



## Schedule 1

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# EMERGENCY AND EVACUATION POLICY

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## Mandatory – Quality Area 2

### PURPOSE

This policy will provide a framework for:

- the development of specific emergency and evacuation procedures, practices and guidelines at Yarra Warra Preschool.
- being informed by a risk assessment that identifies potential emergencies at Yarra Warra Preschool.
- raising the awareness of everyone attending Yarra Warra Preschool about potential emergency situations and appropriate responses.

### POLICY STATEMENT

#### 1. VALUES

Yarra Warra Preschool is committed to:

- providing a safe environment for all children, staff and persons participating in programs at Yarra Warra Preschool
- having a plan to manage emergency situations in a way that reduces risk to those present on the premises
- ensuring effective procedures are in place to manage emergency incidents at the service
- ensuring an appropriate response during and following emergency incidents to meet the needs of the children, their families, staff and others at the service.
- informing parents/guardians how communication will be provided in a case of emergency.
- ensuring the Emergency Management Plan is socialised with the preschool community and updated annually.

#### 2. SCOPE

This policy applies to the Approved Provider, Persons with Management or Control, Nominated Supervisor, Persons in Day to Day Charge, educators, staff, students on placement, volunteers, parents/guardians, children and others attending the programs and activities of Yarra Warra Preschool, including during offsite excursions and activities.

#### 3. BACKGROUND AND LEGISLATION

##### Background

The *Education and Care Services National Regulations 2011* define an emergency in relation to an education and care service as any situation or event that poses an imminent or severe risk to the persons at the service premises e.g. flood, fire or a situation that requires the service premises to be locked down.

Comprehensive emergency management includes prevention, preparedness, response and recovery. Services are required to have policies and procedures in place detailing what needs to be done in an emergency, including an emergency and evacuation floor plan. These policies and procedures must be based on a risk assessment that identifies potential emergencies relevant to the service (Regulation 97).

Policy and procedures should account for various emergency scenarios. These emergencies can encompass fires, smoke, personal injuries, threats, bomb threats, suspicious mail, biohazards, chemical spills, gas leaks, floods, and other natural disasters. In such situations, it may be necessary to evacuate or implement a lockdown. The policy and procedures must include comprehensive information to effectively handle all potential emergency situations within each specific service environment. Various emergency scenarios can entail varying levels of risk and demand different responses, depending on the location of the service. It is crucial to address these distinctions adequately in the policy and procedures. Every service is different so it is not sufficient to apply generic policies and procedures to multiple services. You will need to contextualise your policies and procedures to your service's operations and its unique context.

In addition to the Education and Care Services National Law and National Regulations, service jurisdiction may have legislation regulating building facility requirements, such as workplace, health and safety legislation, which should also be considered.

Early childhood services have a duty of care to all attending the facility including the children, staff, volunteers, students, visitors, and contractors. It is also a requirement under the *Occupational Health and Safety Act 2004* that employers provide a healthy and safe environment for all persons who access the service's facilities and/or programs.

All services in Victoria are required to have an *Emergency Management Plan (EMP)* as part of their everyday 'best practice' operations. All education and care services listed on the Department of Education (DE)'s Bushfire At-Risk Register are required as a condition of their service approval to submit their EMP to their regional office annually. DE provides *Emergency Management Plan Guidelines* and an *Emergency Management Plan* template to assist services develop and review their EMP (refer to *Sources* below for the link). All services must complete the required sections of the plan and lodge it with the relevant DE regional office. A copy should also be attached to this policy.

#### **Legislation and standards**

*Relevant legislation and standards include but are not limited to:*

- *Education and Care Services National Law Act 2010*
- *Education and Care Services National Regulations 2011 including Regulations 97, 98, 168(2)(e)*
- *National Quality Standard, including Quality Area 2: Children's Health and Safety*
- *Occupational Health and Safety Act 2004*

*It is required in Element 2.2.2 of the National Quality Standard that your emergency and evacuation procedures are developed in conjunction with relevant authorities/experts*

#### **4. DEFINITIONS**

The terms defined in this section relate specifically to this policy. For commonly used terms e.g. Approved Provider, Nominated Supervisor, Regulatory Authority etc. refer to the *General Definitions* section of this manual.

