

# Hurstbridge Preschool

## Emergency Management Policy

### Localised Emergency (ie, fire inside the kinder room, etc)

- **Enact Evacuation Plan – go to Evacuation point 1**
- Teacher to blow whistle and congregate children in a safe area
- Assistant to collect Sign in/out Book then do roll-call to identify all children present
- Teacher to collect Evacuation Bag and ensure no children left in kinder room or playground, consider fighting fire with Fire Extinguishers if safe to do so.
- Children and staff evacuate to Ferguson Park Preschool through safest exit (see map)
- Notify emergency services
- Notify President, who will then begin Communication Tree to notify parents to collect their child from Ferguson Park Preschool
- Notify DEECD as soon as is practicable

### Immediate External Emergency (ie, stranger outside premises, threat of child abduction, etc)

- **Enact Lock-Down Plan (stay in the kinder)**
- Teacher to blow whistle and congregate children in a safe area
- Assistant to collect Sign in/out Book (if safe to do so) then do roll-call to identify all children present
- Teacher to ensure no children left in kinder room or playground, lock all external doors, call 000
- When danger has passed notify President, who will then begin Communication Tree to notify parents to collect their child.
- Notify DEECD as soon as is practicable

### Large Scale Emergency (eg, flood, gas leak, bomb threat, etc)

- **Enact Evacuation Plan – go to Evacuation Point 2**
- Teacher to blow whistle and congregate children in a safe area
- Assistant to collect Sign in/out Book then do roll-call to identify all children present
- Teacher to call 000 – notify emergency services, collect Evacuation Bag and ensure no children left in kinder room or playground
- Children and staff evacuate to Mason White McDougall Real Estate Agency on Main Rd, Hurstbridge
  - Walk across Graysharps Rd, across the train tracks, continue to Main Rd, cross over the Main Rd then turn right to Mason White McDougall
  - (see map)
- Notify Emergency Services of change of location
- Notify President, who will then begin Communication Tree to notify parents to collect their child from Mason White McDougall Real Estate Agency
- Notify DEECD as soon as is practicable

## Bushfire Emergency

- Teacher to blow whistle and congregate children in Mat Room
- Assistant to collect Sign in/out Book then do roll-call to identify all children present
- Teacher to call 000 – notify emergency services of impending danger, collect Evacuation Bag, and ensure no children left in kinder room or playground
- Put Bushfire Kit in Mat Room (found in Storeroom in the Mat Room)
  - Including water bottles and food
  - Woolen blankets
  - Staff safety clothing
  - Radio and torches
  - Mops/buckets
- Staff (and/or President) to use resources (if available) to help make decisions regarding safety of parents to pick up their children and proximity of fire
  - CFA website [www.cfa.vic.gov.au](http://www.cfa.vic.gov.au)
  - DSE website [www.dse.vic.gov.au](http://www.dse.vic.gov.au)
  - Bushfire Information Line 1800 240 667
  - ABC radio AM 774
- Staff to arrange tables in Mat Room – nearest to brick wall. Children to hide under tables, woolen blankets to be placed over tables
- Assistant to supervise children/keep calm
- Teacher to put out ‘spot’ fires/embers (if safe to do so, wear safety clothing, and mops and fire extinguishers available), maintain contact with emergency services
- When safe for parents to collect children, notify President, who will then begin Communication Tree to notify parents to collect their child

## Parent Responsibilities

- In the event of an immediate bushfire threat – parents must NOT phone the kinder or attempt to pick up their child from the kinder. Staff must have phone lines free to contact Emergency Services, and staff must be aware of numbers of children in their care during the emergency. Once the danger has passed (and on Emergency Services advice), parents will be notified (by the Communication Tree) to come and collect their child.
- In the event of a possible bushfire threat – staff will be guided by Emergency services (if available) as to whether parents are phoned to come and collect their child. If the collection of children is advised – staff will call the President who will begin the Communication Tree informing parents to collect their child immediately.
- In the event of possible bushfire threat – where Emergency Services are unavailable to advise staff, the President and staff can decide whether or not to close the kinder.

## Evacuation Bag

- In the event of an evacuation/emergency at the kinder, the Evacuation Bag will be collected and carried by staff. The Evacuation Bag MUST include:
  - Enrolment Book (including every child’s details and committee details)
  - First-aid kit - including asthma medication and Epipen (Management Plans for children are already photocopied and inside first aid kit)
  - Kinder mobile phone and charger, and staff mobile phones
  - Sign in/out Book
  - Portable radio with spare batteries

- Laminated sign to be placed on kinder door – “Due to evacuation, we are at Ferguson Park Preschool (next door) or Mason White McDougall (Main Rd, Hurstbridge), kinder mobile phone number is 0450 746 905”

