

- A) Purpose and scope : The purpose of the emergency management plan is to provide a detailed plan of how, for example good start early learning centre , will prepare and respond to emergency situations. This emergency management plan applies to all educators, children, visitors, contactors, and volunteers at good start early learning centre(child care).

1. B) Emergency contact :

services : police, ambulance , fire services— storm and earthquake) station : : authority : education contact : provider supervisors OFFICERS	call 000 phone- 132500 03 9409 8100 (Epping) 03 8405 8000 (Epping) for example-0498273455(kim) 1300 307 415 (VICTORIA) KYLIE-0493934940(EXAMPLE) jacky-0432111555(example) Adela- 0432666543(example)	Emergency SES-(flood, Local police Local hospital Work cover Department of Approved Nominated FIRST AID pre-
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- C) CHIEF-WARDEN

emergency current contact details of child care centre members . children / staff with special needs list and staff trained in first aid list are up to date. regular exercises/ drills. our emergency responses and recovery procedures are kept up-to-date. .Ensure staff on the child care centre are aware of their responsibilities. DuringEmergency the emergency control point. the nature and scope of the emergency. that the emergency services have been notified. Convene our child care centre as required. Initiate evacuation of affected areas/ lock-down/lock out/shelter in place as required. the incoming emergency services and respond to their requests. Post-emergency When the incident is rendered safe or the emergency services return control, notify the child care centre members to have staff and children return to normal operations. debrief with the child care centre and , where appropriate , with any attending emergency service.	.Maintain .Ensure .Conduct .Ensure .Attend .Ascertain .Ensure . . .Brief . Organise Ensure
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recovery activities are considered and implemented as required.

AREA WARDEN

Pre-

emergency

Regularly check and report on deficiencies of emergency equipment and kits

. . Coordinate safety practices(e.g. clear egress paths, access to first attack equipment e.g. fire extinguishers and disposal of rubbish) by wardens throughout their areas.

Participate

in emergency exercise/drills.

ensure

emergency and parent contact details are up-to-date.

During –emergency

Attend the emergency control point.

Communicate with the chief-warden /Early childhood commander by whatever means available and act on instructions.

Implement the emergency response procedures relevant to the floor or area and ensure that the chief-warden /early childhood commander is notified.

Direct the logistics officers /warden to check the floor or area for any abnormal situation.

Commence

evacuation if the circumstances on their floor or area warrant this. Control the movement of people.

Co-

opt persons as required to assist the logistics officers (warden's) during an emergency.

Confirm

that's the warden activities have been completed and report this to the chief-warden or a senior officers of the attending emergency services if the chief-warden is not contactable.

POST-

EMERGENCY

Compile

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

FIRST –AID OFFICERS---

Staff

member-NICOLE BROWN (first-aid officers) --training-Wilderness advanced First Aid---date qualified to---expires December 2021

Staff

Member—George Red—Provide an emergency first aid response in an education and care setting and CPR St.john--- date qualified to expires in december 2020

Staff

member-Travis orange –training—Apply first aid (HLTFA311A) Red cross--- date qualified to – expires august 2021

Staff

member—Pam Blue—Apply first aid (HLTFA311A) RED CROSS –expires date September 2021

staff

member –SARAH white---apply first aid (HLTFA311A) RED CROSS –expires

date november 2021

BRIAN

RUBY-Wilderness first aid –expires date is october 2021

F) ON-SITE EVACUATION- on-site evacuation procedures—when it is unsafe for children ,staff and visitors to remain inside the facilities building the chief warden on site will take charge and activate the incident management team if necessary. .call

000 for emergency services and follow advice .

determine which of the facility's pre identified on-site evacuation points is most appropriate to use .

Evacuate children , staff and visitors out of the main building to your on-site evacuation point at ; the play ground on the east side of the main building ,directly in front of the two emergency exits; or beside the back gate , located at the south west end of the back fence, which is the farthest corner of the block away from child's road. .Take

the child attendance sheet ,staff list , your emergency kit /first aid kit and this management plan. .Once

at the assembly point , check all children and staff and visitors are accounted for. . Ensure

communications with emergency services is maintained . Wait for emergency service to arrive or provide to further information. .

Confirm with emergency services personnel that it is safe to return to normal operations. .seek

advice from your approved provider /license or person with management or control. .maintain a

records of actions'/decisions undertaken and times. . Contact

parents as required. OFF -

SITE EVACUATION PROCEDURES---

Call 000 for emergency services and seek and follow advice. .

