

Nunawading Christian College Early Learning Centre



Emergency Management Plan 2021

Provider Number	SE-00006011
School Number	(03) 9877 3555
Service Manager Approving our Plan	Leanne Munchan
Physical Address	Laughlin Avenue, Nunawading
Fire District	North Eastern Region
Is the school on the Bushfire- At-Risk Register?	No
Date Approved	06/08/2021
Next Review Date	06/08/2022

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1. Purpose

The purpose of this Emergency Management Plan (EMP) is to provide a detailed plan of how Nunawading Early Learning Centre will prepare and respond to emergency situations.

2. Scope

This EMP applies to all staff, students, visitors, contractors and volunteers at Nunawading Early Learning Centre.

3. Distribution

A copy of our plan has been distributed to:

Name	Position Title & Organisation Name	Date Sent	Email or Postal Address
Leanne Munchan	Director, NCC ELC	6/8/21	xxx
Katherine Darroch	Assistant Director / Nominated Supervisor	6/8/21	xxx
Meggan James	Principal of Nunawading Christian College	6/8/21	xxx
Brian Mercer	Person with Management or Control; Seventh-Day Adventist Schools Victoria Representative	6/8/21	xxx
Alida Burnside	Nunawading Christian College First Aid Officer	6/8/21	xxx
Mark Roberts	Nunawading Christian College Business Manager	6/8/21	xxx

PART 1 – EMERGENCY RESPONSE

4. In Case of Emergency

In an Emergency

Call

Police, Ambulance, Fire
Services

000

Notify

DET Security Services Unit
(SSU)

9589 6266

For advice, call your

Regions Manager
Operations and
Emergency Management

**North Eastern:
Stuart Brain**

Phone: 8392 9579

Mobile: 0427 895 398

Convene your

Incident Management Team

5. Emergency Contacts

5.1. Emergency Services

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

5.2. Our School

Key Roles	Name	Phone	Mobile
Centre Director	Leanne Munchan	(03) 9877 3555	xxx
NCC Principal	Meggan James	(03) 9877 3555	xxx
Nominated Supervisor	Katherine Darroch	(03) 9877 3555	xxx
Educational Leader	Katherine Darroch	(03) 9877 3555	xxx
First Aid Officer	Katherine Darroch	(03) 9877 3555	xxx
Approved Provider/Licensee	Brian Mercer (rep)	(03) 9264 7730	xxx
Campus Maintenance	David Virtue	(03) 9877 3555	xxx

5.3. Key Organisational/Regional Contacts

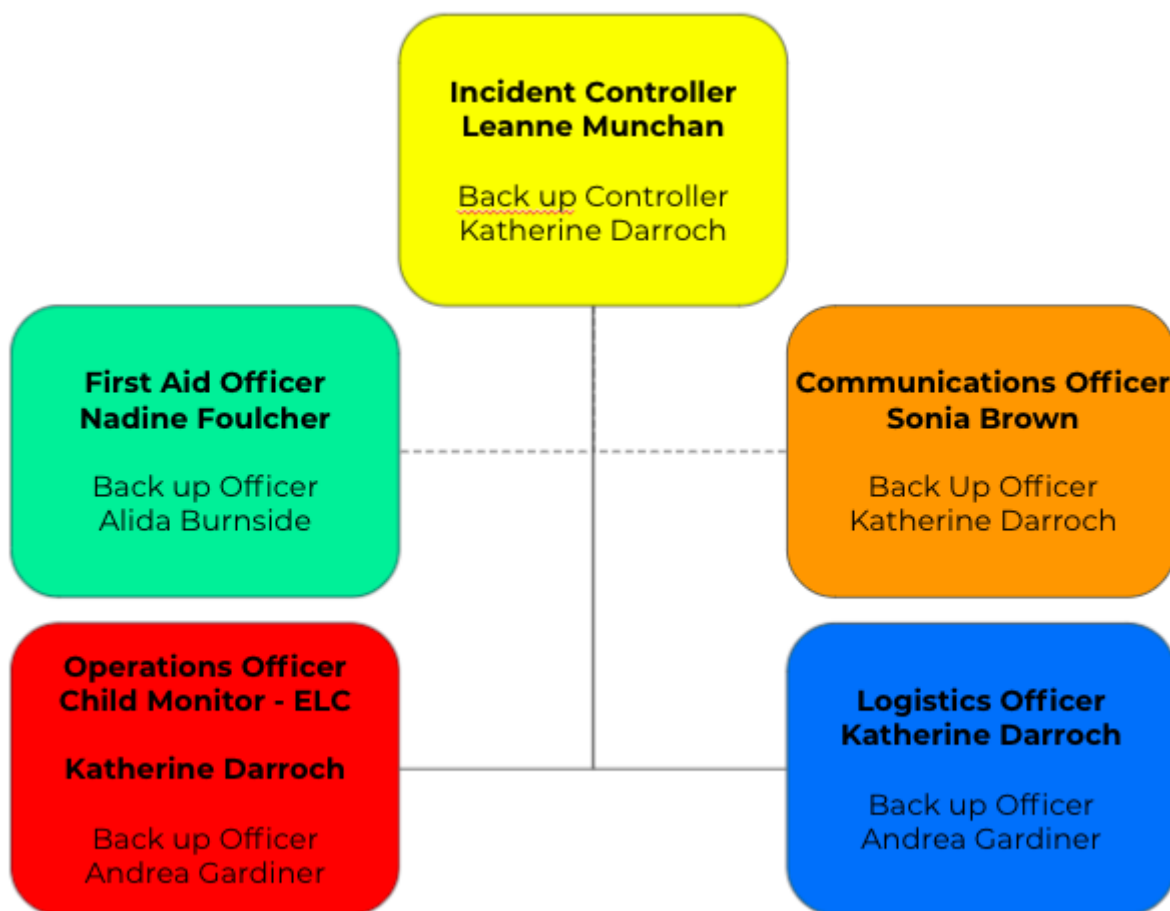
	Name	Phone	Mobile
QARD Area Team	Eastern Metropolitan Area	1300 651 940	N/A
Regional Manager, Operations & Emergency Management	North Eastern Region: Stuart Brain	(03) 8392 9579	0427 895 398

