

# Emergency Management Plan Policy & Procedures

Birali Steiner School  
Lot 2, 670 Beachmere Road  
Beachmere, Qld 4510



# Emergency Management Policy & Procedures

<b>Purpose:</b> The purpose of this Emergency Management Policy & Procedures (EMP&P) is to provide details of how Birali Steiner School will prepare for and respond to emergency situations.		
<b>Scope:</b> This EMP&P applies to all staff, children, visitors, contractors, and volunteers at Birali Steiner School.		
<b>Status:</b> Authorised	<b>Supersedes:</b> Emergency Management Plan Version 20210118.1	
<b>Authorised by:</b> Principal	<b>Date of Authorisation:</b> 22.04.2022	<b>Policy Owner:</b> School Principal
<b>References:</b>	<ul style="list-style-type: none"> <li>• Early Childhood Education and Care Services National Regulation</li> <li>• Work Health and Safety Regulation 2011</li> </ul>	
<b>Definitions</b>	<ul style="list-style-type: none"> <li>• Back-up Critical Decision Maker – Refer to Governance and Leadership Policy</li> <li>• Approved Provider representative – Principal</li> <li>• ECS – Education and Care Services</li> <li>• IMT – Incident Management Team</li> <li>• Emergency Control Point - An Emergency Control Point is a designated location within, or in close proximity to the building from where the Chief Warden will direct all emergency control operations during a period where an incident impacts on, or could have an impact on, the safety and wellbeing of building occupants</li> </ul>	
<b>Review Period:</b> Annually	<b>Next Review Date:</b> Apr 2023	

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## Policy

### Requirements

There are specific additional requirements that form part of this policy & procedures document.

Moreton Bay Regional Council requirements as detailed below, to be contained in this EMP&P.

MBRC Requirements:

- *Prepare and make available on site a site-specific emergency management procedure manual. The manual is to outline roles and responsibilities, evacuation routes (where applicable) and management actions to manage the safety of all occupants on the site during a major flood and/or storm tide event.*
- *Make available to all School employees and students the procedure manual including their roles and responsibilities during a major flood and/or storm tide event.*
- *Regularly review and update the manual where appropriate to ensure consistency with Council's disaster management planning for Caboolture.*

ECEC Regulations Requirements (applicable once ECEC Accreditation approved):

- *Bushfire Management Risk Assessment within the policy & procedures*
- *Flood Management Risk Assessment within this policy & procedures*
- *Evacuation rehearsals are to be no more than 3 months apart*
- *Lock down rehearsals are to be no more than 3 months apart*

### Policy Statement

Birali Steiner School understands the importance of preparing and implementing emergency management procedures.

As such, Birali Steiner School will ensure:

- Risk assessments are conducted and reviewed annually to identify potential emergencies such as bush fire and flood.
- Emergency evacuation procedures are reviewed in line with the risk assessments.
- Training is provided to all staff on all emergency management procedures.
- Regular rehearsals for evacuations and lock downs are performed and recorded on a log by Administration staff.
  - For ECEC, rehearsals of evacuations are to be no more than 3 months apart and rehearsals of lock downs are to be no more than 3 months apart.
  - For the Primary & Middle School, rehearsals of evacuations and lock downs will be done alternating each term.
  - Record of the drill is recorded and saved in the password protected cloud storage by the school administration staff.
  - Staff are asked to provide feedback on evacuation and lock down rehearsals to assist with improvement in the procedures. This feedback will be recorded in the log.
  - Modifications to this Policy and Procedures are made if deemed necessary.
- Emergency Evacuation Plans are mounted at every external exit door and a sample is included in this Emergency Management Policy & Procedures, with all other rooms located in Sharepoint with this EMP&P.
- Staff have ready access to emergency equipment such as fire extinguishers and fire blankets, and that staff are adequately trained in their use.
- Emergency equipment is tested by a licensed contractor as per legislated time frames.
- All emergency contacts listed within the policy are kept up to date.
- Staff members have ready access to an operating telephone (landline &/or mobile), to enable immediate communication to and from parents and emergency services.

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## Emergency contacts

In an emergency requiring **Police, Ambulance and QFES (Qld Fire & Emergency Services)** attendance call **000**.

## Our Birali Steiner School contacts

Key Roles	Name	Phone
Early Childhood Approved Provider Representative	N/A	
Early Childhood Responsible Person/Primary Nominee	N/A	
Attendance Reports (school phone)	Racheal Parry	0412 014 165
First Aid Officers (school phone)	Racheal Parry Bek Blansjaar	0412 014 165
WHS Representatives	Colette Williams Beck Walker	0412 014 165
Bulk Messaging System Operator (eg SMS/School Stream)	Racheal Parry Beck Walker	0412 014 165
School Board Chair	Joan Weir	Refer to Principal
Security Alarm System Monitoring	ABC Alarms	07 3849 1939

## Local/other organisations contacts

	Phone
Police Station - Caboolture	(07) 5490 0555
Hospital/s - Caboolture	(07) 5433 8888
Poisons information Hotline	131 126
Fire Station - Caboolture	(07) 5498 3347
Gas Mains	None on site
Electricity Supply	Energex - (07) 3664 4000 / Retailer AGL
Water Supply	Unity Water - (07) 5498 3347
Facility Plumber	Stage 1 - Trade Plumbing – Tim – 0427 769 586
Facility Electrician	Tripped Out Electrical – Chris – 0422 631 063
SES (flood, storm and earthquake)	13 25 00

*Not currently applicable. (Early childhood services within Birali Steiner School are reminded that they must report serious incidents to the relevant Department of Education & Early Childhood departments in accordance with relevant regulatory requirements. EC National Regulations also require approved providers to notify the Department of Education in the event of a serious incident; which can be done using the NQAITS online portal (applicable once ECEC Accreditation approved).)*

Staff are encouraged to install the **Emergency Plus app** on their phone. The app provides a range of contacts for emergency situations – 000, SES & Police - and also provides your current location using Latitude & Longitude to enable emergency services to find you easier.