**Attendance record:** Kept by the service to record details of each child attending the service including name, time of arrival and departure, signature of person delivering and collecting the child or of the Nominated Supervisor or educator (Regulation 158).

**Country Fire Authority (CFA):** CFA responds to a variety of fire and emergency incidents. They are also involved in a range of other activities including:

- fire safety building inspections
- delivering community awareness, education and safety programs
- post-incident analysis and fire investigation
- fire prevention planning and land use planning at a municipal level.

**Duty of care:** A common law concept that refers to the responsibilities of a service to provide an adequate level of protection against harm and all reasonable foreseeable risks.

**Emergency:** Includes any situation or event that poses an imminent or severe risk to the persons at the education and care service premises e.g. flood, fire or a situation that requires the service premises to be locked down (National Regulations, page 21)

**Emergency Management Plan (EMP):** A written set of instructions for the service to prepare for and respond to emergencies. A guide to preparing an emergency plan and an *Emergency Management Plan* template are available on the DET website (refer to *Sources* below).

**Hazard:** A source or situation with a potential for harm in terms of human injury or ill health, damage to property, damage to the environment or a combination of these.

**Incident, Injury, Trauma and Illness Record:** Contains details of any incident, injury, trauma or illness that occurs while the child is being educated and cared for by the service. Any incident, injury, trauma or illness must be recorded as soon as is practicable but not later than 24 hours after the occurrence.

These details must be kept for the period of time specified in Regulation 183. A sample *Incident, Injury, Trauma and Illness Record* is available from the ACECQA: [www.acecqa.gov.au](http://www.acecqa.gov.au) (Search 'Sample forms and templates')

**Planned closure:** services identified as being at high fire risk and on the DE's Bushfire at-Risk Register will close on days determined to have a fire danger rating of Code Red by the Emergency Management Commissioner. Where possible, four to seven days' notice of a planned closure will be provided. Services not on the Department's Bushfire at-Risk Register will remain open, unless directly threatened by fire or another emergency.

**Metropolitan Fire Brigade (MFB):** provide a fire and rescue service and are the first to respond to specific medical emergencies. The MFB aims to reduce the incidence and impact of fire and other emergencies on the community. This is achieved through the delivery of educational strategies that assist the community to become more self-reliant, including:

- fire safety building inspections, and checking fire-fighting equipment
- delivering community awareness, education and safety programs.

**Notifiable incident:** An incident involving workplace health and safety that is required by law to be reported to WorkSafe Victoria. Notification is required for incidents that result in death or serious injury/illness, or dangerous occurrences. For a complete list of incidents that must be reported to WorkSafe Victoria, refer to the *Guide to Incident Notification* on the WorkSafe Victoria website: [www.worksafe.vic.gov.au](http://www.worksafe.vic.gov.au)

**Risk management:** A structured approach to managing uncertainty related to a threat; a sequence of activities including the identification, assessment and prioritisation of risks followed by co-ordinated and economical application of resources to minimise, monitor and control the probability and/or impact of those risks.

**Risk assessment:** A systematic process of evaluating the potential risks that may be involved in a projected activity or undertaking and determining suitable mitigations.