5.4. Local/Other Organisations

	Phone
Police Station - Nunawading	(03) 9871 4111
Hospital/s (Box Hill – 12mins; Maroondah – 15mins)	Box Hill – 1300 342 255 Maroondah – (03) 9781 3333
Gas – Origin Energy	13 24 61
Electricity – AGL	131 245
Water Corporation – Yarra Valley Water	1300 304 688
Facility Plumber – Douglass Plumbing	0418 389 669
Facility Electrician – Andrew Whitelock	0405 315 878
Local Government – Whitehorse City Council	(03) 9262 6333
SES (flood, storm and earthquake)	132 500
Victorian WorkCover Authority Victoria	13 23 60
Department of Human Services Regional Office	1300 360 452
DEECD Regional Office – North Eastern Victorian Region	1300 651 940
Fire Brigade – Nunawading (Station 27)	1300 367 617

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 and Planning Tasks	Name	Leanne Munchan	Name	Katherine Darroch	
	Phone	xxx	Phone	xxx	
Operations Officer:	Name	Katherine Darroch	Name	Sonia Brown	
	Phone	xxx	Phone	xxx	
Communications Officers:	Name	Sonia Brown	Name	Katherine Darroch	
	Phone	xxx	Phone	xxx	
Logistics Officers:	Name	Katherine Darroch	Name	Sonia Brown	
	Phone	xxx	Phone	xxx	
First Aid tasks will be performed by:	Name	Nadine Foulcher	Name	Alida Burnside	
	Phone	xxx	Phone	(03) 9877 3555	

6.3. Incident Management Team Responsibilities – Pre-Emergency

Director – Incident Controller

- 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.
- Ensure staff are aware of the emergency response procedures.

All Staff – Room Leaders /Teachers – Operations Officers Co-Educators/Assistants – Logistics Officers

- Assist the Incident Controller.
- Identify resources required.
- Participate in emergency exercises/drills.
- Carry out safety practices (e.g. clear egress paths, access to first attack equipment e.g. fire extinguishers and disposal of rubbish).
- Regularly check and report on deficiencies of emergency equipment and kits (OH&S #17).
- 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.

Office Managers – Communication Officers

- 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.

6.4. Incident Management Team Responsibilities – During Emergency

Director – Incident Controller

- 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.

All Staff – Room Leaders /Teachers – Operations Officers

- Attend the emergency control point.
- Communicate with the Incident Controller by whatever means available and act on instructions.
- Implement the emergency response procedure and ensure that the Incident Controller is notified.
- Direct Logistics Officers to check the floor or area for any abnormal situation.
- Commence evacuation if the circumstances warrant this.
- Control the movement of people and care for the children.
- Confirm that activities have been completed and report to the Incident Controller or a senior officer of the attending emergency services if the Incident Controller is not contactable.
- Report any changes to the Incident Controller.
- Plan for contingencies.
- Collect and care for all children at all times.

Staff – Co-educators – Logistics Officers

Activities may include the following:

- Attend the emergency control point.
- Operate the communication system in place – Communication Tree (pg 11).
- 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.
- Collect all necessary folders and iPad for class roll.
- Collect First Aid bag, Evacuation bag, children's medication, epi-pens.

Office Manager – Communications Officers

- Attend the emergency control point.
- Ascertain the nature and location of the emergency. Maintain up to date information.
- 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.
- Collect iPad, visitors books, staff roll and keys.
- Confirm that emergency services have been notified.

6.5. Incident Management Team Responsibilities – Post Emergency

Director – Incident Controller

- 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 DEECD in the event of a serious incident:
- Services operating under the National Quality Framework see DEECD Reporting NQF services operating under the Victorian children's services legislation see DEECD Reporting Vic.

Staff – Room Leaders/Teachers – Operations Officers

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

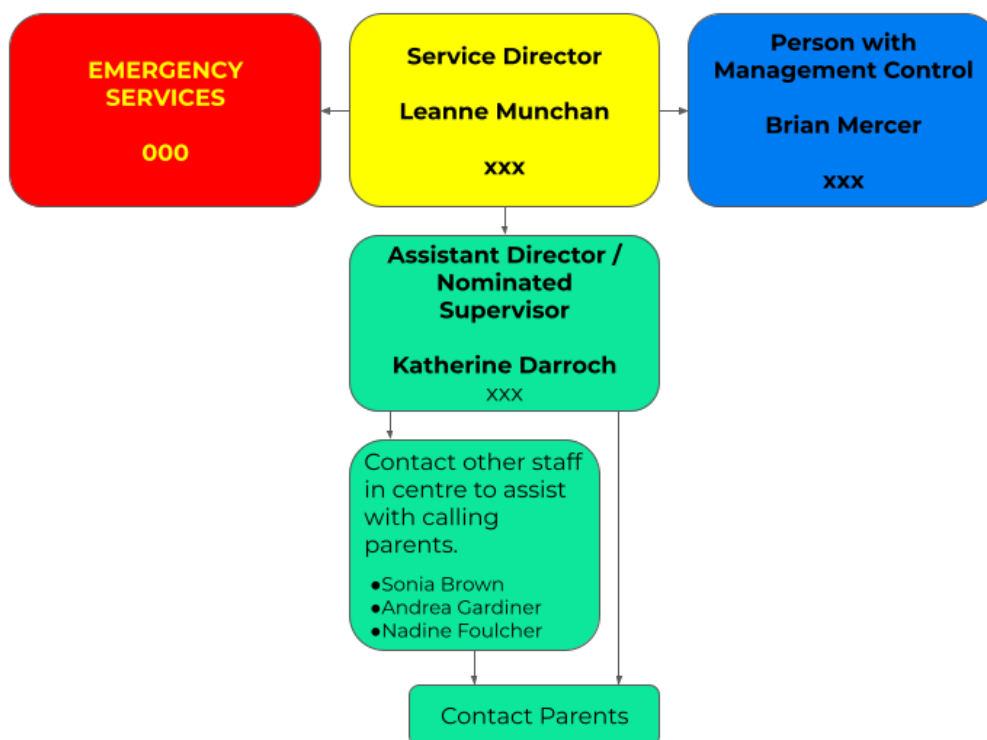
Staff – Co-educators – Logistics Officers

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

Office Manager – Communications Officers

- 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.

7. Communication Tree



8. Staff Trained in First Aid

Refer to Staff Files.