# Emergency Management Policy & Procedures

## Internal PA System & Phones

Phones	
Room/Contact	Dial #
Racheal - Reception	101
Colette - Principal	102
Beck W – Business Manager	107
Chloe – T&L Coord	108
Pippi Room (Classroom 1)	201
Class 1 (Classroom 2)	202
Class 2/3 (Classroom 3)	203
Music/Library (Classroom 4)	204
Class 4/5 (Classroom 5)	205
Class 6/7 (Classroom 6)	206
Enrichment (Withdrawal 1)	111
Wellbeing (Withdrawal 2)	112
Science	301
Manual / Visual Arts	302

PA System	
Room/Contact	Dial #
All Speakers	600
Admin	601
Craft Shop	602
Pippi Room	603
Class 1	604
Class 2/3	605
Manual/Visual Arts	606
Science	607
Music / Library	608
Class 4/5	609
Class 6/7	610

## Incident Management Team contact details

IMT Role/Activities		Primary Contact		Back Up Contact
Chief Warden	Name	Colette Williams	Name	Beck Walker
	Phone/Mobile		Phone/Mobile	
Planning tasks will be performed by:	Name	Beck Walker	Name	Chloe Francis
	Phone/Mobile		Phone/Mobile	
Operations Warden tasks will be performed by:	Name	Beck Walker	Name	Bek Blansjaar
	Phone/Mobile		Phone/Mobile	0412 014 165
Communications tasks will be performed by:	Name	Racheal Parry	Name	Beck Walker
	Phone/Mobile	0412 014 165	Phone/Mobile	
Classrooms Warden tasks will be performed by:	Name	Chloe Francis	Name	Colette Williams
	Phone/Mobile		Phone/Mobile	
First Aid tasks will be performed by:	Name	Racheal Parry	Name	Bek Blansjaar
	Phone/Mobile		Phone/Mobile	0412 014 165
Grounds & Maintenance	Name	Dave Milway	Name	Beck Walker
	Phone/Mobile		Phone/Mobile	

# Emergency Management Policy & Procedures

## Incident Management Team (IMT) Responsibilities

Chief Warden		
Pre-emergency	During emergency	Post- emergency
<ul style="list-style-type: none"> <li>✓ Maintain current contact details of IMT members.</li> <li>✓ Ensure 'Children/staff with additional needs' list and 'Staff trained in first aid' list are up to date.</li> <li>✓ Conduct regular exercises/drills.</li> <li>✓ Ensure our emergency response and recovery procedures are kept up to date.</li> <li>✓ Ensure staff on the IMT are aware of their responsibilities.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Attend the emergency control point.</li> <li>✓ Ascertain the nature and scope of the emergency.</li> <li>✓ Ensure that the emergency services have been notified.</li> <li>✓ Ensure the appropriate response has been actioned.</li> <li>✓ Convene our IMT as required.</li> <li>✓ Initiate evacuation of affected areas/lock-down/lock-out/shelter-in-place as required.</li> <li>✓ Brief the incoming emergency services and respond to their requests.</li> </ul>	<ul style="list-style-type: none"> <li>✓ When the incident is rendered safe or the emergency services return control, notify the IMT members to have staff and children return to normal operations.</li> <li>✓ Organise debrief with the IMT and, where appropriate, with any attending emergency service.</li> <li>✓ Ensure recovery activities are considered and implemented as required.</li> <li>✓ Complete the Post Emergency Record.</li> <li>✓ <i>Note applicable currently. (Early childhood services are reminded that they must report serious incidents to the relevant the Department of Education Teams in accordance with relevant regulatory requirements. Service agreements also require approved providers to notify the Department of Education in the event of a serious incident.)</i></li> </ul>

Planning		
Pre-emergency	During emergency	Post- emergency
<ul style="list-style-type: none"> <li>✓ Assist the Chief Warden</li> <li>✓ Identify resources required.</li> <li>✓ Participate in emergency exercises/drills.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Attend the emergency control point.</li> <li>✓ Ascertain the nature and scope of the emergency.</li> <li>✓ Report any changes in the situation to the Chief Warden</li> <li>✓ Act as directed by the Chief Warden.</li> <li>✓ Plan for contingencies.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Collect and evaluate information relating to the emergency.</li> <li>✓ Identify recovery needs and develop a recovery plan (if required).</li> </ul>

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<b>Communications</b>		
<b>Pre-emergency</b>	<b>During emergency</b>	<b>Post- emergency</b>
<ul style="list-style-type: none"> <li>✓ Assist the Chief Warden</li> <li>✓ Attend training in the use of the service's communication system as appropriate.</li> <li>✓ Maintain records and logbooks and make them available for emergency response.</li> <li>✓ Ensure emergency and parent contact details are up to date.</li> <li>✓ Participate in emergency exercises/drills.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Attend the emergency control point.</li> <li>✓ Ascertain the nature and location of the emergency. Maintain up to date information.</li> <li>✓ Confirm that emergency services have been notified.</li> <li>✓ Notify appropriate IMT members.</li> <li>✓ At the direction of the Chief Warden provide instruction and information to staff, children and parents as required.</li> <li>✓ At the direction of the Chief Warden provide instruction and information to the staff member responsible for bulk messaging as required.</li> <li>✓ Keep a log of events that occurred during the emergency.</li> <li>✓ Act as directed by the Chief Warden.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Contact parents as required.</li> <li>✓ Collate logs of events completed by all IMT members during the emergency for the debrief and ensure they are secured for future reference.</li> </ul>

<b>Operations (Area Warden)</b>		
<b>Pre-emergency</b>	<b>During emergency</b>	<b>Post- emergency</b>
<ul style="list-style-type: none"> <li>✓ Regularly check and report on deficiencies of emergency equipment and kits.</li> <li>✓ 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.</li> <li>✓ Participate in emergency exercises/drills.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Attend the emergency control point.</li> <li>✓ Communicate with the Chief Warden by whatever means available and act on instructions.</li> <li>✓ Implement the emergency response procedure relevant to the area and ensure that the Chief Warden is notified.</li> <li>✓ Direct the Classrooms Wardens to check the area for any abnormal situation.</li> <li>✓ Commence evacuation if the circumstances on the area warrant this.</li> <li>✓ Control the movement of people.</li> <li>✓ Co-opt persons as required to assist the Wardens during an emergency.</li> <li>✓ Confirm that the 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.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Compile report of the actions taken during the emergency for the debrief.</li> </ul>



