NSW Department of Education

# Emergency Management Plan 20XX–XX

<Insert the name of service here>

|  |  |
| --- | --- |
| Physical address | <Refer to the Cover Page section of the Guide to developing your Emergency Management Plan> |
| Phone number | Click or tap here to enter text. |
| Email address | Click or tap here to enter text. |
| Bureau of Meteorology/Regional Fire District | Click or tap here to enter text. |
| Service SE number | Click or tap here to enter text. |
| Provider number | Click or tap here to enter text. |
| Name of person/s preparing plan | Click or tap here to enter text. |
| Approved Provider approving plan | Click or tap here to enter text. |
| Date plan approved | Click or tap here to enter text. |
| Next plan review date | Click or tap here to enter text. |

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## Purpose

The purpose of this Emergency Management Plan (EMP) is to provide details of how <insert service name> will prepare for and respond to emergency situations.

## Scope

This EMP applies to all educators, staff, children, visitors, contractors, and volunteers at <insert service name>.

## Distribution

A copy of our plan has been distributed to:

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Position title and organisation name** | **Date sent** | **Email or postal address** |
| Insert name of relevant person. | Insert their position title and organisation name. | Insert date that plan was distributed to this person. | Insert email or postal address. |
| Insert name of relevant person. | Insert their position title and organisation name. | Insert date that plan was distributed to this person. | Insert email or postal address. |
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Part 1 – Emergency response

## In case of emergency

|  |  |
| --- | --- |
| **Call** | Triple Zero (000)Police, ambulance, fire services  |
| **For advice call your** | <Insert your approved provider or Person with Management or Control (PMC) representative contact details here> |
| **Convene your** | Emergency Control Organisation |

## Emergency contacts

### Emergency services

In an emergency requiring **Police, Ambulance and Fire Services’** attendance call **Triple Zero (000)**.

### Our education and care service contacts

| **Key roles** | **Name** | **Phone** | **Phone****(After hours)** | **Mobile** |
| --- | --- | --- | --- | --- |
| Approved provider or Person with Management or Control (PMC) Representative | Insert name of contact. | Insert phone number. | Insert after hours phone number. | Insert mobile phone number. |
| Chief warden/warden/s | Insert name of contact. | Insert phone number. | Insert after hours phone number. | Insert mobile phone number. |
| Responsible person | Insert name of contact. | Insert phone number. | Insert after hours phone number. | Insert mobile phone number. |
| First aid officer | Insert name of contact. | Insert phone number. | Insert after hours phone number. | Insert mobile phone number. |
| WHS representative  | Insert name of contact. | Insert phone number. | Insert after hours phone number. | Insert mobile phone number. |
| Bulk messaging system operator (e.g. SMS) / communication officer  | Insert name of contact. | Insert phone number. | Insert after hours phone number. | Insert mobile phone number. |
| Add contacts as required | Insert name of contact. | Insert phone number. | Insert after hours phone number. | Insert mobile phone number. |
| Add contacts as required | Insert name of contact. | Insert phone number. | Insert after hours phone number. | Insert mobile phone number. |

### Key organisational and department contacts

|  |  |
| --- | --- |
| NSW Department of EducationInformation and Enquiries Team | 1800 619 113 (toll free)ececd@det.nsw.edu.au |
| <Add contacts as required> | Contact details. |
| <Add contacts as required> | Contact details. |

Early childhood education and care (ECEC) services are reminded that they must report serious incidents to the Department of Education, in accordance with relevant regulatory requirements.

Submit notifications of serious incidents online via the [National Quality Agenda IT System](https://www.acecqa.gov.au/resources/national-quality-agenda-it-system) (NQA ITS).

For out-of-scope services and services unable to access NQA ITS, please report incidents to the Department of Education by:

* calling 1800 619 113
* emailing ececd@det.nsw.edu.au.

Services can refer to guidance on the department’s [Notifications and reporting webpage](https://education.nsw.gov.au/early-childhood-education/regulation-and-compliance/notifications-and-reporting).

### Local/other organisations contacts

| **Organisation** | **Phone** |
| --- | --- |
| Police station | Insert contact details. |
| Hospital/s  | Insert contact details. |
| Gas  | Insert contact details. |
| Electricity  | Insert contact details. |
| Water corporation  | Insert contact details. |
| Facility plumber | Insert contact details. |
| Facility electrician | Insert contact details. |
| Local government  | Insert contact details. |
| NSW State Emergency Service (SES) –Flood, storm and earthquake | 132 500 |
| SafeWork NSW | 13 10 50 |
| Rural Fire Service (RFS) | [www.rfs.nsw.gov.au/about-us/contact-us](http://www.rfs.nsw.gov.au/about-us/contact-us) |
| <Add contacts as required> | Insert contact details. |
| <Add contacts as required> | Insert contact details. |
| <Add contacts as required> | Insert contact details. |
| <Add contacts as required> | Insert contact details. |

###

### Transport service emergency contacts

| **Transport company** | **Contact name** | **Phone / mobile** |
| --- | --- | --- |
| Insert company name. | Insert contact name. | Insert contact details. |
| Insert company name. | Insert contact name. | Insert contact details. |
| Insert company name. | Insert contact name. | Insert contact details. |
| Insert company name. | Insert contact name. | Insert contact details. |
| Insert company name. | Insert contact name. | Insert contact details. |
| Insert company name. | Insert company name. | Insert company name. |

## Emergency Control Organisation (ECO) –Staff responsible for evacuation and emergency response

### ECO structure

Insert your emergency control organisation structure here. Refer to the [Emergency Control Organisation](https://education.nsw.gov.au/content/dam/main-education/early-childhood-education/operating-an-early-childhood-education-service/media/documents/emergency-and-incident-management/Guide_to_Developing_your_Emergency_Management_Plan.DOCX) (ECO) section of the [Guide to developing your Emergency Management Plan](https://education.nsw.gov.au/content/dam/main-education/early-childhood-education/operating-an-early-childhood-education-service/media/documents/emergency-and-incident-management/Guide_to_Developing_your_Emergency_Management_Plan.DOCX) (the Guide) for assistance.

### ECO contact details

|  |  |  |
| --- | --- | --- |
| **ECO Role / Activities** | **Primary contactName and phone** | **Secondary contactName and phone** |
| Chief warden | Insert name and phone number. | Insert name and phone number. |
| Planning tasks | Insert name and phone number. | Insert name and phone number. |
| Operations (Area warden) | Insert name and phone number. | Insert name and phone number. |
| Communication tasks  | Insert name and phone number. | Insert name and phone number. |
| Logistics (Warden) tasks | Insert name and phone number. | Insert name and phone number. |
| First aid tasks | Insert name and phone number. | Insert name and phone number. |

## ECO roles and responsibilities

### Chief warden

#### Pre-emergency

* Maintain current contact details of ECO members.
* Ensure ‘[Children/educators/staff with additional needs](#_Children,_educators_and)’ list and ‘[Staff trained in first aid, anaphylaxis management and asthma management](#_Staff_trained_in)’ list are up to date.
* Conduct regular exercises/drills.
* Ensure our emergency response and recovery procedures are kept up to date.
* Ensure staff are aware of their emergency role/position responsibilities.

#### During emergency

* Attend the emergency control point (appropriate location from which the chief warden can establish control, communication and coordination and liaise with emergency services).
* Ascertain the nature and scope of the emergency.
* Ensure that the emergency services have been notified.
* Ensure the appropriate response has been actioned.
* Convene staff given emergency roles (first aid officer, wardens etc) nominated by our emergency planning as required.
* Initiate evacuation of affected areas/lockdown/lockout/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 return control of the service premises, notify the ECO members to have staff and children return to normal operations.
* Organise debrief with the ECO and, where appropriate, with any attending emergency service.
* Ensure recovery activities are considered and implemented as required.
* Complete the Post-emergency debrief report.
* ECEC services are reminded that they must report serious incidents to the Department of Education, in accordance with relevant regulatory requirements.
* Submit notifications of serious incidents online via the [National Quality Agenda IT System (NQA ITS)](http://www.acecqa.gov.au/national-quality-agenda-it-system).
* For out-of-scope services and services unable to access NQA ITS, please report incidents to the Department of Education by:
* calling 1800 619 113
* emailing ececd@det.nsw.edu.au.