9. School Bus Emergency Contacts

Name	Title	Phone
Ray Wiltshire	School Bus Coordinator	xxx

10. Emergency Response Procedures

10.1. On-Site Evacuation Procedure

When it is unsafe for students, staff and visitors to remain inside the school 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.
- Report the emergency and evacuation to Security Services Unit (24 hour, 7 days) on 9589 6266.
- Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.
- Evacuate students, staff and visitors out of the building to your Emergency Evacuation Point.
- Take the student attendance list, staff attendance list, your Emergency Kit/First Aid Kit and this Plan.
- Once at your primary and/or secondary assembly point/s, check all students, staff and visitors are accounted for.
- Ensure communications with emergency services are 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

- Advise the Security Services Unit and the region (regional Manager, Operations and Emergency Management) that the evacuation is over.
- Determine whether to activate your parent reunification process.
- Determine if there is any specific information students, staff and visitors need to know (e.g. parent reunification process or areas of the facility to avoid).
- Print and issue pre-prepared parent letters and give these to students to take home.
- Ensure any students, staff or visitors with medical or other needs are supported.
- Contact the SSSO Network Coordinator if required.
- Ensure all staff are made aware of Employee Assistance Program contact details.
- Seek support from your region (regional Manager, Operations and Emergency Management) if required.
- 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 (refer to Appendix 4 of the Guide).

10.2. Off-Site Evacuation Procedure

If it is unsafe for students, staff and visitors to remain on the school 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.
- Report the emergency and evacuation to Security Services Unit (24 hour, 7 days) on 9589 6266.
- Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.
- Identify which off-site assembly Point you will evacuate staff, students and visitors to.
- Evacuate staff, students and visitors to your SDA Conference Office on Central Road
- Take the students attendance list, staff attendance list, your Emergency KiUFirst Aid kit and this Plan.
- Once at primary and/or secondary assembly points, check all students, 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 Off-Site Evacuation Procedure

- Advise the Security Services Unit and the region (regional Manager, Operations and Emergency Management) that the evacuation is over.
- Determine whether to activate the parent reunification process.
- Determine if there is any specific information students, staff and visitors need to know (e.g. areas of the facility to avoid or parent reunification process).
- Print and issue pre-prepared parent letters and give these to students to take home.
- Ensure any students, staff or visitors with medical or other needs are supported.
- Contact the SSSO Network Coordinator if required.
- Ensure all staff are made aware of Employee Assistance Program contact details.
- Seek support from your region (regional Manager, Operations and Emergency Management) if required.
- 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 (refer to Appendix 4 of the Guide).

10.3. Lock-Down Procedure

When an external and immediate danger is identified and it is determined that the students 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 students, staff and visitors to enter if locked out.
- Report the emergency and lock-down to the Security Services Unit (24 hour, 7 days) on 9589 6266.
- Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.
- Divert parents and returning groups from the school 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 safe to do so, have a staff member wait at the main entry to the school to guide emergency services personnel.
- Ascertain (as possible) if all students, staff and visitors are accounted for.
- Maintain a record of actions/decisions undertaken and times.
- Where appropriate, confirm with emergency service personnel that it is safe to return to normal operations.
- Contact parents as required.

Actions After Lock-Down Procedure

- Advise the Security Services Unit and the region (regional Manager, Operations and Emergency Management) that the lock-down is over.
- Determine whether to activate the parent reunification process.
- Determine if there is any specific information students, staff and visitors need to know (e.g. areas of the facility to avoid or parent reunification process).
- Ensure any students, staff or visitors with medical or other needs are supported.
- Print and issue pre-prepared parent letters and give these to students to take home.
- Contact the SSSO Network Coordinator if required.
- Ensure all staff are made aware of Employee Assistance Program contact details.
- Seek support from your region (regional Manager, Operations and Emergency Management) if required.
- Undertake operational debrief to review the lock-down and procedural changes that may be required.
- Complete your Post Emergency Record (refer to Appendix 4 of the Guide).

10.4. Lock-Out Procedure

When an internal immediate danger is identified and it is determined that students 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
- Report the emergency and lock-out to the Security Services Unit (24 hour, 7 days) on 9589 6266.
- Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.
- Go to the designated assembly points, SDA Conference Office on Central Road
- Check that students, staff and visitors are all accounted for.
- Where appropriate, confirm with emergency service personnel that it is safe to return to normal operations.
- Maintain a record of actions/decisions undertaken and times.

Actions After Lock-Out Procedure

- Advise the Security Services Unit and the region (regional Manager, Operations and Emergency Management) that the lock-out is over.
- Determine whether to activate the parent reunification process.
- Determine if there is any specific information students, staff and visitors need to know (e.g. areas of the facility to avoid or parent reunification process).
- Ensure any students, staff or visitors with medical or other needs are supported.
- Print and issue pre-prepared parent letters and give these to students to take home.
- Ensure all staff are made aware of Employee Assistance Program contact details.
- Contact the SSSO Network Coordinator if required.
- Seek support from your region (regional Manager, Operations and Emergency Management) as required.
- 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 (refer to Appendix 4 of the Guide).

10.5. Shelter-In-Place Procedure

When an incident occurs outside the school and emergency services or the Incident Controller (Chief Warden) determines the safest course of action is to keep students and staff inside a designated building in the school (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.
- Incident Controller activates the Incident Management Team.
- Move all students, staff and visitors to the predetermined shelter-in-place area Primary School Gymnasium
- Take the students attendance list, staff attendance list, your Emergency Kit/First Aid kit and this Plan.
- Report the emergency and shelter-in-place to the Security Services Unit (24 hour, 7 days) on 9589 6266.
- Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.
- Ascertain (as possible) if all students, 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; provide notification if the shelter-in-place is to extend beyond the school day.
- Where appropriate, confirm with emergency service personnel that it is safe to return to normal operations.

Actions After Shelter-In-Place Procedure

- Advise the Security Services Unit and the region (regional Manager, Operations and Emergency Management) that the shelter-in-place is over.
- Determine whether to activate the parent reunification process.
- Determine if there is any specific information students, staff and visitors need to know (e.g. areas of the facility to avoid or parent reunification process).
- Ensure any students, staff or visitors with medical or other needs are supported.
- Print and issue pre-prepared parent letters and give these to students to take home.
- Ensure all staff are made aware of Employee Assistance Program contact details.
- Contact the SSSO Network Coordinator if required.
- Seek support from the region (regional Manager, Operations and Emergency Management) as required.
- 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 (refer to Appendix 4 of the Guide).