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Classrooms Warden		
Pre-emergency	During emergency	Post- emergency
<ul style="list-style-type: none"> <li>✓ Ensure staff are aware of the emergency response procedures.</li> <li>✓ Carry out safety practices (e.g. clear egress paths, access to first attack equipment, for example, fire extinguishers and disposal of rubbish).</li> <li>✓ Participate in emergency exercises/drills.</li> </ul>	<p>Persons selected to perform as Classrooms Warden will carry out activities as set out in the emergency response procedures and as directed by the Chief Warden.</p> <p>Activities may include the following:</p> <ul style="list-style-type: none"> <li>✓ Attend the emergency control point.</li> <li>✓ Operate the communication system in place.</li> <li>✓ Check that any fire doors and smoke doors are properly closed.</li> <li>✓ Close or open other doors in accordance with the emergency response procedures.</li> <li>✓ Search the area to ensure all people have evacuated. This function is of greater importance than a later physical count of those evacuated.</li> <li>✓ Ensure orderly flow of people into protected area.</li> <li>✓ Assist occupants with disabilities.</li> <li>✓ Act as lead of groups moving to nominated assembly areas.</li> <li>✓ Report status of required activities to the Operations Area Warden on their completion.</li> <li>✓ Act as directed by the Chief Warden.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Compile report of the actions taken during the emergency for the debrief.</li> </ul>

## Staff trained in first aid

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

All staff at Birali Steiner School have current Frist Aid training. A record is saved in the password protected cloud storage by the school administration staff and a hard copy list is kept in the first aid room.

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## Emergency Response Procedures

### On-site evacuation/relocation procedure

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

- **Call 000** and inform emergency services of the nature of the emergency.
- Determine whether it is safe to do an on-site evacuation or whether it is necessary to do an off-site evacuation.
- Alert/announce evacuation by either:
  - using the internal PA system - use any school landline phone and dial 600 and speak clearly into the phone; &/or
  - using the megaphone siren in short bursts while speaking in to the microphone; &/or
  - sending quick/short SMS to staff group – eg. Evacuate – On-site
- Provide instructions by either:
  - using the internal PA system – use any school landline phone and dial 600 and speak clearly into the phone; &/or
  - using the megaphone; or
  - sending a messenger from Admin to each room; or
  - calling the classroom and/or Teachers mobile phones; or
  - yelling across the school common loud enough to ensure all rooms can hear
- All head counts for students are conducted prior to evacuation.
  - The Prep children will assemble at the main gate if outside, or at the sliding door if inside. This is where a head count will be conducted. The main gate is not usually locked, however the subsidiary gates may be. The Prep staff will carry a gate key on their person at all times.
  - Primary & Middle School students will be gathered in-place and a head count conducted promptly.
- Teaching/Classroom Staff will bring with them the class roll if in the classroom, or if outside and the classroom is safe to enter and nearby. Prep staff will also bring the attendance sheet, emergency medications and medical management plans located in the medical lock box.
- Staff will direct/escort visitors and children to the assembly point (Sports Field near Admin Building), ensuring all children/students are appropriately supervised.
- Operations and Classrooms Wardens will complete a check of bathrooms and other areas to ensure all children are accounted for.
- Admin Staff will bring with them a bag filled with:
  - Lists of people onsite – print out emergency report from PCSchool
  - First Aid room supplies:
    - Small First Aid Kit / Duty Bag
    - Emergency/Allergy Medications (including any from the fridge)
    - Medication forms clipboard
    - Red Medical Minimisation Plans Folder/s
    - Clipboards containing lists of First Aid trained staff, medical conditions and allergies
- Once at the assembly point, Admin staff to work with Teaching Staff to check all children, staff and visitors are accounted for, using the class rolls/emergency report.
- The Chief Warden will ensure communications with emergency services is maintained.
- Wait for emergency services to arrive to provide further information.
- Seek advice from the School Principal if required.
- Maintain a record of actions/decisions undertaken and times.
- Contact parents as required.

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## Actions after on-site evacuation/relocation procedure

- Ensure any children, staff or visitors with medical or other needs are supported.
- Confirm with emergency service personnel that it is safe to return to normal operations. If deemed unsafe to return to the building, parents will be notified to come and pick their child up. Staff will adequately supervise until all children have been collected.
- Determine if there is any specific information staff, children and visitors need to know (e.g. parent reunification process or areas of the facility to avoid).
- If returning to regular activities, staff must ensure all students are supervised and upon return to the classroom, a further head count is done to ensure all students have returned.
- Print and issue parent notice letters as appropriate.
- Undertake operational debrief with staff and Incident Management Team to identify any on-site evacuation and procedural changes that may be required.
- Complete your Post Emergency Record form.
- *Not applicable currently. Education and care services and children's services are reminded that they must report serious incidents to the relevant the Department of Education Teams in accordance with relevant regulatory requirements. This can be submitted on-line via the NQA IT portal.*

## Off-site evacuation procedure

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

- **Call 000** for emergency services and seek and follow advice.
- Determine which off-site assembly point you will evacuate children, staff and visitors to.
- Alert/announce evacuation by either:
  - using the internal PA system - use any school landline phone and dial 600 and speak clearly into the phone; &/or
  - using the megaphone siren in short bursts and speaking in to the microphone; &/or
  - sending quick/short SMS to staff group – eg. Evacuate – Off-site
- Provide instructions by either:
  - using the internal PA system - use any school landline phone and dial 600 and speak clearly into the phone; &/or
  - using the megaphone; &/or
  - sending a messenger from Admin to each room; or
  - calling the classroom and/or Teachers mobile phones; or
  - yelling across the school common loud enough to ensure all rooms can hear
- All head counts for students are conducted prior to evacuation.
  - The Prep children will assemble at the main gate if outside, or at the sliding door if inside. This is where a head count will be conducted. The main gate is not usually locked, however the subsidiary gates may be. The Prep staff will carry a gate key on their person at all times.
  - Primary & Middle School students will be gathered in-place and a head count conducted promptly.
- Teaching/Classroom Staff will bring with them the class roll if in the classroom, or if outside and the classroom is safe to enter and nearby. Presp staff will also bring the attendance sheet, emergency medications and medical management plans located in the medical lock box.
- Staff will direct/escort visitors and children to the assembly point, ensuring all children/students are appropriately supervised.
- Classrooms Wardens will complete a check of bathrooms and other areas to ensure all children are accounted for.
- Teaching/Classroom staff will manage any traffic mitigation required on approach and once the assembly point is reached. Classroom staff will walk closest to the road ensuring all children are kept within a safe distance of the street. If required to cross Beachmere Road, Staff will safely stop the flow of traffic in both directions and form a safe passage for the students and visitors to cross.
- Admin Staff will bring with them a bag filled with:

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- Lists of people onsite – print emergency report from PCSchool.
- First Aid room supplies:
  - Small First Aid Kit / Duty Bag
  - Emergency/Allergy Medications (including any from the fridge)
  - Medication forms clipboard
  - Red Medical Minimisation Plans Folder/s
  - Clipboards containing lists of First Aid trained staff, medical conditions and allergies
- Once at assembly point, check all children, staff and visitors are accounted for using the class rolls.
- Ensure communications with emergency services is maintained.
- Wait for emergency services to arrive or provide further information.
- Seek advice from School Principal if required.
- Maintain a record of actions/decisions undertaken and times.
- Contact parents as required.

## Actions after off-site evacuation procedure

- Ensure any children, staff or visitors with medical or other needs are supported.
- Confirm with emergency service personnel that it is safe to return to normal operations. If deemed unsafe to return to the building parents will be notified to come and pick their child up. Staff will adequately supervise until all children have been received.
- Determine if there is any specific information staff, children and visitors need to know (e.g. parent reunification process or areas of the facility to avoid).
- If returning to regular activities, staff must ensure all students are supervised and upon return to the classroom, a further head count is done to ensure all students have returned.
- Print and issue parent notice letters as appropriate.
- Undertake operational debrief with staff and IMT to identify any off-site and procedural changes that may be required.
- Complete your Post Emergency Record form.
- *Not applicable currently. Education and care services and children's services are reminded that they must report serious incidents to the relevant the Department of Education Teams in accordance with relevant regulatory requirements. This can be submitted on-line via the NQA IT portal.*

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## Lock-down procedure

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

- **Call 000** for emergency services and seek and follow advice.
- Alert/announce lockdown & provide instructions by either:
  - alert all persons on site - instruct them to close internal doors and windows, remain in classroom, sit below window level - ideally under tables or desks
    - using the internal PA system - use any school landline phone and dial 600 and speak clearly into the phone, or refer to the room PA list for individual rooms; &/or
    - using the megaphone siren in long bursts (do not use this option if it is likely to aggravate an onsite intruder); &/or
    - sending quick/short SMS to staff group – eg. Lockdown - Lock Doors, Under Desks; &/or
    - sending a messenger from Admin to each room if safe to do so; &/or
    - calling the classroom phone and/or Teachers mobile phones; &/or
    - yelling across the school common loud enough to ensure all rooms can hear if safe to do so
- Admin staff are to secure the staff room and office and go in to either the bathroom or the comms/storeroom while monitoring the situation. The comms/store room has the viewing of the external camera footage which will enable monitoring of movements if there is an outside intruder.
- Check that all external doors (and windows if appropriate) are locked.
- If available, allocate staff to be posted at locked doors to allow children, staff and visitors to enter if locked out.
- Divert parents and returning groups from the facility if required.
- Ensure a telephone line is kept free.
- Keep public address system free.
- Keep main entrance as the only entry point. It must be constantly monitored and no unauthorised people allowed access.
- As appropriate, ascertain that all children, staff and visitors are accounted for.
- If it is safe to do so, have staff member wait at the main entry to the facility to guide emergency services personnel.
- Seek advice from your Principal if required.
- Maintain a record of actions/decisions undertaken and times.
- Contact parents as required.

## Actions after lock-down procedure

- Ensure any children, staff or visitors with medical or other needs are supported.
- As appropriate, confirm with emergency services personnel that it is safe to return to normal operations and the Chief Warden will send notification to all buildings of the ability to return to regular operations. If deemed unsafe to return to regular operations, parents will be notified, and safe collection will be arranged under the guidance of the emergency services personnel and Principal. Staff will adequately supervise until all children have been received.
- Determine if there is any specific information staff, children and visitors need to know (e.g. parent reunification process or areas of the facility to avoid).
- Print and issue pre-prepared parent letters as appropriate.
- Undertake operational debrief with educators and staff and IMT to identify any lock-down and procedural changes that may be required.
- Complete your Post Emergency Record form
- *Not currently applicable. Education and care services and children's services are reminded that they must report serious incidents to the relevant Department of Education Teams in accordance with relevant regulatory requirements. This can be submitted on-line via the NQA IT portal for the Early Childhood service.*

# Emergency Management Policy & Procedures

## Building Fire

### In Case of Fire



**R**emove persons from immediate danger.



**A**lert nearby personnel and the Chief Warden, call 000.



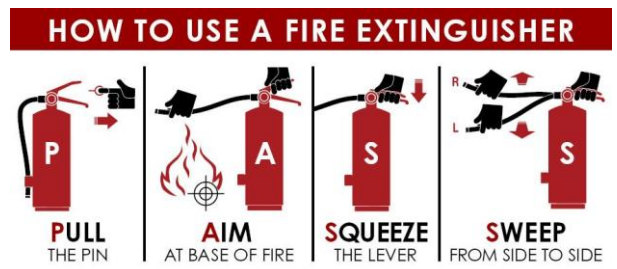
**C**onfine fire and smoke. Close windows and doors (if safe).  
Keep low, under the smoke.



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

- Call **000** for emergency services and seek and follow advice.
- If appropriate, follow the procedure for [on-site evacuation](#).
- Report the emergency immediately to the Chief Warden who will convene your IMT if necessary.
- Determine which of your facility's pre-identified on-site evacuation point/s is most appropriate to use.
- Extinguish the fire - only if safe to do so – **do not fight the fire if the following conditions exist:**
  - You have not been trained or instructed in using a fire extinguisher
  - You do not know what's burning
  - The fire is spreading rapidly or may block your means of escape
  - You don't have the proper equipment
  - You might inhale toxic smoke
  - Your instincts tell you not to do so
  - **If the first attempts to put out the fire do not succeed, evacuate the building immediately**

- Methods of operation of fire-fighting equipment
  - Select appropriate extinguisher for type of fire
  - Pull pin from squeeze handle
  - Test extinguisher by squeezing handles briefly
  - Approach fire aiming nozzle at base of fire
- Assemble children, staff and visitors at your nominated on-site evacuation point/s.
- Classrooms Wardens will check rooms have been evacuated and close all doors and windows, if safe to do so.
- Check that all children, staff and visitors are accounted for.
- Staff to take their Class Rolls and ensure the safe evacuation of all occupants from the building, checking toilets, storerooms and school grounds
- Seek advice from your Principal if required.
- Contact parents as required.
- *Not applicable currently. Education and care services and children's services are reminded that they must report serious incidents to the relevant the Department of Education Teams in accordance with relevant regulatory requirements. This can be submitted on-line via the NQA IT portal.*



# Emergency Management Policy & Procedures

## Bushfire

Prepare school for bushfire season to prevent possible risks – see risk assessment.