Determine which of the facility's off-site evacuation points is most appropriate to use. .

Evacuate children , staff and visitors to your offsite evacuation point at; the community centre at the west end of child's road , mountain view. Or; front yard of private residence located north west of the early years centre at 15 scenic drive,hilltop. .Take

the emergency kit/ first aid kit(including children attendance sheet and staff

attendance sheet and a copy of emp) .

Once at assembly point , check all the children, staff and visitors are accounted for. .

Ensure communications with emergency services is maintained . .

wait for emergency services to arrive and provide further informations. .

. confirm with emergency services personel that it is safe to reytturn to normal operations. .

Seek advice from your approved provider / licence representative if required. .

.maintain a record of actions/ decisions undertaken and times. .

.contact parents as required . LOCK-

DOWN PROCEDUIRES- .

call 000 for emergency services and seek and follow advice. .

initiate the lock-down and provide instructions to staff , for example , close internal doors and windows .remain in class room , sit below window level or moves ionto corridors. .check

that all external doors and windows if appriopriate 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 enterance as the only entry point. It must be constantly monitored and no unauthorised people allow access. .

. As appriopriate , as certain that all children, visitors accounted for. . it is safe to do so , have a staff member wait at the main entry to the facility to guide emergency services personnel. .

As appriopriate , confirm with emergency services personnel that it is safe to return to normal operations. .

Seek advice from your approved provider /license or person with manmagement or control/ license representative if required. .

Maintain a record of actions and decisiond undertaken and times . .

contact parents as required. G)

EMERGENCY RESPONSE DRILLS- rehears

each emergency and evacuation procedures every three months, and document the rehearsals. services

are required to rehears each emergency and evacuation procedures once every three months , regardless of the number of emergencies covered by

that procedure. For example, a service with one evaluation procedures and one 'lockdown' procedure would be required to rehearse both of these procedures once every three months, even though each of these procedures covers multiple emergencies.

services are also required to document these rehearsals (for example, in a diary or communication book). This will ensure that there is a record that the rehearsals have taken place, and will demonstrate to an authorised officer that the services complies with this part of the regulation.

H—Emergency equipment--- children 's data and parents contact information (contained in emp).

children and staff with additional needs list(contained in emp) including any children's medications. enrolment records including including authorisations and parent contact details.

contact

staff information

traffic/emergency safety vest and tabards

facilities

keys, standard portable first aid kit,a charged mobile phone and charger/s.

Torch with replacement batteries(or wind up torch), whistle, portable battery powered radio, bottled water.

copy of

facilities site plan and emp including evacuation routes.

portable

non-perishable snacks such as sultanas, dried fruits and energy bars, sunscreen and spare sunhats, plastic garbage bags and ties , toiletry supplies.

equipment- every child care centre is required to have a complete set of fire equipment present around the premises .install fire extinguishers, fire sprinkle systems, fire blankets, fire detectors, alarms, fire exit signs and lighting . All the appropriate fire systems and emergency equipment can be obtained through the help of a professional technicians.

testing—

in accordance with standards AS 1851, all fire protection equipment should be maintained and kept in good working condition. extinguishers are primarily tested annually for any signs of defects. Similar tests are performed on smoke detector and alarms. To ensure yellow tags on these equipments show update testing always maintain a regular checkup. Exit signage and lighting also among the implemented installations that need appropriate maintainance.

Training-practicing safety entails the knowl;edge of handling fire safetyequipment such as fire extinguishers , the unfamiliarity of fire extinguishers posts high risk of the establishments. As part of the training ,the staff must learn the basics ways of using fire extinguishers . It is rather learned through the acronym pass:

P-pull the pin to unlock the handles. A-
aim at the base of the fire. S
—squeeze handles to discharge suppressant. S-
sweep fire off the by turning the nozzle from side to side at the base of the
fire. I)

COMMUNICATION STRATEGY—in the child care centre , every exit have a
emergency evacuation diagram and procedures. an educator can talk about
emergency evacuation procedures and emergency management plan with
children and their families. Educator can ask parents if they can join the
emergency procedures rehearsals which is held after every three months
and all children participated and rehears emergency procedures after every
three months and show the parents emp and tell about emergency plan and
how it is work every thing an educators can tell parents about emergencies
procedures.