11. Emergency Response Procedures for Specific Threats

11.1. Building Fire

- **Call 000** to notify the emergency services and seek advice.
- Activate the fire alarm.
- If appropriate, follow the procedure for **On-site Evacuation**.
- Report the emergency immediately to the Incident Controller (Chief Warden) who will convene the IMT if necessary.
- Extinguish the fire (**only if safe to do so**).
- Evacuate to the Primary School Gymnasium closing all doors and windows.
- Check that all areas have been cleared and notify the Incident Controller.
- Check that all students, staff, visitors and contractors are accounted for.
- Report emergency to the Security Services Unit on 9589 6266.
- Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.
- Direct all Media enquiries to DET Media Unit on 9637 2871.

11.2. Bushfire/Grassfire

- **Call 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 students, staff and visitors contractors are accounted for.
- Listen to TV or local radio on battery-powered set for bushfire/weather warnings and advice.
- Ensure staff/students do not hinder emergency services or put themselves at risk by going near damaged buildings or trees.
- Report the emergency to Security Services Unit on 9589 6266.
- Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.
- Direct all Media enquiries to DET Media Unit on 9637 2871.

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

- **Call 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.
- If safe to do so, evacuate staff, students, visitors and including contractors to Primary School oval. This may be an off-site location.
- Check students, staff and visitors are accounted for.
- Report the emergency to the Security Services Unit on 9589 6266.
- Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.
- Direct all Media enquiries to the DET Media Unit on 9637 2871.
- Await 'all clear' advice from emergency services or further advice before resuming normal school activities.

11.4. Intruder/Personal Threat

- **Call 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.
- Report emergency to the Security Services Unit on 9589 6266.
- Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.
- Direct all Media enquiries to DET Media Unit on 9637 2871.

11.5. Bomb/Chemical Threat

- **Call 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 school'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.
- Report emergency to the Security Services Unit on 9589 6266.
- Notify your region and seek advice from your regional Manager, Operations and Emergency Management 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	
Phone Number		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?	
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	
Sex of caller	
Estimate of age	
Accent (if any)	
Speech impediments	
Voice (loud, soft, etc.)	
Speech (fast, slow etc.)	
Dictation (clear, muffled etc.)	
Manner (calm, emotional etc.)	
Did you recognise the voice?	
If so, who do you think it was?	
Was the caller familiar with the area?	

Language	
<input type="checkbox"/> Abusive	<input type="checkbox"/> Taped
<input type="checkbox"/> Incoherent	<input type="checkbox"/> Irrational
<input type="checkbox"/> Well spoken	<input type="checkbox"/> Message read
<input type="checkbox"/> Other (specify)	

Background Noise	
<input type="checkbox"/> Music	<input type="checkbox"/> Local call
<input type="checkbox"/> Machinery	<input type="checkbox"/> Long distance
<input type="checkbox"/> Aircraft	<input type="checkbox"/> Other (specify)

Exact Wording of Threat

Actions	
Report Call To:	
Actions:	

11.7. Bus Emergency While En Route

Use this procedure for an emergency that arises involving a government school bus en route.

The Bus Coordinating Principal will:

- Contact emergency services agencies to ascertain local information on status of any notified emergency.
- Report emergency to the Security Services Unit on 9589 6266.
- Advise emergency services of the status and location of bus services and seek assistance if required.
- Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.
- Confirm/provide instruction to driver with regard to destination.
- Notify client school principals and any other facility with passengers on the affected service.
- Consult to ensure client school principals notify parents/guardians of all affected students of actions taken and other relevant information (such as where to collect their children).
- Keep an accurate log of all communication in relation to the event.
- Receive confirmation of bus's arrival at destination from driver.
- Where possible keep an accurate record of the event.
- Direct all Media enquiries to DET Media Unit on 9637 2871.

Client School Principals will:

- Receive instruction from the coordinating principal.
- Consult with the coordinating principal to confirm parents/guardians of affected students have been notified, and provided with other relevant information (such as where to collect their children).
- Keep an accurate log of all communication in relation to the event.

The above summarised procedure relates specifically to 'Students Affected En Route' only. For the detailed procedure, including for 'Students Affected While at School' and 'Bus Routes Affected Overnight or Before School', refer to the DET School Bus Program Emergency Management Operational Guidelines via the following link [School Bus Program Emergency Management Operational Guidelines](#)

11.8. Internal Emission/Spill

- **Call 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.
- Move staff/students away from the spill to a safe area and isolate the affected area.
- Report emergency to the Security Services Unit on 9589 6266.
- 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.
- Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.
- Notify the Victorian WorkCover Authority (formerly WorkSafe Victoria) if required.
- Report on eduSafe.
- Direct all Media enquiries DET Media Unit on 9637 2871.

11.9. Severe Weather/ Storms and Flooding

- **Call 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.
- Report emergency to the Security Services Unit on 9589 6266.
- Notify your region and seek advice from your regional Manager, Operations and Emergency Management 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.
- 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 students, staff and visitors to the Incident Controller (Chief Warden).
- Listen to local radio or TV on battery-powered sets for weather warnings and advice.
- Direct all media enquiries to DET Media Unit on 9637 2871.

11.10. Earthquake

- **Call 000** to notify the emergency services and seek advice.
- The Incident Controller (Chief Warden) will convene the IMT if necessary.
- Report emergency to the Security Services Unit on 9589 6266.
- Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.

If Outside

Instruct staff and students 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 students to:

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

After the Earthquake

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

11.11. Influenza Pandemic

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

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 arrangementsUp to date contact lists of staff, children, families, local services – DHHS and Local Government Emergency Management CoordinatorsCommunication tree of key staff.	Preparedness activities should be incorporated into normal business. 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.
Hygiene measures	<ul style="list-style-type: none">Promote basic hygiene measures within schools including:<ul style="list-style-type: none">Regular hand washing with soap and waterAppropriate home-based exclusion from school among children with flu-like illness and their non-school-aged carers and siblingsCovering mouth with a tissue when coughing or sneezingCareful disposal of used tissuesProvide students, faculty and staff with information about the importance of hand hygiene (see BetterHealth)Provide convenient access to water and liquid soap and/or alcohol-based hand sanitiser.Educate staff and students about covering their cough to prevent germs spreading.	Regularly review, exercise and update plans. Communicate pandemic plans with staff.
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.	