- Call **000** for emergency services and seek and follow advice.
- Report the emergency immediately to the Chief Warden who will convene your IMT if necessary.
- Determine appropriate response strategy (evacuate or shelter-in-place) in consultation with emergency services, if possible.
- If [on-site](#) or [off-site](#) evacuation is required and time permits before you leave:
- Make sure you close all doors and windows
- Turn off power
- Check that all children, staff and visitors are accounted for.
- Staff to take their Class Rolls and ensure the safe evacuation of all occupants from the building, checking toilets, storerooms and school grounds.
- Listen to local radio (101.50 FM) for bushfire/weather warnings and advice.
- Ensure staff and children do not hinder emergency services or put themselves at risk by going near damaged buildings or trees.
- Seek advice from School Principal if required.
- Contact parents as required.
- *Not currently applicable. Education and care services and children's services are reminded that they must report serious incidents to the relevant the Department of Education Teams in accordance with relevant regulatory requirements. This can be submitted on-line via the NQA IT portal. Service agreements also require approved providers to notify the Department of Education in the event of a serious incident.*

## Intruder

- **Call 000** for emergency services and seek and follow advice.
- Report the emergency immediately to the Chief Warden
- Do not do or say anything to the person to encourage irrational behaviour.
- Initiate action to restrict entry to the building if possible and confine or isolate the threat from building occupants.
- Determine whether [on-site](#) or [off-site](#) **evacuation, lock-down or shelter-in-place** is required in consultation with police where possible. Evacuation should only be considered if safe to do so.
- Seek advice from school principal if required.
- Contact parents as required.
- *Not currently applicable. Education and care services and children's services are reminded that they must report serious incidents to the relevant the Department of Education Teams in accordance with relevant regulatory requirements. This can be submitted on-line via the NQA IT portal.*



# Emergency Management Policy & Procedures

## Bomb/substance threat

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

#### Immediate response:

- Immediately clear and cordon off the area in the vicinity of the object.
- Call **000** for police and seek and follow advice.
- Report the threat to the Chief Warden
- Do not approach, touch, tilt or tamper with the object.
- Evacuate the facility 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 or emergency services
- Provide police with details of the situation and actions you have taken and intend to take. Follow any advice provided by police.
- Contact parents when evacuation is complete and it is safe to do so.
- Notify the Principal and seek advice if necessary.
- Await 'all clear' advice from police before returning to buildings to resume normal activities.
- *Not currently applicable. Education and care services and children's services are reminded that they must report serious incidents to the relevant the Department of Education Teams in accordance with the relevant regulatory requirements. This can be submitted on-line via the NQAIT portal.*

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

- **DO NOT HANG UP**
- Keep the person talking for as long as possible and obtain as much information as possible.
- Without alerting the caller, signal a co-worker to:
  - call 000 for emergency services on a separate phone
  - notify the Chief Warden
- Fill out the bomb threat checklist provided in this EMP&P to record the following details while you are on the phone to the caller. The checklist should be located with staff who normally answer in-coming phone calls. Listen carefully for a full description and take note of:
  - gender of caller
  - age of caller
  - accents or speech impediments
  - background noises
  - words/voices of people in the background (gender, age, accents, speech impediments)
  - key phrases used
  - whether the threat is automated/robotic/taped/recorded
- Ask the caller:
  - where exactly is the bomb/substance located?
  - what time will the bomb explode/the substance be released?
  - what will make the bomb explode/how will the substance be released?
  - what does the bomb look like?
  - what kind of device/substance is it?
  - who put the bomb/substance there? Why was it put there?
  - what kind of substance is it (gas, powder, liquid)? How much is there?
  - where are you? Where do you live?
  - what is your name? What are your contact details?
- Once the call is finished:
  - Immediately:
    - inform the Chief Warden if this has not yet been done



# Emergency Management Policy & Procedures

- call 000 to report the threat to police if this has not yet been done – use a different telephone line or mobile phone
- clear and cordon off the area if the caller identified the location of the object. Do not approach, touch, tilt or tamper with the object.
- Implement evacuation and communication procedures as indicated above
- Ensure all of the caller information has been written down and provided to police on arrival
- Notify your School Principal.

## **If a bomb/substance threat is received by mail:**

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

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

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

## **If you are at the immediate site of an explosion:**

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

# Emergency Management Policy & Procedures

## TELEPHONE BOMB THREAT CHECKLIST

March 2017

### STAY CALM

**DATE CALL RECEIVED:**    /    /

**TIME OF CALL:**

**TIME CALL ENDED:**

**EXACT WORDING OF THREAT**

.....

.....

.....

**Could you identify the caller's phone number?** .....

### DON'T HANG UP

### KEEP THE CALLER TALKING

**ASK THE CALLER**

**When is the bomb going to explode?** .....

**Where is the bomb?** .....

**What will make the bomb explode?** .....

**What kind of bomb is it?** .....

**What does the bomb look like?** .....

**Why did you place the bomb here?** .....

**Where are you now?** .....

**What is your name?** .....

**What is your address?** .....

**When was the bomb placed here?** .....

**Who placed the bomb?** .....

**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?** .....    **If so, who do you think it was?** .....

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

**Estimated age of caller?** .....    **Did the caller seem familiar with the site?** .....

**Characteristics of the call:**

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

**Phone number call received on:** .....    **School Phone system (e.g. menu):** .....

**Who did you report the threatening call to?** .....    **Date:**    /    /    **Time:** .....

**YOUR NAME:** .....    **SCHOOL/CAMPUS:** .....

# Emergency Management Policy & Procedures

## Internal Emission/Spill

- Call 000 for emergency services and seek and follow advice.
- Report the emergency immediately to the Chief Warden who will convene your IMT if necessary.
- Move staff and children away from the spill to a safe area and isolate the affected area.
- Seek advice in regard to clean up requirements, and if safe to do so, the spill can be cleaned up by staff. Personal Protective Equipment should be worn as per the requirements of the Material Safety Data Sheet.
- Seek advice from your School Principal if required.
- Contact parents as required
- *Not currently applicable. Education and care services and children's services are reminded that they must report serious incidents to the relevant the Department of Education Teams in accordance with relevant regulatory requirements. This can be submitted on-line via the NQA IT portal.*