Services can refer to guidance on the department’s [Notifications and reporting webpage](https://education.nsw.gov.au/early-childhood-education/regulation-and-compliance/notifications-and-reporting).

### Planning (Emergency planning committee)

Refer to the Establishing your emergency management planning committee section of the [Guide](https://education.nsw.gov.au/content/dam/main-education/early-childhood-education/operating-an-early-childhood-education-service/media/documents/emergency-and-incident-management/Guide_to_Developing_your_Emergency_Management_Plan.DOCX).

#### Pre-emergency

* Assist the chief warden.
* 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 chief warden.
* Act as directed by the chief warden.
* 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 (for example, clear egress paths, access to first attack equipment such as fire extinguishers and disposal of rubbish) by wardens throughout their areas.
* Participate in emergency exercises/drills.

#### During emergency

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

#### Post-emergency

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

### Communications

#### Pre-emergency

* Assist the chief warden.
* Attend training in the use of the service’s communication system as appropriate.
* Maintain records and logbooks (i.e. children/staff with medical or egress impairments, previous rehearsal debriefs or emergency response procedures) and make them available for emergency response.
* Ensure emergency and family 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 ECO staff members (e.g. chief warden, first aid officer).
* At the direction of the chief warden provide instruction and information to staff, children and families as required.
* At the direction of the chief warden provide instruction and information to the staff member responsible for bulk messaging as required.
* Act as directed by the chief warden.

#### Post-emergency

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

### 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 firefighting equipment, such as fire extinguishers and disposal of rubbish).
* Participate in emergency exercises/drills.

#### During emergency

Persons selected to perform as logistics officer/warden will carry out activities as set out in the emergency response procedures and as directed by the operations officer/area warden.

Activities may include the following:

* 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 non-ambulant or young children, and people 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 chief warden.

#### Post-emergency

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

## Communication tree

Insert your communication tree below. Refer to Section 8 - Communication tree of the [Guide](https://education.nsw.gov.au/content/dam/main-education/early-childhood-education/operating-an-early-childhood-education-service/media/documents/emergency-and-incident-management/Guide_to_Developing_your_Emergency_Management_Plan.DOCX).

## Staff trained in first aid, anaphylaxis management and asthma management

**Note:** ECEC services must comply with the requirements set out in regulation 136 (first aid qualifications) of the Education and Care Services National Regulations 2011 (National Regulations). Refer to the Staff Trained in First Aid section of the [Guide](https://education.nsw.gov.au/content/dam/main-education/early-childhood-education/operating-an-early-childhood-education-service/media/documents/emergency-and-incident-management/Guide_to_Developing_your_Emergency_Management_Plan.DOCX).

|  |  |  |
| --- | --- | --- |
| **Staff member** | **Training** | **Date qualified to** |
| Qualified staff member. | Relevant qualification. | Qualification expiry date. |
| Qualified staff member. | Relevant qualification. | Qualification expiry date. |
| Qualified staff member. | Relevant qualification. | Qualification expiry date. |
| Qualified staff member. | Relevant qualification. | Qualification expiry date. |
| Qualified staff member. | Relevant qualification. | Qualification expiry date. |
| Qualified staff member. | Relevant qualification. | Qualification expiry date. |

## Emergency response procedures

### On-site evacuation/relocation procedure

When it is unsafe for children, educators, staff and visitors to remain inside the service, the chief warden on-site will take charge.

* Call Triple Zero (000) and inform emergency services of the nature of the emergency.
* Determine which of your service’s pre-identified on-site evacuation points is most appropriate to use.
* Assemble children, educators, staff and visitors at your nominated on-site <insert the location/s of your on-site evacuation assembly point/s>.
* Take the child attendance list, educator and staff attendance list, visitors list, your emergency kit/first aid kit and a copy of this EMP.
* Once at the assembly point, check all children, educators, staff and visitors are accounted for.
* Ensure communications with emergency services is maintained.
* Wait for emergency services to arrive or provide further information.
* Confirm with emergency service personnel that it is safe to return to normal operations.
* Seek advice from your approved provider or Person with Management or Control (PMC) Representative if required.
* Maintain a record of actions/decisions undertaken and times.
* Contact families as required or as per service policy.

#### Actions after on-site evacuation/relocation procedure

* Ensure any children, educators, staff or visitors with medical or other needs are supported.
* Determine whether to activate your family reunification process.
* Determine if there is any specific information educators, staff, children and visitors need to know (e.g. family reunification process or areas of the service to avoid).
* Print and issue pre-prepared family letters as appropriate.
* Undertake operational debrief with educators and staff to identify any on-site evacuation and procedural changes that may be required.
* Complete your post-emergency record debrief and report (refer to Appendix 3 of the [Guide](https://education.nsw.gov.au/content/dam/main-education/early-childhood-education/operating-an-early-childhood-education-service/media/documents/emergency-and-incident-management/Guide_to_Developing_your_Emergency_Management_Plan.DOCX)).
* ECEC services are reminded that they must report serious incidents to the department in accordance with relevant regulatory requirements. Services can refer to guidance on the department’s [Notifications and reporting webpage](https://education.nsw.gov.au/early-childhood-education/regulation-and-compliance/notifications-and-reporting).

### Off-site evacuation procedure

If it is unsafe for children, educators, staff and visitors to remain on the service’s grounds, the chief warden on-site will take charge and activate your ECO if necessary.

* Call Triple Zero (000) for emergency services and seek and follow advice.
* Determine which off-site assembly point you will evacuate children, educators, staff and visitors to.
* Assemble children, educators, staff and visitors at your nominated off-site <insert the location of your off-site evacuation assembly point/s>.
* Take your emergency kit/first aid kit (including your children, educator and staff attendance lists and a copy of this EMP).
* Once at assembly point, check all children, educators, staff and visitors are accounted for.
* Ensure communications with emergency services is maintained.
* Wait for emergency services to arrive or provide further information.
* Confirm with emergency service personnel that it is safe to return to normal operations.
* Seek advice from your approved provider or PMC representative if required.
* Maintain a record of actions/decisions undertaken and times.
* Contact families as required or as per service policy.

#### Actions after off-site evacuation procedure

* Ensure any children, staff or visitors with medical or other needs are supported.
* Determine whether to activate your family reunification process.
* Determine if there is any specific information staff, children and visitors need to know (e.g. family reunification process or areas of the service to avoid).
* Print and issue pre-prepared family letters as appropriate.
* Undertake operational debrief with staff and educators to identify any off-site and procedural changes that may be required.
* Complete your post-emergency record debrief and report (refer to Appendix 3 of the [Guide](https://education.nsw.gov.au/content/dam/main-education/early-childhood-education/operating-an-early-childhood-education-service/media/documents/emergency-and-incident-management/Guide_to_Developing_your_Emergency_Management_Plan.DOCX)).
* ECEC services are reminded that they must report serious incidents to the department in accordance with relevant regulatory requirements. Services can refer to guidance on the department’s [Notifications and reporting webpage](https://education.nsw.gov.au/early-childhood-education/regulation-and-compliance/notifications-and-reporting).

### Lockdown procedure

When an external and immediate danger is identified and it is determined that the children should be kept securely inside the building, the chief warden on-site will take charge and activate the ECO if necessary.

* Call Triple Zero (000) for emergency services and seek and follow advice.
* Initiate the lockdown and provide instructions to educators and staff (e.g. close internal doors and windows, remain in rooms, sit below window level or move into corridors).
* Check that all external doors (and windows if appropriate) are locked.
* If available, allocate educators/staff to be posted at locked doors to allow children, educators, staff and visitors to enter if locked out.
* Divert families and returning groups from the service if required.
* Ensure a telephone line is kept free.
* Keep public address system free if installed in your service.
* Keep main entrance as the only entry point. It must be constantly monitored and no unauthorised people allowed access.
* As appropriate, ascertain that all children, educators, staff and visitors are accounted for.
* If it is safe to do so, have an educator/staff member wait at the main entry to the service to guide emergency services personnel.
* As appropriate, confirm with emergency services personnel that it is safe to return to normal operations.
* Seek advice from your approved provider or PMC representative if required.
* Maintain a record of actions/decisions undertaken and times.
* Contact families as required or as per service policy.