**Serious incident:** A serious incident (regulation 12) is defined as any of the following:

- the death of a child while being educated and cared for at the service or following an incident at the service
- any incident involving serious injury or trauma while the child is being educated and cared for, which
  - a reasonable person would consider required urgent medical attention from a registered medical practitioner; or
  - the child attended or ought reasonably to have attended a hospital e.g. a broken limb\*
- any incident involving serious illness of a child while that child is being educated and cared for by a service for which the child attended, or ought reasonably to have attended, a hospital e.g. severe asthma attack, seizure or anaphylaxis\*

\*NOTE: In some cases (for example rural and remote locations) a General Practitioner conducts consultation from the hospital site. Only treatment related to serious injury or illness or trauma are required to be notified, not other health matters

- any emergency for which emergency services attended. NOTE: This means an incident, situation or event where there is an imminent or severe risk to the health, safety or wellbeing of a person/s at an education and care service. It does not mean an incident where emergency services attended as a precaution
- a child appears to be missing or cannot be accounted for at the service
- a child appears to have been taken or removed from the service in a manner that contravenes the National Regulations
- a child was mistakenly locked in or out of the service premises or any part of the premises.

Examples of serious incidents include amputation (e.g. removal of fingers), anaphylactic reaction requiring hospitalisation, asthma requiring hospitalisation, broken bone/fractures, bronchiolitis, burns, diarrhoea requiring hospitalisation, epileptic seizures, head injuries, measles, meningococcal infection, sexual assault, witnessing violence or a frightening event.

**State of emergency:** A situation in which the government is granted special powers, by constitutional or legal provision, to deal with a perceived threat to law and order, or public safety.

**WorkSafe Victoria:** The manager of Victoria's workplace safety system. WorkSafe Victoria:

- strives to prevent workplace injuries, illness and fatalities
- provides benefits to injured workers and helps them to return to work
- enforces Victoria's occupational health and safety laws
- provides reasonably priced workplace injury insurance for employers
- provides an emergency response service 24 hours per day.

**Fire safety adviser:** A specified role in some jurisdictions. May coordinate fire safety management plans, fire and evacuation plans, procedures, review and practice, and give or arrange instruction to staff on evacuation and the operation of firefighting equipment.

**Lock in:** A security measure taken during an emergency to prevent people from leaving a building or premises until the threat or risk has been resolved.

**Lock out:** A security measure taken during an emergency to prevent people from entering a building or premises until the threat or risk has been resolved

## 5. PROCEDURES

**The Approved Provider and Persons with Management or Control are responsible for:**

- Ensuring the Emergency and Evacuation Policy and procedures are in place (Regulations 168) and available to all stakeholders (Regulations 171)
- completing the DE *Emergency Management Plan* (refer to *Sources*), lodging this with the relevant DE regional office and attaching a copy to this policy
- Conducting a risk assessment (refer to *Definitions*) (at least once a year) to identify potential emergencies that the service may encounter (Regulation 97(2)) (refer to *Attachment Emergency Management Plan*)
- developing instructions for what must be done in the event of an emergency (Regulation 97(1)(a)) (refer to attached *Emergency Management Plan*)
- appointing an Incident Management Team (IMT) to oversee safety at the service in the event of an emergency (refer to attached *Emergency Management Plan*)
- developing an emergency and evacuation floor plan (Regulation 97(1)(b)) (refer to attached *Emergency Management Plan*)