Response Stage – Standby		Clinical Severity		
Description – Sustained community person-to-person transmission detected overseas				
Category	Key Actions	Low	Med	High
Review Emergency Management Plan	<ul style="list-style-type: none">• In April, (or at the time of the overseas detection, if earlier)<ul style="list-style-type: none">◦ Ensure EMP (including emergency numbers and key contacts) are up to date and pandemic planning arrangements are included◦ Ensure contact lists of staff, children, families, local services – DHHS and Local Government Emergency Management Coordinators are up to date◦ Ensure communication tree of key staff is circulated to nominated school Incident Management Team members	Apply	Apply	Apply
Incident Response	<ul style="list-style-type: none">• In April, (or at the time of the overseas detection, if earlier), prepare to enact pandemic response section of your EMP with stakeholders and prepare to activate IMT.	Apply	Apply	Apply
Hygiene Measures	<ul style="list-style-type: none">• Reinforce basic hygiene measures including:<ul style="list-style-type: none">◦ Provide children and staff with information about the importance of hand hygiene (more information is available at Better Health)◦ Provide convenient access to water and liquid soap and alcohol-based hand sanitiser◦ Educate staff and children about covering their cough with tissue or inner elbow to prevent the spread of germs◦ Careful disposal of used tissues.• Ensure germicidal wipes are available in stationary supplies for staff to clean staff administrative area, telephones etc.			
Communications	<ul style="list-style-type: none">• In May, (or at the time of the overseas detection, if earlier), ensure hygiene information/posters are communicated/ displayed.	Apply	Apply	Apply
	<ul style="list-style-type: none">• In late May, (or at the time of the overseas detection, if earlier), consider providing information sessions for staff and parents/carers to communicate:<ul style="list-style-type: none">◦ the status of the situation◦ the risk of influenza and how to identify pandemic influenza symptoms and cases of possible influenza based on the current, up to date case definition by the Chief Health Officer, DHHS◦ best practice hygiene measures◦ considerations and measures for vulnerable children.	Apply	Apply	Apply
	<ul style="list-style-type: none">• Access and follow Chief Health Officer, DHHS/ Commonwealth Chief Medical Officer, Commonwealth Department of Health advice provided by DET and distribute consistent messaging to staff, children and parents/carers.	Apply	Apply	Apply
	<ul style="list-style-type: none">• Encourage staff and parents/carers to obtain seasonal flu vaccination as appropriate (especially those people/families at a greater risk of infection).	N/A	Apply	Apply
	<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.	Apply as required	Apply	Apply
		Apply as required	Apply as required	Apply as required
Travel advisories	<ul style="list-style-type: none">• Encourage staff and parents/carers to access the smartraveller website prior to international travel.	Apply	Apply	Apply
Business continuity	<ul style="list-style-type: none">• Ensure currency of business continuity plan which:<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	Apply	Apply
		Not suggested	Not suggested	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 sanitisereducate staff and children about covering their cough with tissue or inner elbow to prevent the spread of germscareful 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/situationpersonal hygiene measurescontainment 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 as necessary	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 wellensure 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	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. 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





RESPONSE STAGE – TARGETED 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 ensuring educators/staff who develop influenza-like illness to leave immediately and seek medical attention. 	Apply	Apply	Apply
		Apply	Apply	Apply
	<ul style="list-style-type: none"> 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
		Apply	Apply	Apply
		Apply	Apply	Apply
		As required	As required	As required
		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. 	Apply	Apply	Apply

	<ul style="list-style-type: none"> 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 	Apply	Apply	Apply
	<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. 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 	Apply	Apply	Apply
	<ul style="list-style-type: none"> Inform staff of their early childhood development obligations during service closures. 			

12. Area Map

Date Area Map Validated: 01/02/2021



- Legend:**
-  Shelter-In-Place – Early Learning Centre Building
 -  Off-site Evacuation A – Primary Oval
 -  Off-site Evacuation B – Secondary Oval
 -  Off-site Evacuation Route -

13. Evacuation Procedure

- An ALARM (red whistle) will sound and code will be announced.
- Inform After School Care of Evacuation (if necessary)
- GROUP the children together, checking toilets.
- LISTEN for a voice message.
- **Code Black** indicates lockdown within the building
- **Code Red** indicates bushfire threat – **may need to evacuate to either on-site or off-site evacuation site – all depending on threat and direction.**
- **Code Green** indicates threat to building and evacuate to outside – may need to go to on-site evacuation site
- COLLECT evacuation pack, attendance book, First Aid kit, evacuation bag, medication such as asthma, anaphylaxis medications, visitors book, contacts book and MSDS
- EVACUATE the building in accordance with the Emergency Plan in the classroom.
- AVOID the DANGER ZONE.
- ROOM LEADER - In the case of an evacuation, staff members are responsible for the safe and orderly evacuation of children.
- ASSISTANT - Turn off all appliances, including fans and lights, if time permits. Close doors and windows before leaving the classroom.
- When moving to the designated assembly area, children must be moved away from the danger zone and not towards or through the affected area.
- No teacher should leave the children unsupervised. If directed to do another task, supervision must be arranged before leaving the group.
- While the Director or nominee is collecting relevant emergency details, other staff should do visual checks on their way out to ensure there are no children or staff in danger and help any classroom that is close to their location. If time permits, switch off lights and fans, and close doors and windows.
- No parent is to enter the building during or after an evacuation, until the Director gives the all clear.

In Case of Fire



Remove persons from immediate danger.



Alert nearby personnel and the Incident Controller, call 000.



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

Keep low, under the smoke.