#### Actions after lockdown procedure

* Ensure any children, educators, staff or visitors with medical or other needs are supported.
* Determine whether to activate your family reunification process.
* Determine if there is any specific information educators, staff, children and visitors need to know (e.g. family reunification process or areas of the service to avoid).
* Print and issue pre-prepared family letters as appropriate.
* Undertake operational debrief with educators and staff and educators to identify any lockdown and procedural changes that may be required.
* Complete your post-emergency record debrief and report (refer to Appendix 3 of the [Guide](https://education.nsw.gov.au/content/dam/main-education/early-childhood-education/operating-an-early-childhood-education-service/media/documents/emergency-and-incident-management/Guide_to_Developing_your_Emergency_Management_Plan.DOCX)).
* ECEC services are reminded that they must report serious incidents to the department in accordance with relevant regulatory requirements. Services can refer to guidance on the department’s [Notifications and reporting webpage](https://education.nsw.gov.au/early-childhood-education/regulation-and-compliance/notifications-and-reporting).

### Lockout procedure

When an internal immediate danger is identified and it is determined that children should be excluded from buildings for their safety, the chief warden on-site will take charge and activate your ECO if necessary.

* Call Triple Zero (000) for emergency services and seek and follow advice.
* Announce lockout with instructions about what is required. Instructions may include nominating staff to
* lock doors to prevent entry
* check the premises for anyone left inside
* obtain emergency kit.
* Determine which of your service’s pre-identified evacuation point/s is most appropriate to use.
* Assemble children, educators, staff and visitors at your nominated on-site <insert the location/s of your on-site evacuation assembly point/s>.
* Check that children, educators, staff and visitors are all accounted for.
* Where appropriate, confirm with emergency services personnel that it is safe to return to normal operations.
* Seek advice from your approved provider or PMC representative if required.
* Maintain a record of actions/decisions undertaken and times.
* Contact families as required or as per service policy.

#### Actions after lockout procedure

* Ensure any children, educators, staff or visitors with medical or other needs are supported.
* Determine whether to activate your family reunification process.
* Determine if there is any specific information educators, staff, children and visitors need to know (e.g. family reunification process or areas of the service to avoid).
* Print and issue pre-prepared family letters as appropriate.
* Undertake operational debrief with staff and educators to identify any lockout and procedural changes that may be required.
* Complete your post-emergency record debrief and report (refer to Appendix 3 of the [Guide](https://education.nsw.gov.au/content/dam/main-education/early-childhood-education/operating-an-early-childhood-education-service/media/documents/emergency-and-incident-management/Guide_to_Developing_your_Emergency_Management_Plan.DOCX)).
* ECEC services are reminded that they must report serious incidents to the department in accordance with relevant regulatory requirements. Services can refer to guidance on the department’s [Notifications and reporting webpage](https://education.nsw.gov.au/early-childhood-education/regulation-and-compliance/notifications-and-reporting).

### Shelter-in-place procedure

When an incident occurs outside the ECEC service and emergency services or the chief warden determines the safest course of action is to keep children, educators and staff inside a designated building in the service (as evacuation might reasonably expose people to a greater level of danger), the chief warden on-site will take charge and activate your ECO if necessary.

* Call Triple Zero (000) for emergency services and seek and follow advice.
* Move all children, educators, staff and visitors to your pre-determined shelter-in-place location <insert the location of your shelter-in-place> (refer to [Guide](https://education.nsw.gov.au/content/dam/main-education/early-childhood-education/operating-an-early-childhood-education-service/media/documents/emergency-and-incident-management/Guide_to_Developing_your_Emergency_Management_Plan.DOCX)).
* Take your emergency kit/first aid kit, including your children, educator and staff attendance lists and a copy of this EMP.
* Check that all children, educators, staff and visitors are accounted for.
* Ensure communications with emergency services is maintained. Wait for emergency services to arrive or provide further information.
* Where appropriate, confirm with emergency services personnel that it is safe to return to normal operations.
* Maintain a record of actions/decisions undertaken and times.
* Seek advice from your approved provider or PMC representative if required.
* Contact families as required or as per service policy.

#### Actions after shelter-in-place procedure

* Ensure any children, educators, staff or visitors with medical or other needs are supported.
* Determine whether to activate your family reunification process.
* Determine if there is any specific information educators, staff, children and visitors need to know (e.g. family reunification process or areas of the service to avoid).
* Print and issue pre-prepared family letters as appropriate.
* Undertake operational debrief with staff and educators to identify any shelter-in-place and procedural changes that may be required.
* Complete your post-emergency record debrief and report (refer to Appendix 3 of the [Guide](https://education.nsw.gov.au/content/dam/main-education/early-childhood-education/operating-an-early-childhood-education-service/media/documents/emergency-and-incident-management/Guide_to_Developing_your_Emergency_Management_Plan.DOCX)).
* ECEC services are reminded that they must report serious incidents to the department in accordance with relevant regulatory requirements. Services can refer to guidance on the department’s [Notifications and reporting webpage](https://education.nsw.gov.au/early-childhood-education/regulation-and-compliance/notifications-and-reporting).

## Response procedures for specific emergencies

Please use this section to address any specific emergencies identified in your risk assessment.

If the pre-populated emergencies below do not apply to your service, please remove and replace with emergencies identified in your risk assessment.

### Building fire

* Activate the fire alarm.
* If appropriate, follow the procedure for on-site evacuation.
* Report the emergency immediately to the chief warden who will convene ECO if necessary.
* Extinguish the fire (only if safe to do so).
* Evacuate to the <insert the location of your assembly point/s>, closing all doors and windows (if safe to do so)
* Check that all areas have been cleared and notify the chief warden.
* Check that all children, staff, visitors and contractors are accounted for.
* Contact families as required.
* Notify the department in accordance with relevant regulatory requirements.

### Bushfire

A bushfire/grassfire is observable or identified via a [Hazards Near Me NSW App](https://www.nsw.gov.au/emergency/hazards-near-me-app) alert, emergency services and/or other advice and within approximately [insert number] kilometres from the service.

* If immediate assistance is required phone Triple Zero (000).
* Contact the NSW Rural Fire Service on 1800 679 737 for information on the fire.
* Report the emergency immediately to the chief warden who will convene your ECO and, in consultation with emergency services, determine the appropriate response.
* Continue to monitor local conditions (wind changes, size of fire, direction of travel) and emergency warnings and advice messages through the Hazards Near Me NSW app, TV, battery-powered radio tuned to an emergency broadcaster (local ABC radio).
* Ensure staff and children do not hinder emergency services or put themselves at risk by going near damaged buildings or trees.
* Contact families as required.
* Staff will remain with children until they are collected by families or relocated by emergency services.
* Notify the department in accordance with relevant regulatory requirements.

If sheltering-in-place is required, move all children, staff and visitors to the **shelter in place**, if possible, following the identified egress route:

* Take your emergency kit/first aid/asthma/anaphylaxis kit (including your children and staff attendance lists and a copy of your EMP).
* Check that 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.
* 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.
* Check all windows and doors in **shelter in place** are closed but doors are not locked.
* Turn off gas.
* Staff, wherever possible, will wear full length clothing in the event they need to patrol the service for embers.
* Confirm fire equipment (including torches, water, batteries, radio, water, mops, buckets, service portable phone and mobile phone) are in the **shelter in place**.
* Any sprinkler system around the service premises to be turned on (if this does not compromise other water-based defence systems).
* If safe to do so, relocate cars and any other movable combustible objects to greater than 20 metres from the **shelter in place** and the evacuation path between the **shelter in place** and **onsite evacuation location** or **offsite evacuation location**.
* Staff to check that children have their shoes on and drink bottles with them.
* Staff will endeavour to keep children as calm and hydrated as possible.
* Staff will identify and wherever possible attend to children who show signs of or are known to be susceptible to exposure to smoke. If possible, supply these children with smoke masks and any medication they require.
* A nominated person, such as the communications officer, is to monitor the phones and radios to ensure, as far as possible, that communication is maintained.
* Consider notifying families that staff and children are sheltering in place in the **shelter in place**.
* Should families arrive at the service, families remain in the **shelter in place** with their child. Any decision to leave should only occur on advice and with direct support from emergency services.
* Continually monitor **shelter in place** for its integrity, immediately identify and suppress any building ignitions, where safe to do so.
* If the building’s fire alarm activates, staff to check if activating is due to smoke or if the building has ignited. If the building has ignited and is not safe to extinguish, evacuate to the **onsite evacuation location** or **offsite evacuation location** via the pre-determined route.