- ensuring that a copy of the emergency and evacuation floor plan and instructions are displayed in a prominent position near each exit at the service premises (Regulation 97(4))
- Ensuring that the emergency and evacuation drills (refer to Definitions) are rehearsed and documented at least once every 3 months by everyone attending the service. If it has been identified both a lock down and evacuation response procedure in the risk assessments, and incorporated them in the emergency plan, they will both need to rehearse every three months (Regulation 97(3)(a)) (refer to Attachment)
- ensuring that the rehearsals of the emergency and evacuation procedures are documented (Regulation 97(3)(b)) (refer to attached *Emergency Management Plan*)
- ensuring that those working at, or attending the service, have access to a phone for immediate communication with parents/guardians and emergency services (Regulation 98), and that phone numbers of emergency services are displayed
- identifying potential onsite hazards and taking action to manage and minimise risk (refer to attached *Emergency Management Plan*)
- ensuring all infrastructure and service equipment are regularly checked for condition and maintenance, including emergency exit lighting
- ensuring the location of first aid kits, fire extinguishers and other emergency equipment are clearly signposted
- ensuring all emergency equipment is maintained on a regular basis in accordance with requirements specified by regulations, such as the Australian Standards Building Code e.g. fire extinguishers, smoke detectors, evacuation kits, sprinkler systems and alarm or duress systems
- providing a fully-equipped portable first aid kit (refer to *Administration of First Aid Policy*)
- keeping lock-down areas in a state of readiness so they are safe for children, staff and visitors to be used
- developing a regular training schedule for staff to ensure that they are able to deal with emergency situations e.g. first aid, emergency management and OHS training
- regularly reviewing, evaluating and updating emergency management plans, manuals and procedures (at least annually or following an emergency incident)
- developing procedures to debrief staff following emergency incidents
- conducting checks of documentation and practices to ensure all requirements of this policy are being complied with
- Notifying DE in writing within 24 hours of a serious incident, change of circumstances and/or complaints (refer to Definitions)
- completing the *Incident, Injury, Trauma and Illness Record* (refer to *Definitions*) where required
- notifying DE within 7 days of an incident that required the service to be closed, or a circumstance that posed a significant risk to the health, safety or wellbeing of a child attending the service (National Law: Section 174(2)(c); Regulations: 175(2)(b)&(c), 176)
- reporting notifiable incidents (refer to *Definitions*) in the workplace to WorkSafe Victoria
- engaging with the Metropolitan Fire Brigade and/or Country Fire Authority regarding fire safety awareness and training for the service, including demonstrations of fire equipment, basic fire safety, smoke alarm, fire blankets and escape plans
- identifying staff and children requiring additional assistance in the event of an emergency (refer to attached *Emergency Management Plan*)
- ensuring that emergency contact details are provided on each child's enrolment form and that these are kept up to date
- ensuring that an attendance record (refer to *Definitions*) is maintained to account for all children attending the service (Regulation 158)
- keeping a written record of all visitors to the service, including time of arrival and departure
- ensuring all staff, parents/guardians, children, volunteers and students on placement understand the procedures to follow in the event of an emergency
- ensuring there are induction procedures in place to inform new staff, including casual or relief staff, of the emergency and evacuation policy and procedures

- ensuring all staff, parents/guardians, children, volunteers, students on placement and others attending the service are accounted for in the event of an evacuation
- developing procedures to deal with loss of critical functions, such as power/water shut off.

**The Nominated Supervisor and Persons in Day to Day Charge are responsible for:**

- ensuring that the emergency and evacuation floor plan is displayed in prominent positions and that all parents/guardians, volunteers, contractors, staff and relief staff are briefed and aware of the procedures
- ensuring that children are adequately supervised at all times and protected from hazards and harm (refer to *Supervision of Children Policy*)
- ensuring that the *Emergency Management Plan* (attached) is followed in the event of an emergency
- testing alarms and communication systems regularly, such as on a monthly basis
- keeping lock-down areas in a state of readiness so they are safe for children, staff and visitors to be used
- informing the Approved Provider of any serious or notifiable incidents (refer to *Definitions*) that must be reported to DE or WorkSafe Victoria.

**All other educators are responsible for:**

- implementing the procedures and responsibilities in this policy and the service's *Emergency Management Plan* (attached)
- supervising the children in their care and protecting them from hazards and harm (refer to *Supervision of Children Policy*)
- providing support to children before, during and after emergencies
- checking that the attendance record (refer to *Definitions*) is completed at the beginning and end of each session
- keeping lock-down areas in a state of readiness so they are safe for children, staff and visitors to be used
- checking that the emergency evacuation procedure is displayed in prominent positions and that all persons at the service are made aware of these (refer to attached *Emergency Management Plan*)
- rehearsing emergency evacuation procedures with the children at least once every 3 months (or more often, as required) and ensuring that these are documented (refer to attached *Emergency Management Plan*)
- providing feedback regarding the effectiveness of emergency and evacuation procedures to inform policy, procedures and manuals etc.
- completing the *Incident, Injury, Trauma and Illness Record*, as required
- informing the Nominated Supervisor or Persons in Day-to-Day Charge or, in their absence, the Approved Provider or Person with Management and Control, about any serious incidents or notifiable incidents (refer to *Definitions*) at the service
- attending first aid, emergency management and OHS training, as required
- communicating with parents about emergency procedures
- raising children's awareness about potential emergency situations and appropriate responses.

