hall or the Oval. This may be an off-site location.
- Check children, staff, visitors and contractors are accounted for. ***'Visitors' refers only to those people attending the site due to business relating to the OSHC program.***
- Contact your Service Manager or your DET Regional Manager, Operations and Emergency Management for advice and support if required.
- Direct all Media enquiries to the Department's Media Unit on 9637 2871.
- Await 'all clear' advice from emergency services or further advice before resuming normal service activities.

#### 11.4 Intruder/Personal Threat

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

#### 11.5 Bomb/Chemical Threat

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

## 11.6 Bomb/Substance Threat Checklist

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

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

Complete the following for a BOMB THREAT

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

Complete the following for a SUBSTANCE THREAT

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

CHARACTERISTICS OF THE CALLER		LANGUAGE	
Sex of caller		<input type="checkbox"/> Abusive	<input type="checkbox"/> Taped
Estimated age		<input type="checkbox"/> Well Spoken	<input type="checkbox"/> Irrational
Accent if any		<input type="checkbox"/> Incoherent	<input type="checkbox"/> Message read by caller
Speech impediments		<input type="checkbox"/> Other (Specify)	
Voice (loud, soft, etc.)			
Speech (fast, slow etc.)			
Dictation (clear, muffled, etc.)			
Manner (calm, emotional, etc.)			
Did you recognise the voice?			
If so, who do you think it was?			
Was the caller familiar with the area?			

EXACT WORDING OF THREAT

ACTIONS	
REPORT CALL TO:	
ACTIONS:	

## **11.7 Internal Emission/Spill**

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

## **11.8 Severe Weather / Storms and Flooding**

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

## 11.9 Earthquake

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

### If Outside

Instruct staff and children to:

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

### If Inside

Instruct staff and children to:

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

### After the Earthquake

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

## 11.10 Influenza Pandemic

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

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

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



## RESPONSE STAGE - ACTION

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

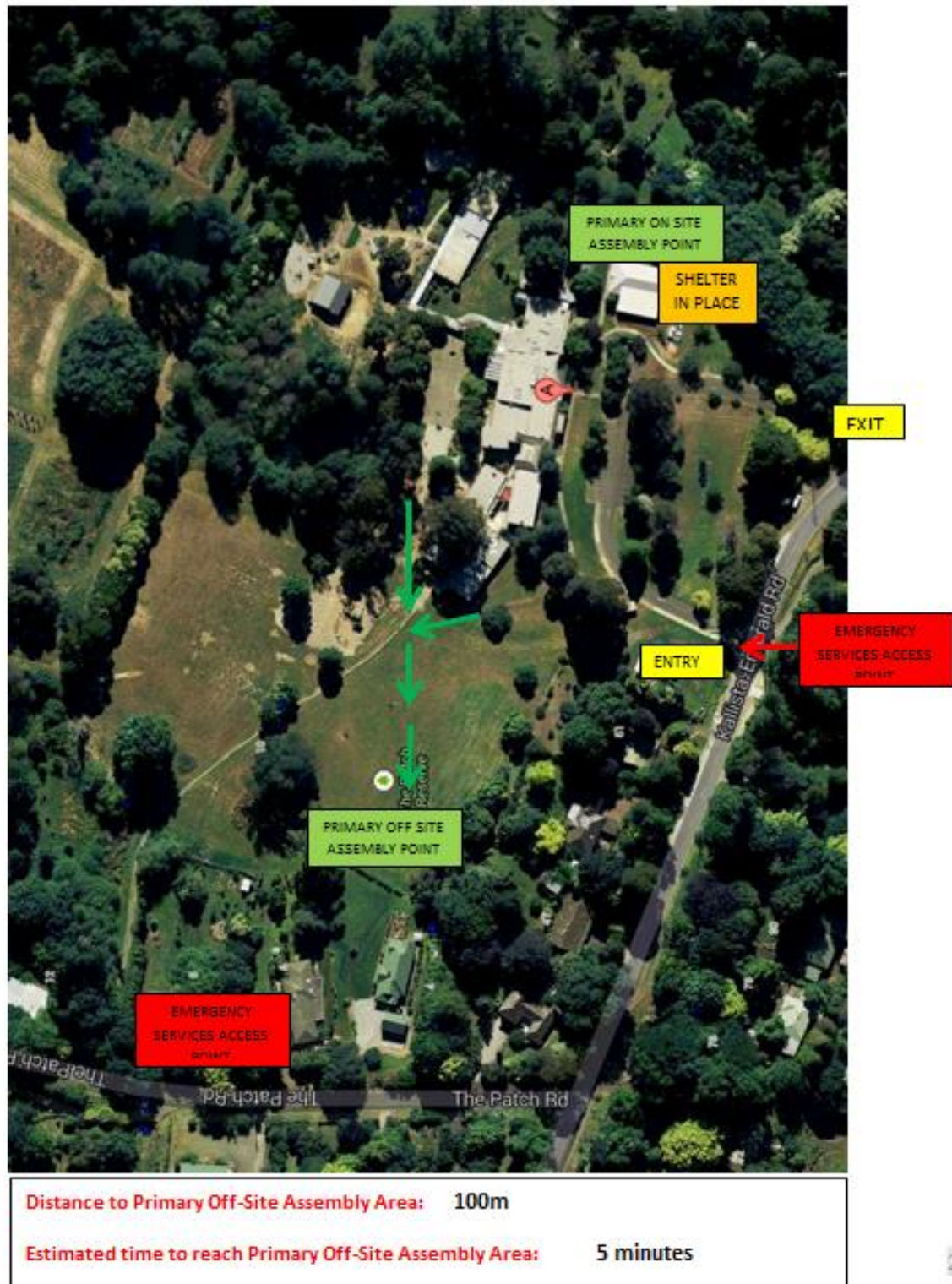
## RESPONSE STAGE – STAND DOWN

Description – Virus no longer presents a major public health threat	
Category	Key Actions
Recovery	<ul style="list-style-type: none"> <li>Implement recovery plan to help regain education of children and stabilize families and the community including::             <ul style="list-style-type: none"> <li>staff availability</li> <li>procedures to re-open (if applicable)</li> <li>provision of counselling (if required)</li> </ul> </li> </ul>

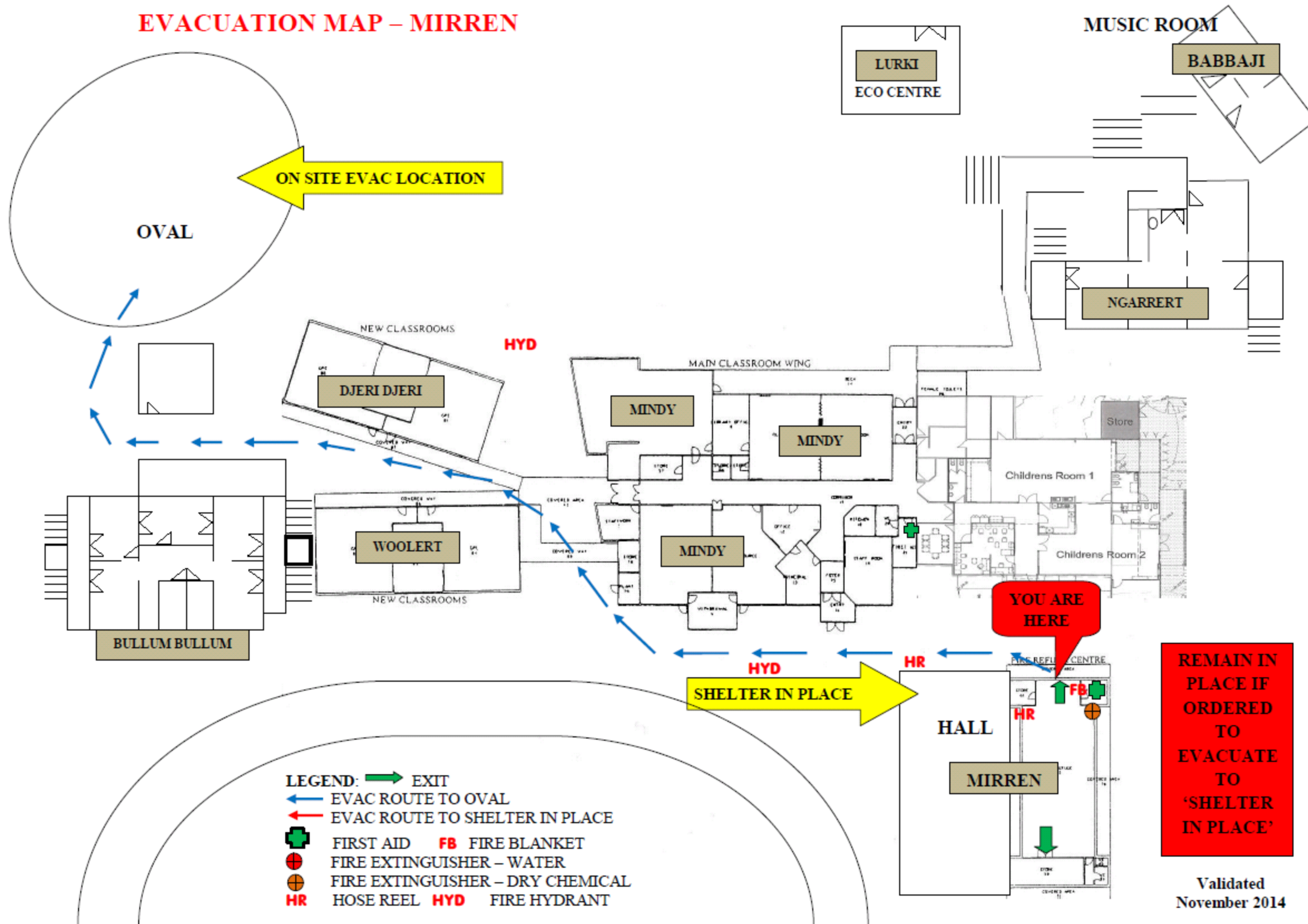
	<ul style="list-style-type: none"> <li>• monitoring cumulative effects of pandemic and identifying and supporting those who may need assistance</li> <li>• Incident controller to de-activate Incident Management Team and conduct final debrief(s)</li> <li>• Review effectiveness of Emergency Management Plans and update as appropriate – involve relevant staff and others eg School Nurses</li> <li>• Replenish personal protective equipment (if required) Replenish personal protective equipment (if required)</li> <li>• Be aware that multiple waves of the virus may occur and that review and revision of the plan may be required between waves</li> </ul>
Communications	<ul style="list-style-type: none"> <li>• Utilise the sample letters developed by DET Central Office, communicate status of situation to staff and parents/carers including supports that may be available</li> </ul>