## Severe Weather Event

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

## After the severe weather event

- After storm passes, evaluate the need to evacuate if uncontrolled fires, or structural damage has occurred as a result of the storm.
- Contact parents as required.
- *Not currently applicable. Education and care services and children's services are reminded that they must report serious incidents to the relevant the Department of Education Teams in accordance with relevant regulatory requirements. This can be submitted on-line via the NQA IT portal.*

# Emergency Management Policy & Procedures

## Earthquake

- Call **000** if emergency services are needed and seek and follow advice.
- Seek advice from your School Principal or if required.

### If outside

Educators, will instruct staff and children to:

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

### If inside

Educators, will instruct staff and children to:

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

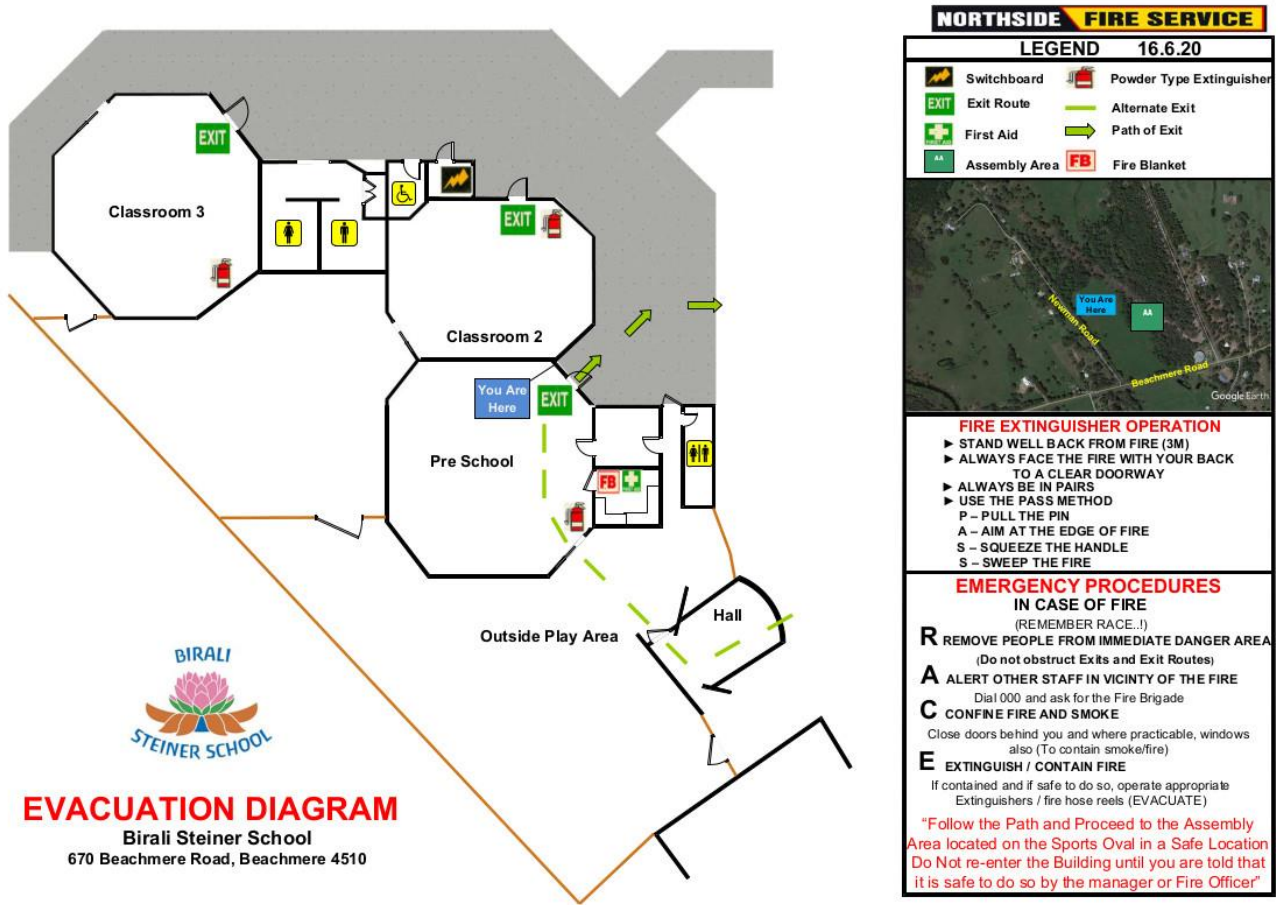
### After the earthquake

- Evaluate the need to evacuate if there are uncontrolled fires, gas leaks or structural damage to the building you are in.
- If you evacuate, watch out for fallen trees, power lines, and stay clear of any structures that may collapse.
- Arrange medical assistance where required.
- Report any matter concerning the safety and wellbeing of children, staff and visitors to the Chief Warden.
- Contact parents as required.
- Tune in to 101.5 FM if you can and follow any emergency instructions.
- *Not currently applicable. Education and care services and children's services are reminded that they must report serious incidents to the relevant the Department of Education Teams in accordance with relevant regulatory requirements. This can be submitted on-line via the NQA IT portal.*