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

ELC 1 (Inventors Room)

Date Area Map Validated: 22/02/2021

EVACUATION DIAGRAM

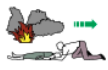


Nunawading Christian College
161 Central Road
Nunawading VIC 3131

Primary School, ELC

EMERGENCY PROCEDURES

**ASSIST ANY
PERSON IN
DANGER
IF SAFE TO DO SO**



**TURN OFF
HAZARDOUS
EQUIPMENT
MAKE A FINAL CHECK
OF THE ROOM AND
SHUT THE DOOR**



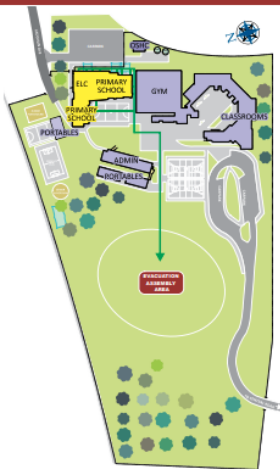
**RAISE THE ALARM
NOTIFY NEARBY
OCCUPANTS
(03) 9877 3555
AFTER HOURS:
000**



**MOVE TO AND REMAIN AT THE
EVACUATION ASSEMBLY AREA
ACCOUNT FOR YOUR CURRENT
CLASS GROUP AND REPORT
ANY PROBLEMS TO THE
COMMUNICATIONS OFFICER**



EVACUATION ASSEMBLY AREA

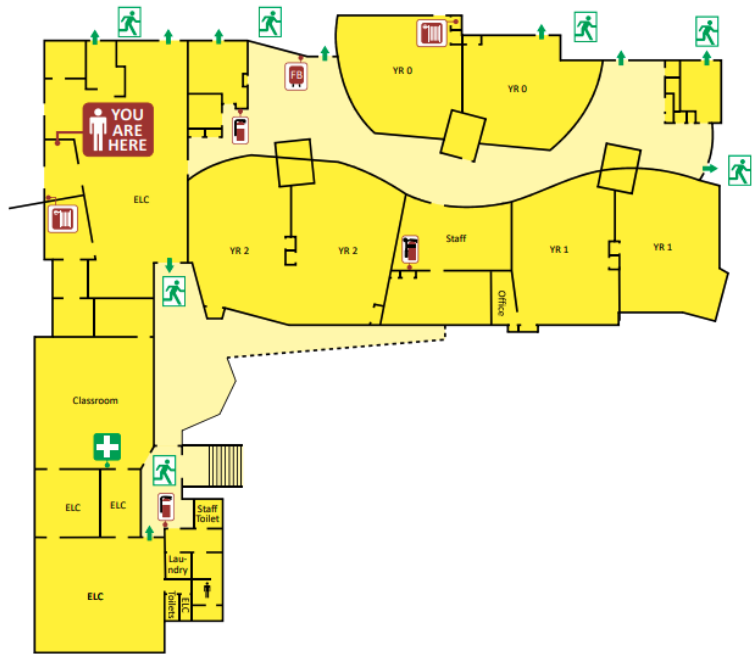
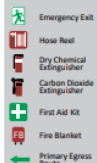


EMERGENCY TONES

**ALERT TONE
(BEEP...BEEP...BEEP...)
STANDBY FOR FURTHER
ANNOUNCEMENTS**

**EVACUATION TONE
(WHOO! WHOO!...
WHOO!...)
COMMENCE
EVACUATION**

LEGEND



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ELC 1 (Explorers Room)

Date Area Map Validated: 22/02/2021

EVACUATION DIAGRAM



Nunawading Christian College
161 Central Road
Nunawading VIC 3131

Primary School, ELC

EMERGENCY PROCEDURES

ASSIST ANY
PERSON IN
DANGER
IF SAFE TO DO SO



TURN OFF
HAZARDOUS
EQUIPMENT
MAKE A FINAL CHECK
OF THE ROOM AND
SHUT THE DOOR



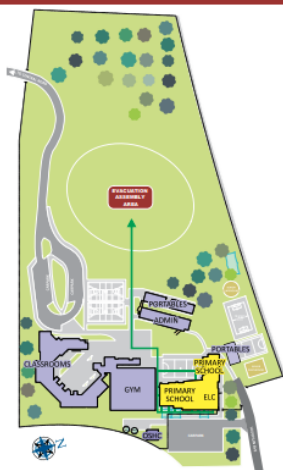
RAISE THE ALARM
NOTIFY NEARBY
OCCUPANTS
(03) 9877 3555
AFTER HOURS:
000



MOVE TO AND REMAIN AT THE
EVACUATION ASSEMBLY AREA
ACCOUNT FOR YOUR CURRENT
CLASS GROUP AND REPORT
ANY PROBLEMS TO THE
COMMUNICATIONS OFFICER



EVACUATION ASSEMBLY AREA



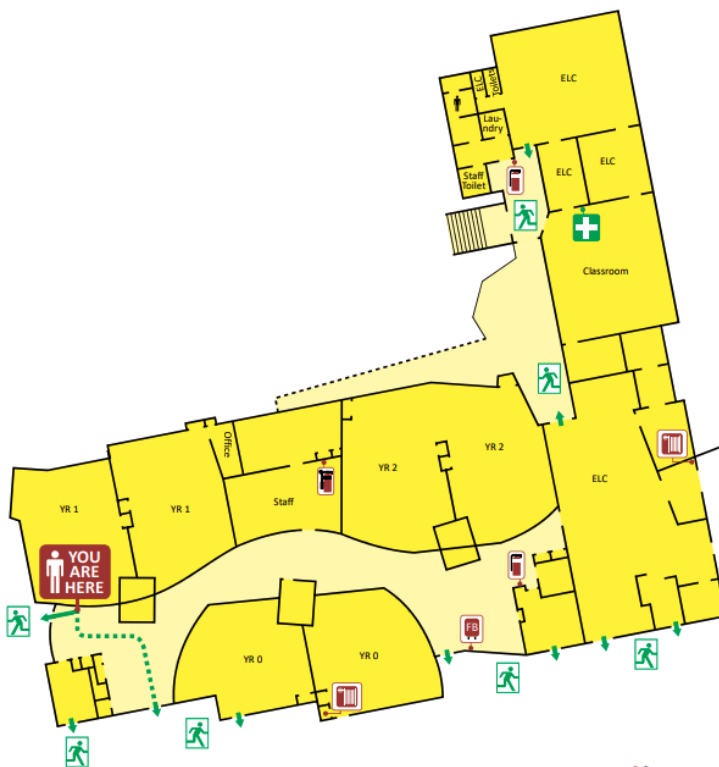
EMERGENCY TONES

ALERT TONE
(BEEP... BEEP... BEEP...)
STANDBY FOR FURTHER
ANNOUNCEMENTS

EVACUATION TONE
(WHOOOP... WHOOOP...)
WHOOOP...
COMMENCE
EVACUATION

LEGEND

- Emergency Exit
- Hose Reel
- Dry Chemical Extinguisher
- Carbon Dioxide Extinguisher
- First Aid Kit
- Fire Blanket
- Primary Egress Route
- Secondary Egress Route