While sheltering at the **onsite evacuation location** or the **offsite evacuation location**:

* Check that all children, staff, visitors and contractors are accounted for.
* Assemble all staff and children in a tight group, maximising the distance to potential sources of fire, with the more vulnerable people towards the centre of the group.
* Staff to check that children have their shoes on and drink bottles with them.
* Staff will endeavour to keep children as calm and hydrated as possible.
* Administer first aid if required.
* Staff will identify and attend to children who show signs of or are known to be susceptible to exposure to smoke. Where possible supply these children with smoke masks.
* Maintain communication with emergency services and remain in place until emergency services or additional support arrives.
* Communicate to all families once the ‘all clear’ has been given.
* Ensure any children, staff or visitors with medical or other needs are supported.
* Determine whether to activate your family reunification process.
* Determine if there is any specific information children, staff and visitors need to know (e.g. family reunification process or areas of the service premises to avoid).
* Print and issue pre-prepared family letters.
* Undertake operational debrief with staff and Emergency Planning Committee to identify any shelter-in-place and procedural changes that may be required.
* Complete your post-emergency record debrief and report.

Insert any additional mitigation steps relevant to your service that you have identified in your risk assessment as appropriate.

### Asbestos

* Report the incident to the SafeWork NSW on 13 10 50 and follow its advice. Depending on the circumstances, they will send an occupational hygienist, asbestos removalist and/or contractor to assess the situation.
* Isolate the area
* vacate everyone from the affected area
* restrict entry to the identified area (i.e. locking a room, erecting temporary fencing and/or placing tape around the area).
* Erect signage at entrances to affected area indicating unauthorised personnel must not enter.
* Notify the department in accordance with relevant regulatory requirements.

### Flood

* Call Triple Zero (000) if immediate/life threatening.
* Access the [Hazards Near Me NSW App](https://www.nsw.gov.au/emergency/hazards-near-me-app) for information and guidance.
* Monitor the [NSW Reconstruction Authority website](https://www.nsw.gov.au/emergency/nsw-reconstruction-authority) for any warnings and advice.
* Monitor the [Bureau of Meteorology website](http://www.bom.gov.au/) for weather updates and weather warnings and follow the advice.
* Listen to local radio or TV on battery-powered sets for weather warnings and advice.
* Do not drive, ride or walk through floodwater.
* Notify the department in accordance with relevant regulatory requirements.

### Heat (extreme)

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

* Call Triple Zero (000) if immediate medical assistance is required.
* Use fans and air conditioning to cool indoor environments.

#### Scheduling/Activities

* Restrict outdoor time.
* Cancel or reschedule any outdoor activities by duration and intensity (i.e. to start earlier or later in the day when the heat is less intense), and to include more rest time.
* Consider using alternative areas to modify and relocate activities during extreme hot weather.
* Ensure children and staff make use of extra shade from both man-made structures (e.g. sails and umbrellas) and natural features such as trees to provide cooler environments for outdoor activities.
* Implement sun and UV protection policy and procedures.

#### Hydration

* Ensure children and staff continue to hydrate and monitor the hydration of all children.
* Remind families to provide their child with water bottles.
* Ensure staff monitor children for early signs of heat stress/dehydration.

#### Notification/Information

* Notify families about heat conditions.
* Brief staff to be extra vigilant during periods of prolonged heat.
* ECEC services are reminded that they must report serious incidents to the department in accordance with relevant regulatory requirements. Services can refer to guidance on the department’s [Notifications and reporting webpage](https://education.nsw.gov.au/early-childhood-education/regulation-and-compliance/notifications-and-reporting).

### Industrial/factory fire

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

* Call Triple Zero (000) for emergency services and seek and follow any advice.
* Report the emergency immediately to the chief warden.
* If you can detect smoke or fumes, move all staff, children, visitors and contractors indoors. Close windows and doors and turn off air-conditioning.
* Check staff, children and visitors are accounted for.
* Check staff, children and visitors with respiratory/relevant illnesses or conditions that may make them particularly vulnerable to smoke or fumes. If at any time you determine the situation poses an unacceptable risk to these individuals, consider arranging for their evacuation from the service. Follow any asthma action plans and provide first aid, as required.
* Monitor the [NSW Reconstruction Authority](https://www.nsw.gov.au/emergency/nsw-reconstruction-authority) website for any warnings and advice.
* Contact families and advise them that children are safe and not to come to the service until further notice or the end of the day.
* Await advice from emergency services before resuming normal activities outdoors.
* Follow-up communications with families as required.
* Notify the department in accordance with relevant regulatory requirements.

#### Specific actions prior to the start of the day/program

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

#### Specific actions at the end of the day/program

* Await advice from emergency services or further advice before resuming normal end of day procedures.
* Consider contacting families and advising not to come to the service for collection until the ‘all clear’ has been given.
* If the situation is determined to pose an unacceptable risk to any transportation by the service, ensure families are informed and organise alternative arrangements.

### Loss of essential services

When there is a loss of essential services (power, water, communications):

* Determine which services are affected and the extent of the impact.
* Respond to any immediate threat to children and staff safety and isolate/secure buildings/areas if necessary.
* Call Triple Zero (000) if emergency services are required to respond (e.g. power lines down in front of service).
* Contact the relevant provider/s to report outage and ascertain when restoration will occur.
* Consider consequential impacts (e.g. power outage will impact on phone lines and IT systems).
* Contact families as required.
* Refer to the service’s business continuity management plan.
* Notify the department in accordance with relevant regulatory requirements.

Insert any additional steps, including mitigation steps that you have identified in your risk assessment as appropriate.

### Major external emissions/spill (including gas leaks)

* Contact the relevant utility faults/emergency line and follow advice.
* Call Triple Zero (000) for emergency services and seek and follow advice.
* Report the emergency immediately to the chief warden who will convene your ECO if necessary.
* Move staff and children away from the spill to a safe area and isolate the affected area.
* Seek advice regarding clean up requirements, and if safe to do so, the spill can be cleaned up by staff. Personal protective equipment (PPE) should be worn.
* Contact families as required.
* Consider notification to SafeWork NSW.
* Notify the department in accordance with relevant regulatory requirements.

Insert any additional mitigation steps relevant to your service that you have identified in your risk assessment as appropriate.

### Medical emergency

If a medical emergency occurs at the service:

* Call Triple Zero (000) if immediate/life threatening.
* Administer first aid.
* Contact family of affected child.
* Record incident, injury, trauma or illness.
* Keep other children away from the emergency/incident.
* Provide support for children who may have witnessed early stage of emergency.
* ECEC services are reminded that they must report serious incidents to the department in accordance with relevant regulatory requirements. Services can refer to guidance on the department’s [Notifications and reporting webpage](https://education.nsw.gov.au/early-childhood-education/regulation-and-compliance/notifications-and-reporting).

Insert any additional mitigation steps relevant to your service that you have identified in your risk assessment as appropriate.