## 12. Area Map

Date Area Map Validated: 21<sup>st</sup> November 2015



### 13. Evacuation Diagram



## Evacuation Procedure

In the event of an **EMERGENCY** the following plan will be used:

- 1/ An announcement will be made advising of Lockdown/Lockout/Evacuation details.
- 2/ Message will be repeated
- 3/ A whistle will sound

### One Continual Whistle Sound:

Evacuate to Hall

### Whistle Sound with Two-Second Intervals:

Evacuate to Oval

### Procedure:

On hearing whistle:

- a) Co-ordinator / Assistant will collect attendance roll and Emergency Management Plan folder
- b) Check adjoining withdrawal areas
- c) Close windows and turn lights off if you leave Hall to re-locate to the Oval.
- d) Assemble children in an orderly fashion for evacuation to Hall or Oval using route depicted on your building's evacuation map
- e) Evacuate to Hall or Oval

## In Case of Fire



**R**emove persons from immediate danger.



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



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



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



## 14. Parent / Family Contact Information

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

Child's Name	Parent/Guardian	Phone/ Mobile Number	After Hours Number	Alternate Contact
<b>**Confidential Parent/Family Contact Details stored in Separate Folder**</b>				

## 15. Children and Staff with Special Needs

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

Children				
Name	Room / Area	Condition	Assistance needed during an emergency	Who will be responsible?
<b>**Confidential Details of Children with Special Needs Stored in Separate Folder**</b>				
Staff				
Name	Room / Area	Condition	Assistance needed during an emergency	Who will be responsible?
<b>**Confidential Details of Staff with Special Needs Stored in Separate Folder**</b>				

## **PART 2 – EMERGENCY PREPARDNESS**

## 16. Children's Service Facility Profile

### 16.1 General Information

<b>Children's Service Name</b>	The Patch School Combined OSHC Service
Physical Address	53 Kallista Emerald Road The Patch Vic 3792
Operating Days	Monday to Friday during school terms
Operating Hours	7.30am – 8.45am      3.30pm – 6.00pm
Phone	9756 7463
Email	c/- the.patch.ps@edumail.vic.gov.au
Fax	
Number of buildings	1
Is the facility a designated Neighbourhood Safer Place?	No
Shelter-In-Place Location	Yes
Number of Children	Maximum 15 in morning; Maximum 45 in afternoon
Total Number of Staff	2
Staff Member Responsible for Bulk Messaging (where an SMS system is in place)	Madelyn Meyland (advised by phone and SMS sent remotely)

### 16.2 Other Services/Users of Site

<b>Service / Usage Name</b>	N/A
Location	
Children/Visitor Numbers	
Operating Hours/Days	
Emergency Contact Name	
Phone Number	
Mobile Number	