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Creating a safe and resilient world

ELC 1 (OSHC Room / Assembly Hall)

Date Area Map Validated: 01/02/2021

EVACUATION DIAGRAM

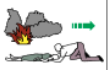


Nunawading Christian College
161 Central Road
Nunawading VIC 3131

**Gym
First Floor**

EMERGENCY PROCEDURES

**ASSIST ANY
PERSON IN
DANGER
IF SAFE TO DO SO**



**TURN OFF
HAZARDOUS
EQUIPMENT
MAKE A FINAL CHECK
OF THE ROOM AND
SHUT THE DOOR**



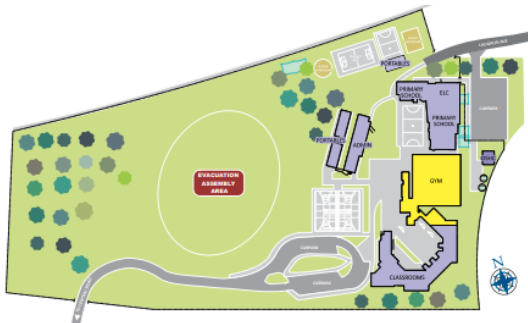
**RAISE THE ALARM
NOTIFY NEARBY
OCCUPANTS
(03) 9877 3555
AFTER HOURS:
000**



**MOVE TO AND REMAIN AT THE
EVACUATION ASSEMBLY AREA
ACCOUNT FOR YOUR CURRENT
CLASS GROUP AND REPORT
ANY PROBLEMS TO THE
COMMUNICATIONS OFFICER**



EVACUATION ASSEMBLY AREA



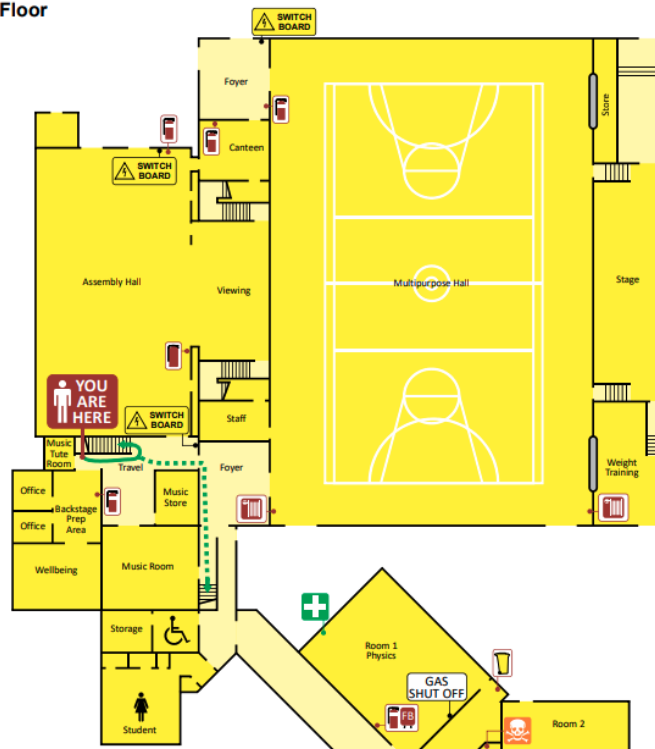
LEGEND

	Hose Reel		Hazardous Materials
	Dry Chemical Extinguisher		First Aid Kit
	Water Extinguisher		Spill Kit
	Fire Blanket		Primary Egress Route
			Secondary Egress Route

EMERGENCY TONES

**ALERT TONE
(BEEP... BEEP... BEEP...)
STANDBY FOR FURTHER
ANNOUNCEMENTS**

**EVACUATION TONE
(WHOOOP... WHOOOP...
WHOOOP...)
COMMENCE EVACUATION**



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Creating a safe and resilient world

14. Parent/ Family Contact Information

NOTE: Please see *Student Contact List in Teacher Binder* for most up-to-date contact information.

15. Students with Special Needs

Students					
Student Name	Condition	Parent/ Guardian	Contact Number	Alternate Contact	Contact Number
OSHC					

Staff			
Staff Name	Condition	Contact Name	Contact Number

NOTE: Detailed staff records and medication information are filed in the red folder on the filing cabinet in the ELC office.

PART 2 – EMERGENCY PREPAREDNESS

16. School Facility Profile

16.1. General Information

School/Campus Name	Nunawading Early Learning Centre
Physical Address	Laughlin Avenue, Nunawading
Operating Hours	7:00am – 6:00pm ELC
Phone	(03)9877-3555
Email	elc@ncc2.vic.edu.au
Fax	98783776
Number of Buildings	2 – ELC and OSHC
Is the school a designated Neighbourhood Safe Place?	Yes
Shelter-In-Place Location	Staff Office
Number of Students	71 (ELC total) 47 (per day)
Total number of Staff	35
Staff member responsible for bulk messaging (Where SMS system is in place)	Katherine Darroch

16.2. Outside School Hours Care Program / Other Users of the Site

School/Campus Name	Nunawading Out of School Hours Care
Physical Address	Laughlin Avenue, Nunawading
Student/Visitor Numbers	30
Operating Hours	7:00am – 8:30am; 3:15pm – 6:00pm
Emergency Contact Name	Katherine Darroch
Phone	(03) 9877 3555
Mobile	xxx

16.3. Building Information Summary

Telephones:				
Location		Number	Location	Number
Director		xxx	OSHC Mobile	xxx
ELC Office		(03) 9877 3555	NCC Admin Office	(03) 9877 3555
Alarms:				
	Location			
Fire	All Rooms			
Intrusion	All Rooms			
Other				
Utilities:				
	Location	Service Provider	Location of Shut Off Instructions	
Gas/Propane	Beside building near mailbox	Origin Energy	Turn red handle to the horizontal position	
Water	Hydrant 1 – Laughlin Avenue	Yarra Valley Water	Turn the wheel into the off position	
Electricity	Secondary school main service access – switchboard in breezeway near secondary male toilet.	AGL	Pull down the handle inside the switchboard	