## Closure of the Centre

- DEECD will notify all centres in a 'High Risk Area' of a planned closure due to weather conditions. Up to 72 hours notice will be given on a Code Red (Catastrophic) Day.
- In the event of a forced closure by DEECD, families will be notified as soon as possible of the closure – ensuring everyone understands the centre will definitely be closed regardless of any changes to the weather.
- President to organise Communication Tree to inform parents (we must receive verbal or written feedback confirming parents know about the centre closure)
- Notice to go on the front door informing of closure, as well as notice beside Sign in/out Book, notices in individual pockets, notification to placed on our website and phone message to be altered to notify of planned closure
- Following a closure, parents will be notified (via the Communication Tree) of when the centre is re-opening.
- Hurstbridge Preschool will be CLOSED on every 'Extreme' and 'Code Red – Catastrophic' Fire Danger Day.
- Hurstbridge Preschool will be OPEN on a 'Severe' Fire Danger Day – with staff taking extra precautions on these days (ie, Evacuation Bag packed, Bushfire Kit ready, kinder mobile phone charged and ready, etc)
- When the centre is open on a 'severe' Fire Danger Day
  - Staff must ensure
    - Evacuation Bag Packed (with all medications)
    - Kinder mobile phone is charged
    - Maintain regular contact with President (or other nominated committee member) in regards to any bushfire activity
  - The President (or other nominated committee member) must listen to 774 ABC radio and monitor the CFA website. They must phone the kinder to inform them of any prevailing weather conditions, concerns, etc. If at any point conditions deteriorate, staff and Executive Committee members can decide to close the centre. The Communication Tree will be implemented and parents will be notified to collect their child immediately
  - Considerations
    - Fire Danger Rating from CFA
    - Expected weather conditions
    - Staff needs (family/home protection)
    - Time of the year (ie, Jan/Feb – children have only been at kinder a few days/weeks)
    - Can staff/children cope with a bushfire threat?
- Inform DEECD of ANY closures decided by the centre

## Map showing Evacuation Point 1 and 2

## Incident Control System

In the event of an Emergency – the following Incident Control System will be implemented.

<b>Roles</b>	<b>Responsibilities</b>	<b>Name</b>
<b>Controller/ Logistics</b>	Make key decisions and directs the actions of others. Ultimate responsibility for the safety of the children, staff and volunteers. Evacuation Kit Enrolment Book Emergency Procedures Manual	Teacher
<b>Child Monitor</b>	Safety and well-being of the children, including active supervision. Sign In/Out Book	Assistant
<b>Information and Communications</b>	Gathers relevant information (such as updates on advancing bushfires) Manages incoming calls from parents Develops and delivers clear and consistent messages to parents/families (ie, “the children are safe and you may pick them up at.....”)	Additional Assistant (if available) or Parent on Duty (if available) or Teacher

In the event of an Emergency whilst having a Relief Teacher, the roles will be:

**Controller/Logistics: Assistant**  
**Child Monitor: Relief Teacher**  
**Information/ Communication: Additional Assistant/Parent on Duty/Assistant**

In the event of an Emergency whilst having a Relief Assistant, the roles will be:

**Controller/Logistics: Teacher**  
**Child Monitor: Relief Assistant**  
**Information/ Communication: Additional Assistant/Parent on Duty/Teacher**

## Communication Tree – Notice of Closure BEFORE the day

Each person calls the person UNDER their name

Children's Services Director Or Senior Staff Member					
000	4YO Teacher	3YO Teacher	President	Vice President	DEECD Regional Office
	Both 4YO Assistants	3YO Assistant	Confirms closure to DEECD, Book Keeper and Gardener	Cleaners	Children's Services Advisor

### Closure Affecting Wattle Group

Director calls 1-5 on Wattle Communication Tree List

1<sup>st</sup> Assistant calls 6-10 on Wattle Communication Tree List

2<sup>nd</sup> Assistant calls 11-15 on Wattle Communication Tree List

President calls 16-20 on Wattle Communication Tree List

Gumnuts Teacher calls 21-25 on Wattle Communication Tree List

### Closure Affecting Waratah Group

Director calls 1-5 on Waratah Communication Tree List

1<sup>st</sup> Assistant calls 6-10 on Waratah Communication Tree List

2<sup>nd</sup> Assistant calls 11-15 on Waratah Communication Tree List

President calls 16-20 on Waratah Communication Tree List

Gumnuts Teacher calls 21-25 on Waratah Communication Tree List

### Closure Affecting Gumnuts Group

Gumnuts Teacher calls 1-5 on Gumnuts Communication Tree List

Gumnuts Assistant calls 6-10 on Gumnuts Communication Tree List

President calls 11-15 on Gumnuts Communication Tree List

Gumnuts Teacher calls 16-21 on Gumnuts Communication Tree List

### Backups – in case someone is unavailable

President unavailable – phone Secretary

Vice President unavailable – phone Treasurer

Director unavailable – phone Gumnuts Teacher

1<sup>st</sup> Assistant unavailable – phone 2<sup>nd</sup> Assistant

2<sup>nd</sup> Assistant unavailable – phone 1<sup>st</sup> Assistant

Gumnuts Teacher unavailable – phone Director

Gumnuts Assistant unavailable – phone Director

## Communication Tree – Notice of Closure DURING a session

Each person calls the person UNDER their name

Teacher
President
Vice President, Secretary and Treasurer

President calls 1-6 on the Communication Tree List for the Group in session

Vice President calls 7-12 on the Communication Tree List for the Group in session

Secretary calls 13-18 on the Communication Tree List for the Group in session

Treasurer calls 19-25 on the Communication Tree List for the Group in session

### Backups – in case someone is unavailable

President unavailable – phone Vice President

Vice President unavailable – phone Assistant Treasurer

Secretary unavailable – phone Enrolment Officer

Treasurer unavailable – phone Maintenance Secretary