**Parents/guardians are responsible for:**

- familiarising themselves with the service's emergency and evacuation policy and procedures and the service's *Emergency Management Plan* (attached)
- ensuring they complete the attendance record (refer to *Definitions*) on delivery and collection of their children (refer to *Delivery and Collection of Children Policy*)
- providing emergency contact details on their child's enrolment form and ensuring that this is kept up to date
- reinforcing the service's emergency and evacuation procedures with their child
- following the directions of staff in the event of an emergency or when rehearsing emergency procedures.



**Volunteers and students, while at the service, are responsible for following this policy and its procedures.**

## 6. EVALUATION

In order to assess whether the values and purposes of the policy have been achieved, the Approved Provider will:

- review the policy to determine whether it adequately addresses a range of potential emergency situations
- regularly seek feedback from everyone affected by the policy regarding its effectiveness particularly following an emergency
- review procedures, including evacuation procedures, to determine their effectiveness, including timing and processes
- use information gained from checks on documentation and practices and the *Incident, Injury, Trauma and Illness Record* to inform proposed changes to this policy
- revise the policy and procedures as part of the service's policy review cycle, or as required by legislation, research, policy and best practice
- consult with emergency services such as the MFB and CFA, to ensure the policy and procedures meet current best practices
- notify parents/guardians at least 14 days before making any change to this policy or its procedures unless a lesser period is necessary because of a risk.

## 7. SOURCES AND RELATED POLICIES

### Sources

- Australian Standards: Planning for emergencies in facilities (AS 3745–2010) available from [https://infostore.saiglobal.com/en-au/Standards/AS-3745-2010-Amdt-2-2018-122637\\_SAIG\\_AS\\_AS\\_281639/](https://infostore.saiglobal.com/en-au/Standards/AS-3745-2010-Amdt-2-2018-122637_SAIG_AS_AS_281639/)
- Department of Education and Training, *Guide to Preparing an Emergency Management Plan*: [https://www.education.vic.gov.au/Documents/childhood/providers/support/EmergencyManagementPlan\\_EarlyChildhood.docx](https://www.education.vic.gov.au/Documents/childhood/providers/support/EmergencyManagementPlan_EarlyChildhood.docx)
- Department of Education and Training, *Emergency Management Requirements*: <https://www.education.vic.gov.au/childhood/providers/regulation/Pages/emergencymanagementrequirements.aspx>
- Metropolitan Fire Brigade: [www.mfb.vic.gov.au](http://www.mfb.vic.gov.au)
- Country Fire Authority: [www.cfa.vic.gov.au](http://www.cfa.vic.gov.au)
- State Emergency Service: [www.ses.vic.gov.au](http://www.ses.vic.gov.au)
- WorkSafe Victoria: [www.worksafe.vic.gov.au](http://www.worksafe.vic.gov.au)

## RELATED POLICIES

- Administration of First Aid
- Administration of Medication
- Child Safe Environment and Wellbeing
- Enrolment and Orientation
- Excursions and Service Events
- Delivery and Collection of Children
- Incident, Injury, Trauma and Illness
- Occupational Health and Safety
- Staffing
- Supervision of Children

## ATTACHMENT

- Emergency Management Plan template:  
[https://www.education.vic.gov.au/Documents/childhood/providers/support/ECS\\_EMP\\_Template\\_2022-23.docx](https://www.education.vic.gov.au/Documents/childhood/providers/support/ECS_EMP_Template_2022-23.docx)