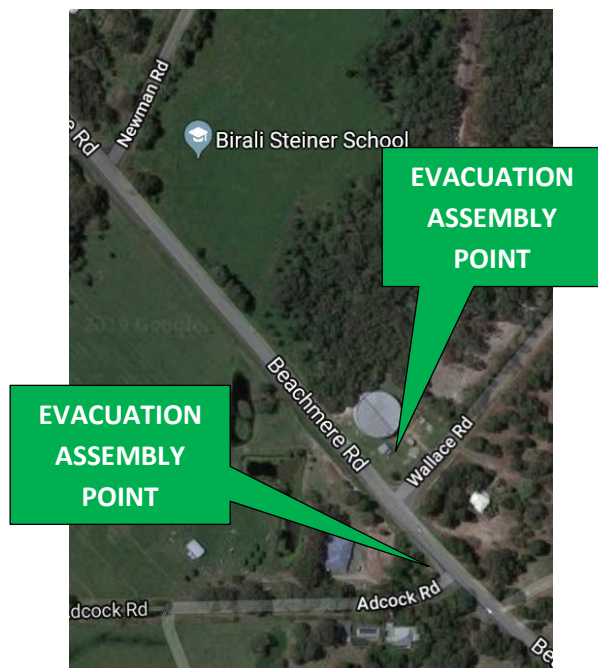
# Emergency Management Policy & Procedures

## Evacuation Maps

Each Room has it's own Evacuation Map. They can all be found on Sharepoint in the [Emergency Management Policy folder](#) for reference. Below is an example.



## Off-site Evacuation Assembly Points



# Emergency Management Policy & Procedures

## Risk Assessments

Likelihood	Risk Level Matrix				
	1 Insignificant	2 Minor	3 Moderate	4 Major	5 Severe
5 Almost Certain	M5	H10	H15	VH20	VH25
4 Likely	M4	M8	H12	H16	VH20
3 Possible	L3	M6	H9	H12	H15
2 Unlikely	L2	L4	M6	M8	H10
1 Rare	L1	L2	M3	M4	H5

Activity	Risks/Hazards Identified	Evaluated Positive Benefits of Risk	Risk Level (refer to matrix)	Elimination/control measures	Who	When	<u>New Risk Level</u>
Outdoor play	Risk of Bushfire - Smoke Inhalation	Prompt evacuation will minimise potential smoke inhalation risks and ensuring control measures will allow for quick and safe evacuation	H9-H16	Bring students indoors, close windows and doors Seek advice of school principal Listen to TV or local radio for bushfire/weather warnings and advise	All Staff	Evacuation prior to playground being affected	<b>M6</b>
Outdoor play	Risk of Bushfire – Child being separated from group	Role checks ensure all children are present	M4	Teachers to closely monitor all children in their class	All Staff	Upon first sign of fire	<b>L2</b>
Indoor activities	Risk of Bushfire – Smoke Inhalation	Ensuring control measures will minimise potential smoke inhalation risks	M6-H12	Students are to remain indoors, with windows and doors closed Seek advice of school principal Listen to TV or local radio for bushfire/weather warnings and advise.	The Class Teacher is responsible for ensuring the safety of their students	Upon first signs of fire	<b>M6</b>

## Emergency Management Policy & Procedures

Activity	Risks/Hazards Identified	Evaluated Positive Benefits of Risk	Risk Level <i>(refer to matrix)</i>	Elimination/control measures	Who	When	<u>New Risk Level</u>
Indoor activities	<b>Risk of Bushfire – students or teachers trapped inside buildings due to ember attack</b>	Ensuring control measures will minimise potential risks due to ember attack	H9	Implement building fire procedures Buildings have high fire protection rating Check for small spot fires and burning embers in gutters and under floors and buildings, on verandahs and decks, garden mulch, wood heaps or outside furniture	Fire Warden or Class Teacher is responsible for safety of their students and staff	If bushfire threat increases	<b>L4</b>
Bushfire	<b>Risk of Bushfire – Spreading throughout property</b>	Ensuring control measures will minimize potential risks of spreading bushfire and a safe school ground	H9	Clear debris from roof or gutters Mow grass regularly Remove excess flammable material like long dry grass, dead leaves and branches, woodpiles, paper, boxes, crates etc, as much as possible	Groundskeeper	Before bushfire season	<b>M6</b>
Bushfire	<b>Risk of Bushfire – threat to property</b>	Ensuring appropriate safety measures are taken will protect both school staff and property	H9	Protective clothing to be worn if near fire (long sleeved shirts, heavy jeans, boots, hat, gloves and smoke masks) An emergency kit including bottled water, battery operated radio, batteries, torch, first aid kit, towels, natural fibre blankets, fire extinguisher.	Everyone	All times	<b>H9</b>
Bushfire	<b>Risk of Bushfire – Emergency Services access impeded</b>	Ensuring control measures will allow safe and quick access to any Emergency Services response	H9	Ensure adequate access to school grounds Reduce vegetation along access route	Groundskeeper	Before bushfire season	<b>L4</b>

## Emergency Management Policy & Procedures

Activity	Risks/Hazards Identified	Evaluated Positive Benefits of Risk	Risk Level (refer to matrix)	Elimination/control measures	Who	When	<u>New Risk Level</u>
<b>Fire Fighting</b>	<b>Risks involved with not having adequate fire-fighting equipment available</b>	Ensuring adequate fire-fighting equipment will ensure best protection for the school	V25	Regular testing by a certified contractor is conducted on equipment  All fire equipment is kept in a prominent location and accessible in every building/classroom	Groundskeeper to ensure maintenance	6-monthly	<b>L4</b>
<b>All activities</b>	<b>Risk of Flooded Roads – Beachmere Rd, Bribie Island Rd, Bishop/Peel Rd</b>	Students will be able to be picked up by parents to ensure their safety	H9	Call parents on first alert (info from Caboolture Council)  Evacuate school prior to road closures  Take Emergency kit  Have staff prepared to stay with the children not able to be collected or relocate them if unsafe to stay  Listen to TV or local radio for flood/weather warnings and advise  <a href="http://www.bom.gov.au/fwo/IDQ65389/IDQ65389.540558.plt.shtml">http://www.bom.gov.au/fwo/IDQ65389/IDQ65389.540558.plt.shtml</a>	Principal, Business Manager or BCDM	Monitor as soon as potential threat is known	<b>M6</b>
<b>Outdoor Play</b>	<b>Risk of Drowning – flooded areas and deep puddles due to high rainfall</b>	Ensuring control measures will minimise potential risks due to flooding	H9	Teachers to supervise students at all times, or keep students in classrooms, if flood waters rise onto the school grounds or any ground water becomes deep  Site assessment to be conducted after flood to ensure grounds are safe	The Class Teacher is responsible for ensuring the safety of their students	As rainfall increases and water levels rise	<b>M6</b>