### Mental stress

* If there is immediate and/or life-threatening concern for an individual’s health or wellbeing, contact Triple Zero (000).
* Administer first aid (if appropriate) – keep physically and emotionally safe.
* If required, notify the department in accordance with relevant regulatory requirements. Consider whether the following supports are appropriate:
* [Kids Helpline](https://kidshelpline.com.au/) 1800 55 1800
* [Lifeline Australia](https://www.lifeline.org.au/) 13 11 14
* [Be You](https://beyou.edu.au/)
* [Beyond Blue Support Service](https://www.beyondblue.org.au/get-support/talk-to-a-counsellor) 1300 22 4636
* [13Yarn](https://www.13yarn.org.au) 13 92 76
* Suicide prevention resources from Beyond Blue and/or headspace.

Insert any additional steps, including mitigation steps that you have identified in your risk assessment as appropriate.

### Missing child

If a child is missing and/or cannot be accounted for:

* Search and secure the area.
* Contact the family.
* Contact Triple Zero (000) for police to report child missing and follow any instructions. Provide a description, time last seen and location.
* Notify the department of this serious incident in accordance with relevant regulatory requirements.

As appropriate insert any additional mitigation steps relevant to your service that you have identified in your risk assessment.

### Intruder

* Call Triple Zero (000) for emergency services and seek and follow advice.
* Report the emergency immediately to the chief warden.
* Do not do or say anything to the person to encourage irrational behaviour.
* Initiate action to restrict entry to the building if possible, and confine or isolate the threat from children, staff and visitors.
* Determine whether evacuation, lockdown or shelter-in-place is required. Do this in consultation with the police where possible.
* Evacuation should only be considered if safe to do so.
* Contact families as required.
* Notify the department of this serious incident in accordance with relevant regulatory requirements.

As appropriate insert any additional mitigation steps relevant to your service that you have identified in your risk assessment.

### Bomb/substance threat

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

#### Immediate response

* Immediately clear and cordon off the area in the vicinity of the object.
* Call Triple Zero (000) for police and seek and follow advice.
* Report the threat to the chief warden who will coordinate the emergency response until police arrive. Do not approach, touch, tilt or tamper with the object.

Insert any additional mitigation steps relevant to your service that you have identified in your risk assessment as appropriate.

#### Evacuation

* Evacuate the service and
* ensure children and staff are not directed past the object
* check that all children, staff and visitors are accounted for
* restrict all access to the site and ensure there are no barriers inhibiting access by police.

Insert any additional mitigation steps relevant to your service that you have identified in your risk assessment as appropriate.

#### Communication

* Provide police with details of the situation, including actions you have taken and intend to take. Follow any advice provided by police.
* Contact families when evacuation is complete and it is safe to do so.
* Await ‘all clear’ advice from police before returning to service premises to resume normal activities.
* Notify the department of this serious incident in accordance with relevant regulatory requirements.

Insert any additional mitigation steps relevant to your service that you have identified in your risk assessment as appropriate.

#### If a bomb/substance threat is received by telephone

* **Do not hang up**.
* Keep the person talking for as long as possible and obtain as much information as possible.
* Without alerting the caller, signal a co-worker to:
* call Triple Zero (000) for police on a separate phone
* notify the chief warden.
* Fill out the [Telephone bomb threat checklist](#_Telephone_bomb_threat) below and record the following details while you are on the phone to the caller. The checklist should be located with staff who normally answer incoming phone calls and include
* gender of caller
* age of caller
* accents and speech impediments
* background noises
* key phrases used
* whether the threat is automated/taped/recorded.
* Ask the caller
* Where exactly is the bomb/substance located?
* What time will the bomb explode/the substance be released?
* What will make the bomb explode/how will the substance be released?
* What does the bomb look like?
* What kind of device/substance is it?
* Who put the bomb/substance there? Why was it put there?
* What kind of substance is it (gas, powder, liquid)? How much is there?
* Where are you? Where do you live?
* What is your name? What are your contact details?
* Once the call is finished
* **Do not hang up**. It may be possible for police to trace the call if the telephone line is kept open, regardless of whether the caller hangs up.
* Immediately
* Inform the chief warden if this has not yet been done.
* Call Triple Zero (000) to report threat to police if this has not yet been done - use a different telephone line or mobile phone.
* Clear and cordon off the area if the caller identified the location of the object. Do not approach, touch, tilt or tamper with the object.
* Implement evacuation and communication procedures as indicated in section ‘If a suspicious object is found’ above.
* Ensure the caller information has been written down and provided to police on arrival.

Insert any additional mitigation steps relevant to your service that you have identified in your risk assessment as appropriate.

#### If a bomb/substance threat is received by letter:

* Place the letter in a clear bag or sleeve and store in a secure place.
* Avoid any further handling of the letter or envelope.
* Call Triple Zero (000) for police and seek and follow advice.
* Notify the chief warden.
* If the letter identifies the location of a device, immediately clear and cordon off the nominated area. Do not approach, touch, tilt or tamper with the object.
* Implement evacuation and communication procedures as indicated in section ‘If a suspicious object is found’ above.

Insert any additional mitigation steps relevant to your service that you have identified in your risk assessment as appropriate.

#### If a bomb/substance threat is received electronically (e.g. by email)

* **Do not delete the message**.
* Call Triple Zero (000) for police and seek and follow advice.
* Notify the chief warden.
* If the email identifies the location of a device, immediately clear and cordon off the area. Do not approach, touch, tilt or tamper with the object.
* Implement evacuation and communication procedures as indicated in section ‘If a suspicious object is found’ above.

Insert any additional mitigation steps relevant to your service that you have identified in your risk assessment as appropriate.

#### If you are at the site of an explosion

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

Insert any additional mitigation steps relevant to your service that you have identified in your risk assessment as appropriate.

#### Telephone bomb threat checklist

Stay calm

|  |  |
| --- | --- |
| **Date call received**  | Insert date call received. |
| **Time of call** | Insert start time of call. |
| **Time call ended** | Insert time call ended. |
| **Exact wording of threat** | Insert exact wording of threat. |
| **Identify the caller’s phone number** | Insert caller’s phone number (if known). |

Don’t hang up – keep the caller talking.

**Ask the caller**

|  |  |
| --- | --- |
| **When is the bomb going to explode?** | Insert response to question. |
| **Where is the bomb?** | Insert response to question. |
| **What will make the bomb explode?** | Insert response to question. |
| **What kind of bomb is it?** | Insert response to question. |
| **What does the bomb look like?**  | Insert response to question. |
| **Why did you place the bomb here?** | Insert response to question. |
| **Where are you now?** | Insert response to question. |
| **What is your name?** | Insert response to question. |
| **What is your address?** | Insert response to question. |
| **When was the bomb placed here?**  | Insert response to question. |
| **Who placed the bomb?**  | Insert response to question. |

Don’t hang up. The call may be traceable if the phone line is kept open, even if the caller hangs up.

**Call details (where possible to obtain)**

|  |  |
| --- | --- |
| **Did you recognise the caller?**  | [ ]  Yes [ ]  No |
| **If so, who do you think it was?**  | Insert suspected name of caller. |
| **Was the call:** | [ ]  Robotic/Automated [ ]  In-Person[ ]  Pre-Recorded |
| **Estimated age of caller?** | Insert estimated age of caller. |
| **Did the caller seem familiar with the site?**  | [ ]  Yes [ ]  No |

**Characteristics of the call**

|  |  |  |  |
| --- | --- | --- | --- |
| **Voice** | **Speech** | **Manner** | **Background noises** |
| [ ]  Man | [ ]  Fast | [ ]  Hesitant  | [ ]  Music |
| [ ]  Woman | [ ]  Slow | [ ]  Calm | [ ]  Talk/voices |
| [ ]  Child | [ ]  Well spoken  | [ ]  Angry | [ ]  Typing |
| [ ]  Muffled | [ ]  Impeded | [ ]  Emotional | [ ]  Children |
| [ ]  Unknown | [ ]  Stutter | [ ]  Loud | [ ]  Traffic/street |
| Accent:  | [ ]  Nasal | [ ]  Soft | [ ]  Machinery |
| **Telephone** | [ ]  Uneducated | [ ]  Pleasant | [ ]  Aircraft |
| [ ]  Mobile | [ ]  Lisp | [ ]  Raspy | [ ]  Trains |
| [ ]  Landline[ ]  Internal Ext | [ ]  Incoherent | [ ]  Intoxicated | [ ]  Railway crossing |
| [ ]  Overseas | [ ]  Slurred | [ ]  Irrational | [ ]  Construction |
| [ ]  Unknown  | [ ]  Other: <List> | [ ]  Other: <List> | [ ]  Other: <List> |

|  |  |
| --- | --- |
| **Phone number call received on** | Insert phone number |
| **Service phone system (e.g. menu)** | Click or tap here to enter text. |
| **Who did you report the threatening call to?** | Insert name of person reported to. |
| **Date** | Insert the date of the call. |
| **Time** | Insert the time of the call. |
| **Your name** | Insert your name. |
| **Service** | List the name of the service. |