## AUTHORISATION

This policy was adopted by the Approved Provider of Yarra Warra Preschool

**APPROVED DATE: 15 NOVEMBER 2023**

**REVIEW DATE: APRIL 2026**

## REVISION RECORD

Date	Version	Revision description
January 2011	No. 1	Over the past several months and discussions with DEECD and CFA, the current policy has been substantially revised insofar as many parts are now contained in the Pre-School's Emergency Management Plan (based on DEECD's template).
March 2012	No. 2	Updated to include Regulation 97 'Emergency and evacuation procedures and Guide to the National Quality Standard 2.3 'Each child is protected'
19/9/2019	3	ELAA update
02/08/23	4	<p>Update to the Department of Education and training, now known as Department of Education, also formerly Department of Education Early Childhood Development (DEECD)</p> <p><b><u>Purpose</u></b></p> <p>Bullet point 2 – added</p> <p>being informed by a risk assessment that identifies potential emergencies at [Service Name]</p> <p><b><u>Table of Responsibilities</u></b></p> <p>Row 1 – updated</p> <p>Ensuring the Emergency and Evacuation Policy and procedures are in place (Regulations 168) and available to all stakeholders (Regulations 171)</p> <p>Row 6 – updated</p> <p>Conducting a risk assessment (refer to Definitions) (at least once a year) to identify potential emergencies that the service may encounter (Regulation 97(2)) (refer to Attachment)</p> <p>Row 12 – updated</p> <p>Ensuring that the emergency and evacuation drills (refer to Definitions) are rehearsed and documented at least once every 3 months by everyone attending the service. If it has been identified both a lock down and evacuation response procedure in the risk assessments, and incorporated them in the emergency plan, they will both need to rehearse every three months (Regulation 97(3)(a)) (refer to Attachment)</p> <p>Row 18 – Updated</p> <p>Ensuring that those working at, or attending the service, have access to a phone (or similar means) for immediate communication with parents/guardians and emergency services (Regulation 98), and that phone numbers of emergency services are displayed</p>



		<p>Row 32 – Updated</p> <p>Notifying DET in writing within 24 hours of a serious incident, change of circumstances and/or complaints (refer to Definitions)</p> <p><b><u>Background</u></b></p> <p>Third paragraph added</p> <p>Policy and procedures should account for various emergency scenarios. These emergencies can encompass fires, smoke, personal injuries, threats, bomb threats, suspicious mail, biohazards, chemical spills, gas leaks, floods, and other natural disasters. In such situations, it may be necessary to evacuate or implement a lockdown. The policy and procedures must include comprehensive information to effectively handle all potential emergency situations within each specific service environment. Various emergency scenarios can entail varying levels of risk and demand different responses, depending on the location of the service. It is crucial to address these distinctions adequately in the policy and procedures. Every service is different so it is not sufficient to apply generic policies and procedures to multiple services. You will need to contextualise your policies and procedures to your service’s operations and its unique context.</p> <p>In addition to the Education and Care Services National Law and National Regulations, service jurisdiction may have legislation regulating building facility requirements, such as workplace, health and safety legislation, which should also be considered.</p> <p>Eighth paragraph – added</p> <p>It is required in Element 2.2.2 of the National Quality Standard that your emergency and evacuation procedures are developed in conjunction with relevant authorities/experts.</p> <p><b><u>Definitions</u></b></p> <p>Fire safety adviser: A specified role in some jurisdictions. May coordinate fire safety management plans, fire and evacuation plans, procedures, review and practice, and give or arrange instruction to staff on evacuation and the operation of firefighting equipment.</p> <p>Lock in: A security measure taken during an emergency to prevent people from leaving a building or premises until the threat or risk has been resolved.</p> <p>Lock out: A security measure taken during an emergency to prevent people from entering a building or premises until the threat or risk has been resolved</p> <p>Risk assessment: A systematic process of evaluating the potential risks that may be involved in a projected activity or undertaking and determining suitable mitigations.</p>