17. Risk Assessment

This table lists the identified threats and hazards to our school, 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 School	4. Risk Rating (refer to OHS Risk Management Procedure)			5. Treatments to be implemented	6. Revised Risk Rating		
			Consequence	Likelihood	Risk Level		Consequence	Likelihood	Risk Level
Severe storm & flooding		Drains and gutters are regularly leaned to allow for water to run down.		Moderate		Drains and gutters are regularly leaned to allow for water to run down.		Moderate	
Pandemics & Communicable diseases		Best practice hygiene is used and educated by staff and students		High		Best practice hygiene is used and educated by staff and students		High	
Bomb Threat	Someone is threatening to set off a bomb on school premises	Alarms are set in the classrooms and an evacuation procedure is put in place		Low		Alarms are set in the classrooms and an evacuation procedure is put in place		Low	
Gas Leak	Gas is leaking	Emergency plan is put in place and gas taps are checked regularly		Low		Emergency plan is put in place and gas taps are checked regularly		Low	
Bush Fire	Bush fire has approached school grounds	Evacuation procedure is put in place		Moderate		Evacuation procedure is put in place		Moderate	
Siege/Hostage	The school is under siege or there is a hostage	Evacuation procedure is put in place, and children regularly practice their drills to be prepared		Moderate		Evacuation procedure is put in place, and children regularly practice their drills to be prepared		Moderate	
Disappearance / removal of child	Child has disappeared or has been removed without permission	Management plan is set in place and parents sign in and out at all times		Moderate		Management plan is set in place and parents sign in and out at all times		Moderate	
Earthquake				Moderate				Moderate	
Intruder	An intruder has come onto the premises	Procedure is put in place. Children are educated on stranger danger, gates and locked at all times around the school premises		Moderate		Procedure is put in place. Children are educated on stranger danger, gates and locked at all times around the school premises		Moderate	
Gas Explosion		Evacuation procedure is put in place. Gas taps and lines are checked regularly.		High		Evacuation procedure is put in place. Gas taps and lines are checked regularly.		High	
Internal fire & smoke	Inside fire has started or there is smoke in the classrooms	Fire and smoke alarms are installed in all rooms, evacuation procedure is put in place		High		Fire and smoke alarms are installed in all rooms, evacuation procedure is put in place		High	

18. Emergency Response Drills Schedule

	Month	Drill	Person Responsible	Date Drill Performed	Record completed
Term 1		Evacuation			
		Lockdown			
		Evacuation			
		Lockdown			
		Evacuation			
Term 2		Lockdown			
		Evacuation			
		Lockdown			
		Evacuation			
		Lockdown			
Term 3		Evacuation			
		Lockdown			
		Evacuation			
		Lockdown			
		Evacuation			
Term 4		Lockdown			
		Evacuation			
		Lockdown			
		Evacuation			
		Lockdown			

Emergency Management Plans need to be tested regularly. Schools listed on the Bushfire at Risk Register (BARR) must practice 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's Record" template is provided in Appendix 3 of this guide.*

19. Emergency Kit Checklist

The Emergency Kit Contains:	✓
Student data and parent contact information (Contained in EMP)	
Student and staff with special needs list (contained in EMP) including any student medications	
Staff contact information	
Student release forms/sign out book	
List of staff on the IMT	
Traffic/emergency safety vests and tabards	
Facility keys	
Standard portable First Aid Kit. Refer to First Aid Kits Contents Checklist	
A charged mobile phone and charger/s	
Torch with replacement batteries (or wind up torch)	
Whistle	
Megaphone	
Portable battery powered radio	
Copy of facility site plan and EMP including evacuation routes	
Sunscreen and spare sunhats	
Plastic garbage bags and ties	
Toiletry supplies	
Other	

Date Emergency Kit Checked:	
Next Check Date:	

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 school community.

Final Check Completed by:

Date:

Component	✓ ✕	Action
Cover Page		
Principal name, school/service address, EMP issue date, EMP review date, BARR status, fire district have	✓	
Distribution List		
Distribution list has been completed	✓	
Contact Numbers and Communications Tree		
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.	✓	
DET central and regional contact numbers have been included.	✓	
Communications Tree detailing process for contacting emergency services, SSU, DET Region, 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 school processes have been completed for:		
Evacuation onsite	✓	
Evacuation offsite	✓	
Lockdown	✓	
Lockout	✓	
Shelter-in-place	✓	
Staff Trained in First Aid		
Staff trained in first aid list is included.	✓	
Bus Coordinating Schools		
Bus Coordinating Schools Emergency Contacts completed for bus coordinating schools.	N/A	

Area Map and Evacuation Diagram		
The area map is clear and easy to follow.	✓	
The area map has two evacuation assembly areas on site	✓	
The area map has external evacuation routes	✓	
The area map has surrounding streets and safe exit points marked	✓	
The area map has 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)	✓	
The evacuation diagram has a title e.g. EVACUATION DIAGRAM	✓	
The evacuation diagram has the 'YOU ARE HERE' location	✓	
The evacuation diagram has the designated exits, which shall be in green	✓	
The evacuation diagram has hose reels, marked in red	✓	
The evacuation diagram has hydrants, marked in red	✓	
The evacuation diagram has extinguishers, marked in red	✓	
The evacuation diagram has designated shelter-in-place location	✓	
The evacuation diagram has date plan was validated	✓	
The evacuation diagram has location of primary and secondary assembly areas	✓	
The evacuation diagram has a legend.	✓	
Parent Contact Information		
Parent contact information has been obtained and is up-to-date.	✓	
Students and Staff With Special Needs List		
Students and staff with special needs have been identified and strategies put in place for these persons where they require assistance in the event of an emergency.	✓	
Profile		
Profile has been populated and reflects the school buildings, utilities etc.	✓	
Schools with Out of School Hours Care programs have a separate plan submitted for their service via the region and OARD.		
Risk Assessment		
Potential local hazards/threats 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 school requirements.	✓	