### Severe weather event

* Call Triple Zero (000) if emergency services are needed and seek and follow advice.
* Before the storm, store or secure loose items external to the building, such as outdoor equipment and rubbish bins.
* Secure windows (close curtains and blinds) and external doors. If necessary, tape windows and glass entrances. Utilise boards and sandbags if required.
* Monitor the [NSW Reconstruction Authority website](https://www.nsw.gov.au/emergency/nsw-reconstruction-authority) for any warnings and advice.
* Monitor the [Bureau of Meteorology website](http://www.bom.gov.au/) for weather updates and weather warnings.
* During a severe storm
* Remain in the building and keep away from windows.
* Restrict the use of telephone landlines to emergency calls only, particularly during a thunderstorm.
* Report any matter concerning the safety and wellbeing of children, staff and visitors to the chief warden.
* Disconnect electrical equipment, cover and/or move this equipment away from windows.
* Listen to local radio or TV on battery-powered sets for weather warnings and advice.
* If required and when safe, notify the department in accordance with relevant regulatory requirements.

Insert any additional mitigation steps relevant to your service that you have identified in your risk assessment as appropriate.

### Smoke

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

#### Medical

* Call Triple Zero (000) if anyone is experiencing wheezing, chest tightness and difficulty breathing.
* Closely monitor for adverse effects of smoke on children and staff.
* Children and staff with existing heart or lung conditions (including asthma) should follow the medical management plan advised by their doctor.
* Follow children’s personal asthma action plan and keep a reliever or inhaler on hand.
* Notify families about service conditions to ensure they cater for their child’s needs (e.g. extra inhaler).

#### Activities/Indoors

* Restrict outdoor activities or as appropriate, cancel, reschedule or use alternative areas for any outdoor activities.
* Close windows and doors.
* Switch air conditioners to ‘recirculate’ or 'reuse’ air. Turn it off if it doesn’t have this function.
* Limit prolonged or heavy physical activity relative to the conditions.

#### Notification/Information

* As appropriate
* Notify the department in accordance with relevant regulatory requirements.
* See NSW Health’s webpage for [health information about smoke](https://www.health.nsw.gov.au/environment/air/Pages/bushfire-smoke.aspx).
* See the NSW RFS webpage for information about [hazard reduction burns in your area](https://www.rfs.nsw.gov.au/fire-information/hazard-reductions).
* Tune in to your local radio station and keep listening for advice and warnings. You can find your local station using ABC’s [Coverage and Frequency Search](https://reception.abc.net.au/), as well as listen online or via the [ABC Radio app](https://www.abc.net.au/listen/listenapp).

Insert any additional steps, including mitigation steps that you have identified in your risk assessment.

### Snakes

* Treat the snake as venomous.
* Remain calm and alert children and staff – advise them to stay calm, move away slowly and keep away.
* If the snake is very close to you (around 1.5 metres or less), remain motionless until the snake moves away.
* If the snake is not agitated or defensive, calmly and slowly move to a safe distance away from the snake observing its position at all times.
* If the snake is located around buildings and playgrounds, consider the need to activate a lockdown procedure.
* If the snake is located inside a building, consider the need to evacuate the building.
* Leave the snake alone and give it the opportunity to escape. If possible, monitor the snake from a safe distance (at least 5 metres away) in order to see where it goes and to direct a snake catcher to the snake (or its shelter site) if one is called.
* If the snake remains on the service premises, call a local licensed snake catcher on <insert local snake catcher contact details here>.
* When safe, notify the department in accordance with relevant regulatory requirements.

### Earthquake

* Call Triple Zero (000) if emergency services are needed and seek and follow advice.
* The chief warden will convene the ECO if necessary.

#### 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 your arms and hands.
* **Hold** on until the shaking stops.

#### If inside

Instruct staff and children to:

* Move away from windows, heavy objects, shelves and so on.
* **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 children and others.
* Report any matter concerning the safety and wellbeing of children, staff and visitors to the chief warden.
* Contact families as required.
* Tune in to the local radio if you can and follow any emergency instructions.
* If the service property is damaged and it is safe to do so, take notes and photographs for insurance purposes.
* When safe, notify the department in accordance with relevant regulatory requirements.

Insert any additional mitigation steps relevant to your service that you have identified in your risk assessment as appropriate.

## Area map

|  |  |
| --- | --- |
| Date area map validated:  | Insert date the area map was validated  |

Insert your area map here. Refer to the Area map section of the [Guide](https://education.nsw.gov.au/content/dam/main-education/early-childhood-education/operating-an-early-childhood-education-service/media/documents/emergency-and-incident-management/Guide_to_Developing_your_Emergency_Management_Plan.DOCX) for assistance.

|  |  |
| --- | --- |
| Distance to Primary offsite assembly point | Insert approximate time to reach primary offsite assembly point |
| Distance to Secondary off-site assembly point | Insert approximate time to reach secondary offsite assembly point |

**Legend**

|  |  |
| --- | --- |
| Primary offsite assembly point | Primary offsite assembly point icon |
| Route to primary offsite assembly point | **Route to primary offsite assembly point icon** |
| Secondary offsite assembly point | *Secondary offsite assembly point icon* |
| Route to secondary offsite assembly point | Route to secondary offsite assembly point icon |
| Emergency services access point |  |

## Evacuation diagram

|  |  |
| --- | --- |
| Date evacuation diagram validated | Insert date validated. |

Insert your evacuation diagram here. Refer to the Evacuation diagram section of the [Guide](https://education.nsw.gov.au/content/dam/main-education/early-childhood-education/operating-an-early-childhood-education-service/media/documents/emergency-and-incident-management/Guide_to_Developing_your_Emergency_Management_Plan.DOCX) for assistance.



|  |  |
| --- | --- |
| **Evacuation procedure**<Insert ECEC service evacuation procedure>* Do this…
* Do this…
* Do this…
 |  |

## Family contact information

Note: to ensure adherence to the provisions of the *Privacy Act 1988* (Cth), please remove this section before distributing copies of your EMP to organisations or individuals outside your workplace. Refer to the Family Contact Information section of the [Guide](https://education.nsw.gov.au/content/dam/main-education/early-childhood-education/operating-an-early-childhood-education-service/media/documents/emergency-and-incident-management/Guide_to_Developing_your_Emergency_Management_Plan.DOCX).

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Child’s name** | **Parent / Guardian** | **Phone** | **After hours number** | **Alternate contact** |
| Insert child’s name. | Insert name of child’s parent / guardian. | Insert phone number. | Insert after hours phone number. | Insert alternative contact details. |
| Insert child’s name. | Insert name of child’s parent / guardian. | Insert phone number. | Insert after hours phone number. | Insert alternative contact details. |
| Insert child’s name. | Insert name of child’s parent / guardian. | Insert phone number. | Insert after hours phone number. | Insert alternative contact details. |

## Children, educators and staff with additional needs

Note: to ensure adherence to the provisions of the *Privacy Act 1988* (Cth), please remove child, educator and staff identifying details from this section before distributing copies of your EMP to organisations or individuals outside your workplace.