## Emergency Management Policy & Procedures

Activity	Risks/Hazards Identified	Evaluated Positive Benefits of Risk	Risk Level <i>(refer to matrix)</i>	Elimination/control measures	Who	When	<u>New Risk Level</u>
All activities	Risk of Tidal Flooding	Ensure control measures will minimise potential risks due to tidal flooding	H9	Become aware of forecasted tidal events including annual King Tide dates, heights and maps  <a href="http://www.bom.gov.au/australia/tides/#/qld-brisbane-bar">http://www.bom.gov.au/australia/tides/#/qld-brisbane-bar</a>	Principal or BCDM	Before the event of Tidal Flooding	M6
Evacuation	Risks involved with Evacuation - Specialist and Relief staff or Volunteers and Visitors being unaware of evacuation procedures	Staff education and ensuring control measures will minimize potential risks of staff not being aware	H16	Signs on all exits to ensure all are able to see instructions when needed  Ensuring all new staff and volunteers are inducted including this policy  Refresher training for all staff  Visitors are reminded to read and follow emergency and evacuation procedures while on site  Staff are informed of any relief staff to make sure, in the event of evacuation or other emergency, a regular staff member is sent to assist if safe to do so	The Payroll Officer and Principal will conduct safety inductions including emergency procedures  Administration Staff are responsible for the signing in of all visitors	At commencement of Employment /engagement and at least annually for training	M6

## Emergency Management Policy & Procedures

Activity	Risks/Hazards Identified	Evaluated Positive Benefits of Risk	Risk Level <i>(refer to matrix)</i>	Elimination/control measures	Who	When	<u>New Risk Level</u>
<b>Evacuation</b>	<b>Risks involved with Evacuation – Children alarmed or not responding appropriately</b>	Children following the evacuation procedures correctly and calmly will allow for quick and safe evacuation	M6	Planned drills each term are conducted so children become familiar with the evacuation processes  Teacher modelling appropriate and safe response to alarm  Children are closely supervised and supported / comforted during evacuation	The Class Teacher is responsible for ensuring the safety of their students  Chief Warden (Principal) is responsible for ensuring drills	Drills scheduled each term  If incident occurs during evacuation	<b>L4</b>
<b>Evacuation</b>	<b>Risks involved with Evacuation – Someone is injured or has a physical response during an evacuation</b>	Everyone, including any injured persons, will be safely evacuated	M6	A pre-stocked emergency pack containing first aid materials will accompany first aid officers during evacuations  Planned drills each term are conducted so children become familiar with the evacuation processes  Teacher modelling on appropriate and safe response to alarm  Children are closely supervised and supported / comforted during evacuation  First Aid is offered to anyone involved	First Aid Officers  Class Teachers  Chief Warden (Principal)	Always stocked kit checked regularly	<b>L4</b>
<b>Phone Service/Access</b>	Risks involved with losing landline phone connection	Ensuring the school can both receive and make phone calls to both emergency services, fellow staff and parents if needed	M6	Ensure mobile phones are charged and accompany Admin Staff at all times during evacuation	All Staff	Always	<b>L2</b>

## Emergency Management Policy & Procedures

Activity	Risks/Hazards Identified	Evaluated Positive Benefits of Risk	Risk Level <i>(refer to matrix)</i>	Elimination/control measures	Who	When	<u>New Risk Level</u>
<b>Electricity</b>	Risks involved with losing power to school during an emergency	Ensuring the functioning of essential powered devices	M6	Pre-charge all devices such as mobile phones  (there are not any essential powered devices other than phones/computer/internet)	All Staff	Always	<b>L2</b>
<b>Severe Weather Event</b>	Risk involved in storms or other severe weather – hail stones, flying projectiles, building materials	Ensuring all students and staff are protected and safe from any severe weather events	H12	Before storm, store and secure loose items external to school buildings, such as play equipment, furniture and rubbish bins.  Secure windows (close curtains and blinds) and external doors. Tape windows and glass entrances if necessary.  Sandbags and boards may be used if required.  During severe storm – students and staff are to remain in building and keep away from windows/glass	Groundskeeper  Principal  All Staff	When a suspected severe weather event is known	<b>M6</b>

# Emergency Management Policy & Procedures

## Emergency kit checklist

<b>Our Emergency Kit Contains:</b>	✓
Staff contact information	
Traffic/emergency safety vest	
Standard portable First Aid Kit.	
Torch with replacement batteries or wind up torch (batteries checked and charged)	
Whistle	
Portable battery powered radio (batteries checked and charged)	
Copy of EMP&P including evacuation routes	
Bottled water (use by date checked)	
Portable non-perishable snacks such as sultanas, dried fruits and energy bars (use by date checked)	
Sunscreen	
Plastic garbage bags	
Tissues, hand sanitiser & toilet paper	
Other	
Date Emergency Kit checked:	
Next check date:	

## Emergency Management Policy & Procedures

### Post Emergency Record Form

<b>Area/Building/Room</b>	
<b>Date</b>	
<b>Time of Notification</b>	
<b>Name of Person receiving Notification</b>	
<b>Phone Number</b>	
<b>Details of Emergency</b>	
<b>Immediate Action</b>	Chief Warden Notified: Y / N      Time: Other staff Notified:      Y / N      Time: Emergency Services Notified:      Y / N      Time:
<b>Major Activities</b>	
<b>Issues</b>	Operational Debriefing Required?      Y / N Person to organise:      Date/Time: Confirmation of debrief Date & Time: Issues for follow up action:
<b>Signature &amp; Date</b>	

# Emergency Management Policy & Procedures

## Letter to Parents Checklist:

Sample letter or phone message to families

Dear Families,

Today there has been an emergency situation at our education and care service.

### TOPICS TO BE COVERED:

- ✓ At what time?
- ✓ What happened?
- ✓ What did children see?
- ✓ What staff were present?
- ✓ What emergency services were involved?
- ✓ The outcome of the event. Are any children or staff requiring treatment (names must remain confidential)?

### Follow up:

- ✓ Will the service be operating tomorrow? How to get more information?
- ✓ Provide an emergency contact number for staff and families to keep updated.

**It is important this information is written down prior to calling or providing information to families so a consistent message is delivered.**