## 16.3 Building Information Summary

Telephones (Landlines):			
	Location	Number	
	Hall kitchen	9756 7463	

Alarms:	Location	Monitoring Company	Location of Shutoff Instructions
Fire			
Intrusion	Each room	DET SSU	Panel in Resource Room in OSHC corner
Other			

Utilities:	Location	Service provider	Location of Shutoff Instructions
Gas / Propane	Meter located on front fence line midway between entry & exit gates of school.	Multinet	
Water	Front of property close to 51 Kallista Emerald Rd	Yarra Valley Water	
Electricity	Large cabinet at front of property.	SPAusnet	<b>No access</b> except by electrical industry key

Sprinkler System:	
Control Valve Location	N/A
Shutoff Instructions Location	

Building and Site Hazards:	
Hazard Description	Location

## 17. Risk Assessment

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

1. Identified Hazards and Potential Threats	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
<b>Bushfire</b>	- Injury (including psychological injury) or death to persons - Loss of buildings, facilities, equipment	-School community regularly undertake evacuation drills -Regular servicing of fire equipment, travel paths to exits and SSU monitoring of alarms.	Severe	Likely	Extreme	Request permission from DET Regional Office to close the school/service on days of Extreme Fire Danger.  Students to participate in fire safety/awareness sessions with CFA.  Fire drills to be practiced during program hours.	Major	Possible	High
<b>Structure Fire</b>	- Injury (including psychological injury) or death to persons - Loss of buildings, facilities, equipment	-School community regularly undertake evacuation drills -Regular servicing of fire equipment, travel paths to exits and SSU monitoring of alarms.	Severe	Unlikely	High				
<b>Major injury to person in playground</b>	- Significant physical or psychological injury to person	- Well supervised playground. - Appropriate number of qualified first aiders. -First aid kits maintained. -Student medical information kept updated	Moderate	Possible	Medium				

<b>Anaphylactic reaction</b>	- Severe allergic reaction possibly leading to death	- All staff hold current anaphylaxis competency. - Student medical information kept updated. - Two staff member with adrenaline injectors in the yard during breaks.	Severe	Unlikely	High	Display anaphylaxis awareness information on service premises.  Discourage food sharing.  Display anaphylaxis first aid posters prominently around the service.	Severe	Rare	Medium
<b>Bus crash involving students</b>	- Injury or death (including psychological injury) to a number of persons	- Buses hired must have seat belts	Major	Rare	Medium				
<b>Intruder in school area</b>	- Harm (physical and/or psychological) to persons - Damage to school property	- Visitor sign-in procedure recognised across school community - Students move around school in pairs during class time - Students aware of lock down procedure	Major	Rare	Medium				
<b>Bomb threat</b>	- Harm (physical and/or psychological) to persons and damage to school property	- School community regularly undertake evacuation drills	Major	Rare	Medium				
<b>Gas leak</b>	- Physical harm to persons - Explosion / fire	- School community regularly undertake evacuation drills - Annual servicing of appliances	Major	Rare	Medium				
<b>Boiler room explosion</b>	- Physical harm to persons - Damage to school property	- School community regularly undertake evacuation drills	Major	Rare	Medium				
<b>Local plastics factory explosion</b>	- Physical harm to persons - Damage to school property	- School community regularly undertake evacuation drills	Major	Rare	Medium				

## 18. Emergency Response Drills Schedule

	Drill	Person Responsible	Date Drill was Performed	Observer's Record Completed* ✓
Term 1				
Term 2				
Term 3				
Term 4				

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

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

## 19. Emergency Kit Checklist

Our Emergency Kit Contains: ✓	
Children's data and parent contact information	
Children and staff with special needs list including any children's medications	
Enrolment records including authorisations and parent contact details	
Staff contact information	
Facility keys	
Standard portable First Aid Kit. Refer to <a href="#">First Aid Kits Contents Checklist</a>	
Student-specific medication (including epiPens)	
A charged mobile phone and charger/s	
Torch with replacement batteries (or wind up torch)	
Whistle	
Internet-ready smart device with Radio 774, VicEmergency and other relevant apps	
Copy of facility site plan and EMP including evacuation routes	
Bottled water	
Toiletry supplies	
Other	

<b>Date Emergency Kit checked:</b>	
<b>Next check date:</b>	

## 20. Emergency Management Plan Completion Checklist

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

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

**Final Check Completed by:**

**Date:**

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

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