### Children

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** | **Room / area** | **Condition** | **Assistance needed during an emergency** | **Who will be responsible** |
| Insert child’s name. | Insert child’s location within the service. | Insert relevant condition(s). | Insert assistance needed. | Insert who is responsible. |
| Insert child’s name. | Insert child’s location within the service. | Insert relevant condition(s). | Insert assistance needed. | Insert who is responsible. |
| Insert child’s name. | Insert child’s location within the service. | Insert relevant condition(s). | Insert assistance needed. | Insert who is responsible. |
| Insert child’s name. | Insert child’s location within the service. | Insert relevant condition(s). | Insert assistance needed. | Insert who is responsible. |

### Educators and staff

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** | **Room / area** | **Condition** | **Assistance needed during an emergency** | **Who will be responsible** |
| Insert educator/staff’s name. | Insert educator/staff’s location within the service. | Insert relevant condition(s). | Insert assistance needed | Insert who is responsible. |
| Insert educator/staff’s name. | Insert educator/staff’s location within the service. | Insert relevant condition(s). | Insert assistance needed during an emergency. | Insert who is responsible. |
| Insert educator/staff’s name. | Insert educator/staff’s location within the service. | Insert relevant condition(s). | Insert assistance needed during an emergency. | Insert who is responsible. |

### Additional needs summary

|  |  |  |
| --- | --- | --- |
| **Additional needs category** | **Number of children** | **Number of educators / staff** |
| Insert additional needs category required in the service. | Insert number of children who require the additional needs category. | Insert number of educators/staff who require the additional needs category. |
| Insert number of educators/staff who require the additional needs category. | Insert number of educators/staff who require the additional needs category. | Insert number of educators/staff who require the additional needs category. |
| Insert number of children who require the additional needs category. | Insert number of children who require the additional needs category. | Insert number of children who require the additional needs category. |
| Insert additional needs category required in the service. | Insert additional needs category required in the service. | Insert additional needs category required in the service. |

This summary can be included in your EMP. Refer to the Children and Staff with Additional Needs section of the [Guide](https://education.nsw.gov.au/content/dam/main-education/early-childhood-education/operating-an-early-childhood-education-service/media/documents/emergency-and-incident-management/Guide_to_Developing_your_Emergency_Management_Plan.DOCX).

Part 2 – Emergency preparedness

## Early childhood education and care service profile

### General information

|  |  |
| --- | --- |
| **Service name** | Insert service name. |
| **Physical address** | Insert physical address of the service. |
| **Operating days** | Insert operating days of the service. |
| **Operating hours** | Insert operating hours of the service. |
| **Phone**  | Insert phone number of the service. |
| **Email** | Insert email of the service. |
| **Fax** | Insert the fax number of the service. |
| **Website** | Insert the website of the service. |
| **Number of buildings** | Insert the number of buildings at the service. |
| **Shelter-in-place location** | Insert the shelter-in-place location. |
| **Number of children (or approved places)** | Insert number of children authorised to be in the service. |
| **Total number of educators/staff** | Insert total number of educators/staff at the service. |
| **Methods used for communications to our service’s community** | Insert communication methods of the service to the community. |

### Other services / users of site

|  |  |
| --- | --- |
| **Service / user name** | Provide details. |
| **Location** | Provide details. |
| **Children / visitor numbers** | Provide details. |
| **Operating hours / days** | Provide details. |
| **Emergency contact name** | Provide details. |
| **Phone number** | Provide details. |
| **Mobile number** | Provide details. |

### Building information summary

#### Telephones (Landlines)

|  |  |  |  |
| --- | --- | --- | --- |
| **Location** | **Number** | **Location** | **Number** |
| Insert location of landline phone. | Insert location of landline phone. | Insert location of landline phone. | Insert location of landline phone. |
| Insert phone number of landline phone. | Insert phone number of landline phone. | Insert phone number of landline phone. | Insert phone number of landline phone. |
| Insert location of landline phone. | Insert location of landline phone. | Insert location of landline phone. | Insert location of landline phone. |

#### Alarms

|  |  |  |  |
| --- | --- | --- | --- |
| **Type** | **Location** | **Monitoring company** | **Location of shut-off instructions** |
| **Fire** | Insert location of alarm. | Insert name of monitoring company. | Insert location of shut-off instructions. |
| **Intrusion** | Insert location of alarm. | Insert name of monitoring company. | Insert location of shut-off instructions. |
| **Other** | Insert location of alarm. | Insert name of monitoring company. | Insert location of shut-off instructions. |

#### Utilities

|  |  |  |  |
| --- | --- | --- | --- |
| **Type** | **Location** | **Service provider** | **Location of shut-off instructions** |
| **Gas / propane** | Insert utility location. | Insert name of service provider. | Insert location of shut-off instructions. |
| **Water** | Insert utility location. | Insert name of service provider. | Insert location of shut-off instructions. |
| **Electricity** | Insert utility location. | Insert name of service provider. | Insert location of shut-off instructions. |

#### Sprinkler system

|  |  |
| --- | --- |
| **Location of control valve** | Insert location of control valve. |
| **Location of shut-off instructions** | Insert location of shut-off instructions. |

#### Building and site hazards

|  |  |
| --- | --- |
| **Hazard description** | **Location** |
| Insert description of hazard. | Insert location of hazard. |
| Insert description of hazard. | Insert location of hazard. |
| Insert description of hazard. | Insert location of hazard. |
| Insert description of hazard. | Insert location of hazard. |
| Insert description of hazard. | Insert location of hazard. |
| Insert description of hazard. | Insert location of hazard. |
| Insert description of hazard. | Insert location of hazard. |

## Risk assessment

This table lists the identified hazards and threats to our education and care service, assessment of the risks associated with those hazards and how we reduce their impact. Refer to the Emergency Response Drills Schedule section of the [Guide](https://education.nsw.gov.au/content/dam/main-education/early-childhood-education/operating-an-early-childhood-education-service/media/documents/emergency-and-incident-management/Guide_to_Developing_your_Emergency_Management_Plan.DOCX) for more information.

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Identified hazard or threat** | **Description of risk** | **Current risk control measures implemented at service** | **Risk rating** | **Treatments to be implemented – measures to be taken at service to eliminate or reduce impact of risk** | **Revised risk rating after implementing treatments** |
| Insert identified hazard or threat. | Insert description of the risk. | Insert current risk control measures implemented at the service. | Consequence: Insert consequence category.Likelihood: Insert likelihood rating.Risk level: Insert risk level rating. | Insert control measures. | Consequence: Insert consequence category after changes.Likelihood: Insert likelihood rating after changes.Risk level: Insert risk level rating after changes. |
| Insert identified hazard or threat. | Insert description of the risk. | Insert current risk control measures implemented at the service. | Consequence: Insert consequence category.Likelihood: Insert likelihood rating.Risk level: Insert risk level rating. | Insert control measures. | Consequence: Insert consequence category after changes.Likelihood: Insert likelihood rating after changes.Risk level: Insert risk level rating after changes. |
| Insert identified hazard or threat. | Insert description of the risk. | Insert current risk control measures implemented at the service. | Consequence: Insert consequence category.Likelihood: Insert likelihood rating.Risk level: Insert risk level rating. | Insert control measures. | Consequence: Insert consequence category after changes.Likelihood: Insert likelihood rating after changes.Risk level: Insert risk level rating after changes. |
| Insert identified hazard or threat. | Insert description of the risk. | Insert current risk control measures implemented at the service. | Consequence: Insert consequence category.Likelihood: Insert likelihood rating.Risk level: Insert risk level rating. | Insert control measures. | Consequence: Insert consequence category after changes.Likelihood: Insert likelihood rating after changes.Risk level: Insert risk level rating after changes. |
| Insert identified hazard or threat. | Insert description of the risk. | Insert current risk control measures implemented at the service. | Consequence: Insert consequence category.Likelihood: Insert likelihood rating.Risk level: Insert risk level rating. | Insert control measures. | Consequence: Insert consequence category after changes.Likelihood: Insert likelihood rating after changes.Risk level: Insert risk level rating after changes. |
| Insert identified hazard or threat. | Insert description of the risk. | Insert current risk control measures implemented at the service. | Consequence: Insert consequence category.Likelihood: Insert likelihood rating.Risk level: Insert risk level rating. | Insert control measures. | Consequence: Insert consequence category after changes.Likelihood: Insert likelihood rating after changes.Risk level: Insert risk level rating after changes. |
| Insert identified hazard or threat. | Insert description of the risk. | Insert current risk control measures implemented at the service. | Consequence: Insert consequence category.Likelihood: Insert likelihood rating.Risk level: Insert risk level rating. | Insert control measures. | Consequence: Insert consequence category after changes.Likelihood: Insert likelihood rating after changes.Risk level: Insert risk level rating after changes. |