## Emergency Instruction Notice

(Display in office and kinder room)

<b>In Case Of Emergency</b>	
<b>VERIFY ...</b>	<b>the Report</b> <b>Do not panic – remain calm</b> <b>Assist any person in immediate danger – only if safe to do so</b>
<b>NOTIFY ...</b>	<b>Emergency services &amp; centre staff</b>
<b>ASSESS ...</b>	<b>the danger posed by the emergency</b>
<b>ACT ...</b>	<b>Take action based on the assessment of danger</b> <b>If a threat to life exists – EVACUATE the centre immediately at the front exit point</b>

## Emergency Phone Numbers

**POLICE FIRE AMBULANCE Dial 000**

### Roles & Responsibilities

#### DIRECTOR/QUALIFIED TEACHER

- Activate warning system: blow whistle
- Check all children accounted for
- Evacuate to front exit point
- If imminent bushfire, congregate on mat – if necessary, evacuate to foyer or front outside foyer

#### ASSISTANT

- Call 000
- Collect attendance book/emergency contacts/landline and mobile phone
- Medications/first aid/generic Epi-Pen, Epi-Pen/asthma kits
- If imminent bushfire, retrieve trolley with drinks/fire blankets etc
- Activate sprinklers
- Notify parents (if appropriate)
- Check scanner/internet (if possible)

#### PARENT HELPERS

- To assist Director and Assistant as required / directed

## Schedule 2

### Risks Relevant to Our Pre-school

The following emergency events may impact Yarra Warra Pre-School.

Threat	Hazard and Possible Outcomes	Likelihood	Planned Response/Resources Required	Resources to help identify risk	Public Response Agency
Building fire or smoke	Evacuation required	Moderate	Follow EMP Use fire fighting equipment & resources		CFA
	Smoke and fire damage	Moderate	Fire fighting equipment & resources		CFA
Bushfire	Building & infrastructure damage	High	Follow Bushfire EMP Use fire fighting equipment & resources	CFA: <a href="http://www.cfa.vic.gov.au">www.cfa.vic.gov.au</a> DSE: <a href="http://www.dse.vic.gov.au">www.dse.vic.gov.au</a> Victorian Bushfire Info Line: 1800 240 667 AM 774 ABC Radio	CFA
	Health risk from smoke, injuries to staff & children	High	First aid		Ambulance
Road accident	Evacuation required	Low	Police	Warrandyte Police North Warrandyte CFA	Police, CFA
Non-specific bomb threat					
Building collapse	Multiple issues	Low	Follow EMP Multiple	Limited Resources	All external agencies
Power failure or outage	Interruption to kindergarten program	Likely	Follow EMP Generator	TRUenergy	Nillumbik Council, TRUenergy
Chemical Event	Health risk	Very Low	First aid		CFA & Ambulance
Phone system failure	Interruption to kindergarten communications	Low	Mobile phones	Telstra Emergency mobile	Telstra
Sewerage spill	Health risk	Low	Plumbers		DEECD
Loss of, or contamination of water supply	Health risk	Low	Plumbers	Nillumbik Council, Yarra Valley Water	Nillumbik Council, Yarra Valley Water
Major violence / terrorism	Injury to staff & children / damage to infrastructure	Low	Medical aid	Warrandyte Police DEECD	Police, Ambulance
Pandemic	Wide-spread illness	Low	First aid/ medical aid	<a href="http://www.health.vic.gov.au/ideas/regulations/vic_influenza">www.health.vic.gov.au/ideas/regulations/vic_influenza</a> <a href="http://www.health.vic.gov.au/pandemicinfluenza/pro">www.health.vic.gov.au/pandemicinfluenza/pro</a>	

			<a href="#">f_res.htm#general</a>	
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# Emergency Management Plan

Refer to the Pre-School's 'Emergency Management Plan' (an operational copy is held in the office; please speak with a staff member).