## Emergency response drills schedule

|  |  |  |  |
| --- | --- | --- | --- |
| **Type of drill** | **Person responsible** | **Target date and date drill performed** | **Observer’s record completed\*** |
| Insert the type of drill. | Insert name of person responsible for conducting emergency response drill. | Insert target date for drill.Insert date drill performed. |  |
| Insert the type of drill. | Insert name of person responsible for conducting emergency response drill. | Insert target date for drill.Insert target date for drill. |  |
| Insert the type of drill. | Insert name of person responsible for conducting emergency response drill. | Insert target date for drill.Insert target date for drill. |  |
| Insert the type of drill. | Insert name of person responsible for conducting emergency response drill. | Insert target date for drill.Insert target date for drill. |  |
| Insert the type of drill. | Insert name of person responsible for conducting emergency response drill. | Insert target date for drill.Insert target date for drill. |  |
| Insert the type of drill. | Insert name of person responsible for conducting emergency response drill. | Insert target date for drill.Insert target date for drill. |  |
| Insert the type of drill. | Insert name of person responsible for conducting emergency response drill. | Insert target date for drill.Insert target date for drill. |  |

Emergency management plans are required to be tested regularly. Refer to the Emergency Response Drills Schedule section of the [Guide](https://education.nsw.gov.au/content/dam/main-education/early-childhood-education/operating-an-early-childhood-education-service/media/documents/emergency-and-incident-management/Guide_to_Developing_your_Emergency_Management_Plan.DOCX) for more information.

## Emergency kit checklist

|  |  |
| --- | --- |
| **Our emergency kit contains** | **Yes / No** |
| Children’s data and family contact information (contained in EMP)  | [ ] Yes[ ] No |
| Children, educators and staff with additional needs list (contained in EMP) including any children’s medicationsd | [ ] Yes[ ] No |
| Enrolment records including authorisations and family contact details | [ ] Yes[ ] No |
| Educator/staff contact information | [ ] Yes[ ] No |
| Traffic/emergency safety vest and tabards | [ ] Yes[ ] No |
| Service premises keys  | [ ] Yes[ ] No |
| Standard portable first aid kit  | [ ] Yes[ ] No |
| A charged mobile phone and charger/s (batteries checked and charged) | [ ] Yes[ ] No |
| Torch with replacement batteries or wind-up torch (batteries checked and charged) | [ ] Yes[ ] No |
| Whistle | [ ] Yes[ ] No |
| Portable battery-powered radio (batteries checked and charged) | [ ] Yes[ ] No |
| Copy of service site plan and EMP including evacuation routes | [ ] Yes[ ] No |
| Bottled water (use by date checked) | [ ] Yes[ ] No |
| Portable non-perishable snacks such as sultanas, dried fruits and energy bars (use by date checked) | [ ] Yes[ ] No |
| Water | [ ] Yes[ ] No |
| Sunscreen and spare sunhats | [ ] Yes[ ] No |
| Plastic garbage bags and ties | [ ] Yes[ ] No |
| Toiletry supplies (including toilet paper, spare clothes, nappies, wipes) | [ ] Yes[ ] No |
| Other | [ ] Yes[ ] No |

|  |  |
| --- | --- |
| Date emergency kit checked | Insert date emergency kit checked. |
| Next check date | Insert next date for checking emergency kit. |

## Emergency Management Plan completion checklist

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

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

**Final check completed by: <I**nsert name of person who completed final check.>

**Date: <**Insert date final check completed.>

|  |  |  |
| --- | --- | --- |
| **Component** | **Yes / No** | **Action required** |
| **Cover page** |  |  |
| Approved provider name, service address, EMP issue date, EMP review date, fire district have been specified ([see front cover page](#_Emergency_Management_Plan)). | [ ] Yes [ ] No | Insert action required. |
| **Distribution list** |  |  |
| Distribution list has been completed. | [ ] Yes [ ] No | Insert action required. |
| **Contact numbers and communications tree** |  |  |
| Appropriate key local community contact numbers have been added, for example fire, ambulance, police, local government, nearest hospital ([5.4 Local/other organisations contacts](#_Local/other_organisations_contacts)). | [ ] Yes [ ] No | Insert action required. |
| Key contact numbers for internal staff have been added. | [ ] Yes [ ] No | Insert action required. |
| Approved provider or PMC representative contact numbers are included. | [ ] Yes [ ] No | Insert action required. |
| Communications tree detailing process for contacting emergency services, staff and families included. | [ ] Yes [ ] No | Insert action required. |
| **Emergency Control Organisation (ECO)** |  |  |
| An ECO structure has been identified, with appropriate persons assigned and contact details provided. | [ ] Yes [ ] No | Insert action required. |
| Responsibilities are clearly defined and back up names included for each position on the ECO if reasonably practical. | [ ] Yes [ ] No | Insert action required. |

|  |  |  |
| --- | --- | --- |
| **Evacuation, lockdown, lockout and shelter-in-place procedures** |  |  |
| Procedures that are specific to the ECEC service’s processes have been completed for:* evacuation onsite
* evacuation offsite
* lockdown
* lockout
* shelter-in-place.
 | [ ] Yes [ ] No | Insert action required. |
| **Emergency response procedures** |  |  |
| Localised emergency response procedures have been developed for specific emergencies in-line with the hazards/threat identified in the risk assessment. | [ ] Yes [ ] No | Insert action required. |
| **Staff trained in first aid** |  |  |
| Staff trained in first aid list has been updated. | [ ] Yes [ ] No | Insert action required. |
| **Area map** |  |  |
| The area map is clear and easy to follow. | [ ] Yes [ ] No | Insert action required. |
| The area map has:* 2 evacuation assembly areas onsite
* external evacuation routes
* surrounding streets and safe exit points marked
* emergency services access points marked.
 | [ ] Yes [ ] No | Insert action required. |
| **Evacuation diagram** |  |  |
| The evacuation diagram is clear and easy to follow and displayed at each exit of the service premises (regulation 97(4)). | [ ] Yes [ ] No | Insert action required. |
| The evacuation diagram has:* a pictorial diagram of the floor or area (at least 200 mm x 150 mm in size, A3)
* a title, for example ‘Evacuation diagram’
* the ‘YOU ARE HERE’ location
* the designated exits, which shall be in green
* hose reels, marked in red
* hydrants, marked in red
* extinguishers, marked in red
* designated shelter-in-place location
* date plan was validated
* location of primary and secondary assembly areas
* a legend.
 | [ ] Yes [ ] No | Insert action required. |
| **Family contact information** |  |  |
| Family contact information has been obtained and is up to date.  | [ ] Yes [ ] No | Insert action required. |
| **Children, educators and staff with additional needs list** |  |  |
| Children, educators and staff with additional needs have been identified and strategies put in place for these persons where they require assistance in the event of an emergency.  | [ ] Yes [ ] No | Insert action required. |
| **Site profile**  |  |  |
| Profile has been populated and reflects the service’s buildings, utilities etc. | [ ] Yes [ ] No | Insert action required. |
| **Risk assessment** |  |  |
| Potential local hazards have been identified. | [ ] Yes [ ] No | Insert action required. |
| Risks have been rated and risk assessments included. | [ ] Yes [ ] No | Insert action required. |
| Local mitigations/controls have been specified. | [ ] Yes [ ] No | Insert action required. |
| **Emergency drill schedule** |  |  |
| Drills have been scheduled at least every three months for emergency and evacuation procedures (regulation 97(3)). | [ ] Yes [ ] No | Insert action required. |
| **Emergency kit checklist** |  |  |
| Emergency kit checklist has been developed with ECEC service’s requirements. | [ ] Yes [ ] No | Insert action required. |